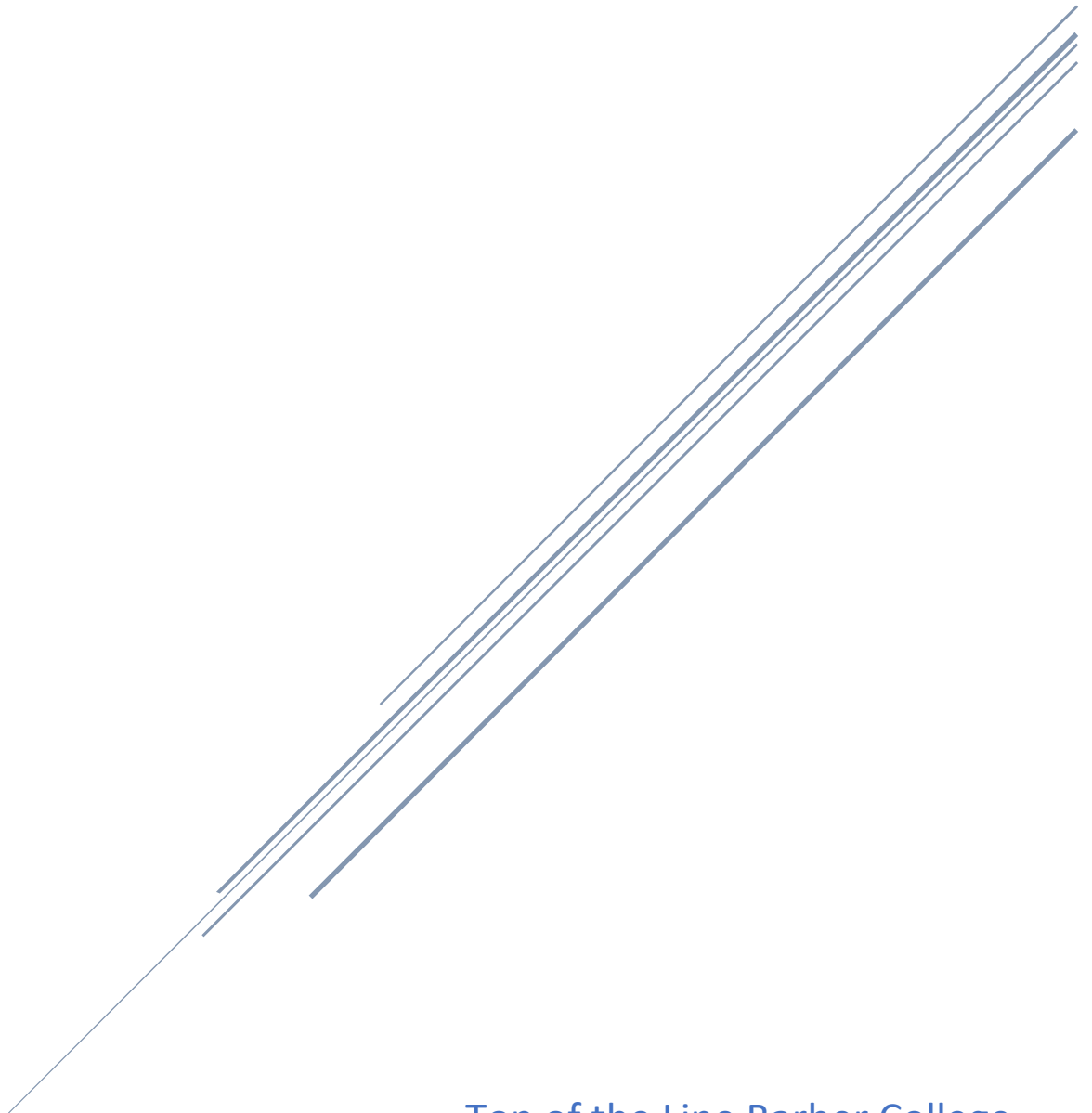


2025 ANNUAL REPORT

Campus Safety & Student Privacy



Top of the Line Barber College

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Message From President Gibson

Dear TOTLBC Campus Community,

As you know, the safety and security of our campus is a top priority. We've implemented comprehensive, written security protocols that all faculty and staff are expected to follow. These include:

- Maintaining a log of all campus visitors
- Annual staff training to ensure compliance with security guidelines

In the following pages, you'll find detailed information about:

- Our safety programs and security procedures
- Crime and fire safety statistics
- What to do and who to contact if you witness or experience a crime
- Practical tips to enhance your personal safety awareness

The well-being of our students, faculty, staff, and visitors is our highest concern. Campus safety is a shared responsibility. We must remain vigilant, support one another, and speak up when we see something wrong. Your voice matters.

I want to sincerely thank our faculty and staff for their ongoing commitment to keeping our campus safe. Your dedication to our students does not go unnoticed.

I'm proud to say that our campus is a safe, welcoming environment for people of all backgrounds. Thank you for taking the time to read this report—and for everything you do to make our school a special place.

Sincerely,

Anthony L. Gibson
President, Top of the Line Barber College

Annual Security Report Summary

The 2025 Annual Security Report was prepared in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. This report is a collaborative effort by the management team of Top of the Line Barber College:

1. Anthony Gibson, School President
2. Jessica Ford, Dean
3. Andronicus Davis, Director of Financial Aid
4. Denise Gibson, Business Manager

The report includes:

1. Campus safety services and policies
2. Programs supporting victim assistance and intervention
3. Alcohol and drug policies
4. Procedures for reporting sexual assault
5. Contact information for campus crime reporting

Disclosure of Crime Statistics

This report contains statistics for crimes reported:

1. On campus (collected by Dean Jessica Ford)
2. Adjacent public property (provided by the Charleston Police Department)
3. From local law enforcement (collected by Andronicus Davis)

Note: Incidents occurring in private residences, businesses, or properties within the campus framework are not included, per federal reporting guidelines.

Report Preparation and Approval

The initial draft was written by Andronicus Davis under the supervision of Jessica Ford, reviewed and revised by the management team, and approved on September 1, 2024.

For questions, contact:

Andronicus Davis
Director of Financial Aid
(854) 222-3108

financialaid@topofthelinebarbercollege.edu

Please include "Annual Security Report" in the subject line.

Dissemination of Annual Security Report

1. Online: Available in PDF format on the school's website.
2. Email: Sent to enrolled students between September 15th and October 1st annually.
3. Print: Physical copy published and available in Dean's, Admissions, and Financial Aid offices.

Address

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

4. Prospective students and employees review the report during the enrollment and interview processes respectively.

Complaints and Grievances

To file a complaint regarding Clery Act violations, contact the regional office listed at: U.S. Department of Education Regional Contacts. The address is listed at <http://www2.ed.gov/about/contacts/gen/regions.html#4>.

Complaints are handled by the Case Management Team. Schools may not retaliate against individuals who file complaints under the Clery Act (HEOA Section 488(e); HEA Section 485(f)).

Campus Security Authorities (CSA's)

It's not uncommon for college students who experience a crime to confide in someone they trust, such as a counselor or instructor, rather than report directly to law enforcement. In accordance with the **Clery Act**, Top of the Line Barber College designates certain individuals as **Campus Security Authorities (CSAs)**. These are faculty, staff, volunteers, or others with significant responsibility for student and campus activities.

CSAs receive annual training to ensure they understand their role and responsibilities. When a CSA is informed of a **Clery offense**, which includes crimes such as sexual assault, robbery, or hate crimes, they are required to:

- Collect relevant details from the victim
- Maintain confidentiality
- Report the incident to the **Charleston Police Department**

This process helps determine whether a **Timely Warning** should be issued to the campus community and ensures the incident is included in the **Annual Security Report**.

Students may report crimes to a CSA voluntarily and confidentially, whether the incident occurred on or off campus. These reports contribute to a safer, more informed campus environment.

If you have questions about CSA responsibilities or Clery Act compliance, please contact our administrative office.

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 Information for Annual Security Report

The location of the campus for crime statistics reported in the 2024-25 Annual Security Report is as follows:

Campus Address for Annual Security Report

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

On June 6, 2023, Top of the Line Barber College relocated from the following address:

Top of the Line Barber College
1904 Savannah Highway
Unit 101-102; 103
Charleston, SC 29407

Facility Description

Suite A:

Practical Clinic

Student Workstations (20)
Shaving Station w/ Towel Warmer (1)
Shampoo Bowl (3)
Hooded Dryer (3)
School Dispensary & Laundry
Restrooms (Male & Female)

Guest Lobby

Receptionist Desk
Water Cooler
Guest Chairs (4)

Suite B:

Administrative Offices

Admissions Office
Dean's Office
Financial Aid Office
Registrar's Office

Academic Classrooms

Barber Theory Classroom (12 Desks)
Practical Lab Classroom (20 Desks)

Amenities

Break Room (10 Seats | Microwave | Refridgerator)
Restrooms (Male & Female)

Facility Access

Hours of Operation: 8:00am – 5:00pm, Monday & Saturday
8:00am – 11:00pm, Tuesday – Friday

Arrival of Faculty/Staff: 8:00am – 8:30am, Monday – Saturday

Arrival of Student Body: 8:30am – 9:15am, Tuesday – Saturday

Facility Open to Public: 9:30am – 7:30pm, Tuesday – Friday
9:00am – 4:30pm, Saturday

Facility Closure: Sundays & All Federal Holidays

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 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 Campus Security Authority (CSA)
2. Please contact the police at 911
3. To Determine which type of Disciplinary proceeding to implement we will follow the criteria below:

- Dating Violence
Police will be notified/Help center information will be given.
- Domestic Violence
Police will be notified/Help Center information given.
- Sexual Assault: Domestic Violence
Police will be notified/Help Center information given.
- 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 facilitate 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.

- e. **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.

Annual Crime Report Guidelines

To remain compliant with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, our school must report statistics for the crimes defined in the previous section. This report must be compiled annually and a copy of said report must be distributed to every faculty, staff, and student currently enrolled. Statistics are provided for the most recent calendar year (2024) and the preceding two years (2023 and 2022). The charts that follow disclose statistics for offenses committed in certain geographic locations associated with the institution.

2024 Crime Report

UNFOUNDED	There were no unfounded Clery Offenses for 2022-2024.		
CRIME STATISTICS Hate Crimes	There were no reported hate crimes for 2022-2024.		
RIME STATISTICS Non-Hate Crimes	On Campus Total		
	2022	2023	2024
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses	0	0	0
Rape	0	0	0
Fondling	0	0	0
Non-forcible sex offenses	0	0	0
Statutory Rape	0	0	0
Incest	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Dating violence	0	0	0
Domestic violence	0	0	0
Stalking	0	0	0
ARRESTS	On Campus Total		
	2022	2023	2024
Liquor Law	0	0	0
Drug Law	0	0	0
Weapons	0	0	0
DISCIPLINARY ACTIONS/ CONDUCT REFERRALS	On Campus Total		
	2022	2023	2024
Liquor Law	0	0	0
Drug Law	0	0	0

Special Message from the Dean

October 1, 2025

Greetings to the TOTLBC Campus Community,

At Top of the Line Barber College, we take privacy seriously. We are committed to safeguarding the personal information of our students, staff, and clients. No information is shared with external parties without prior written authorization.

All faculty and staff are required to sign a confidentiality agreement during the hiring process. This agreement ensures that employees will not disclose any information unless it is necessary for their job responsibilities and is authorized in writing.

We fully comply with the **Family Educational Rights and Privacy Act (FERPA)** [20 U.S.C. §1232g; 34 CFR Part 99], a federal law that protects the privacy of student education records. Under FERPA:

- Parents have rights to access their dependent child's education records.
- These rights transfer to the student once they turn 18 or enroll in a post-secondary institution.

As part of our commitment to student privacy, we distribute a **Notice of Student Rights** annually alongside the **Annual Security Report**. This notice outlines:

- The rights of students and, where applicable, their parents
- The college's responsibilities in maintaining and protecting student records

Please retain this report in your records as documentation of your rights.

If you have any questions or concerns about the information in this notice, feel free to contact me at j.ford@topofthelinebarbercollege.edu or reach out to **Andronicus Davis** at financialaid@topofthelinebarbercollege.edu.

Warm Regards,

Jessica Ford
Campus Dean

Student & Parental Rights under FERPA

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

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