



TOP OF THE LINE

Barber College

Program Catalog &
Student Handbook

2026

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Special Message From Our Staff



Mr. Anthony Gibson, Founder & President

Thank you for considering our school for your education and career goals. Our faculty and staff are here to help support you on this vital part of your journey of personal growth. It is crucial to acquire and develop practical skills to remain competitive in the modern, ever-evolving job market.

Since our founding in 2005, Top of the Line Barber College has become the premiere barber training institution in Charleston, SC. In October of 2025, we opened our second campus in Myrtle Beach, SC to provide students in that area with the opportunity to achieve their career goals.

As you read through this catalog and student handbook, you’ll discover how our barber training program blends in-depth barbering theory with hands-on practical skills training to equip students with the skills and confidence needed for a successful career in the barbering and hair care industry.

Thank you once again for considering our school. We understand that choosing the right school and right fit can be a daunting task. It is our goal with this catalog and student handbook to provide you with all the information you need to make the most informed decision. We wish you success in all your future endeavors, even if you choose to attend another school for your education.

Publication Date

April 1, 2026

Publication Language

American English

GENERAL INFORMATION – CHARLESTON CAMPUS

CAMPUS ADDRESS

Top of the Line Barber College
69 Columbus Street, Suite A & B
Charleston, SC 29403

Contact Information

Campus Telephone Number: (843)573-0078
Admissions Office: (843)573-0959
Financial Aid & VA Education Benefits: (843)823-2064
Website:

Management Team

School Owner:	Anthony Gibson mr.gibson_101@yahoo.com
Campus President:	Anthony Gibson mr.gibson_101@yahoo.com
Business Manager:	Denise Gibson mrs.gibson_101@yahoo.com
Campus Dean:	Jessica Ford j.ford@topofthelinebarbercollege.edu
Financial Aid Director:	Andronicus Davis financialaid@topofthelinebarbercollege.edu
Admissions Director:	Open

Faculty & Staff

Senior Instructor:	Robert McFadden r.mcfadden@topofthelinebarbercollege.edu
Instructor:	Anthony Gibson mr.gibson_101@yahoo.com
Instructor:	Open
Program Coordinator:	Tiffany Gillard t.gillard@topofthelinebarbercollege.edu
Registrar:	Kaylah Williams kwilliams@topofthelinebarbercollege.edu
Receptionist:	Open

Operating Schedule

Monday:	8:30am – 3:00pm
Tuesday – Friday:	8:30am – 10:30pm
Saturday:	8:30am – 5:00pm
Sunday:	Closed
School Closure:	This campus will be closed for all federally recognized holidays.

CAMPUS OVERVIEW

Facilities: Suite A (Lower Floor)

1. **Guest Lobby:** The lobby is the main entrance into the facility. All visitors must sign in with the front desk receptionist to be granted access to the campus.
 - a. **Receptionist Desk**
 - b. **Seating Area – Four (4) Chairs**
 - c. **Water Cooler**
 - d. **Retail Cabinet**
2. **Practical Clinic:** The practical clinic is where students provide discounted barbering and hair care services to the public as a part of their training. All services are provided by students operating under the supervision of a licensed instructor.
 - a. **Student Workstations – Twenty (20) Workstations**
 - b. **Shampoo Station:** The shampoo station is where students provide shampoo, chemical, and color services.
 - i. **Three (3) Shampoo Bowls**
 - ii. **Three (3) Hooded Dryers**
 - c. **Shaving Station:** The shaving station consists of equipment used to provide shaves and other grooming services.
 - i. **Towel Warmer**
 - ii. **Lather Machine**
 - d. **Beauty Station:** The beauty station consists of equipment used to provide traditional beauty and grooming services.
 - i. **Hot Wax Warmer**
 - e. **Instructor’s Booth:** The instructor’s booth is where the practical clinic instructor can supervise student work and provide confidential advise/counseling to students as necessary.
 - f. **School Dispensary:** The school dispensary is where all supplies are stored and issued to students as required.
 - g. **Restrooms (2):** There are two (2) restrooms; with facilities specifically designated for male and female clients.
 - h. **Laundry Facility:** The laundry facility is where the towels and other washable items are cleaned and stored until needed.
3. **Patio:** The patio serves as an outdoor, secure break area for faculty, staff, and students.
 - a. **Patio Furniture**
 - i. **Outdoor Table w/ Large Umbrella**
 - ii. **Patio Chairs – Eight (8)**

Facilities: Suite B (Upper Floor)

1. **Registrar's Office:** The registrar's office maintains all records relating to a student's enrollment and is responsible for receiving/recording all student tuition payments.
2. **Admissions Office:** The Admissions Office is responsible for enrolling all interested applicants and for maintaining all records relating to a student's enrollment.
3. **Financial Aid Office:** The Financial Aid Office is responsible for assisting students with completing financial aid applications and for awarding financial aid to those students who qualify. Additionally, the financial aid office handles processing of all Veterans' Education Benefits such as the Post 9/11 G.I. Bill.
4. **Dean's Office:** The dean is responsible for administering all SAP progress reports and for administering discipline according to school policy as required.
5. **Restrooms:** There are two (2) unisex restrooms; one is designated for students and other guests and one is designated for faculty/staff.
6. **Break Room:** The break room is a communal space shared by all.
 - a. **Microwave (2)**
 - b. **Refrigerator/Freezer**
 - c. **Sink Area**
 - d. **Seating (10)**
7. **Academic Classroom:** The academic classroom consists of a traditional class setting in which the instructor provides lectures and other lessons on written barber theory.
 - a. **Instructor Desk**
 - b. **Student Desks – Ten (10) Desks**
 - c. **Smart TV**
 - d. **Whiteboard**
8. **Practical Lab Classroom:** The practical lab classroom consists of a class setting in which the instructor provides demonstrations and students practice hands-on learning.
 - a. **Instructor Desk**
 - b. **Student Desks – Twelve (12) Desks**
 - i. Desks designed specifically for practical demonstrations.
 - c. **Smart TV**
 - d. **Whiteboard**

LICENSURE & ACCREDITATION

Business License

The City of Charleston has licensed Top of the Line Barber College's business operations through their Revenue Collections Division.

Licensing Clerk

Revenue Collections Division
2 George Street
Charleston, SC 29401
(843)724-3711

School License

Top of the Line Barber College's barbering program is licensed through the SC Board of Barber Examiners. The contact information for the licensing agency is listed below.

SC Board of Barber Examiners

Synergy Business Park Kingstree Building
110 Centerview Dr.
Columbia, S.C. 29210
(803)896-4300

Main Campus License Number: 71742

Faculty License

Top of the Line Barber College's barbering instructors are licensed through the SC Board of Barber Examiners. A copy of each instructor's license is prominently posted within the practical clinic as required by state law.

Accreditation

Top of the Line Barber College-Charleston is accredited through the National Accrediting Commission of Career Arts & Sciences (NACCAS). The initial accreditation was approved in January 2013. The unique reference number assigned to the school is 050041-00. Individuals interested in further information about the accreditation process should contact NACCAS at the following address.

NACCAS

3015 Colvin Street
Alexandria, VA 22314
(703)600-7600

School Reference Number: 050041 – 00

GENERAL INFORMATION – MYRTLE BEACH CAMPUS

CAMPUS ADDRESS

Top of the Line Barber College
1805 North Oak Street
Myrtle Beach, SC 29577

Contact Information

Campus Telephone Number: (843)848-9990
Admissions Office: (843)573-0959
Financial Aid & VA Education Benefits: (843)823-2064
Website:

Management Team

School Owner:	Anthony Gibson mr.gibson_101@yahoo.com
Campus President:	Kevin Buntley k.buntley@topofthelinebarbercollege.edu
Business Manager:	Denise Gibson mrs.gibson_101@yahoo.com
Campus Dean:	Kevin Buntley k.buntley@topofthelinebarbercollege.edu
Financial Aid Director:	Andronicus Davis financialaid@topofthelinebarbercollege.edu
Admissions Director:	Open

Faculty & Staff

Senior Instructor:	Kevin Buntley k.buntley@topofthelinebarbercollege.edu
Instructor:	Open
Instructor:	Open
Program Coordinator:	Open
Registrar:	Kaylah Williams kwilliams@topofthelinebarbercollege.edu

Operating Schedule

Monday:	8:30am – 3:00pm
Tuesday – Friday:	8:30am – 4:30pm
Saturday:	8:30am – 5:00pm
Sunday:	Closed
School Closure:	This campus will be closed for all federally recognized holidays.

CAMPUS OVERVIEW

Facilities

1. **Guest Lobby:** The lobby is the main entrance into the facility. All visitors must sign in with the front desk receptionist to be granted access to the campus.
 - a. **Receptionist Desk**
 - b. **Seating Area – Four (4) Chairs**
 - c. **Water Cooler**
 - d. **Retail Cabinet**
2. **Practical Clinic:** The practical clinic is where students provide discounted barbering and hair care services to the public as a part of their training. All services are provided by students operating under the supervision of a licensed instructor.
 - a. **Student Workstations (10)**
 - b. **Shampoo Station:** The shampoo station is where students provide shampoo, chemical, and color services.
 - i. **Two (2) Shampoo Bowls**
 - ii. **Two (2) Hooded Dryers**
 - c. **Shaving Station:** The shaving station consists of equipment used to provide shaves and other grooming services.
 - i. **Towel Warmer**
 - ii. **Lather Machine**
 - d. **Beauty Station:** The beauty station consists of equipment used to provide traditional beauty and grooming services.
 - i. **Hot Wax Warmer**
 - e. **Instructor’s Booth:** The instructor’s booth is where the practical clinic instructor can supervise student work and provide confidential advise/counseling to students as necessary.
 - f. **School Dispensary:** The school dispensary is where all supplies are stored and issued to students as required.
 - g. **Restrooms (2):** There are two (2) restrooms; with facilities specifically designated for male and female clients.
 - h. **Laundry Facility:** The laundry facility is where the towels and other washable items are cleaned and stored until needed.
3. **Registrar’s Office:** The registrar’s office maintains all records relating to a student’s enrollment and is responsible for receiving/recording all student tuition payments.
4. **Admissions Office:** The Admissions Office is responsible for enrolling all interested applicants and for maintaining all records relating to a student’s enrollment.
5. **Financial Aid Office:** The Financial Aid Office is responsible for assisting students with completing financial aid applications and for awarding financial aid to those students who qualify. Additionally, the financial aid office handles processing of all Veterans’ Education Benefits such as the Post 9/11 G.I. Bill.

6. **Dean's Office:** The dean is responsible for administering all SAP progress reports and for administering discipline according to school policy as required.
7. **Break Room:** The break room is a communal space shared by all.
 - a. **Microwave (2)**
 - b. **Refrigerator/Freezer**
 - c. **Sink Area**
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 - c. **Smart TV**
 - d. **Whiteboard**
9. **Practical Lab Classroom:** The practical lab classroom consists of a class setting in which the instructor provides demonstrations and students practice hands-on learning.
 - a. **Instructor Desk**
 - b. **Student Desks – Ten (10) Desks**
 - i. Desks designed specifically for practical demonstrations.
 - c. **Smart TV**
 - d. **Whiteboard**

LICENSURE & ACCREDITATION

Business License

The City of Myrtle Beach has licensed Top of the Line Barber College's business operations through their Business License Division.

Licensing Clerk

Business License Division
921 North Oak Street
Myrtle Beach, SC 29577
(843)918-1200

School License

Top of the Line Barber College's barbering program is licensed through the SC Board of Barber Examiners. The contact information for the licensing agency is listed below.

SC Board of Barber Examiners

Synergy Business Park Kingstree Building
110 Centerview Dr.
Columbia, S.C. 29210
(803)896-4300

Myrtle Beach Campus License Number: 71752

Faculty License

Top of the Line Barber College's barbering instructors are licensed through the SC Board of Barber Examiners. A copy of each instructor's license is prominently posted within the practical clinic as required by state law.

Accreditation

Top of the Line Barber College – Myrtle Beach has been granted provisional additional location accreditation through the National Accrediting Commission of Career Arts & Sciences (NACCAS). The provisional additional location accreditation for the Myrtle Beach campus was approved in January 2026. The unique reference number assigned to the school is P50041 – 01. Individuals interested in further information about the accreditation process should contact NACCAS at the following address.

NACCAS

3015 Colvin Street
Alexandria, VA 22314
(703)600-7600

School Reference Number: P50041 – 01

Business Profile

MISSION STATEMENT

Top of the Line Barber College will provide an effective program of study for students who are interested in a career as a professionally licensed barber or master hair care specialist.

FOUNDING VISION

Top of the Line Barber College will be the premier barber training institution in the state of South Carolina. We will offer a diverse and innovative educational training program in a highly technical and competitive global market. We will develop course curriculum and staff training procedures that can be replicated and duplicated in other cities throughout the state.

PHILOSOPHY

Inspire

We are committed to inspiring students to reach their goals by providing the educational resources and support needed to achieve their career aspirations. Our program fosters a passion for lifelong learning through a curriculum that challenges, nurtures, and develops each student's unique talents and interests. Faculty and staff lead by example, modeling the professionalism and conduct we expect from our students. We encourage students to seek knowledge beyond the classroom, exploring reputable sources and expanding their understanding of the barbering profession.

Teach

Our comprehensive program prepares students to earn their professional barbering license and thrive in the industry. Instruction is centered around three core areas:

1. **Barber Theory**
Students explore the rich history of barbering, modern techniques, industry terminology, and the science of hair and scalp care, including common conditions and treatments.
2. **Practical Skills Training**
Through hands-on experience in our clinic, students apply techniques learned in theory classes while mastering health, safety, sanitation, and equipment maintenance under the guidance of experienced instructors.
3. **Business Management**
To ensure long-term success, students receive training in entrepreneurship, customer service, and business operations. This includes workshops, field trips, and expert-led sessions on launching and managing a barbering business.

Serve

Our top priority is serving our students. We are dedicated to removing administrative barriers so students can focus on their training and success. Our staff maintains open availability for appointments and offers responsive communication through email and voice messaging.

We believe that when our students succeed, we succeed and we are here to support them every step of the way.

Industry Overview

EMPLOYMENT PROFILE

Position(s):	Barbers Stylists Cosmetologists
2024 Median Salary:	\$35,420.00/year \$17.03/hour
Entry Level Education:	Postsecondary Non-College Degree
Prior Work Experience in a Related Field:	None
On-the-Job Training Requirements:	None
Number of Positions, 2023:	649,400
Job Outlook, 2023 – 33:	7% (Faster than National Average)
Employment Change, 2023 – 33:	45,300

GENERAL JOB DESCRIPTION

Primary Job Duties:	Providing haircare and personal grooming services to clients. Haircuts Hairstyling Shaving Hair Coloring Facials Waxing
Work Environment:	Barbershop or Beauty Salon
Training:	Must complete training in a state-approved educational facility.
Licensure:	Must pass state-administered licensing examination.
2024 Median Wage:	Barbers = \$18.73/hour Cosmetologist/Stylists = \$16.95/hour

Citation

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Barbers, Hairstylists, and Cosmetologists, at <https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm> (visited April 1, 2026).

Institutional Outcomes

Disclaimer: The statistics reported reflect the performance of students on the Charleston Campus for the time periods reported. The Myrtle Beach campus was not open and does not have outcome statistics for the time periods reported.

2024 Institutional Outcomes Disclosure (1/1/2024 – 12/31/2024)

Total Students in Cohort = 33.00				
	Student Ratio	TOTLBC Rates	NACCAS MINIMUM CRITERIA	STATUS OUTCOMES
Graduation (Completion)	26/33	78.78%	50%	Criteria MET
Placement (Employment)	13/18	72.22%	60%	Criteria MET
Certification (Licensure)	11/12	91.66%	70%	Criteria MET

2023 Institutional Outcomes Disclosure (1/1/2023 – 12/31/2023)

Total Students in Cohort =38.00				
	Student Ratio	TOTLBC Rates	NACCAS MINIMUM CRITERIA	STATUS OUTCOMES
Graduation (Completion)	22/38	7.89%	50%	Criteria MET
Placement (Employment)	5/7	71.43%	60%	Criteria MET
Certification (Licensure)	5/5	100.00%	70%	Criteria MET

2022 Institutional Outcomes Disclosure (1/1/2022 – 12/31/2022)

Total Students in Cohort = 22.00				
	Student Ratio	TOTLBC Rates	NACCAS MINIMUM CRITERIA	STATUS OUTCOMES
Graduation (Completion)	14/22	63.64%	50%	Criteria MET
Placement (Employment)	12/14	86.00%	60%	Criteria MET
Certification (Licensure)	7/7	100.00%	70%	Criteria MET

Program Catalog

Program Outline

Synopsis

This comprehensive program provides students with foundational and advanced instruction in barbering theory, practical application, and client services. In addition, the curriculum includes business management principles tailored to the barbering profession. Graduates will be equipped to meet state licensure requirements and pursue employment as licensed barbers or master hair care professionals.

Objectives

The course is designed to achieve the following objectives:

1. **Professionalism**
Students will demonstrate ethical business practices and personal integrity. They will also learn to present themselves professionally through appropriate dress and demeanor.
2. **Business Acumen**
Students will develop essential business management skills to effectively monetize the theoretical and practical knowledge gained throughout the course.
3. **Critical Thinking**
Students will apply analytical skills to solve real-world problems and offer informed style recommendations to clients.
4. **Communication Skills**
Students will learn industry-specific terminology and practice effective interpersonal communication to build strong relationships with clients, vendors, and colleagues.
5. **Practical Skills**
Students will master foundational barbering and hair care techniques aligned with current industry standards. These skills will prepare them for licensure and long-term career success.

Course Length & Class Schedule

The barbering program, as approved by the SC Dept. of Labor, Licensing, and Regulation, is composed of 1,500 clock hours of training. The program is offered as a full-time or part-time class.

Course Length = 1,500 Clock Hours

1. **Full Time Class**
Daily Schedule: 9:00am – 4:30pm, Tuesday – Saturday
Full Time Class Length: 43 Weeks | 35 Clock Hours per Week
2. **Part Time Class (Morning)**
Daily Schedule: 9:00am – 1:00pm, Tuesday – Saturday
Part Time Class Length: 75 Weeks | 20 Clock Hours per Week
3. **Part Time Class (Evening)***
Daily Schedule: 5:00pm – 10:00pm, Tuesday – Friday
Part Time Class Length: 75 Weeks | 20 Clock Hours per Week
*Not Available on Myrtle Beach Campus.

Class Structure

Instruction in the barbering program is divided into two primary components: theory and practical application.

In theory classes, students are introduced to core barbering concepts through lectures, assigned readings, and instructor-led demonstrations using specially selected live models. These sessions provide the foundational knowledge necessary for practical applications.

The practical lab offers students the opportunity to apply theoretical knowledge through hands-on training. Most exercises are performed on mannequins; however, students may occasionally practice specific techniques such as shaving or chemical services on a live subject specifically recruited by the student for the occasion.

After demonstrating competence in both theoretical understanding and practical execution, students become eligible to work with live clients in the practical clinic under instructor supervision.

Grading Scale

The grading scale used by the school is listed below. This scale is used for both written barber theory examinations and practical skills evaluations.

LETTER GRADE	PRACTICAL RATING	NUMERICAL RANGE	GPA
A+	Outstanding	100-96	4.0
A	Excellent	95-93	3.5
A-	Superior	92-90	3.25
B+	Exceptional	89-86	3.0
B	Good	85-83	2.75
B-	Above Average	82-80	2.5
C+	Proficient	79-76	2.25
C	Satisfactory	75-70	2.0
D	Unsatisfactory	69-60	1.0
F	Failing	59-0	0.0
I	Incomplete	INCOMPLETE	N/A

Course Graduation Requirements

To be awarded a diploma of graduation, students must meet the following requirements:

1. **Completion of Training Hours**

Students must complete all contracted training hours within the maximum time frame allowed by school policy. These hours must contribute toward the 1,500 clock hours required by the South Carolina Board of Barber Examiners to obtain licensure.

2. **Maintain Satisfactory Academic Progress (SAP)**

Students must meet the minimum academic and attendance standards published in the school's SAP policy. SAP is evaluated at specific milestones based on scheduled hours, as outlined in the enrollment agreement.

a. **Academic Standard**

Students must maintain a cumulative grade point average (CGPA) of 70%.

b. **Attendance Standard**

Students must maintain a cumulative attendance rate of 80%.

3. **Demonstrate Mastery of Concepts**

To demonstrate mastery of program content, students must pass a comprehensive final examination, which includes:

a. **Barber Theory Test**

A cumulative written test assessing knowledge of scientific principles and barber theory.

b. **Practical Skills Evaluation**

A comprehensive practical skills evaluation designed to simulate the State Board Examination.

Students must earn a minimum grade of 70% on both the Barber Theory Test and the Practical Skills Evaluation.

4. **Administrative Requirements**

Students must meet with a school official to complete an Exit Interview. The exit interview is an administrative review of a student's school records. This includes:

a. **Academic Review**

An official review of a student's academic records to confirm completion of all theory units and practical labs.

b. **Student Account Determination**

A financial review to ensure all tuition and fees are paid.

1. **Course Withdrawal**

In cases of withdrawal or dismissal, a final account determination will be issued, indicating any refund due or outstanding balance.

5. **Fulfillment of Financial Obligations**

All financial obligations must be resolved before graduation. Students with unpaid balances will not be eligible to graduate, regardless of academic standing or training hour completion.

6. **Complete Licensure Examination Application**

Students must complete the licensure exam application with a school official and submit the required documentation and fees. The South Carolina Board of Barber Examiners will notify students of their scheduled test date.

Program Completion Certificate Awarded

Upon graduation, students will receive a diploma certifying that he/she has successfully graduated from *Top of the Line Barber College* and does not imply that the student has been licensed. The SC Board of Barber Examiners issues all barber licenses.

Licensure Process

1. **Complete Application**
Complete state board test application with school official(s).
2. **Submit Documentation**
Submit application along with any required documentation.
3. **Submit Payment**
Upon receipt of the test application and required documentation, the state board will provide an electronic payment link for students to pay for the examination.
4. **Schedule Test**
Schedule the time and test dates for both sections of the examination.
 - a. **Written Examination**
The site for the written examination is located North Charleston. Exam can be scheduled for any time Monday – Friday.
 - b. **Practical Skills Evaluation**
The site for the practical skills evaluation is located in Columbia, SC. Tests may be scheduled for any time Monday – Friday.
 - c. **Work Permit**
Students will be issued a ninety (90) day work permit which will allow them to begin working while preparing for the licensure examination. The permit is only issued upon receipt of the full application packet and payment; the permit is non-renewable.
5. **Sit for Examination**
Sit for and complete both sections of the state board examination.
6. **Earn License**
Students who pass both sections of the state board examination will be issued a professional license.
 - a. **Apprenticeship License**
The initial license issued is an apprenticeship license. Barbers and/or master hair care specialists must serve one (1) year as an apprentice to a Registered Barber or Master Hair Care Specialist.
 - b. **Regular License**
The state board will issue a regular professional license to individuals who successfully complete one (1) year as an apprentice. Regular professional licenses must be renewed every two (2) years.

Contract Nullification & Program Termination

A student's enrollment contract may be terminated under the following conditions:

1. **Failure to Maintain Satisfactory Academic Progress (SAP)**

Students who do not meet SAP standards for two consecutive evaluation periods are subject to termination. SAP includes both academic performance and attendance requirements.

2. **Violation of School Policies**

Students may be terminated for failure to comply with school policies, rules, or regulations. Acts of insubordination or disrespect toward clients, faculty, staff, or fellow students are strictly prohibited.

3. **Refusal to Provide Assigned Services**

Students who refuse to provide services to clients assigned by the practical clinic supervisor may face disciplinary action up to and including **IMMEDIATE** termination.

a. **Exception**

Students may decline to serve individuals with whom they have documented prior issues that may pose a physical threat. Such documentation must be submitted to and approved by a school official.

4. **Unresolved Financial Obligations**

Students who fail to meet the financial obligations outlined in their enrollment contract may be subject to termination.

Career Preparation & Employment Assistance

The training students receive at Top of the Line Barber College prepares them for careers as either Registered Barbers or Master Hair Care Specialists:

1. **Registered Barbers**

Registered Barbers are qualified to perform traditional barbering services such as haircuts, razor shaves, and shampoos.

2. **Master Hair Care Specialists**

Master Hair Care Specialists are licensed to perform all traditional barbering services as well as chemical treatments commonly offered by cosmetologists, including relaxers, permanent waving, and hair coloring.

In addition to direct service roles, students may pursue employment in related industries, such as working with hair care product vendors or manufacturers.

For more information on the employment outlook for barbers and cosmetologists, visit the U.S. Bureau of Labor Statistics: <http://www.bls.gov/ooh/personal-care-and-service/barbers-hairdressers-and-cosmetologists.htm>

Placement & Employment Assistance

While we strive to support every student in securing employment, Top of the Line Barber College cannot guarantee job placement upon program completion.

School officials assist graduates in finding suitable employment by:

1. **Employment Listings**

Posting local job opportunities. Additionally, school officials will arrange meetings with potential employers through networking events.

2. **Employment Readiness Classes**

Students receive extensive training in the following topics to assist with job readiness:

- a. Resume Preparation
- b. Interview Coaching
- c. Successful Job Search Strategies

Program Curriculum

The following curriculum outlines are approved by the SC Board of Barber Examiners, the state licensing agency responsible for oversight of the school's operations, for use in an approved barber training program. The Board has approved two (2) separate and distinct curriculum guidelines based upon a student's intended career path, a registered barber curriculum and a master hair care specialist curriculum. The weblink where this information can be found is as follows:

<http://www.llr.state.sc.us/POL/Barber/index.asp?file=pub.htm>.

Registered Barber Curriculum

1. History of Barbering	10 Clock Hours
2. Life Skills	10 Clock Hours
3. Professional Image (Hygiene, Grooming, Ethics)	20 Clock Hours
4. Professional Ethics (Ethical Conduct & Attitudes)	20 Clock Hours
5. Infection Control – Principles & Practices (Sanitation & Disinfection)	80 Clock Hours
6. Implements, Tools & Equipment	20 Clock Hours
6.1. Implements Use & Safety	
6.2. Tools Use & Safety	
6.3. Equipment Use & Safety	
7. Anatomy & Physiology	20 Clock Hours
8. Basics of Chemistry	80 Clock Hours
9. Basics of Electricity	10 Clock Hours
10. Properties & Disorders of the Skin, Scalp, & Hair	70 Clock Hours
10.1. Analysis of Skin, Scalp, & Hair	
11. Treatment of the Hair & Scalp	50 Clock Hours
11.1. Shampooing & Conditioning (Principles)	
12. Facial Massage, Manipulations, & Treatments	25 Clock Hours
13. Shaving & Facial Hair Design	100 Clock Hours
13.1. Fourteen (14) Shaving Strokes	
13.2. Mustache & Beard Design	
14. Men's Haircuts & Styling	420 Clock Hours
14.1. Haircuts & Styles	
14.2. Head Shaves	
14.3. Temporary Color – Color Enhancements (Spray-on Color, Hair Fibers)	
15. Hair Replacement Systems	10 Clock Hours
15.1. Accurate Measurement	
15.2. Proper Attachment & Fit	
15.3. Cutting & Styling	
16. Women's Haircuts & Styling	395 Clock Hours
16.1. Standard Cuts – Blunt, Graduated, Uniform-Layered, Long-Layered	
16.2. Styling – Blow-drying, Thermal Styling, Wet Styling	
16.3. Temporary Color – Color Enhancements (Spray-on Color, Hair Fibers)	
17. Barbershop Management	40 Clock Hours
18. Retail & Merchandise	40 Clock Hours
19. State Board Preparation	80 Clock Hours
19.1. Orientation	
19.2. State Board Preparation – Licensing, Laws, & Regulations	
19.3. State Board Preparation – Barber Theory: Review & Testing	
19.4. State Board Preparation – Practical Skills: Review & Testing	
Total Training Hours	1,500 Clock Hours

Master Hair Care Specialist Curriculum

1. History of Barbering	10 Clock Hours
2. Life Skills	10 Clock Hours
3. Professional Image (Hygiene, Grooming, Ethics)	20 Clock Hours
4. Professional Ethics (Ethical Conduct & Attitudes)	20 Clock Hours
5. Infection Control – Principles & Practices (Sanitation & Disinfection)	80 Clock Hours
6. Implements, Tools & Equipment	20 Clock Hours
6.1. Implements Use & Safety	
6.2. Tools Use & Safety	
6.3. Equipment Use & Safety	
7. Anatomy & Physiology	20 Clock Hours
8. Basics of Chemistry	80 Clock Hours
9. Basics of Electricity	10 Clock Hours
10. Properties & Disorders of the Skin, Scalp, & Hair	70 Clock Hours
10.1. Analysis of Skin, Scalp, & Hair	
11. Treatment of the Hair & Scalp	80 Clock Hours
11.1. Shampooing & Conditioning (Principles)	
12. Facial Massage, Manipulations, & Treatments	25 Clock Hours
13. Shaving & Facial Hair Design	60 Clock Hours
13.1. Fourteen (14) Shaving Strokes	
13.2. Mustache & Beard Design	
14. Men’s Haircuts & Styling	300 Clock Hours
14.1. Haircuts & Styles	
14.2. Head Shaves	
14.3. Temporary Color – Color Enhancements (Spray-on Color, Hair Fibers)	
15. Hair Replacement Systems	10 Clock Hours
15.1. Accurate Measurement	
15.2. Proper Attachment & Fit	
15.3. Cutting & Styling	
16. Women’s Haircuts & Styling	300 Clock Hours
16.1. Standard Cuts – Blunt, Graduated, Uniform-Layered, Long-Layered	
16.2. Styling – Blow-drying, Thermal Styling, Wet Styling	
16.3. Temporary Color – Color Enhancements (Spray-on Color, Hair Fibers)	
17. Chemical Texture Services	95 Clock Hours
17.1. Permanent Waving (Cold Wave & Exothermic)	
17.2. Soft Curl Perms	
17.3. Chemical Relaxers	
18. Haircoloring & Lightening	150 Clock Hours
18.1. Temporary Color Application	
18.2. Semi-permanent Color Application	
18.3. Demi-permanent Color Application	
18.4. Permanent Color Virgin & Retouch Application	
18.5. Hair Lightening Virgin & Retouch Application	
19. Barbershop Management	40 Clock Hours
20. Retail & Merchandise	40 Clock Hours
21. State Board Preparation	60 Clock Hours
21.1. Orientation	
21.2. State Board Preparation – Licensing, Laws, & Regulations	
21.3. State Board Preparation – Barber Theory: Review & Testing	
21.4. State Board Preparation – Practical Skills: Review & Testing	
Total Training Hours	1,500 Clock Hours

Training Overview

The training program is the same for students pursuing licensure as either a Registered Barber or a Master Hair Care Specialist. The structure and content of lectures and lab sessions do not vary based on a student's chosen career path.

Registered Barbers

Registered Barber students focus more on foundational concepts and traditional barbering techniques, such as shaving and precision cutting.

Master Hair Care Specialists

Master Hair Care Specialist students place greater emphasis on advanced services, including hair coloring, chemical treatments (e.g., relaxers and permanent waves), and hairstyling techniques like braiding.

Training Differentiation

While classroom instruction is consistent for all students, differences become more apparent during practical training on the clinic floor. This approach ensures that all students receive a well-rounded education while gaining hands-on experience aligned with their career and licensure goals.

1. **Registered Barbers**
Students pursuing the Registered Barber license are typically assigned clients seeking traditional services such as haircuts and shaves.
2. **Master Hair Care Specialists**
Students pursuing the Master Hair Care Specialist license are more likely to be assigned clients requesting chemical or color services.

School Calendar

CLASS START DATES

Classes are scheduled begin on the first Tuesday of every month, excluding December. If the Tuesday is a holiday, then the class start is scheduled for the first Wednesday of the month.

MONTH	CLASS START DATE	CANCELLATION DATE	SCHEDULED COMPLETION DATE ¹	SCHEDULED COMPLETION DATE ²	SCHEDULED COMPLETION DATE ³
January 2026	January 6, 2026	January 9, 2026	November 5, 2026	July 6, 2027	July 1, 2027
February 2026	February 3, 2026	February 6, 2026	December 3, 2026	July 29, 2027	July 27, 2027
March 2026	March 3, 2026	March 6, 2026	January 9, 2027	August 26, 2027	August 24, 2027
April 2026	April 7, 2026	April 10, 2026	February 11, 2027	September 28, 2027	September 24, 2027
May 2026	May 5, 2026	May 8, 2026	March 11, 2027	October 26, 2027	October 22, 2027
June 2026	June 2, 2026	June 5, 2026	April 10, 2027	November 23, 2027	November 19, 2027
July 2026	July 7, 2026	July 10, 2026	May 14, 2027	January 7, 2028	January 5, 2028
August 2026	August 4, 2026	August 7, 2026	June 11, 2027	February 4, 2028	February 2, 2028
September 2026	September 1, 2026	September 4, 2026	July 10, 2027	March 3, 2028	March 1, 2028
October 2026	October 6, 2026	October 9, 2026	August 14, 2027	April 7, 2028	April 5, 2028
November 2026	November 2, 2026	November 5, 2026	September 10, 2027	May 4, 2028	May 2, 2028
December 2026	December 1, 2026	December 4, 2026	October 6, 2027	May 30, 2028	May 28, 2028
January 2027	January 5, 2027	January 8, 2027	October 30, 2027	June 23, 2028	June 21, 2028
February 2027	February 2, 2027	February 5, 2027	December 2, 2027	July 21, 2028	July 19, 2028
March 2027	March 2, 2027	March 5, 2027	January 7, 2028	August 18, 2028	August 16, 2028

GLOSSARY

1. Class Start Date – Scheduled start of a new academic class.
2. Cancellation Date – Final date to cancel enrollment without incurring financial penalties.
3. Scheduled Completion Date¹ – Scheduled Completion Date for Full Time Class Section.
4. Scheduled Completion Date² – Scheduled Completion Date for Part Time (Morning) Class Section.
5. Scheduled Completion Date³ – Scheduled Completion Date for Part Time (Evening) Class Section.

SCHOOL CLOSURE & HOLIDAY BREAKS

Top of the Line Barber College is closed for all federal holidays. Additionally, the school is closed during the following time periods.

Break	Date(s)
Spring Break 2026	April 7, 2026 – April 8, 2026
Summer Break 2026	July 2, 2026 – July 4, 2026
Fall Break 2026	November 26, 2026 – November 28, 2026
Winter Break 2026	December 25, 2026 – January 2, 2027

Admissions Policy

NON-DISCRIMINATION STATEMENT

Top of the Line Barber College does not discriminate in its employment, admissions, instructional, service or graduation policies based on sex, age, race, color, religion or ethnic origin.

STUDENT ENROLLMENT DISCLOSURE

Top of the Line Barber College does not knowingly recruit individuals who are actively enrolled in or are admitted to another school offering a similar program of study. Individuals who are actively enrolled or have been granted admission into a similar program of study are advised to formally withdraw from the program before seeking enrollment with our school. All qualified individuals are welcome and encouraged to apply for enrollment.

ENROLLMENT ELIGIBILITY REQUIREMENTS

The enrollment eligibility requirements published below apply to all applicants for enrollment regardless of their status.

1. **Proof of Age & Identity** – Applicants for enrollment must be at least seventeen (17) years of age.
Acceptable Documentation
 - a. Government-Issued Identification Card
 - i. Driver’s License
 - ii. State Identification Card
 - iii. Military/Veteran Identification Card
 - b. Official Passport
2. **Proof of Citizenship / Legal Residency** – Applicants must provide proof of US Citizenship or legal residency.
Acceptable Documentation
 - a. Social Security Card
 - b. Unexpired Reentry Permit (1-327)
 - c. Permanent Resident Card or Alien Registration Receipt Card With Photograph (1-551)63
 - d. Unexpired Refugee Travel Document (1-571)
 - e. Unexpired Employment Authorization Card Which Contains a Photograph (I-766)
 - f. Machine Readable Immigrant Visa (with Temporary 1-551 Language)
 - g. Temporary 1-551 Stamp (on passport or 1-94)
 - h. 1-94 (Arrival/Departure Record) in Unexpired Foreign Passport
 - i. 1-20 (Certificate of Eligibility for Nonimmigrant, F-1, Student Status)
 - j. DS2019 (Certificate of Eligibility for Exchange Visitor, J-1, Status)
3. **Proof of Education** – Applicants must submit documentation of high school completion.
Acceptable Documentation
 - a. High School Diploma
 - b. GED or state approved equivalent degree
 - c. High School Transcript
 - i. Graduation date must appear on transcript.
 - ii. Transcripts must be fully endorsed by school administrators.
 - d. College Degree
 - i. Associate’s Degree or higher
 - e. College Transcript

- i. The applicant must have successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree.
 - ii. Graduation date must appear on transcript.
 - iii. Transcripts must be fully endorsed by school administrators.
 - f. Ability-to-Benefit
 - i. This institution does not accept ability-to-benefit students.
 - g. Foreign Applicants
 - i. The SC Board of Barber Examiners requires all foreign applicants to submit a fully translated and verified copy of any education credentials. The applicant is solely responsible for any financial costs associated with translation and verification of education credentials. The Board has approved the following companies for translation and verification services.
 - 1. [Josef Silny & Associates Inc.](#)
 - 2. International Education Research Foundation - <https://ierf.org/>
 - 3. National Association of Credential Evaluation Services - <https://www.naces.org/members>
 - ii. Applicants who have questions or concerns are advised to contact the Board directly at (803)896-4588 or via email at BoardInfo@lir.sc.gov.
- 4. **Proof of Health** – The SC Board of Barber Examiners requires all applicants for a professional license to submit documentation, from a licensed medical provider, proving the applicant has not been diagnosed with tuberculosis.

Acceptable Documentation

 - a. Tuberculosis Screening Results
 - b. Chest X-Ray
 - c. Signed Statement from Licensed Medical Provider

Veteran Applicant Enrollment Eligibility | Item #7

Top of the Line Barber College is a proud supporter of the US Military. As such active duty servicemembers, veterans, spouses and dependents of veterans are invited to apply for enrollment. Applicants who intend to utilize Veteran Education Benefits to pay tuition and fees must meet the following eligibility requirements in addition to meeting the standard enrollment eligibility requirements published above.

- 1. **Dual Enrollment** – Applicants may not apply for enrollment at our school while they are simultaneously enrolled in a different or similar program of study at another institution.
- 2. **Course Credit** – Veteran applicants must submit training hours, via an official school transcript, to be considered for course credit prior to signing an enrollment contract. The acceptance of transfer hours is at the discretion of the school and its faculty; additionally, transfer hours will be accepted except where prohibited by state law.
 - a. **Coursework** – An applicant's coursework from their previous institution will be reviewed as a part of the admission process. The Campus Dean will determine whether to grant prior training credit for any and/or all the previously completed coursework submitted. The acceptance of previously completed coursework is the sole discretion of Top of the Line Barber College and its faculty; furthermore, previously completed coursework is accepted except where prohibited by state law.
 - b. **Training Hours** – Applicants must submit training hours, via an official school transcript, to be considered for course credit prior to signing an enrollment contract. The acceptance of previously earned training hours is the sole discretion of Top of the Line Barber College and its faculty; transfer hours will be accepted except where prohibited by state law. Furthermore, a candidate may not submit more than 1,000 training hours for consideration of course credit.

- c. **Enrollment Minimum** – Applicants must enroll for a minimum of five hundred (500) training hours.

Transfer Student Enrollment Eligibility

Individuals who were previously enrolled in a similar course of study at another institution may apply for enrollment in our program. In addition to meeting the standard enrollment eligibility requirements published above, transfer applicants must meet the following.

1. **Official Withdrawal** – Transfer students must officially withdraw, if they have not already done so, from their previous school prior to applying for admission to our barbering program. School officials will not accept any enrollment applications from students who are actively enrolled in a similar program at another institution.
2. **Course Credit** – Transfer applicants must submit training hours, via an official school transcript, to be considered for course credit prior to signing an enrollment contract. The acceptance of transfer hours is at the discretion of the school and its faculty; additionally, transfer hours will be accepted except where prohibited by state law.
 - a. **Coursework** – An applicant’s coursework from their previous institution will be reviewed as a part of the admission process. The Campus Dean will determine whether to grant prior training credit for any and/or all the previously completed coursework submitted. The acceptance of previously completed coursework is the sole discretion of Top of the Line Barber College and its faculty; furthermore, previously completed coursework is accepted except where prohibited by state law.
 - b. **Training Hours** – Applicants must submit training hours, via an official school transcript, to be considered for course credit prior to signing an enrollment contract. The acceptance of previously earned training hours is the sole discretion of Top of the Line Barber College and its faculty; transfer hours will be accepted except where prohibited by state law. Furthermore, a candidate may not submit more than 1,000 training hours for consideration of course credit.
 - c. **Enrollment Minimum** – Applicants must enroll for a minimum of five hundred (500) training hours.

Enrollment Process

All applicants for enrollment must observe the procedures outlined below when applying for admission into the barbering program. This school does not discriminate in its admissions policy and/or its enrollment process based on an individual's sex, age, race, color, religion, or ethnic origin.

1. **Complete Enrollment Packet** – The enrollment packet consists of the Application for Enrollment and the Student Barber Permit Application.
 - a. Enrollment Application - \$75.00 Application Non-Refundable Fee
 - b. Student Barber Permit Application - \$35.00 Application Non-Refundable Fee
2. **Gather Enrollment Eligibility Documentation** – Applicants must submit documentation of enrollment eligibility along with the Enrollment Packet.
 - a. Government-Issued Identification
 - b. Social Security Card
 - c. Proof of Citizenship/Residency Credentials
 - d. Proof of Education Credentials
 - e. Proof of Health Documents
 - f. Transfer Documents (If Applicable)
3. **Submit Enrollment Packet** – Applicants must submit a completed enrollment packet along with all required documentation and fees.
4. **Application Review** – Upon receipt of a completed enrollment packet, school officials will conduct an official review of all documentation submitted.
 - a. **Board Review** – An applicant must be approved for a student barber permit by the SC Board of Barber Examiners before proceeding any further with the enrollment process.
 - i. **Board Approval** – If the applicant is approved for a student barber permit, then school officials will approve the applicant's admission into the barbering program and notify the applicant of their acceptance.
 - ii. **Board Rejection** – If the applicant is rejected by the Board, then his/her enrollment application will be rejected, and they will be denied admission into the program.
5. **Program Admission** – Upon acceptance into the program, applicants must observe the following.
 - a. **Negotiate Payment Terms** – Once an applicant has been admitted into the program, then he/she must make suitable arrangements to pay their outstanding tuition bill. The following payment terms are available:
 - i. **Cash Payment** – Submit the entire payment in full at the time of enrollment.
 - ii. **Private Financial Aid** – Submit the application fee at time of signing the enrollment agreement and pay the remaining balance prior to class starting by financing the outstanding balance through a private lender.
 - iii. **Federal Financial Aid** – Apply for Title IV Federal Aid and use benefits awarded to pay tuition and set up a school approved payment plan to cover remaining balance (if applicable).
 - iv. **Veterans Education Benefits (VEB)** – Apply Veteran's Education & Training Benefits toward tuition and set up a school approved payment plan to cover the remaining balance (if applicable).
 - v. **School Approved Payment Plan** – Submit a minimum deposit of \$5,000 at the time of enrollment and set up a school approved payment plan to cover the remaining balance.

- b. Review & Sign Enrollment Agreement – After negotiating payment terms, an applicant must review and sign their enrollment agreement. The enrollment agreement is the official legally binding document between the school and the student which covers the following:
 - i. Contract Dates
 1. Start Date – Beginning date of contract.
 2. Anticipated Graduation Date – Scheduled graduation date.
 3. Contract Expiration Date – Ending date of contract. Students who exceed this date may continue to earn hours by paying the current extra-instruction rate.
 4. Maximum Time Frame for Program Completion – Final date in which a student may earn course credit.
 - ii. Class Section & Schedule
 - iii. Itemized Tuition & Fees
 - iv. Payment Terms
 - v. Institutional Refund Policy
 - vi. Course Graduation Policy
 - vii. Contract Nullification & Course Termination Policy
 - viii. Student Responsibilities
 - ix. School Obligations

Once the student and parent/guardian (if applicable) review the contract, then they must endorse the contracts with their signatures to denote acceptance of the terms. A school official will sign, thus making the contract legally binding. The student and parent/guardian (if applicable) will receive a copy of the fully executed contract for recordkeeping purposes. The original document will be stored in the student's academic file.

RE-ENTRY STUDENT ENROLLMENT PROCESS

Any student who withdraws from the barbering program prior to graduation has the option of re-enrolling in the program. The following conditions apply.

1. **Time Lapse** – Any student who withdraws from the barbering program must sit out for a minimum of ninety (90) days before applying for re-entry.
2. **Application Fees** – All re-entry students shall be assessed an administrative fee of \$100 at the time of re-enrollment. This mandatory, non-refundable fee must be collected before the student's re-enrollment application is processed. This fee is assessed in place of the \$75 non-refundable application fee.
3. **Student Barber Permit** – Applicants for re-entry must complete and submit a new student barber permit application along with all required documentation and the \$35.00 non-refundable application fee.
4. **Textbooks** – All students must purchase the textbook bundle utilized by the school. If it is determined that the student has the required textbooks, then the textbook fee (current list price = \$800) will be waived. *Title IV Financial Aid recipients may use any financial aid awarded to cover the replacement cost of any required training tools or textbooks.*
5. **Tools & Equipment** – Applicants may be assessed a fee to replace/update any barber tools and equipment. A school official will inform the student of the amount of any fees prior to signing a new enrollment agreement. *Title IV Financial Aid recipients may use any financial aid awarded to cover the replacement cost of any required training tools or textbooks.*
6. **Academic Standing & Course Credit** – Students will receive training credit for all previous training hours, and barber theory coursework completed except where prohibited by state law. The new enrollment

agreement will state the number of training hours the student has been credited for, will state the student's new contract end date, and will reflect the updated financial terms for the student's re-enrollment. **THE STUDENT WILL RETAIN THE SAME ACADEMIC STANDING THEY HELD PRIOR TO WITHDRAWAL.** Faculty members have the authority to require a student to re-take any barber theory unit including completing a new written examination or any practical skills lab including completing a new practical skills evaluation completed during the student's previous enrollment. All changes to a student's academic plan will be reviewed and approved by the Campus Dean.

TRANSFER STUDENT ENROLLMENT PROCESS

Any student who withdraws from the barbering program prior to graduation has the option of re-enrolling in the program. The following conditions apply.

1. **Dual Enrollment** – Any student who wishes to transfer into our school must officially withdraw from the barbering program in which they are actively enrolled.
2. **Application Fees** – An application fee of \$75.00 shall be assessed at the time of enrollment. This mandatory, non-refundable fee must be collected before the application is processed.
3. **Student Barber Permit** – Transfer applicants must complete and submit a new student barber permit application along with all required documentation and the \$35.00 non-refundable application fee.
4. **Textbooks** – Transfer applicants must purchase the textbook bundle utilized by the school. If it is determined that the student has the required textbooks, then the textbook fee (current list price = \$800) will be waived. *Title IV Financial Aid recipients may use any financial aid awarded to cover the replacement cost of any required training tools or textbooks.*
5. **Tools & Equipment** – Transfer applicants must purchase the school provided training kit & supplies (current list price = \$2,000) at the time of enrollment. Applicants may submit any previously acquired training tools for evaluation by a faculty member; any tools that are identical to or comparable to those found in the school's training kit will be deducted from the student's training kit cost. Applicants may be assessed a fee to replace/update any barber tools and equipment. A school official will inform the student of the amount of any fees prior to signing a new enrollment agreement. *Title IV Financial Aid recipients may use any financial aid awarded to cover the replacement cost of any required training tools or textbooks.*
6. **Academic Standing & Course Credit** – The acceptance of previous earned training hours and completed coursework is the sole discretion of the school and its faculty; training hours and coursework will be reviewed for approval except where prohibited by state law. The new enrollment agreement will state the number of training hours the student has been credited for, will state the student's new contract end date, and will reflect the updated financial terms for the student's enrollment. **THE STUDENT WILL RETAIN THE SAME ACADEMIC STANDING THEY HELD PRIOR TO WITHDRAWAL.** Faculty members have the authority to require a student to re-take any barber theory unit including completing a new written examination or any practical skills lab including completing a new practical skills evaluation completed during the student's previous enrollment. All changes to a student's academic plan will be reviewed and approved by the Campus Dean.

Tuition

ENROLLMENT FEES

The following fees are assessed at the time of enrollment and are not included in the tuition and fees listed below. These fees are non-refundable and must be submitted along with a completed application packet.

Enrollment Application Fee	\$75.00
The fee applies to all new applications for enrollment as well as transfer applications.	
Student-Barber Permit Fee	\$35.00
The fee applies to all applicants.	
Re-Entry Student Administrative Fee	\$100.00
The fee applies to re-entry students Assessed in place of enrollment application fee.	

TUITION & FEES

The following fees are assessed upon an applicant's acceptance to our program. These fees are published identically on a student's enrollment agreement and on the student's account ledger.

Tuition	\$18,500.00
Covers 1,500 clock hours of training. Hourly Tuition Rate = \$12.33/hour	
Textbooks	\$800.00
Consumable Item: Non-Refundable Fee. Covers the cost of required textbooks and grants access to the digital learning platform.	
Training Kit & Supplies	\$2,000.00
Consumable Item: Non-Refundable Fee. Covers the cost of barber equipment and hair care supplies.	
Student Uniforms	\$500.00
Consumable Item: Non-Refundable Fee. Covers the cost of four (4) student fully customized uniform sets.	
Testing & Licensure Fee	\$175.00
Covers the cost of licensing examination.	
Registration Fee	\$200.00
Administrative processing fee. Covers the cost of Student Identification Badge	
Total Tuition & Fees	\$22,175.00
Full program tuition & fees.	

OPTIONAL FEES

The following fees are optional and will only be assessed if a student elects to utilize the services offered.

Parking Permit	\$150.00 per Month
Monthly fee for private, secured parking. May be pre-paid for the anticipated duration of a student's enrollment.	
Transcript Fee	\$10.00 per Transcript
Administrative fee assessed to provide an additional copy of an official school transcript and training affidavit.	
Replacement ID Badge	\$10.00 per Badge
Administrative fee assessed to replace a missing/damaged identification card.	
Hourly Tuition Rate (Transfer Students)	\$12.33 per Hour
Training rate for transfer students.	
Extra Instruction Rate	\$250.00 per Week
Covers the cost of additional training time for students whose enrollment contract has expired.	

ENROLLMENT CONTRACT EXPIRATION

Top of the Line Barber College understands that life happens; as a result, all student enrollment agreements are extended by an additional 10% of the contracted hours; this grace period allows students additional training time to complete their contracted hours without incurring any additional financial fees.

The grace period of 10% provides an allowance of approximately 21 days for full-time students and 37 days for part time students to complete the Barbering Program, without incurring any extra instructional charges (not to include transfer students).

For transfer students, the grace period of 10% (calculated as the number of days) will vary as it is based upon the amount of contracted training time at the time of enrollment. Once these allowed absences have been exhausted, and the student still has not completed the required training hours at the end of the contracted period, then he/she will be required to pay for extra instructional time for the remaining training hours.

Extra Instruction Time

Students whose enrollment has exceeded the terms of their enrollment agreement may continue to earn training hours by purchasing additional training time.

The current rate for additional training time is \$250 per week for the entire week or any part thereof. Payments must be submitted at the beginning of each week in advance of any training hours. If the student fails to submit payment in advance, then he/she will not be allowed to clock in and participate in class until payment is received.

Students will be allowed to purchase additional training until the expiration of their maximum time frame as published in their enrollment agreement.

SCHOOL APPROVED TUITION PAYMENT OPTIONS

Students may use any combination of the following options to pay outstanding tuition and fees.

Disclaimer: Title IV Federal Financial Aid is currently offered on the main campus in Charleston. Applicants and students enrolled in the program at the Myrtle Beach Campus may not use Title IV Federal Financial Aid at this time.

1. **Cash**
 - a. Cash
 - b. Personal Check
 - c. Cashier's Check or Money Order
2. **Federal Financial Aid (FAFSA)***
 - a. Direct Loan Program
 - b. Parent Plus Loan Program
 - c. Pell Grant

**Not Available on Myrtle Beach Campus.*
3. **Veterans' Education Benefits (VEB)**
 - a. Post 9/11 G.I. Bill
 - b. Chapter 35 (Dependents & Spouses)
 - c. Chapter 31 (Vocational Rehab)
4. **Private Financial Assistance**
 - a. Personal Loans
 - b. Grants
 - c. Scholarships

- d. Family Assistance

Authorized Payment Terms

The following terms of payment have been authorized by school officials. Students must select at least one of the following terms of payment prior to finalization of their enrollment agreement.

1. **Payment In Full**
Submit the entire payment at time of enrollment.
2. **College Payment Plan**
Submit \$5,000 tuition deposit at time of enrollment and establish a payment plan to cover the remaining balance.
 - a. **Full Time Payment Plan**
\$1,717.50/month | Ten (10) Installments
 - b. **Part Time Payment Plan**
\$954.50/month | Eighteen (18) Installments
 - c. **Payment Due Date**
All cash tuition payments are due on the 1st day of the month.
 - d. **Late Payment Penalty**
A \$5.00/day late fee is assessed on all payments submitted after the 5th day of the month unless a prior arrangement between the student and school officials has been reached. The late payment penalty is capped at \$50.00 in any given month.
3. **Title IV Federal Financial Aid or Private Financial Aid Payment**
Apply for financial assistance. Once approved, use benefits awarded to pay tuition and set up a school approved payment plan to cover the remaining balance (if applicable).
 - a. Any student participating in a Title IV Federal Financial Aid Loan Program or private loan program is responsible for repaying any funds paid on their behalf according to the guidelines of the program.
4. **Veterans' Education Benefits Payment**
Apply Veterans' Education Benefits to pay tuition and set up a school approved payment plan to cover the remaining balance (if applicable).
In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veteran Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:
 - a. **Enrollment Status**
Prevent the student's enrollment.
 - b. **Assessment of Fees**
Assess a late penalty fee to the student.
 - c. **Financing Alternative**
Require that the student attempt to secure alternative or additional funding.
 - d. **Resource Access**
Deny their access to any resources (access to classes, libraries, or other institutional facilities available to other students who have satisfied their tuition and fee bills to the institution).
 - e. **Eligibility Restrictions**
However, to qualify for this provision, such students may be required to:
 - i. Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class.
 - ii. Submit a written request to be certified to the VA.
 - iii. Submit additional information needed to properly certify to the veteran's enrollment as required by school policies.

Institutional Refund Policy

The refund policy published below and on the subsequent pages is in compliance with the SC Legislature's Code of Regulations Chapter 62, Section 18. This refund policy applies to tuition and fees published and charged in a student's enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (e.g.: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are published identically in this catalog and on the school's enrollment agreement. The refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

FULL REFUND

Top of the Line Barber College will provide a full refund of all monies paid, minus the non-refundable application fees, under the following conditions.

1. **Course Cancellation** – If the prospective student or the parent/guardian of a minor student cancels the enrollment agreement within seventy-two hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment agreement is signed by the prospective student.
2. **Denied Admission** – If a prospective student is not granted admission by the institution or is denied a student barber permit by the SC Board of Barber Examiners.

PRO-RATA REFUND: STUDENT ACCOUNT SETTLEMENT

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. Students who withdraw or who are terminated prior to course completion are charged a cancellation or administrative fee of \$100.00. Refund calculations, withdrawal date determinations and student account settlement determinations are based on a student's verified last date of attendance. After the student's first period of enrollment, a refund as provided in this section, except for consumable items, must be made for students who withdraw in subsequent period(s) of enrollment due to mitigating circumstances. Mitigating circumstances are those that directly prohibit pursuit of a program and which are beyond the student's control: serious illness of the student, death in the student's immediate family, or active duty military service, including active duty for training.

Exception

This settlement policy will apply in all instances except when the student's enrollment has exceeded sixty (60%) percent of the scheduled training hours in the payment period.

Withdrawal Determination & Official Withdrawal/Termination Date

All student account calculations and all withdrawal paperwork are based on either a student's official withdrawal/termination date, the official date of the program's cancellation, or the official date of the school's closure. A student's withdrawal/termination/cancellation date is the earlier date of the following occurrences:

1. **Voluntary Withdrawal** – A student chooses to withdraw from the program due to mitigating circumstances. The official withdrawal date will be determined as the date the student provides in-person notification of withdrawal or the postmark date of the written communication from the student declaring their intention to withdraw.

2. **Failure to Return from Scheduled Leave of Absence** – A student on an approved leave of absence notifies school officials that he/she will not be returning to class. In this occurrence, the official withdrawal date shall be the earlier of the date of expiration of the leave of absence or the date the student notifies school officials that he/she will not be returning.
3. **Program Termination** – A student is terminated by school officials for non-compliance with school policies and procedures. The termination date is the date the student receives written notice of termination from school officials.
4. **Unofficial Withdrawal** – School officials monitor student attendance by reviewing all training hours earned daily. An unofficial withdrawal occurs when a student fails to attend class for fourteen (14) consecutive days. The withdrawal determination date shall be fourteen (14) days after the student’s last verified day of attendance; the student’s termination date will be the student’s last verified day of attendance.

Refund Calculations

For students who enroll and begin classes but withdraw prior to course completion, a refund will be calculated based on the scheduled hours in the period of enrollment for which the student has been charged. The period of enrollment for which the institution charged shall be calculated by dividing the total number of clock hours comprising the period of enrollment for which the student has been charged into the number of clock hours remaining to be completed by the student in that period as of the last recorded day of attendance.

In adherence with the South Carolina Commission on Higher Education’s Regulation Governing Nonpublic Postsecondary Institutions, the institution shall keep a pro-rated portion of the tuition rounded downward to the nearest 10% for students who withdraw within the first 60% of the first payment period (period of financial obligation) in which they are attending; beyond 60% of the student’s first pay period, students are obligated for the full tuition for the pay period in which they are attending. The same will apply to students who withdraw, with mitigating circumstances, in subsequent period(s) of enrollment.

Payment Period Settlement Formula

Time Elapsed in Payment Period (%) *	Tuition Owed/Earned by School (%)**
0.01%-19.99%	10%
20.00%-29.99%	20%
30.00%-39.99%	30%
40.00%-49.99%	40%
50.00%-59.99%	50%
60.00%-over	100%

Based on scheduled hours at the time of withdrawal.

**All calculations are based on the institutional charges for the payment period in which the student withdrew. **

Mitigating Circumstances

In order to qualify for a refund, a student must withdraw due to mitigating circumstances. Mitigating circumstances are those that directly prohibit pursuit of a program, and which are beyond the student’s control. Examples of mitigating circumstances are listed below; please note that this list is not exhaustive nor all inclusive.

1. **Illness/Medical Emergency** – Serious illness or medical emergency of the student or immediate family.
2. **Death** – Death in the student’s immediate family.
3. **Military Service** – Active duty military service, including active duty for training.

School Closure

If the school is permanently closed or is no longer offering instruction after a student has enrolled, then the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach-out agreement with another institution. Please note that our institution does not currently participate in any teach-out agreements with another institution.

Course Cancellation

If the course is canceled after a student's enrollment, the school will either provide a full refund of all monies paid or offer the student the opportunity to complete the course at a later time.

Course Interruption

If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all money paid. Please note that our institution does not currently participate in any teach-out agreements with another institution.

REFUND TERMS

The following terms apply to all student refunds owed because of an official student account settlement due to a student's withdrawal/termination.

1. **Prepaid Tuition & Fees** - All efforts will be made to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items, and they can no longer be used or sold to new students or returned by the institution to the supplier as "new" merchandise. School officials will deduct the cost for all items deemed unsuitable for return.
2. **Fees for Student Consumables** - Any student who withdraws or is terminated prior to course completion will be charged the full cost of the training kit & supplies (currently \$2,000.00), the textbook bundle if the student did not purchase independently (\$800.00), and uniforms (\$500.00) as these consumable items are issued to every student at the start of class.
3. **Title IV Federal Financial Aid Returns** - If a Title IV Financial Aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to Unsubsidized Federal Direct Student Loan Program; second to Subsidized Federal Direct Student Loan Program; third to Federal Pell Grant Program; fourth to other federal, state, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV Aid, he/she may be required to refund the aid to the applicable program.
4. **Disbursement of Refunds** - Any monies due to the applicant or student shall be refunded within 45 days of the official cancellation or withdrawal (date of determination as defined above), whether the withdrawal was official or unofficial. The funds will be disbursed via check.
5. **Withdrawal Fees** - All students who withdraw will be assessed an administrative fee of \$100 to process their withdrawal.

Financial Aid Office

Once you have chosen a major/program and have applied for and been accepted your school of choice, the most important decision is to determine how to pay for school. Our staff of dedicated financial aid counselors and administrators are here to assist you.

Financial Aid staff can assist you with the completion of any financial aid and/or scholarship applications as well as process all requests for Veterans' Education Benefits (VEB) such as the Post 9/11 G.I. Bill.

Title IV Federal Financial Aid Disclaimer: Title IV Federal Financial Aid programs, such as the Pell Grant, are only available on the Charleston Campus. Students who are enrolled at the Myrtle Beach campus location may not use Title IV federal financial aid to pay tuition and fees at this time.

FEDERAL FINANCIAL AID

Applicants have the option of applying for Title IV Federal Financial Aid and using any benefits awarded to pay tuition and fees. Individuals must complete the Free Application for Federal Student Aid (FAFSA) to determine their eligibility for benefits.

FAFSA Eligibility

Applicants must meet the following criteria to be eligible to complete the FAFSA and apply for financial aid.

1. **Citizenship** – Must be an U.S. Citizen, an U.S. National, or an eligible non-citizen (e.g. Permanent Resident).
2. **Identification** – Must possess a valid Social Security number.
3. **Education** – Must possess a high school diploma, a GED, or a home school diploma.
4. **Enrollment** – Must be actively enrolled or accepted as a regular student into an eligible degree or certificate program.
5. **Financial Need** – Must demonstrate financial need, which is determined by the information provided in the FAFSA form.
 - a. **Income Limit** – While income is considered, there is no maximum income cut-off to qualify for federal student aid.
 - b. **Household Income** – A student's total household income will be considered when determining eligibility for financial aid.
 - i. **Independent Student** – An independent student is an individual who may not be claimed as a dependent on a federal tax return. An independent student's household income consists of the student, their spouse (if applicable), their children (if applicable), and any other dependents who receive a minimum of 50% of their financial support from the student.
 - ii. **Dependent Student** – A dependent student is an individual who is eligible to, but not required to, be claimed as a dependent on a federal tax return. An dependent student's household income consists of the student, their parents/guardians, their parents other children (if applicable), and any other dependents who receive a minimum of 50% of their financial support from the student's parents.
6. **Loan Status** – Must not be in default on any federal student loans or owe a refund on a federal grant.
7. **Academic Progress** – Must maintain Satisfactory Academic Progress (SAP) for the duration of their enrollment.
8. **Selective Service** – Male students between the ages of 18 – 25 must be registered with the U.S. Selective Service.
9. **Annual Renewal** – The FAFSA must be renewed annually.

Financial Aid Application Process

Interested applicants for enrollment as well as actively enrolled students must complete the Free Application for Federal Student Aid ([FAFSA](#)) to determine eligibility for financial aid. The process to complete the [FAFSA](#) and apply for financial aid at our institution is outlined below.

1. **Obtain Federal Student Aid Identification (FSA ID):** The FSA ID is a secure username and password combination required to access U.S. Department of Education websites. It is used to complete and electronically sign the FAFSA, as well as to access federal student aid records.
Both students and the parents of dependent students must create an FSA ID.

CREATE YOUR FSA ID: <https://studentaid.gov/fsa-id/create-account/launch>

2. **Gather Financial Documentation:** Gather all financial documents related to your household's income and expenses. In most cases, this information can be found on your federal tax return or your parent's, if applicable. In addition to the tax return, be sure to collect any supporting documents, such as W-2 forms, 1099s, or records of untaxed income. These materials will be helpful when completing the FAFSA and verifying your financial information if needed.
3. **Complete FAFSA:** When completing the FAFSA, be sure to include your identifying information such as your Social Security Number (SSN), address, marital status, and number of dependents. You'll also need to report your total household income.

To ensure our school receives your application and can provide you with an official financial aid offer, don't forget to enter our Federal School Code.

FEDERAL SCHOOL CODE: 042286

4. **Review Student Aid Report:** After submitting your FAFSA, you'll receive a Student Aid Report (**SAR**) summarizing the information you provided. Review it carefully to ensure everything is accurate. If you spot any errors, you can make corrections through the FAFSA website.

The SAR includes your Student Aid Index (**SAI**), a number used to determine your eligibility for financial aid. The SAI has replaced the Estimated Family Contribution (**EFC**) and is calculated using the financial details you reported.

If you believe your SAI was calculated incorrectly, or if your financial situation has changed, please contact the Financial Aid Office for assistance.

5. **Review Institutional Student Information Record (ISIR):** The school will review each applicant's Institutional Student Information Record (**ISIR**) a summary of the demographic, household, and financial data submitted through the FAFSA to determine financial aid eligibility.

Based on this review, a financial aid award offer will be generated and presented to the applicant.

In certain cases, school officials may exercise professional judgment to adjust the aid package if the ISIR does not accurately reflect the applicant's current financial situation. This allows for a more personalized and equitable assessment of financial need.

In some cases, a student's FAFSA may be selected for verification, which is the process of confirming the accuracy of the information submitted. Typically, the U.S. Department of Education initiates this request, though our institution also has the authority to require verification. However, school-initiated verification is rare.

6. **Review Financial Aid Award Offer:** The student and parent, if applicable, will receive a formal financial aid award offer. This document outlines the estimated total cost of attendance, including tuition, fees, and living expenses. The award letter will list all private financial aid reported during the application process. If the student qualifies for Veterans' Education Benefits, such as the Post-9/11 G.I. Bill, those benefits will also be reflected in the offer.

Students and parents may request a reduction in the amount of aid offered, typically to avoid incurring unnecessary loan debt.

As part of the review process, school officials will also help establish a payment plan to cover any remaining tuition and fees not covered by financial aid. Payment plans are available in either 10-month or 18-month repayment schedules.

7. **Accept Award Offer:** Upon agreement to the terms and conditions outlined in the financial aid award offer, the student and, if applicable, the parent must endorse the award letter. Once endorsed, the institution will process the documentation, finalize the financial aid package, and schedule disbursement in accordance with institutional and federal guidelines.
8. **Sign Enrollment Agreement:** Once the student's financial aid award offer has been accepted, school officials will prepare the enrollment agreement for review and signature. This agreement outlines key details, including the class start date, anticipated completion date, and financial terms.

A school official will review the agreement with the student and parent, if applicable before both parties sign to confirm their acceptance. Once endorsed by a school official, the agreement becomes a legally binding document.

Congratulations! You've successfully completed the financial aid process and are now officially enrolled. We look forward to celebrating your success at graduation!

Student Aid Index

Financial aid officials use a student's SAI to determine how much federal financial aid the student is eligible to receive. The SAI is calculated based on information the student provided on the FAFSA form. SAI does not represent a dollar amount of aid eligibility nor is it an indicator of the amount of financial assistance a student's household is expected to contribute. A negative SAI indicates the student has higher financial need.

Cost of Attendance (COA)

The total cost of attendance (COA) is the estimated total expense for one (1) year's enrollment in a college program. The COA reflects the direct and indirect costs associated with enrollment; it is usually based on one (1) year of enrollment within a particular program.

Direct Costs

Direct costs reflect items that are required of all students enrolled in the program and are generally fixed costs. Direct costs are recorded on a student's enrollment agreement and are identical to the fees posted in this catalog. Examples of direct costs include tuition, registration fees, on-campus meal plans and student housing. The direct costs of attending Top of the Line Barber College are listed below. Please note that this list is subject to change; any changes will be published as an addendum to this catalog.

1. Tuition = \$18,500.00
2. Registration Fee = \$200.00
3. Student Uniforms = \$500.00
4. Testing Fee = \$175.00

Total Direct Costs = \$19,375.00

Indirect Costs

Indirect costs include expenses for items that students may obtain independently of the school. Examples include textbooks, training materials, transportation fees, and other personal expenses. The indirect costs of attending Top of the Line Barber College are listed below. Please note that this list is subject to change; any changes will be published as an addendum to this catalog.

1. Textbooks = \$800.00
2. Training Kit & Supplies = \$2,000.00

Total Indirect Costs = \$2,800.00

Need Based Financial Aid

Need-based aid is financial aid awarded to students who have a demonstrated financial need and meet other eligibility criteria. You can't receive more need-based aid than the amount of your financial need. Students may utilize the following need based financial aid programs to pay tuition and fees.

1. **Federal Pell Grant** – The Federal Pell Grant Program is a federally funded entitlement program administered by the U.S. Department of Education. It provides need-based grants to eligible undergraduate students to promote access to postsecondary education.
 - a. **Maximum Award Amount** = \$7,395.00
 - b. **Minimum Award Amount** = \$740.00
2. **Federal Direct Loan (Subsidized)** – The Federal Direct Loan (Subsidized) program provides financial assistance to students who have a demonstrated financial need. Interest does not accrue on these loans when students are enrolled in classes at half-time or greater status and during their grace periods.

Non-Need Based Financial Aid

Non-need based financial aid is financial aid that is not based on a student's financial need. It is generally awarded once all need based financial aid has been exhausted.

1. **Federal Direct Loan (Unsubsidized)** – The Federal Direct Loan (Unsubsidized) program provides financial assistance to students without a demonstrated financial need. Students are responsible for all interest accrued on these loans when students are enrolled in classes at half-time or greater status and during their grace periods.

Direct Loan Limitations

Year	Dependent Students (except students whose parents are unable to obtain PLUS Loans)	Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans)
1st Year Undergraduate Annual Loan Limit	\$5,500-No more than \$3,500 of this amount may be in subsidized loans.	\$9,500-No more than \$3,500 of this amount may be in subsidized loans.
2nd Year Undergraduate Annual Loan Limit	\$6,500-No more than \$4,500 of this amount may be in subsidized loans.	\$10,500-No more than \$4,500 of this amount may be in subsidized loans.
3rd Year and Beyond Undergraduate Annual Loan Limit	\$7,500 per year-No more than \$5,500 of this amount may be in subsidized loans.	\$12,500-No more than \$5,500 of this amount may be in subsidized loans.
Graduate or Professional Student Annual Loan Limit	Not Applicable (all graduate and professional degree students are considered independent).	\$20,500 (unsubsidized only).
Subsidized and Unsubsidized Aggregate Loan Limit	\$31,000-No more than \$23,000 of this amount may be in subsidized loans.	\$57,500 for undergraduates-No more than \$23,000 of this amount may be in subsidized loans. \$138,500 for graduate or professional students-No more than \$65,500 of this amount may be in subsidized loans. The graduate aggregate limit includes all federal loans received for undergraduate study.

Financial Aid Award Process

Financial Aid officials observe the following procedures when packaging a student's financial aid award.

1. Determination of Financial Need: Financial aid representatives must determine a student's financial need to determine eligibility for financial aid.
 - a. Formula: Cost of Attendance (COA) – Student Aid Index (SAI) = Financial Need
2. Calculation of Need-Based Aid: Financial aid representatives will award any need based aid such as the Pell Grant according to a student's financial need.
 - a. Federal Pell Grant
 - b. Federal Direct Loan Program (Subsidized)

3. Calculation of Non-Need-Based Aid: School officials must determine how much, if applicable, non-need-based aid to award to a student.
 - a. Formula: Cost of Attendance (COA) – Need-Based Aid Awarded = Non-Need-Based Aid Award amount
 - i. Federal Direct Loan Program (Subsidized)
 - ii. Parent Plus Loan Program
4. Award: School officials will combine the need-based and non-need-based financial aid along with any applicable private financial assistance a student is eligible to receive into a single financial aid award offer.
 - a. COA: Award offer will explicitly state the estimated total cost of attendance for the duration of the student’s enrollment.
 - b. SAI: Award offer will explicitly state the student’s SAI as determined by the FAFSA.
 - c. Private Financial Assistance: Award offer will explicitly state any non-Title IV Financial Aid, such as a private scholarship/grant that the student has been awarded.
 - d. Veterans Education Benefits (VEB): If the student qualifies for VEB, then those benefits will be published on the award offer.
 - e. Cash Payments: If the student has agreed to submit a cash payment, then this information will be published on the award offer.
5. Administrative Review: School officials will provide students and the parents/guardians, if applicable, with a written copy of the proposed financial aid award package. The students and parents/guardians, if applicable, will have the opportunity to accept or decline the award package in whole or in part.

Financial Aid Verification

To receive **Title IV Federal Student Aid**, the U.S. Department of Education may require you to verify the information you submitted on your **FAFSA**. This process ensures that your financial aid eligibility is based on accurate information.

You may be selected for verification by:

1. The **Central Processing System (CPS)**, which reviews all FAFSA submissions.
2. Top of the Line Barber College, if there is conflicting or questionable information in your application.

If selected, you’ll need to submit documents (such as tax returns or proof of income) to confirm the accuracy of your FAFSA. This is required for most federal aid programs except for students receiving only:

1. A parent or graduate PLUS Loan, or
2. An unsubsidized Direct Loan

Each school must follow federal guidelines and have its own policies for verifying student information.

School Verification Process

Verification is a joint effort between **Top of the Line Barber College** and **Portico**, our third-party financial aid servicer.

Portico Responsibilities

1. Provides the required verification forms through the **Virtual Financial Aid Office (VFAO)** platform.
2. Reviews the documents you upload to confirm the accuracy of your FAFSA information.

Student Responsibilities

1. Complete the verification forms provided by Portico.
2. Upload verification forms and supporting documentation into student portal on VFAO.

School Responsibilities

1. Follows up with students who are selected for verification.

2. Tracks your progress to ensure you meet deadlines.
3. Assists with completing forms if needed or required by federal guidelines.
4. Works with Portico (our compliance partner) to resolve any conflicting information.

Reminder: Verification is required before your financial aid can be finalized. Respond promptly to any requests for documentation.

THE STUDENT IS THE SOLE PARTY RESPONSIBLE FOR OBTAINING AND COMPLETING THE REQUIRED VERIFICATION DOCUMENTS AND RETURNING SAID DOCUMENTS IN THE ALLOTTED TIMEFRAME.

Verification Exemptions & Exceptions

In some rare cases, a student may be exempt from federal verification requirements. These exceptions include:

1. The student has passed away.
2. The student is not receiving Title IV federal aid.
3. The student is only eligible for unsubsidized aid (e.g., unsubsidized loans).
4. The student was selected for verification after leaving school or was already verified by another institution.

Professional Judgement

If it is determined by school officials that an individual's extenuating circumstances and unusual situations are not addressed or defined through standard verification procedures, additional review is necessary. These cases must be sufficiently documented and may be processed in accordance with regulations as defined in Professional Judgment and Dependency Overrides Statute: HEA Sec.479A(a)(7) and Sec. 480 (d)(7).

Improper Financial Aid Awards

If it is determined during the verification process that a student was improperly awarded Title IV financial aid or was awarded an amount larger than they were eligible for, then the student is responsible for repaying all aid for which they are not eligible. Failure to meet the repayment obligation will result in the student being referred by school officials to the U.S. Department of Education for further disciplinary action.

Financial Aid Fraud

If the verification process reveals possible fraud or criminal misconduct in connection with the student's financial aid application or verification processes, school officials will refer the matter to the Office of the Inspector General of the U.S. Department of Education for investigation.

Timeframe to Respond to Verification Selection

Students selected for verification must respond within five (5) business days of receiving the official notification from school officials and/or Portico. A response is classified as a verbal or written communication with school officials confirming receipt of the verification notice and states their intent to comply or their refusal/inability to comply. Upon receipt of this initial communication, school officials will work out a timeframe for compliance with the verification request. Students must adhere to this timeframe once it has been established. Failure to do so will result in the cancellation of any potential financial aid award.

Verification Tolerance Option

In some cases, verification will result in changes that will not significantly affect a student’s eligibility. Federal regulations provide a tolerance for verification changes. A change that is less than \$25 per item (defined as the verification tolerance option) between the incorrect and correct data elements is allowable and corrections are not required.

Verification Review Process

School officials and representatives from Portico will compare the information submitted on the student’s ISIR with the information provided on the financial aid interview. If an applicant is selected for federal verification or is determined to have provided conflicting information, the federal verification process is completed. All applicant data is reviewed a second time for accuracy and an IRS Tax Transcript and/or additional documentation may be required to resolve any conflicting information. Upon resolution, the applicant’s file is coded ‘verification complete’ and the applicant is ready to be packaged.

Verification Tracking Categories

Students who are selected for verification by the Department will be placed in one of three verification groups (V1, V4, or V5) to determine which FAFSA information must be verified. Groups V2, V3, and V6 are reserved for future use by the Department.

Verification Tracking Flag	Verification Tracking Group Name	FAFSA Information Required to be Verified
V1	Standard Verification Group	<p>Tax Filers</p> <ul style="list-style-type: none"> Adjusted Gross Income U.S. Income Tax Paid Untaxed Portions of Individual Retirement Account (IRA) Distributions Untaxed Portions of Pensions IRA Deductions and Payments Tax Exempt Interest Income Education Tax Credits <p>Nontax Filers</p> <ul style="list-style-type: none"> Income Earned from Work <p>Tax Filers and Nontax Filers</p> <ul style="list-style-type: none"> Number of Household Members Number in College
V2	Reserved	N/A
V3	Reserved	N/A
V4	Custom Verification Group	<ul style="list-style-type: none"> High School Completion Status Identity/Statement of Educational Purpose
V5	Aggregate Verification Group	<p>Tax Filers</p> <ul style="list-style-type: none"> Adjusted Gross Income U.S. Income Tax Paid Untaxed Portions of IRA Distributions Untaxed Portions of Pensions IRA Deductions and Payments Tax Exempt Interest Income Education Tax Credits <p>Nontax Filers</p>

		<ul style="list-style-type: none"> Income earned from work <p>Tax Filers and Nontax Filers</p> <ul style="list-style-type: none"> Number of Household Members Number in College High School Completion Status Identity/Statement of Educational Purpose
V6	Reserved	N/A

Financial Aid Tools

Prospective and enrolled students have access to the following tools to assist them in determining if they can afford to attend Top of the Line Barber College.

Net Price Calculator

School officials have installed a net price calculator application on the website to assist students in getting an unofficial estimate for the total cost of attendance and any potential financial aid award. The calculator may be accessed @: <https://www.topofthelinebarbercollege.edu/net-price-calculator>.

Title IV Loan Repayment

Students who have questions about loan repayment may log onto the ED’s student loan website for more information. The website link is: <https://studentaid.ed.gov/sa/repay-loans/understand/plans>. Additionally, students may log onto the following website to access a repayment estimator: <https://studentloans.gov/myDirectLoan/repaymentEstimator.action>.

VETERANS' EDUCATION BENEFITS (VEB)

Our school is a proud supporter of the U.S. Military. Active duty servicemembers, veterans, and their families are welcome to apply for enrollment. The SC Commission on Higher Education, the state regulatory and approving agency, has authorized our institution to accept Veterans' Education Benefits (VEB).

Post-9/11 GI Bill®

The Post-9/11 GI Bill® provides education and training benefits, including tuition coverage, housing stipends, and book fees, to qualifying veterans and service members. An individual must have a minimum of ninety (90) days of aggregate service after September 10, 2001, or must have been discharged with a service-connected disability after thirty (30) days. This benefit provides up to 36 months of education benefits. Generally, benefits are payable for fifteen (15) years following a veteran's release from active duty. The Post-9/11 GI Bill® also offers some service members the opportunity to transfer their GI Bill® to dependents.

How to Apply

1. A veteran, who plans to transfer benefits, must obtain approval thru the Department of Defense website and submit the approval letter to the TOTLBC financial aid office.
2. The student must complete the VA Application thru the VA website @ <http://benefits.va.gov/gibill>.
3. Submit a copy of the Certificate of Eligibility to the financial aid office.

Benefits

The full tuition and all fees for veterans attending a state-supported public school will be paid directly to said institution. If the veteran is attending a non-state-supported private school, then only tuition and any required fees such as a registration fee will be paid directly to the institution. Additionally, a monthly housing allowance and annual books and supplies stipend is available.

Transfer of Chapter 33 Entitlement

Service members who qualify for the Post-9/11 GI Bill® have the option to transfer their entitlement benefits to their spouse or dependent. The following conditions apply.

1. Must be a member of the Armed Forces (active duty or Selected Reserve, officer or enlisted), who is eligible for Post-9/11.
2. Must have at least 6 years of service in the Armed Forces (active duty and/or Selected Reserve) on the date of approval.
3. Must agree to serve four (4) additional years in the Armed Forces.
4. Must have at least ten (10) years of service in the Armed Forces (active duty and/or Selected Reserve) on the date of approval, is precluded by either standard policy (Service or DoD) or statute from committing to 4 additional years and agrees to serve for the maximum amount of time allowed by such policy or statute.
5. Is or becomes retirement eligible and agrees to serve an additional 4 years of service on or after Aug. 1, 2012. A service member is considered to be retirement eligible if he or she has completed 20 years of active Federal service, or 20 qualifying years as computed pursuant to section 12732 of title 10 U.S.C.
6. Such a transfer must be requested and approved while the member is in the Armed Forces.

Chapter 35 Survivors & Dependents Assistance (DEA)

Chapter 35, the [Survivors' and Dependents' Educational Assistance \(DEA\) program](#), provides education and training for up to 45 months to spouses and children of veterans who are permanently/totally disabled (100% VA rating) due to service-connected conditions, died in service, or died from service-related causes.

How to Apply

1. Complete the VA Form 22-5490 on the VA website at <http://benefits.va.gov/gibill>.
2. Submit a copy of the Certificate of Eligibility to the financial aid office.
3. Submit a copy of the supporting documents along with application.
 - a. Spouse – Please submit a copy of the marriage license.
 - b. Dependent – Please submit a copy of the student's birth certificate; documentation must clearly indicate relationship to veteran.

Chapter 1606 Selected Reserve

The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve, Coast Guard Reserve, Army National Guard and the Air National Guard. Veterans may use this education assistance program for degree programs, certificate or correspondence courses, cooperative training, independent study programs, apprenticeship/on-the-job training, and vocational flight training programs. Remedial, refresher and deficiency training are available under certain circumstances. This program provides up to 36 months of training for qualified individuals.

How to Apply

1. Complete the VA Application at the VA website at <http://benefits.va.gov/gibill>.
2. Submit the NOBE (Notice of Basic Eligibility) form to the financial aid office and a copy of the VA application and/or Certificate of Eligibility.

Chapter 1607 Reserve Education Assistance Program (REAP)

REAP was established as a part of the Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005. It is a Department of Defense education benefit program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress. This program makes certain reservists who were activated for at least 90 days after Sept. 11, 2001 are either eligible for education benefits or eligible for increased benefits.

How to Apply

1. Complete the VA Application at the VA website at <http://benefits.va.gov/gibill>.
2. Submit the NOBE (Notice of Basic Eligibility) form or DD-214 and a copy of the VA application and/or Certificate of Eligibility to the financial aid office.

Student Handbook

Satisfactory Academic Progress (SAP) Policy

The Satisfactory Academic Progress (SAP) Policy is consistently applied to all students enrolled at *Top of the Line Barber College*. This policy is published in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. There are two standards that must be met: a qualitative (academic) standard and a quantitative (attendance) standard.

ACADEMIC YEAR

The institution operates all programs according to the following academic year: 900 clock hours to be completed in 26 academic weeks.

CLASS SECTION	DAILY CLASS SCHEDULE	WEEKLY SCHEDULE (CLOCK HOURS DAYS)	ACADEMIC YEAR 1 (WEEKS DAYS)	ACADEMIC YEAR 2 (WEEKS DAYS)
Barbering: Full Time	9:00am – 4:30pm, Tue – Sat	35.00 5.00	26 Weeks 130 Days	18 Weeks 90 Days
Barbering: Part Time AM	9:00am – 1:00pm, Tue – Sat	20.00 5.00	45 Weeks 225 Days	30 Weeks 150 Days
Barbering: Part Time PM	5:00pm – 10:00pm, Tue – Fri	20.00 4.00	45 Weeks 180 Days	30 Weeks 120 Days

SAP Evaluation Periods

Students are evaluated for Satisfactory Academic Progress (**SAP**) at specific enrollment milestones, referred to as SAP evaluation periods which also serve as payment periods for billing purposes. These evaluations determine whether students meet the minimum academic and attendance requirements. SAP evaluations are based on scheduled clock hours, and the evaluation points are as follows:

Barbering Program: 1,500 Clock Hours

Class Section	SAP Evaluation Period 1 (450 Scheduled Clock Hours)	SAP Evaluation Period 2 (900 Scheduled Clock Hours)	SAP Evaluation Period 3 (1,200 Scheduled Clock Hours)	SAP Evaluation Period 4 (1,500 Scheduled Clock Hours)
Barbering: Full Time	13 Weeks 65 Days	26 Weeks 130 Days	35 Weeks 175 Days	43 Weeks 215 Days
Barbering: Part Time AM	23 Weeks 115 Days	45 Weeks 225 Days	60 Weeks 300 Days	75 Weeks 375 Days
Barbering: Part Time PM	23 Weeks 92 Days	45 Weeks 180 Days	60 Weeks 240 Days	75 Weeks 300 Days

The frequency of evaluations ensures that students have sufficient opportunities to meet both quantitative (attendance) and qualitative (academic performance) standards by the midpoint of the program. SAP evaluations and progress reports are issued by the Campus Dean or a faculty member and must be completed within seven (7) school business days of the SAP determination date. Students will be notified in advance of their evaluation date and assigned an appointment time for the review.

If the Dean or faculty member is unable to meet with a student due to mitigating circumstances, a formal letter outlining the student's SAP status will be mailed via U.S. Postal Service to the address listed on the student's enrollment agreement. This letter must be postmarked within seven (7) school business days of

the SAP determination date.

All SAP progress reports are retained in the student's file. Students may request a copy of their report at any time if the original is lost or misplaced.

Re-Entry Student SAP Evaluation Period

In the case of a re-entry student, SAP will be calculated based upon the midpoint of the contracted hours or the established evaluation periods, whichever comes first, in the new enrollment contract. Please note that re-entry students will receive credit for all hours earned and course work completed except where prohibited by state law. Furthermore, re-entry students retain the same academic standing held at the time of withdrawal.

Transfer Student SAP Evaluation Period

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

DETERMINATION OF ACADEMIC STANDING

Students meeting the minimum requirements for academics and attendance at the evaluation point are determined 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.

SAP Determination: Academic Warning

Students who fail to meet the minimum SAP standards for attendance or academic progress are placed on "Academic Warning" and are considered to be meeting the minimum SAP standards while during the warning period. This status is granted for one evaluation period without the need for an appeal, and students may continue to receive Title IV financial aid during this time. 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.

SAP Determination: Academic Probation

Students who fail to meet the minimum SAP standards for attendance and/or academic performance in the subsequent SAP evaluation period after being placed on "Academic Warning" may be eligible for a determination of "Academic Probation." The institution will place a student on "Academic Probation" if the following conditions are met.

1. Academic Appeal – The student must appeal the negative progress determination and be successful upon appeal. Students may obtain a copy of the academic appeals form from the Campus Dean.
2. Institution Determination – School officials must determine that the student can realistically meet the minimum SAP standards by the end of the subsequent SAP evaluation period.
3. Academic Advising & Action Plan – School officials will develop an academic action plan for the student that, if followed, will ensure that the student is able to meet the minimum SAP standards by a specified point within the student's established maximum time frame as published in their enrollment agreement.

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.

Academic Standards

To meet the qualitative standard of Satisfactory Academic Progress (SAP), students must maintain a minimum Cumulative Grade Point Average (CGPA) of 70%. This requirement applies at the end of the first scheduled SAP evaluation and at every subsequent evaluation. A CGPA of at least 70% is also required for graduation from Top of the Line Barber College.

Attendance Standards

To meet the quantitative standard of Satisfactory Academic Progress (SAP), students must complete their program within 150% of the published program length (see Maximum Time Frame chart in the following section).

To remain on track, students are required to successfully complete at least 80% of their scheduled clock hours by the end of the first pay period and at the end of each subsequent pay period. This ensures timely program completion within the maximum allowable timeframe.

If a student withdraws from the Barbering Program, all scheduled clock hours up to the point of withdrawal are included in the calculation of SAP.

Students must maintain a minimum Cumulative Clock Hour Completion Ratio (CHCR) of 80% to remain eligible for Title IV funding and to graduate. This ratio is calculated by dividing the number of clock hours earned (actual hours completed) by the number of clock hours scheduled.

Academic Appeals

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 with supporting documentation of the issues:

- 1) What caused the student to fail originally?
- 2) What has the student done or what has changed to address the original failure?
- 3) 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 15 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.

Re-Establishment of SAP

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 probationary period. If a student is determined to be non-compliant with the SAP policy at the conclusion of the probationary period, the student will be terminated from the program.

Termination for Failure to Meet SAP

If a student is terminated for failure to meet minimum SAP standards, then the student is ineligible for program re-entry. The individual will have to re-apply for admission and, if accepted, restart all training.

Interruptions, Course Incompletes & Withdrawals

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

Non-Credit & Remedial Courses

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

Maximum Time Frame

The maximum time frame is the maximum amount of time a student can receive financial aid while pursuing a specific degree or certificate program. This rule ensures students are making reasonable progress toward graduation and prevents them from indefinitely accumulating federal financial aid for a program they are not actively working towards completing. Exceeding the maximum timeframe can lead to suspension of financial aid, requiring students to submit an appeal to regain eligibility. Students may be able to appeal if they have extenuating circumstances that caused them to exceed the maximum timeframe.

Formula

150% of the published program length.

Course	Course Length (Clock Hours)	Course Length (Weeks Days)	Maximum Time Frame (Clock Hours)	Maximum Time Frame (Weeks/Days)
Barbering (FT)	1,500.00	43 Weeks 215 Days	2,250.00	64.5 Weeks 325 Days
Barbering (PT)	1,500.00	75 Weeks 300 Days	2,250.00	112.5 Weeks 563 Days

Exceeding Maximum Time Frame

If a student's enrollment exceeds the maximum time frame without mitigating circumstances, then the student will be dismissed from the program. Any training hours earned are considered non-valid towards program completion. The individual will have to re-apply for admission and, if accepted, restart all training.

Written Examinations

Mastery of the concepts covered in the barber theory class is evaluated through written examinations consisting of multiple-choice questions on a variety of topics. Students will take graded quizzes periodically throughout the unit. While these quizzes do not count toward a student's CGPA, they are valuable tools for reinforcing learning and preparing for the final written exam.

To pass a written examination, students must achieve a minimum score of 70%. If a student does not meet this threshold, they will have up to two opportunities to retake the exam. Should the student still not achieve a passing score after these attempts, a final opportunity will be provided as part of an academic action plan developed during the student's next scheduled Satisfactory Academic Progress (SAP) evaluation.

Practical Skills Evaluations

Students' mastery of hands-on techniques is assessed through structured skills evaluations conducted in the practical lab. Each lab unit is introduced only after the successful completion of the corresponding theory module and written examination.

These evaluations are designed to closely mirror the state licensing examination. They are proctored using the same voice and time prompts and are graded according to the official licensing criteria.

Evaluation Topics Include:

1. Customer Service
2. Health, Safety, and Sanitation Protocols
3. Haircut: Tapered Cut
4. Shaving: 14 Razor Strokes
5. Chemical Relaxers
6. Haircut: Shears-Over-Comb
7. Permanent Waving
8. Haircut: Clipper-Over-Comb
9. Hair Coloring
10. Facial Treatments and Massage

To pass, students must earn a minimum score of 70%. If this threshold is not met, students are allowed up to two retake opportunities. A third and final attempt may be granted as part of an academic action plan, developed during the student's next Satisfactory Academic Progress (SAP) evaluation.

Completion of each lab unit is required before students may begin practicing on live clients in the practical clinic.

Grading Scale

The grading scale used by the school is listed below. This scale is used for both written barber theory examinations and practical skills evaluations.

LETTER GRADE	PRACTICAL RATING	NUMERICAL RANGE	GPA
A+	Outstanding	100-96	4.0
A	Excellent	95-93	3.5
A-	Superior	92-90	3.25
B+	Exceptional	89-86	3.0
B	Good	85-83	2.75
B-	Above Average	82-80	2.5
C+	Proficient	79-76	2.25
C	Satisfactory	75-70	2.0
D	Unsatisfactory	69-60	1.0
F	Failing	59-0	0.0
I	INCOMPLETE	INCOMPLETE	N/A

MAKE-UP ASSIGNMENTS

Students are allowed up to thirty (30) days to make up any missed assignments and training hours. Missed examinations must be rescheduled and completed within two (2) weeks of the original exam date. Failure to do so will result in a grade of “0” being recorded. Students are solely responsible for rescheduling any missed assignments and/or written examinations.

Any assignments not completed within the designated make-up period will receive a failing grade. Additionally, missed training hours not made up within the 30-day window will be classified as unexcused absences. These unexcused hours may result in additional fees for extra instructional time at the end of the student’s enrollment agreement.

Leave Of Absence

A leave of absence may be granted for students who must miss an extended period of time but want to remain enrolled. All requests for a leave of absence must be submitted in writing and cannot exceed a period of 180 days in any 12- month period.

In terms of SAP, an LOA will pause calculation of SAP for the duration of the leave. SAP will resume being tracked upon the student’s return to class.

Attendance Policy

Top of the Line Barber College requires all students to attend class regularly as scheduled in the course syllabus. Moreover, students are expected to participate in class as required by the instructor. Students who adhere to this policy will be better prepared to graduate and obtain a license than their counterparts who miss class regularly or fail to participate.

Minimum Attendance Rate

Students must maintain a minimum attendance rate of 80% for the duration of their enrollment. This means that a student must earn a minimum 80% of the training hours contracted and scheduled within a specified time period.

Tardiness

A student is considered tardy if he/she is more than fifteen (15) minutes late for a scheduled class. A student may be granted permission to be tardy only if the instructor deems his/her reason for tardiness as valid or for doctor's appointments, jury duty, etc.

Penalties for Tardiness

1. Early Dismissal

Any student who is more than thirty (30) minutes late for a scheduled class, without a valid excuse or written permission from the instructor, will not be allowed to clock in and will be dismissed from school for the day. The absence will count as unexcused.

2. Administrative Fee

Any student who is tardy more than five (5) times, without a valid documented excuse, during a thirty (30) day period is in violation of the attendance policy and is subject to suspension. The student must pay an administrative fee of \$75.00 upon their return from suspension, or they will not be allowed to attend class. Furthermore, the initial suspension will be for two days, and any further violations will result in program termination.

- a. Initial Violation = Two (2) Day Suspension
- b. Subsequent Violation = Program Termination

Absences

Any day that a student must miss from school will be documented in his/her school records. It will also be documented in the school's permanent record. Doctor's visits, school conferences (for dependent children), memorial/funeral services (for immediate family) will be excused with valid documentation; all other excuses will be judged on a case by case basis at the discretion of school officials. Furthermore, a student must be present for a minimum of 67% of all scheduled training hours to maintain satisfactory academic progress.

Excused Absences

An excused absence may be made up later at no additional cost to the student. An excused absence will still count towards a student's attendance percentage; this means the absence will be used in the calculation of a student's attendance percentage when conducting SAP evaluations. A student must submit written documentation upon returning to school for the absence(s) to be considered excused.

Unexcused Absences

An absence is counted as “Unexcused” if the student is unable to provide a valid reason along with supporting documentation. Students are not allowed to make up unexcused absences. Unexcused absences are included in the calculation of a student’s attendance percentage during an SAP evaluation.

Penalties for Excessive Absences

1. **Loss of Financial Aid Eligibility**

If a student is absent, without excuse, for fourteen (14) consecutive days, then he/she will be determined as not in compliance with the school’s attendance policy and will be terminated from the program. If the student is a Title IV Federal financial aid recipient, then he/she will no longer be eligible to receive aid and may be responsible for repaying any disbursed loans.

2. **Orientation Class**

Students in the extended orientation class (initial 225 clock hours of training) may not accumulate any unexcused absences. Failure to comply with this standard will result in the immediate termination of the student.

3. **Disciplinary Action**

Students who continually exhibit poor attendance patterns without exceeding fourteen consecutive days may face disciplinary action, including program termination.

4. **Administrative Fee**

Any student who is excessively absent, without a valid documented excuse, during a thirty (30) day period is in violation of the attendance policy and is subject to disciplinary action. A student will be determined as “Excessively Absent” if the student misses three (3) or more consecutive scheduled class days. The student must pay an administrative fee of \$75.00 upon their return from suspension, or they will not be allowed to attend class.

Leave Of Absence Policy

A Leave of Absence (LOA) may be granted to students who need to miss an extended period of instruction but wish to remain enrolled. To be eligible, students must submit a written request for approval. The minimum duration for an LOA is five (5) consecutive scheduled class days. The total duration of all LOAs may not exceed 180 days within any 12-month period, beginning on the first day of the initial LOA. Requests that exceed this limit will not be approved. Approval of an LOA is contingent upon a reasonable expectation that the student will return to class. School officials will meet with the student to determine the appropriate length of the leave. All LOAs must be approved by both faculty and administration. An approved LOA will result in an extension of the student’s enrollment agreement equal to the number of days taken for the leave.

Official Requests

All official requests for leaves of absence must be submitted in advance in writing, include the reason for the request, and include the student’s signature. Upon receipt, school officials will review the student’s request and issue an approval or rejection. There must be a reasonable expectation that the student will return from the LOA. The student will be informed in writing of the decision. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.

Authorized Reasons to Request LOA

The list below outlines the school-approved reasons for requesting a LOA. Please note this list is not all-inclusive; all requests for an LOA are considered on a case-by-case basis.

1. **Medical**
If a student, or member of their immediate family, is scheduled to undergo surgery or medical treatment that will require extended recovery time and/or rehabilitation.
 - a. Doctor's Note
2. **Jury Duty | Legal Proceedings**
If a student has been selected for Jury Duty; furthermore, students who have to appear in court for legal hearings.
 - a. Jury Duty Notice
 - b. Notarized Letter from Attorney or Court Clerk
3. **Military Service**
If a student, who is also an active duty servicemember or a reservist, is deployed.
 - a. Military Orders
4. **Bereavement**
If the student experiences a death in the immediate family.
 - a. Obituary
 - b. Death Certificate
5. **Employment Related**
If the student is required to complete mandatory training and/or certification at their place of employment.
 - a. Certificate of Completion

Students are required to submit documentation along with a written request for a LOA. In the case of mitigating circumstances, the student may not have any documentation at the time of the LOA request; the student will be required to submit the documentation upon return. Failure to submit documentation will result in a determination of an unauthorized LOA. As a result, the student's unapproved LOA will result in a status on "Non-Compliant" with the school's and SAP policies; such a determination could result in the loss of eligibility for Title IV Federal Financial Aid and/or Veteran's Education Benefits.

Additional Charges as Result of an Approved LOA

A student will not be assessed any additional charges as a result of a requested and approved LOA.

Emergency Requests

In some cases, a student may not be able to officially request a leave of absence prior to leaving school. In such an instance, school officials are authorized to grant an emergency leave of absence upon contacting the student. The following terms must be met for a school official to place a student on LOA without a prior written request from the student.

1. The school must document the reason(s) for its decision. This documentation must be recorded in the student's file.
2. School officials must determine an official start date and a scheduled return date for the LOA based upon the 1st day the student was unable to attend class due to mitigating circumstances. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. The decision must be recorded in the student's file.

Failure to provide the necessary documentation would result in the emergency leave of absence being removed from the student's attendance record. As a result, the student's unapproved leave will result in a status on "Non-Compliant" with the school's attendance and SAP policies; such a determination could

result in the loss of eligibility for Title IV Federal Financial Aid and/or Veteran's Education Benefits.

Return to Class from Emergency LOA

School officials must use their professional judgement to determine if a student can, within reason, be expected to return to school from an official or emergency leave of absence before approving the request. If the school official believes the student may not return from leave, then the request will be denied. School officials will advise the student that officially withdrawing from school may be the best course of action in such cases.

If a student fails to return as scheduled from an approved leave of absence and fails to contact school officials to request an extension, then he/she is considered withdrawn from the program. If the student chooses not to return to school after a leave of absence, then his/her withdrawal date will be the last verified date of attendance for the purpose of calculating any applicable refund.

If a student is on an unauthorized LOA, then he/she will be withdrawn from the program. In such cases, the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance. Additionally, failure to return from an LOA as scheduled may result in the student's Title IV financial aid loans may be adversely affected; for example, a student's loan repayment grace period may be exhausted if the student fails to return from an LOA as scheduled.

Make-Up Assignments

Students are responsible for completing any missed assignments and scheduling any tests missed during an absence. Students must meet with their instructor to schedule make-up tests within one (1) week of returning to class. If a student fails to reschedule and/or retake a make-up test within one (1) week, then a grade of zero (0) will be recorded in the student's academic record.

Students will be given a specific timeframe to complete any missed training hours. If the student fails to complete any missed training hours during the allocated timeframe, then the remaining missed training hours will be classified as unexcused absences, and the student may face disciplinary action and/or financial penalties.

Enrollment Agreement Revision(s)

The institution may not assess the student any additional institutional charges because of an approved LOA. The institution will extend the student's contract period by the same number of calendar days taken in the LOA. Changes to the contract period must be documented on the enrollment agreement and be initialed by all parties or published on an addendum that must be signed and dated by all parties.

Department of Veterans' Affairs Addendum

By authority of Title 38, United States Code 3676 ©(14), the State Approving Agency may set any additional reasonable criteria for approval of programs for veterans and other persons eligible for VA education benefits (wherever the word "veteran" is used, it is intended to include all persons receiving VA education benefits). The following Attendance Policy has been established to set minimum standards of attendance for students enrolled in non-college degree (NCD) programs and receiving VA education benefits, and

1. Is considered reasonable criteria.
2. Will become a part of 3676 approvals (if institution's existing attendance policy is more restrictive, then that policy will be used).
3. Will be listed as an addendum to the institution's catalog, bulletin, or handbook:

Veterans enrolled in NCD programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of class contact hours (if the institution's existing policy is more restrictive, then that policy will be used). The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (use VAF 22-1999b).

A veteran may be re-enrolled for benefits at the beginning of the term following interruption because of unsatisfactory attendance only when the cause of unsatisfactory attendance has been removed. Once re-enrolled, a veteran will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of the remaining contact hours (if the institution's existing policy is more restrictive, then that policy will be used). The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (use VAF 22-1999b). Veterans interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of *mitigating circumstances*.

Mitigating Circumstances: Issues which directly hinder a veteran's pursuit of a course/program of study, and which are judged to be beyond the student's control are defined as mitigating circumstances. General categories of mitigating circumstances include but are not limited to:

1. Serious illness of the veteran.
2. Serious illness or death in the veteran's immediate family.
3. Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the program/course.
4. Active duty military service, including active duty for training.

Institutions having a published "Leave of Absence Policy" should discontinue VA educational benefits (use VAF 22-1999b) while that student is on "official leave of absence".

Course Withdrawal

Top of the Line Barber College students have the option of withdrawing from the program at any time. Any student wishing to withdraw from school must take the following steps.

1. **Official Withdrawal Form**
Complete and submit the official "Notice of Withdrawal" form. Blank copies can be obtained from the Registrar.
2. **Exit Interview**
Students must complete withdrawal procedures with school officials. This includes reviewing SAP and student ledger accounts.
3. **Student Ledger Account**
Students must resolve all outstanding financial balances.

Student Code Of Conduct

Every student who is admitted into the barbering program at *Top of the Line Barber College* must adhere to the following code of conduct. These rules and regulations were established by the management group of *Top of the Line Barber College* and approved for implementation by the Advisory Committee. School officials will enforce these regulations consistently and equally.

1. **Arrival**

All students must sign in at the administrative desk upon arriving at the facility for class. Failure to do so may result in the student not receiving credit for all the clock hours of training earned during a particular day. School officials will not seek out students to determine when they arrive for class; officials will simply document the time that they first noticed the student on campus.

2. **Attendance**

All students must attend academic theory classes as scheduled. A student may be excused from class in the case of an emergency.

3. **Tardiness**

Students must report to class on time as scheduled in the class syllabus. A student is considered tardy if he/she is more than fifteen (15) minutes late for class.

4. **Absences**

Students are required to notify the school on any day that the student is unable to attend classes so that proper arrangements can be made.

5. **Early Dismissal**

Students must seek permission from school officials to leave the facilities at times other than lunch or the end of the school day.

6. **Dress Code**

Students must dress in the appropriate attire as outlined in the school dress code. This includes maintaining proper hygiene and grooming.

7. **Maintenance & Care of Barber Equipment**

Students will clean and maintain all implements and equipment according to the guidelines set forth by the manufacturer as well as school requirements. Additionally, students will sanitize all equipment and make sure their workspace is clean prior to serving a client as required by the state regulatory agency.

8. **Sanitation Duty**

Students will be assigned sanitation duty via the sanitation duty roster. It is the responsibility of the individual student to check for his/her assignment and complete the duty as required. Students MAY NOT refuse to perform an assigned sanitation duty.

9. No Smoking/Vaping

Smoking/vaping is prohibited in the building. Students will be allowed to smoke/vape in the designated area. Additionally, all food and beverages must be consumed in the student lounge or patio.

10. Professional Conduct

Students will always treat faculty, staff, and clients with respect. Furthermore, students must conduct themselves professionally in all their interactions with each other. Actions or statements that may cause bodily harm to another student, a faculty or staff member, or a client is prohibited.

11. Customer Service Priority

The number one goal of our students should be to provide clients with a memorable experience by always offering them quality service. As a result, there may be times in which a student will be asked to reschedule lunch or another break to properly serve the clients in the facility. Additionally, a student MAY NOT refuse to perform a service for a client at any time. A student may be suspended if he/she refuses to serve a client.

12. Grievances/Complaints

Students must use the appropriate process to file a complaint or grievance with a school policy or a faculty/staff member. Students are prohibited from publicly criticizing the school on school premises.

13. Proper Instruction

A student cannot interfere with the instruction of other students. Additionally, a student shall not endeavor to instruct another student. It is the sole responsibility of *Top of the Line Barber College's* faculty to provide ALL instruction to students.

14. Professional Ethics

Students will always maintain the highest standard of integrity. Cheating, plagiarism, falsification of records, or theft are strictly prohibited. Any student caught violating this policy may be terminated immediately.

15. Personal & School Property

Students will respect the personal property of others as well as school property. Any student caught intentionally vandalizing school property will be subject to suspension or termination and will be responsible for the cost to repair the damages.

16. Visitation

Students' may not receive visitors or answer cell phone calls while serving a client. Additionally, all visitors must check in at the reception desk and wait in the lobby until the student can come up to see them. Furthermore, a student may only use the school telephone for school related matters or in the case of an emergency.

17. Class Preparedness

The student is solely responsible for his/her personal belongings and training equipment. Additionally, a student is responsible for having all the training and learning materials necessary for participation in class.

18. Breaks

Any student who is logging more than six hours per day is required to take a thirty minute lunch break. Students who are logging less than six hours per day are entitled to a fifteen minute break. The break period will be assigned by the faculty or staff. As a result, the student must take his/her break at the designated time or not at all. Break times do not accumulate. In other words, a student could not forgo his/her scheduled lunch break and then use that time to leave thirty minutes early from school.

Student Discipline

The following penalties have been established by the *Top of the Line Barber College* Advisory Committee. They apply to students who are found to be in violation of school policies regarding student conduct or the dress code. Please note that school officials are charged with using their discretion in determining the appropriate punishment. School officials will consider the nature of the offense as well as the severity of the violation and whether it is a repeat offense. In some instances, not all of the following penalties may be applied if school officials determine that the nature and severity of the offense merits a stronger penalty. In other words, a student may be terminated from the program even if all disciplinary options have not been exhausted if school officials determine such a penalty is warranted.

Disciplinary Process

1. **Verbal Warning**

Students will receive a verbal warning after the first violation of school policy. The verbal warning is basically a one-on-one counseling session between a faculty/staff member and the offending student. The goal is to inform the student of his/her violation and instruct the student in the proper conduct. The verbal warning will be documented in the student's file; if the student repeats the offending behavior/conduct, then more severe penalties will be issued; the warning will be removed from the student's file if no further violations occur within thirty (30) days.

2. **Written Warning**

If a student continues to violate school policy after receiving a verbal warning, then a written warning will be issued. The written warning is formal documentation that a student has been warned and counseled about his/her actions and conduct; it is the final warning before severe disciplinary action is taken. The written warning will be removed from a student's file if no further violations occur within sixty (60) days.

3. **Disciplinary Write-Up**

If the offending behavior/conduct continues after the student has received a written warning, then faculty/staff will dismiss the student from school for the remainder of the day and suspend them from the program; the suspension may not exceed five (5) days in length. Faculty/staff will write up a disciplinary report; this report documents the offending behavior, as well as the previous attempts to correct the behavior, and the penalty issued by the school. In some cases, school officials may decide to require the student to adhere to special restrictions as a condition of his/her return. In any case, the student will be informed that any future violations will result in his/her termination from the program. Discipline reports will remain in a student's file permanently.

4. **Termination**

A student will be terminated from the program after his/her fourth violation of school policy. If the student is a Title IV federal financial aid program recipient, then he/she may be responsible for repaying the full amount of any funds received to the applicable program.

Disciplinary Appeals

Students have the right to appeal a school official's decision regarding an alleged violation and the subsequent punishment; the Student Discipline Council will hear all appeals. The purpose of this committee is to resolve any disputes a student has regarding disciplinary action taken by school officials. The council is composed of the school Director, the admissions director, a faculty/staff representative, and two (2) members of the Advisory Committee. The student agrees to abide by the committee's decision regardless of the outcome.

1. **Official Notice**

The student must declare, in writing, their desire to appeal the school decision within 24 hours of the discipline report.

2. **Hearing Scheduled**

Once school officials have been made aware of the student's desire to appeal the decision, they must schedule a date/time for the appeal hearing and inform the student of this date. This date must be no more than seven (7) business days after the initial disciplinary decision was made.

3. **Hearing Conducted**

The student will have the opportunity to gather evidence, including witnesses, to present his/her case to the Appeals Committee. The committee will be given the opportunity to review the evidence presented and interview any witnesses.

4. **Deliberation**

After hearing the student's case, the committee will convene to consider its ruling. The committee must not only determine whether to uphold or overturn the original decision; if they choose to overturn the original decision, then they must determine the appropriate punishment, if any, to be issued. The committee has 48 hours to deliberate and issue a decision; all decisions must receive a majority affirmative vote before they become official.

5. **Decision**

The committee will inform the student of its decision. If the committee chooses to uphold the original decision, then no further action is required. If the committee chooses to reverse the original decision, then the original decision will be stricken from the student's record as well as the school's record. The committee's new penalty, if applicable, will be entered into the school's files and the student's official record. The decision issued by the committee is final.

Student Privacy

Top of the Line Barber College takes privacy very seriously. We take great strides to ensure that no student, staff, or client information is distributed to any party without prior written authorization. Our faculty and staff members must sign a confidentiality agreement as part of the hiring process; the agreement stipulates that employees will not divulge any information to any party, unless it is required as a function of their position, without written authorization.

The Family Educational Rights and Privacy Act otherwise referred to as FERPA (20 U.S.C. §1232g; 34 CFR Part 99) is a federal law designed to protect the privacy of a student's education record. Under this law a parent is granted certain rights regarding their dependent child(ren)'s education records. These rights are transferred to the student when he/she reaches 18 years of age or when the student enrolls in a post-secondary institution such as a college or trade school. *Top of the Line Barber College* is fully compliant with this statute.

Student & Parental Rights

The following rights have been granted to students and/or the parents of dependent minors under FERPA. These rights pertain to the access and disclosure of personally identifiable information of a student's education record. Furthermore, the procedures for exercising these rights are explained.

1. Right to Review Education Records

Students and parents of dependent minors have the right to review the student's education records. To do so:

- a. **Written Request** – Submit a written request to the appropriate school official.
- b. **Identify Record(s) to Review** – Specify which record(s) for the review.
- c. **School Response** - The school will respond within 45 days by either providing a copy or arranging for in-person review. If the request is submitted to the wrong official, the student will be directed to the correct contact.

2. Right to Request Amendment of Education Records

If a student or parent believes that a record is inaccurate, misleading, or violates FERPA rights, they may request an amendment. To initiate this:

- a. **Written Request** – Submit a written request to the appropriate school official.
 - i. The request should clearly specify the issue(s) that the student and/or parent is seeking to amend.
- b. **Submit Supporting Documents** – Submit documents that support the request for amendment and specify the desired corrective action.
- c. **School Response** - The school will respond in writing by either approving the amendment and taking the desired corrective action or denying the request. If the amendment is approved, the school will provide the student and/or parent, if applicable, with an amended copy of the education record. If the request is denied, the student and/or parent, if applicable, will be informed of their right to request a hearing and of the protocols for said hearing.

3. **Right to Consent to Disclosure of Education Records**

Students and parents of dependent minors must provide written consent before the school releases personally identifiable information to third parties. Exceptions include:

- a. Disclosure to school officials with a **legitimate educational interest**, meaning they need access to fulfill their professional duties.
- b. Disclosure to officials at another institution where the student seeks or intends to enroll. In such cases, the school will make a reasonable effort to notify the student.

4. **Right to File a Complaint**

Students and parents may file a complaint with the U.S. Department of Education if they believe the school has violated FERPA. Complaints should be sent to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

5. For more information, visit: <https://www2.ed.gov/policy/gen/guid/fpco/index.html>

School Responsibilities

1. **Annual Notice of Rights**

Each year, the school provides an official notification of FERPA rights to all students enrolled in the barbering program. This notice outlines students' rights regarding access to and privacy of their education records.

2. **Explanation of Rights**

The annual notification includes instructions on how students can exercise their rights, including how to request access to or amendments of their education records.

3. **Record of Access**

The school maintains a record in each student's file documenting all disclosures of personally identifiable information, including the identity of the recipient and their legitimate educational interest. Disclosures to school officials with legitimate educational interests and releases of directory information are exempt from this requirement.

4. **Obtain Permission Prior to Release of Information**

The school will not release any information from a student's education record without written consent from the student or their parent/guardian, if applicable.

Exceptions include disclosures to:

- a. School officials with a legitimate educational interest.
- b. Officials at another institution where the student seeks or intends to enroll.

Accrediting Agency & Government Access

As part of its oversight responsibilities, the **National Accrediting Commission of Career Arts & Sciences (NACCAS)**, our accrediting agency, is authorized to access student records without prior written consent from the student or their parent/guardian.

Additionally, government agencies with regulatory authority over school operations may access student records without prior written consent. Examples include:

1. South Carolina Commission on Higher Education (SCCHE)
2. US Department of Education (ED)

All such access must be for official business purposes only. Requests must be related to accreditation, compliance, or regulatory review, and must follow applicable federal and state guidelines.

Client & Vendor Information

Top of the Line Barber College is committed to maintaining the confidentiality of all information collected from our clients and vendors. All such information is treated as strictly confidential and will not be shared or sold to any third party without prior written consent from the individual or organization.

The only vendor information that may be shared is a contact phone number, and only for inquiries from interested parties.

For emergency purposes, the school retains contact information for all clients. This information is securely stored and accessed only when necessary to ensure the safety and well-being of individuals involved.

Student Grievances

The faculty and staff of Top of the Line Barber College take student complaints seriously. School officials will make every reasonable effort to address and resolve student grievances in a timely and respectful manner.

While all concerns are reviewed, complaints that do not pertain to academic or institutional matters, such as personal preferences or unwillingness to complete required coursework, may not be considered valid grievances under this policy.

Definition

For the purposes of this policy, a grievance is defined as an actual or perceived action that interferes with a student's ability to meet program requirements. A grievance may be filed against a faculty or staff member, or another student.

Students are encouraged to submit grievances in writing to the designated school official. The grievance should include a clear description of the issue, relevant dates, and any supporting documentation.

Internal Grievance Procedures

The following procedures have been established by the Top of the Line Barber College Advisory Committee for students wishing to file an internal grievance. These procedures are explained during orientation prior to the first day of class. Students must follow the outlined steps to ensure their grievance is reviewed. All documentation, including outcomes, will be retained in the student's record and institutional files. School officials monitor the nature, frequency, and patterns of complaints to improve institutional practices.

1. File Grievance

Submit a written complaint using the official grievance form within 60 days of the incident. Forms are available from administrative staff and must be submitted to the Dean's office once completed.

2. Management Review

The management team will review the grievance and respond in writing within thirty (30) days. The initial response may not provide for a final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.

- a. If the issue cannot be resolved internally, it may be referred to an independent third party.
- b. Interviews with relevant staff or students may be conducted if deemed necessary.
- c. In cases of significant conflict, an informal hearing may be held.
 - i. If necessary, management will appoint a hearing committee consisting of one member of the management team, an administrative staff member who may not be related to the student filing the complaint or another student in the school, and a member of the school's Advisory Committee.
 - ii. The hearing will occur within **90 days** of committee appointment.
 - iii. The hearing committee will be allowed to ask questions from all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness's testimony and a recommended resolution for the dispute.

- iv. School management, led by the Campus Director, shall consider the report and either accept, reject, or modify the recommendations of the committee.
- d. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

External Grievances

Accreditor Grievance

If the resolution offered by the school is insufficient after completing the entire grievance process, then students may file a complaint with the school accrediting agency. The name and contact information for the accrediting agency is as follows:

NACCAS
3015 Colvin Street
Alexandria, VA 22314
(703)600-7600

State Grievance Policy

The SC Labor, Licensing, and Regulation department has established an online application to file a complaint against a licensed individual or business. Please follow the link below to learn more information and begin the process.

SC LLR Complaint Process - <https://llr.sc.gov/fileacomplaint.aspx> .

Additionally, students may file a complaint with the SC Board of Barber Examiners, the state licensing agency. The name and contact information for the board is as follows:

SC Board of Barber Examiners
110 Centerview Dr.
Columbia, SC 29210
(803)896-4588

Campus Safety

Law Enforcement Jurisdiction

The facility is under the jurisdiction of the City of Charleston Police Department. The property is subject to regular and random patrols from the officers assigned to this area. *Top of the Line Barber College* currently does not employ a private security agency to secure the campus.

Campus Security Authorities (CSA'S)

It is not uncommon for a college student who is the victim of crime to tell someone with whom they feel comfortable about the crime such as a counselor or instructor, rather than a law enforcement official. In compliance with the Clery Act, our school is required to identify and provide training to students, volunteers, employees, etc., whose function has significant responsibility for student and campus activities, as a Campus Security Authority (CSA) to which a victim may disclose a Clery offense. Students who are victims of crime on or off campus may report their victimization on a voluntary and confidential basis to a CSA for the crime statistic to be included in the Annual Security Report. When a CSA receives a report of a Clery offense, they will collect important information regarding the crime from the victim and will confidentially relay that information to the Charleston Police Department to determine if a Timely Warning should be initiated and to compile annual crime statistics to be included in the Annual Security Report. Individuals who serve as CSA's must complete annual training to remain qualified for the position.

CSA Contact Information

1. Campus Dean (Charleston)
Jessica Ford | (646)961-6108 | j.ford@topofthelinebarbercollege.edu
2. Campus Dean (Myrtle Beach)
Kevin Buntley | (646)961-6108 | k.buntley@topofthelinebarbercollege.edu
3. Financial Aid Director
Andronicus Davis | (843)823-2064 | financialaid@topofthelinebarbercollege.edu

Campus Safety Protocols

When an emergency or incident occurs on campus, it is prudent to observe established emergency procedures. Doing so will increase the probability of your surviving the situation relatively quickly and unharmed. The protocols published on subsequent pages will assist individuals with surviving campus safety emergencies or while participating in school sponsored activities.

Reporting Criminal Acts And Suspicious Activity

Students, faculty, and staff are encouraged to use common sense and implement risk reduction measures to help deter crimes against persons and property. To report a crime or an emergency on campus, call the Charleston Police Department at:

1. Emergency: 911
2. Non-Emergency: (843)577-7074

Protocols for Reporting an Emergency

Please observe the following protocols once you have made phone contact with an emergency dispatcher.

1. **Provide Location**

If you know the physical address, provide that information to the dispatcher. If you do not know the physical address of the emergency, provide as much detail as possible. Use landmarks and other easily recognizable items to describe your location.

2. **Describe Emergency Situation**

Provide a clear concise description of the emergency. Be sure to include all the information you know including the alleged crime, the victim(s), the perpetrator(s), and any other pertinent facts.

3. **Remain Vigilant**

Be prepared to answer the dispatcher's questions or to follow the instructions provided. Do your best to remain calm; if you panic, you are more likely to make the situation worse than help alleviate it. Follow any instructions exactly as the dispatcher describes.

Active Shooter Emergency Protocols

1. If possible, exit the building immediately, and call 911.
2. If you cannot exit, clear the hallway immediately and/or remain behind closed doors in a locked or barricaded room, if possible. Stay away from windows. Remain calm and quietly call 911.
3. Evacuate the room only when the authorities have arrived and instructed you to do so.
4. Do not leave or unlock the door to see "what is happening."
5. Do not attempt to confront or apprehend the shooter unless it is the last resort.
6. Do not assume someone else has called the police or emergency personnel.

Bomb Threat Protocols

1. Remain calm.
2. Obtain as much information as possible from the threatening caller.
3. Keep callers on the line as long as possible.
4. Do not anger callers.
5. Call 911 and report the threat.
6. Do not erase threats if they are left on voice mail.

Suspicious Mail and/or Packages

1. Do not touch or disturb the object or package.
2. Evacuate the immediate area.
3. Call 911 and report the threat.
4. Notify the Campus Director as appropriate.

Suspicious Person and/or Erratic Behavior

1. Do not physically confront the persons exhibiting the behavior.
2. Do not let anyone into a locked room/building.
3. Call 911 and report the threat.

Security Training

Top of the Line Barber College periodically during the academic year provides an on-site drug and alcohol prevention by the Charleston Police Department. Additionally, campus security officials will provide tips to prevent theft and vandalism during orientation with the students.

Reporting A Sex Offense, Domestic Violence, Dating Violence, Sexual Assault Or Stalking

It is the policy of Top of the Line Barber College to immediately report any sexual offense to the Charleston Police Department, whether committed on or off campus. It is imperative that victims of any kind of sexual offense report the crime to one of the TOTLBC security authorities and/or to the Charleston Police Department. It is also important to preserve any and all evidence (i.e. clothing, objects and any other biological evidence) for the proof of a criminal offense.

When sexual assaults are committed off-campus, persons are encouraged to report to the appropriate law enforcement agency, but a student may elect, instead, to report the sexual assault to one of the campus security authorities. Any assault will be immediately reported to the Charleston Police Department. If an assault is reported to the campus security authorities, a grievance form will be provided to student.

Procedures If You Are A Victim Of Sexual Assault, Domestic Violent, Dating Violence Or Stalking.

1. Report to Police.
2. Tell the first person you see and point out the attacker.
3. Don't shower or bathe.
4. Preserve as much evidence as possible.
5. Remember all you can about the attacker such as age, height, weight, race, color of eyes-hair-clothes, type of complexion-pants-shirt-shoes.

Disciplinary Action for Sex Offense, Domestic Violence, Dating Violence, Sexual Assault or Stalking Convictions

If a student or a staff member is convicted of a sexual offense, domestic violence, dating violence, sexual assault or stalking regardless of whether the action took place on the TOTLBC campus, that individual is subject to disciplinary actions by TOTLBC. Any student or staff member may be subject to sanctions leading up to or including termination if convicted of any domestic violence, sex offense, including rape, acquaintance rape, any other forcible or non-forcible sex offenses or stalking.

All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings and hearings. Also, TOTLBC is obligated to comply, in writing, notifying victims about options for academic or protective measures. In response to all complaints, TOTLBC promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. This investigation will be completed within 60 days of receipt of complaint.

Both parties will receive written notice of the outcome of the complaint. Reasonable academic accommodations will be provided during and after alleged Title IX or VAWA offense. During the investigation the school will provide interim measures, as necessary to protect the safety and wellbeing of the students and or employees involved. TOTLBC will not limit the choice of advisors for either the accuser or the accused at disciplinary proceedings.

1. At the College report to Mr. Davis 843-823-2064
2. Or Please contact the police at 911
3. To Determine which type of Disciplinary proceeding to implement we will follow the criteria below:
 - a) Dating Violence
Police will be notified/Help center information will be given.
 - b) Domestic Violence
Police will be notified/Help Center information given.

- c) Sexual Assault: Domestic Violence
Police will be notified/Help Center information given.
- d) Stalking: Domestic Violence
Police will be notified/Help Center information given.

Both the accuser and the accused will be provided with a written explanation of the students' rights and options for resolving the allegations. Both the accuser and the accused will be informed of any Initial, interim, and final decisions, by the Director of TOTLBC, any sanctions imposed by the institution. Additionally, both the accuser and the accused are entitled to have others present during disciplinary proceedings. Compliance with these provisions does not constitute a violation of the Family Education Rights and Privacy Act of 1974.

Confidentiality- TOTLBC is committed to maintaining the privacy of all individuals involved in a report of sexual misconduct, relationship violence, or stalking to the extent permitted by law. All TOTLBC employees who are involved in the College's response, including the Title IX coordinator, investigators, and all other parties, received specific instructions about respecting and safeguarding private information. Information will not be shared without the express, written permission of the individual.

Awareness Programs to prevent dating violence, domestic violence, sexual assault, and stalking: Currently, Top of the Line Barber College does not have on-campus resources for victims of a sexual assault. The following organizations are available to the community for assistance. These organizations will also provide training/education classes for our students at our campus, along with pamphlets and education material.

Center for Women	843-763-7333
Steve Austin Facility	843-744-9949

With these organizations, their programs help prevent dating violence, domestic violence, sexual assault, and stalking including primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at current students and employees.

Bystander intervention: safe and positive options that may be carried out by an individual to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes:

1. Recognizing situations of potential harm.
2. Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and talking action to intervene.

Ongoing prevention and awareness campaigns: TOTLBC involves the community for assistance with the education, interventions, initiatives and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking.

Risk Reduction: the practice of educating 'potential victims.' In order to promote safety and to help individuals and communities address conditions that facilitates violence. Examples are "don't walk alone

at night.” “don’t set your drink down.” “use the buddy system.”

Registered Sex Offenders

In accordance to the Campus Sex Crimes Prevention Act of 2000 (CSCPA), which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Cleary Act and the Family Educational Rights and Privacy Act of 1974 (FERPA), the state of South Carolina is required to provide information as to the location, enrollment and/or employment of a sex offender at a post-secondary institution to local law enforcement authorities. Top of the Line Barber College is required to inform both staff and students of recourses where this information can be found. The law also requires sex offenders already required to register in a State to provide notice to each higher education institution in that State at which the person is employed, carries a vocation, or is a student. In South Carolina, convicted sex offenders must register with their local Sheriff’s Office.

A list of all registered sex offenders in South Carolina is available from the South Carolina Bureau of Investigation at <http://scor.sled.sc.gov>. The Top of the Line Barber College campus address is 69 Columbus Street Suite A & B Charleston, SC 29403.

To determine where sex offenders are located, use the following link: <https://www.nsopw.gov>

Campus Drug And Alcohol Policy

At Top of the Line Barber College, the illicit use of drugs and/or alcohol by staff or students is strictly prohibited. The College provides an on-site drug and alcohol prevention seminar periodically conducted by the Charleston Police Department and other professionals in the Charleston area.

The use of illicit drugs and alcohol can cause numerous health problems and can lead to death. The effects to a person’s health include respiratory failure, heart attack, overdose, acute intoxication, and transmittable diseases such as Hepatitis C and AIDS. Thousands of deaths are caused each year by drug overdoses, allergic reactions to drugs, toxic combinations of drugs, and alcohol poisoning. For more information about the effect of alcohol and drug abuse, please visit www.drugfree.org.

The manufacture, distribution, dispensation, possession, sale, purchase, offer to buy or sell, or use of alcohol, illegal drugs or related paraphernalia and the illegal use of any drugs (including the misuse of prescription drugs) at Top of the Line Barber College campus or while engaged in the course curriculum is strictly prohibited. The College also prohibits such conduct during non-curriculum time to the extent that, in the judgment of Top of the Line Barber College, it impairs a student’s or staff member’s ability to progress through the curriculum, threatens the reputation or integrity of the College or violates the law. Any student who violates this policy is subject to suspension or expulsion from the program. Any staff member who violates this policy is subject to sanctions up to or including termination.

Any student or staff member who has illegal possession or engages in the illicit use of drugs or alcohol is also subject to criminal prosecution. TOTLBC will refer violators to the appropriate authorities for prosecution. South Carolina law states that any person who violates the criminal statutes on controlled substances by possessing, offering for sale, distributing, or manufacturing opiates and narcotics shall be guilty of a drug severity level three (3) felony. If convicted, the court may sentence a person to a term of imprisonment in accordance with the South Carolina Sentencing Guidelines Act and a fine of up to \$300,000. Unlawful possession of a depressant, stimulant or hallucinogenic drug is punishable as a Class A non-person misdemeanor, which carries a penalty of imprisonment and a fine of up to \$2,500. South Carolina statutes also provide for criminal penalties for conviction of certain alcohol-related offenses, such as underage consumption or providing alcohol to minors. These penalties include

imprisonment of up to six months and fines of up to \$1,000.

For a first offense minor in possession of alcohol charge, the penalty is:

1. Up to 1 month in jail
2. \$200 minimum fine (\$500 if under 18)
3. 40 hours of community public service
4. Required attendance in an alcohol education program
5. Suspension of driver's license for 30 days

Any student or staff member who purchases alcohol for a person under the legal drinking age of 21 could be subject to a maximum penalty of 6 months in jail and a \$1,000 fine.

Students or staff members who use prescription drugs should follow the prescribing physician's directions for use and all prescriptions are to be kept in the prescription bottle with the appropriate name of the user. If the use of a prescription drug may impair your performance or affect safety while performing course-related services, you should notify the Learning Leader or supervisor (if staff) immediately so the College can take whatever action it finds appropriate to protect your safety and that of other students and clients. Any student or staff member who violates this policy is subject to suspension or expulsion from the program.

Drug and Alcohol Treatment Facilities

If you or someone you know is struggling with drug or alcohol abuse, please call 1-877-335-HOPE (4673) or one of the treatment centers listed below.

1. AA Abuse Helpline
(800)299-6310
2. Charleston Recovery Center
(843)718-2780

Counseling Services

Top of the Line Barber College does not provide on campus counseling services for students, faculty, and staff members will listen to a student's concerns and try to refer them to the appropriate agency for assistance.

1. **Domestic Abuse| Sexual Assault**
My Sister's House
(843)744-3473
2. **Suicide Prevention**
National Suicide Prevention Hotline
1-800-273-8255
3. **Alcohol & Drug Rehab**
Charleston Center
(843)722-0100
Trident United Way
211
4. **Homelessness**
One80 Place
(843)723-9477

Severe Weather & Campus Emergency Protocols

It is important to remain calm during any emergency. An individual who can think clearly and act decisively will have an advantage over the individual who is unable manage their emotions during a crisis. The protocols listed below will assist individuals with surviving severe weather emergencies while on campus or while participating in school sponsored activities.

Official Declaration Of Emergency

The Governor of South Carolina is responsible for declaring a state of emergency when the situation arises. Following this announcement, school officials will determine the best course of action. If deemed necessary, the Dean will declare a campus emergency. Once an emergency is declared, only registered students, faculty, and staff are authorized to be present on campus but in the event of immediate crisis only authorized administrative personnel will remain and all others will be dismissed. Our clients will be asked to vacate the premises, unless conditions require that they remain on campus. All unauthorized individuals remaining on campus may be subject to arrest in accordance with applicable laws.

Emergency Evacuation Procedures

Please comply with the following evacuation process if it is deemed necessary to evacuate the campus. These basic evacuation procedures are to be observed when exiting the building during any emergency or crisis. Public safety officials or law enforcement officers will provide specialized evacuation instructions if necessary.

1. **Alarm/Notification**

Please observe the emergency alarm or emergency announcement from a CSA. If time permits, a CSA will issue an emergency notice via the school's messaging system.

2. **Orderly Procession to Exit**

Please proceed to the nearest exit; if possible, please refer to the emergency evacuation route posted in the room in which you are occupying.

3. **Evacuation Route**

Please walk in a single file line if in a group of two (2) or more and stay to the right, if possible, when exiting the building. Keep noise to a minimum and avoid pushing others as you exit the building.

4. **Safety Precautions**

Please avoid using elevators during an emergency evacuation. In many emergency situations elevators are either inactive or used exclusively by law enforcement or fire officials.

a. **Disabled Individuals**

School officials have procedures in place to assist disabled individuals with safely evacuating the building. In the case of an emergency evacuation, disabled individuals will be safely evacuated prior to the general evacuation order for the campus. School officials will ensure the safety and security of these individuals before addressing the general student body.

5. **Proceed to Safe Area**

Once you have exited the building safely, please proceed to the designated safe area. The designated safe area will be easily accessible and identifiable; the area will be located at least

500ft. away from the campus. School officials stationed at the designated safe area will provide further information and instructions.

6. Return to Campus When Authorized

Please wait to return to campus until you are instructed to do so by a school official. The notification to return to campus will be delivered via the school’s messaging system; please check your email and/or text messages regularly.

Shelter-In-Place Procedures

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

1. Gather Supplies

If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency.

2. Seek Shelter

If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.

3. Choose Shelter

Locate a room to shelter inside. It should be: An interior room; above ground level; and without windows or with the least number of windows.

- a. If there is a large group of people inside a particular building, several rooms may be necessary.

4. Secure Shelter

Shut and lock all windows (tighter seal) and close exterior doors.

- a. Turn off air conditioners, heaters, and fans.
- b. Close vents to ventilation systems as you are able. (College staff will turn off the ventilation as quickly as possible.)
- c. Turn on a radio or TV and listen for further instructions.
- d. Make yourself comfortable.

5. Report Location

Make a list of the people with you and ask a campus security authority to call the list in to the Charleston Police Department at (843)577-7074 so they know where you are sheltering. If only students are present, one of the students should call in the list.