



2724 W. 70<sup>th</sup> Street

Shreveport, Louisiana 71108

(318) 635-2000 office (318) 635-2004 fax

# STUDENT CATALOG

**“Where you walk in a student and walk out a professional”**

Published, January 1, 2025

## TABLE OF CONTENTS

Assurance of Equal Rights	4
Mission Statement	4
Admissions Policy & Procedure	5
Additional Admissions Requirements & Transfer Hours	6
Barbering Program Class schedule, Study Requirements, Grading System, Transfer Policy	7-9
Attendance Policy <i>Tardiness</i>	10
Hours of School Attendance <i>Make-up work</i> <i>Excused/unexcused absences</i> <i>Friday Attendance Policy</i>	11
Barbering Program Graduation Requirements & Equipment	12
Barbering Program Placement Assistance Policy	13
Instructor Trainee Program Class Schedule, Study Requirements, Grading System	14
Instructor Trainee Study Requirements & Training Equipment	15
Instructor Trainee Graduation Requirements	16
Instructor Trainee Placement Assistance Policy & Dress Code	17
Guest Speakers, Field Study, Labs, Advisors, Open-door Policy	18
Leave of Absence Policy	19-20
Inclement Weather Policy	20
BBC Rules & Regulations & Holiday Hours & School Calendar <i>Conduct</i>	20-22
Family Educational Rights & Privacy Act Policy (FERPA) Student Grievance/Complaint Policy	23
Termination Policy	24
Withdrawal Policy & Settlement Policy (Refund Policy)	25

Enrollment Agreement Terms & Fees	26
Personal Property, Smoking Policy, Telephone Policy	
Tool Kits	27
<b>Enrollment Fees &amp; Requirements</b>	
Instructor Trainee Program (500 Clock hours)	28
Barbering Program (1500 Clock hours)	29
Training & Tool Requirements	30-31
Illness/Injuries/Infections/Alcohol/Drugs/Weapons	
Lost & Found/Textbooks	32
Outside Visitors/Accidents on Campus/Honesty & Cheating	33
<b>Course Outlines</b>	
Barbering Program (1500 clock hours)	
Instructor Trainee (500 clock hours)	34-35
Satisfactory Academic Progress Policy (SAP)	36-37
	38-41
Satisfactory Academic Progress Policy Signature Page	42
Additional Disclosure information & Career Opportunities	43
Pre-enrollment Information & Facilities & Equipment	44
Sexual Harassment	45
BBC Staff & Licensing Agencies	46
Annual Campus Security Report	47-48
FSA Credit Balance Authorization	49
Annual Fire Safety Report	50
VA Attendance & Participation Policies	51-52
Military and Veteran Services	53
COVID-19 Guidance	54
Student Verification Policy	55-61
Signature Page	62

## **ASSURANCE OF EQUAL RIGHTS**

Bos-Man's Barber College, furthermore known as "BBC", adheres to the equal opportunity provisions of federal civil rights and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of age, religion, race, color, ethnic origin, (Title VI of the Civil Rights Acts of 1964); sex (Title IX of the Education Amendment of 1972); or handicapping conditions (Section 504 of the Rehabilitation Act of 1973) in the pursuit of educational goals and objectives and in the administration of personnel policies and procedures.

The administration reserved the right to modify and change items in this handbook. The changes will be done to assure the school climate is not altered negatively.

**All circumstances could not be outlined in this book. However, we did cover a vast majority of items.**

**Therefore, the owner reserves the right to modify this handbook to assure that all the students are in a safe and orderly environment, which is conducive to learning.**

## **MISSION STATEMENT**

**Bos-Man's Barber College's** mission is to prepare graduates for employment. Students at Bos-Man's Barber College will have the opportunity to:

- Learn a trade
- Rekindle hope and skills in our students
- Modify their social skills and behavior to levels appropriate for success in the Barber & Beauty Industry
- Help remediate their compensatory educational needs, and
- Help develop them into productive citizens of our community

through the commitment of our quality staff, in partnership with parents and community utilizing a multiplicity of educational approaches, and small student-educator class ratios in a nurturing environment of mutual respect and dignity.

# Admissions Policy and Procedure

## ADMISSIONS AND ENROLLMENT REQUIREMENTS

Bos-Man's Barber College does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study. BBC requires that each student enrolling in the Barbering or Instructor Trainee programs must:

- Complete an application for enrollment.
- A high school diploma or its equivalent, an official transcript showing high school completion, or a certificate of attainment. If home-schooled, a state issued credential for secondary school completion is required.

Should an enrolling student provide a foreign high school diploma, verification of the high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. verification of the higma.

Instructor trainee applicants must meet all of the above requirements and:

- hold a current Barber license
- complete an application for enrollment
- complete an instructor in training application to be forwarded to the Louisiana State Board of Barber Examiners

## FINANCIAL AID INFORMATION

Most students use FAFSA on the Web to apply for federal student aid, but there are other options:

### FAFSA on the Web (FOTW)

Students can complete an application online at [www.fafsa.gov](http://www.fafsa.gov) and send it directly to the Central Processing System (CPS). They can also correct any of their previously submitted data. Help is available for students online or by calling the Federal Student Aid Information Center (FSAIC) at 1-800-4-FED-AID (1-800-433-3243).

### FAFSA Paper Copy

Students can request a copy from the FSAIC by calling 1-800-433-3243. Another paper option is the PDF FAFSA, which students can get at the FOTW site. They can print the PDF and fill it out by hand, or they can type their data on the PDF before printing and mailing it.

### FAFSA on the Phone

Students who have limited or no Internet access and face pressing Deadlines can choose to complete their FAFSA on the phone by calling 1-800-433-3243.

Students can also apply for the following Federal Direct Loans at [www.studentloans.gov](http://www.studentloans.gov):

Direct Subsidized Loans are loans made to eligible undergraduate students who demonstrate **financial need** to help cover the costs of higher education at a college or career school.

Direct Unsubsidized Loans are loans made to eligible undergraduate, graduate, and professional students, but in this case, the student does not have to demonstrate financial need to be eligible for the loan.

Direct PLUS Loans are loans made to graduate or professional students and parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid.

### **ADDITIONAL ADMISSION REQUIREMENTS (Barbering Program 1500 clock hours)**

*Bos-Man's Barber College Barbering admission requirements include:*

- 17 Years of Age or Older
- A high school diploma or its equivalent, an official transcript showing high school completion, or a certificate of attainment. If home-schooled, a state issued credential for secondary school completion is required.
- 2 Passport Photos
- Social Security Card
- Birth Certificate

### **ADDITIONAL ADMISSION REQUIREMENTS (Instructor Trainee Program 500 clock hours)**

*Bos-Man's Barber College Instructor Trainee admission requirements include:*

- Applicant must have a current Louisiana State Barber's License
- A high school diploma or its equivalent, an official transcript showing high school completion, or a certificate of attainment. If home-schooled, a state issued credential for secondary school completion is required.
- Applicant has at least six (6) months experience in the field
- Birth Certificate
- Social Security Card
- Complete program in less than, but no more than four (4) months on full-time schedule
- Complete program in less than, but no more than six (6) months on part-time schedule

### **TRANSFER OF HOURS FROM ANOTHER INSTITUTION**

Students seeking to enroll in any Bos-Man's Barber College training programs (Barbering & Instructor Trainee) will be enrolled as a new student. Hours to be transferred must first be certified by the previous training institution and recognized by the Louisiana State Board of Barber Examiners. Upon approval of the transfer hours, tuition will be adjusted according to the number of hours accepted by the Louisiana State Barber Board. The Louisiana State Board of Examiners accepts up to **700** transferred hours. Students are also allowed to **re-enter** BBC's training program after they have withdrawn upon approval of the institution's Director.



## **BARBERING PROGRAM**

### **STATE OF LOUISIANA BARBER BOARD OF EXAMINERS**

**Approved by the State of Louisiana Board of Barber Examiners  
Veterans, State, and Civilian Students Welcome**

**Courses include the 1500 instruction hours required by the  
State Board of Barbers Examiners**

**Complete 1500 Clock Hours in:  
Twelve (12) Months on Full-Time Schedule  
Or  
15 - 20 Months on Part-Time Schedule**

- **The State of Louisiana Board of Barber Examiners requires that a Barber student has 1500 clock hours of training in order to apply for a barber license in the state of Louisiana.**
- **Upon completion of 1500 clock hours a student must pass an examination administered by the State of Louisiana Board of Barber Examiners. The examination consists of a practical examination (A taper fade and freestyle haircut on live models, layer cut, roller set, and color simulation on mannequin) and a written examination. There is a fee for the examination, which has to be paid within the time allotted by the State of Louisiana Board of Barber Examiners. Upon the satisfactory passing of the examination and payment of all fees, you will be issued a Professional Barber license, registered by the State of Louisiana.**

#### **CLASS SCHEDULE Classes held Monday through Friday**

**Full-Time Classes: Monday – Friday                    9:00 a.m. – 5:00 p.m.**

**Part-Time Classes: Monday-Friday                    5:00 p.m. – 9:00 p.m**

**This course is taught in English**

## BARBERING PROGRAM

The Louisiana State Board of Barber Examiners requires a barber student to complete a training program of not less than 1500 clock hours. The BBC barbering format is designed to equip students with the necessary skills and knowledge required to pass the examination administered by the Louisiana State Board of Barber Examiners. Students will receive training in servicing both male and female patrons.

- Students attending class on a 35 hour per week schedule should complete the program in approximately 12 months (***Full-Time schedule***)
- Students attending class on a 20 hour per week schedule should complete the program in approximately 18 months (***Part-Time schedule***)

The barbering program is divided into two (2) academic years as defined;

- 0-900 clock hours first (1<sup>st</sup>) academic year
- 901-1500 clock hours second (2<sup>nd</sup>) academic year

The student enrollment status is defined as follows;

- 0-450 clock hours ***Freshman*** status
- 451-900 clock hours ***Sophomore*** status
- 901-1200 clock hours ***Junior*** status
- 1201-1500 clock hours ***Senior*** status

Students completing the 1500 clock hour requirement for the BBC barbering program (all tuition and fees have been satisfied) will be eligible to apply for an application to take the Louisiana State Board of Barber Examiners examination. The fee for the barbering exam is \$50. The fee for the instructor's exam is \$70.

Students will be prepared to perform the basic services of:

- haircutting
- hairstyling
- relaxing
- shaving (razor)
- hair coloring
- perm rods

## **BARBERING PROGRAM STUDY REQUIREMENTS**

All students are required to attend Theory class for 150 clock hours. Students will report to the school classroom as directed by instructor.

- Students are encouraged and it is intended that outside studying be done for a thorough understanding of the subject being reviewed.
- Each individual is responsible for his/her own learning. The amount of time actually spent on outside study will depend on the students own learning capacities.
- Assignments/worksheets/field work is the responsibility of each individual student. Any homework assigned is due at the time requested by the instructor of the class.

Instructors will always be available after theory class to answer any questions students may have regarding instruction material.

## **BARBERING PROGRAM GRADING SYSTEM**

Bos-Man's Barber College Barbering students are expected to meet the minimum curriculum requirements of 70% (out of 100% scale) of the Barbering examinations given. Grades for practical exams are given at 450 clock hours 900 clock hours 1200 clock hours and 1500 clock hours.

<b>A</b>	<b>Excellent</b>	<b>90-100</b>
<b>B</b>	<b>Good</b>	<b>80-89</b>
<b>C</b>	<b>Satisfactory</b>	<b>70-79</b>
<b>D</b>	<b>Unsatisfactory</b>	<b>60-69</b>
<b>F</b>	<b>Incomplete 0=Unsatisfactory *Grading for practical work may include Pass or Fail or Yes or No</b>	<b>Below 60</b>

Make up exams will be administered at the discretion of the class instructor.

## ATTENDANCE POLICY & PROCEDURES

Daily attendance is required for satisfactory completion of the BBC Barbering & Instructor Trainee programs. Students are expected to attend theory classes until their program requirements are met. Clinic floor labs will be scheduled and all students not performing services will be required to attend.

Daily reports are kept to monitor and record student progress in attendance. The BBC Barbering & Instructor Trainee programs requires that each student maintain an attendance rate of at least 70%. Students should strive for and maintain a high attendance standard.

### ***Federal Regulations: Attendance Tracking***

Federal regulations dictate that institutions required to take attendance have a procedure in place that documents that each student has begun attendance in all of the classes for which they were approved for federal aid. It also requires for institution to document the last date of attendance for students who withdraw from their classes.

### ***BBC Procedure: Attendance Tracking***

Bos-Man's Barber College utilizes MyTimestation.com to track and maintain the number of hours a student completes each day with the corresponding start and end times for the times and days the student is in attendance in our computer system. Bos-Man's Barber College also uses Wincalendar.com to track the number of hours a student is scheduled to attend. This module keeps BBC in compliance with federal regulations to document a student's first and last date of attendance. This module is also utilized by the Financial Aid office for the purpose of processing federal financial aid.

Any student who is going to be tardy or absent is required to call a school official. Students who have not reported for 14 consecutive days will be considered in violation of the attendance policy and will be subject to a reinstatement fee of \$50, suspension and/or termination.

Any student who is in violation of the attendance policy is subject to being placed on an institutional attendance probation. Students are required to maintain attendance progress according to the standards set forth in the Attendance Policy. Probation will be lifted if attendance is maintained until the next scheduled evaluation point. In the event of unusual circumstances, a student may submit a written explanation of his/her situation. The final decision will be made by the BBC school director.

***Bos-Man's Barber College reserves the right to suspend and/or terminate any student who habitually abuses the attendance policies as set forth in this student handbook.***

## **HOURS OF SCHOOL ATTENDANCE**

*(Barbering & Instructor Trainee Students)*

The hours of school attendance will be mandated by the schedule a student selects during the enrollment process. Full time students are required to attend a minimum of 27.5 hours per week and can only train a maximum of 40 hours per week. Part time students are required to attend at least 20 hours per week but are allowed to train up to 40 hours per week. **Make-up work** will be given for all excused absences.

Students who are employed or have special needs (director accepted) may request exception schedules at the discretion of the BBC school Director. Absences will be considered excused if they are due to but not limited to **employment, personal illness, illness or death of an immediate family member, or a situation deemed an emergency**.

Bos-Man's Barber College students are allowed to earn hours beyond their contract's personal schedule. Student hours may not exceed eight (8) clock hours in a regular school day. BBC will also approve up to ten hours per day for Hair Shows and Continuing Education Classes with proof of attendance. Proof of attendance includes, but not limited to, ticket stubs and completed class certificates.

## **FRIDAY ATTENDANCE POLICY**

*(Barbering & Instructor Trainee Students)*

Friday attendance is **MANDATORY for ALL students**. In the hair industry, Fridays are one of our traditionally busiest days. Friday attendance will afford our students with the best opportunity to train, providing more opportunity for a variety of practical services. Friday absences will be charged at the rate specified during the student's orientation and as outlined in the rules and regulations of the school. Absences will be considered excused if they are due to **employment, personal illness, illness or death of an immediate family member, or a situation deemed an emergency**.

- 1<sup>st</sup> missed Friday will result in a verbal warning
- 2<sup>nd</sup> missed Friday will receive a written warning
- 3<sup>rd</sup> missed Friday will be assessed a \$50 fine, to be paid upon returning to school
- 4<sup>th</sup> missed Friday student will be assessed a \$100 fine, and subject to a 3-days suspension. Fine to be paid upon returning to school
- 5<sup>th</sup> missed Friday will result in student being suspended for one (1) week and placed on an institutional attendance probation until the next scheduled evaluation point. In the event the student has another unexcused absence during the attendance probation, the student is then subject to suspension and/or termination from the BBC training program.

## **BARBERING PROGRAM GRADUATION REQUIREMENTS**

Students who have satisfactorily completed the 1500 clock hour Barbering Program requirements are candidates for graduating if the following criteria are met:

- All tuition and fees have been paid in full
- All examinations have been satisfactorily passed (70% or above)
- BBC exit papers have been completed
- Application and fees to the Louisiana State Board of Barber Examiners satisfied

A student who has met the above graduation criteria will receive a BBC certificate of completion and is eligible to take the exam administered by the Louisiana State Board of Barber Examiners. This examination is a two (2) part exam which consists of a:

- **Written examination**
- **Practical examination** (2 live models and mannequin required)
  - \* Tapered haircut (live model)
  - \* Freestyle haircut (live model)
  - \* color simulation (mannequin)
  - \* layer cut (mannequin)
  - \* roller set (mannequin)

A Louisiana State Registered Barber License will be issued to any student who successfully passes this Louisiana Barber Board Examination.

## **BARBERING PROGRAM EQUIPMENT**

Equipment and or tools required to complete the ***Bos-Man's Barber College*** Barbering Program are included in the Barbering basic tool kit. **Students will receive their mannequin kit at 225 CLOCK HOURS and basic tool kit & equipment at 450 CLOCK HOURS.**

The basic Barbering toolkit will consist of the following:

- The official textbooks used by BBC Barbering Program are Milady's Standard Barbering (ISBN: 978-1-3051-0055-8), Milady's Standard Barbering Student Workbook (ISBN: 978-1-305-10066-4), and the Milady's Standard Barbering Exam Review (ISBN: 978-1-305-10067-1)
- BBC Smock
- Barbering Tools (List on pages 30-31)

Any Barbering student who loses or misplaces the textbook or workbook during the course of the 1500 clock hour training program will have to replace the book(s) at their own expense.

## **BARBERING PROGRAM PLACEMENT ASSISTANCE POLICY**

Bos-Man's Barber College does not guarantee employment upon graduation. BBC does, however, attempt to locate employment for graduates who request assistance. This service is extended to all graduates from the barber college. Reasonable efforts will be made to assist a graduate in gaining employment. The more flexible a graduate can be regarding placement, the easier it is for the college to assist.

Any student needing placement assistance should visit with an instructor or the director of BBC. Recruiters from salons and barbershops are encouraged to visit the Bos-Man's Barber College campus to visit with our students and/or graduates.

Flexibility will be vital for graduates regarding job opportunities. BBC will make available all placement opportunities in our possession, to any student approaching graduation and/or our graduates.

Barbering graduates are given information regarding lists of all barbershops and salons in the area upon their request.

## **INSTRUCTOR TRAINEE PROGRAM (500 clock hours)**

The Louisiana State Board of Barber Examiners requires a Barber Instructor Trainee complete a training program not less than 500 clock hours. The BBC format is designed to prepare graduates of its Instructor Trainee program for employment as an entry level instructor or management in a barber school setting. For consideration as a candidate for the BBC Instructor Trainee program the following criteria must be met:

- Applicant must have an active Louisiana State Barber's License
- Complete the program in less than, but no more than three (3) months full-time
- Complete the program in less than, but no more than five (5) months part-time
- Applicant has at least six (6) months experience in the field
- A high school diploma or its equivalent, an official transcript showing high school completion, or a certificate of attainment. If home-schooled, a state issued credential for secondary school completion is required.
- Birth certificate
- Social Security card

***Bos-Man's Barber College Instructor Trainees are instructed on:***

- Class lecture preparation
- The psychology of learning and the challenge of teaching
- Personal and character development
- Louisiana State Barber Laws
- Motivational techniques
- Maintenance of student records
- Classroom/clinic floor management

Students completing the 500 clock hour requirement for the BBC Instructor Trainee program (all tuition and fees have been satisfied) will be eligible to apply for an application to take the Louisiana State Board of Barber Examiner's exam. The fee for this examination is \$70.

### **CLASS SCHEDULE**

#### **Classes held Monday through Friday**

**Full-Time Classes:** Monday - Friday      9:00 a.m. - 5:00 p.m.

**Part-Time Classes:** Monday-Friday      5:00 p.m. - 9:00 p.m.

## **INSTRUCTOR TRAINEE GRADING SYSTEM (500 clock hours)**

Bos-Man's Barber College Instructor-Trainees are expected to meet the minimum curriculum requirements of 70% (out of 100% scale) of the Instructor Trainee examinations given. Grades for practical exams are given at 150 clock hours, 300 clock hours and 450 clock hours.

A	Excellent	90-100
B	Good	80-89
C	Satisfactory	70-79
D	Unsatisfactory	60-69
F	Incomplete 0=Unsatisfactory *Grading for practical work may include Pass or Fail or YES or NO	Below 60

**This course is taught in English**

## **INSTRUCTOR TRAINEE STUDY REQUIREMENTS (500 clock hours)**

Instructor Trainee students are required to attend class for 500 clock hours. Students will report to the classroom as directed by the instructor of the class.

All BBC Instructor Trainees are required to:

- Study outside of the school for a thorough understanding of the subject being reviewed.
- Each student is responsible for his/her own learning. The amount of time actually spent on outside study will depend on the students own learning capacities.
- Assignments/worksheets/field work is the responsibility of each individual student. Any homework assigned is due at the time requested by the instructor of the class.
- Attend all theory classes and clinic floor labs.
- Assist in the floor duties as specified by the instructor in charge of the floor.
- Assist students with clinic floor services.

## **INSTRUCTOR TRAINEE EQUIPMENT (500 clock hours)**

Equipment and or tools required to complete the *Bos-Man's Barber College* Instructor Trainee Program. Instructor trainees are to bring their tools daily.

The basic Instructor trainee equipment will consist of the following:

- The official textbooks used by BBC Instructor Trainee Program are Milady's Master Educator Student Course Book (ISBN-13: 978-1428321519) and Milady's Master Educator Exam Review Workbook (ISBN-13: 978-1-4283-2154-0)
- BBC Smock

Any Instructor Trainee who loses or misplaces the textbook or workbook during the course of the 500 clock hour training program will have to replace the book(s) at their own expense.

## **INSTRUCTOR TRAINEE GRADUATION REQUIREMENTS (500 clock hours)**

Instructor Trainee who has satisfactorily completed the 500 clock hours Instructor Trainee course requirements of the Bos-Man's Barber College Instructor Trainee Program is a candidate for graduating if the following criteria are met:

- All tuition and fees are paid in full
- All examinations have been passed satisfactorily (70% or above)
- BBC exit papers have been completed
- Application and fees to the Louisiana State Board of Barber Examiners satisfied

An Instructor Trainee who has met the above graduation criteria will receive a BBC certificate of completion and is eligible to take the exam administered by the Louisiana State Board of Barber Examiners. This examination includes:

- Written examination
- Taper haircut on live model
- Freestyle haircut on live model
- Full Roller set on a mannequin
- Layer cut on a mannequin
- Color simulation on a mannequin
- 30 minute oral presentation (topic of your choice) w/outline submitted with exit application

A Louisiana State Registered Barber Instructor License will be issued to any student who successfully passes the Louisiana State Board of Barber Examiners administered exam.

\*Students attending class 10.5 weeks schedule should complete the program in approximately 3 months (***Full-time schedule***)

\*Students attending class 20.5 weeks schedule should complete the program in approximately 5 months (***Part-time schedule***)

## **INSTRUCTOR TRAINEE PLACEMENT ASSISTANCE POLICY (500 clock hours)**

Bos-Man's Barber College does not guarantee employment upon graduation. BBC does, however, attempt to locate employment for graduates who request assistance. This service is extended to all graduates from the barber college. Reasonable efforts will be made to assist a graduate in gaining employment. The more flexible a graduate can be regarding placement, the easier it is for the college to assist.

Any student needing placement assistance should visit with an instructor or the director of BBC. Recruiters from salons and barbershops are encouraged to visit the Bos-Man's Barber College campus to visit with our students and/or graduates.

Flexibility will be vital for graduates regarding job opportunities. BBC will make available all placement opportunities in our possession, to any student approaching graduation and/or our graduates.

Instructor-Trainees are given information regarding lists of all Barber Schools in the state of Louisiana upon their request.

## **BARBERING & INSTRUCTOR TRAINEE DRESS CODE**

All Bos-Man's Barber College students are required to be in full school attire (uniform) top & bottom before starting class each day. A standard uniform is furnished with a student's tool kit upon enrollment in BBC training programs. In the event that a student needs a replacement uniform article, there will be an additional charge.

- **NO** articles of clothing should extend below the bottom of your smock.(Smocks are to be worn ***zipped up***)
- **NO** articles should be worn over your smock on the clinic floor.
- **NO** open toed shoes are to be worn on the clinic floor.
- **NO** sagging. A professional image must be maintained at all times.
- **NO jogging pants. Track pants are allowed.**
- **NO** shorts at anytime.
- **NO** crocs, houseshoes or slippers.
- **COLORS: Black or Khaki**

Any student in violation of the BBC uniform policy will be sent home for the day.

## **GUEST SPEAKERS, FIELD STUDY, STRUCTURED LABS**

Bos-Man's Barber College will incorporate into its training programs guest speakers who can empower our students with new techniques and hairstyling and haircutting methods of today. BBC will invite motivational speakers, professional barbers & Barber Instructors, representatives from any agencies that will encourage our students to make good decisions regarding the hair industry. Structured labs will be presented to our students to expose them visibly to practical applications of products, techniques, etc, as they pertain to specific aspects of the hair industry.

Our senior students will attend structured field study ventures where they will see real life applications in a barbershop setting, salon or any entity that relates to the hair industry as they may use upon completion of the Barbering & Instructor Trainee programs. BBC will adhere to the guidelines as set by the Louisiana State Board of Barber Examiners.

## **ADVISORS**

Bos-Man's Barber College is an institution of learning. Our entire staff is available for our students at all times. Any student may meet with a BBC school official to discuss their progress during hours of school operations and considering the time requested does not interfere with fellow students' learning. We expect students to progress at their maximum capacity and our staff is here to provide additional means to motivate learning, stimulate productive attitudes, and encourage professionalism.

## **OPEN-DOOR POLICY**

Bos-Man's Barber College staff has our students' best interest at all times. Students may exercise their rights to have any aspect of their student hours, tuition, grades, performance (satisfactory/unsatisfactory) or status explained to them.

We encourage feedback from our students that stimulate growth regarding our training format or our campus facilities. Our staff and instructors will make time to answer any questions providing that it does not interfere with others' ability to learn. Sign-up sheets will be available to students needing information from staff or instructors. The BBC director will be available for students when clarification on any issue is necessary.



## OFFICIAL LEAVE OF ABSENCE POLICY

The maximum leave of absence is 180 days. Any student needing a leave of absence from his/her program should complete the appropriate form. Students are required to provide a written, signed, and dated request, that includes the reason for the request, for a leave of absence prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence, if the institution documents its decision and collects the written request at a later date.

### Reasons for Approved Leave of Absences:

- Illness of self or family member
- Death in family
- Birth of baby or situations covered by the Family and Medical Leave Act of 1993
- Financial difficulty
- Military duty
- Jury duty
- Other circumstances as approved by the school administrator

All other absences shall be considered an unapproved leave of absence.

Unapproved absences will be treated as a withdrawal, and the proper withdrawal procedures shall be activated.

A Leave of Absence can be granted if the circumstance prevents the student from applying in advance due to an unforeseen circumstance such as a car accident, the institution documents the reason for its decision, collects the request from the student at a later date and the institution establishes the start date of the approved LOA as the first date the student was unable to attend.

The school administrator will determine whether or not to grant the leave. There must be a reasonable expectation that the student will return from the Leave of Absence. BBC will not assess the student any additional institutional charges as a result of the Leave of Absence. A student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 days in any 12-month period.

A student granted a Leave of Absence is not considered to have withdrawn and no refund calculation is required. A leave of absence approved by the school will not reflect against the satisfactory attendance of the student and they may re-enter with the same progress as when they left. Students must have clocked at least 150 hours before a leave can be granted. A student will be withdrawn if the student takes an unapproved LOA. Any student who does not return from leave on the agreed upon expiration of an

approved LOA will automatically be subject to termination. The student's withdrawal date for the purpose of calculating a refund will be the student's last day of attendance. Upon approval/denial of the request, student will be notified in writing.

For students who wish to take an approved leave of absence due to COVID-19 related concerns or limitations (such as interruption of a travel-abroad program), the Department of Education will permit them to take such leave for the purposes of Title IV fund eligibility, even if the student notifies the institution of his or her request after the date that the leave of absence has begun. In such a case, BBC will may retain the Title IV funds for that student to apply when the student resumes enrollment. If coursework suspension results from COVID-19, the Department of Education will permit BBC to put the student on an approved leave of absence until the institution can resume coursework or can find another placement for the student.

## **INCLEMENT WEATHER POLICY**

Inclement weather closings will be announced through the BBC school text messaging service. In the event school has to be closed during the course of a normal day, students present will receive inclement weather hours, students absent will not be charged with an unexcused absence.

BBC reserves the right to close during weather emergencies. Course material needing to be made up will be done at the discretion of the school director to ensure the completion of the entire training program.



## **RULES AND REGULATIONS**

Bos-Man's Barber College will use the sole discretion of the Director of the school to enforce terminations from any of our training programs. Listed below is a condensed outlined of our official rules and regulations that govern the operation of our facility. Please refer to the complete rules and regulations of BBC for compliance issues.

- I.     Attendance
  - a. Daily attendance is required
  - b. Students are required to contact school administration if late or absent
  - c. Students are allowed 98 hours of unexcused absences (Barbering & Instructor trainees) Hours beyond your graduation date, will be subject to a \$20.00 per hour rate (Instructor Trainee) and \$15.00 per hour rate (Barbering).
  
- II.    Professional Ethics
  - a. A professional attitude is required of all students

- b. Non compliant, poor conduct, abusive, or improper behavior will result in suspension and/or termination from our training program
- c. There will be zero tolerance for cheaters, liars, thieves, gossips or malicious and destructive behavior
- d. We are in the service industry. No student will be allowed to refuse service to a client.
- e. No smoking allowed in the building.
- f. The floor manager is responsible for the distribution of clinic services.
- g. School supplies are not to be taken from the school premises.

III. Clinic Floor

- a. The clinic floor is where students receive most of their training. It is important that you accept and complete the work that is assigned to you.
- b. Your full attention is required during the final inspection of your work. This is a ministry of growth, not criticism.
- c. Professionalism is a **must** at all times. Remember a good and positive attitude married with your talents is the key to your success.
- d. No personal services allowed on Thursdays & Fridays or when the school is busy.

IV. Dress Code

- a. Dress code is strictly enforced.
- b. All students are to be in full uniform before starting on clinic floor.
- c. Personal hygiene and clean attire promote a healthy professional image.

V. Sanitation

- a. Sanitation is very important in the service industry. Students are responsible for keeping their work stations clean.
- b. Periodic floor checks will be made by the instructors on duty.
- c. Please put trash in receptacles.
- d. Students are required to properly sanitize their tools and equipment after each patron is serviced.

VI. Classroom (Theory)

- a. Students are required to give their undivided attention to instructors in the classroom.
- b. Students are required to attend 150 hours of theory (Classroom) instruction.
- c. Instructors are available to any student who needs additional time on any given subject.

VII. Drug and Alcohol

- a. Bos-Man's Barber College is a drug-free, alcohol-free school.
- b. There will be zero tolerance for abusers of this policy.
- c. Drug and alcohol abuse, use, distribution, or possession on school campus is grounds for suspension and/or termination from our training program.

## School Calendar 2026

Bos-Man's Barber College offers classes during the entire year. BBC enrolls qualified applicants during the Fall and Spring quarters and offers open enrollment throughout the program year. All classes begin on Mondays.

Bos-Man's Barber College recognizes the following holidays as days the campus will be closed in order for our students and staff to fellowship with their personal families. BBC is a continuing Barbering and Instructor Trainee education programs. The scheduled holiday closings are:

January 1-2, 2026	New Year's Day (School Closed)
January 10, 2026	New Student Orientation (Barbering & Instructor Trainee)
January 12, 2026	New Classes begin (Barbering & Instructor Trainee)
January 19, 2026	Martin Luther King, Jr. Holiday (School Closed)
February 16, 2026	President's Day
March 9-13, 2026	Spring Break (School Closed)
May 25, 2026	Memorial Day (School Closed)
June 19, 2026	Juneteenth Holiday (School Closed)
June 24-30, 2026	Summer Break I (School Closed)
July 3, 2026	Independence Day Holiday (School Closed)
July 24-Aug 2, 2026	Summer Break II
September 7, 2026	Labor Day (School Closed)
September 12, 2026	New Student Orientation (Barbering & Instructor Trainee)
September 14, 2026	New Classes begin (Barbering & Instructor Trainee)
October 12, 2026	Columbus Day
November 26-27, 2026	Thanksgiving Break (School Closed)
December 23-31, 2026	Christmas Break (School Closed)

***Holidays, inclement weather, & special closings will be posted by public bulletins, memos, texts and/or GroupMe notices.***

## **STUDENT RECORDS** **Family Educational Rights & Privacy Act Policy (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Bos-Man's Barber College will follow the doctrines of the Family Educational Rights & Privacy Act (**FERPA**) Policy & guarantees the right of students to gain access to his/her files. **Only students and parents or guardians of dependent minors are allowed access to that respective students school records.** Progress reports are available for students to keep track of their individual progress. A report of all students combined hours are forwarded to the Louisiana State Board of Barber Examiner's office monthly or as requested.

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

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

All students of BBC will have their performances evaluated on a regular basis. Examinations are given after each subject studied. A student file is maintained and records kept of each student's financial status, graduation date(s), hours, attendance, test scores, evaluations, and any student advising.

School records will be released only with the written consent of the student or parents of dependent students. Please see a BBC school official for an official "Release of information consent" form.

BBC may satisfy the emergency notification requirements of the Clery Act §668.46 as follows: (1) Provide students and employees a single notification through our text notification application informing them about COVID-19 and necessary health and safety precautions, as well as encouraging them to obtain information from health care providers, state health authorities, and the CDC's COVID-19 website; or (2) create a banner at the top of the institution's homepage containing the same information.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

## **STUDENT GRIEVANCE/COMPLAINT POLICY**

Any student of BBC who has a complaint or grievance must first make their complaint known to a school official. Any complaints or grievances which cannot be resolved immediately should be made in writing and directed to the school director.

In order to successfully adhere to the philosophy of our schools training program, BBC will make every effort to resolve conflicts quickly. Any student wishing to file a formal complaint or grievance should request a copy of the Student Complaint form and submit it to the school director for a quick resolution.

It is the best interest of BBC and our students that our format ensures the success of every student who enters our training program. The intent of the BBC administrative staff is to resolve every complaint quickly to the satisfaction of all parties involved. Student retention is crucial to the success of our school.

## TERMINATION POLICY

Bos-Man's Barber College termination policy is as follows:

- Any student who fails to make scheduled payments of tuition may be subject to suspension and/or termination
- Any student who engages in a physical altercation (fight) with a BBC school official, member of its staff, another student or a patron of BBC will be terminated
- Any student who uses profanity towards a BBC school official, member of its staff, another student or a patron of BBC may be subject to suspension and /or termination
- Any student who engages in terroristic threatening toward a BBC school official, member of its staff, another student or a patron of BBC may be subject to suspension and/or termination
- Any student who sexually harasses a BBC school official, member of its staff, another student or a patron of BBC may be subject to suspension and/or termination
- Any student who has been absent from school for fourteen (14) consecutive days with no communication may be subject to suspension and/or termination
- Any student who willfully destroys school property may be subject to suspension and/or termination
- Any student who willfully steals, or cheats may be subject to suspension and/or termination
- Any student who is insubordinate (refuses to follow the directions of the instructor in charge of the floor) may be subject to suspension and/or termination
- Any student who fails to make satisfactory progress in academics and/or attendance may be subject to suspension and/or termination
- Any student found using drugs or drinking alcoholic beverages on the BBC campus or being under the influence of any controlled substances may be subject to suspension and/or termination
- Any student who is **non compliant** to the rules set forth in this student handbook that govern Bos-Man's Barber College may be subject to suspension and/or termination

Any student terminated from the programs for any of the above infractions or others that may be deemed unforgivable shall forfeit all their student rights to further course instruction.

Any student terminated from the BBC training programs will be immediately responsible for payment of any tuition earned by the school on the date of their termination.

Upon written request a student may officially withdraw from the BBC Barbering & Instructor Trainee program\*. Any student who has been terminated or requests to withdraw from the BBC training programs will only be considered for re-enrollment at the sole discretion of the school director.

***\*Please refer to the 'Withdrawal Policy' in the BBC Policy & Procedures Manual***

## **BBC Withdrawal and Settlement Policy (Institutional Refund Policy)**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 calendar days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- 1 An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid including the \$100 registration fee for Barbering and the \$110 registration fee for Instructor Trainee programs.
- 2 A student or legal guardian cancels the contract and demands his/her money back in writing, within three business days of signing the enrollment agreement regardless of whether the student has actually started training. All monies collected by school are refunded including the \$100 registration fee for Barbering and the \$110 registration fee for Instructor Trainee programs.
- 3 A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school except a non-refundable registration fee in the amount of \$100 for the Barbering Program and \$110 registration fee for the Instructor Trainee Program.
- 4 A student notifies the institution of his/her withdrawal in writing.
- 5 A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
- 6 A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
- 7 In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

<b>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM</b>	<b>TOTAL TUITION SCHOOL TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</b>
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 calendar days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

If the course is canceled subsequent to a student's enrollment, and before instruction in the course/program has begun, the school will either provide:

-a full refund of all monies paid OR completion of the course/program.

If the school cancels a course/program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide:

- a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid

If permanently closed and ceases to offer instruction after a student has enrolled and instruction has begun, the school will provide: - a pro rata refund of tuition to the student OR participate in a Teach Out Agreement.

Students who withdraw or terminate prior to course completion are charged a termination fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

All students who withdraw with Direct Loans will be required to attend an exit interview. In the event of any dispute arising out of this Withdrawal and Settlement Policy on services hereunder, the courts of Caddo Parish have sole and exclusive venue. I further agree that Bos-Man's Barber College prevail on any dispute regarding this agreement, the school shall be entitled to recover its attorney's fees, and if the matter involves collection, 25% of the amount of the outstanding shall be agreed to be reasonable.

## ENROLLMENT AGREEMENT TERMS & FEES

### Contract Costs and Payment Terms

Student or Sponsor (if applicable) agrees to pay the school the tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance or payments are satisfied. **School will charge an Extended Educational Facility occupational fee of \$15.00 (Barbering) per hour or \$20.00 (Instructor Trainee) per hour charge for time beyond end date of contract or any part thereof, payable in advance until graduation.** The school will charge a \$20.00 transcript fee for transcript requests. The school will charge a registration fee for students enrolling or transferring to the school of \$100.00. BBC will accept up to 700 clock hours for transfer or re-entry students. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$150. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. A student who is in violation of the attendance policy will be subject to a \$50 reinstatement fee. A student who violates the Mandatory Friday policy will be charged \$50 for the 3<sup>rd</sup> missed Friday and \$100 for the 4<sup>th</sup> missed Friday. Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be cash, money order, credit card, Title IV, loan or through non-federal agency programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest. **Students will be assessed a \$150 cancellation or administrative fee.**

## **PERSONAL PROPERTY**

Bos-Man's Barber College assumes no responsibility for loss, and/or damage to a student's personal property or vehicles on its premises.

## **SMOKING POLICY**

Smoking will only be allowed outside of Bos-Man's Barber College campus. There is absolutely NO smoking permitted inside the building.

## **TELEPHONE POLICY**

No personal telephone calls are to be made on Bos-Man's Barber College school telephone. The school telephone is for business or emergency use only.

All cell phones are to be kept on silent or vibrate when on the BBC clinic floor. Telephone calls on the clinic floor are not permissible. Please use the designated areas for cell phone use.

Any student whose application is rejected by Bos-Man's Barber College is entitled to a refund of all monies paid except the non-refundable registration fee.

## **TOOL KITS**

Due to safety and health regulations, tool kits are non-refundable.



### **Enrollment Fees and Requirements Instructor Trainee Program (500 clock hours)**

<b>Total Tuition &amp; Fees</b>	<b>\$7,230</b>
Tuition	\$6,630
Books/Tool kit/Smock	\$320.00
LA Barber Board Registration Fee	\$110.00
Graduation Application Fee	\$70.00
Registration Fee (Non- refundable)	\$100.00

**At the time of enrollment into the Instructor Trainee Program, be prepared to submit the following items:**

- **Applicant must have an active Louisiana State Barber's License**
- **Proof of High School Diploma or equivalent, a transcript showing high school completion or a certificate of attainment**
- **Applicant has at least six (6) months experience in the field**
- **Birth Certificate**
- **Social Security Card**
- **Complete program in less than, but no more than six (6) months**

### **Program Components:**

- Full-time Duration: Approximately 3 months, in circumstances whereby graduation from the program extends beyond 3 months (500 hours), the students will be assessed an hourly charge of \$20.00 per hour; until the required number of hours to satisfy the Instructor Trainee program requirements are attained.
- Part-time Duration: Approximately 5 months, in circumstances whereby graduation from the program extends beyond 5 months (500 hours), the students will be assessed an hourly charge of \$20.00 per hour; until the required number of hours to satisfy the Instructor Trainee program requirements are attained.
- School Hours: 9:00 a.m. – 9:00 p.m. (Monday – Friday) Closed on Saturday and Sunday
- Must complete 500 training hours for a state license
- Must take 2 exams for licensing – 1 written exam upon the completion of 500 hours and 1 practical exam. Exams are issued by the State of Louisiana Board of Barber Examiners.

Payments may be made via cash, money order, or credit card. Students are responsible for paying the total tuition and fees.



## **Enrollment Fees and Requirements Barbering Program**

<b>Total Tuition &amp; Fees</b>	<b>\$18,750</b>
Tuition	\$16,520
Books/Tool Kit/Smock	\$1990.00
LA Barber Board Registration Fee	\$90.00
Graduation Application Fee	\$50.00
Registration Fee (Non-refundable)	\$100.00

**At the time of enrollment into the Barbering Program, be prepared to submit the following items:**

- Birth Certificate**
- Copy of Social Security Card**
- Proof of High School Diploma or equivalent, a transcript showing high school completion or a certificate of attainment**
- 2 Passport Photos 2 X 2 (Can be taken at Walgreens or Walmart)**

**Program Components:**

- Duration: Approximately 12 months, in circumstances whereby graduation from the program extends beyond 12.375 months (1500 hours), the students will be assessed an hourly charge of \$15.00 per hour (Barbering) and \$20.00 per hour (Instructor Trainee); until the required number of hours to satisfy the Barbering & Instructor Trainee Program requirements are attained. *Students will be assessed a \$150 cancellation or administrative fee.*
- School Hours: 9:00 a.m. – 5:00 p.m. (Monday – Friday) and closed on Saturday and Sunday
- Must complete 1500 training hours for a state license
- Must take 2 exams for licensing – 1 written exam upon the completion of 1,500 hours and 1 practical exam upon completion of 1500 hours. Exams are issued by the State of Louisiana Board of Barber Examiners.

Payments may be cash, money order, credit card, Title IV, loan or through non-federal agency programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

**Training & Tool Requirements  
For Barbering Students & Instructor Trainees  
(TOOL SUPPLY LIST)**

**REQUIRED TEXTS FOR LOUISIANA BARBER SCHOOLS AND THE  
LOUISIANA INSTRUCTOR TRAINEE PROGRAM**

**BARBERING**

- A. "Milady's Standard Professional Barbering"
- B. "Milady's Standard Professional Student Workbook"
- C. "Milady's Standard Professional Exam Review"

**INSTRUCTOR TRAINEES**

- A. Milady's Master Educator Student Course Book
- B. Milady's Master Educator Exam Review

**Clippers (electric)**

- a. Oster Clipper "76" or Andis Excel
- b. Andis Master Clipper
- c. T-Outliner
- d. Andis Shavers

**Clipper blades**

- Blades: #00000, #000, #0A, #1, #1A, #1 1/2, #18, #2 and #3 1/2
- 

**Shears**

- a. 8 & 1/2 (seven and one half inch for dry cuts)
- b. 6, 5 & 1/2 inch (wet cut)
- c. Blending Shears

**Combs**

- a. All-purpose combs (four)
- b. Flat-Top Combs, (1 white, 1 black)
- c. Rat-tail combs (four)

- **Comb out combs (two)**
- **Mannequin (two)**
- **One shampoo cape, one hair cutting cape, one kid cape and one clip for capes**
- **Tool kit or carry bag**
- **Razors**
- **Neck strip dispenser**
- **Barber smock - Barber Smocks should be clean and unwrinkled**
  
- **Clipper Oil**
- **Clipper brush**
- **Hand Mirror**
- **Boar Brush**
- **Paddle brush**
- **Spray bottle**
- **Disinfectant for blades, combs and brushes**
- **Screwdriver**
- **Color bowl and brush**
- **White perm rods (5pks)**
- **Pink perm rods (5 pks)**
- **Grey perm rods (5pks)**
- **End papers**
- **Afro pick**
- **Neck duster**
- **Butterfly clips**
- **Hair clips**

**NOTE: Students supply the following prior to starting class:**

- A. **3-ring binder (minimum of 1 inch)**
- B. **Pens & pencils**

## **ILLNESS/INJURIES/INFECTIONS**

Bos-Man's Barber College takes contagious illnesses seriously. Any student who has an infectious illness may not return to school until cleared for return by a physician. All students must be able to perform the duties as set forth during the enrollment process.

Students who are physically injured and are unable to perform training services will not be allowed to return to school until they are able to perform in a capacity that is acceptable to the BBC training program.

Any known allergies or medical conditions that were not previously disclosed will be handled at the discretion of the school director. The director of BBC will use his sole discretion for determining whether a student who is incapacitated is able to perform training duties adequately.

## **ALCOHOL/DRUGS/WEAPONS/VIOLENCE**

**VIOLENCE, FIGHTING, VICTIMIZING, STEALING, OR POSSESSION AND USE OF WEAPONS, ALCOHOL AND DRUGS ARE ABSOLUTELY PROHIBITED AND COULD RESULT IN SUSPENSION, EXPULSION AND/OR ARREST.** Weapons are identified as firearm, a knife, razor blade, or any other weapons, or such objects which is utilized as, or intended to function as a weapon. (The use of toy guns is prohibited on school campus and treated in the same manner as a real weapon). Pocket knives are considered weapons and possession may result in expulsion.

## **LOST AND FOUND**

All lost and found items should be turned in to the instructor. Lost books are kept in the office. Any other items found or taken from a student must be claimed in the office.

## **TEXTBOOKS**

Students are responsible for their own books and equipment.

## **OUTSIDE VISITORS**

No outside visitors, other than those persons approved by the Instructor are permitted on the campus. Any person arriving on the campus must report directly to the Instructor. If approved to visit, this person will be issued a visitor's pass.

## **ACCIDENTS ON CAMPUS**

All accidents happening during the school day should be reported the Instructor, even if they are considered to be minor. Students will be checked for injury.

## **HONESTY AND CHEATING**

It is the intention of Bos-Man's Barber College to instill a respect for honesty and self-respect in our students. Cheating and dishonesty will not be tolerated. Any student caught cheating will be disciplined immediately. Whatever assignment or test that is involved will be recorded as a **ZERO**. A student must do his/her own work in order to learn.

**BARBERING PROGRAM OUTLINE****1500 CLOCK HOURS**

**DESCRIPTION:** The Barbering Course is designed to train and prepare students for the profession of barbering. This course will provide students with the information needed to pass the state licensure exams as well as the most contemporary techniques to ensure your success in school and employment on the job. This course offers skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Barbering or a related career field.

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair cutting, hair styling, scalp care, and shaving.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information and related matter to assure sound judgments, decisions and procedures.

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

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, and video materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic floor equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion. At least four comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

A	Excellent	90-100
B	Good	80-89
C	Satisfactory	70-79
D	Unsatisfactory	60-69
F	Incomplete 0=Unsatisfactory *Grading for practical work may include Pass or Fail or YES or NO	Below 60

<b>HOURS</b>	<b>SUBJECT - UNIT</b>
<b>125</b>	<b>THEORY - CLASSROOM INSTRUCTION</b> Orientation, Introduction to Barbering, Study Skills, Learning Styles, History of Barbering, State Barber Boards, Professional Image, Human Relations, Guidelines for Student Success
<b>100</b>	<b>TREATMENT OF THE HAIR &amp; SCALP</b> Shampoos & Conditioners, Draping, Procedures, Scalp and Hair Treatments and Hair Tonics
<b>200</b>	<b>MEN'S HAIRCUTTING</b> Taper Haircut, Client Consultation, Basic Principles of Haircutting and Styling, Fundamentals of Haircutting
<b>350</b>	<b>WOMEN'S HAIRCUTTING</b> Basic Haircutting, Layer Cuts, Cutting Techniques, Hairstyling
<b>100</b>	<b>SHAVING, MASSAGE &amp; FACIALS</b> Shaving Fundamentals, Facial Hair Designs, Mustaches and Beards, Theory of Massage, Facial Treatments and Equipment
<b>250</b>	<b>HAIR, SCALP, &amp; SKIN</b> Regulations, Prevention and Control, Solutions, Sanitizers, Solutions and Strengths, Standard Precautions, Nails & Manicuring
<b>125</b>	<b>CHEMICALS</b> Basics of Chemistry, Matter, Cosmetics, Chemistry of Water
<b>50</b>	<b>ANATOMY AND PHYSIOLOGY</b> Introduction of Terms, Cells, Tissues, Organs, Systems (Skeletal, Muscular, Nervous, Circulatory, Lymphatic-Immune, Endocrine, Digestive, Excretory, Respiratory, Integumentary, Reproductive)
<b>150</b>	<b>SHOP MANAGEMENT, SALESMANSHIP, EMPLOYMENT PREPARATION</b> State Board Preparation & Regulations, Industry Trends, Preparing for Employment, Self-Employment and Business Ownership, Operating a Successful Barbershop, Selling in the Barbershop
<b>50</b>	<b>INSTRUCTOR DISCRETION</b> To be applied by the Instructor to strengthen student performance; supervised field trips; or other related training.
<b>1500</b>	<b>TOTAL HOURS</b>

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the student desires to specialize in a specific area.

**NOTE: 1<sup>st</sup> Phase of Study – Barbering Program students must complete entire theory curriculum prior to entering the student clinic floor and providing service to the public.**

**DESCRIPTION:** The Instructor Trainee Course is designed to teach and train career education instructors in the barber profession approaches in teaching and new directions for learning. This course will prepare educators for the marketplace with the information needed to pass the state licensure exams. This course offers skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Barbering Education or a related career field.

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately with students, colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair cutting, hair styling, scalp care, and shaving.
6. Perform the basic analytical skills to advise students how to give their clients in the total look concept.
7. Apply academic learning, technical information and related matter to assure sound judgments, decisions and procedures.

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

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, and video materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic floor equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Instructor Trainees are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion. At least three comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Instructor Trainees must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Instructor Trainees must make up missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

A	Excellent	90-100
B	Good	80-89
C	Satisfactory	70-79
D	Unsatisfactory	60-69
F	Incomplete 0=Unsatisfactory *Grading for practical work may include Pass or Fail or YES or NO	Below 60

**HOURS      SUBJECT – UNIT****250      BASIC TEACHING SKILLS FOR CAREER EDUCATION INSTRUCTORS**

- Career Education Instructor (Roles of Instructors, Time Management, Authority, Motivation, Enthusiasm)
- Teaching Plan & Learning Environment (Teaching Organization & Theory, Student Demographics, Teaching Materials)
- Basic Learning Styles & Principles (Learning Styles Defined, Learning Steps, Developing Intelligences)
- Effective Classroom Management and Supervision (Academic Advisement, Conflict Management)
- Basic Methods of Teaching & Learning (Demonstration, Role-playing, Field Trips, Projects, Interactive Lecture)
- Program Review, Development, and Lesson Planning (Curriculum Development, Advisory Council, Organization)
- Educational Aids and Technology in the Classroom (Concepts, Equipment, Materials & Exercises)
- Effective Presentations (Consider Topics, Powerful Motivation, Impact Closings, Questioning, Reinforcement)
- Assessing Progress & Advising Students (Grading Procedures, Rating Scales, Checklists, Academic Counseling)
- Student Salon (Practical Skills Training, Record-Keeping, Zone Teaching, Teamwork)
- Career & Employment Preparation (Resume Development, Portfolio, Interviewing, Booking Appointments, Administrative responsibilities, Professional Ethics, Effective Communication, Compensation Methods, Licensing and certification requirements and regulations, Fundamentals of business management)

**200      PROFESSIONAL DEVELOPMENT FOR CAREER EDUCATION INSTRUCTORS**

- Educator Relationships (Human Relations, Communication Basics)
- Achieving Learner Results (Special Learning Needs, Learning Disabilities, Barriers to Learning)
- Learning Is a Laughing Matter (Conditions for Learning, Purpose of Laughter, Stress, Laughter Benefits)
- Teaching Study & Testing Skills (Reading Skills, Note-Taking, Study Habits, Study Groups, Test Strategies)
- Teaching Success Strategies for a Winning Career (Choosing Success, Motivating Yourself, Goal Management)
- Teams at Work (Team Motivation, Team-Building, Implementing Plans, Determining Needs)
- Communicating Confidently (Communication Skills, Communication Barriers, Nonverbal Communication)
- The Art of Retaining Students (Sound & Ethical Policies, School Culture, Creative Curriculum)
- Evaluating Professional Performance (Performance Assessment, Student Performance Feedback, Production, Accuracy, Work Habits, Plans for improvement)

**50      INSTRUCTOR DISCRETION**

To be applied by the Instructor to strengthen student performance; supervised field trips; or other related training.

**500      TOTAL HOURS**

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the student desires to specialize in a specific area.



## Satisfactory Academic Progress Policy

This Satisfactory Academic Progress Policy shall be consistently applied to all students enrolled at Bos-Man's Barber College; it is at least as strict as the policy applied to students that are not receiving federal funds. It is printed in the student handbook to ensure that all students receive a copy prior to enrollment. This policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed (150% of the course length).

#### **Maximum Time Frame**

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

<u>Course Program</u>	<u>Maximum Time Allowed</u>	
	Weeks	Scheduled Hours
Barbering Program (Full time, 35 hrs/wk) – 1500 Hours	64	2250
Barbering Program (Part time, 20 hrs/wk) – 1500 Hours	113	2250
Instructor Trainee Program (Full time, 35 hrs/wk) -500 Hours	10.5	1125
Instructor Trainee Program (Part time, 20 hrs/wk) -500 Hours	20.5	1125

Bos-Man's Barber College operates all programs according to a schedule of 900 hours per academic year of instruction.

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

Students who exceed the maximum time frame shall be terminated from the program and the student will be permitted to re-enroll in the program on a cash-pay basis.

## **Evaluation Periods**

Students are evaluated for Satisfactory Academic Progress as follows:

Barbering Program 450, 900, 1200, 1500 clocked (actual) hours

Instructor Trainee Program (500 clock hours) 150, 300 and 450 clocked (actual) hours

Barbering Program evaluation period academic weeks (450 clock hrs-15/weeks), (900 clock hrs-15/weeks), (1200 clock hrs-10/weeks) & 1500 clock hrs-10 weeks)

Instructor Trainee Program evaluation period academic weeks (150 clock hrs-11/weeks), (300 clock hrs- 6/weeks)&(450-clock hrs-5 weeks)

The first student evaluation will occur no later than midpoint of the academic year or program, whichever comes first. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

## **TRANSFER HOURS**

Transfer hours (up to 700 clock hours) that are accepted are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluations are conducted based on actual hours completed at Bos-Man's Barber College for accepted transfer hours.

## **ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Numerical grades are considered according to the following scale:

A	100 – 90	Excellent
B	89 – 80	Good
C	79 – 70	Satisfactory
D	69 – Below	Unsatisfactory

F Below 60 Incomplete 0=Unsatisfactory \*Grading for practical work may include Pass or Fail or Yes or NO

## **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. The school will notify students of any evaluations that impacts the student's eligibility for financial aid, if applicable.

## **WARNING**

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

## **PROBATION**

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

## **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

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

## **INTERRUPTIONS, COURSE INCOMPLETES, and WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Students who are dismissed prior to completion of the course are considered course incompletes. An incomplete student's satisfactory academic progress will be determined by the student's last scheduled evaluation. Course repeats, incompletes, and withdrawals are counted as attempted but not earned.

## **APPEAL PROCEDURE**

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

## **NON-CREDIT, REMEDIAL COURSES, REPETITIONS**

Noncredit and remedial courses, and repetitions do not apply at Bos-Man's Barber College. Therefore, these items have no effect on satisfactory academic progress.

I hereby certify that I have received and reviewed the Satisfactory Academic Progress Policy for Bos-Man's Barber College prior to enrollment.

---

Applicant's Signature

Date

## ADDITIONAL DISCLOSURE INFORMATION

Award Year: <b>January 1, 2023– December 31, 2023</b> (# of students by submission of annual report)	Barbering & Instructor Trainee
On Time graduation rate for students completing during this award year (Perfect attendance as scheduled)	56.00%
Percentage of students completing during this award year within Satisfactory Progress standards	56.00%
Pass rate on state licensing examinations	100%
Total number of students completing in the award year	13
Job placement rate for students completing in the award year	92.31%
Median Title IV loan debt for students completing in the award year.	\$7,650
Median private or alternative loan debt for students completing in the award year.	\$0
Median Institutional Finance Plan debt for students completing in the award year.	\$0

### Career Opportunities

The licensed professional may choose from a variety of jobs within the Barbering field. The following vocations are options that may be considered upon graduation:

- **Barbering:** Professional Barber, Salon Owner or Manager, Product Representative, Platform Artist, Retail Specialist, State Board Member/Examiner
- **Instructor Trainee:** Student Salon or Classroom Instructor, Salon Owner or Manager, State Board Member/Examiner, Director of Education, School Administrator or Owner

- **Physical Demands of the Barber Profession**

The physical demands of the barber profession require healthy body and mind. Good health is a basic element for living. Without it one cannot work efficiently or enjoy a pleasurable life. As a barber, you should be a living example so that you can increase your value to yourself, to your employer, and to the community. You should practice stress management through relaxation, rest, and exercise and avoid substance that can negatively affect your good health such as cigarettes, alcohol and drugs. Being a barber demands standing on your feet for long periods of time and working long hours. Therefore, good health, personal hygiene and good posture are important demands in the barbering field.

- The use of your hands are to handle and control the combs, scissors, and clippers.

**It is important for barbers to be able to:**

Hold the arm & hand steady in one position

Use fingers or hands to grasp and move small objects

Understand the speech of another person

Speak clearly so listeners can understand

**Training is the most important first step to a successful career in any of the above areas. If you like to work with people and have an aptitude for the field, an education in the professional barber industry can provide you with a secure income for your future.**



## Pre-Enrollment Information

- School Catalog
- The following rates were compiled from the 2023 Annual Report worksheet for Bos-Man's Barber College

Graduation:	<u><b>56.00%</b></u>
Licensure:	<u><b>100%</b></u>
Placement:	<u><b>92.31 %</b></u>

- Certification or Licensure Requirements
- State-Required Information
- Median Loan Debt

Median debt\* by award year, disaggregated by:

- Federal Family Education Loan Program loans and Direct Loans. & Private Loans
- Institutional financing plans. Note that this is defined as a loan, payment plan or extension of credit for which the student owes a debt to the school after completing the program.

Other information that the U.S. Department of Education provides to the school about the program of study.

- Pre-Requisites for employment (State Barber License and/or State Barber Instructor License)
- Satisfactory Academic Progress Policy
- Course Outline

## FACILITIES AND EQUIPMENT

Bos-Man's Barber College is housed in a building in a rapidly expanding business area of the city. It is convenient to public transportation & is on a main thoroughfare in the Southwest area of Shreveport, Louisiana. The school is easily accessible from a major highway with an exit/on ramp just two blocks away. Parking is provided for faculty, students, staff, clinic patrons, & visitors.

Safety precautions have been taken in all areas. The school does not use flammable materials. Sufficient fire extinguishers have been placed in the institution under the direction of the Shreveport Fire Department. An Emergency Evacuation Plan is posted in each room of the school. Quarterly fire drills are held & documented to acquaint the students with proper evacuation measures and safety.

Bos-Man's Barber College classrooms and service facilities are used exclusively for training for our Barbering and Instructor Trainee programs. Our school does not allow any other entities or outside activities to be held in our facility. We provide a learning environment similar to that of a modern barbershop and operate during published school business hours. Sufficient storage space is available for clinic and educational supplies only. The facility is designed to combine the proper blend of educational and business atmospheres so that the student can make a smooth transition from school life to a barbering related career after graduation. The classroom is small, well lighted, & air-conditioned. There are plenty of desk, tables, chairs, & workstations for all students. Furniture is modern & equipment is up-to-date. The latest barbering equipment, instructional equipment, & resources are kept in good condition. They are regularly maintained in a constant effort to provide students with training in a clinic environment similar to those they will encounter in the job experience. Audiovisual equipment & media are used to supplement theory & practical classes.

## STUDENT SEXUAL HARASSMENT

Bos-Man's Barber College shall require any student complaint about another student engaging in sexual harassment reported immediately to the Instructor. The Instructor is responsible for investigating the complaint. The right to confidentiality, both of the complaining student and of the accused student shall be respected. The Instructor may request assistance of the Welfare and Attendance Supervisor in investigating student on student sexual harassment. If the act or acts involve possible criminal conduct, the appropriate police authorities should be notified. A substantiated charge against a student shall subject that student to disciplinary action, including suspension or expulsion.

If the victim of the alleged sexual harassment is a student and if the alleged harassment falls within the definition of abuse as found in *Board's Policy JGCE, Child Abuse and Neglect*, then all school employees with knowledge shall be considered mandatory reporters and the allegations must be reported to child protection or law enforcement as provided by state law and the Board policy on child abuse. Such reporting must be made in addition to any procedures for handling sexual harassment complaints.

Student complaints about an employee shall be handled as provided in policy *GAEAA, Sexual Harassment*.

### **COVERAGE**

This policy applies to all employees and volunteers, to the elected members of Bos-Man's Barber College, and to all students of Bos-Man's Barber College. It applies at school, school sponsored events, and in situations which are related to the school.

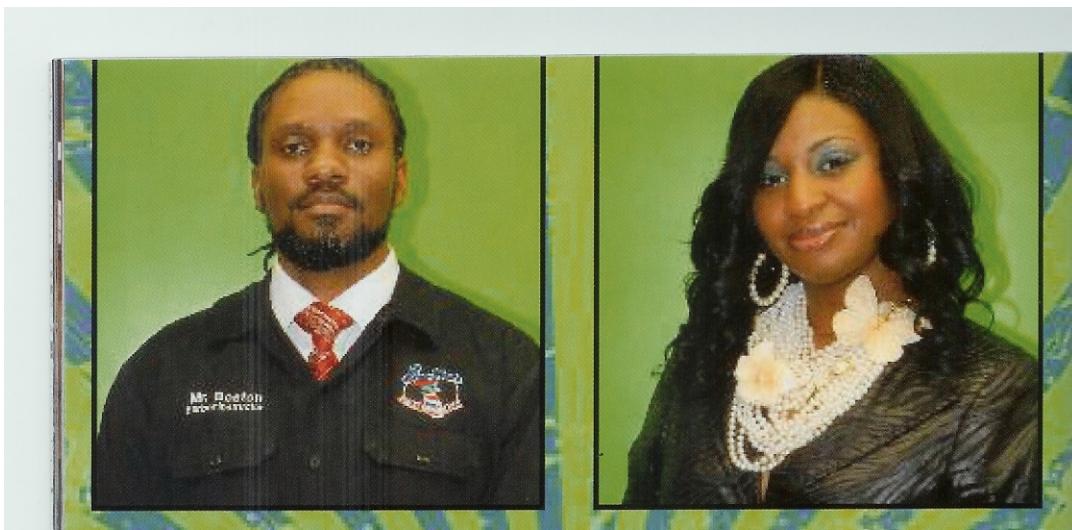
### **COMPLAINT PROCEDURES**

Complaints of sexual harassment which take place at school or at a school related function or arising out of the school setting should be made to the Instructor of the school. Should the claim of sexual harassment be brought against the Instructor of the school, the complaint should be brought directly to the Director or his/her designee.

After notification of the complaint, a confidential investigation will immediately be initiated to gather all facts about the complaint.

After the investigation has been completed, a determination will be made regarding the resolution of the case. If warranted, disciplinary action will be taken up to and including involuntary termination of an employee and/or expulsion of a student. Any disciplinary action regarding an employee will be placed in the employee's personnel file which will reflect the action taken and the grounds therefore. Any disciplinary action taken in regard to a student will be maintained as any other student disciplinary violation.

## **Bos-Man's Barber College Staff**



**Shawn 'Bos-Man' Boston**  
Owner/Instructor

**Sheena Boston**  
Financial Aid  
Director/Instructor

## **Licensing Agency**

**Louisiana Board of Barber Examiners**  
**4626 Jamestown Avenue #1**  
**Baton Rouge, Louisiana 70808**  
**(225) 925-1701**

*NACCAS Accredited since February 9, 2013*  
**NACCAS 3015 Colvin Street**  
**Alexandria, VA 22314**  
**Telephone: (703) 600-7600**  
**Fax: (703) 379-2200**  
**[www.naccas.org](http://www.naccas.org)**

**Bos-Man's Barber College**  
**Annual Crime Security**  
**Report Statistics**

**The full report** is located in our administrative office and will be distributed to anyone who may make a request at any time. Crime statistics required in 34 CFR 668.46(c) (crime(s) listed by name

<b>Total Occurrences on Campus</b>			
<b>Criminal Offenses – On Campus</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>Criminal homicide:</b>			
Murder and Non-negligent manslaughter	<b>0</b>	<b>0</b>	<b>0</b>
Negligent manslaughter	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sex offenses:</b>			
Rape	<b>0</b>	<b>0</b>	<b>0</b>
Fondling	<b>0</b>	<b>0</b>	<b>0</b>
Incest	<b>0</b>	<b>0</b>	<b>0</b>
Statutory rape	<b>0</b>	<b>0</b>	<b>0</b>
<b>Robbery</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Aggravated assault</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Burglary</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Motor vehicle theft</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Arson</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Criminal Offenses – Public Property</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>Criminal homicide:</b>			
Murder and Non-negligent manslaughter	<b>0</b>	<b>0</b>	<b>0</b>
Negligent manslaughter	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sex offenses:</b>			
Rape	<b>0</b>	<b>0</b>	<b>0</b>
Fondling	<b>0</b>	<b>0</b>	<b>0</b>
Incest	<b>0</b>	<b>0</b>	<b>0</b>
Statutory rape	<b>0</b>	<b>0</b>	<b>0</b>
<b>Robbery</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Aggravated assault</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Burglary</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Motor vehicle theft</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Arson</b>	<b>0</b>	<b>0</b>	<b>0</b>

Categories of Hate Crimes	2022	2023	2024
<b>Simple Assault</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Larceny-Theft</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Intimidation</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Destruction/damage/vandalism of property</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Dating Violence</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Domestic Violence</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Stalking</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Race</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Religion</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sexual Orientation</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Disability</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Ethnicity/National Origin</b>	<b>0</b>	<b>0</b>	<b>0</b>

Arrests	Number of persons arrested		
	2022	2023	2024
<b>Law Violation</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Weapons possession</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Drug Law Violations</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Liquor Law Violations</b>	<b>0</b>	<b>0</b>	<b>0</b>
Disciplinary Actions	Number of persons referred for Disciplinary Action		
	2022	2023	2024
	<b>0</b>	<b>0</b>	<b>0</b>
	<b>0</b>	<b>0</b>	<b>0</b>
	<b>0</b>	<b>0</b>	<b>0</b>

## **FSA Credit Balance Authorization**

Bos-Man's Barber College  
2724 W. 70th St.  
Shreveport, LA 71108

This document will allow, you the student, to authorize Bos-Man's Barber College how you would like the school to manage the FSA credit balance on your student ledger account.

An FSA credit balance is created when the total of all FSA funds (Federal Pell Grant, Federal Direct Loans) credited to a student's ledger exceeds the total of tuition, fees, room, board, and other eligible educational charges on a student's account. Unless a student or parent (for a Parent Plus loan) authorizes a school to hold a credit balance, the credit balance must be paid to the student or parent as soon as possible but no later than 14 calendar days after the balance is created (or 14 calendar days after the first day of class if the credit balance was created before the first day of class). This form, if signed by you, authorizes Bos-Man's Barber College to retain an FSA credit balance.

A student or parent has the right to withhold agreement from all or part of this authorization. If you elect not to authorize the school to hold your FSA credit balance, the funds will be paid to you (the student or parent as applicable) within the 14-day period noted above. Note that if you elect not to sign this form or if you later cancel this authorization, you will be required to pay any outstanding charges to the school. This authorization will remain in effect for each subsequent payment period unless you withdraw it. However, in no case will Bos-Man's Barber College hold an FSA credit balance of loan funds beyond the end of the loan period, nor an FSA credit balance of other funds beyond the end of the last payment period in the award year for which the funds were awarded.

If you withdraw your authorization, the school will deliver any remaining credit balance to you within 14 days. (Note your cancellation is not retroactive.)

This authorization may be withdrawn at any time providing a written request to the address above.

### **Authorization**

**I voluntarily authorize Bos-Man's Barber College to hold and manage my FSA credit balance as described above, and I acknowledge that interest will not be earned on these balances.**

---

Student Signature

---

Date

---

Parent signature (if applicable)

---

Date

---

School official signature

---

Date

# ANNUAL FIRE SAFETY REPORT

## 2023

### **General Policy Statement:**

This AFSR is created and published by the Bos-Man's Barber College in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), 20 U.S.C. 1092f, and the Department of Education's regulations codified at 34 C.F.R. 668.49. The AFSR is updated annually. The AFSR is also distributed during orientation.

The Campus Fire Safety *Right-to-Know* Act is also an amendment to the *Higher Education Opportunity Act*. This amendment serves to increase campus fire safety awareness across the nation, providing students and their families with the fire safety records of colleges/universities. Signed into law by President George W. Bush on August 14, 2008, this amendment requires post-secondary institutions to publicly display fire safety information and statistics, much as they already do with other safety statistics, such as campus theft and assault. This information provides prospective and current students of the policies, concerns, and fire safety conditions that are present at the institution in which they have applied or are enrolled.

Bos-Man's Barber College has developed this AFSR with all the information required by law. Please take time to review our statistics and fire safety information. If you have any questions regarding fire safety, please contact us; staff is available daily at 318-635-2000 to answer any questions. Thank you for choosing Bos-Man's Barber College and we look forward to helping you through your educational career.

### **Procedures for Faculty:**

- Review the fire evacuation procedure for the room(s) in the building(s) in which you are assigned to conduct class(es) and in which you have an office. Locate all exit routes, secondary exit routes, and staging areas. During orientation, or when a new student transfers to the class, review the evacuation plan, routes, and staging area with the students.

### **Training:**

Those employees assigned to evacuate persons from assembly use groups shall receive training in fire safety, exit and evacuation plans, and their duties during an emergency. They shall receive this training at their orientation and annually thereafter.

### **Emergency Aid:**

Emergency aid (including emergency medical, fire, and rescue needs) will be provided by local fire departments. To receive services from these organizations, call 9-1-1.

# **VA Attendance and Participation Policy**

## **Purpose**

The purpose of this policy is to define attendance requirements for those students using veteran's benefits and outline procedures for reporting violations of this policy.

## **Scope**

Students using veterans' benefits to attend Bos-Man's Barber College will have attendance monitored until the time the student drops, graduates, or completes the program. Unsatisfactory attendance will be reported to the Department of Veterans Affairs (DVA) even if the Veterans Affairs (VA) student has completed the required number of hours to complete and no refund is due the student and/or refund sources. Therefore, the attendance policy (20% of the total program and/or being absent seven [7] consecutive days) will apply throughout the student's stay in school. All violations of the attendance policy will be reported to DVA on VA Form 22-1999b within 30 days at such time the student exceeds the allowed number of absences.

In order to remain eligible to use Department of Veteran Affairs (VA) educational assistance benefits at Bos-Man's Barber College, students must remain fully engaged in all academically related activities. Examples of these activities include practical (clinic) work, submitting assignments, and completing exams and quizzes when due.

Bos-Man's Barber College will periodically review student progress with course work during each evaluation period. Failure to complete scheduled course work on time will result in a termination of your VA certification, which may lead to financial recoupment from the VA for any money paid to students for enrolling in these courses (including tuition, housing allowance and book stipend).

## **VA Academic Calendar**

Undergraduate students using Veteran Affairs (VA) educational benefits will adhere to the following enrollment calendar:

### ***Barbering (1500 clock Hours)***

Full-time (50 weeks)

Part-time (75 weeks)

### ***Instructor Trainee (500 Clock Hours)***

Full-time (10.5 weeks)

Part-time (20.5 weeks)

## VA Course Withdrawal Policy

This policy applies to any student using VA educational benefits at Bos-Man's Barber College. Due to the complex nature of this policy we urge all students to contact the *U.S Department of Veteran Affairs* at 1-888-442-4551 before you withdraw from a course to determine the impact on allowances, book stipend, and tuition & fees. Please see the Withdrawal Policy & Settlement Policy on page 25 of this handbook.

### **Important: Military and Veteran Services**

In accordance with section 1019 of [Public Law 116-315](#), students who have created debts between February 14, 2021, and March 22, 2021, due to a change in their enrollment status, which resulted in an overpayment of tuition and fees.

**VA will not collect these debts from you.** Rather, VA will collect these amounts from your school. In turn, your school may require you to pay any outstanding balance for tuition and fees and may contact you regarding this debt. **It is important that you work with your school to resolve this matter.**

### **What does this mean?**

You will still be responsible for repaying any debts associated with the monthly housing allowance and the books and supplies stipend to VA.

### **How is school debt created?**

A school debt is established when a student terminates enrollment on or before the first day of the term and VA has paid the institution tuition and fees (and in some cases Yellow Ribbon payments). A student debt is established when the student reduces or terminates enrollment after the first day of the term. When a debt is established, either the student or the school is notified and provided next steps

### ***Dear School Certifying Official,***

In accordance with section 1019 of Public Law 116-315, the following message was sent to GI Bill® students who have created debts between February 14, 2021, and March 22, 2021, due to a change in their enrollment status, which resulted in an overpayment of tuition and fees and/or Yellow Ribbon benefits. You are receiving a copy of this message for your awareness, in case one or more of your students receive the below message.

If you have any questions, please contact your Education Liaison Representative (ELR) or the Education Call Center at: 1-888-442-4551 between 8 a.m. and 7 p.m. ET, Monday-Friday. For timely updates about this new law, please visit the Isakson and Roe Veterans Health Care and Benefits Improvement Act of 2020 webpage.

Respectfully,

Education Service

**Dear GI Bill® Student,**

**IMPORTANT:** Your recent change in enrollment resulted in an overpayment of tuition and fees and/or Yellow Ribbon benefits. As a result, you may have received, or will soon receive, an automated notification from VA stating that the debt amount must be repaid and will be collected by our Debt Management Center.

However, in accordance with section 1019 of Public Law 116-315, VA will not collect these debts from you. Rather, VA will collect these amounts from your school. In turn, your school may require you to pay any outstanding balance for tuition and fees and may contact you regarding this debt. It is important that you work with your school to resolve this matter.

You will still be responsible for repaying any debts associated with the monthly housing allowance and the books and supplies stipend to VA.

**What does this mean for me?**

On January 5, 2021, the President signed the Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020 into law (Public Law 116-315). The new law requires schools and training providers to be financially responsible, instead of the student, for benefits paid directly to an educational institution. This applies to tuition and fee payments and Yellow Ribbon program payments under the Post-9/11 GI Bill (including under the Edith Nourse Rogers STEM Scholarship), and to advance payment of benefits under the various GI Bill programs.

Currently, VA payment systems for the Post-9/11 GI Bill automatically establish debts against students or schools and an overpayment letter is generated and sent. A school debt is established when a student terminates enrollment on or before the first day of the term and VA has paid the institution tuition and fees (and in some cases Yellow Ribbon payments). A student debt is established when the student reduces or terminates enrollment after the first day of the term. When a debt is established, either the student or the school is notified and provided next steps to address the overpayment.

**What do I need to do?**

At this time, there is no action required from you. Since you had a change of enrollment which resulted in an overpayment of benefits associated with tuition and fee charges, you will still receive an automated notification from VA indicating the tuition and fee debt amount to be collected. VA is presently working through implementation of this new provision and its complexities. We apologize for any confusion as we work through issues related to implementation of this new law. We are committed to providing you with regular updates through direct email campaigns and social media about VA's efforts to implement these new changes.

**If you have questions or concerns**

Please contact the Education Call Center at 1-888-442-4551, Monday – Friday, 7:00 a.m. – 6:00 p.m. Central Time. We will be actively monitoring our Education Call Centers and social media outlets for any questions or concerns. For timely updates about this new law, please visit the Isakson and Roe Veterans Health Care and Benefits Improvement Act of 2020 webpage.

Respectfully,

Education Service

## **COVID-19 Guidance**

The Department of Education has a complementary handbook to this guidance *ED COVID-19 Handbook Volume 3: Strategies for Safe Operation and Addressing the Impact of COVID-19 on Higher Education Students, Faculty, and Staff* found here: <https://www2.ed.gov/documents/coronavirus/reopening-3.pdf>

# Verification Policy

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

Students will be notified by the financial aid office of all documents required to fulfill this federal requirement and will be provided with appropriate verification worksheet (V1 -V6) to complete. If after review by the financial aid office, there are any changes to the financial aid package the student will be notified in writing.

Because students sometimes make errors on their application, colleges have procedures for verifying the reported information. CPS selects which applications are to be verified, but the school also has the authority to verify additional students.

## **Applications to be Verified**

The school must verify applications selected by the CPS of students who will receive (or have received) student financial assistance. These include the Pell Grant, Direct Loan, and FSEOG programs.

## **Verification Tracking Groups**

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

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

Adjusted gross income	U.S. income tax paid
Untaxed portions of pensions	IRA deductions and payments
Tax-exempt interest income	Education credits
Household size	Number in college
Untaxed portions of IRA distributions	

Students who are not tax filers must verify the following:

Income earned from work
Number in college
Household size

Reserved for future use by the Department. Tracking flag V2

Reserved for future use by the Department. Tracking flag V3

Custom Verification Group. Tracking flag V4. Students must verify high school completion status and identity/statement of educational purpose.

Aggregate Verification Group. Tracking flag V5. Students must verify high school completion status and identity/statement of educational purpose in addition to items in the Standard Verification Group

Reserved for future use by the Department. Tracking flag V6

#### **Reporting results for verification tracking flags V4 and V5**

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

#### **Data Retrieval Tool (DRT)**

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

#### **Acceptable Documentation**

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

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

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

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

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

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

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

An institution must accept—

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

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

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

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

- A copy of each IRS Form W-2 that the individual received for the specified year; or
- For an individual who is self-employed or has filed an income tax return with a government of a U. S. territory or commonwealth, or a foreign central government, a statement signed by the individual certifying the amount of AGI and taxes paid for the specified year.

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

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

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

#### ***Number of family members in household***

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

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

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

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

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

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

### ***Other Information***

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

### **Completing the Process**

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

### **Notification to Students**

The school will notify students in person and prior to enrollment, of the required verification documents they must submit within 30 days after enrollment. They will be given a verification worksheet that details which documents to submit. They must also be informed that disbursements of any FSA funds will be withheld until all documentation is submitted.

An applicant whose FAFSA information is selected for verification is required to complete verification before the institution exercises any authority under section 479A(a) of the HEA to make changes to the applicant's cost of attendance or to the values of the data items required to calculate the EFC.

### **After Documentation is Complete**

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

### **Deadlines and Failure to Submit Documentation**

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

### **Referral of Fraud Cases**

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

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

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

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

### **Professional Judgement**

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

## SIGNATURE PAGE

**I have certified that I have reviewed, received a copy, and fully understand the following:**

- Emergency evacuation plan
- Pre- requisites for employment
- Annual Campus Security & Fire Report
- All Policies and procedures of  
Bos-Man's Barber College

---

Student's Signature

Date

---

Parent/Guardian's Signature

Date

---

School Official's Signature

Date

Upon review of Student Handbook, please sign, date, and return signature page to  
Administrative Consultant.