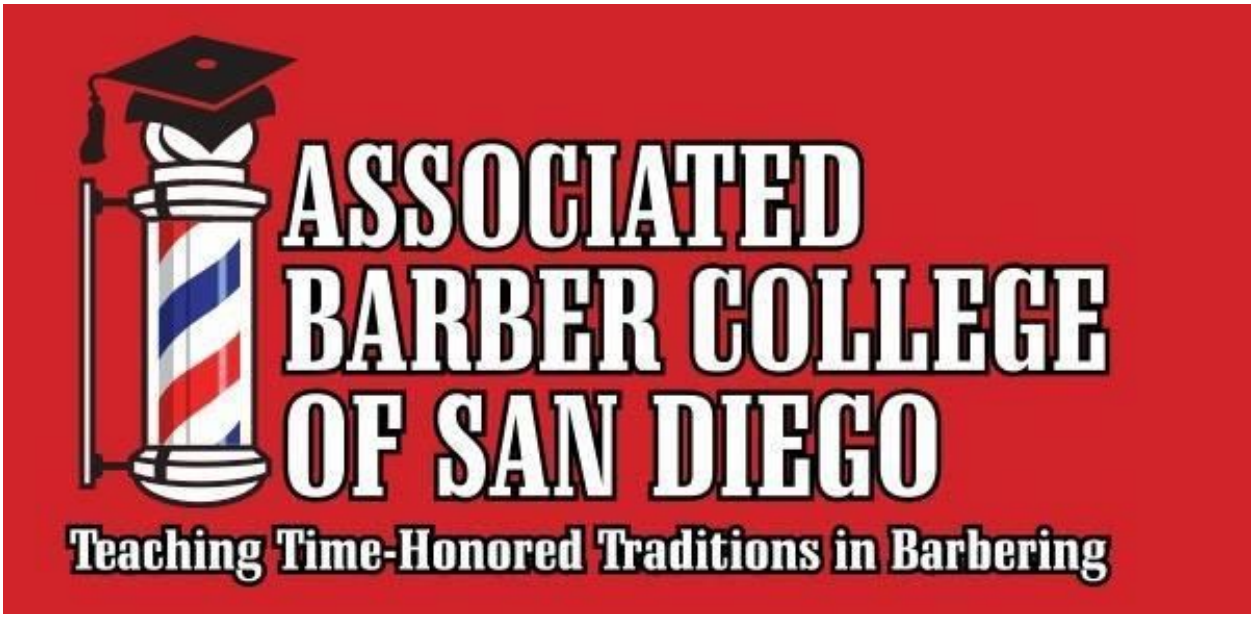

STUDENT CATALOG

Beginning Date: 7/01/2025
Ending Date: 6/30/2027

Mailing Address & Barber Practical Floor
1333 5th Avenue
San Diego, California 92101

Cosmetology Practical Floor
1315 5th Avenue
San Diego, California 92101

Theory Classroom
1311 5th Avenue
San Diego, California 92101

Administrative Office
1301 5th Avenue
San Diego, California 92101

Phone: (619) 234-7703
info@associatedbarbercollege.edu
www.associatedbarbercollege.edu

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WELCOME TO OUR PASSION!

As a prospective student, you are encouraged to review this catalog prior to signing an Enrollment Agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you before signing an Enrollment Agreement. Prior to enrollment, Associated Barber College of San Diego (ABCSD) will provide a prospective student, either in writing or electronically, with a school catalog containing, all the minimum requirements set forth by the Bureau for Private Postsecondary Education.

Our Instruction is taught in English only.

TO OUR PROSPECTIVE STUDENTS

Thank you for considering Associated Barber College of San Diego (ABCSD) for your educational needs to become a licensed barber and/or cosmetologist by California. The Barber/Beauty industry could provide you excellent opportunities for a successful career in the hair industry. Our school emphasizes how to be successful in the barber/beauty industry and succeed in all your professional barbering and cosmetology goals. This means hard work, dedication, and preparation on your part. We are happy to have you visit our school at any time to tour our campus. We will be pleased to answer all your questions.

PREPARING TO ATTEND

Complete our enrollment application and call our school's office to make an appointment with our admission staff. We are proud to offer tours of our campus during your visit. Please bring your high school diploma (or its equivalent), social security card, and valid government issued photo identification.

MISSION STATEMENT

Associated Barber College of San Diego's purpose is to educate men and women in the field of barbering and cosmetology. Our mission is to instruct students in the barbering and cosmetology fields with hands-on techniques and classroom theory so that our graduates will be prepared to pass the California Barber or Cosmetology exam for an entry level position of employment in the beauty industry.

EDUCATION OBJECTIVES

Our primary objective is to provide each enrolled student with a high-quality barber educational program in an environment that is conducive to attaining barber shop skills by adopting a straightforward, pragmatic methodology. It is our goal that each of our students can become successful employable barbers in the State of California by being able to provide quality barbering services to the consumer.

NON-DISCRIMINATION AND TITLE IX POLICY

Associated Barber College of San Diego (ABCSD), in its admission, instruction, and graduation policies, does not discriminate based on race, creed, color, religion, sex, sexual orientation, gender identity, disability, age, marital status, national origin, ethnic origin, or Vietnam-era/disabled veteran, or on any other basis prohibited by federal or state law, in employment or its education programs or activities. Further, the institution is required by Title IX of the Higher Education Act not to discriminate based on sex in such a manner. Questions regarding the ABCSD Title IX policy may be referred to the school's Title IX Coordinator or the U.S. Department of Education's Office of Civil Rights ("O.C.R."). The school's Title IX Coordinator is the Associate Director. She may be contacted by telephone at (619) 234-7703 or by email at info@associatedbarbercollege.edu. Please see our full Title IX Policy the ABCSD website at: http://www.associatedbarbercollege.edu.

NOTICES

This catalog and its contents are valid thru June 30, 2025. Associated Barber College of San Diego reserves the right to modify and change its programs, tuition and fees, admission and graduation requirements, schedules, and other policies and regulations as stated in the catalog as necessary, with the approval of the Bureau for Private Postsecondary Education. Suppose there are changes in educational programs, educational services, procedures, or policies required to be included in our school catalog by statute or regulation implemented before issuing the annually updated school catalog. In this case, ABCSD shall reflect those changes when made in supplements or inserts accompanying the school catalog.

OFFICE OF STUDENT ASSISTANCE RELIEF

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370- 7589, option #5, Fax: (916) 263-1897, or by visiting osar.bppe.ca.gov.

ACCREDITATION

Associated Barber College of San Diego and its non-degree programs are accredited by: National Accrediting Commission of Career Arts & Sciences (NACCAS)
3015 Colvin Street
Alexandria, VA 22314
(703)600-7600
NACCAS is recognized by the U.S. Department of Education
as a national agency for the institutional accreditation of postsecondary schools.

APPROVAL DISCLOSURE STATEMENT

The Associated Barber College of San Diego is a private school and is approved to operate by the Bureau for Private Postsecondary Education (Bureau) pursuant to California Education Code Section 94909 in 2013. The Bureau's approval means that the school and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions. Programs must be renewed annually and is subject to continuing review.
Approved are the following programs:

Offered-
Barbering 1500 Clock Hours
Barbering 1200 Clock Hours
Barbering 1000 Clock Hours
Cosmetology 1000 Clock Hours
Cosmetology 1500 Clock Hours
Barber Crossover 400 Hours

APPROVAL TO OPERATE

Associated Barber College of San Diego is approved to operate as a private postsecondary school in the State of California is based on provisions of the California Private Postsecondary Education Act of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010. Any questions a student may have regarding this catalog that have not been answered by the institution may be directed to:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
Web site Address: www.bppe.ca.gov
(P) (888) 370-7589 or by (F) (916) 263-1897

OR

NACCAS
3015 Colvin Street
Alexandria, VA 22314
Web site Address: www.naccas.org
(P) 703-600-7600 or by (F) 703-379-2200

APPROVALS

The following National and California State agencies have set minimum standards for our program of studies:

Bureau for Private Postsecondary Education
(Bureau, BPPE)
1747 North Market Boulevard, Ste.225
Sacramento, CA 95834
(P) 888-370-7589 (F) 916-263-1897
www.bppe.ca.gov

Board of Barbering and Cosmetology (BBC)
2420 Del Paso Road Suite 100
Sacramento, CA 95834
(P) 800-952-5210 (F) 916-575-7281
www.barbercosmo.ca.gov

United States Department of Education (ED)
Federal Student Aid, Schools Channel
50 Beale Street, Suite 9800
San Francisco, CA 94105
(P) 415-486-5677 (F) 415-486-5676

California Department of Veteran's Affairs (VA)
1227 O Street, Suite 105
Sacramento, CA 95814
(P) 888-442-4551
www.benefits.va.gov/gibill/apply.asp

MEMBERSHIPS

American Association of Cosmetology Schools (AACS) California Association of Student Financial Aid Administrators (CASFAA)

INSTRUCTIONAL LOCATION

Associated Barber College of San Diego – 1333, 1315, 1311, 1301 5th Avenue San Diego, CA 92101.

COLLEGE NAVIGATOR LINK

https://nces.ed.gov/collegenavigator/?q=Associated+Barber+College&s=CA&zc=92101&zd=0&of=3&l=91&ct=3&ic
=3&ts=CA&id=485494

INSTRUCTIONAL FACILITIES

Our campus has 6549 square feet and is equipped to comply with all building safety and health regulations. Prospective enrollees are encouraged to visit the school's physical facilities and discuss personal, educational, and occupational plans with the school personnel before enrolling or signing the Enrollment Agreements. Our campus includes practical areas, classrooms, lunchroom, reception area, facial and massage rooms, and offices. Our school is a spacious, air-conditioned modern facility accessible by public transportation.

Practical learning:

Our barber practical floor is located at 1333 5th Avenue and is 2902 square feet that can accommodate 70 students per shift. Our barber practical floor area consists of 28 Paidar barber chairs and 6 42" television monitors and linen receptacles for soiled linen. Behind each chair are a tool cabinet, work stand, and shared sink. Each station consists of a barber chair, a back bar with mirrors, a cabinet for tools and linen. There is also a laundry room, filtered drinking water, lunchroom, 45 student lockers, and one A.D.A. restroom for men and women. The instructor's office is also equipped with desks, cabinets, a computer system, and a copier.

Our cosmetology practical floor is located at 1315 5th Avenue and is 705 square feet that can accommodate 15 students per shift. Our cosmetology practical floor area consists of 10 styling chairs and two shampoo sinks. Behind each chair is a tool cabinet, a back bar with mirrors, a cabinet for tools and one A.D.A. restroom for men and women. Included is a dispensary with a sink and for chemicals.

Theory learning:

Our theory classrooms are located at 1311 5th Avenue and is 1619 square feet that can accommodate 40 students per shift. The theory learning facility consists of student chairs and desks, a student computer, two television monitors, a dry erase board, 45 student lockers, and one A.D.A. restroom for men and women. A workstation table is available for doll head practice.

Resource center: Our resource center is in our theory area of the campus at 1311 5th Avenue, San Diego. It contains a 42" television with a DVD player, 15 VHS barber training videos, 50 books/textbooks for resourceful information. All students can access the resources library during regular school hours while the student is clocked in for class. We ask that NO materials or equipment leave the facility at any time.

STUDENT BODY DIVERSITY: 7/1/24 – 6/30/25 = 161 TOTAL
Program: Barbering & Cosmetology Attendance Status: 100% Full-Time
Gender: Male = 85% Female = 15%
Age: Less than 23 years old = 14%
Race/Ethnicity:

African American = 28.57%	Hawaiian = 0%
Asian = 5.5%	Hispanic = 54.65%
Caucasian = 9.3%	Middle Eastern = 0%
American Indian = 0%	Unknown = 1.98%

Federal Pell Grant Recipients: 78.2% (126)
Average Pell Grant Received: $4,768.00

GAINFUL EMPLOYMENT DISCLOSURE

The Secretary published the final regulations in the Federal Register (88 FR 70004) on October 10, 2023. These regulations apply to most educational programs eligible to participate in the student financial assistance programs authorized under Title IV of the Higher Education Act of 1965, as amended (HEA). On July 1, 2024, the U.S. Department of Education's new Financial Value Transparency and Gainful Employment regulations were enacted. Under these regulations, the Biden administration's new gainful employment rule will provide the strongest protection against unaffordable college debt for non-degree programs in any sector. Associated Barber College of San Diego will make gainful employment information available to students on its website once the U.S. Department of Education offers guidelines.

HEALTH AND PHYSICAL CONSIDERATIONS FOR BARBERING & COSMETOLOGY:

Prospective students should be aware of the physical demands required of the beauty industry professional. Occupations in the beauty industry generally require continued standing or sitting and constant use of the upper torso, shoulders, arms, wrist, and hands, upper back, and neck. Certain individuals may have allergies or sensitivities to the specific chemical products used in barber occupations. A student must be physically capable of performing all required activities conducted at the school and complying with all safety policies and procedures. Working with the public also requires the ability to always have compassion and patience for people.

HEALTH WARNING

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

INDUSTRY EARNINGS

As with any career, the amount of income one can earn in the beauty industry is directly related to the amount of effort one applies to their profession. Minimum efforts will most likely result in minimum earnings, while maximum efforts can lead to much higher compensation levels. One's ability to earn income in the beauty industry depends on one's ability to communicate, present oneself professionally, develop great people skills, maintain a positive attitude, and perform excellent barber or cosmetology skills of the trade. The ABCSD curriculum is designed to teach students these skills to help them obtain an entry-level position upon graduation and licensing, but students' effort to learn these skills is solely up to them. In addition to the above-earning considerations, earnings levels can depend on work location, tipping habits, competition, the discretion of your employer, and the position held. Accordingly, since earnings are dependent on the efforts of the individual and other factors, ABCSD does not make any express or implied claim about the salary or wages that you may earn after completing your designated educational program. This program may result in freelance or self-employment. The work available to graduates of this program is usually for freelance or self-employment. This type of work may not be consistent. The period of employment can range from one day to weeks to several months. Hours worked in a day or week may be more/less than the traditional 8-hour workday or 40-hour workweek. You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills. Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed to be counted as placed for our job placement records. Please see our School Performance Fact Sheet on our school website www.associatedbarbercollege.edu related to the outcomes in the educational program you select and will contain wage and salary data for career occupations.

GENERAL EMPLOYER'S REQUIREMENTS

It is best if each barber or cosmetologist can meet requirements set forth by the employer or place of business. Most successful barbershops and salons wish to offer employment to skilled barbers and cosmetologists with professional attitudes and work ethics. To be hired or contracted by a California licensed establishment, you must have a valid California license in barbering or cosmetology. It is recommended that as a licensed professional, you are skilled in barbering or cosmetology, punctual, willing to work an agreed-upon schedule, comply with State Board rules and regulations and demonstrate excellent customer service.

CLASS CALENDAR

FIRST DAY OF CLASS - The first day of class is typically the immediate Monday after orientation unless Monday is a legal holiday and then the first day of class will be Tuesday.

A special holiday may be declared for emergency or special reasons. Holy Days of all religious beliefs are respected and allowed.

Orientation Date	Class Start Date
August 8, 2025	August 11, 2025
September 12, 2025	September 15, 2025
October 17, 2025	October 20, 2025
November 21, 2025	November 24, 2025
January 9, 2026	January 12, 2026
February 13, 2026	February 17, 2026 (Tuesday)
March 20, 2026	March 23, 2026
April 24, 2026	April 27, 2026
May 29, 2026	June 1, 2026
July 2, 2026(Thursday)	July 7, 2025 (Tuesday)
August 7, 2026	August 10, 2026
September 11, 2026	September 14, 2026
October 16, 2026	October 19, 2026
November 20, 2026	November 23, 2026
January 8, 2027	January 11, 2027
February 12, 2027	February 16, 2027
March 19, 2027	March 22, 2027
April 23, 2027	April 26, 2027
May 28, 2027	June 1, 2027

Holidays and Days Closed:

2025-
7/4 & 7/5 Independence Day
9/1 Labor Day
10/13 Columbus Day
11/27 Thanksgiving
12/25 & 12/26 & 12/27 Christmas

2026-
1/1, 1/2, 1/3 New Years
1/19 MLK
2/16 Presidents Day
5/25 Memorial Day
6/19 Juneteenth
7/4 Independence Day
9/7 Labor Day
10/12 Columbus Day
11/26 Thanksgiving
12/24 & 12/25 & 12/26 Christmas

2027-
1/1, 1/2 New Years
1/18 MLK
2/15 Presidents Day
5/31 Memorial Day
6/19 Juneteenth
9/6 Labor Day
10/11 Columbus Day
11/25 Thanksgiving
12/24 & 12/25 Christmas

PROGRAMS APPROVED & OFFERED

Our school offers six programs of Barber & Cosmetology Instruction that include basic and extended training needed to pass the Board of Barbering and Cosmetology examination. Our Barber/Cosmetology programs are for students with little or no education in barbering or cosmetology. Our Barber/Cosmetology programs will give the student the opportunity to take extended classes to increase their skills for optimal employment.

Barbering ~ 1500 Clock Hours				
Cosmetology – 1500 Clock Hours	40	1500	40*	Diploma
Exceeds State Requirements	35	1500	45.7*	Diploma
* Includes 100 hours of absentee time	30	1500	53.33*	Diploma
	24	1500	66.6*	Diploma
Barbering ~ 1200 Clock Hours	40	1200	32**	Diploma
Exceeds State Requirements	35	1200	36.57**	Diploma
**Includes 80 hours of absentee time	30	1200	42.66**	Diploma
	24	1200	53.33**	Diploma
Barbering ~ 1000 Clock Hours				
Cosmetology ~ 1000 Clock Hours	40	1000	26.5***	Diploma
***Includes 60 hours of absentee time	35	1000	30.28***	Diploma
	30	1000	35.33***	Diploma
	24	1000	44.16***	Diploma
Barber Crossover ~ 400 Clock Hours	40	400	10.6****	Diploma
Exceeds State Requirements	35	400	12.11****	Diploma
****Includes 24 hours of absentee time	30	400	14.13****	Diploma
	24	400	16.66****	Diploma

BARBERING ~ 1500 CLOCK HOURS (D.O.T.#330.371-010, CIP#12.0402)

(Hours exceed State Requirements) For students enrolled in the Barbering 1500 Clock Hours program it consists of fifteen hundred (1,500) clock hours of technical instruction and practical operations covering all practices and constituting the art of barbering. Educational Goals: The Barbering 1500 clock hours program is designed to prepare students for the state licensing examination and for profitable employment as a California licensed barber. This course also offers 500 hours of extended classes to include practical exercises in the scope of barbering (haircutting, coloring, perming, shaving, customer service, etc.) for confidence in employment.

BARBERING ~ 1200 CLOCK HOURS (D.O.T.#330.371-010, CIP#12.0402)

(Hours exceed State Requirements) For students enrolled in the Barbering 1200 Clock Hours program it consists of twelve hundred (1,200) clock hours of technical instruction and practical operations covering all practices and constituting the art of barbering. Educational Goals: The Barbering 1200 clock hours program is designed to prepare students for the state licensing examination and for profitable employment as a California licensed barber. This course also offers 200 hours of extended classes to include practical exercises in the scope of barbering (haircutting, coloring, perming, shaving, customer service, etc.) for confidence in employment.

PROGRAMS APPROVED & OFFERED (Con't)

BARBERING ~ 1000 CLOCK HOURS (D.O.T.#330.371-010, CIP#12.0402)
For students enrolled in the Barbering 1000 Clock Hours program it consists of one thousand (1,000) clock hours of technical instruction and practical operations covering all practices and constituting the art of barbering. Educational Goals: The Barbering 1000 clock hour program is designed to prepare students for the state licensing examination and for profitable employment as a California licensed barber. This course offers the minimum requirements set by the state of California.

BARBER CROSSOVER ~ 400 CLOCK HOURS (D.O.T. #330.371-010, CIP #12.0403)
(Hours exceed State Requirements). California Cosmetology License or Proof of Training Required For students enrolled in the Barber Crossover program it consists of four hundred (400) clock hours of technical instruction and practical operations to provide barber training not a part of the required training or practice of a cosmetologist. Educational Goals: The Barber Crossover program is designed to prepare students for the state licensing examination and for profitable employment as a California licensed barber.

COSMETOLOGY ~ 1500 CLOCK HOURS (D.O.T.#330.371-010, CIP#12.0402)
(Hours exceed State Requirements) For students enrolled in the Cosmetology 1500 Hour program it consists of fifteen hundred (1,500) clock hours of technical instruction and practical operations covering all practices and constituting the art of cosmetology. The course covers all phases of Cosmetology (health & safety, disinfection and sanitation, haircutting, hairstyling, manicure, pedicure, skin care, hair removal, lash and brow beautification, chemical services). Successful completion of this course will allow the student to take the state exam to obtain a California license. This course also offers 500 hours of extended classes to include practical exercises in the scope of haircutting and chemical services for confidence in employment.

COSMETOLOGY ~ 1000 CLOCK HOURS (D.O.T.#330.371-010, CIP#12.0402)
For students enrolled in the Cosmetology 1000 Hour program it consists of one thousand (1,000) clock hours of technical instruction and practical operations covering all practices and constituting the art of cosmetology. The course covers all phases of Cosmetology (health & safety, disinfection and sanitation, haircutting, hairstyling, manicure, pedicure, skin care, hair removal, lash and brow beautification, chemical services). Successful completion of this course will allow the student to take the state exam to obtain a California license.

ENGLISH AS A SECOND LANGUAGE

This school does not offer an English as a Second Language ("ESL") course. All prospective students accepted for enrollment must be proficient in the English language.

DISTANCE EDUCATION

Our college does not offer permanent distance education currently.

ORIENTATION

All students must attend Orientation before starting class. For students, Orientation classes (see dates in Class Calendar) are held every five weeks at 9:00 am in our theory classroom. All new students, transfers, and re-enrollment students must attend Orientation Class prior to starting class. Each student must have submitted the State and School Required Documents one week before Orientation and pay the non-refundable application fee to attend orientation.

At Orientation, you will be informed of school policies, and regulations, taken on a tour of the facility, and allowed to ask questions about the school and your program of study. Students will also learn about the time clock and have their palm scanned. The student will be issued a Student ID number. Orientation can last anywhere from 45 minutes to 2 hours, depending on how many students are attendance. Students enrolled in the either program will be allowed to purchase any necessary tools/books/uniform at orientation. Once Orientation is complete, the students will be asked to sign the Enrollment Agreement and then released to go home and return to school on their scheduled start date.

ADMISSIONS

Students must apply for enrollment in person. Applications are available on our website at www.associatedbarbercollege.edu. If your application is mailed, you will be contacted by email or telephone within seven days to confirm receipt of your application. Each applicant must enroll in person to validate the required admission documents. The applicant will be scheduled to meet our Admissions team and answer questions, take a school tour, pay the application fee, and STRF for enrollment. After the funding is approved, accepted applicants will receive an Orientation date. Approved tuition funding for each application is due one week before Orientation to guarantee a class start date.

ADMISSIONS BUSINESS HOURS

Admissions: Office Hours: Monday-Friday 8:30 am– 3:30 pm. (evening appointments available)
Admissions Staff: (619) 234-7703 or info@associatedbarbercollege.edu

ADMISSION POLICY & REQUIREMENTS

Associated Barber College of San Diego (ABCSD) admissions office is located at 1301 5th Avenue San Diego, CA 92101. New and returning students may apply in person. An Enrollment Application can be printed from our website www.associatedbarbercollege.edu.

Our school policy is that before enrollment (signing the Enrollment Agreement), the school will provide and encourage prospective students to review the school catalog, the School Performance Fact Sheet, and other disclosures posted on the school's website www.associatedbarbercollege.edu. These documents will assist the student in making an educated selection of the programs of study offered by this school. The school catalog and disclosures are updated annually by the dates on the cover page. For Title IV purposes, ABCSD only admits as a regular student who has a high school diploma, or GED, or its equivalent, or higher, and beyond the age of compulsory school attendance in California.

ADMISSION POLICY & REQUIREMENTS (CON'T)

State/Federal and School Requirements For All Programs Offered:

A) Students must be at least 17 years old at the time of enrollment
B) Provide a valid government issued photo identification
C) Provide a signed social security card
D) Pay an application fee of $100 and the STRF fee. (see Tuition and Fee Schedule)
E) Approve source of funding or down payment
F) Applicants must provide a copy of his/her high school diploma, official transcript that shows high school completion or General Educational Development (GED), its equivalent, or higher
G) Proof of transfer credits, if applicable

VALIDATION OF HIGH SCHOOL DIPLOMA

ABCSD will verify the authenticity of the diploma before enrollment. If the diploma cannot be verified, the student may be asked to provide an official high school transcript showing the dates of entrance and graduation. If the transcript is unavailable, the student must take and pass the GED exam or equivalent before enrollment at ABCSD.

Before admissions, foreign high school documents must be translated and evaluated for U.S. high school equivalency by an outside agency such as the Association of International Credential Evaluators (AICE), American Association of Collegiate Registrars and Admissions Officers (AACRAO), or National Association of Credential Evaluation Services (NACES). The agency must be qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma before submitting them to ABCSD.

Students must have a high school diploma or its equivalent to be allowed to enroll and be eligible for Title IV funds.

GED® CERTIFICATION and HISET® EXAM

Our admissions team can assist you with information regarding online GED prep courses. The state must approve the GED® test or HiSET®. Please refer to the adult school location below or in your area: Chula Vista Adult School located at 1034 Fourth Avenue, Chula Vista, CA 91911 | (619) 796-7010 | www.cva.sweetwaterschools.org/test-center/

The State of California approved the HiSET as one of three High School Equivalency Tests. The HISET® exam, the new alternative to the GED® test, certifies a test taker's attainment of academic knowledge and skills equivalent to those of a high school graduate. You have the option to take the test on paper or computer.

ABILITY TO BENEFIT (ATB)

ATB students are not eligible for Title IV funding at ABCSD. We do not admit ATB students.

VACCINATION POLICY

Our school does not have an immunization requirement for admissions to this school. We encourage all students to follow the guidance of the California Department of Public Health www.cdph.ca.gov and the Center for Disease Control www.cdec.gov regarding all vaccines.

ARTICULATION OR TRANSFER AGREEMENT

ABCSD has not entered into an articulation or transfer agreement with any other college or university.

RE-ENTRY / RE-ENROLLMENT POLICY

Students who withdraw from school and desires to re-enroll must request permission from the school Director. The school Director has complete discretion for approval for re-entry to the program. Upon approval, the Director will determine the number of hours accepted to re-enter the program. Students desiring to re-enroll within six (6) months of their last date of attendance will be readmitted at their original tuition rate. Students who re-enroll more than six (6) months since the last day of attendance will be subject to the current tuition rate. All re-enrollments will require a new Enrollment Agreement.

A student re-enrolling re-enters at the same progress status as of their last day of attendance. A re-enrolling student failing to meet minimum satisfactory progress requirements at the time of withdrawal will have the same academic progress status when they return. Re-enrolling students on probation are not eligible to receive financial aid and will be admitted on a cash basis only. Financial aid may be reinstated when the student achieves satisfactory progress at the next evaluation point.

Please refer to the Credit for Previous Training Policy for more information. The school reserves the right to evaluate the previous enrollment and to verify the student was in good standing with a tuition account paid up to the last date of attendance before the student is accepted for re-enrollment. The school will charge the student a non-refundable re-enrollment fee of $250.

PREVIOUS EXPERIENCE OR CREDIT FOR PREVIOUS TRAINING POLICY –

Students requesting credit for previous experience to be considered transfer hours into our school from another school must have the School Director's approval before enrollment. All previous experience must be submitted on a certified/signed California Board of Barbering and Cosmetology Proof of Training document and a transcript from the previous California school. The school's Director will review the documents and decide what credit will be transferred to our school. It is the School Director's discretion to accept a transfer student. When the School Director approves the transfer, appropriate credit may be granted for before training hours at the discretion of the school Director. Our Admission team will then conduct an evaluation of all previous educational training, give credit when appropriate, reduce the length of the program proportionately and keep records of this process in the student's file. The school may not elect to accept all or any of the previous hours of training and operations. The transfer hours received from another institution toward the student's educational program are counted as attempted and completed hours to determine when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contract hours at the institution. All out-of-state applicants must furnish the FORM C of credit hours from the California Board of Barbering and Cosmetology. It must be notarized from the previous school attended. There are no charges for the transfer process.

FOREIGN STUDENTS

All students must have a United States Social Security Number, or a Tax ID Number issued by the U.S. Government. Our school does not provide English Language Services. Our college does not provide Visa Services. The level of English language proficiency is that of the equivalent of passing high school in the United States. Instruction is taught in English only. The Board of Barbering and Cosmetology will allow an interpreter to accompany the student to the exam for the test. Please contact the Board of Barbering and Cosmetology or see the school's Admission team for information on taking an interpreter to the exam.

DISABLED STUDENTS

ABCSD does not discriminate based on disability in admission or access to its programs, services, or activities of individuals who meet the essential eligibility requirements. The school will provide reasonable accommodations for documented disabilities of individuals who are eligible to receive or participate in programs, services, or activities. Please see our Disabled Student section on page 58.

TUITION AND FEES

Associated Barber College of San Diego reserves the right to change the tuition and fees and make subject changes without notice when necessary; any change will not affect current (active) students. Effective for Class Starts after August 1, 2024.

Program	Barbering 1500 Hours CIP Code: 12.0402	Barbering 1200 Hours CIP Code: 12.0402
	SOC Code 39-5011	SOC Code 39-5011
Application Fee (non-refundable)	$100.00	$100.00
Books/Tools/Uniform***	$1,000.00	$1,000.00
**STRF Fee (non-refundable)	$0	$0
Tuition*	$22,245.00	$19,095.00
Total	**$23,345.00**	**$20,195.00**
Overtime Rate	$20.00	$20.00
Clock Hours	1500	1200
Allowable Absence Hours	100	80
Length of Program in Weeks	50 (30 Hours)	40 (30 Hours)

Program	Barbering 1000 Hours CIP Code: 12.0402	Cosmetology 1000 Hours CIP Code: 12.0401
	SOC Code 39-5011	SOC Code 39-5012
Application Fee (non-refundable)	$100.00	$100.00
Books/Tools/Uniform***	$1,000.00	$1,000.00
**STRF Fee (non-refundable)	$0	$0
Tuition*	$16,750.00	$16,750.00
Total	**$17,850.00**	**$17,850.00**
Overtime Rate	$20.00	$20.00
Clock Hours	1000	1000
Allowable Absence Hours	60	60
Length of Program in Weeks	33.33 (30 Hours)	33.33 (30 Hours)

Program	Cosmetology 1500 Hours CIP Code: 12.0401	Barber Crossover 400 Hours CIP Code: 12.0402
	SOC Code 39-5012	SOC Code 39-5011
Application (non-Refundable)	$100.00	$100.00
Books/Tools/Uniform***	$1,000.00	No Charge
**STRF Fee (non-refundable)	$0	$0
Tuition*	$22,750.00	$6,300.00
Total	**$23,850.00**	**$6,400.00**
Overtime Rate	$20.00	$20.00
Clock Hours	1000	400
Allowable Absence Hours	60	24
Length of Program in Weeks	50 (30 Hours)	13.33 (30 Hours)

TUITION AND FEES (CON'T)

** As of April 1, 2024, students who meet the California Student Tuition Recovery Fund criteria are required to pay $0 for every $1000 of institutional charges rounded to the nearest $1000. Please see additional STRF information in this catalog. See the Tuition and Fee Schedule above for STRF fees per course.

*** Final Cost for Books/Tool/Uniform See tool list for details.

Total tuition charges for the period of attendance and total charges for the entire educational program are the same and are an estimate of the charges due at the time of enrollment.

REGISTRATION FEES (Non-Refundable):

Registration Fee -$100.00 due at the time of enrollment.

Re-Enrollment Registration Fee-$250.00 due at your registration appointment if you have been approved by the Director to re-enroll.

TUITION (Total tuition charges for entire educational program):

Tuition charges are listed above for each program. *Tuition is charged by payment period. A payment period is defined as half of the clock hours in a 900-clock hour and 26 weeks of an academic year or half of the clock hours or weeks in the programs less than a full academic year of 900 clock hours and 26 weeks.

OVERTIME CHARGES (*Financial Aid funds and VA benefits will not pay for Over Contract Time Charges)*

Overtime occurs when a student has not completed their program by the contract graduation date stated on the Enrollment Agreement or Addendum. Suppose completion of clock hours is not completed by the contract graduation date on the Enrollment Agreement, and the allowable absence hours have been exhausted. In that case, additional tuition charges will accrue at the hourly rate stated on the student's Enrollment Agreement: There are no overtime charges for 94%-100% attendance at the said contract graduation date.

A student with an attendance percentage of 93% or below will have over-contract time charges added to the student ledger at the said contract graduation date. When over-contract charges are incurred, these charges are added to the student's ledger as tuition. The school will create a new Enrollment Agreement addendum to determine the revised contract graduation date for the clock hours in the program. This overtime charge process will continue until the student has completed the program.

OVERTIME CHARGES EXAMPLE

Example: If a student needs 100 hours to complete the program at the time of the agreed upon completion date on the Enrollment Agreement, the overtime charges will be $20.00 per hour x 100 hours = $2,000 to complete the program and a new completion date will be determined to complete the program. The new completion date is determined by the number of hours needed to complete the program divided by how many daily scheduled hours the student has agreed to attend. More overtime charges will accrue if the student has not completed the program by each completion date.

TUITION AND FEES (CON'T)

OVERTIME PAYMENT REQUIREMENT

Once a student exhausts the allowable absence hours and the student accrues overtime, the overtime charge will be added to the student ledger after each payment period. The student could be required to bring all overtime charges current at the end each payment period. If the student does not bring the overtime payment charges current, then attendance could be suspended until the tuition is paid in full at the discretion of the Director or Associate Director. Each student will be required to have all tuition charges current before the next payment period starts.

BOOKS/TOOLS/UNIFORM

Equipment and materials used in our programs are industry standard or above. Tools that are charged are listed at the time of enrollment. Tools that are included in the tuition for our courses include, but not limited to shears, clippers, blow dryers, razors, brushes, doll heads, tripods, combs, and other required tools for barbering and/or cosmetology. Due to the supply availability, we make every effort to keep our tool list current and all our tools in stock to be issued. Occasionally an item might be backordered, and we will replace the item with equal or greater value as soon as possible.

Books/Tools/Uniform that are purchased in the tool kit are issued and charged on the first week of class and are required for all courses at ABCSD. It is mandatory that the Books/Tools/Uniform are purchased as they are listed. A tool list will be provided at the time of enrollment.

The contents of tools kits are subject to change without notice. If items become unavailable from the supplier, we will offer a replacement of equal or greater value at no additional cost. The school is not responsible for student's equipment, lost or stolen. Students must learn to be responsible for the tools of their trade. The school suggests that all students keep their tools locked in their assigned locker when they do not use them.

Books/Tools/Uniform are itemized in Phase 1 and Phase 2. Each student signs off at the time of receiving each item. Students are required to go through their tool kit upon receipt and acknowledge that all contents are in working order. After the student acknowledges receipt of the Books/Tools/Uniform, the student is 100% responsible for the items. Returns must be handled directly through the manufacturers. All tools/books/supplies are issued in original packaging. Opened and/or used tools are not refundable.

Barbering~: Students will be issued the Phase 1 Tool Kit on the first week of class. After successful completion of Phase 1 class objectives (5 weeks), a minimum of 80% attendance maintained and first tuition payment made, the Phase 2 Tool Kit is issued. The tool kit contains the equipment necessary for satisfactory completion of the program and to begin employment. Students are expected to maintain the kit by replacing lost and/or broken items.

Cosmetology ~:

Students will be issued the Phase 1 Tool Kit on the first week of class. After successful completion of Phase 1 class objectives (10 weeks), a minimum of 80% attendance maintained and first tuition payment made, the Phase 2 Tool Kit is issued. The tool kit contains the equipment necessary for satisfactory completion of the program and to begin employment. Students are expected to maintain the kit by replacing lost and/or broken items.

REQUIRED TEXTS

Barbering -
Milady's 7th Edition Barbering & Foundations Textbooks
Print ISBN 9798214080444
Milady's 7th Edition Barbering Workbook
Print ISBN 9798214499222

Cosmetology -
Milady's Standard Cosmetology 14th Edition
CIMA Digital Platform + Print ISBN 9780357921883
Milady's Standard Cosmetology 14th Edition Workbook
Package ISBN 9780357922170

BOOKS/TOOLS/UNIFORM WITHDRAW POLICY

If a student completes the program, then the total cost for the Books/Tools/Uniform is $1,000.00. If a student does not complete the program and has received the full took kit, then a charge of $1,995.00 will be added to the final calculation of the withdraw.

TERMS OF PAYMENT

Students are expected to contribute from their own family resources toward the student's cost of attendance. Payment plans are available from Associated Barber College of San Diego and/or, private lenders.
All school charges must be paid in full before a Proof of Training Document and/or Official Transcripts will be issued. All school charges must be paid in full before credits may be released. As per the discretion of the Director, on a case-by-case basis, unpaid clock hours may be released to the student.

FEE PAYMENT OPTIONS

Payments can be made using the following:

- Credit/Debit Card- This option can be made in our Admission office or on-line through our website under the Resources Tab. A 3% service fee will be added to the student's ledger for any credit card or debit card payment or purchase.
- Personal check – This option will not be accepted for final payment. All checks are to be made payable to Associated Barber College. Submit in person or by mail to: 1333 5th Avenue, San Diego, CA 92101.
- Money order or Cashier's Check - All checks/money orders are to be made payable to Associated Barber College. Submit in person or by mail to: 1333 5th Avenue, San Diego, CA 92101.
- Cash. Cash Payments may be made in the Admissions Office in person.

RETURNED CHECKS

Any check returned unpaid (stop payment or insufficient funds) is subject to a $35.00 service charge. A hold will be placed on student records for any outstanding financial obligation until the obligation is cleared. After one bank returned check for insufficient funds has been received from a student, no more checks will be accepted from the student. The student will be required to make all future payments via credit card, cash, money order or cashier's check.

THIRD PARTY PAYMENTS

If your tuition will be paid by a Third Party (i.e., Dept. of Rehabilitation, etc.), please submit your paperwork to the Admissions Office within 48 hours once you have registered.

UNPAID BALANCES

Unpaid balances will be forwarded to a Collection agency, and the student will be charged a $25.00 collection fee in addition to the balance due to the school.

NON-PAYMENT DROP SCHEDULE

Students who do not pay their account according to their individual contracts are subject to late fees after the tenth (10th) day that payment is due. For two (2) months of the nonpayment, the student will be subject to suspension until the account is brought current. If the account is not brought current by the third month, the student can be dropped at the Director's discretion.

SCHOLARSHIPS

Institutional scholarships are not offered at our school.

BARBERING PROGRAMS - CURRICULA

Curriculum content and equipment is subject to change at any time.

Barbering 1500 Clock Hours (Hours Exceed State Requirement)
(SOC 39-5011, CIP#12.0402)

1270 Hours Practical & 230 Hours Theory

COURSE OBJECTIVE

The Barbering 1500 Clock Hour program consists of fifteen hundred (1,500) clock hours of technical instruction and practical operations covering all practices and constituting the art of barbering. The course covers all phases of Cosmetology (health & safety, disinfection and sanitation, haircutting, hairstyling, shaving and trimming of the beard, business classes, anatomy/physiology, and chemical services). Successful completion of this course will allow the student to take the state exam to obtain a California license. With the California license, the graduate will be prepared for employment as a California licensed barber. This course also offers 500 hours of extended classes to include practical exercises on real customers in the scope of haircutting and barbering services expected for immediate employment. The extended hours will give the graduate more confidence with skills so that the graduate's employment is profitable.

CURRICULUM PER SUBJECT WITH DESCRIPTION

Health and Safety:
100 Hours Total (65 Hours Practical & 35 Hours Theory)
Included, but is not limited to: Instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable disease. Properties & Disorders of Hair and Scalp. Board Approved Health & Safety Course: Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

20 – Laws and Regulations	30 – Hours Health & Safety/Anatomy
20 – Hours Chemistry	25 – Hours Infection Control / Microbiology 5 – Hours Electricity

Disinfection & Sanitation:
100 Hours Total (80 Hours Practical & 20 Hours Theory & 960 Practical Services)
Included, but is not limited to: Instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in the establishments.

Chemical Hair Services:
200 Hours Total (170 Hours Practical & 30 Hours Theory & 85 Practical Services)
Includes, but is not limited to: Instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.

Technical Instruction	Practical Operations
15 Hours Permanent Waving / Chemical Straightening	25 Permanent Waving / Chemical Straightening
15 Hours Haircoloring / Bleaching	60 Haircoloring / Hair lightening

Barbering 1500 Clock Hours (Con't):

Hairstyling Services:
750 Hours Total (700 Hours of Practical & 50 Hours Theory & 700 Practical Services)
Includes, but is not limited to: Instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, scalp massage, shampooing, waving, and nonchemical straightening, hair cutting, including the use of shears, razors, electrical clippers, and trimmers, thinning shears, for wet and dry cutting, hair loss/replacement, advanced haircutting, braiding. Extended classes for above-entry level employment.

Technical Instruction	Practical Operations
25 Hours Wet Hairstyling / Thermal Styling	100 Wet Hairstyling / Thermal Styling
25 Hours Haircutting	600 Haircutting

Shave and Trimming of the Beard:
250 Hours Total (210 Hours Practical & 40 Hours Theory & 175 Practical Services)
Included, but is not limited to: Instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques (face, neck, and head shave), applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages. Extended classes for above-entry level employment.

Technical Instruction	Practical Operations
10 Hours Skin Analysis	140 Men's Shaving
10 Hours Men's Facial	35 Men's Facial
10 Hours Men's Shaving	10 Hours Beards

Business Class / Job Ready:
85 Hours Total (45 Hours Practical & 40 Hours Theory)
Included, but is not limited to: Building Clientele, Pay Structure, Tax Liability, Retail Sales, Customer Service, Job Interview, Employment Opportunities, How to Buy, How to Build.

History of Barbering:
7 Hours Total (7 Hours Theory)
Included, but is not limited to: Trace the rise of Barber Surgeons, Understand Barber Organizations and State Board, The State of Barbering today.

Anatomy/Physiology:
8 Hour Total (8 Hours Theory)
Included, but is not limited to: Structure and function of cells, types of tissues, body systems and organs, skeletal system, muscles of face and neck, nervous system, circulatory system, immune system.

COURSE OUTLINE – Barbering 1500 Clock Hours
We use three phases for our course instruction:
Phase 1: Week 1 - Week 5 and 150 hours (Classroom Theory and Practical Observation)
Phase 2: Week 6 thru 1200 Hours (Practical Floor)
Phase 3: 1201 – 1500 Hours (Practical Floor and Classroom Theory)

Barbering 1500 Clock Hours (Con't):

PROGRAM OF STUDY

All theory and practical services are taught by the following procedure:

- Identify service to be taught
- Read in textbook about the implements, sanitation, and application of the service.
- Students take a written test in Milady Textbook on practical service.
- After successfully passing written test, a video is shown on the service.
- The service is performed and explained in a live demonstration by the instructor.
- Student is then allowed to perform the service on a client and/or mannequin under the supervision of the instructor.

Haircut/Hairstyles~ Students are showed a live demonstration and after completion of first five weeks in classroom theory, students are allowed to proceed to the practical floor to perform haircutting on client's hair under supervision of instructor. As the student progresses, they are taught different hairstyles. Short hairstyles, medium hairstyles, long Hairstyles are included in the training.

Shaving~ The student is taught the safety and proper sanitation of the razor. This includes the proper preparation of the beard and the proper protection for the client, which includes draping. The student first practices in a classroom setting on a mannequin to learn the 14 steps of the shave. Once the student is proficient on the shave after a minimum of 40 hours of classroom instruction and the instructor will allow the student to perform a shave service on a client under instructor supervision.

Thermal Curling, Coloring, Tinting, Relaxing, Permanent Waves and Shampooing~ The students are required to attend lectures, demonstrations and watch videos on the safe and sanitary performances of these services. These services are all completed in a classroom setting on a mannequin before practicing these services on clients.

Sanitation~ The student is taught proper sanitation to keep the public safe. This includes but not limited to cleaning and disinfecting student's station, tools, linens, supplies and work area.

GRADING

Students are evaluated on a regular basis in theory and practical work. For theory, all students will be graded on every chapter in the Milady textbook. Each Chapter test must have a passing grade of 75% or better. The Theory tests evaluations are measured on a standard percentile basis and the percentage is converted to Excellent, Above Average, Average or Failing – Unsatisfactory (see chart below). For Practical, all students will be evaluated daily when doing practical operations. The Practical tests are measured on a pass or fail basis issued by the Instructor. An instructor would notify you immediately if the service resulted in failing work. Students must maintain a minimum of 75% cumulative grade average to maintain satisfactory academic progress status. The system detailed below is the system utilized in the school.

Barbering 1500 Clock Hours (Con't):

ACADEMIC GRADING

Grading Scale	
90% - 100%	Excellent
89% - 80%	Above Average
79% - 75%	Average
Below 75%	Failing - Unsatisfactory

GRADUATION REQUIREMENTS

Students are eligible for graduation, providing they have completed the required program clock hours, maintain a 75% grade in theory, have completed all required course practical services, passed a simulated Mock State Board test.

DIPLOMA CERTIFICATE

Students will receive a Diploma Certificate when graduation requirements are met. There is a $20 fee for each request for a duplicate diploma certificate.

OBTAINING PROOF OF TRAINING

When a student has fulfilled all his/her financial obligations to the school and the student ledger has a zero balance, a Proof of Training Document will be issued to the student. Students are required to have their Proof of Training document to take the state exam. There is a $20 fee for each request for a duplicate copy Proof of Training.

OBTAINING TRANSCRIPTS

Students will receive an Official Transcript at the completion of the program. An unofficial transcript can be requested through info@associatedbarbercollege.edu. A printed copy can be available in the school's office or can be emailed to the student's email address.

ELIGIBILITY FOR STATE EXAM

Applicable students are eligible for examination given by a state agency outside of California, provided they have completed the selected program at a licensed barber school. Associated Barber College of San Diego's programs meets or exceeds the minimum requirements prescribed by the California Board of Barbering and Cosmetology. Each exam applicant must be seventeen years of age, have a current government issued photo I.D., a Social Security number or TIN, completed the 10th grade or equivalent and possess a Proof of Training document issued by a licensed California Barber school. A Proof of Training document will be released to the student as soon as all graduation and financial requirements have been fully met. The Board of Barbering and Cosmetology will approve all applicants.

LICENSING REQUIREMENTS

An approved applicant will be required to pass a State written exam at a minimum of 70%.

Barbering 1200 Clock Hours (Hours Exceed State Requirement)
(SOC 39-5011, CIP#12.0402)

970 Hours Practical & 230 Hours Theory

COURSE OBJECTIVE

The Barbering 1200 Clock Hour program consists of twelve hundred (1,200) clock hours of technical instruction and practical operations covering all practices and constituting the art of barbering. The course covers all phases of Barbering (health & safety, disinfection and sanitation, haircutting, hairstyling, shaving and trimming of the beard, business classes, anatomy/physiology, and chemical services). Successful completion of this course will allow the student to take the state exam to obtain a California license. With the California license, the graduate will be prepared for employment as a California licensed barber. This course also offers 200 hours of extended classes to include practical exercises on real customers in the scope of haircutting and barbering services expected for employment. The extended hours will give the graduate more confidence with skills so that the graduate's employment could be profitable.

CURRICULUM PER SUBJECT WITH DESCRIPTION

Health and Safety:
100 Hours Total (65 Hours Practical & 35 Hours Theory)
Included, but is not limited to: Instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable disease. Properties & Disorders of Hair and Scalp. Board Approved Health & Safety Course: Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

20 – Laws and Regulations	20 – Hours Chemistry
30 – Hours Health & Safety/Anatomy	5 – Hours Electricity
25 – Hours Infection Control / Microbiology	

Disinfection & Sanitation:
100 Hours Total (80 Hours Practical & 20 Hours Theory & 500 Practical Services)
Included, but is not limited to: Instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in the establishments.

Chemical Hair Services:
200 Hours Total (170 Hours Practical & 30 Hours Theory & 85 Practical Services)
Includes, but is not limited to: Instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.

Technical Instruction	Practical Operations
15 Hours Permanent Waving / Chemical Straightening	25 Permanent Waving / Chemical Straightening
15 Hours Haircoloring / Bleaching	60 Haircoloring / Hair lightening

Barbering 1200 Clock Hours (Con't)

Hairstyling Services:
475 Hours Total (425 Hours of Practical & 50 Hours Theory & 425 Practical Services)
Includes, but is not limited to: Instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, hair cutting, including the use of shears, razors, electrical clippers and trimmers, thinning shears, for wet and dry cutting.

Technical Instruction	Practical Operations
25 Hours Wet Hairstyling / Thermal Styling	75 Wet Hairstyling / Thermal Styling
25 Hours Haircutting	350 Haircutting

Shave and Trimming of the Beard:
225 Hours Total (185 Hours Practical & 40 Hours Theory & 150 Practical Services)
Included, but is not limited to: Instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.

Technical Instruction		Practical Operations
10 Hours	Skin Analysis	125 Men's Shaving
10 Hours	Facial	25 Facials
10 Hours	Men's Shaving	
10 Hours	Beards	

Business Class / Job Ready:
85 Hours Total (45 Hours Practical & 40 Hours Theory)
Included, but is not limited to: Building Clientele, Pay Structure, Tax Liability, Retail Sales, Customer Service, Job Interview, Employment Opportunities.

History of Barbering:
7 Hours Total (7 Hours Theory)
Included, but is not limited to: Trace the rise of Barber Surgeons, Understand Barber Organizations and State Board, The State of Barbering today.

Anatomy/Physiology:
8 Hour Total (8 Hours Theory)
Included, but is not limited to: Structure and function of cells, types of tissues, body systems and organs, skeletal system, muscles of face and neck, nervous system, circulatory system, immune system.

Barbering 1200 Clock Hours (Con't)

COURSE OUTLINE –

We use three phases for our course instruction:
Phase 1: Week 1 - Week 5 and 150 hours (Classroom Theory and Practical Observation)
Phase 2: Week 6 thru 900 Hours (Practical Floor)
Phase 3: 901 – 1200 Hours (Practical Floor and Classroom Theory)

PROGRAM OF STUDY

All theory and practical services are taught by the following procedure:

- Identify service to be taught
- Read in textbook about the implements, sanitation, and application of the service.
- Students take a written test in Milady Textbook on practical service.
- After successfully passing written test, a video is shown on the service.
- The service is performed and explained in a live demonstration by the instructor.
- Student is then allowed to perform the service on a client and/or mannequin under the supervision of the instructor.

Haircut/Hairstyles~ Students are showed a live demonstration and after completion of first five weeks in classroom theory, students are allowed to proceed to the practical floor to perform haircutting on client's hair under supervision of instructor. As the student progresses, they are taught different hairstyles. Short hairstyles, medium hairstyles, long Hairstyles are included in the training.

Shaving~ The student is taught the safety and proper sanitation of the razor. This includes the proper preparation of the beard and the proper protection for the client, which includes draping. The student first practices in a classroom setting on a mannequin to learn the 14 steps of the shave. Once the student is proficient on the shave after a minimum of 40 hours of classroom instruction and the instructor will allow the student to perform a shave service on a client under instructor supervision.

Thermal Curling, Coloring, Tinting, Relaxing, Permanent Waves and Shampooing~ The students are required to attend lectures, demonstrations and watch videos on the safe and sanitary performances of these services. These services are all completed in a classroom setting on a mannequin before practicing these services on clients.

Sanitation~ The student is taught proper sanitation to keep the public safe. This includes but not limited to cleaning and disinfecting student's station, tools, linens, supplies and work area.

GRADING

Students are evaluated on a regular basis in theory and practical work. For theory, all students will be graded on every chapter in the Milady textbook. Each Chapter test must have a passing grade of 75% or better. The Theory tests evaluations are measured on a standard percentile basis and the percentage is converted to Excellent, Above Average, Average or Failing – Unsatisfactory (see chart below). For Practical, all students will be evaluated daily when doing practical operations. The Practical tests are measured on a pass or fail basis issued by the instructor. An instructor would notify you immediately if the service resulted in failing work. Students must maintain a minimum of 75% cumulative grade average to maintain satisfactory academic progress status. The system detailed below is the system utilized in the school.

Barbering 1200 Clock Hours (Con't)

ACADEMIC GRADING

Grading Scale	
90% - 100%	Excellent
89% - 80%	Above Average
79% - 75%	Average
Below 75%	Failing - Unsatisfactory

GRADUATION REQUIREMENTS

Students are eligible for graduation, providing they have completed the required program clock hours, maintain a 75% grade in theory, have completed all required course practical services, passed a simulated Mock State Board test.

DIPLOMA CERTIFICATE

Students will receive a Diploma Certificate when graduation requirements are met. There is a $20 fee for each request for a duplicate diploma certificate.

OBTAINING PROOF OF TRAINING

When a student has fulfilled all his/her financial obligations to the school and the student ledger has a zero balance, a Proof of Training Document will be issued to the student. Students are required to have their Proof of Training document to take the state exam. There is a $20 fee for each request for a duplicate copy Proof of Training.

OBTAINING TRANSCRIPTS

Students will receive an Official Transcript at the completion of the program. An unofficial transcript can be requested through info@associatedbarbercollege.edu. A printed copy can be available in the school's office or can be emailed to the student's email address.

ELIGIBILITY FOR STATE EXAM

Applicable students are eligible for examination given by a state agency outside of California, provided they have completed the selected program at a licensed barber school. Associated Barber College of San Diego's programs meets or exceeds the minimum requirements prescribed by the California Board of Barbering and Cosmetology. Each exam applicant must be seventeen years of age, have a current government issued photo I.D., a Social Security number or TIN, completed the 10th grade or equivalent and possess a Proof of Training document issued by a licensed California Barber school. A Proof of Training document will be released to the student as soon as all graduation and financial requirements have been fully met. The Board of Barbering and Cosmetology will approve all applicants.

LICENSING REQUIREMENTS

An approved applicant will be required to pass a State written exam at a minimum of 70%.

Barbering - 1000 Clock Hours
(SOC 39-5011, CIP#12.0402)

780 Hours Practical & 220 Hours Theory

COURSE OBJECTIVE
The Barbering 1000 Clock Hour program consists of tone thousand (1,000) clock hours of technical instruction and practical operations covering minimum practices and constituting the art of barbering. The course covers all phases of Barbering (health & safety, disinfection and sanitation, haircutting, hairstyling, shaving and trimming of the beard, business classes, anatomy/physiology, and chemical services). Included in the course is practice on real customers. Successful completion of this course will allow the student to take the state exam to obtain a California license. With the California license, the graduate will be prepared for entry level employment as a California licensed barber.

CURRICULUM PER SUBJECT WITH DESCRIPTION
Health and Safety:
100 Hours Total (65 Hours Practical & 35 Hours Theory)
Included, but is not limited to: Instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable disease. Properties & Disorders of Hair and Scalp. Board Approved Health & Safety Course: Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.
20 – Laws and Regulations 20 – Hours Chemistry
30 – Hours Health & Safety/Anatomy 5 – Hours Electricity
25 – Hours Infection Control / Microbiology

Disinfection & Sanitation:
100 Hours Total (80 Hours Practical & 20 Hours Theory & 500 Practical Services)
Included, but is not limited to: Instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in the establishments.

Chemical Hair Services:
200 Hours Total (170 Hours Practical & 30 Hours Theory & 85 Practical Services)
Includes, but is not limited to: Instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.

Technical Instruction	Practical Operations
15 Hours Permanent Waving/ Chemical Straightening	25 Permanent Waving/ Chemical Straightening
15 Hours Haircoloring / Bleaching	60 Haircoloring / Hair lightening

Hairstyling Services:
300 Hours Total (250 Hours of Practical & 50 Hours Theory & 250 Practical Services)
Includes, but is not limited to: Instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, hair cutting, including the use of shears, razors, electrical clippers and trimmers, thinning shears, for wet and dry cutting.

Technical Instruction	Practical Operations
25 Hours Wet Hairstyling / Thermal Styling	50 Wet Hairstyling / Thermal Styling
25 Hours Haircutting	200 Haircutting

Shave and Trimming of the Beard:
200 Hours Total (170 Hours Practical & 30 Hours Theory & 125 Practical Services)
Included, but is not limited to: Instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.

Technical Instruction		Practical Operations
10 Hours	Skin Analysis	100 Men's Shaving
10 Hours	Men's Facial	25 Men's Facial
10 Hours	Men's Shaving	

Business Class / Job Ready:
85 Hours Total (45 Hours Practical & 40 Hours Theory)
Included, but is not limited to: Building Clientele, Pay Structure, Tax Liability, Retail Sales, Customer Service, Job Interview, Employment Opportunities.

History of Barbering:
7 Hours Total (7 Hours Theory)
Included, but is not limited to: Trace the rise of Barber Surgeons, Understand Barber Organizations and State Board, The State of Barbering today.

Anatomy/Physiology:
8 Hour Total (8 Hours Theory)
Included, but is not limited to: Structure and function of cells, types of tissues, body systems and organs, skeletal system, muscles of face and neck, nervous system, circulatory system, immune system.

COURSE OUTLINE - Barbering- 1000 Clock Hours
We use three phases for our course instruction:
Phase 1: Week 1 - Week 5 and 150 hours (Classroom Theory and Practical Observation)
Phase 2: Week 6 thru 700 Hours (Practical Floor)
Phase 3: 701 – 1000 Hours (Practical Floor and Classroom Theory)

PROGRAM OF STUDY- Barbering 1000 Clock Hours

All theory and practical services are taught by the following procedure:

- Identify service to be taught
- Read in textbook about the implements, sanitation, and application of the service.
- Students take a written test in Milady Textbook on practical service.
- After successfully passing written test, a video is shown on the service.
- The service is performed and explained in a live demonstration by the instructor.
- Student is then allowed to perform the service on a client and/or mannequin under the supervision of the instructor.

Haircut/Hairstyles~ Students are showed a live demonstration and after completion of first five weeks in classroom theory, students are allowed to proceed to the practical floor to perform haircutting on client's hair under supervision of instructor. As the student progresses, they are taught different hairstyles. Short hairstyles, medium hairstyles, long Hairstyles are included in the training.

Shaving~ The student is taught the safety and proper sanitation of the razor. This includes the proper preparation of the beard and the proper protection for the client, which includes draping. The student first practices in a classroom setting on a mannequin to learn the 14 steps of the shave. Once the student is proficient on the shave after a minimum of 40 hours of classroom instruction and the instructor will allow the student to perform a shave service on a client under instructor supervision.

Thermal Curling, Coloring, Tinting, Relaxing, Permanent Waves and Shampooing~ The students are required to attend lectures, demonstrations, and watch videos on the safe and sanitary performances of these services. These services are all completed in a classroom setting on a mannequin before practicing these services on clients.

Sanitation~ The student is taught proper sanitation to keep the public safe. This includes but not limited to cleaning and disinfecting student's station, tools, linens, supplies and work area.

GRADING - Barbering 1000 Clock Hours

Students are evaluated on a regular basis in theory and practical work. For theory, all students will be graded on every chapter in the Milady textbook. Each Chapter test must have a passing grade of 75% or better. The Theory tests evaluations are measured on a standard percentile basis and the percentage is converted to Excellent, Above Average, Average or Failing – Unsatisfactory (see chart below). For Practical, all students will be evaluated daily when doing practical operations. The Practical tests are measured on a pass or fail basis issued by the instructor. An instructor would notify you immediately if the service resulted in failing work. Students must maintain a minimum of 75% cumulative grade average to maintain satisfactory academic progress status. The system detailed below is the system utilized in the school.

ACADEMIC GRADING

Grading Scale	
90% - 100%	Excellent
89% - 80%	Above Average
79% - 75%	Average
Below 75%	Failing - Unsatisfactory

GRADUATION REQUIREMENTS

Students are eligible for graduation, providing they have completed the required program clock hours, maintain a 75% grade in theory, have completed all required course practical services, passed a Mock State Board test.

DIPLOMA CERTIFICATE

Students will receive a Diploma Certificate when graduation requirements are met. There is a $20 fee for each request for a duplicate diploma certificate.

OBTAINING PROOF OF TRAINING

When a student has fulfilled all his/her financial obligations to the school and the student ledger has a zero balance, a Proof of Training Document will be issued to the student. Students are required to have their Proof of Training document to take the state exam. There is a $20 fee for each request for a duplicate copy Proof of Training.

OBTAINING TRANSCRIPTS

Students will receive an Official Transcript at the completion of the program. An unofficial transcript can be requested through info@associatedbarbercollege.edu. A printed copy can be available in the school's office or can be emailed to the student's email address.

ELIGIBILITY FOR STATE EXAM

Applicable students are eligible for examination given by a state agency outside of California, provided they have completed the selected program at a licensed barber or cosmetology school. Associated Barber College of San Diego's programs meets or exceeds the minimum requirements prescribed by the California Board of Barbering and Cosmetology. Each exam applicant must be seventeen years of age, have a current government issued photo I.D., a Social Security number or TIN, completed the 10th grade or equivalent and possess a Proof of Training document issued by a licensed California Barber or Cosmetology school. A Proof of Training document will be released to the student as soon as all graduation and financial requirements have been fully met. The Board of Barbering and Cosmetology will approve all applicants.

LICENSING REQUIREMENTS

An approved applicant will be required to pass a state written exam at a minimum of 70%.

COSMETOLOGY PROGRAMS - CURRICULA

Cosmetology 1500 Clock Hours - (Hours Exceed State Requirement)
(SOC 39-5012, CIP#12.0401)

1210 Hours Practical & 290 Hours Theory

Course Objective:
The Cosmetology 1500 Clock Hour program consists of fifteen hundred (1,500) clock hours of technical instruction and practical operations covering all practices and constituting the art of cosmetology. The course covers all phases of Cosmetology (health & safety, disinfection and sanitation, haircutting, hairstyling, manicure, pedicure, skin care, hair removal, lash and brow beautification, chemical services). Successful completion of this course will allow the student to take the state exam to obtain a California license. With the California license, the graduate will be prepared for employment as a California licensed cosmetologist. This course also offers 500 hours of extended classes to include practical exercises on real customers in the scope of haircutting and chemical services. The extended hours will give the graduate more confidence with skills so that the graduate's employment is profitable.

Curriculum Per Subject with Description:
Health and Safety:
100 Hours Total (65 Hours Practical & 35 Hours Theory)
Included, but is not limited to: Instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable disease. Properties & Disorders of Hair and Scalp. Board Approved Health & Safety Course: Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

20 – Laws and Regulations	20 – Hours Chemistry
30 – Hours Health & Safety/Anatomy	5 – Hours Electricity
25 – Hours Infection Control / Microbiology	

Disinfection & Sanitation:
100 Hours Total (80 Hours Practical & 20 Hours Theory & 1000 Practical Services)
Included, but is not limited to: Instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in the establishments.

Chemical Hair Services:
200 Hours Total (170 Hours Practical & 30 Hours Theory & 85 Practical Services)
Includes, but is not limited to: Instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.

30 Hours Theory	170 Hours Practical & 85 Services
15 Hours Permanent Waving / Chemical Straightening	25 Permanent Waving / Chemical Straightening
15 Hours Haircoloring / Bleaching	60 Haircoloring / Hair lightening

Cosmetology 1500 Clock Hours (Con't)

Hairstyling Services:
700 Hours Total (650 Hours of Practical & 50 Hours Theory & 650 Practical Services)
Includes, but is not limited to: Instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, hair cutting, including the use of shears, razors, electrical clippers and trimmers, thinning shears, for wet and dry cutting.

50 Hours Theory	650 Hours Practical & 650 Services
25 Hours Wet Hairstyling / Thermal Styling	125 Wet Hairstyling / Thermal Styling
25 Hours Haircutting	525 Haircutting

Skin Care
150 Hours Total (90 Hours Practical & 60 Hours Theory & 60 Practical Services)
Included, but is not limited to: Instruction on preparing the client's face for facial services, chemical and manual facials and massaging, stimulating, exfoliating, cleansing, beautifying the face, scalp, neck, or body by use of the hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.

60 Hours Theory	90 Hours Practical & 60 Services
20 Hours Facial Anatomy	15 Facials - Manual
10 Hours Makeup Applications	15 Facials – Chemical
20 Hours of Facial services	15 Facials - Electrical 10 Hours of Esthetic Devices, Facial Products 15 Makeup Applications

Hair Removal and Lash and Brow Beautification:
50 Hours Total (30 Hours Practical & 20 Hours Theory & 30 Practical Services)
Included, but not limited to: Instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kid or description, except by the use of lasers or light waves, which are commonly known as rays.

20 Hours Theory	30 Hours Practical & 30 Services
10 Hours Hair Removal	15 Hair Removal
10 Hours Brow and Lash Procedures	15 Lash and Brow Procedures

Manicure and Pedicure
100 Hours Total (80 Hours Practical & 20 Hours Theory & 140 Practical Services)
Included, but no limited to: Instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including but not limited to, acrylic, liquid, and powder bursh-ons, dip tips, wraps and repairs.

20 Hours Theory	80 Hours Practical & 140 Services
5 Hours Hand & Foot Anatomy	20 Manicure Services
5 Hours Manicure, Pedicure, Massage	20 Pedicure Services
5 Hours Nail Products	100 Artificial Nail Applications
5 Hours Nail Analysis	40 Massage Procedures

Cosmetology 1500 Clock Hours (Con't)

Business Class / Job Ready:
85 Hours Total (45 Hours Practical & 40 Hours Theory)
Included, but is not limited to: Building Clientele, Pay Structure, Tax Liability, Retail Sales, Customer Service, Job Interview, Employment Opportunities.

History of Cosmetology:
7 Hours Total (7 Hours Theory)
Included, but is not limited to: History of the Beautician, Understand Beauty Organizations and State Board, The State of Cosmetology today.

Anatomy/Physiology:
8 Hour Total (8 Hours Theory)
Included, but is not limited to: Structure and function of cells, types of tissues, body systems and organs, skeletal system, muscles of face and neck, nervous system, circulatory system, immune system

COURSE OUTLINE – Cosmetology 1500 Clock Hours
We use three phases for our course instruction:
Phase 1: Week 1 - Week 5 and 150 hours (Classroom Theory and Practical Observation) Phase 2: Week 6 thru 1200 Hours (Practical Floor)
Phase 3: 1201 – 1500 Hours (Practical Floor and Classroom Theory)

PROGRAM OF STUDY
All theory and practical services are taught by the following procedure:

- Identify service to be taught
- Read in textbook about the implements, sanitation and application of the service.
- Students take a written test in Milady Textbook on practical service.
- After successfully passing written test, a video is shown on the service.
- The service is performed and explained in a live demonstration by the instructor.
- Student is then allowed to perform the service on a client and/or mannequin under the supervision of the instructor.

GRADING METHODS
Students are evaluated on a regular basis in theory and practical work. For theory, all students will be graded on every chapter in the Milady textbook. Each Chapter test must have a passing grade of 75% or better. The Theory tests evaluations are measured on a standard percentile basis and the percentage is converted to Excellent, Above Average, Average or Failing – Unsatisfactory (see chart below). For Practical, all students will be evaluated daily when doing practical operations. The Practical tests are measured on a pass or fail basis issued by the instructor. An instructor would notify you immediately if the service resulted in failing work. Students must maintain a minimum of 75% cumulative grade average to maintain satisfactory academic progress status. The system detailed below is the system utilized in the school.

Cosmetology 1500 Clock Hours (Con't)

ACADEMIC GRADING

Grading Scale	
90% - 100%	Excellent
89% - 80%	Above Average
79% - 75%	Average
Below 75%	Failing - Unsatisfactory

GRADUATION REQUIREMENTS

Students are eligible for graduation, providing they have completed required clock hours, completed all theory assignments, all chapter tests passed with a 75% grade, have completed all minimum required course practical services, passed a simulated Mock State Board practical and written test.

DIPLOMA CERTIFICATE

Students will receive a Diploma Certificate when graduation requirements are met. There is a $20 fee for each request for a duplicate diploma certificate.

OBTAINING PROOF OF TRAINING

When a student has fulfilled all his/her financial obligations to the school and the student ledger has a zero balance, a Proof of Training Document will be issued to the student. Students are required to have their Proof of Training document to take the state exam. There is a $20 fee for each request for a duplicate copy Proof of Training.

OBTAINING TRANSCRIPTS

Students will receive an Official Transcript at the completion of the program. An unofficial transcript can be requested through info@associatedbarbercollege.edu. A printed copy can be available in the school's office or can be emailed to the student's email address.

ELIGIBILITY FOR STATE EXAM

Applicable students are eligible for examination given by a state agency outside of California, provided they have completed the selected program at a licensed barber school. Associated Barber College of San Diego's programs meets or exceeds the minimum requirements prescribed by the California Board of Barbering and Cosmetology. Each exam applicant must be seventeen years of age, have a current government issued photo I.D., a Social Security number or TIN, completed the 10th grade or equivalent and possess a Proof of Training document issued by a licensed California Barber school. A Proof of Training document will be released to the student as soon as all graduation and financial requirements have been fully met. The Board of Barbering and Cosmetology will approve all applicants. **LICENSING**

REQUIREMENTS

An approved applicant will be required to pass a State written exam at a minimum of 73%.

Cosmetology 1000 Clock Hours
(SOC 39-5012, CIP#12.0401)

710 Hours Practical & 290 Hours Theory

COURSE OBJECTIVE:
The Cosmetology 1000 Clock Hour program consists of fifteen hundred (1,000) clock hours of technical instruction and practical operations covering all practices and constituting the art of cosmetology. The course covers all phases of Cosmetology (health & safety, disinfection and sanitation, haircutting, hairstyling, manicure, pedicure, skin care, hair removal, lash and brow beautification, chemical services). Included in our course is practice on real customers. Successful completion of this course will allow the student to take the state exam to obtain a California license. With the California license, the graduate will be prepared for employment as a California licensed cosmetologist.

CURRICULUM PER SUBJECT WITH DESCRIPTION
Health and Safety:
100 Hours Total (65 Hours Practical & 35 Hours Theory)
Included, but is not limited to: Instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable disease. Properties & Disorders of Hair and Scalp. Board Approved Health & Safety Course: Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

20 – Laws and Regulations	20 – Hours Chemistry
30 – Hours Health & Safety/Anatomy	5 – Hours Electricity
25 – Hours Infection Control / Microbiology	

Disinfection & Sanitation:
100 Hours Total (80 Hours Practical & 20 Hours Theory & 815 Practical Services)
Included, but is not limited to: Instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in the establishments.

Chemical Hair Services:
200 Hours Total (170 Hours Practical & 30 Hours Theory & 85 Practical Services)
Includes, but is not limited to: Instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.

30 Hours Theory	170 Practical Hours & 85 Services
15 Hours Permanent Waving / Chemical Straightening	25 Permanent Waving / Chemical Straightening
15 Hours Haircoloring / Bleaching	60 Haircoloring / Hair lightening

Hairstyling Services:
200 Hours Total (150 Hours of Practical & 50 Hours Theory & 250 Practical Services)
Includes, but is not limited to: Instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, hair cutting, including the use of shears, razors, electrical clippers and trimmers, thinning shears, for wet and dry cutting.

50 Hours Theory	150 Hours Practical & 250 Services
25 Hours Wet Hairstyling / Thermal Styling	25 Wet Hairstyling / Thermal Styling
25 Hours Haircutting	125 Haircutting

Skin Care
150 Hours Total (90 Hours Practical & 60 Hours Theory & 60 Practical Services)
Included, but is not limited to: Instruction on preparing the client's face for facial services, chemical and manual facials and massaging, stimulating, exfoliating, cleansing, beautifying the face, scalp, neck, or body by use of the hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.

60 Hours Theory	90 Hours Practical & 60 Services
20 Hours Facial Anatomy	15 Facials - Manual
10 Hours Makeup Applications	15 Facials – Chemical
20 Hours of Facial services	15 Facials - Electrical
10 Hours of Esthetic Devices, Facial Products	15 Makeup Applications

Hair Removal and Lash and Brow Beautification:
50 Hours Total (30 Hours Practical & 20 Hours Theory & 30 Practical Services)
Included, but not limited to: Instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kid or description, except by the use of lasers or light waves, which are commonly known as rays.

20 Hours Theory	30 Hours Practical & 30 Services
10 Hours Hair Removal	15 Hair Removal
10 Hours Brow and Lash Procedures	15 Lash and Brow Procedures

Manicure and Pedicure
100 Hours Total (80 Hours Practical & 20 Hours Theory & 180 Practical Services)
Included, but no limited to: Instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including but not limited to, acrylic, liquid, and powder bursh-ons, dip tips, wraps and repairs.

20 Hours Theory	80 Hours Practical & 180 Services
5 Hours Hand & Foot Anatomy	20 Manicure Services
5 Hours Manicure, Pedicure, Massage	20 Pedicure Services
5 Hours Nail Products	100 Artificial Nail Applications
5 Hours Nail Analysis	40 Massage Procedures

Business Class / Job Ready:
85 Hours Total (45 Hours Practical & 40 Hours Theory)
Included, but is not limited to: Building Clientele, Pay Structure, Tax Liability, Retail Sales, Customer Service, Job Interview, Employment Opportunities.

History of Cosmetology:
7 Hours Total (7 Hours Theory)
Included, but is not limited to: History of the Beautician, Understand Beauty Organizations and State Board, The State of Cosmetology today.

Anatomy/Physiology:
8 Hour Total (8 Hours Theory)
Included, but is not limited to: Structure and function of cells, types of tissues, body systems and organs, skeletal system, muscles of face and neck, nervous system, circulatory system, immune system

COURSE OUTLINE – Cosmetology 1000 Clock Hours
We use three phases for our course instruction:
Phase 1: Week 1 - Week 5 and 150 hours (Classroom Theory and Practical Observation) Phase 2: Week 6 thru 700 Hours (Practical Floor)
Phase 3: 701 – 1000 Hours (Practical Floor and Classroom Theory)

PROGRAM OF STUDY
All theory and practical services are taught by the following procedure:

- Identify service to be taught
- Read in textbook about the implements, sanitation and application of the service.
- Students take a written test in Milady Textbook on practical service.
- After successfully passing written test, a video is shown on the service.
- The service is performed and explained in a live demonstration by the instructor.
- Student is then allowed to perform the service on a client and/or mannequin under the supervision of the instructor.

GRADING METHODS:
Students are evaluated on a regular basis in theory and practical work. For theory, all students will be graded on every chapter in the Milady textbook. Each Chapter test must have a passing grade of 75% or better. The Theory tests evaluations are measured on a standard percentile basis and the percentage is converted to Excellent, Above Average, Average or Failing – Unsatisfactory (see chart below). For Practical, all students will be evaluated daily when doing practical operations. The Practical tests are measured on a pass or fail basis issued by the instructor. An instructor would notify you immediately if the service resulted in failing work. Students must maintain a minimum of 75% cumulative grade average to maintain satisfactory academic progress status. The system detailed below is the system utilized in the school.

ACADEMIC GRADING

Grading Scale	
90% - 100%	Excellent
89% - 80%	Above Average
79% - 75%	Average
Below 75%	Failing - Unsatisfactory

GRADUATION REQUIREMENTS

Students are eligible for graduation, providing they have completed the required program clock hours, maintain a 75% grade in theory, have completed all required course practical services, passed a simulated Mock State Board test.

DIPLOMA CERTIFICATE

Students will receive a Diploma Certificate when graduation requirements are met. There is a $20 fee for each request for a duplicate diploma certificate.

OBTAINING PROOF OF TRAINING

When a student has fulfilled all his/her financial obligations to the school and the student ledger has a zero balance, a Proof of Training Document will be issued to the student. Students are required to have their Proof of Training document to take the state exam. There is a $20 fee for each request for a duplicate copy Proof of Training.

OBTAINING TRANSCRIPTS

Students will receive an Official Transcript at the completion of the program. An unofficial transcript can be requested through info@associatedbarbercollege.edu. A printed copy can be available in the school's office or can be emailed to the student's email address.

ELIGIBILITY FOR STATE EXAM

Applicable students are eligible for examination given by a state agency outside of California, provided they have completed the selected program at a licensed barber school. Associated Barber College of San Diego's programs meet or exceeds the minimum requirements prescribed by the California Board of Barbering and Cosmetology. Each exam applicant must be seventeen years of age, have a current government issued photo I.D., a Social Security number or TIN, completed the 10th grade or equivalent and possess a Proof of Training document issued by a licensed California Barber school. A Proof of Training document will be released to the student as soon as all graduation and financial requirements have been fully met. The Board of Barbering and Cosmetology will approve all applicants.

LICENSING REQUIREMENTS

An approved applicant will be required to pass a State written exam at a minimum of 73%.

CONSTITUTION DAY, Wednesday, September 17, 2025 & Thursday, September 17th, 2026-
Our Constitution Day Lesson will be taught on the days listed above.

INSTRUCTIONAL HOURS – (Schedules are subject to change depending on availability.)
Barbering-
Practical and Theory aspects of training will run continuous from:
Monday - Friday 8:30am - 7:00pm
Saturday 8:30am - 3:30pm

Cosmetology-
Practical and Theory aspects of training will run continuous from:
Tuesday 8:00am - 4:30pm
Wednesday 8:00am – 4:30pm
Thursday 8:00am – 4:30pm

STUDENT SCHEDULES OFFERED –
After Phase 1, students can choose a schedule during instructional hours to fit their lifestyle. The goal is to attend school ready and able to learn. All schedules are meant for success and must be approved by administration.

30 Hours Per Week-
Phase 1 Day Class: Monday – Friday 8:30am – 3:00pm
Phase 1 Night Class: See Admissions for schedule
Phase 2 & 3: Schedule can be set to personal schedule, upon approval.
24 Hours Per Week
Phase 1 Day Class: Monday – Thursday 8:30am – 2:00pm, Friday 8:30am – 12:30pm
Phase 1 Night Class: See Admission for schedule
Phase 2 & 3: Schedule can be set to personal schedule, upon approval

CHANGE IN SCHEDULE
Students may request a schedule change in writing to the admissions office the week before the new schedule starts. The Director or Associate Director must approve all schedule changes. Once your schedule change is approved, the new schedule will begin on the following Monday. The first two schedule changes are at no charge. The third schedule change will result in a $25 fee due at the time of the change. A schedule change that results in different hours per week will be a $25 fee. This fee is payable in cash only. Title IV funds or VA benefits will not pay for costs related to schedule changes.

CLASS COUNTS
All of our classes start must have a minimum of three students at the time of enrollment to open a class. If a class is not available to open, the student will be notified of the next class.

DISCLOSURES OF CHANGES TO SCHEDULES AND DATES
Our school reserves the right to change class start dates, orientation dates or student schedules without notice. We will make every effort to accommodate our students and their schedules.

ATTENDANCE POLICY

Your commitment to your agreed upon schedule is vital to your success in our school. This is a clock hour program. Attendance on campus is vital to each student's success and important to the development for our future professionals. We take our attendance policy seriously by enforcing the policy daily. Each student is asked to commit to a schedule before signing the Enrollment Agreement. The student's schedule will create the student a completion date on the contract. Attendance at 94% or more will ensure graduation by the completion date. Attendance is monitored closely so that students maintain satisfactory progress.

All students are expected to be clocked in and prepared to begin class and remain on campus until their daily schedule is complete (except when on break or lunch). Students not physically present in class and on campus at their scheduled class time are considered absent. Attendance is taken multiple times a day.

CLOCK HOUR POLICY

Each student will register with a palm scan in our school's software, GENESIS, on Orientation Day. Students must clock themselves in/out daily using a palm scan. Students must be clocked in/out of school on the agreed-upon schedule at the exact time. It is the student's responsibility to maintain an honest practice of using the student time software. Students have the responsibility to clock in and out daily for class and lunch breaks. Failure to do so will result in loss of hours attended. Students are directed to see administrative office for any questions or concerns with attendance tracking or procedures.

While the student is clocked in, they are required to be engaged and on campus in a learning environment. Once a student clocks in, the student must maintain a presence on campus until the morning break. Students are not allowed to clock in and leave campus to park a car or get food/coffee. Please be prepared to stay on campus once the student is clocked in. All governing agencies will only recognize time if the student is engaged in a learning environment. A learning environment is defined as being on our school campus and engaging in barber/cosmetology-related education. It is the student's responsibility to adhere to the clock hour policy. Violation of this could result in immediate suspension.

STUDENTS ATTENDANCE AND GRADE RECORDS

Student hours are recorded daily in the Genesis software system. Tests that are taken in the CIMA software are graded and transferred into the Genesis software system. Physical attendance is taken multiple times a day in the theory classroom and practical floor. Cumulative attendance hours are made available to students weekly. Informal progress reports are available upon request.
Students are responsible for their student records (tests, make-up tests, hours, etc.) Students must check their SAP reports to verify that the number of services and test scores taken are correct. If there is a discrepancy in a student's record, please notify the administrative office immediately.

FIRST FOUR WEEKS: Each student will be required to maintain an 80% attendance for the first four weeks of school. If 80% attendance is not met, then enrollment can be terminated per class at the Director's discretion. It is at the Director's discretion to allow make up hours for the first four weeks.

ATTENDANCE POLICY (CON'T)

SAP - Our SAP policy states each student must maintain a cumulative average attendance level of 67% of the scheduled hours indicated on the Enrollment Agreement. However, if a student only maintains 67% of attendance, this will extend the length of their program, which result in overtime charges.

100% ATTENDANCE
It is our goal to keep each student at 100% attendance. Students who have less than 94% attendance at the end of your program will have overtime charges. Overtime charges are currently $20.00 an hour. More than 100% attendance may affect your Title IV Funds. See Financial Aid Administrator for the explanation.

Failure to maintain the assigned class schedule may cause a student unsatisfactory academic progress, possibly resulting in ineligibility of financial aid, increasing the student's out-of-pocket financial obligation to the school.

SICK/LATE/PERSONAL TIME OFF
Please see the chart on Page 11 for allowable absence hours per program. The student's contract graduation date on the Enrollment Agreement includes allowable absences hours for sick/late/personal time off. Any sick/late/personal time off hours are calculated into the total allowable absence hours. Frequent time off may result in overtime charges. Absences are absences. There are no excused or unexcused.

REQUEST FOR TIME OFF
If student knows in advance that they will need SICK/LATE/PERSONAL TIME OFF, a Request Time Off Form must be submitted to the office and approved by the school administration. The request for time off must be less than 14 calendar days. Any time off hours is calculated into the total allowable absence hours. Frequent time off may result in overtime charges.

ABSENCE POLICY
Students should notify the school before their start time if they're going to be absent. Absences will result in accrued absent hours. Absences of three or more consecutive days without notification shall be considered cause for a 2-day suspension. Be prepared to provide a medical excuse signed by a doctor if absences persist. Excessive absences may result in termination of enrollment as per the Director's discretion.

TARDY POLICY
All students must clock in within 2 hours after their scheduled start time. If not, the student will not be able to clock in for the day and will be absent. All tardy hours are calculated into the total allowable absence hours. Frequent tardiness may result in overtime charges.

LEAVING EARLY
Students must notify their instructor if he/she leaves early. A student must fulfill all sanitation duties before departure. Early departures are calculated into the total allowable absence hours.
Frequent loss of hours may result in overtime charges.

ATTENDANCE POLICY (CON'T)

MISSING STUDENTS

If a student is clocked in and cannot be found for 15 minutes or more, they will not get credit for the hours after the school took the last time attendance. These hours are calculated into the total allowable absence hours. Frequent loss of hours may result suspension and in overtime charges.

SUSPENSIONS

1. If a student is suspended, the hours missed for the suspension will be calculated into the total allowable absence hours. Frequent loss of hours may result in overtime charges.
2. Three suspensions during the program could result in termination.

TERMINATIONS/WITHDRAWALS FOR ABSENCES

Any student absent 14 consecutive calendar days without notifying the Admissions Office will result in termination.

MAKE UP WORK

Make up work will be assigned by way of oral, written, or practical assignment, depending on the judgement of the instructor as to which type of assignment would best benefit the student. Students may have to complete more than one assignment to meet their requirements. Required assignments and/or exams that are not made up within 14 days from the original assignment, except in extenuating circumstances, may result in the student's being dropped from the program.

MAKE UP HOUR POLICY

Make up hours are at the discretion of the Director only. The school must have the availability to offer make-up hours for capacity issues on campus. Make up hours cannot be used to accelerate the contract graduation date.

LUNCHES & BREAKS

Each student MUST clock out when taking a lunch break. Students who fail clock in/ out for their 30-minute lunch or take less than a 30-minute lunch will be docked 1 hour per day. A thirty (30) minute lunch break shall be taken and clocked in/out when a student attends a 5-hour or more class day. If a student misses their lunch break, then they will be required to clock out after 5 hours. If a student needs to take an extended lunch, it is required to inform the instructor immediately. Extended lunches are calculated into the total allowable absence hours. Frequent loss of hours may result in overtime charges.
For every 6-9 hours of clocked in time, a student can take two 15-minute breaks. These breaks must be taken separately. The breaks cannot be combined together or with lunch unless the student has instructor's written permission to do so. If the student takes longer than 15 minutes per break, the student will be clocked out from the start of his/her break until returned.

LEAVE OF ABSENCE

Students must follow this LOA policy when requesting a leave of absence. Occasionally, students may experience extended personal, medical, or other problems that make it difficult to attend class. The school may allow a student under such circumstance(s) to take a Leave of Absence (LOA) from the program.

To request an LOA, the student must submit a written request for a leave of absence in advance. If unforeseen circumstances prevent the student from doing so, the school may grant an LOA to a student who did not provide a request in advance, and the school will use the start date of the approved LOA as the first date the student was unable to attend. After documenting the reason for the decision, collect the completed LOA request form upon return and signature.

A written request can be submitted in person to our Admissions Office, or via email info@associatedbarbercollege.edu or by mail 1333 5th Avenue, San Diego CA 92101. An email request must come from the email address the school has on file for the student.
The written request must include:

- the reason for the student's request,
- the start and end dates of the requested LOA,
- the student's signature

Each leave of absence request will be considered on an individual basis and may be granted to a student at the discretion of the school. The student will not be charged any additional school charges as a result of the approved LOA. Students may be granted a Leave of Absence for a minimum of 14 calendar days to a maximum of 180 calendar days within any given 12-month period. These days can be accumulated from more than one Leave of Absence.

Example:

	LOA START DATE	LOA END DATE	TOTAL DAYS
First LOA-	March 1, 2018	July 3, 2018	124 Days
Second LOA-	September 21, 2018 TAKEN	November 16, 2018	56 Days
TOTAL DAYS			180 DAYS

The school cannot guarantee availability when the student returns from the LOA. The school has the right to extend the LOA until the school has a class or space to offer the student, not to exceed 180 days. Students returning from an LOA will return to the academic progress standing they held before leaving. Students on an LOA are not considered withdrawn, and the school will not perform a refund calculation. Students who fail to return from an LOA on the approved date of return will be considered dismissed as of the last class day of attendance before the start of the leave. The withdrawal date to calculate a refund is based on the student's last day of attendance.
With an approved LOA, the student's contract period will be extended by the same number of calendar days taken in the LOA. An addendum to the contract graduation date will be modified, signed, and dated by the student and office staff. As required by federal statute and regulation, the school will use the student's last date of attendance before the LOA to determine the amount of tuition earned.

LEAVE OF ABSENCE (CON'T)

An LOA will impact Title IV loans. During an LOA, scheduled Title IV loans will not be disbursed. All scheduled disbursements will be on hold until the student returns from the LOA. Federal loans already disbursed will enter the six-month grace period. During the six-month grace period, students are not required to make payments on their federal student loans. If the student does not return on the scheduled LOA return date, the student will be dismissed, and the Department of Education will be notified. The loan servicers will notify the student of the repayment date. If the student is unable to make payment, they are to contact the loan servicer to determine if they qualify for a deferment (unemployment, economic hardship deferments) or forbearance.

CONDUCT POLICY

The school requires that a student always conduct himself/herself courteously. Refusal to conduct themselves in an orderly and considerate manner and comply with all rules and regulations of the school will be sufficient cause for interruption of training, and any sponsoring agencies will be notified.
Our rules for student conduct are for successful professionals. Our rules are gathered from employers with many years of experience and are expected to conduct all successful Barber/Cosmetology Establishments.

Each student is given our written policies on Safety and Security, Sexual Misconduct, and Drug and Alcohol Prevention. ABCSD defines sexual assault as "any attempt or actual unwanted sexual contact, physical or non-physical, in the absence of explicit and voluntary consent. Clear and voluntary consent that is given freely and is active in mutually agreed-upon sexual activity. Consent is not clear or voluntary if it results from physical force, threats, intimidation, or coercion. It is a violation of policy to have sex or sexual contact with someone who is known to be or should be known to be incapable of making a rational, reasonable decision."

All of our school policies can be found on our website: www.associatedbarbercollege.edu.

WORKSTATION ASSIGNED

Salon and Barber chairs and practical work areas will be assigned to each student by administration and faculty. Chair assignments are made as per availability per student schedule and could change daily. Most chair assignments will change every 5-10 weeks. It is expected that students will comply with chair assignments.

DRESS CODE

Students are required to arrive at school each day in their clean issued uniform and groomed for school. This includes hair done and men shaved, or beard groomed. Smocks are worn on the outside of personal garments, including jackets. Long pants are required. Sweatpants or gym pants are not allowed. A shirt is required under the uniform. No shorts, skirts, or dresses are permitted. Shoes must be closed toe with a low heel. A work-type shoe is recommended. Students must arrive at school appropriately groomed. The Dress Code Policy is enforced on or off-campus and on breaks if the student is clocked in. Violation of Dress Code Policy will result in the student being sent home to correct his/her attire. If the student is sent home, the student will be required to clock out.

NOT-FRATERNIZATION POLICY

Students must refrain from developing personal relationships with instructors, administration, and other employees of ABCSD. Employee/student social relationship must maintain professional for the school setting. This includes all social media, phone, or text messaging. Relationships formed pre-enrollment between ABCSD employees, and students should be immediately disclosed to the Director so that the school can determine whether the relationship violates this policy.

SCHOOL RULES AND REGULATIONS

All students receive a copy of the Rules and Regulations in the school catalog before signing the school's Enrollment Agreement. All School Rules and Regulations are reviewed in Orientation. Failure to comply with school rules and regulations may result in student's suspension or termination. All students understand that they are enrolling as a student and students are not employees of the school.

1. Students must comply with all school policies and state rules and regulations as stated in this catalog. Please note that ABCSD will always refer to our school's catalog during the student's enrollment. It is each student's responsibility to be familiar with each section in the school catalog.
2. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated and can result in suspension or termination/expulsion. Student may be sent home if the student refuses a client.
3. Professional conduct is the only level of conduct we expect from our students. The student is required to treat clients, instructors and fellow students with professional courtesy and awareness.
4. Our school does not tolerate any unprofessional or unethical behavior whether unintentional or deliberate. Such behavior can include lack of courteous demeanor; stealing; willful destruction of school property; disrespect toward students, staff or customers; conduct such as falsifying student records, misrepresentation of any information given to admissions or financial aid administrators, cheating or dishonesty towards attendance.
5. Our school has a zero tolerance of activities on or off campus such as bullying, cyber bullying, verbal abuse, sexual harassment, threats of violence, possession or use of drugs or alcohol or weapons.
6. No unauthorized use of recording devices is permitted. No audio or video recordings may be made without the expressed permission from the Associate Director.
7. Our facility is a Non-Smoking facility. Smoking is not permitted within the building or within 25 feet of the building. Any smoking must be done on student's breaks or lunch time. The school will not tolerate the use of alcohol or drugs on campus or while clocked in at any time. No student will be allowed to attend school that is under the influence of drugs or alcohol.
8. Visitors are NOT permitted in the classroom or on campus at any time without a visitor's pass.
9. School business phones may not be used for personal calls. You are not permitted to use your cell phone while in class or working on a patron. You are not allowed to leave a patron to answer the phone. All cell phones are to be kept on vibrate while clocked in school. In case of emergency, you may give your family the school phone number. If you determine a phone call is an emergency, excuse yourself from the client or the classroom and take your emergency phone call outside or in the break room.

10. Rigid adherence to the rules of Health, Safety and Sanitation and personal hygiene are required at all times. Students must keep their workstations clean and in sanitary condition. A minimum of ½ hour of sanitation duties must be completed by each student daily. All tools and materials must be in a sanitized condition at the end of each practical service. Continued violation of sanitation rules will result limited practical floor services. Sanitation is a major part of our curriculum. A clean school is a part of our sanitation curriculum. All workstations and common area will be inspected weekly. If a student does not pass a sanitation inspection on the workstation, they will be in jeopardy of losing their privilege to work at a station. The State of California has sanitation rules that we must stay in compliance.
11. All students serving the public must exhibit courteous and pleasant customer service. If difficulty arises, please call an instructor. Students must take all services assigned to them. Students who fail to take a patron will be clocked out and sent home for the day. Student will be referred to the Director for disciplinary action.
12. No student may leave a patron while doing a service, except in an emergency and is excused by an instructor. Students must not socialize with another student who is busy with a patron. Good customer service is MANDATORY.
13. Students are ONLY allowed to render services to the patron as called out by service ticket. Students violating this rule will be disciplined accordingly. If a patron would like to add a service to the ticket, please call an instructor for permission to render the service.
14. Each student MUST have an instructor check each customer service by signing off the customer ticket.
15. Students are discouraged to borrow equipment/tools from each other. Each student is responsible for their own tools. Tools must be kept in good working condition. If a student does not have good working tools, or a complete tool kit, then the student will not be allowed to work on the practical floor until his/her tools are in good working condition. Only products furnished by the college may be used unless otherwise approved by the instructor.
16. Students are to eat in the lunch area only or classroom when class is NOT in session. Food is not allowed on the practical floor, in the school lobby, reception area or at workstations at any time. Open liquid drink containers cannot be on the station and must be stored in the closed cabinet.
17. Students are to park their cars at their own risk and expense. Students are not allowed to clock in and go move their cars for parking purposes.
18. Personal listening devices (with or without headphones) are not allowed while working on a patron or while in theory class. Personal listening devices for music are allowed while on personal study time as long as the student can hear the instructor.
19. The institutions music will be operated by the instructor in charge. No personal music may be played during business hours without the instructor's permission.

NON-DISPARAGEMENT POLICY

Students of ABCSD acknowledge and agree that disparagement refers to negative remarks about the school, its students, employees, and associates made maliciously and recklessly about those individuals and entities. The availability of social media (Facebook, YouTube, Twitter, Snapchat, etc.) carries the responsibility to use these forms of communication with respect and integrity in all networking aspects. Students must refrain from making any negative comments or representations towards our school, staff, and office personnel. Violation of this policy will result in disciplinary action or termination from enrollment.

CAMPUS SECURITY

Any person witnessing some form of criminal action or other emergency should report it to an instructor or staff member. The Director will investigate the incident and report it to the local Police Department if appropriate. Our campus building is locked during non-business hours and all of our instructors and administration have a key to the building. All students on campus must be accompanied by a staff member. The instructor will unlock the classrooms each morning. A staff member will be present during all open hours. The school does not have a security guard. All incidents of criminal or emergency nature are reported to the local Police Department. During orientation, students are informed about the importance of a safe school. Students and staff are encouraged to stay together when walking to their cars or public transportation. Our school does not have a parking facility and parking is at your own risk. Staff is reminded that they can assist in crime prevention by ensuring that all doors are locked. Staff must report any suspicious situation to the Director or Associate Director. The school does not recognize any off-campus student organizations or gatherings. The sale or use of alcohol and illegal drugs are not permitted at the school. Anyone observed using illegal drugs and any underage alcoholic consumption should be reported to an instructor and will be referred to local police authorities. The school has a drug and alcohol prevention program in place as required under Public Law 101-226. Please see our full Campus Security and Title IX Policy at: https://sandiegobarbercollege.com/wp- content/uploads/2020/01/Campus-Security-Policy-18-1019.pdf

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Associated Barber College of San Diego expects all students to maintain Satisfactory Academic Progress (SAP) as established by this institution, which complies with guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. This policy is discussed and given to the prospective student before enrollment. This SAP policy is consistently applied to all students enrolled in a specific program that is specifically tailored to the students scheduled category of attendance (e.g., part-time, full-time). SAP evaluation periods are based on actual clock hours of attendance.

SAP applies to all students regardless of whether they are receiving Title IV financial aid. Federal regulations require that all schools participating in any Title IV Federal Financial Aid program must adhere to their SAP policy. As a Title IV Financial Aid recipient, you must maintain SAP to remain eligible to receive Title IV Federal Financial Aid.

Academic Year Definition

The academic year at Associated Barber College of San Diego is 900 clock hours and 26 weeks.

Evaluation Procedures

Students will receive a printed copy of their SAP at each evaluation point. A signed copy will be maintained in the student's file. This will ensure that each student is notified of their SAP progress and how it impacts the student's eligibility for Title IV Funds. Evaluation points are actual hours listed below:

Program/Clock hours		**Evaluation Period #1**		**Evaluation Period #2**		**Evaluation Period #3**	
Total Clock hours in program		Actual Clock Hours	At Week	Actual Clock Hours	At Week	Actual Clock Hours	At Week
Barbering, Cosmetology	1500	450	13	900	26	1200	38
Barbering	1200	450	13	900	26	1050	30
Barbering, Cosmetology	1000	450	13	900	26	950	28
Barber Crossover	400	200	6	N/A	N/A	N/A	N/A

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY (CON'T)

Partial academic year evaluation periods are the period in which the student successfully completes both (1) half of the clock hours and (2) half of the academic weeks while second evaluation period is the period in which the student completes the course or program.

All evaluations are completed and documented within seven (7) School Business Days of the due date of the evaluation, thus based on and completed for the published evaluation point.

Standards for SAP:

Quantitative (time-based) and Qualitative (grade-based) Standards:

1. Maintain a cumulative academic average of "C" (75%) or better on all tests, work projects (operations), final practical assessment and other required course work.
2. Maintain a cumulative average attendance level of 67% of the contracted hours indicated on their enrollment contract. For example, a student scheduled to complete 35 hours per week would have to maintain an average weekly attendance of at least 23 hours per week (35 x .67 = 23). To determine your rate (pace) of attendance divide the cumulative number of hours completed by the scheduled hours to date.

Completion of Program Within Designated Period of Time

Full-time students attend 35-40 hours per week. Part-time students attend 30 or 24 hours per week. Students are expected to complete their program within one and one-half times (150%) the length of the program as defined in the catalog. For example, a student who enrolls in the Barber program (1000 clock hours) at 30 hours per week must complete within 51 weeks. For determining the maximum time frame, transfer hours from another institution that are accepted toward the student's educational program are counted both as attempted and completed hours. Students must meet minimum academic and attendance requirements at each evaluation point of the program to be considered as making satisfactory academic progress until the next scheduled evaluation. SAP evaluation points are based on actual clock hours.

Maximum Time Frame

Students must complete the educational program within the maximum time frame which is based on attending at least 67% of the scheduled hours.

Program Name	Weekly Schedule Clock Hour		Length (Weeks)	Maximum Time (Weeks)
Barbering ~ 1500 Clock Hours	40	1500	38	57
Cosmetology ~ 1500 Clock Hours	35	1500	43	65
	30	1500	50	75
Exceeds State Requirements	24	1500	63	94
Barbering ~ 1200 Clock Hours	40	1200	30	45
Exceeds State Requirements	35	1200	34.5	51.5
	30	1200	40	60
	24	1200	50	75
Barbering ~ 1000 Clock Hours	40	1000	25	38
Cosmetology ~ 1000 Clock Hours	35	1000	29	43
	30	1000	34	51
	24	1000	42	62.5
Barber Crossover ~ 400 Clock Hours	40	400	10	15
Exceeds State Requirements	35	400	11.5	17
	30	400	13.5	20
	24	400	17	25

Exceeding Maximum Time Frame

Students who exceed the maximum time frame may be terminated at the School Director's discretion.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY (CON'T)

GRADING

Students are evaluated on a regular basis in theory and practical work. For theory, all students will be graded on every chapter in the Milady textbook. Each Chapter test must have a passing grade of 75% or better. The Theory tests evaluations are measured on a standard percentile basis and the percentage is converted to Excellent, Above Average, Average or Failing – Unsatisfactory (see chart below). For Practical, all students will be evaluated daily when doing practical operations. The Practical tests are measured on a pass or fail basis issued by the instructor. An instructor would notify you immediately if the service resulted in failing work. Students must maintain a minimum of 75% cumulative grade average to maintain satisfactory academic progress status. The system detailed below is the system utilized in the school.

ACADEMIC GRADING

Grading Scale	
90% - 100%	Excellent
89% - 80%	Above Average
79% - 75%	Average
Below 75%	Failing - Unsatisfactory

REQUIREMENTS FOR A SATISFACTORY COMPLETION OF THE PROGRAM

The student shall have completed Theory and Operations required by Board of Barbering and Cosmetology with a grade average of 75% or better.

DETERMINATION OF PROGRESS OF STATUS

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

SAP ACADEMIC WARNING

If a student fails to meet satisfactory academic progress standards for either attendance or academics at any evaluation point, the student will automatically be placed on an SAP Warning Status and will remain in that status until the next evaluation point. At the warning period, a written academic plan will be agreed to by the student and Director. If both parties cannot agree on the academic plan, enrollment may be terminated. The student will be counseled regarding actions required. A student placed on an SAP Warning status may continue to receive financial aid funds. The student will be counseled on the potential loss of eligibility of financial aid funds, if applicable, and will be advised on steps necessary to correct the academic deficiency and be reinstated to good academic standing.

SAP PROBATION/APPEAL/REINSTATEMENT AND REESTABLISHING ELIGIBILITY PROCEDURES

A student who fails to meet satisfactory academic progress after the SAP Warning period will lose their financial aid eligibility (if applicable). The student may appeal this determination, and if he/she prevails, the student will be placed on SAP Probation, and financial aid will be reinstated for one payment period. An SAP Probation determination explains why the student did not make satisfactory progress and document the circumstance(s) which caused them to have unsatisfactory progress. The basis for filing an appeal, such as the death of a relative, injury or illness of the student, or other extenuating circumstances, requires documentation. The written

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY (CON'T)

appeal request must also include a statement of what has changed in the student's situation that will allow the student to meet the standards for SAP by the beginning of the next evaluation period.

TRANSFER HOURS

Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purposes of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the school.

APPEAL PROCESS

A student who fails to meet satisfactory academic progress after the SAP Warning period will lose their FSA eligibility (if applicable). The student may appeal this determination, and if he/she prevails, the student will be placed on SAP Probation. An SAP Probation determination explains why the student did not make satisfactory progress and document the circumstance(s) which caused them to have unsatisfactory progress. The basis for filing an appeal, such as the death of a relative, injury or illness of the student, or other extenuating circumstances, requires documentation. Documentation must include the following mitigating circumstances:

- The rate of progress slowed because of a physical disability or medical condition; or
- For other extenuating circumstances, such as,
    - COVID 19
    - Illness or injury afflicting the student during the enrollment period.
    - An unavoidable change in the student conditions of employment.
    - An unavoidable geographical transfer resulting from the student's employment.
    - An unanticipated difficulty of childcare arrangement during the enrollment period.
    - Immediate family or financial obligations beyond the control of the student.
    - Unanticipated active military service, including active duty or training.
    - Discontinuance of the program by the College.
    - Illness or death in the student's immediate family.

The written appeal request must also include a statement of what has changed in the student's situation that will allow the student to meet the standards for SAP by the beginning of the next evaluation period.

The student must submit a written appeal as to why he/she failed to make SAP to the school administration within five (5) business days of not making satisfactory progress or termination. If the student fails to appeal this decision, the decision will stand as FINAL. Suppose a student is terminated for gross misconduct, which includes, but is not limited to, reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, and threats, and bullying. In that case, such termination is final and may not be appealed.

An appeal hearing will take place within five (5) business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is a dependent minor), the student's instructor, and School Director. A decision on the student's appeal will be within three (3) business days by the Director of Education and will be communicated to the student in writing. This decision will be final. If the student's appeal is approved, eligibility for FSA funds will be reinstated for one evaluation period, and the student will continue SAP Probation until the beginning of the following evaluation point. The original academic plan will be revisited with the student and revised to ensure conformance with the expected minimum SAP standards.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY (CON'T)

Students who do not appeal a determination of unsatisfactory progress and termination of FSA funds or whose appeal has been denied may continue school on Probation status for one evaluation period as a cash-paying student. At the end of the Probation period, all students on Probation status will be required to have satisfied all standards for SAP. Students who fail to meet the criteria for SAP by the end of the Probation period may be terminated from school. Students who complete the SAP standards by the end of the SAP Probation period will be reinstated to good academic standing and will regain their FSA eligibility.
Results of the appeal and academic plan(s) are documented in the student's file.

LEAVE OF ABSENCE, INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

The Leave of Absence will extend the student's contract period by the same number of calendar days taken in the leave and will result in no additional charges to the student. A Leave of Absence does not count as attempted or the rate of progression in determining SAP. A course interruption does not count as attempted or rate of progression in determining SAP. Course incompletes are counted as attempted clock hours but not earned and will be included in the calculation or the rate of the progression in determining SAP. Withdrawals are counted as attempted but not earned and will be included in the calculation or rate of progression in determining SAP. Repetition of a course is counted as attempted clock hours earned and will be included in the calculation or rate of progression in determining SAP.

NON-CREDIT, REMEDIAL

Non-credit and remedial do not apply to this College. Therefore, these items have no effect upon the school's SAP standards.

DETERMINATION OF WITHDRAWAL

ABCSD will determine a student's withdrawal as per the following:

- The student notifies the school of the student's withdrawal in writing.
- The school terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absence in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school.
- The student has failed to attend class for fourteen (14) calendar days, as determined by monitoring clock hour attendance at least every thirty (30) days.
- Failure to return from a leave of absence. The date of the student's withdrawal shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

RE-ENTRY POLICY

Students who withdraw and desire to re-enroll must request permission from the Director to re- enter the program. Upon approval, the Director will determine the number of hours that will be accepted to re-enter. All re-enrollments will require a new Enrollment Agreement. The new Enrollment Agreement will be based on the current cost of tuition and fees. Please refer to the *Credit for Previous Training Policy* for more information. The institution reserves the right to evaluate the previous enrollment and to verify the student was in a good standing with a tuition account paid up to the last date of attendance before the student is accepted for re-enrollment. A non-refundable re-enrollment fee of $250 will be charged.

RE-ENTRY POLICY (Con't)

Students who withdraw before completion of the program and have been approved by the School Director to re-enter within six months of the original formal withdrawal date will re-enter at the same progress status as applicable at the time of withdrawal. All student records are stored for six (6) years only and it is the responsibility of the student to maintain all documents received from the institution beyond the six-year period. The school reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with ABCSD before the student is accepted for re-enrollment.

GRADUATION REQUIREMENTS

Students are eligible for graduation, providing they have completed the required program clock hours, maintain a 75% grade in theory, have completed all required course practical services, passed a simulated Mock State Board test.

DIPLOMA CERTIFICATE

Students will receive a Diploma Certificate when graduation requirements are met. There is a $20 fee for each request for a duplicate diploma certificate.

OBTAINING PROOF OF TRAINING

When a student has fulfilled all his/her financial obligations to the school and the student ledger has a zero balance, a Proof of Training Document will be issued to the student. Students are required to have their Proof of Training document to take the state exam. There is a $20 fee for each request for a duplicate copy Proof of Training.

OBTAINING TRANSCRIPTS

Students will receive an Official Transcript at the completion of the program. An unofficial transcript can be requested through info@associatedbarbercollege.edu. A printed copy can be available in the school's office or can be emailed to the student's email address.

ELIGIBILITY FOR STATE EXAM

Applicable students are eligible for examination given by a state agency outside of California, provided they have completed the selected program at a licensed school. Associated Barber College of San Diego's programs meets or exceeds the minimum requirements prescribed by the California Board of Barbering and Cosmetology. Each exam applicant must be seventeen years of age, have a current government issued photo I.D., a Social Security number or TIN, completed the 10th grade or equivalent and possess a Proof of Training document issued by a licensed California approved school. A Proof of Training document will be released to the student as soon as all graduation and financial requirements have been fully met. The Board of Barbering and Cosmetology will approve all applicants. Once an examination application is approved by the Board, a PSI handbook will be sent to the candidate. The candidate will schedule the written exam at a time and PSI location of their choice.

LICENSING REQUIREMENTS

An approved applicant will be required to pass a State written exam at a minimum of 70% for Barbering and 73% for Cosmetology. The California examinations are administered at the PSI examination centers in California.

EXAM APPLICATION POLICY & Fee - Barbering & Cosmetology Program

The Application Process begins as soon as all graduation requirements are met, Proof of Training Document, and Official Transcripts are issued to the student for the program. BreEZe is DCA's licensing and enforcement system, and a one-stop shop for consumers, licensees and applicants. Licensees and applicants can submit license applications, renew a license and change their address among other services.
BreEZe only accepts credit card payments for American Express, Discover, MasterCard, and Visa.

The Board of Barbering and Cosmetology Barber Exam is $125.00. This cost is not included in the ABCSD program. The fee is subject to change without notice.

CAREER ADVISING AND PERSONAL ATTENTION

Students are advised individually, formally, and informally, as often as necessary,
but minimally at each SAP to review the student's progress. Students are given personal attention and assistance at every stage of training from the first day of their enrollment. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given for the preparation of the Board of Barbering Examination. Successful Barbers, Shop/Salon Owners and Stylists are scheduled to give demonstrations and to discuss career goals, etc., with the students. These activities supplement the daily counseling carried out by the instructors and supervisors. Students may request additional counseling sessions at any time.

JOB PLACEMENT

Included in our passion, we strive to make each student highly employable. Our school works closely with barber shop and salon owners and alumni so that all graduates of our school are given an opportunity to secure employment in our industry that is right for them. Throughout your program we have many alumni that come to our school to share their experience and give back to our students by way of knowledge and wisdom. Our school cannot guarantee employment nor does the school use placement data as an incentive to entice prospective students to enroll. Notices are posted on the student bulletin board of jobs available from neighboring Barber & Cosmetology establishments. Instructors teach interviewing techniques and assist graduate in locating employment.

Graduates are encouraged to check back with the school at any time after the graduate has passed the State Board exams and received their license for assistance with employment. The graduate is also encouraged to keep in contact from time to time with the school to keep us abreast of his/her progress, employment status, and provide feedback on the scope of the training the student received at the school.

STUDENTS PERSONAL INFORMATION

Notify the office immediately of any changes in personal information.

COPYRIGHT INFRINGEMENT POLICY

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner. These rights include the right to reproduce or distribute a copyrighted work. Downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement in the file-sharing context. ABCSD responds promptly to legitimate notices or letters of illegal copyright infringement based on the requirements of the Digital Millennium Copyright Act and directs both our President/CEO, Vice President/CFO, and Financial Aid Director to investigate and respond.

ACCESS STUDENT RECORDS

It is the policy of Associated Barber College of San Diego to guarantee each student access to their student's record. A student can have access to his/her files during office business hours by appointment. The office business hours are Monday thru Friday from 8:30am – 3:30pm. To request an appointment, please call the business office at (619) 234-7703 or email ABCSD at info@associatedbarbercollege.edu. The school's policy requires written consent from the student and parents or guardians of dependent minors each time before releasing any student information in response to a third-party request, other than a request by the National Accrediting Commission of Career Arts and Sciences (NACCAS), unless otherwise required by law. The school provides access to student and other school records as required for any accreditation process initiated by the school or by NACCAS, or in response to a directive of the Commission.

For current students enrolled, the files will be made available immediately. For graduated and withdrawn students, please specify the year of graduation and the files will be made available within 7 business days if all financial obligations have been met. Please note that the FERPA act will apply in all cases. It is the policy of Associated Barber College of San Diego to retain all student records for 6 years and transcripts are kept permanently. The records are the property of Associated Barber College and will be kept at 1315 5th Avenue San Diego, CA 92101 (619) 234-7703 Fax (619) 234-8257.

SCHOOL CLOSURE POLICY

ABCSD shall be considered in default of the Enrollment Agreement when an educational program is discontinued or canceled, or the institution closes before completion of the educational program. If ABCSD is in default, student's institutional charges may be refunded on a pro rata basis if the Bureau for Private Postsecondary Education (BPPE) determines that the school has made provision for students enrolled at the time of default to complete a comparable educational program at another institution at no additional charge to the students beyond the amount of the total charges in the original Enrollment Agreement. If ABCSD does not make that provision, a total refund of all institutional charges shall be made to students.

Before closing, ABCSD shall provide the Bureau with the following: (1) Pertinent student records, including transcripts, as determined by the Bureau, according to regulations adopted by the Bureau. (2) If ABCSD is an accredited institution, a plan for the retention of records and transcripts, approved by the institution's accrediting agency, provides information on how a student may obtain a transcript or any other information about the student's coursework and degrees completed. (b) Subdivision (a) applies to all private postsecondary institutions, including institutions that are otherwise exempt from this chapter pursuant to Article 4 (commencing with Section 94874).

BANKRUPTCY

This School has no pending petition in bankruptcy nor is it operating as a debtor in possession. This School has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of The United States Bankruptcy Code.

NOTIFICATION OF RIGHT UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Associated Barber College of San Diego ("School" "ABCSD") receives a request for access. A student should submit to the school Associate Director, a written request that identifies the record(s) the student wishes to inspect. The school official will plan for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask ABCSD to amend a record should write Michelle Roccoforte, Associate Director, clearly identify the part of the record the student wants changed and specify why it should be changed.
If ABCSD decides not to amend the record as requested, they will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before ABCSD discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

ABCSD discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically including a person employed by the ABCSD in an administrative, supervisory, academic, or support staff position (including a person serving on the board of trustees; or a student serving on an official committee) such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the ABCSD who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for the ABCSD.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the ABCSD to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202
FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within ABCSD whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*3*) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

STUDENT COMPLAINT / GRIEVANCE PROCEDURE

Associated Barber College of San Diego has an established procedure for addressing student complaints. A copy of the school's complaint form is attached, and additional copies are available at the school and/or may be obtained by contacting Joseph J. Roccoforte, the School's Director.

Students may at any time during school hours approach a member of the instructional or management staff with his/her complaints or concerns. All concerns and complaints must be submitted in writing and signed by the student. Anonymously signed complaints will not be accepted.

To complete a complaint form, do as follows:

1. List all complaints and grievances.
2. Deliver the form to the instructor in charge. (If you are unable to deliver the form to an instructor, you may mail the form to: Mr. Joseph J. Roccoforte, School Director, 1333 5th Avenue San Diego, CA 92101). All grievances/complaints regardless of the nature will be given to the School Director/Owner for review.
3. The School Director will evaluate the grievance/complaint and set an appointment with the person within 5 business days from the receipt of the complaint form. If the grievance/complaint is an emergency, it will be addressed within 24 hours.
4. Any grievance/complaint that cannot be resolved with the personnel of the school should be directed to: Bureau for Private Postsecondary Education (BPPE)
   Toll Free (888) 370-7589, press 3 when prompted.
   Physical Address: 1747 N. Market Blvd., Ste 225 Sacramento, California 95834
   Mailing Address: P.O. Box 980818 West Sacramento, CA 95798-0818
   Phone: (888)370-7589 toll-free or by Fax: (916) 263-1897

A complaint form can be obtained on the bureau's internet web site: http://www.bppe.ca.gov

5. Any grievance/complaint that cannot be resolved with BPPE should be directed to:
   National Accrediting Commission of Career Arts & Sciences (NACCAS)
   3015 Colvin Street
   Alexandria, VA 22314
   (P) 703-600-7600 (F) 703-379-2200

All complaint forms filed with the school will be maintained in the student's records. The school would appreciate the opportunity to adequately address the student's concerns before the student contacts the BPPE. If the student feels that the school has not addressed a grievance/complaint adequately, they may consider contacting the Bureau for Private Postsecondary Education.

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

1747 N. Market Blvd., Ste 225
Sacramento, California 95834
Mailing Address: P.O. Box 980818
West Sacramento, CA 95798-0818
Tel (916) 431-6959 Toll Free (888) 370-7589, Fax (916) 263-1897
Web site: www.bppe.ca.gov E-mail: bppe@ca.gov

ASSOCIATED BARBER COLLEGE OF SAN DIEGO GREIVANCE/COMPLAINT FORM

NAME_____ADDRESS_____

Student ID #_____TELEPHONE_____

1. Please provide a one or two sentence description of your complaint.

_____
_____
_____

2. Please describe the nature of your complaint in full detail indicating what happened, when the event occurred and who was involved. If additional space is needed, use the reverse side.

_____
_____
_____
_____
_____
_____

3. Indicate when and with whom you have already spoken regarding this grievance and what attempts have been made toward resolution.

_____
_____
_____

4. Indicate what specific resolution you are seeking or recommending.

_____
_____
_____
_____

I hereby certify that the statements made pertaining to my complaint are truthful and accurate.

_____ _____

Signature of Complainant Date

DISABLED STUDENTS

In compliance with the American's Disabilities Act (ADA), Public Law 101-336, ABCSD provides "Reasonable Accommodations" for students with disabilities that may affect their ability to learn the required curriculum set by the State of California Board of Barbering and Cosmetology. It is the student's responsibility to notify ABCSD if reasonable accommodation is needed. ABCSD is not required by the ADA to provide accommodations if the student does not inform ABCSD of their needs. Access for disabled students to the institution's facilities is available at our school.

DISABILITY, ACCOMODATION AND GREIVANCE POLICY

1. Statement of Non-Discrimination and Accommodation
    a. Associated Barber College of San Diego ("ABCSD") does not discriminate on the basis of disability.
    b. Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the educational resources of ABCSD, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA") and their related statutes and regulations.
    c. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the ADA Compliance Coordinator, who has been designated to coordinate the efforts of the school to comply with Section 504 and ADA. ADA Compliance Coordinator: Michelle Roccoforte
    Associate Director
    1333 5th Avenue
    San Diego, CA 92101 (619) 234-7703
    Associatedirector@associatedbarbercollege.edu
2. Requests for Accommodation
    d. Individuals with disabilities wishing to request a reasonable accommodation must contact the ADA Compliance Coordinator. A disclosure of a disability or a request for accommodation made to a faculty or staff member, other than the ADA Compliance Coordinator, will not be treated as a request for an accommodation. However, if a student discloses a disability to faculty or staff member, he or she is required to direct the student to the ADA Compliance Coordinator.
    e. The ADA Compliance Coordinator will provide a student or applicant with a **Request for Accommodations form**. This form is also on our website.
    f. Reasonable accommodations are available for students and applicants who provide the appropriate documentation of a disability. Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated less than three years from the date a student requests a reasonable accommodation, and must be completed by a qualified profession in the area of the student's disability, as enumerated below:

Disability	Qualified Professional
Physical disability	MD, DO
Visual impairment	MD, ophthalmologist, optometrist
Mobility, orthopedic impairment	MD, DO
Hearing impairment	MD, Audiologist (Au.D) *audiology exam should not be more than a year old
Speech and language impairment	Licensed speech professional
Learning disability	PhD Psychologist, college learning disability specialist, other appropriate professional
Acquired brain impairment	MD neurologist, neuropsychologist
Psychological disability	Psychiatrist, PhD Psychologist, LMFT or LCSW
ADD/ADHD	Psychiatrist; PhD Psychologist, LMFT or LCSW
Other disabilities	MD who practices or specializes within the field of the disability.

Documentation used to evaluate the need and reasonableness of potential accommodations may include a licensed professional's current medical diagnosis and date of diagnosis, evaluation of how the student's disability affects one or more of the major life activities and recommendations, psychological and/or emotion diagnostic tests, functional effects or limitations of the disability, and/or medications and recommendations to ameliorate the effects or limitations. ABCSD may request additional documentation as needed.

g. After the ADA Compliance Coordinator receives the Request Form and the required documentation, he/she will engage the student or applicant in an interactive process to determine what accommodations may be reasonable.
h. If the student or applicant is denied the requested accommodation, he/she may file a grievance using the Grievance Process below or he/she may file a complaint with the U.S. Department of Education's Office for Civil Rights or a similar state entity.
i. ABCSD will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. The ADA Compliance Coordinator will be responsible for such arrangements.

2. Grievance Process
   a. ABCSD has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 and/or the ADA.
   b. Any person who believes she/he has been subjected to discrimination on the basis of disability, including disagreements regarding requested accommodations, may file a grievance pursuant to the procedure outlined below. ABCSD will not retaliate against anyone who files a grievance in good faith or cooperates in the investigation of a grievance.
   c. Procedure
      i. Grievances must be submitted to the ADA Compliance Coordinator, Michelle Roccoforte, Associate Director 1333 5th Avenue San Diego, CA 92101 (619)234- 7703 associatedirector@associatedbarbercollege.edu. Grievances must be submitted to the ADA Compliance Coordinator, within thirty (30) days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
      ii. A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to

be discriminatory and the remedy or relief sought.

iii. The ADA Compliance Coordinator (or her/his trained designee) shall investigate the complaint and afford all interested persons an opportunity to submit relevant evidence. The Complainant may also present witnesses relative to the complaint. The ADA Compliance Coordinator will maintain the files and records relating to such grievances.

iv. All reasonable efforts will be made to provide a written determination to the student or applicant within 30 days after its filing. If a written determination cannot be made within 30 days of the complaint's filing, the ADA Compliance Coordinator will so advise the student and provide an update as to the status of the investigation. The student may also contact the ADA Compliance Coordinator to inquire as to the status of the investigation at reasonable intervals.

v. The person filing the grievance may appeal the decision of the ADA Compliance Coordinator by writing to Joseph Roccoforte, Director 1333 5th Avenue San Diego, CA 92101 619-234-7703 info@associatedbarbercollege.edu within 15 days of receiving the ADA Compliance Coordinator's decision. The Director shall issue a written decision in response to the appeal no later than 30 days after its filing.

vi. The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education's Office for Civil Rights and/or a similar state agency.

vii. ABCSD will take all steps to prevent recurrence of any harassment or other discrimination and to correct discriminatory effects where appropriate.

HOUSING

Associated Barber College of San Diego does not have dormitory facilities under its control. It is the student's responsibility to find their own housing, and it is not the responsibility of the school. The availability of housing depends on the housing market at the time of enrollment. For data information on housing in San Diego https://www.sandiego.gov/sites/default/files/housing-inventory-annual-report.pdf

Please refer to San Diego Housing Commission's website at www.sdhc.org for information on housing opportunities near the school. This website will give you ample information on the availability of housing located near the school's facility and an estimation of the approximate cost or range of housing.

LOCKERS / PERSONAL ITEMS

The school will assign lockers to its students upon request. Students are responsible for their personal property and the loss or theft of their items. We recommend that personal items be labeled with their name. Please provide a lock with two keys. The school will retain one key if it is lost. All student lockers are subject to inspection at any time. On graduation day, please clear out the locker and retrieve your second key. The school will donate to charity any personal items left in lockers after 30 days of graduation.

DISCLOSURE STATEMENT REGARDING CRIMINAL PLEA/CONVICTION

Individuals who have been convicted of a crime can still apply to take the examination. Complete the Disclosure Statement Regarding Criminal Pleas/Convictions form (http://www.barbercosmo.ca.gov/forms_pubs/forms/disc_crimpleas.pdf) and send it with your application or attach it to your online application. Include as much detail as possible. The board may request additional documents related to your conviction if not enough information is provided, which will delay the processing of your application. These are reviewed and evaluated on a case-by-case basis. Some of the factors that are considered consist of the following:

- The length of time since the conviction
- The nature of the conviction
- Evidence of rehabilitation since the conviction
- Whether the crime (or act) is substantially related to the qualification, functions, or duties of the licensee.

If you have any further questions, call the Enforcement Unit at (916) 574-7574.

On the Board of Barbering and Cosmetology application for the state exam, each student will be asked the following question: Have you ever been convicted of or pled no contest to, a violation of any law of the United States, in any state, local jurisdiction, or any foreign country? If the answer is yes, the student will be required to complete and submit BBC's Form C-01. The BBC will accept applications from applicants who wish to have their criminal history/convictions reviewed before beginning school. Please see the Board of Barbering and Cosmetology website www.barbercosmo.ca.gov for information regarding this disclosure. BBC's Form C-01. http://www.barbercosmo.ca.gov/forms_pubs/forms/disc_crimpleas.pdf

CONTROLLED SUBSTANCE POLICY ALCOHOL AND DRUG ABUSE AND NOTICE TO ALL EMPLOYEES AND STUDENTS

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the College is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or college program.

An individual who is associated with Associated Barber College of San Diego who is Seeking information regarding drug abuse can call the following local agencies provide assistance to our employees, students and their families.

Shoreline Recovery Center
McDonald Center
Sharps
8003 Linda Vista Road
San Diego, CA 92111
(619) 458-4300

Alcohol & Drug Rehab
3911 5th Avenue #202
San Diego, CA 92101
866-696-3902
www.shorelinerecoverycenter.com

CONTROLLED SUBSTANCE POLICY ALCOHOL AND DRUG ABUSE AND NOTICE TO ALL EMPLOYEES AND STUDENTS (CON'T)

The school will not tolerate the use of alcohol or drugs at any time. No student will be allowed to attend school that is under the influence of drugs and/or alcohol. Please refer to our full Drug and Alcohol policy on our website: https://sandiegobarbercollege.com/wp-content/uploads/2021/09/Associated-Barber- College-Drug-and-Alcohol-Abuse-Prevention-Programs-09_2021.pdf

DOMESTIC VIOLENCE SERVICES

All students and employees are notified of the following locations to assist with domestic violence victims:
YWCA San Diego County
Domestic Violence 24 Hour Crisis Hotline https://www.ywcasandiego.org/help/survivor-solutions/ 619-234-3164

National Domestic Violence Hotline
Hours: 24/7. Languages: English, Spanish and 200+ through interpretation service 800-799-7233

SAN DIEGO CRISIS HOTLINE:

All students and employees are informed of San Diego's Crisis Line:
(888) 724-7240. Mobile Crisis Response Teams (MCRT) provide in-person support to anyone, anywhere, experiencing a mental health, drug, or alcohol-related crisis.

UNPLANNED PREGNANCY

For assistance with unplanned call:
CAPS Pregnancy Clinics 619-337-8080 Downtown Area Park West

VOTER REGISTRATION FORMS

We encourage all of our students to register to vote. https://registertovote.ca.gov/

REGISTERED LIST OF SEX OFFENDERS

The registration list of sex offenders is available on line at: http://www.meganslaw.ca.gov/. If a student needs assistance in viewing this list, our office staff can be available to assist.

VETERAN APPROVAL

Our institution is approved by the California State Approving Agency to enroll veterans and other eligible persons. The Veteran's Administration accepts programs approved by California State Approving Agency for Veteran's Education. Our programs have been approved for:

- Chapters 33, 30, 35, 1606, 1607, MyCAA

In order to enroll with Veteran Benefits, you will need to provide our school with the following:

- A copy of a submitted Form 1995
- A current and valid Certificate of Eligibility
- Additional required documents for admission (listed in Admission section).
- OR Tuition Assistance Approval

To obtain these documents, please visit your VA website; www.gibill.va.gov or your Educational Service Officer.

TITLE 38 – VA PENDING PAYMENT COMPLIANCE

In accordance with the Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veteran Affairs (VA) Post 911 GI Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. The school will not:

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

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

- Provide Chapter 33 Certificate of Eligibility (or it's equivalent) or for Chapter 31, VA VR&E contract with the school on VA form 28-1905 by the first day of class.

Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 student cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case-manager issues it to the school.

The school reserves the right to confirm eligibility of VA Benefits for Chapter 33 through the VA Regional Office in Muskogee, OK before enrollment. For Chapter 31, the school requires that the VR&E counselor submit the Form 22-1905 before enrollment.

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

VA REFUND POLICY

If for some reason your enrollment is terminated or the student withdraws from the program, a refund will be calculated as per our school's refund policy. (See our school's Refund Policy in our school's catalog.) The refund will be sent to the VA within 30 days of the termination date. The VA will be notified of the withdraw. The student will be 100% responsible for the debt from the VA.

VETERAN APPROVAL (Con't)

CREDIT EVALUATION POLICY – JOINT TRANSCRIPTS

Our school will evaluate all previous education and training. Credit will be granted when appropriate. Credits allowed will be recorded on the enrollment record and the length of the program shortened proportionately. The student shall be notified, with record of the evaluation and supporting transcripts being kept of this process.

VA – SATISFACTORY ACADEMIC POLICY (SAP)

Our school will evaluate each student using veteran benefits progress as follows:
Barber 1500 Hour; Cosmetology 1500 Hour;
When a student completes 375, 450, 750, 900, 1200, 1350 actual hours.
Barber 1000 Hour ; Cosmetology 1000 Hour; Barber 1200 Hour:
When a student completes 375, 450, 750, 900 actual hours.
Barber Crossover 400 Hours:
When a student completes 200 actual hours.

Students using veteran benefits are expected to maintain a grade of 75% or better at the end of each evaluation point in order to be deemed as progressing satisfactorily. If a student does not meet the minimum grade of 75% at the end of any evaluation point, he or she will be placed on academic probation until the next immediate evaluation point. If at the end of the student's probation period, his or her grade still does not meet the minimum satisfactory grade, the student's VA benefits will be interrupted, and the Department of Veterans Affairs will be notified immediately.

Students using veteran benefits are expected to maintain a minimum attendance of 80% on all SAPs or, he or she will be placed on probation in the next immediate evaluation point. If at the end of the student's probation, he or she has not improved attendance to 80% or better, the student's VA benefits will be interrupted, and the Department of Veterans Affairs will be notified immediately.

ELIGIBILITY FOR VETERAN BENEFITS

A veteran may be eligible for benefits for ten years after the date of separation from active duty provided discharge or release was other than dishonorable, and he/she served at least one hundred and eight-one (181) continuous days or was discharged or released because of a service-connected disability. Veterans who entered active duty beginning July 1, 1985, may be eligible under Chapter 30, the Montgomery GI bill® provided them: (a) served at least two (2) years with honorable discharge and (b) has
$100 per month deducted from their military pay for educational benefits during their first 12 months of active duty. Selected reserve participants may be eligible under Chapter 1606. In order to ensure continuity of benefits, satisfactory progress (70%) must be made toward stated program goals. Satisfactory attendance (80%) in enrolled programs is always expected. WWW.GIBILL.VA.GOV. To carry out the Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members, ABCSD commits to provide the Shopping Sheet to veterans and service members before they decide to attend the institution.

ADMISSION REQUIREMENTS FOR VETERANS USING EDUCATIONAL BENEFITS

In addition to the school's Admission Policy in this catalog, the student using veteran benefits must provide a Certificate of Eligibility, a DD214 and a Form 1995.

VETERAN APPROVAL (Con't)

EVALUATION OF CREDIT FOR PREVIOUS TRAINING

ABCSD is governed by The California Board of Barbering and Cosmetology (BBC). BBC only grants credit for our courses if the previous training was taken in an approved California Barber or Cosmetology school. If this is the case, ABCSD will maintain a written record of the previous education and training of veterans and eligible persons. The student's record will clearly indicate that the credit has been granted, if appropriate, with the training period shortened proportionately and the student notified accordingly, per 21.4253 (d) (3). If there is no credit to be granted, ABCSD will have the student acknowledge no credit is granted prior to enrollment.

MYCAA: Military Spouse Career Advancement Accounts (MyCAA) provide financial assistance for educational purposes for qualified military spouses meeting eligibility requirements. For information regarding eligibility please visit the website https://mycaa.militaryonesource.mil/mycaa

FEDERAL STUDENT AID (FSA) PROGRAMS

Associated Barber College of San Diego (ABCSD) is approved and participates in the U.S. Department of Education (ED) federal student aid (Title IV, HEA) programs; Federal PELL Grant Program (FPELL), Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Direct Loan Programs (FDLP) (Subsidized Federal Direct Loan, Unsubsidized Direct Loan, Parent PLUS). Title IV funds are intended to defray the costs of attending for those students eligible for financial aid considerations.

Federal student financial aid is a mechanism that reduces out-of-pocket costs that the student and parents must pay to obtain a specific postsecondary education. Financial aid is money made available to help students meet their cost of attendance for both direct and indirect expenses. Financial aid includes grants and student loans. Grants do not have to be repaid. Financial aid is awarded to students who have "need." The need is the difference between the amount of money the family will be expected to contribute to meet student costs and the cost of education at this school.

ABCSD offers financial aid for students who qualify. While attending college, qualified students can apply for and receive Federal Pell Grant, Federal Direct Loan Program (FDLP). FPELL is gift-aid from Federal Government for students who qualify. Students do NOT need to pay back the FPELL. Payments are due for the Subsidized and Unsubsidized loans six (6) months after the student leaves school. This departure date refers to graduation, as well as an early withdrawal from the program. If the student does not finish the program, ABCSD will refund any unused Title IV to the ED; however, the student is responsible for any funds ABCSD keeps for tuition needs.

The Studentaid.gov website is the U.S. Department of Education's homepage for student aid. It provides information on types of aid available, as well as how to apply for and manage financial aid. It receives data from schools, agencies that guaranty loans, the Direct Loan program, and other U.S. Department of Education programs. Studentaid.gov provides a centralized integrated view of Title IV loans and grants that are tracked through their entire cycle from aid approval through closure. Students can use the website to view financial aid history. The site displays information, located on the individual's dashboard on loan and grant amounts, outstanding balances, loan statuses, disbursements. The Glossary of Terms contains information on terms relating to loans and grants and the different types of financial aid available and how to apply for them.
For assistance in obtaining institutional or financial aid Information contact the on-site Financial Aid Administrator, Martha Sanchez at financialaid@associatedbarbercollege.edu, or by calling (619) 234- 7703 ext. 106.

GRANT PROGRAMS

Federal Pell Grant

This federal student grant program is designed to help any eligible undergraduate student pursuing a post-secondary school education. The value of a 2024-2025 Federal Pell Grant varies from $740 to $7,395 depending on the Student Aid Index (SAI) and cost of education (COA). This program is the foundation for most financial aid awards. Effective July 1, 2024, (2024/2025 Award Year) the maximum amount is $7,395 and the corresponding maximum Pell Grant eligible SAI) is -$1500. Pell Grant formula 4 is used for all programs to award Pell Grant funds.

Federal Supplemental Education Opportunity Grant (FSEOG)

Federal Supplemental Educational Opportunity Grant (FSEOG) is an additional grant made available to undergraduate students that demonstrate through the FAFSA® process of having exceptional need. ABCSD identifies student's with "exceptional need" as those with a SAI of -1500. The FSEOG does not need to be repaid.

Effective July 1, 2021, ED approved Associated Barber College of San Diego to participate in the FSEOG. This campus-base fund is allocated annually by the U.S. Department of Education and is managed by the school. The school is responsible for awarding available funds to its eligible students. Students who have earned a bachelor's or first professional degree is NOT eligible to receive FSEOG. The FSEOG amount award ranges from $300 to $4,000 per academic year based on the availability of funds. The amount is subject to proration for less than a full academic year. Awards are based on available funds, and priority is granted to students with "exceptional need first. Available funds may be extended to students with a higher SAI based upon availability of funds for the award year.

Cal Grant Program

Effective August 2020, Associated Barber College of San Diego was approved to participate in the Cal Grant program specific to California residents—the California Student Aid Commission awards Cal Grants to eligible students. The Cal Grant is a California-specific financial aid allocation that is not paid back. A Cal Grant applicant must apply for the FAFSA® or CADAA by the deadline and meet all eligibility, financial, and minimum GPA requirements of their program. There are three kinds of Cal Grants – A, B, and C, which is based on the FAFSA® or CADAA responses, verified by a Cal Grant GPA, determine student eligibility. For more specific information, visit https://www.csac.ca.gov/cal-grants or meet with the school's Financial Aid Administrator.

California Dream Act

Associated Barber College of San Diego is a private for-profit school and is eligible for funding under the California Dream Act (AB 540) which provides in-state tuition benefits for undocumented students and certain other students who attend public universities in California. Undocumented AB540 student are not eligible for federal student aid, including Pell and other grants, government loans, and federal work study, however, may be eligible for Cal Grant through the California Dream Act program. For more information visit the Student Aid Commission at www.csac.ca.gov. Federal financial aid is not available for students who are applying as nonimmigrant alien international students under an M-1 Visa status.

FEDERAL DIRECT LOANS

Federal Direct Subsidized Loan: This program is a low rate, long-term loan program for undergraduate students who have demonstrated financial need. The U.S. Department of Education generally pays the interest while the student is in school and during other specific periods. The maximum a student may borrow at ABCSD is up to $3500 for the first academic year and up to $4,500 for the second academic year. The second academic year for the Barbering and Cosmetology programs loan amount are subject to proration.

Federal Direct Subsidized interest rates are capped at a 6.53 percent interest rate for July 1, 2024, and before June 30, 2025. Repayment begin six months after the student completes or terminates their education or becomes less than a half-time student. The Federal Direct Subsidized interest rate changes effective July 1, 2024, and online at StudentAid.gov/interest or the Financial Aid Office. A Federal Direct Loan borrower must complete a Master Promissory Note (MPN) by accessing the studentaid.gov website.

Federal Direct Unsubsidized Loan:

This program is a federal loan program designed to allow students who do not qualify for national interest subsidies under the Direct Subsidized loan program to obtain a Direct Unsubsidized loan. The borrower is responsible for all interest. Financial need is not required. The maximum amount an independent student may currently borrow at ABCSD is up to $6,000 in addition to the Direct Stafford loan for the first and second academic years. The maximum amount a dependent student may currently borrow is up to $2,000. The second academic year for the Barbering and Cosmetology programs loan amount are subject to proration.

If a student does not qualify for a Direct Stafford Loan or some portion of the loan, they may borrow the remaining amount under the Unsubsidized Direct program. The interest rate is capped at 5.50 percent interest rate first disbursed between July 1, 2023, and June 30, 2024. Repayment begin six months after the student completes or terminates their education or becomes less than a half-time student. The Federal Direct Unsubsidized interest rate changes effective July 1, 2023, and online at StudentAid.gov/interest or the Financial Aid Office.

Entrance Counseling Requirement:

ABCSD requires entrance counseling with Federal Direct Subsidized or Direct Unsubsidized Loan student borrowers before making the first disbursement of the proceeds of a loan to a student borrower, unless the student borrower has received a prior Direct Student Loan, Direct Unsubsidized Loan, Subsidized or Unsubsidized Federal Stafford Loan, or Federal SLS Loan (34CFR 685.304(a)). The entrance counseling ensures that the terms and conditions of the loan and rights and responsibilities are understood. Students will learn about student loans, how interest works, options for repayment, and how to avoid delinquency and default. The entrance counseling is via an interactive session for undergraduate students is completed online at www.studentaid.gov. The Financial Aid Office also provides in-person counseling to re-iterate the terms and conditions of borrowing loans and to answer questions. The School will receive confirmation electronically from the U.S. Department of Education when the student completes entrance counseling.

Exit Counseling Requirements:
Within 30 days ABCSD requires exit counseling with each Direct Subsidized Loan or Direct Unsubsidized Loan borrower shortly before the student borrower ceases at least half-time study at the school. The exit counseling session is typically in-person and via interactive electronic means. The exit counseling interactive session is completed online at www.studentaid.gov within 30 days after the student borrower completes the program (34CFR685.304(b)). If the borrower withdraws without Notice or before completing the exit counseling as required, the exit counseling materials are mailed to the borrower's last known address within 30 days of the school's date of determination.

Federal Direct PLUS Loans:
This is a competitive interest rate loan that provides additional funds to help parents pay for the educational expenses of a dependent student. The interest rate is 9.08 percent interest rate for loans first disbursed between July 1, 2024, and June 30, 2025. Effective July 1, 2024, the interest rate changes can be obtained online at StudentAid.gov/interest or the financial aid office. Repayment begins approximately 60 days after the first disbursement of the loan. The maximum amount to borrow is based on the cost of attendance minus any estimated financial assistance or other resources awarded during the academic year.

The borrower is responsible for all interest, and the student must be enrolled at least half-time. Financial need is not required, and the borrower may not have adverse credit. A negative credit situation will allow the student to borrow additional unsubsidized loan funds.

Office of the Ombudsman FSA:
The U.S. Department of Education has an Ombudsman Office that is neutral, informal, confidential. If is the final resource after looking for help through other customer service avenues at the school. Any concerns related to the financial aid office can be addressed with the Associate Director. If the student is not satisfied, contact the Ombudsman to file an on-line assistance request through https//studentaid.gov/feedback-ombudsman/disputes/prepare or by mail at U.S. Department of Education, FSA Ombudsman Group, 830 First Street, N.E., Mail Stop 5144, Washington,
D.C. 20202-5144. Phone: 202-377-3800 or (1-877-557-2575), Fax: 202-275-0549 Email: fsaombudsmanoffice@ed.gov, website: http://StudentAid.gov/ombudsman

GENERAL FINANCIAL AID INFORMATION
If you wish to apply for FSA or have questions or need the Catalog and school website section clarified, contact the Financial Aid Office at the school. Martha Sanchez is the Financial Aid Administrator and can be reached at (619) 234-7703 x106. The Financial Aid Office is open Tuesday – Friday, 8:00 am – 3:30 pm. Additional Federal Student Aid program information may be found in "Funding Education Beyond High School" and the "Free Application for Federal Student Aid" published by the U.S. Department of Education. (https://studentaid.gov/sites/default/files/funding-your-education.pdf). Additional information may be obtained by calling the Federal Student Aid Information Center at 1-800-433-3243, TTY 1-800-730-8913, or www.studentaid.ed.gov.

COMPLIANCE STATEMENT

The Federal Privacy Act of 1974 requires students to be notified that disclosing their social security number is mandatory. The social security number is used to verify student identity, process the awarding of funds, collect funds, and trace individuals who have borrowed funds from federal, state, or private programs. Suppose a student obtains a loan to pay for an educational program. In that case, the student will be responsible for repaying the total loan amount plus interest, less any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

APPLYING FOR FINANCIAL AID

Students interested in financial aid at ABCSD must follow these procedures:

1. Complete the enrollment paperwork (application, high school diploma or its equivalent), provide a valid government issued photo ID, and provide a copy of signed Social Security Card. The Enrollment Application form and FAFSA® website can be found on the ABCSD's website or in person.
2. Meet the Financial Aid Administrator to outline the qualification for grant(s) and loan(s) eligibility.
3. The Financial Aid Administrator utilizes a need analysis system through a third- party servicer (FAS) to determine eligibility for financial aid programs.
4. The Free Application for Federal Student Aid (FAFSA®) and other documents are reviewed by the Office of Financial Aid at the time of the student's financial aid interview and eligibility is determined.
5. The application fee is non-refundable and is not covered by financial aid.

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

- Be admitted as a regular student;
- Be enrolled or accepted for enrollment in an eligible program on at least a half time basis;
- Be a citizen or an eligible non-citizen;
- Not owe a refund on a FPELL Grant or FSEOG at any school;
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school. There is a Fresh Start Initiative program for Title IV Aid Eligibility for Students with Defaulted Loans (please meet with the school's financial aid administrator for eligibility requirements;
- Have financial need;
- Be making satisfactory progress (as defined by school policy) in the program ;
- Have a high school diploma (or foreign equivalent); have a GED;
- Must be 17 years old at the time of enrollment.

APPLICATION FOR FINANCIAL AID, PROCEDURES AND FORMS:

The financial aid application is the Free Application for Federal Student Aid (FAFSA®). The student fills out the FAFSA® form online at www.studentaid.gov. The applicant must add the Associated Barber College school code (042425) to the FAFSA® for the school to receive the SAR/ISIR information. The Financial Aid Office may require additional documentation to substantiate the data entered on the form. Forms and assistance in completing them are available at ABCSD during administrative office hours. In addition to the FAFSA®, ABCSD may require a series of documents to apply to the individual student aid program and the student's family circumstances.

Students are given a Financial Aid Estimate upon receiving a valid ISIR. An Estimated Financial Aid Offer is issued once all documents are received and confirmed as accurate.

DEADLINE: A FAFSA® application must be submitted through studentaid.gov on or before June 30, of the prior year on which the application is intended. SAR or ISIR must be submitted to the Financial Aid Office by June 30, 2024, of the award year from which aid is requested or your last day of enrollment in the previous award year, whichever comes first. For Cal Grant or Dream Act applicants, the FAFSA® or CADAA must be submitted by the March 2 deadline (Deadline has been extended to April).

RENEWAL PROCESS: An SAR or ISIR is valid for one award year (July 1 to June 30 of the following year) and is NOT automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the NEW SAR or ISIR to the financial aid office.

DISBURSEMENTS: ABCSD issues financial aid disbursements each payment period via electronic funds transfer (EFT). A Disbursement Notice is issued to the student in person by the Financial Aid Office. The funds will be applied as a direct credit to the student's tuition account. Excess proceeds check(s) are released to the student or parent within 14 days. The student's credit balance check can be picked up by the student in the Administration Office. Identification and signature are required.

PROFESSIONAL JUDGMENT (PJ): ABCSD may exercise professional judgment to accommodate a student with unique situations. PJ allows the Financial Aid Office to exercise its decision based on students who apply for federal student aid and have extenuating circumstances that do not conform with standardized policy or procedures. The financial aid decision is made on a student case-by-case basis. Additional documents to support your request will be required for consideration and are not guaranteed acceptance. ABCSD will not accept professional judgment decisions made by other schools or universities. The decision of ABCSD regarding professional judgment is final and cannot be appealed to the U.S. Department of Education. If there are unusual circumstances that have occurred, please discuss them confidentially with the Financial Aid Office.

DEPENDENCY OVERRIDES: ABCSD can override an applicant's dependency from dependent to independent. The Financial Aid Administrator has the authority to make the decision on a case-by-case basis involving documented unusual circumstances. Students will be requested by the Financial Aid Office to provide supporting documentation on an annual basis since the override cannot be automatically renewed each year.

The following Dependency Override include, but not limited to:

- Abandonment by parents
- An abusive family environment that threatens the student's health or safety
- The student being unable to locate their parents

NOTE: A parent's refusal or unwillingness to contribute to the student's education will not be acceptable for a Dependency Override.

For additional consumer information on Federal Financial Aid programs, request "Funding Education Beyond High School" (https://studentaid.gov/sites/default/files/funding-your-education.pdf **published by U. S. Department of Education.**

DETERMINING FINANCIAL AID NEED

The information you report on the FAFSA® form when you apply for aid, is used in a formula established by U.S. Congress that calculates your Student Aid Index. ABCSD utilizes the Free Application for Federal Student Aid (FAFSA®) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form on a Student Aid Report (SAR) with the calculation of the Expected Family Contribution (EFC).

Financial Aid need equals the difference between the stated costs of attending the college minus the SAI (a negative SAI number equates to 0), and other resources available to the student. Stated cost includes, tuition, fees, books, supplies, room, board, transportation, personal and related expenses of a student based on their status with parent or away from parent.

The estimated family contribution is based on the federal government the amount of funds the financial aid applicant and/or parents can contribute toward meeting educational costs.

COST OF ATTENDANCE

The total amount it will cost a student to go to school. This school uses the 2024-2025 annual budget published by the California Student Aid Commission. The example of the figures below is based on the 1500 clock hour Barber program. Figures are adjusted based on the length of the program.

With Parent

First Academic Year (900 clock hours/ min of 26 weeks)

Tuition and Fee - $13,347.00 Books and Supplies - $600.00

The Cost of Attendance for 2024-2025 indirect costs for the first academic year is:

- Food and Housing- $8,939 ($1277 mo. Multiplied by 7)
- Transportation - $1,393 ($199 mo. Multiplied by 7)
- Personal - $3,157 ($451 mo. Multiplied by 7) Approx. Loan Fee - $56

Away from Parent

First Academic Year (900 clock hours/min of 26 weeks)

Tuition - $13,347.00

Books and Supplies - $600.00

The Cost of Attendance for 2024-2025 indirect costs for the first academic year is:

- Food and Housing - $17,178 ($2454 mo. Multiplied by 7)
- Transportation - $1,526 ($218 mo. Multiplied by 7)
- Personal - $3,864 ($552 mo. Multiplied by 7) Approx. Loan Fee - $98

With Parent

Second Academic Year (900 clock hours/min of 26 weeks)

Tuition and Fee - $8,898.00 Books and Supplies- $400.00

The Cost of Attendance for 2023-2024 indirect costs for the second academic year is:

- Food and Housing - $6385 ($1,277 mo. Multiplied by 5)
- Transportation - $995 ($199 mo. Multiplied by 5)
- Personal - $2255 ($451 mo. Multiplied by 5) Approx. Loan Fee - $44

Away from Parent

Second Academic Year (900 clock hours/min of 26 weeks)

Tuition and Fee - $8,898.00 Books and Supplies- $400.00
The Cost of Attendance for 2024-2025 indirect costs for the second academic year is:

- Food and Housing - $12,270 ($2,454 mo. Multiplied by 5)
- Transportation - $1,090 ($218 mo. Multiplied by 5)
- Personal - $2,760 ($552 mo. Multiplied by 5) Approx. Loan Fee - $72

VERIFICATION SELECTION, COMMENT CODE SELECTION OF INFORMATION

ABCSD has policies and procedures to verify specific applications selected by the U.S. Department of Education's Central Processing System (CPS). In rare instances, ABCSD's financial aid office may elect to verify the application data to resolve conflicting data that has been reported on the Free Application for Federal Student Aid (FAFSA®) or other documents provided in the student's file.
ABCSD has chosen to verify 100% of CPS selected applicants. Verification requirements (Flagged V1, V4, and V5) are for FSA recipients only. Beginning July 13, 2021, Verification Tracking Flag V1 is waived for 2021 – 2022, 2022 – 2023. As of July 1, 2023, Verification Flag V1 is no longer waived. ABCSD will request students'/parents' tax transcripts of the applicant selected for verification by the U.S. Department of Education ("ED"). The selected applicant may be asked to provide other pertinent documents to complete the verification requirement within thirty days (e.g.,1 month). CPS matches the application data to several databases, including the National Student Loan Data System (NSLDS) and other agencies to flag certain items.
Items which are questioned, must be resolved before disbursing Title IV funds to the student.
When the CPS processes an application, it uses the applicant's social security number, name, and date of birth to perform several edits with federal databases. Specific data match edits can result in comment code, or "C" code, indicated on the Institutional Student Information Record (ISIR) and must be researched and cleared before federal aid is processed for funding. If a "C" code is present on the ISIR, the financial aid office will request documentation from the student to determine eligibility. ABCSD's Office of Financial Aid requires resolution of any conflicting information for a Title IV applicant. Conflicting information is not exempt from verification requirements. ABCSD will not disburse FSA funds until the student has completed the required verification items and resolve conflicting data. No interim disbursement will be made. The school advises the student when the verification process is complete.

DURATION OF AWARD

Financial Aid awards are made in two payment periods per academic year. These funds are posted to the student's account for each payment when completed. To continue eligible for receiving an award, a student must:

- Be in good academic standing with the school.
- Continue to demonstrate financial need.
- Maintain satisfactory academic progress.
- Complete all required financial aid applications each award year.

Continued awards are contingent upon submitting a FAFSA® timely and completing the actual clock hours to receive the subsequent payment period.

GRADE LEVEL DEFINITION

Grade Level 1 - A student's eligibility in the Barbering/Cosmetology programs is considered first grade level until the student has completed 900 clock hours and 30 weeks.
Grade Level 2- A student's eligibility in the Barbering/Cosmetology programs may progress to the second-grade level year of funding, provided 900 clock hours and 30 weeks have been completed.

TUITION AND FEES REPAYMENT

Repayment: When a student receives Title IV funds for living expenses and then withdraws from the school, the Financial Aid Administrator will determine the credit balance amount before the return calculation. The credit balance will not be issued to the student within the 14-day deadline until the Financial Aid Office calculates the Return to Title IV (R2T4). Both the R2T4 and Institutional Refund calculations are processed first, then the final amount of the credit balance is determined by the Financial Aid and Business Offices. After those calculations are determined, the school has 14 days from the date Return to Title IV calculated to issue any credit balance due to the student, if applicable.

TREATMENT OF A CREDIT BALANCE

A credit balance is when the tuition and fees for the payment period are less than any Title IV payment credited to the student's account. In most cases, credit balances are released to the student or parent within 14 calendar days, unless the student request funds to be held until the end of the academic year. No more than $200 of a credit balance will be held to cover subsequent academic year tuition and fees.

TREATMENT OF TITLE IV FUNDS IF THE STUDENT WITHDRAWS FROM PROGRAM

Federal Regulations dictate specific formulas to determine the amount of Title IV Aid earned by a student withdrawing from the program. Simply stated, if the student withdraws before sixty (60) percent of the payment period of the program, the student would have earned the same percentage of aid received. For example, if the student withdraws at fifty percent of the payment period, the student would have earned only 50 percent of the aid received or eligible to have received. To determine the percentage completed, the scheduled clock hours of class will be divided by the total hours in the payment period.

Unearned aid will be returned to the programs in accordance with the guidelines described in the regulations. Withdrawing students will be responsible for institutional charges not covered by student aid. Delinquent school accounts will be assigned to a collection agency. Collection agency expenses will be added to the balance owed to the school.

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Unearned aid will be returned to the programs in accordance with the guidelines described in the regulations. Withdrawing students will be responsible for institutional charges not covered by student aid. Delinquent school accounts will be assigned to a collection agency. Collection agency expenses will be added to the balance owed to the school.

RETURN OF TITLE IV FUNDS

Special note to students receiving federal student aid Unsubsidized/Subsidized/PLUS/
Pell Grants or other aid: If you withdraw from school before the completion of the sixty (60) percent of the clock hours in any given payment period up to the last day of attendance, a calculation using the percentage of clock hours completed will be applied to the funds received or that could have been received that will determine the amount of the aid the student earned. Unearned funds would be returned to the federal student aid program in the order stated below by the school and/or the student. Funds owed by the student to the Federal Grant programs are limited to 50% of the award per grant program received. Sample Calculation completion of 25% of the payment period earns only 25% of the federal student aid disbursed or that could have been disbursed for the payment period. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV financial aid programs. A second calculation would take place to determine the amount earned by ABCSD during the payment period. If the student is eligible for a loan

guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) the federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person in entitled to reduce the balance owed on the loan. (2) the student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Timelines for Return of Funds

ABCSD completes a students R2T4 calculation within 45 days of the College's date of determination. The College returns the amount of federal financial aid funds for which it is responsible as soon as possible, but no later than 45 days after the date the College determines the student has withdrawn.

POSTWITHDRAWAL

Post withdrawal disbursements are required when the student amount disbursed is less than the amount earned, and the student is eligible for the funds. After determining the fund sources and amount of the post withdrawal disbursements, the student is notified by the College of the amount of Grant funds used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student or other educational related expenses. If loan funds are amount it wishes to utilize to cover education charges, the financial aid program where the funds are coming from, and the student will be reminded of their responsibility involved in receiving loan funds. The student or parent in the case of Parent PLUS will be given 14 days to respond and accept or reject part or all the loan funds available. The College will honor late acceptance only at its discretion. Once the calculation is finalized, the College will perform a second and different calculation using the next funds retained.

Title IV funds that the student has earned but have not yet been disbursed to the student shall be disbursed as follows:

Grants must be disbursed within 45 days.

Loans must be offered to the student within 30 days, allowing the student at least 14 days to respond)

All post-withdrawal disbursements are applied to student account first, before any resulting credit balance is handled.

RETURN TO TITLE IV REFUND POLICY AND DISBTRIBUTION ORDER

ABCSD adheres to the refund policy as published in the school catalog. The refund distribution order is applied as follows:

1. Federal Direct Unsubsidized Stafford Loans
2. Federal Direct Loan Subsidized Stafford Loans
3. Federal Direct Loan PLUS Loan
4. Federal Pell Grant
5. Federal SEOG
6. Federal Iraq and Afghanistan Service Grant
7. Other

If all required Title IV funds are returned based on the Return to Title IV calculation, and a credit balance exists, the credit balance must be refunded directly to the student. A student who graduates and a credit balance exists on their account must provide written authorization to return excess funds to their Title IV loans. Without permission, the school excess proceeds will be sent directly to the student.

INSTITUTIONAL REFUND POLICY

You may withdraw from ABCSD at any time after the cancellation period (described above in Student's Right to Cancel Par. #1) and receive a pro-rata refund within 45 days of withdrawal if you have completed 60% or less of the payment period of attendance, which is based on scheduled clock hours up through the last day of attendance. Your refund will not include your application fee (not to exceed $100) or any opened/used books/tools/supplies. Any unopened/unused books/tools/supplies must be returned within 7 days of withdrawal for a full refund.

For the purposes of determining a refund under this section, a student's official cancellation or withdrawal shall occur on the earlier of the dates of any of the following circumstances:

- The student notifies the school of the student's withdrawal in writing.
-

INSTITUTIONAL REFUND POLICY (Con't)

The school terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absence in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school.

- The student has failed to attend class for fourteen (14) calendar days, as determined by monitoring clock hour attendance at least every thirty (30) days.
- Failure to return from a leave of absence. The date of the student's withdrawal shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

All refunds are calculated based on the student's last date of attendance and are based on scheduled hours in the payment period, not actual hours attended in the payment period.

If the student's tuition was paid from proceeds of a loan or third party, the refund shall be sent to the lender, third party or to the state or federal agency that guaranteed the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of benefits received, and any remaining amount shall be paid to the student.

If the student defaults on a federal or state loan, both the following may occur:

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

HYPOTHETICAL REFUND

HYPOTHETICAL REFUND EXAMPLE

Assume you, upon enrollment in a 1500-hour course, paid $5,000 for tuition and tools, $100 for application, $10.50 STRF fee, you did not return your books/tools of 1,482.00, and withdraw at 350 scheduled clock hours in the payment period… You were charged $3,115.00 for the first period of enrollment:

Total Paid to School:	= $5,000.00
350 scheduled hours divided by 450 payment period = 0.777 = 100% Retained/Received	
Tuition Earned by School: 100% of $3115.00	= $ 3,115.00
Tool Cost (issued tools/unreturned):	= $ 1,482.00
Application Fee:	= $ 100.00
STRF Fee:	= $ 10.50
Total Earned by School	= $4,707.50
Refund Due to Student:	= $ 292.50

This is a calculation mandated by the school itself. Application and STRF fees are non-refundable.

DROP OUT POLICY

The student's enrollment may be terminated at the discretion of the Director, if the student's academic progress, behavior, absences, lateness, non-compliance of school rules, etc. If enrollment is terminated the student's tuition obligation will be in accordance with the school's Refund Policy.

RIGHT TO WITHHOLD DOCUMENTS FOR OR NON-PAYMENT OF TUITION

A school may withhold a student's Proof of Training document if the student is in default on student tuition contract. When a student has fulfilled all of his/her financial obligations to the school and the student ledger has a zero balance, a Proof of Training Document will be issued to the student. Students are required to have their Proof of Training document in order to take the state exam.

STUDENT'S RIGHT TO CANCEL:

1. **The student has the right to cancel and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later.**
2. After the end of the cancellation period, you also have the right to stop at any time, and you have the right to receive a pro-rata refund if you have completed sixty (60) percent or less of scheduled clock hours in the payment period. Your refund rights are described in the Enrollment Agreement and on Page 77 of this catalog. If you have lost your enrollment agreement, ask the school for a description of the refund policy.
3. Cancellation occurs when the student gives written notice of cancellation to Associated Barber College of San Diego (ABCSD), 1333 5th Avenue San Diego, CA 92101 info@associatedbarbercollege.edu. You can do this by mail, in person, by fax or email.

4. The cancellation date will be determined by the postmark date, if mailed, or the delivery date if delivered or electronically sent.
5. This written notice need not take any particular form, it needs only to state you wish to cancel your Enrollment Agreement. If a student is rejected for training or if a course is cancelled, the student will receive a refund of all monies paid.
6. If the Enrollment Agreement is cancelled before the seventh day cancellation period, ABCSD will refund the student any money he/she paid, less registration fee of $100, less the STRF fee and less any cost for books/tools/supplies that the student has received (signed for).

REMEMBER: You must cancel in writing. You do not have the right to cancel by telephone or by not coming to class.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION (TRANSFER-OUT STUDENTS)

The transferability of credits you earn at ABCSD is at the complete discretion of an institution to which student may seek to transfer. Acceptance of the diploma/credit, or proof of training certificate you earn in the educational program at ABCSD is also at the complete discretion of the institution to which you may seek to transfer. If the diploma/credit or proof of training certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending ABCSD to determine if your credit will transfer. The college has not entered into an articulation or transfer agreement with any other college or university.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR SCHOOL

The transferability of credits you earn at Associated Barber College of San Diego is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Barbering is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Associated Barber College of San Diego to determine if your certificate will transfer.

STUDENT TUITION RECOVERY FUND

(Effective 4/1/20, STRF fee is $0 cents per $1000 of institutional charges).

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

It is important that you keep copies of your Enrollment Agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Boulevard, Suite 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code. * "Residency Program" means an educational program as defined in section 94837 of the Code at an approved qualifying institution of which some portion of the instruction occurs as direct instruction as defined in section 71715(c). [94837. Educational Program "Educational program" means a planned sequence composed of a single course or module, or set of related courses or modules, that provides education, training, skills, or experience, or a combination of these.] [Section 71715(c) - Direct instruction requires the physical presence of one or more students and one or more faculty members at the same location. Direct instruction includes instruction presented in a classroom, seminar, workshop, lecture, colloquium, laboratory, tutorial, or other physical learning settings consistent with the mission, purposes, and objectives of the institution.]

CIP CODES: US Department of Education regulations as of July 1, 2011, require the school to identify programs by Classification of Instructional Programs (CIP) Codes, with links to the US Department of Labor/Employment and Training Administration's Occupational Information Network (O*Net). CIP codes were developed by the US Department of Education's National center for Education Statistics (NCES) to provide a method for tracking and

reporting program activity that is common to all institutions. For more information regarding CIP Codes, visit www.nces.ed.gov/ipeds/cipcode.

SOC CODES: NACCAS policies as of July 1, 2011, require the school to identify programs by Standard Occupational Classification (SOC) Codes. The SOC system is used by Federal Statistical agencies to classify workers into occupational categories. Detailed occupations with similar job duties, and in some cases skills, education, and/or training, are grouped together. For more information regarding SOC Codes, visit www.bls.gov/SOC/

O*NET: The O*NET program is the nation's primary source of occupational information. Central to the project is the O*NET database, containing information on hundreds of standardized and occupation- specific descriptors. Utilizing the SOC Code, O*Net provides easy to read career reports that include the most critical on the job tasks and skills. Job seekers can also find local salary information and training opportunities. For more information regarding O*NET visit www.onetcenter.org/overview.html

STUDENTS DO NOT RECEIVE COMPENSATION: Students who enroll in our programs will be learning in a practical teaching environment and will not be paid for any tasks they perform, including services performed on the school's practical floor, cleaning, and selling products. Included in our curriculum are sanitation, health and safety aspects of the California Board of Barbering and Cosmetology Laws, Acts and Regulations. Our educators will instruct students to perform routine cleaning tasks in the student's work area, including general cleaning and laundry. ALL of these sanitation, health and safety tasks prepare the student for employment and imitate the same tasks required in a licensed establishment compliant to any state inspection. All of our sanitation and cleaning lessons have a valid educational purpose by teaching the correct way to do these tasks and evaluating student performance. Our school has a professional janitorial service for daily cleaning.

ADMINISTRATION

The school is owned by Associated Barber College of San Diego, Inc. which is a Nevada corporation whose board of Directors are:
Mr. Joseph J. Roccoforte – Director/CEO/CAO/Educator/Barber
Mrs. Michelle M. B. Roccoforte – Associate Director/CFO/COO

ADMINISTRATIVE OFFICIALS

Mr. Joseph J. Roccoforte – Director/CEO/Educator/Barber
Mrs. Michelle M. B. Roccoforte – Associate Director/CFO/COO
Ms. Marcelina Roccoforte – Director of Education/Educator/Barber
Mrs. Martha Sanchez – Financial Aid Administrator
Mrs. Paula Alvarez– Admissions Administrator

FACULTY

Instructors are recruited based on their theoretical knowledge, practical skills and experience in the barbering and cosmetology profession. Each instructor must have three years of experience in the working barber/cosmetology/health field to be qualified to teach. They are fully trained and experienced in all aspects of Barbering and Cosmetology, both theoretical and practical. Regular employed Faculty accommodate absences as Substitute Instructors. The instructional staff includes:

Mr. Joseph J. Roccoforte – Mr. Roccoforte was licensed in the State of California as a barber in 1962. He is an alumnus of Associated Barber College. He completed his barbering instructor course in 1973. Mr. Roccoforte is

a second-generation barber in San Diego. He has owned a barber school since 1975. He specializes in theory classes.

Mr. Leandro Gan – Mr. Gan has been a licensed barber by the State of California since 1983. He has owned his own barber shop. Mr. Gan has been an instructor since 1988 and specializes in haircutting and shaving. His specialty is to make our students employable in our industry after graduation. Mr. Gan speaks fluent Spanish and assists our students with Spanish speaking clientele.

Ms. Marcelina Roccoforte – Ms. Lena is a fourth-generation barber enjoying her career in the family business. Born and raised in San Diego, she attended Aveda Cosmetology school in Georgia to start her career. Ms. Lena couldn't deny the passion in her blood so she moved back to California to attend our school to receive her California barber license. Alumus of our school she has furthered her education in RedKen, Pulpriot. She is an educator with a full barber and cosmetology background. Ms. Lena enjoys color, woman's cutting and styling. Her passion for teaching comes from her grandfather and her rewards are changing lives, one student at a time with a state license.

Mr. Sherwin Mora – Mr. Mora is a State Licensed Barber and an alumnus or our school. Mr. Mora completed his cosmetology training at Bay Vista Beauty school in 2002. Mr. Mora worked as a Cosmetologist for three years and then joined the United States Navy where he served our country as a Corpsman for eight years. Mr. Mora's specialty is the theory education of our trade.

Mr. Nicholas Cummings – Mr. Cummings is a licensed Barber and is an alumnus of our school. His strengths in barbering include the passion to share his talent to each student. Mr. Cummings is also an MMA fighter who is dedicated to his sport and passion of barbering. His strength is his discipline, and he loves to teach his passion.

Ms. Dolores (Dee Dee) Rodriguez – Ms. Rodriguez is a licensed Barber and Cosmetologist in the State of California and is an alumnus of our school. She has been in our industry since 2011. Her strengths on our education team include the chemical services that are included in the scope of barbering and her ability to teach shear work. Ms. Rodriguez is the lead Educator for the Cosmetology program, and she loves making learning fun.

Mr. Sam Martinez – Mr. Martinez is alumnus from our school. Mr. Martinez is a shop owner. His specialty is all facets of barbering but especially men's haircutting and shaves. His educational skills include teaching men's haircutting, customer service and the traditional shave.

Ms. Melissa Garcia – Ms. Melissa is a licensed barber and is alumnus of our school. Ms. Melissa strengths are in our theory classroom as well on our practical floor. Ms. Melissa provides our students with a creative learning experience that is unlike any other. Ms. Melissa is always available to provide our students with one-on-one learning to make their experience more valuable. Ms. Melissa also has a background in makeup and artistry, working for Morphie and Mac as a makeup artist.

Ms. Katarina Guzman - Ms. Guzman is dually licensed in California. She is a barber and a cosmetologist. Katarina is multi-talented in the beauty/barber industry. Her specialty is teaching color and cutting long hair. She has been in the industry for over 10 years and has taught at large schools and small schools. Katarina is best a keeping the education fun and interesti