

PHIPPS ACADEMY OF BARBERING

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SCHOOL CATALOG

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WELCOME TO PHIPPS ACADEMY OF BARBERING!

HISTORY

Kevin Phipps a Master Barber and Instructor is the owner of Phipps Academy of Barbering formally known as Ultimate Touch Barber college. He has a great love and passion for barbering and teaching as a Professional Barber and Barber Instructor. Kevin possesses the techniques and skills that have earned him the title of being a Master Barber. His expertise in these areas allows him not only to demonstrate the techniques of being a barber but to explain in detail the techniques and skills of becoming a professional Barber. He is committed and strives to make a positive change in the lives of his students. He is aware that sharing his talent, skills and teaching can empower the minds of his students. He in return would like for his students to empower the minds of others.

A defining moment of Kevin's career was when he began working at his uncle's barber shop cleaning it up. His Uncle Lou began to teach him the skills of barbering. Kevin decided that he would enroll at McCain Barber College in the year of 1986. It was at McCain Barber College that he discovered that it was not just a skill for him but also a talent. Over the years, Kevin became the owner of Tiger's Touch Barber Shop where he served the community for many years. During that time he realized that he didn't just want to be a professional Barber cutting hair and trimming beards but he wanted to teach the fundamentals of being a professional Barber.

In the year of 2004, Kevin became the proprietor of Ultimate Touch Barber College where he served as Director of the school. Kevin has been teaching and inspiring students for over seven years and the love and passion for his profession continues to grow. He is a great mentor to his students, a man of integrity, a wonderful husband, father and grandfather.

On Your Way to a CAREER!

You are about to begin an exciting adventure in the Barber School that will take you high as your wildest expectations. We are excited to be a part of the road map for your success that will take you in many directions and provide you with the skills and personal confidence to realize your dream of becoming a successful professional in the Barbering field.

In the versatile "world" of Barbering, the opportunities are endless. As a license Barber, you have a diversity of job choices within the industry and within related areas of Barbering. You may choose to enter in exciting competitions that will be great for building your portfolio. The related fields offer various exciting and challenging career paths which include Platform Artistry, Manufacturers Sales Consultant of Educator, Salon Manager or Owner, School Instructor, School Director, School Owner or State Board Representative.

MISSION STATEMENT 4

The mission of Phipps Academy of Barbering is to provide its students with the instructions, and the skills that are necessary to become a licensed barber stylist or barber instructor. Students of the Phipps Academy of Barbering can expect to be trained and educated in an environment that promotes both professional and personal growth.

SCHOOL DESCRIPTION: 10

Phipps Academy of Barbering is located in a plaza where there is great food, convenient store and grocery store. The Metra station is 2 blocks away for those of you that commute on public transportation. The Barber College is handicapped accessible, it's a great atmosphere and it's a friendly environment. There is parking in the lot that we share with other businesses. We have a break area for students, lockers and a clinic area that conducive for effective learning.

ADMISSION REQUIREMENTS 5

PROFESSIONAL BARBER:

- Driver's License or State ID
- Has a high school diploma/transcript or GED
- Registration Fee

PROFESSIONAL BARBER

INSTRUCTOR

- Has a high school diploma/transcript or a GED
- Driver's License or State ID
- Certificate of Completion from Barber School or Barber License
- Registration Fee

RE-ENTER/RE-ENROLL 7

The Director reserves the right to re-enter/re-enroll students. If we accept the student, the student hours will pick up where he/she left off. The student will be considered a transferred student and the tuition will be pro-rated based on the hours remaining. The student will have to fill out a new enrollment agreement along with bringing the above admission requirements.

TRANSFER STUDENTS 6

Any transfer students must follow the admission requirements. The Director reserves the right to contract individually with any individual who wishes to transfer into the program. This does not automatically grant enrollment to Phipps Academy of Barbering. Phipps Academy of Barbering will accept hours from other barber and cosmetology institutions. The student must comply with any and all State Board Licensing requirements and Phipps Academy of Barbering requirements. The tuition will be discussed and pro-rated based on your hours and fees will be based accordingly. Credit for previous training will be given only if a certified transcript is presented from a licensed Barber School with the total hours. All of the student's hours will be transferred to our college. Credit for out-of-state training must be submitted to the governing State Board of Barbering before being accepted by the school. All course work, hours and tuition will be adjusted accordingly and the proper agencies notified. All records of previous education will be maintained in the student's permanent records.

EDUCATIONAL PROGRAMS

Professional Barber 1500

Course Description:

The State of Illinois requires 1500 hours of training which takes approximately twelve (12) months to complete. All work is monitored by a licensed instructor. The skills learned throughout the program will prepare students to take the State Board Exam and to obtain a Barber license.

Professional Barber Instructor 1000

Course Description:

The State of Illinois requires Barbers with less than 3 years’ experience that wants to enroll in the Professional Barber Instructor 1000 program to complete 1000 hours of training which takes approximately eight (8) months to complete. The course is designed to teach the methods and principles of teaching. Upon completion students will be prepared to take the State Board Exam to obtain an Instructor license.

Professional Barber Instructor 500

Course Description:

The State of Illinois requires Barbers with 3 years’ experience of obtaining a barber’s license that wants to enroll in the Professional Instructor 500 program to complete 500 hours of training which takes approximately four (4) months to complete. The course is designed to teach the methods and principles of teaching. Upon completion students will be prepared to take the State Board Exam to obtain an Instructor license.

Phipps Academy of Barbering (COA)

Course Costs: 27

Professional Barber 1500 Tuition

Tuition	\$18,450.00	27a
Books/Kit	\$1500.00	27b
Registration Fee	\$50.00	27c
Total:	\$20,000.00	

Due at registration

Registration Fee	\$50.00
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Professional Barber Instructor 1000 Tuition –1000 hours

Tuition	\$9550.00	27a
Books/Kit	\$400.00	27b
Registration Fee	\$50.00	27c
Total:	\$10,000.00	

Due at registration

Registration Fee	\$50.00
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Professional Barber Instructor 500 Tuition – 500 hours

Tuition	\$4775.00	27a
Books/Kit	\$400.00	27b
Registration Fee	\$50.00	27c
Total:	\$5225.00	

Due at registration

Registration Fee	\$50.00
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ESTIMATED COST OF ATTENDANCE:

(Barber Student Not Living With Parent(s) Example)

Tuition \$ 16,950.00

Books & Kit \$ 1000.00

Registration Fee \$ 50.00

Living cost allowance (est. over 6 month period):

Room and Board \$ 11,400

Transportation \$ 1,950.00

Personal \$ 3,500.00

TOTAL COST \$35,350.00

Methods of Payments Accepted for Tuition 27e

Cash

Money Order

Check

GI Bill ®Veteran's Benefits

In-House/Out-House Scholarships

VA Pending Payment Policy In accordance with federal law, Phipps Academy of Barbering will not penalize recipients of the Post 9/11 GI Bill® or Veteran Readiness & Employment, while payment to the institution is pending from the Department of Veterans Affairs. Phipps Academy of Barbering will not prevent the students' enrollment, assess a late penalty fee against, require student to secure alternative or additional funding, or deny their access to any resources available to other students who have satisfied their tuition and fee bills to the institution. To qualify for this provision, students must provide Phipps Academy of Barbering with A Certificate of Eligibility (or equivalent) or VA Form 1905 by the first day of class, along with a request for certification of benefits, and other required information essential to the certification process.

Financial Aid is available to those who qualify. Financial Aid may be in the form of a Federal Pell Grant or student loans. If you decide not to take out the student loans or you do not qualify for Federal Pell Grant, monthly payments can be discussed at enrollment. We may request that a student don't return to class until payments have been made. Phipps Academy of Barbering reserves the right to dismiss a student for failure to make a payment after 45 days. Phipps Academy of Barbering offers: Federal Pell Grants, Direct Loan Subsidized and Direct Loan Unsubsidized. Your need is the amount left over after subtracting the expected family contribution from your cost of attendance and all estimates of available funds from financial aid will be used to cover institutional charges.

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

Code of Conduct – Title IV

The Higher Education Opportunity Act (HEOA) requires educational institutions to develop and comply with a Code of Conduct. The code defines and prohibits conflicts of interest for financial aid personnel. All of our financial aid officers, who have responsibilities with respect to student educational loans, are bound by and must comply with this Code of Conduct. Phipps Academy of Barbering endorses and adopts and hereby requires adherence by its financial aid officers to this Code of Conduct.

Our Financial Aid Code of Conduct

The staff of Phipps Academy of Barbering are committed to the highest standards of professional conduct and are expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including all dealings with any entities involved in any manner of student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. Our staff will refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents that he or she serves. The financial aid staff's number one priority is to serve and act in the best interest of Phipps Academy of Barbering students. In pursuing this goal, employees must remain cognizant of all federal and state regulations and institutional policies and remain in compliance with such regulations and policies, without limitation. The Code of Conduct also confirms that Phipps Academy of Barbering does not have preferred lender arrangements of any kind or a preferred lender list.

Our financial aid officers will:

1. Not enter into any revenue sharing arrangements with any lender or agency.
2. Refrain from taking any action for his or her personal benefit. They shall not solicit, accept or receive any remuneration or gift from any lender, guarantor, servicer or agency.
3. Not serve in a consulting/contracting capacity for any lender, guarantor, servicer or agency that directly relates to student financial aid.
4. Be prohibited from assigning a first-time student-borrower's loan to a particular lender, guarantor, servicer or agency.
5. Be required to certify, without delay, any loan regardless of the lender, guarantor, servicer or agency whom a student-borrower selects.
6. Not request or accept any agreement or offer of funds for private loans
7. Not accept assistance with call center or financial aid office staffing from any lender, guarantor, servicer or agency.
8. Not serve on any advisory board for any lender, guarantor, servicer or agency that directly relates to student financial aid

Based on a combination of approvals, authorizations and accreditation, our students are eligible to apply for and potentially receive tuition aid and financial assistance while attending college.

Phipps Academy of Barbering Financial Aid office is located within the 3732 Sauk Trail Road building and appointments can be arranged with our Financial Aid Director by contacting (708) 283-1204

If you have a question about Title IV federal student aid or one of the services the Department of Education provides? Contact one of their Customer Service Centers or Federal Student Aid Offices. If you are not sure which Service Center to call, contact the Research and Customer Care Center at 1-800-433- 7327, or e-mail them at fsa.customer.support@ed.gov.

Awarding Financial Aid Financial Assistance at Phipps Academy of Barbering is awarded on a first-come, first-serve basis.

1. The first step of the award process is to determine the student's budget using the ISIRs.
2. The second step of the award process is to determine the student's need for financial assistance by subtracting the EFC from the student's budget. After the need has been established, we process in awarding eligible financial programs accordingly.

FINANCIAL AID:

Pell Grant

The Pell Grant is the foundation of a student's award package because eligibility is determined by the Federal Government. Therefore, we first determine if students have Pell Eligibility. We determine the amount by reviewing the Federal Pell Grant Payment & Disbursement Schedule. Also factored in determining the amount of the award is the student's enrollment status, and cost of attendance. After eligibility for the Pell Grant is determined, we subtract the Federal Pell Grant from the need to determine the student's remaining need for financial assistance.

Outside Resources

Students are encouraged to seek assistance from outside resources. It is required that all outside assistance be reported to the Financial Aid Office. Student aid including outside resources, may not exceed the student's cost of attendance. Therefore, if a student has been awarded by the aid office and receives an outside award, an adjustment to the original award letter may be necessary. If an adjustment is made, the outside aid will replace self-help aid if possible.

Award Letter and Acceptance of Awards

Students receive notice of financial aid via an Estimated Financial award letter.

Revision of Financial Aid Awards

Once an award letter is sent to the student, there may be instances which warrant a change to the original notification. The Director may review a student's circumstances, make an adjustment to an award, and release a revised award letter. This revised award invalidates the original award notice.

Revision Initiated by the Financial Aid Office

The Financial Aid Office will automatically consider a revision in a student's aid package when the following occurs:

1. There is conflicting information in the file.
2. There are changes resulting from verification.
3. There is a change in availability of funds.
4. There is a Financial Aid Office staff member error.

The information provided along with the award letter acknowledges right of the Financial Aid Office to make a change to any award. Students are sent a revised award letter as soon as possible. In the case of an office error, it is customary to contact the student personally or send a personalized letter.

Revisions Initiated by Request from Student

Students may decline any portion of their award. Lack of acceptance does not count as a revision. If a student wants to add an award, the request will be referred to the program manager. It is the student's responsibility to notify the Financial Aid Office of changes in a student's resources. If the student reveals a change in circumstances, which may affect the student's family contribution, the student must document the situation in writing including supportive documentation. If a change to the award is allowable, the program manager will make an adjustment and release a revised award letter.

Over awards

An over-award occurs any time a student's disbursed financial aid (federal and outside aid) and other resources exceeds the cost of attendance for the award period by more than an allowable tolerance.

Eliminating an Over award

Before reducing a student's aid package because of an over award, the Aid Administrator should always attempt to alleviate the situation by reducing or eliminating the over award. Some awards may be reduced or canceled in order to alleviate an over award.

Causes of an Over award and/ or Overpayment

There are several causes of an over award:

1. Change in the enrollment status - the student withdraws or drops below ½ time enrollment.
2. Reduction in cost of attendance - the student changes budget categories.
3. Additional resources - the student has resources greater than those used to calculate the award.
4. Administrative error - the Aid Administrator inadvertently makes an error.
5. Fraud - the student intentionally deceives or misrepresents information to obtain funds.

Treatment of an Over Award

If eliminating the over award is not possible the Aid Administrator must reduce the over award using the following sequence:

1. An over award over \$300 based on surplus earnings must be counted as a resource for the next academic year.
2. An over award from an administrative error must first reduce or eliminate next semester's overpayment. The Aid Administrator must then bill the student for any remaining amount.
3. If an Over award occurs due to fraud, the Director must be notified and corrective action taken.

LOANS

Entrance Counseling for Student Borrowers

If you decide to take out a Federal Direct Loan as a part of your educational investment, managing the debt you incur is a major responsibility. To ensure that you understand this responsibility and the obligation you are assuming, the Federal Government requires you to participate in loan counseling, called “Entrance Counseling.”

You will conduct your Entrance Counseling session online www.studentloans.gov. You must have a student FAFSA PIN to complete the process. Entrance counseling is required before your loan can be disbursed.

Exit Counseling

All student loan borrowers are required to complete Exit Counseling regarding their student loans. A student must complete Exit Counseling when they graduate, drop below half-time enrollment, or withdraw from Phipps Academy of Barbering. The exit counseling provides information regarding the rights and responsibilities of the student. It is important that students who have borrowed student loans know what to do if there are problems with making payments and what will happen if payments are not made on the student loans. Elements that will be included in the Exit Counseling are as follows:

- the terms and conditions of the loan
- an example or actual monthly payments available repayment plans
- deferment and forbearance options
- loan forgiveness and cancellation provisions
- the ability to accelerate repayment without a prepayment penalty
- the pros and cons of consolidation, such as the impact on minimum monthly payments, loan terms and loan benefits (e.g., the loss of the grace period and forgiveness options)
- the consequences of default, including ruined credit, litigation, referral to collection agency, wage garnishment, offset of income tax refunds, the deduction of

collection charges of up to 25% from payments, nonrenewal of professional licenses, and the loss of deferment and forbearance options

- availability of tax benefits, such as the student loan interest deduction
- the following information will be collected during this time: Name, Address, Social Security Card, References, Driver's license or State ID, permanent address, and Name and address of relative not living at same address.

Also, understanding the payment options, interest rates and other terms of the student loans will allow students to maintain their loans in good standing for future credit purposes. You can complete the exit counseling at www.studentloans.gov with the financial aid officer.

Direct Loans

The Direct Loan Program is designed to assist regular matriculating students' in meeting their financial obligations and offers a simpler way to borrow funds. Under this program, the funds for your loans are lent to you directly by U.S. Department of Education.

Federal Direct (Subsidized) Loans

Under this program, the federal government pays the interest on these loans while the students (dependent or independent) are in school and during deferments. A student must demonstrate financial need in order to receive this loan.

Federal Direct (Unsubsidized) Loans

Under this program, the federal government does not pay the interest while a student (dependent or independent) is in school or during deferments for this loan. A student can receive this loan regardless of financial need up to the established limits. Also, students whose parents are unable to borrow under the (PLUS) program are eligible to receive the program.

Direct (PLUS) Loans for College Students

This program allows credit-worthy parents to borrow money for the student. The parent must submit to the Financial Aid Office a PLUS loan application request the amount they are seeking to borrow. If the Loan is approved, the parent is responsible for the repayment of this loan. The initial payment starts approximately sixty days after the loan has been fully disbursed to the student's account.

Loan Limits

The loan amounts undergraduates and graduates students may be eligible to borrow under these programs are determined by Department of Education published annual loan limits academic and progress.

Procedures:

Determine Borrower Eligibility and Loan Amounts

1. All students applying for Federal Direct Loans must complete a Free Application for Federal Student Aid (FAFSA).

2. The Central Processing System (CPS) will match required database information and calculate a student's expected family contribution (EFC) using the federal need analysis.
3. After receiving an electronic report from the CPS, the calculated EFC will be used to determine the student's award package for Federal Direct Loans.
4. The student will be notified of the estimated Federal Direct Loan award amount in his/her award letter package. Upon acceptance, the student will return the signed award letter to the Financial Aid Office.

National Student Loan Data System (NSLDS)

NSLDS is the first national database of information relating to loans and other Title IV financial aid disbursed to students. The overall purpose of NSLDS is to support ED and the entire student aid community in a variety of operational research functions aimed at improving the administration and delivery of Title IV student aid programs. Beginning with the 2002-03 award years, the National Student Loan Data System may be used by postsecondary educational institutions to meet the regulatory requirements for obtaining Financial Aid Transcripts for most Title IV student aid applicants.

With the exception of mid-year transfer students, using the information from the NSLDS will allow schools to meet the regulatory requirements for obtaining FAT information for those Federal student aid applicants who have previously attended other eligible postsecondary institutions. Schools may obtain FAT information from the NSLDS through several methods including the Student Aid Report and the NSLDS History section of the Phipps Academy of Barbering Student Information Record (ISIR). Once a school has obtained financial aid history information from the NSLDS, including using the NSLDS information on a student's SAR or in the ISIR, it will not be required to re-check the NSLDS prior to disbursing Title IV student assistance.

GENERAL INFORMATION:

If you wish to apply for financial aid or you have questions, contact the financial aid officer. Additional information regarding the student aid programs available may be found in the "Free Application for Federal Student Aid" published by the U.S. Department of Education or visit the website www.federalstudentaid.ed.gov, or www.FAFSA.ed.gov.

COMPLIANCE STATEMENT

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify student's identities to process the awarding funds, the collection of funds and the tracing of individuals who have borrowed funds from the federal, state or private programs.

VERIFICATION POLICY:

Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986, April 29, 1994, November 29, 1994-executing legislation 20 U.S.C. 1094 governing the title IV programs require schools to be sure of certain applicant reported data. These regulations require schools to develop written policies and procedures for verification. The school is required to make these

policies available to all applicants for 10 financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse FPELL or Campus-Based aid nor certify Stafford/Plus loan applications until completion of verification process.

The policy of this school is to verify those students selected for by the need analysis ISIR system for verification. The school will notify the student immediately of the affect resulting from verification. The financial aid officer will discuss this matter with the student.

VERIFICATION EXCLUSION:

- Death- Applicant die during award year or before the deadline for completing verification
- Incarceration-Applicant is incarcerated at the time the verification is to be performed.
- Certain immigration status-Applicant arrived in the US during calendar years 2007 and 2007
- Certain spouse/parent status-Spouse or parent information is not required to be verified if the spouse or the parent is deceased or physically incapacitated or residing in a country other than the United States and cannot be contacted by normal means or cannot be located because the address is unknown and cannot be obtained by the applicant.
- Completed verification-If the student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school:
 1. Letter stating that the verification process was completed
 2. Copy of the application data that was verified and signed.
 3. If the student was awarded FPELL Grant a copy of the signed SAR/ISIR
 4. A completed Financial Aid Transcript.

No funds disbursed- The applicant will not receive federal aid funds.

Required Verification Items: Different data items apply to different applicants depending upon student dependency status and the Title IV programs used.

Data items include:

- Total number of persons in the household
- The number of members of household enrolled at least half time students in postsecondary educational institutions.
- Adjusted gross income or adjusted gross family income for the base year.
- U.S income tax paid for the year.
- Certain untaxed income and benefits for the base year if certain conditions would apply include:
 1. Social Security benefits.
 2. Child Support

3. Untaxed payments to IRA or Keogh
4. Foreign income
5. Earned income credit
6. Interest on tax free bonds

Documentation Required: Student spouse and or parents (as applicable) income tax transcript. Applicants shall complete the appropriate sections of the Verification Worksheet, one for dependent students and one for independent students. Use the worksheets to update and for verification of data. The school's financial aid officer may require/provide other appropriate information.

Time Period for Providing Documentation: Students must provide the required documents prior to the first day of class. If the student does not comply within the allotted time, the school must then advise applicants that they are not eligible for financial aid funds. The student may continue training on a cash payment basis. The applicant must repay over award or any award for which he/she was not eligible, discovered during verification.

Dependency Overrides and Professional Judgments: We will use a professional judgment on a case by case to change a student's dependency status.

PRORATING TITLE IV FUNDS: If student is transferring with clock hours, we will determine the amount of funds the student is awarded according to the hours we are accepting.

PAYMENT PERIOD: Title IV funds will be disbursed on a payment period basis. Please note that 1st disbursements of Direct Loans are delayed 30 days per federal regulation. You may be required to fill out a new FAFSA along with the school code **042540** at www.fafsa.ed.gov for your next award year. Once a loan or Pell grant disbursement is awarded, the student will receive a copy of the ledger with the amount posted. If your tuition account is paid in full and you have a credit balance, the school will issue you a check for the credit amount within 14 days.

PAYMENT SCHEDULE:

Your payments will be due every month on the date you started class. Your monthly payments will be determined by the balance that's owed and the months in order to complete the course. A ten day grace period is allowed in which the student must pay or make payment arrangements with the administrator. Phipps Academy of Barbering reserves the right to dismiss a student for failure to make a payment after 45 days.

SCHOLARSHIPS: 21

Scholarships from outside agencies are accepted for full-time and part-time Professional Barber 1500, Professional Instructor 1000, and Professional Instructor 500 programs.

ALL FEES AND COSTS IN THIS CATALOG ARE SUBJECT TO CHANGE WITHOUT NOTICE.

ADDITIONAL CHARGES

Overtime charges will be assessed when hours are exhausted. The cost is \$8.00 per hour. *If a student does not complete the course by contracted date, the student will then be in overtime and

will be charged eight dollars (\$8.00) an hour for the Professional Barber 1500, Professional Barber Instructor 1000, and Professional Barber Instructor 500 program for every hour over contract date.

14 REFUND POLICY

- a. An applicant not accepted by the school shall be entitled to a refund of all monies.
- b. This refund policy applies to all terminations for any reason, by either party including student decision, course or program cancellation or school closure.
- c. If a student (or in case a student under legal age, his/her parent/guardian) cancels the enrollment and requests his or her money back, in writing, within (5) days of the signing of the Enrollment Agreement, all monies collected by the school shall be refunded. When notice of cancellation is given after the fifth day following enrollment by before completion of the student's first day of class attendance, the school may retain no more than the registration fee, plus the cost of any books or materials which have been provided the school and retained by the student. A notice to the students that the cancellation must be in writing and given to the registered agent, if any, or managing employee of the school. The cancellation date will be determined by the postmark on the written notification, or the date the cancellation notice is delivered to the school administrator or director in person. This policy applies whether or not the student has actually started training.
- d. When notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course of instruction, the school may retain the registration fee, not to exceed \$100, 10% of the tuition, other instructional charges or \$300, whichever is less, and the cost of any books or materials that have been provided by the school and retained by the student.
- e. When a student has completed 5% or more of the course of instruction, the school may retain the registration fee, not to exceed \$100 and the cost of any books or materials provided by the school, but shall refund a part of the tuition and other instructional charges in accordance with the requirements of the school's regional or national accrediting agency.
- f. For Students who enroll in and begin classes, the following schedule of tuition adjustments/refunds is authorized and will be based on scheduled hours.

g.

Percentage Time to Total time of the Course	Amount of Total Tuition Owed to the School
0.01% to 4.9%	10%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%

50% and over

100%

- h. Enrollment time is defined as the time elapsed between the actual starting date and the date of the Student's last day of physical attendance in the School. If a student is absent for 14 days, the student will be withdrawn and a refund calculation will be performed on the 14th day and it is based on the student's scheduled hours. Any monies due the applicant or Student shall be refunded within 45 days of formal cancellation by the Student as defined in agreement, or formal termination by the School, which shall occur not more than 14 days from the last day of physical attendance in the school, or in the case of a leave of absence, the date of withdrawal determination 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.
- i. If a student is on a Leave of Absence and in case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the Student, the School attempts to make a settlement which is reasonable and fair to both.
If a course is cancelled subsequent to a Student's enrollment, the School shall, at its option: provide a full refund of all monies paid; or provide for completion of the course.
- j. If the school should cancels a course and/or program and ceases to offer instruction after the student have enrolled and instruction has begun, the school shall provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school or provide completion of the course and/or programs or participate in a Teach Out agreement or provide a full refund of all monies paid.
- k. If the school should permanently close and ceases to offer instruction after the student have enrolled and instruction has begun, the school must make arrangements for the students which the school shall provide a pro-rata refund for all students or participate in a Teach Out agreement.
- l. We pride ourselves on making sure we are professional in handling in refunds and we want to make sure they all parties are satisfied. Our Accrediting agency has no part of any refund policies. We will make sure all banks, lawyers or any other third parties are clearly acknowledges the existence of the Withdrawal and Settlement Policy for any refunds if applicable. If a student has exceeded their time, a refund will not be applicable and the Tuition Adjustment Guidelines will not be needed an applicant not accepted by the school shall be entitled to a refund of all monies.

Return of Title IV Funds

The law specifies how Phipps Academy of Barbering must determine the amount of Title IV program assistance that has been earned if a student withdraws from school. The Financial Aid Office will perform a Return of Title IV Funds calculation when a federal student financial aid (Title IV) recipient withdraws from his/her program. This process ensures that the institution correctly calculates the amount of federal student financial aid earned by the student and returns

any unearned funds back to the respective federal student financial aid program(s). In some cases, the student will be required to return unearned Title IV funds. In addition, the Return of Title IV process may result in the student owing the school for unpaid tuition and fees.

The requirements for Title IV program funds when you withdraw are separate from Phipps Academy of Barbering institutional refund policy. Therefore, the student may still owe a balance to the school to cover unpaid institutional charges.

A student may withdraw from Phipps Academy of Barbering at any time by notifying the administration office in writing of his/her decision to withdraw. Phipps Academy of Barbering Date of Determination that you are withdrawn will be determined as follows:

1. **Official Withdrawal** - by the postmark on written notification, the date said notification is delivered to the Phipps Academy of Barbering in person, or the date of expulsion by the Phipps Academy of Barbering.
2. **Unofficial Withdrawal** - 14 days after the last day of attendance, or the expiration date of an approved Leave of Absence

In all cases, the Withdrawal Date will be the student's Last Date of Attendance. It is highly recommended that the student speak to a Financial Aid Advisor prior to withdrawing.

The portion of Title IV funds a student is allowed to retain is calculated on a percentage basis by dividing the total number of clock hours scheduled to be completed as of the withdrawal date in the period, by the total clock hours in the payment period.

For example, if the student withdrew at 228 scheduled clock hours of a payment period that has 450 clock hours, the student has completed 50% of the period and therefore has earned 50% of federal student financial aid that was disbursed or could have been disbursed. That means that 50% of the aid that was disbursed or could have been disbursed remains unearned and must be returned to the federal student financial aid programs(s).

A student earns 100% of federal financial aid once he or she has completed more than 60% of the scheduled clock hours in the payment period.

If the amount of aid disbursed to the student is greater than the amount of aid earned by the student, the unearned portion must be returned to the federal student financial aid program(s). In returning unearned funds, Phipps Academy of Barbering is responsible for returning the portion of the excess equal to the lesser of:

1. The institutional charges for the payment period multiplied by the unearned percentage of funds, or
2. The entire amount of excess funds.

A student may be required to return excess unearned Title IV funds. However, if the excess unearned funds consist of Title IV loans, then the student repays the loan(s) in accordance with the terms and conditions of the promissory note. If the excess unearned funds consist of a Title IV grant, the student is required to repay only the portion which exceeds 50 percent of the amount of grant received over \$50.

If the amount of aid disbursed to the student is less than the amount of aid earned by the student, a post-withdrawal disbursement may be available to assist the payment of any outstanding tuition and fee charges on the student's account. The post-withdrawal disbursement will be made from Title IV grant funds before available Title IV loan funds. If part of the post-withdrawal disbursement is a grant, the institution may apply the grant funds to tuition and fees or disburse the grant funds directly to the student.

If a student is eligible to receive a post-withdrawal disbursement from Title IV loan funds, the student will be asked for his/her permission to either disburse the loan funds to the student's account to reduce the balance owed to the institution, or disburse the excess loan funds directly to the student. Phipps Academy of Barbering has 30 days from the date of Phipps Academy of Barbering determination the student withdrew to offer the post-withdrawal disbursement of a loan to the student. Phipps Academy of Barbering must return the amount of a Title IV funds including Pell for which it is responsible as soon as possible but no later than 45 days after it determines or should have determined that the student withdrew.

The student has 14 days from the date Phipps Academy of Barbering sends the notification to accept the post-withdrawal disbursement in writing. If the student accepts the post-withdrawal disbursement, Phipps Academy of Barbering will make payment as soon as possible, but no later than 180 days from the student's withdrawal date. No portion of the post-withdrawal disbursement of loan funds will be disbursed if the student does not respond to Phipps Academy of Barbering notification.

Once the unearned portion of the return of funds has been calculated, the Financial Aid Office will return the aid to the appropriate federal student financial aid program(s) within 45 days of the date of determination that the student withdrew. The order of return is specified below. The unearned funds will be "charged back" to the student's tuition account, and this may result in unpaid tuition and fees. The students will then be billed for any unpaid institutional charges that

result from the return of funds to the Title IV programs, and will be responsible for full payment.

A student will not be allowed to re-enter, register, or receive an official academic transcript until the outstanding balance has been paid in full.

Unearned Title IV funds will be returned to the federal student aid programs in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Federal Pell Grant

16 CLASS CALENDAR:

2022-2023 SCHOOL CALENDAR - Professional Barber - 1500 Clock Hours

Classes begins: January 4, 2021. February 2, 2021. March 2, 2021. April 6, 2021. May 4, 2021. June 8, 2021. July 6, 2021. August 3, 2021. September 7, 2021. October 5, 2021. November 2, 2021. December 7, 2021.

Registration Tuesday-Friday 10:30am to 4pm.
Classes Begin Every 1st Tuesday of the month
Length of Program 12 Months

2022-2023 SCHOOL CALENDAR - Professional Barber Instructor- 1000 Clock Hours

Registration: Tuesday-Friday 10:30am to 4pm.
Classes Begin Every 1st Tuesday of the month
Length of Program 8 Months

2022-2023 SCHOOL CALENDAR - Professional Barber Instructor- 500 Clock Hours

OPEN ENROLLMENT

Registration: Tuesday-Friday 10:30am to 4pm.
Classes Begin Every 1st Tuesday of the month
Length of Program 4 Months

SCHOOL HOLIDAYS AND CLOSURES:

New Year's Day	Closed	Thanksgiving Day	Closed
Memorial Day	Closed	Christmas Day	Closed
Fourth of July	Closed	Constitution Day	Observed
Labor Day	Closed		

The Barber College may be closed for additional days that surround the above holidays and to accommodate in-service training or seminars for the educators. Additional closures will be posted on a calendar in the student break area.

Hours Required:

Full Time Professional Barber 1500 9

Hours required 1500- 34 hours a week/12 months

Full Time/Part Time Professional Instructor 500 hours 9

Hours required - 500 clock hours is required for a barber that has been licensed for over 3 years.

- 34 hours a week/ 4 months
- 25 hours a week/ 5 months
- 20 hours a week/ 7 months

Part Time Professional Barber 1500 9

Hours required 1500-25 hours a week/15 months

Hours required 1500-20 hours a week/19 months

Full Time/Part Time Professional Instructor 1000 hours 9

Hours required - 1000 clock hours is required for a barber that has been licensed for under 3

- 34 hours a week/ 8 months
- 25 hours a week/ 10 months
- 20 hours a week/ 13 months

School Schedule: **Full Time Classes** are scheduled as follows:
Tuesday through Saturday 9:00 a.m. to 4:00 p.m.

Part Time Classes are scheduled as follows
Tuesday through Saturday 9:00 a.m. to 2:00 p.m.

 Tuesday through Saturday 9:00 a.m. to 3:00 p.m

CLOCKING PROCEDURES/TARDY POLICY: 25a

All students are expected to clock in no later than 9:15am, if you clock in after 9:15am, you will have to wait until the theory class is over. Hours will be posted every Tuesday. Students are required to punch in or out at the time clock located in the front of the clinic. A student caught filling in their own hours or clocking in or out for another student will face disciplinary action. Below is the breaks and lunch time table as required by the Labor Board:

- Up to 5.00 hours = 15 minute break
- 5.5 hours up to 8 hours = 30 minute lunch without punching out but sign out and in

CALL-IN POLICY:

All students are responsible for calling in within 15 minutes of their contracted start time. Failure to do so can result in not being allowed to clock in.

ATTENDANCE: 25b

Students are expected and encouraged to attend classes and clinic in accordance with their monthly calendar contracts. An attendance rate of 75% is required of all students. Excused absences would be a documented medical condition, death in the immediate family or subpoena. A letter need to accommodate any excused absences

ATTENDANCE EVALUATION:

All students are required to maintain a 75% cumulative attendance. These evaluations are when the students reaches 450 and 900, and 1200 hours for the 1500 hour Professional Barber, 450 and 900 hours for the 1000 hour Professional Barber Instructors and 250 hours for the 500 hour Professional Barber Instructors. Students failing to meet this standard will be advised and will be given a written warning. Failure to meet the minimum standards after the warning may result in probation then termination from the program. Any student who is absent of a period of 14 consecutive days without clearance from the office is considered unexcused and will be dropped from their program.

STATEMENT OF ATTENDANCE FOR VA CERTIFICATION

The Phipps Academy of Barbering will certify a veteran's enrollment in an approved program to the United States Department of Veteran's Affairs (USDVA). If a veteran fails to attend the certified amount of hours per week and this failure results in a change of pursuit as defined by the USDVA to the veteran and possible overpayments from the USDVA to the veteran and the Phipps Academy of Barbering. Phipps Academy of Barbering strongly advises veterans to pursue their training as specified in the Enrollment Contract.

PROFESSIONAL BARBER COURSE OUTLINE 8

Course Description: The Basic barber course is a training program that is a complete study of all areas of Barbering and its Related Sciences.

Textbooks: Milady's Standard Barbering Text Books 6th Edition
Milady's Standard Barbering State Board Book Review Book

Milady's Standard Barbering Theory Workbook

Objectives:

- 1.To provide the student with knowledge of the sciences and skills to become a licensed Barber.
2. To provide the student with an understanding of job related skills necessary to succeed.

Format: The teaching format combines Theory – lectures and discussion; Practical – demonstrations and hands-on practices. Support materials include: videos, whiteboard, manikin, models, guest speakers and competitions.

Evaluation:

The student is evaluated daily throughout the course. Quizzes and exams are given to help maintain the knowledge to ensure much success on the clinic floor.

CONTENTS OF UNITS OF INSTRUCTION

Part 1: - Orientation to Barbering – -Life Skills -Professional Image - General Science - Implements, Tools and Equipment	150	0	150
Part 2: - General Anatomy and Physiology - Basics of Chemistry - Basics of Electricity - The Skin-Structure, Disorders, and Disease - Properties and Disorders of Hair & Scalp	250	250	500
Part 3: - Treatment of the Hair & Scalp - Men’s Facial Massage And Treatments - Shaving and Facial Hair Design - Men’s Haircutting and Styling	250	250	500
Part 4: - Men’s Hair Replacement - Women’s Haircutting And Styling - Chemical Texture	150	150	300

Services - Hair coloring and Lightening			
Part 5: - Preparing for Licensure And Employment - Working Behind the Chair - The Business Of Barbering	50	0	50
TOTALS	850	650	1500

PROFESSIONAL BARBER INSTRUCTOR COURSE OUTLINE 8

500 Hours is required for a barber that has been licensed for over 3 years.

1000 hours is required for a barber that has been licensed for under 3 years or have a Barber Certificate of Completion.

Course Description: The Instructor's course is designed to provide the student instructor with the theory and practical education necessary for licensure and an entry-level educator's position.

Textbooks: Milady's Master Educator Instructor's Textbook
Milady's Master Educator State Board Review Book

Objectives:

1. To provide the student instructor with the education and training necessary for licensure.
2. To introduce the student instructor to the various aspects of required administrative duties, i.e., Grading, School Inspections, Student Intervention & Re-Directive Advising.

Format: The teaching format combines Theory – lectures and discussion; Practical – demonstrations and hands-on assist teaching in the classroom and clinic areas.

Evaluation: The student is evaluated daily throughout the course. Chapter tests are administered, classroom and clinic practical performances are evaluated and discussed.

Attendance: Classes and Clinic are discussed upon registering.

CONTENTS OF UNITS OF INSTRUCTION

Subject	Theory Hours 500/1000	Practical Hours 500/1000	Total Hours 500/1000
Part 1: The Career Education, The Teaching Plan, Teaching Study and Testing Skills, Basic Learning Styles And Principles, Basic Methods Of Teaching And Learning	50/100	0	50/100
Part 2: Communicating Confidently	50/100	0	50/100
Part 3: Effective Presentations, Effective Classroom Management And Supervision, Achieving Learner Results, Program Review-Development-Lesson Planning, Educational Aids and Technology in The Classroom, Assessing Progress and Advising Students, Making The Salon an Adventure, Career and Employment Preparation	50/100	0	50/100
Part 4 The Art of Retaining Students, Educator Relationships, Learning Is A Laughing Matter, Teaching Success Strategies for a Winning Career, Teams at Work, Evaluating Professional Performance	50/100	0	50/100
Part 5: Student Teaching	0/0	300/600	300/600

TOTALS	200/400	300/600	500/1000
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Grading and Student Progress Reports:

Theory and Practical work is graded as it is completed. The following grading system is used for all tests, practical work and projects assigned: **11**

90% to 100%	Excellent
80% to 89%	Very Good
70% to 79%	Good
69% and below	Failing

Attendance reports are given monthly. One copy is given to the student and one copy is placed in the student's file. Cumulative test scores are maintained in a permanent file as per State Board requirements once the student graduates. You are also responsible for working on your workbook every day until it is completed.

MAKE-UP TESTS/RETESTING is conducted weekly. You must inquire with your instructor.
25c

GRADUATION REQUIREMENTS 12

Requirement for graduation is 1500 clock hours for Professional Barber, 1000 or 500 hours for Professional Barber Instructors, and a passing grade of 75% in all subjects and 75% in attendance. Students must complete 9 practicals. Upon completion of the above requirements, a 13 Certificate of Completion is awarded.

INTERNSHIP PROGRAM

Phipps Academy of Barbering has an internship for students that are interested and meet requirements set forth by Illinois Department of Financial and Professional Regulation Section 1175.330(c).

PLACEMENT SERVICE 15

A placement service is continuously maintained to help graduates find employment. As long as graduates remain in the barber industry, or return to it, the employment service is available to them. The School will provide Student with placement assistance which will consist of identifying employment opportunities and advising Student on appropriate means of attempting to realize the opportunities. Schools are prohibited by law to guarantee employment. Student understands that the School has not made and will not make any guarantees of employment or salary upon graduation.

GRADUATION, LICENSURE & JOB PLACEMENT/RETENTION RATES

Phipps Academy of Barbering is committed to providing the highest quality Professional Barber and Professional Barber Instructor education and training available. Our curriculum includes an extensive State Board Review designed specifically to prepare you for success with the Illinois State Board of Barber licensing exam. Our highly trained educational team and administrative support staff are dedicated to providing you with the skills necessary to be successful in the classroom and as you begin your career.

HOUSING

We do not provide school owned housing or dormitories. The school is within walking distance of multiple apartment communities.

NON-DISCRIMINATION 17

The school does not discriminate against prospective students due to sex, age, race, color, religion, or ethnic origin.

Students with Disabilities at Phipps Academy of Barbering

We want to ensure all students are given the opportunity to be successful in the Barber industry and we strive to make our programs accessible to all individuals, in compliance with Section 504 of the Rehabilitation Act of 1973, Title III of the Americans with Disabilities Act of 1990, and all applicable state laws. The Institute Administrator is the designated official at Phipps

Academy of Barbering who acts as a resource/advocate for students with disabilities. The institute Administrator verifies and files documentation, certifies eligibility for services, and establishes reasonable accommodations. Any student who has a need for accommodation should contact:

Administrator
Phipps Academy of Barbering
3732 Sauk Trail Road, Richton Park, IL 60471
(708) 283-1204.

Disclosure of a disability is not required unless the student would like an accommodation for a disability. It is the responsibility of the student to request an accommodation, as provided below.

Reasonable Accommodation

* A reasonable accommodation is a modification or adjustment to a course, program, service, activity, or facility, or the provision of an auxiliary aid or service, which enables a qualified student with a disability to have an equal opportunity-an equal opportunity to attain the same level of performance or to enjoy equal benefits and privileges as are available to a similarly situated student without a disability. To determine reasonable accommodations Phipps Academy of Barbering may seek information from appropriate college personnel regarding essential standards for courses, programs, services, activities, and facilities. Reasonable accommodations are determined by examining:

- * the barriers resulting from the interaction between the documented disability and the Institute's environment and requirements;
- * the possible accommodations that might remove barriers;
- * Whether or not the student has access to the course, program, service, activity, or facility without accommodations; and
- * Whether or not essential elements of the course, program, service, activity or facility are compromised by the accommodations.

Examples of reasonable accommodations include, but are not limited to:

- * Books on tape
- * Study materials provided early
- * Extra study time or extra time for completing exams
- * Class schedules in advance
- * Note takers o Interpreters
- * Adapted classroom equipment
- * Modification of academic requirements that do not fundamentally alter the nature of the class or program

NON-RECRUITMENT

The school does not recruit students attending another school offering a similar course of study.

VACCINATIONS & IMMUNIZATION POLICY

Phipps Academy of Barbering doesn't require vaccinations for admission. For additional information regarding immunization contact State of Illinois Department of Public Health by visiting <http://www.idph.state.il.us/> online

STUDENT'S RIGHT TO PRIVACY (FERPA) 19

Each student (or parent/guardian of a dependent minor student) has the right to inspect his or her records under supervision of the Director or an instructor. Phipps Academy of Barbering protects

each student's right to privacy. The Family Educational Rights and Privacy Act is a Federal law that protects the privacy of student education records. Any information pertaining to a student may not be released without a written release statement from the student or from the parents/guardian of a dependent minor student each time. Directory type information will not be published without the written consent of the student (or parent/guardian of a dependent minor student) each time. This type of information would include student name, address, phone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation, previous school attended and/or date of graduation. Exceptions to the written release would be matters related to accreditation, authorized administrative and instructional staff, subpoenaed information, and any other agency that has regulatory authority over the school. We keep the students files for 6 years.

RELEASE OF INFORMATION FROM STUDENT RECORDS TO THIRD PARTIES: 20

1. Information from student records will only be released if the student (and parent/guardian of a dependent minor student) has provided written authorization for such release(s).
2. A copy of the release form must be kept in the student's records, and it must be dated and signed by the student (and parent/guardian of a dependent minor student), and must indicate the party (ies) authorized to receive the information.
3. A copy of any information sent to a third party will be retained by the school.
4. Certain third parties are entitled by law to have access to student records with or without the student's (or guardian's) permission, such parties include:
 - a. Authorized representatives of the U.S. Department of Education;
 - b. Authorized representatives of the school's accrediting agency;
 - c. Authorized representatives of the State of Illinois Department of Financial and Professional Regulation;
 - d. Persons authorized by a court or other administrative entity with the legal right to provide such authorization.
5. In such cases, a notice shall be placed in the student's file recording the date & party reviewing the information

POLICY FOR SAFEGUARDING STUDENT INFORMATION:

Definitions: Customers are students who apply to attend Phipps Academy of Barbering and apply for grants or loans under Title IV of the Higher education Act of 1965, as amended, to finance their educations. Nonpublic personal information is information which is not publicly available on

- Your name, address, and social security number
- Name of your financial institution, account number
- Information provided on your application to enroll in Phipps Academy of Barbering
- Information provided on a consumer report Information obtained from a website

Phipps Academy of Barbering is committed to implementing a comprehensive information security program, consonant with the size and complexity of this institution and the nature of its educational activities, to maintain and safeguard your nonpublic personal information against damage or loss. The policy covers all student records in whatever format (hard copy, electronic).

Phipps Academy of Barbering shall be responsible to coordinate the school's information security program. The coordinator shall, at least once every three years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including

- Employee training and management
- Network and software design, information processing, storage, transmission and disposal
- Ways to detect, prevent, and respond to attacks, intrusions or other systems failures

The coordinator shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted. Records of students shall be maintained in 21 accordance with Family Educational Rights and Privacy Act, other federal and state law, and accreditation requirements.

MAINTENANCE OF RECORDS:

We keep the students files for 6 years.

ADVISING

The administration and instructors are available to advise students in all areas that pertain to their training in the classroom and clinic, attendance, appearance, and developing a professional attitude. Personal advising by Administration and instructors is available to all students during their training.

VOTER REGISTRATION: The National Mail Voter Registration Form can be used to register U.S. citizens to vote, to update registration information due to a change of name, make a change of address or to register with a political party. You must follow the state-specific instructions listed for your state. After completing the form, you must sign your name where indicated and send it to your state or local election office for processing.

The national form also contains voter registration rules and regulations for each state and territory. For More information about registering to vote, contact your state election office at http://www.eac.gov/voter_resources/contact_your_state.aspx

Register to vote by following your state-specific instructions and using the National Mail Voter Registration form at http://www.eac.gov/voter_resources/register_to_vote.asp

STANDARD OF CONDUCT/GROUNDS FOR DISMISSAL 25d and 25e

All students are expected to conduct themselves in a dignified and professional manner. Failure to abide by the policies of Phipps Academy of Barbering, the use of drugs or alcohol on the premises, the use of profanity, vandalism, theft from classmates or the Academy are all grounds for disciplinary action or dismissal from the College. No verbal or physical attacks, threats or

intimidation toward fellow students, clients or staff will be tolerated. There will be ONE written warning issues; the next offense will result in a suspension. Expulsion from the program is permanent. We urge ALL students to treat Phipps Academy of Barbering, clients, staff and each other in the manner they would want to be treated themselves.

CAMPUS SECURITY:

Awareness is the first defense against crime therefore, Phipps Academy of Barbering has installed security cameras but being aware of your surroundings, who belongs (students and clients) and keeping track of your personal belongings will go a long way to preventing theft. LOCK YOUR CAR. Put your purse in your locker and LOCK YOUR LOCKER!! Report any suspicious activity on campus to the staff.

DRUG & ALCOHOL ABUSE PREVENTION POLICY (DAAPP):

This is to inform Staff and Students of the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226 and what Phipps Academy of Barbering requires of its Staff and Students.

All Staff and Students are prohibited from the unlawful manufacture and distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity. This prohibition also applies to any student or employee who has a state issued medical marijuana card. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion from school or termination from employment.

There are numerous legal sanctions and penalties under local, state, and federal laws, which can be used to punish violators. Penalties can range from suspension, revocation and denial of a driver's license to 20-50 years imprisonment at hard labor without benefit of parole. Property may be seized. Community service may be mandated.

Recent federal anti-drug laws affect a number of areas in everyone's lives. Students could lose eligibility for federal financial aid, could be denied other federal benefits, such as Social Security, retirement, welfare, health, disability, and veterans benefits. The Department of Housing and Urban Development, which provides funds to states and communities for public housing, now has the authority to evict residents and members of their household who are involved in drug related crimes on or near the public housing premises. Businesses could lose federal contracts if the company does not promote a drug-free environment. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain careers.

The laws of the State are adequate to protect the innocent, but stringent enough to insure that persons involved with the illegal dealing of drugs or excessive use of alcohol can be adequately

punished. For example, a small amount of drugs found on a person may lead to an arrest, which could require the person to make payment of all court costs as well as participate in mandatory community service. A person found with drugs with the intention to distribute, could be imprisoned. A person found to be intoxicated while driving could be forced to pay court costs, lawyer's fees, participate in community service, receive an increase in the cost of automobile insurance or even lose their driver's license and end up in prison.

The State has various laws regarding misuse of controlled substances (prescription drugs), alcohol, and also the use of illegal drugs.

In addition to local and state authorities, the federal government has four agencies employing approximately 52,500 personnel engaged in fighting illicit drugs. These agencies are: The Drug Enforcement Agency, U.S. Customs Service, Federal Bureau of Investigation, and the U.S. Coast Guard. 29 Here are a few legal facts that you should be aware. It is a crime to hold someone else's dope. It is a crime to sell fake dope. You can be arrested if you are in a house (or a school) where people are using drugs, even though you are not.

You are considered to possess, under legal terms of "constructive possession," dope that is in your locker, purse, car, or house.

Drug abuse is the utilization of natural and/or synthetic chemical substances for non-medical reasons to affect the body and its processes, the mind and nervous system and behavior. The abuse of drugs can affect a person's physical and emotional health and social life. Alcohol is the most abused drug in the United States. Drugs can be highly addictive and injurious to the body as well as one's self. People tend to lose their sense of responsibility and co-ordination. Restlessness, irritability, anxiety, paranoia, depression, acting slow moving, inattentiveness, loss of appetite, sexual indifference, comas, convulsions or even death can result from overuse of drugs.

Not only does the person using the drug subject himself to all sorts of health risks, drug use can, and in many instances do, cause grief and discomfort to innocent people. A drug-dulled brain, for example, affects the wide range of skills needed for safe driving, such as thinking. Further, reflexes are slowed, making it hard for drivers to respond to sudden, unexpected events. Alcohol-related highway deaths are the top killer of 15-24 year olds.

Dependency upon drugs can only lead to a life of misery and misfortune. The illegal use or abuse of drugs has a very high impact on our society and the type of crimes committed. To support a drug habit, people must resort to many things, which can only lead to a life of horror and in some instances, death. The dollar costs can range from \$200 to \$3000 per week to support a habit. More importantly, the drug habit impacts a person's family and lifestyle and career prospects as well as one's physical well-being and self-respect.

Treatment is available and may be expensive. For example, a typical live-in program lasting four (4) weeks can cost from \$5,000 to \$15,000. Out-patient programs cost from \$1,000 to \$5,000. Who pays for these treatments? There may be programs that cover the costs. One way or another, the person and the taxpayer pays! It has been proven that an individual "hooked" cannot just stop, but requires professional care to kick the habit.

There are classic danger signals that could indicate the first sign of drug use. The primary ones that could call attention to one's use of drugs are:

- Abrupt changes in mood or attitude
- Continuing slump at work or school
- Continuing resistance to discipline at home or school
- Cannot get along with family and friends
- Unusual temper flare-ups
- Increased borrowing of money
- Heightened secrecy
- A complete new set of friends

We recommend that any person observing any of the above changes in either staff or students, immediately notify the school manager or director. Caution must be observed not to wrongly accuse a person suspected of taking drugs as an improper accusation could lead to embarrassment both to the individual and the school.

Once it has been determined by management that assistance to overcome a drug problem is necessary, the individual and his/her family will be counseled on where they can obtain professional assistance. Records will be maintained of any counseling provided the individual, but will remain confidential. There are clinics in the school's vicinity, which can render assistance. Treatment must be an expense borne by the student/patient. The school can only offer advice in a limited manner. If the individual is in immediate danger of harming him/herself or others, local law authorities will be immediately contacted. Staff and students who violate these standards of conduct subject themselves to disciplinary action. Students are reminded that as a pre-condition to accepting a Pell Grant, that they sign a certificate stating they would not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period covered by a Pell Grant. A Pell Grant recipient convicted of a criminal drug offense resulting from a violation occurring during the period of enrollment covered by the Pell Grant, must report the conviction, in writing, within 10 calendar days of the conviction, to the Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., Room 3073, FOB-6, Washington, D.C. 20202-4571. Failure to report the conviction could lead to loss, suspension and/or termination from the school.

There are drug or alcohol counseling, treatment, and rehabilitation facilities available in our area where you can seek advice and treatment.

The yellow pages of the local telephone book, is an excellent source. Look under the heading "Drug Abuse & Addiction – Information and Treatment" for the nearest resource available to you.

Resources:

- * Drug Abuse Hotline (773) 275-9393
550 Webster Open 24 hours
Chicago, IL 60614

- *Haymarket Center (312) 266-7984
108 N Sangamon St
Chicago, IL 60607
Open 24 hours

- *South Suburban Council (708)-547-3333
1909 Checker Square
East Hazel Crest, IL 60429
Open 24 hours

- *National Alcohol Abuse Hotline Open 24 Hours
for additional resources
(800) 234-0420 or (800) 252-6465

- *Resurrection Behavioral Health-Addiction Services (847) 493-3700
8 S Michigan Ave Suite 2110
Chicago, IL 60603

Federal Student Financial Aid Penalties for Drug Law Violations

A federal or state drug conviction can disqualify a student for FSA funds.

Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student’s record does not count, nor does one received when the student was a juvenile, unless the student was tried as an adult.

The school will provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of drug law violations.

The chart below illustrates the period of ineligibility for Federal Student Aid funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

If convicted of an offense involving:

The possession of a controlled substance Ineligibility period is	First offense	1 year
	Second offense	2 years
	Third offense	Indefinite

The sale of a controlled substance

Ineligibility period is	First offense	2 years
	Second offense	Indefinite

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends or when the student successfully completes a qualified drug rehabilitation program. Further drug convictions will make the student ineligible again. Students denied eligibility for an indefinite period can regain it only after successfully completing a rehabilitation program as described below or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify that they have successfully completed the rehabilitation program.

When a student regains eligibility during the award year, the school may award Pell, ACG, SMART, TEACH, and Campus- based aid for the current payment period and Direct loans for the period of enrollment.

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

COPYRIGHT INFRINGEMENT POLICY:

Copyright Law

Copyright is a form of legal protection provided by U.S. law, Title 17 U.S.C. §512(c) (2), which protects An owner's right to control the reproduction, distribution, performance, display and transmission of a Copyrighted work. The public, in turn, is provided with specific rights for fair use of copyrighted works. Copyrighted works protect original works of authorship and include:

- Books, articles and other writings
 - Songs and other musical works
 - Movies and television productions
 - Pictures, graphics and drawings
 - Computer software
 - Pantomimes and choreographic works
 - Sculptural and architectural works
- Specific information on copyright law and fair use may be found at the following sites:
- The U.S. Copyright Office: <http://www.copyright.gov>
 - The Electronic Frontier Foundation fair use frequently asked questions: http://w2.eff.org/IP/eff_fair_use_faq.php
- Copyright Infringement The copyright law provides the owner of a copyright the exclusive right to do the following:
- Reproduce the work in copies.

- Prepare derivative works based upon the work.
- Distribute copies of the work to the public by sale or other transfer of ownership, or by rental, lease or lending.
- Perform the work publicly.
- Display the copyrighted work publicly.
- Perform the work publicly by means of a digital audio transmission in the case of sound recordings.

The copyright law states, “Anyone who violates any of the exclusive rights of the copyright owner is an infringer of the copyright or right of the author.”

Generally, under the law, one who engages in any of these activities without obtaining the copyright owner’s permission may be liable for infringement.

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

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. 32 For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

PHIPPS ACADEMY OF BARBERING responds promptly to legitimate notices or letters of illegal copyright infringement based on the requirements of the Digital Millennium Copyright Act, immediately investigates and responds. PHIPPS ACADEMY OF BARBERING will cooperate fully with any investigation by public authorities related to illegally download copyrighted information. Students found guilty will be subject to the full extent of fines and penalties imposed, as well as facing automatic loss of PHIPPS ACADEMY OF BARBERING network access, and possible suspension.

MEDICAL EMERGENCIES:

In case of a medical emergency, inform the nearest staff member and dial 911. Do not attempt to move anyone who has fallen. Follow the Universal Precautions against blood spills.

LOCKERS:

Students are assigned lockers that are located in the designated area. Students must supply their own lock – either a combination or keypad lock is permitted. A spare key or other combination must be supplied to the College and will be kept in your folder. Only one locker per person will

be allowed. Please do not keep food or drinks in your locker. Random locker inspections can be expected. ALL PURSES AND BAGS are to be stored in your locker.

KIT POLICY

Your kit contains all the equipment you will need during your training period. Each student is responsible for the care and upkeep of their kit. Additional items that are profession in nature may be added to the kit at the student's expense and items must be brought to school daily. Random Kit inspections can be expected. Failure to have the required items in the school can result in being sent home for the day.

INCLUDED IN THE KITS

3 pairs of clippers	6 combs
2 books	1 mirror
3 red guards	1 water bottle
3 brushes	1 Cape
1 pick	2 clips
3 brushes	
1 Shear	1 comb pack
1 Smock	1 Neck Duster
1 Bag	1 Manikin

You are responsible for purchasing your choice of guards and you are responsible for purchasing any items that may have been lost or stolen. Additional items must be purchased as follows:

1. Disposal Razor and Holder
2. Talc Powder
3. After Shave
4. Skinny neck lock for locker
5. Extra combs and brushes
6. Guards for clippers (ask for suggestions)

DRESS CODE 24

Professional Barber: 1500

Black Smock

Black Bottoms

Dark Colored Blue Jeans

White Shirt

GIRLS: You may wear black skirts or skorts or walking shorts

BOYS: You may wear walking shorts

Failure to abide by the uniform policy will result in lost time as we will send you home to change into the proper attire. Any questions need to be addressed to the staff.

SOCKS OR NYLONS ARE REQUIRED AT ALL TIMES!!!

Closed shoes or shoes with a back strap and covered toes are permitted. Black gym shoes in good condition are permitted.

No hats, beanies, caps, scarves, do-rags or bandanas are permitted.

Wear tasteful jewelry that won't get in your way or in your client's face. Costume jewelry, pearls and opals don't hold up well in perm solutions or color solutions – protect your good jewelry by wearing gloves.

PERSONAL GROOMING: 24

- Keep the body clean by taking daily baths or showers.
- Avoid body odor by using deodorant.
- Keep teeth and gums in good condition every 6 months to a year.
- Avoid bad breath by rinsing the mouth with good antiseptic.
- Never wear shoes without hose or socks, change daily.
- Shoes must be clean and well kept.
- Wear clean undergarments and a clean uniform each day.
- Keep hair well groomed.
- Keep hands and finger nails in good condition.
- Wash hands before and after servicing each patron and after visiting the bathroom.

Avoid the common use of towels, drinking cups, cosmetics, hair brushes and combs.

MISCELLANEOUS POLICIES: 25F

- PHONE CALLS – Personal phone calls need to be made during breaks. Cell phones are permitted in the break room area or outside of the building. Cell phones must be turned off during class and while in the clinic. Beepers must be on vibrate and turned off during class and while in the clinic. NO PERSONAL CALLS WILL BE RECEIVED BY STUDENTS WHILE IN CLASS OR IN THE CLINIC ON THE SCHOOL PHONE. Emergency phone calls must go through the front desk.
- STUDENT & FAMILY CLINIC SERVICES – Students may receive services on designated days providing that all clinic assignments, clinic projects and classroom work are completed and with the approval of the clinic instructor.
- ALL PERSONAL SERVICE ON A STUDENT OR FAMILY MEMBER MUST BE COMPLETED IN THE ALLOTTED SERVICE TIME. IF THE SERVICE RUNS OVER AND THE STUDENT EITHER RECEIVING OR GIVING THE SERVICE MAYBE ASKED TO TERMINATE THE SERVICE AND TAKE THE CLIENT. FAILURE TO ABIDE BY THE SERVICE STANDARDS WILL RESULT IN THE LOSS OF FUTURE PERSONAL SERVICE PRIVILEGES. Students from the classroom desiring a personal service must do them either on personal day in the classroom or after their regular classroom hours.
- SMOKING – There is no smoking within the school building. Smoking is permitted away from the building and only during breaks.

- PARKING – The student parking area is in front of the building. PLEASE LOCK YOUR CAR!! Keep your valuables out of sight. Do NOT leave your kit or purse in the car.
- DUTIES – Each student is expected to help keep the school clean. Duties are assigned in the clinic and classrooms. These duties are rotated on a weekly basis and are posted in the clinic and classroom areas. Students are NOT dismissed until all duties are completed. The duties are checked by the instructor in charge.
- No Profanity

Complaints/Grievances Contact Information

For any complaints or grievances, students may fill out a complaint form located in the office and submit to Kevin Phipps and he will handle it accordingly. If you're not pleased with his actions, please address your concerns to the following:

Illinois Department of Professional Regulations 23

Springfield Office:

320 West Washington St
Springfield, IL 62786
(217)785-0800

Chicago Office: 23

James R. Thompson Ctr.
100 W. Randolph St
Suite 9-300
Chicago, IL 60601
(312)814-4500

Accrediting Board 23

National Accrediting Commission Career Arts and Science.
3015 Colvin Street
Alexandria, VA 22314
703-600-7600

Illinois Department of Veterans Affairs ® 23

100 West Randolph St, Suite 5-570
Chicago, Illinois 60601
1800-827-1000

Owner

Kevin Phipps
3732 Sauk Trail Plaza
Richton Park, IL 60471
708-283-1204

