



TOP OF THE LINE

B a r b e r C o l l e g e

Program Catalog &
Student Handbook

2025 – 2026

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SPECIAL MESSAGE FROM OUR STAFF



Mr. Anthony Gibson, Founder & President

Since 2005, **Top of the Line Barber College** has proudly served as Charleston's premier destination for aspiring barbers. Nationally accredited since 2013, our program blends in-depth barbering theory with hands-on training to equip students with the skills and confidence needed for a successful career in the barbering and hair care industry.

We're honored that you're considering us as part of your educational journey. Choosing the right school is a crucial step toward your future, and we're here to support you every step of the way. As you explore the following pages, you'll discover how our experienced instructors, modern facilities, and career-focused curriculum can help you achieve your goals in this dynamic and rewarding field.

GENERAL INFORMATION

MAIN CAMPUS ADDRESS

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

Contact Information

Main: (843)573-0078
Admissions: (843)573-0959
Financial Aid: (843)824-2064 | financialaid@topofthelinebarbercollege.edu
Website: <https://www.topofthelinebarbercollege.edu/>

Operating Schedule

Monday: 9:00am – 3:00pm
Tuesday – Friday: 8:30am – 10:30pm
Saturday: 8:30am – 5:30pm

School Closure: The facility will be closed for all federal holidays.

Management Team

President: Anthony Gibson | mr.gibson_101@yahoo.com
Business Manager: Denise Gibson | mrsgibson_101@yahoo.com
Campus Dean: Jessica Ford | j.ford@topofthelinebarbercollege.edu
Financial Aid Director: Andronicus Davis | financialaid@topofthelinebarbercollege.edu

Faculty & Staff

Admissions Director: Open
Senior Instructor: Anthony Gibson | mr.gibson_101@yahoo.com
Instructor: Robert McFadden | r.mcfadden@topofthelinebarbercollege.edu
Program Coordinator: Megan Lee | m.lee@topofthelinebarbercollege.edu
Program Coordinator: Tiffany Gillyard | t.gillyard@topofthelinebarbercollege.edu
Registrar: Kaylah Williams | kwilliams@topofthelinebarbercollege.edu

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 | Refrigerator)
Restrooms (Male & Female)

CAMPUS EXTENSION ADDRESS

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

Contact Information

Main: (843)532-4644
Admissions: (843)573-0959
Financial Aid: (843)824-2064 | financialaid@topofthelinebarbercollege.edu
Website: <https://www.topofthelinebarbercollege.edu/>

Operating Schedule

Monday: 9:00am – 3:00pm
Tuesday – Friday: 8:30am – 5:30pm
Saturday: 8:30am – 5:30pm

School Closure: The facility will be closed for all federal holidays.

Management Team

President: Anthony Gibson | mr.gibson_101@yahoo.com
Business Manager: Denise Gibson | mrsgibson_101@yahoo.com
Campus Dean: Kelvin Buntley | k.buntley@topofthelinebarbercollege.edu
Financial Aid Director: Andronicus Davis | financialaid@topofthelinebarbercollege.edu

Faculty & Staff

Admissions Director: Open
Senior Instructor: Kelvin Buntley | k.buntley@topofthelinebarbercollege.edu
Instructor: Open
Program Coordinator: Open
Program Coordinator: Open
Registrar: Kaylah Williams | kwilliams@topofthelinebarbercollege.edu

Facility Description

Practical Clinic: Student Workstations (10)
Shaving Station w/ Towel Warmer (1)
Shampoo Bowl (2)
Hooded Dryer (2)
School Dispensary & Laundry
Restrooms (Male & Female)

Guest Lobby

Receptionist Desk
Water Cooler
Guest Chairs (4)

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

Academic Classrooms

Barber Theory Classroom (10 Desks)
Practical Lab Classroom (10 Desks)

Amenities

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

CATALOG PUBLICATION INFORMATION

Edition: Volume II
Publication Language: American English
Publication Date: July 1, 2025

LICENSURE & REGULATORY INFORMATION

BUSINESS LICENSURE: MAIN CAMPUS

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

BUSINESS LICENSURE: CAMPUS EXTENSION

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

COLLEGE LICENSURE

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

Campus Extension License Number: 00000

Faculty Licensure

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.

PROGRAM ACCREDITATION

Top of the Line Barber College 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

Accreditation: Campus Extension

The program accreditation applies to the barbering program administered on the main campus in Charleston, SC. We have submitted an application for approval of our new campus extension in Myrtle Beach, SC with our accrediting agency, NACCAS. Once approved, the barbering program at the campus extension will be granted accredited status.

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 Duties:	Providing haircare and personal grooming services to clients. Haircuts Hairstyling Shaving Haircoloring Facials Waxing
Work Environment:	Most barbers, stylists or cosmetologists work in a barbershop or beauty salon.
Training & Licensure:	Must complete barber training at an approved training school and pass a state licensing exam.
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 June 08, 2025).

INSTITUTIONAL OUTCOMES

School officials are required to maintain detailed records of the school's outcome statistics. The outcome statistics tracked are completion/graduation rate, licensure rate & placement rate. The following performance statistics are based upon the last 3 years 2023, 2022 and 2021 academic years (January 1 - December 31). This means that school officials used records of students enrolled during this time period to calculate the school's performance in several areas.

2023 Institutional Outcomes Disclosure

Total Students in Cohort = 38.00				
	Student Ratio	TOTLBC Rates	NACCAS MINIMUM CRIETERIA	STATUS OUTCOMES
Graduation (Completion)	22/38	57.89%	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

Total Students in Cohort = 22.00				
	Student Ratio	TOTLBC Rates	NACCAS MINIMUM CRIETERIA	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

2021 Institutional Outcomes Disclosure

Total Students in Cohort = 10.00				
	Student Ratio	TOTLBC Rates	NACCAS MINIMUM CRIETERIA	STATUS OUTCOMES
Graduation (Completion)	5/10	50.00%	50%	Criteria MET
Placement (Employment)	5/5	100.00%	60%	Criteria MET
Certification (Licensure)	4/4	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

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	20 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. State Board Preparation – Licensing, Laws, & Regulations	
19.2. State Board Preparation – Barber Theory: Review & Testing	
19.3. 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. State Board Preparation – Licensing, Laws, & Regulations	
21.2. State Board Preparation – Barber Theory: Review & Testing	
21.3. 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

Month	Class Start Date	Cancellation Date ¹	Termination Date ²
January	January 7, 2025	January 10, 2025	January 21, 2025
February	N/A	N/A	N/A
March	March 4, 2025	March 7, 2025	March 18, 2025
April	April 8, 2025	April 11, 2025	April 22, 2025
May	May 6, 2025	May 9, 2025	May 20, 2025
June	June 3, 2025	June 6, 2025	June 17, 2025
July	July 8, 2025	July 11, 2025	July 22, 2025
August	August 4, 2025	August 7, 2025	August 18, 2025
September	September 2, 2025	September 5, 2025	September 16, 2025
October	October 6, 2025	October 9, 2025	October 20, 2025
November	November 4, 2025	November 7, 2025	November 18, 2025
December	N/A	N/A	N/A

SCHOOL CLOSURE: BREAKS & HOLIDAYS

Break	Date(s)
Spring Break	April 1, 2025 – April 2, 2025
Summer Break	July 3, 2025 – July 5, 2025
Fall Break	November 27, 2025 – November 29, 2025
Winter Break	December 24, 2025 – January 3, 2026

1. Cancellation Date

A student has three (3) days from the start of class to cancel their enrollment without any financial penalty.

- Students must officially withdraw from the program and complete all administrative paperwork.
- Students will receive a full refund of any prepaid tuition and fees.

2. Termination Date

A student will be dismissed from the program if they have not resolved their outstanding tuition balance by this date. Students may use cash, federal financial aid, and/or veterans' education benefits to pay tuition and fees.

- Students will be assessed an administrative fee of \$100.00 to process their withdrawal.
- If the student receives textbooks and/or other consumable training kit materials, then the student will be charged for each item received.

ADMISSIONS POLICY

NON-DISCRIMINATION DISCLOSURE

This school does not discriminate in its employment, admission, instruction, or graduation policies based on sex, age, race, color, religion, or ethnic origin nor does it actively recruit students who are actively enrolled in or are admitted to another school offering similar programs of study. We welcome all qualified individuals to apply for enrollment.

ADMISSIONS PRE-REQUISITES

1. **Proof of Age**

Candidates for enrollment must be at least seventeen (17) years old.

Acceptable Documentation

- a. Long-Form Birth Certificate
- b. Official Passport
- c. Government-Issued Identification

2. **Proof of Identification**

Candidates must present a valid government-issued identification card.

Acceptable Documentation

- a. State Driver's License / Identification Card
- b. Military Identification Card

3. **Proof of Citizenship / Residency**

Candidates must provide documentation 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)

4. **Proof of Education**

Candidates must possess a high school diploma or its equivalent.

Acceptable Documentation

- a. High School Diploma
- b. GED or state equivalent
- 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.

5. **Proof of Health**

The SC Board of Barber Examiners requires all applicants for a professional license to submit the results of a tuberculosis screening and/or chest x-ray conducted by a licensed health provider. The documentation must show a negative result and may not be more than one (1) year old.

Acceptable Documentation

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

VA Education Benefits Recipient Candidate Admissions Pre-Requisites

Our school is a proud supporter of the US Military. As such, active duty servicemembers, veterans, and the dependents/spouses of veterans are welcome to apply for enrollment. In addition to meeting the standard admissions pre-requisites, VA Education Benefit recipients must meet the following.

1. **Dual Enrollment**

Veteran applicants may not apply for enrollment at our institution while simultaneously enrolled in a different or similar program of study at another institution. Veterans are advised to complete and/or terminate their previous enrollment prior to applying for enrollment at Top of the Line Barber College.

2. **Previous Training 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 program director 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**

Transfer applicants must submit 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 for course credit.

c. **Enrollment Minimum**

Transfer applicants must enroll for a minimum of five hundred (500) clock hours. **ALL TRANSFER STUDENTS MUST ENROLL FOR A MINIMUM OF 500 HOURS.**

Transfer Student Admissions Pre-Requisites

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 admissions pre-requisites, 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.

a. Disclaimer: Recruitment Policy

Our school does not recruit students who are actively enrolled in a similar program at another institution.

2. Previous Training Credit

Transfer students must submit 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 program director 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

Transfer applicants must submit 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.

c. Enrollment Minimum

Transfer applicants must enroll for a minimum of five hundred (500) clock hours. **ALL TRANSFER STUDENTS MUST ENROLL FOR A MINIMUM OF 500 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.

Administrative Disclosure

This school will not accept any documentation from an applicant who is currently enrolled in another institution in a similar program of study. Any student who wishes to transfer into our program must officially withdraw from their previous institution.

1. Complete Enrollment Packet

- a. Enrollment Application (\$75.00 Non-Refundable Fee)
Student-Barber Permit Application (\$35.00 Non-Refundable Fee)

Required Documentation

- i. Government-Issued Identification
- ii. Long-Form Birth Certificate or Official Passport
- iii. Social Security Card
- iv. Proof of Citizenship/Residency Credentials
- v. Proof of Education Credentials
- vi. Proof of Health Documents

2. Submit Enrollment Packet

3. Application Review

Upon receipt of an enrollment packet along with the required documentation and fees, school officials will review the application packet and determine if the applicant will be admitted into the program.

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. 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. 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.

4. Program Admission

Upon acceptance into the program, applicants must complete the following steps to finalize their enrollment.

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 entire payment at the time of enrollment.

ii. Private Funding

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. *School 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.

iv. *Title IV 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).

v. *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).

b. *Review & Endorse Enrollment Agreement*

Once an applicant and the school have agreed to payment terms, then an enrollment agreement will be drafted. The enrollment agreement is a legally binding document between the school and the student which covers the following:

i. *# of Training Hours Contracted*

ii. *Contract Dates*

An explicit statement of the binding dates of the contract.

1. *Class/Contract Start Date*

1st day on which the contract is valid.

2. *Contract End Date*

Scheduled end date of contract which includes a 10% grace period added to the contracted training hours.

3. *Anticipated Graduation Date*

Scheduled date upon which students should complete their training if they maintain perfect attendance.

4. *Maximum Time Frame*

Scheduled date upon which student must complete the hours contracted or be forced complete a new enrollment and lose all previously earned training hours.

iii. *Class Section & Schedule*

iv. *Itemized Tuition & Fees*

v. *School Responsibilities*

vi. *Student Obligations*

vii. *Contract Nullification*

viii. *Graduation Requirements*

ix. *Institutional Refund Policy*

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.

Application Fee Waivers

Any applicant who is unable to submit the non-refundable application fee (currently \$75.00) may apply for an application fee waiver. The following options have been approved as an acceptable “economic hardship” that entitles the applicant to an application fee waiver:

1. The applicant lives in either federally subsidized public housing, in a foster home, or is homeless.
2. The applicant’s household receives public assistance. (e.g., programs such as TANF)
3. The applicant is a ward of the state or an orphan.
4. The applicant is enrolled in a federal, state, or local program that aids low-income families. (e.g., TRIO programs such as Upward Bound)

Re-Entry Student Enrollment

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. **Re-Entry 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**
Additionally, a re-entry student may be assessed \$35 to renew their student barber permit at the time of re-enrollment. A student will be informed by an admissions representative if the permit renewal fee is required.
4. **Textbooks, Training Kit & Supplies**
Re-Entry students may be assessed replacement fees to cover new tools for their training kit or to replace any missing textbooks. An instructor will inspect the student’s training kit and textbooks upon re-entry; the instructor will inform the student of the total cost to replace any required training tools or textbooks. *Title IV Financial Aid recipients may use any financial aid awarded to cover the replacement cost of any required training tools or textbooks.*
5. **Academic Standing & Prior Credit**
The student will receive 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 Director.

Transfer Student Enrollment

Disclosure

This school will not accept any enrollment documentation from an applicant who is actively enrolled in another institution in a similar program of study. Any student who wishes to transfer into our program must officially withdraw from their previous institution.

1. **Enrollment Eligibility**

Transfer applicants must meet the same admissions eligibility pre-requisites that all applicants for enrollment must comply with.

2. **Transfer Credit**

Transfer students must submit 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 program director 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**

Transfer applicants must submit 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.

- c. **Enrollment Minimum**

Transfer applicants must enroll for a minimum of five hundred (500) clock hours. **ALL TRANSFER STUDENTS MUST ENROLL FOR A MINIMUM OF 500 HOURS.**

3. **Enrollment Fees**

Transfer applicants must submit the \$75 non-refundable application fee and the \$35 non-refundable student barber permit fee at the time of application.

4. **Training Kit & Textbooks**

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.

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 = \$500) 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.*

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 = \$12.00/hour

Textbooks **\$800.00**

Consumable Item: Non-Refundable Fee.| Covers the cost of required textbooks and grants access to the digital learning system.

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 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 / Month**

Monthly fee for private, secured parking. May be pre-paid for the anticipated duration of a student's enrollment.

Replacement ID Badge **\$10.00 / Badge**

Administrative fee assessed to replace a missing/damaged identification card.

Hourly Tuition Rate (Transfer Students) **\$12.33 / Hour**

Training rate for transfer students.

Additional Training Time **\$250.00 / 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 37 days for full-time students and 21 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.

Additional Training 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.

PAYMENT OPTIONS

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

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

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**

\$1,647.50/month| Ten (10) Installments

b. **Part Time Payment Plan**

\$916.00/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 Payment**

Apply for Title IV Federal Aid and 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 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

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 the catalog and on the enrollment agreement.

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.

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. **Cancellation Date**

An applicant is not accepted for admission and is entitled to a refund of all monies paid except a non-refundable application fee of \$75.00. The date of the cancellation will be the date that school officials notified the applicant of the decision.

2. **Cancellation Date**

A student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school minus the \$75.00 non-refundable application fee shall be refunded to the student. The date of the cancellation will be the postmark date on the written notification or the date the notice is delivered in person.

3. **Cancellation Date**

A student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing more than three business days after signing the contract but prior to starting classes; a refund of all money paid to the school less the application fee in the amount of \$75.00 will be made. The \$75.00 application fee covers the cost of processing a student's application. The date of the cancellation will be the postmark date on the written notification or the date the notice is delivered in person.

4. **Withdrawal Date**

A student notifies the institution of his/her withdrawal. The date of the withdrawal will be the postmark date on the written notification or the date the notice is delivered in person.

5. **Withdrawal Date**

A student on an approved leave of absence notifies school officials that he/she will not be returning to class. In this instance, the date of withdrawal 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.

6. Termination Date

A student is terminated from the barbering program by school officials. The termination date is the date the student receives written notice of termination from school officials.

7. Termination Date

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 with mitigating circumstances who withdraw in subsequent period(s) of enrollment.

1st 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

Mitigating circumstances are those that directly prohibit pursuit of a program, and which are beyond the student's control.

1. Serious illness of the student or immediate family.
2. Death in the student's immediate family.
3. Active duty military service, including active duty for training.

Settlement Formula

In pay periods after the first pay period of enrollment (for students without mitigating circumstances), the institution will keep a prorated portion of tuition for students who withdraw within the first 20% of the pay period; beyond 20% the student is obligated for full tuition.

Time Elapsed in Payment Period (%) *	Tuition Owed/Earned by School (%)**
0.01%-20.00%	20%
20.01%-100.00%	100%

Based On Scheduled Hours At The Time Of Withdrawal. Applies To Payment Periods Beyond 1st Period.

**All Calculations Are Based On The Institutional Charges For The Payment Period In Which The Student Withdrew. **

School Closure

If permanently closed or no longer offering instruction after a student has enrolled, 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.

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 completion of 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.

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 assessed the full cost of the training kit & supplies (currently \$2,000.00), the textbook bundle if the student did not purchase independently (\$500.00), and uniforms (\$500.00) as these consumable items are issued to every student at the start of class.

3. Withdrawal Fees

All students who withdraw will be assessed an administrative fee of \$100 to process their withdrawal.

4. 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 Stafford Student Loan Program; second to Subsidized Federal Stafford 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.

5. **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.

FINANCIAL AID OFFICE

Pursuing your education is an important investment and financial aid can help make it more affordable. Our Financial Aid Office is here to guide you through the process and connect you with resources that can help cover tuition and related expenses.

FINANCIAL AID OVERVIEW

Financial aid is available in several forms, including:

1. **Grants**
Need-based funds that do not require repayment.
2. **Education Loans**
Low-interest loans with flexible repayment options.
3. **Work-Study Programs**
Part-time employment opportunities for eligible students.
4. **Scholarships**
Merit-based or need-based awards from both public and private sources.

Scholarships & Grants

Scholarships and grants are two of the most common types of financial aid—and the best part is, they typically don't need to be repaid.

1. Scholarships are awarded based on academic achievement, leadership, or other merits.
2. Grants are often need-based or tied to specific fields of study, such as education, healthcare, or engineering.

Some awards are one-time payments, while others are renewable and provide funding each semester or academic year. If your award exceeds your tuition and fees, the remaining funds may be refunded to help cover other educational expenses.

Federal Pell Grants

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.

To apply, students must:

1. Complete the Free Application for Federal Student Aid (**FAFSA**) at studentaid.gov
2. Demonstrate financial need as determined by federal guidelines
3. Ensure FAFSA results are sent to Top of the Line Barber College

Award amounts range from \$740 to \$7,395 per academic year, depending on financial need, enrollment status, and cost of attendance. Pell Grant eligibility must be established before other forms of federal aid can be awarded.

Pell Grant Eligibility

To qualify for a Federal Pell Grant, applicants must meet the following criteria:

1. **FAFSA Submission**
You must have a valid Free Application for Federal Student Aid (**FAFSA**) on file for the current award year, submitted to a qualifying institution.

2. **Verification**

If selected for verification, you must submit all required documents. These documents must be reviewed and approved by the financial aid office.

3. **Citizenship Status**

You must be a U.S. citizen or an eligible non-citizen (e.g., permanent resident).

4. **Enrollment**

You must be actively enrolled in an eligible program of study at a school approved to participate in federal financial aid programs.

5. **Academic Progress**

You must be making Satisfactory Academic Progress (**SAP**) as defined in your school's academic catalog.

6. **Loan Status**

You must not have any federal student loans in default.

Additional Information

1. **Eligibility Determination**

Pell Grant eligibility is determined through the FAFSA Processing System (**FPS**) managed by the U.S. Department of Education.

2. **Lifetime Eligibility Used (LEU)**

Students are limited to receiving the equivalent of six years (600%) of Pell Grant funding.

- If your Student Aid Report (**SAR**) indicates you are nearing this limit, you will be notified by email at the time of awarding.
- At the end of the fiscal year, your usage percentage is updated during the reconciliation process.
- If you have reached the 600% limit, you will be notified through your student financial aid portal, and you will not be awarded a Pell Grant—even if your FAFSA shows eligibility.

Determination of Pell Grant Award

Eligibility for a Federal Pell Grant and the amount awarded are based on several factors, including total family income, household size, and the Student Aid Index (**SAI**), a number calculated from the FAFSA.

1. **Maximum Pell Grant Eligibility**

You may qualify for the maximum Pell Grant award (up to \$7,395) if:

- Your household size and Adjusted Gross Income (**AGI**) fall within the limits set by the federal poverty guidelines.
- Your Student Aid Index (**SAI**) is between 0 and 1,500.

2. **Minimum Pell Grant Eligibility**

If you don't qualify for the maximum award, you may still be eligible for a minimum Pell Grant if:

- Your household size and AGI are within the federal poverty guidelines.
- Your SAI is above 1,500, but still within the range for Pell Grant consideration.

3. **SAI Based Pell Grant Calculation**

Even if you don't meet the criteria for maximum or minimum awards, you may still qualify for a Pell Grant based on your SAI.

Formula: Maximum Pell Award – SAI = Pell Grant Award

Note: Your award may be prorated if you're enrolled less than full-time or adjusted if your Cost of Attendance (**COA**) is lower than your calculated award.

4. **Automatic Pell Grant Eligibility**

You may automatically qualify for a Pell Grant if your household income meets the following thresholds:

- Total Household Income Less than 175% of the Federal Poverty Level (FPL): Eligible for maximum award.
- Single-parent households earning less than 225% of FPL: Eligible for maximum award.
- Households earning 275%–400% of FPL with qualifying family structures: Eligible for minimum award.

5. **Special Eligibility Conditions**

Some students may qualify for a Pell Grant even if they don't meet standard income or SAI criteria:

- Independent or dependent students from non-tax-filing households.
- Children of deceased service members or public safety officers under age 33:
 - Parent died in the line of duty after September 11, 2001.
 - Parent was a public safety officer who died in the line of duty.

Education Loans

If scholarships and grants don't cover all your educational expenses, loans can help bridge the gap. Unlike other forms of aid, loans must be repaid with interest. Students may apply for loans through the U.S. Department of Education (federal loans) or from private lenders such as banks or credit unions. Federal loans typically offer lower interest rates and more flexible repayment options.

Federal Financial Aid Loans

There are several types of federal financial aid loans, including:

1. **Direct Subsidized Loans**

For students with financial need; interest is paid by the government while you're in school.

- Subsidized loans are awarded based on student's financial need from the Free Application for Federal Student Aid ([FAFSA](#)).
- Interest does not accrue on these loans when students are enrolled in classes at half-time or greater status and during their grace periods.
- Students must fill out a [FAFSA](#) in order to qualify.
- For more information regarding student eligibility, interest rates, origination fees, repayment, loan limits, and other requirements for borrowing subsidized loans, [click here](#).
- **Disclaimer**

Per the Department of Education, on a case-by-case basis, schools may refuse to certify/originate the loan for a borrower. Similarly, schools may certify/originate a loan for an amount less than the borrower's maximum eligibility. However, schools must ensure that these decisions are made on a case-by-case basis, and do not constitute a pattern or practice that denies access to borrowers because of race, sex, color, income, religion, national origin, age, handicapped status, or selection of a particular lender or guarantor. If a loan is reduced or denied, the student will be notified in writing through their Campus Ivy Student Portal.

2. **Direct Unsubsidized Loans**

Available to most students, regardless of financial need.

- Unsubsidized loans are not awarded based on student's financial need.
- Interest accrues immediately following disbursement regardless of a student's enrollment status or grace periods.

- Students must fill out a [FAFSA](#) in order to qualify.
- For more information regarding student eligibility, interest rates, origination fees, repayment, loan limits, and other requirements for borrowing unsubsidized loans, [click here](#).
- **Disclaimer**
Per the Department of Education, on a case-by-case basis, schools may refuse to certify/originate the loan for a borrower. Similarly, schools may certify/originate a loan for an amount less than the borrower's maximum eligibility. However, schools must ensure that these decisions are made on a case-by-case basis, and do not constitute a pattern or practice that denies access to borrowers because of race, sex, color, income, religion, national origin, age, handicapped status, or selection of a particular lender or guarantor. If a loan is reduced or denied, the student will be notified in writing through their Campus Ivy Student Portal.

3. **Parent PLUS Loans**

Available to parents of dependent undergraduate students.

- PLUS Loans are federal loans that parents of dependent undergraduate students can apply for.
- PLUS Loans are not awarded based on student's financial need.
- PLUS Loans are borrowed through the U.S. Department of Education.
- Parents may borrow up to the cost of attendance minus any other financial aid received for their dependent child.

4. **Private Education Loans**

Administered and processed by private lending institutions to be used for educational costs.

Private education loans are not packaged as part of a financial aid award offered by school officials and are not associated with any Federal student loan program(s); as such, private education loans should be utilized as the final option in circumstances where an individual has exhausted all other financial aid options. Loan eligibility, interest rates, and repayment terms vary depending on the lender. Be sure to review all terms carefully before borrowing.

- Applicants are advised to apply for financial aid by completing the [FAFSA](#) prior to seeking a Private student loan option. You may be eligible for Federal Direct loans. The benefits of the Federal Direct loans over Private student loans may include lower interest rates and greater repayment options. Review the difference between Federal Student Loans and Private student loans [here](#).
- Applicants are free to choose any lender when applying for a private education loan. The choice of a lender is entirely yours and must be made before your loan(s) will be funded. Please remember that private education loans are based on credit checks and should only be done after reviewing all other funding options and contacting different lenders for the best terms. Once you choose your lender you will complete the lender's online loan application. If the loan application is approved, the lender will notify the college.
- Interest Rate – It may be capitalized more often increasing the amount of money you ultimately owe. Consider using a cosigner. You may qualify for slightly lower rates.
- Fees – The interest rates and fees that you pay are based on your credit score and the credit score of your cosigner if you choose to use a cosigner.
- Borrower Benefits – These vary by lender.

- Repayment Terms – Some lenders require you to pay while you are in school. Others will defer payments until after graduation.
- Eligibility Requirements - Check the requirements for the loan.
- As a result of the Truth in Lending Act (TILA) of 2009, borrowers will be required to submit a Private Education Loan Applicant Self-Certification to their lender before funds can be disbursed. Your lender will provide you with this form during the loan application process.

Borrower's Rights & Responsibilities

For federal direct subsidized and unsubsidized loan borrower's rights and responsibilities, please access the following link: <https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized>.

Annual Loan Limits

Annual loan limits are the maximum amounts that a student may receive for the entire academic year. The Subsidized and Unsubsidized annual loan limits are determined by grade level and whether a student is classified as dependent or independent. The actual loan amount that a student is eligible to receive may be less than the annual loan limit.

Dependent Students	Subsidized Loans	Unsubsidized Loans
Freshman (0-30 credit hours)	Up to \$3,500	Up to \$2,000
Sophomore (31+ credit hours)	Up to \$4,500	Up to \$2,000
Independent Students	Subsidized Loans	Unsubsidized Loans
Freshman (0-30 credit hours)	Up to \$3,500	Up to \$6,000
Sophomore (31+ credit hours)	Up to \$4,500	Up to \$6,000

1. Subsidized Loan Limit

A subsidized award will not exceed the cost of attendance less than the expected family contribution and other financial aid awards.

2. Cumulative Award Amounts

Annual award amounts are cumulative, regardless if student attends one or multiple institutions.

Loan Interest Rates & Fees

1. There is an origination fee on each subsidized or unsubsidized loan. The fee is 1.057% for all loans first disbursed on or after Oct. 1, 2020.
2. The interest rate and loan fee are listed on the disclosure statement students receive from the Department of Education after the loan is originated by the school.
3. If you received your first Direct Subsidized or Unsubsidized Loan disbursement on or after July 1, 2023, and before July 1, 2024, it will have a fixed interest rate of 5.50%.
4. If you received your first Direct Subsidized or Unsubsidized Loan disbursement on or after July 1, 2024, and before July 1, 2025, it will have a fixed interest rate of 6.53%.

Loan Eligibility – Federal Direct Student Loans

Students may be eligible for Federal Direct Student Loans if the following provisions apply:

1. **Enrollment Status**

Must be actively enrolled in a Title IV-eligible program.

- a. Enrollment must be at least half-time.

2. **Citizenship/Residency**

Must be a US citizen or a legal resident of the United States.

3. **Financial Need**

Must have demonstrated financial need as required by the Title IV Federal Financial Aid Program(s).

4. **School Standing**

Must be in Good Standing according to the school's Satisfactory Academic Progress Policy.

5. **Financial Standing**

Must not be in default on a Title IV loan received at any institution.

a. **Aggregate Loan Limits**

Has not met or exceeded the annual and/or aggregate loan limits.

b. **Pell Grant Lifetime Eligibility Limits**

Has not met or exceeded the annual and/or aggregate Pell Grant Lifetime Eligibility Limits.

c. **Concurrent Enrollment**

Must not be concurrently enrolled and receiving Title IV Federal Financial Aid at a separate institution of higher education.\

d. **Repayment Status**

Does not owe a refund or repayment on a Federal Pell Grant, Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent (SMART) Grant or Federal Supplemental Education Opportunity Grant (SEOG).

For additional eligibility requirements, [click here](#).

Loan Entrance Counseling

First time loan borrowers must complete a Loan Entrance Counseling session. This short session helps borrowers understand the terms of their loan and their responsibilities as a borrower.

Loan entrance counseling sessions cover the following topics:

1. The types of student loans and the eligibility requirements for each loan.
2. How loan interest accrues and affects student repayment.
3. Loan repayment options.
4. Strategies to avoid loan delinquency and default.

Upon completion, a record of the counseling sessions will be sent to all schools selected. Only then can your loan funds be disbursed.

Complete Loan Entrance Counseling at studentaid.gov/entrance-counseling.

Important: Counseling session must be completed in one sitting. Students won't be able to save their progress and return later.

Master Promissory Note (MPN)

The Master Promissory Note (**MPN**) is a legal agreement in which an individual agrees to repay all federal student loans received along with any interest and fees to the U.S. Department of Education. It also outlines the loans' terms and conditions. Once the MPN is signed, the student may receive multiple loans under that same agreement for up to 10 years, as long as your school is authorized to use the MPN this way and chooses to do so.

Complete the MPN at <https://studentaid.gov/mpn/>.

Loan Disbursement Eligibility

Students must be enrolled AND attend at least half-time and meet all Title IV eligibility requirements at the time of disbursement.

Loan Exit Counseling

Students are required to complete a loan exit counseling session upon graduation, when withdrawing from the program, or when they have dropped below half-time enrollment. This session helps students understand their student loan responsibilities and prepares them for repayment.

Loan exit counseling sessions cover the following topics:

1. Monthly repayment amount.
2. Repayment schedule, including when 1st payment is due.
3. How interest will accrue and capitalize on the loan(s).
4. The contact information and role(s) of student loan servicers.
5. Recommendations of a repayment strategy based on the student's future projected income.

Once completed, the school will receive confirmation. Please complete your exit counseling for direct loans at the following site: <https://studentaid.gov/exit-counseling/>.

Loan Repayment Information

All students are required to repay their federal student loans. To prepare for repayment:

1. Identify your total loan amount and your loan servicer.
2. Use the Loan Simulator and FAFSA repayment calculators to explore your options.
3. Students have a six-month grace period after graduation, leaving school, or dropping below half-time enrollment. During this time, the loan servicer will provide repayment details and inform students of their first payment's due date. Payments are due monthly.

If you're unable to make payments, contact your loan servicer immediately. You may qualify for deferment or forbearance to temporarily reduce or pause payments.

National Student Loan Database Reporting

Students and parents of students who have received a Title IV federal loan are advised that Top of the Line Barber College reports loan data to the National Student Loan Database (NSLDS) as required by federal guidelines. School officials report a student's hours, withdrawal date (if applicable), leave of absence (if applicable), class start date, section (full-time or part-time), the results of SAP evaluations (if failed), probation notices, and other pertinent information.

School officials utilize the Student Update Reporting Exchange (SURE) tab located on the VFAO to report

student changes. Weber then utilizes this information to update students' records in NSLDS. School officials update SURE at least once a month to report student hours; all other updates are made when necessary.

You may access additional information about NSLDS at the following link:

http://www.nsls.ed.gov/nsls_SA/.

You may review the NSLDS Privacy Impact Assessment at the following link:

http://www.nsls.ed.gov/nsls_SA/SaFaqDetail.do?faqpage=faq7.

Work-Study Programs

The Federal Work-Study Program provides part-time employment opportunities for eligible students, allowing them to earn money to help cover educational expenses while gaining valuable work experience. Offered through the U.S. Department of Education in partnership with participating colleges and universities, the program encourages students to engage in community service and work related to their field of study. Jobs may be located on campus or with approved off-campus employers. To be considered, students must complete the FAFSA, and eligibility is determined by the institution based on financial need.

TOP OF THE LINE BARBER COLLEGE DOES NOT PARTICIPATE IN FEDERAL WORK STUDY PROGRAMS AT THIS TIME.

FINANCIAL AID STAFF

Our staff is here to help you explore your options and make college more affordable. Our friendly and knowledgeable team can assist you with everything from completing the FAFSA to understanding your award package.

Phone: (854)222-3108

Email: financialaid@topofthelinebarbercollege.edu

Website: <https://www.topofthelinebarbercollege.edu/financial-aid>

Office Hours:

Monday–Friday: 8:30 AM – 4:00 PM

Closed on weekends and university holidays

Financial Aid Director



Andronicus Davis

Mr. Andronicus Davis serves as a Financial Aid Director, supporting students and their families with questions and concerns related to financial aid and award packages. He assists with completing the FAFSA and helps resolve any verification issues that may arise. Mr. Davis is also authorized to exercise professional judgment to adjust a student's financial aid offer based on their current financial circumstances. Once the student and parent, if applicable, agree to the terms of the award, Mr. Davis prepares the student's enrollment agreement.

Mr. Davis holds a Bachelor of Science (B.S.) in Political Science and brings over 15 years of experience in

student financial aid and regulatory compliance.

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!

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.

Campus Ivy 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 Campus Ivy (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	Tax Filers - 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 Nontax Filers - Income Earned from Work Tax Filers and Nontax Filers - Number of Household Members - Number in College
V2	Reserved	N/A
V3	Reserved	N/A
V4	Custom Verification Group	- High School Completion Status - Identity/Statement of Educational Purpose
V5	Aggregate Verification Group	Tax Filers - 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 Nontax Filers - Income earned from work Tax Filers and Nontax Filers - 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

Top of the Line Barber College is proud to support veterans, active-duty service members, and their families. Our institution is authorized by the South Carolina Commission on Higher Education, the state regulatory and approving agency, to accept veterans' education benefits.

Please visit the following link to apply for benefits: www.gibill.va.gov.

Additionally, veterans are encouraged to complete a [FAFSA](#) to determine if they qualify for additional financial assistance.

CHAPTER 33 POST-9/11 GI BILL®

1. The Post-9/11 GI Bill® provides financial support for education and housing to individuals with at least 90 days of aggregate service after Sept. 10, 2001, or individuals discharged with a service-connected disability after 30 days.
2. The veteran must have received an honorable discharge to be eligible for the Post-9/11 GI Bill®.
3. This benefit provides up to 36 months of education benefits. Generally, benefits are payable for 15 years following your release from active duty. The Post-9/11 GI Bill® also offers some service members the opportunity to transfer their GI Bill® to dependents.
4. The veteran's full **tuition and fees** are paid directly to the school for all public school in-state students.
5. A monthly housing allowance (MHA) is available.
6. An annual books and supplies stipend is available.
7. A one-time rural benefit payment is available.

Visit VA Website

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

More information about education benefits offered by VA is available at the official U.S. government Web site at <http://benefits.va.gov/gibill>.

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.

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.

CHAPTER 35 SURVIVORS AND DEPENDENTS ASSISTANCE (DEA)

To qualify you must be the son, daughter or spouse of a:

1. A veteran who entered service for the first time between Jan. 1, 1977, and June 30, 1985.
2. A veteran who died or is permanently and totally disabled as the result of a service-connected disability. The disability must arise out of active service in the Armed Forces.
3. A veteran who died from any cause while such permanent and total service-connected disability was in existence.
4. A service member missing in action or captured in line of duty by a hostile force.
5. A service member forcibly detained or interned in line of duty by a foreign government or power.
6. A service member who is hospitalized or receiving outpatient treatment for a service-connected permanent and total disability and is likely to be discharged for that disability. This change is effective Dec. 23, 2006.

Dependents' Educational Assistance provides education and training opportunities to eligible dependents of certain veterans. The program offers up to 45 months of education benefits.

How to Apply

1. Complete the VA Application at 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.

1. Veterans may be entitled to receive up to 36 months of education benefits.
2. In general, eligibility for the program normally ends on the day the veteran leave the Selected Reserve.

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 EDUCATIONAL 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.

1. 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.

INSTITUTIONAL VA ELIGIBILITY REQUIREMENTS

Students who are receiving Veterans' Education Benefits must meet the minimum standards for academics and attendance as published in the school's SAP policy.

1. **Attendance Rate**

Students must maintain a minimum cumulative attendance rate of 80%. The attendance rate is calculated by dividing the number of training hours earned by the number of training hours scheduled.

- a. Example: $100 \text{ (Hours Earned)} / 140 \text{ (Hours Scheduled)} = 71.4\% \text{ Attendance Rate}$
- b. Students who are absent from class for fourteen (14) consecutive days will be reported by the school certifying official (SCO) to the Department of VA for non-attendance. This will stop or reduce any monthly benefits the student is currently receiving.
- c. If a student falls below 80% cumulative attendance, then the SCO will notify the VA. As a result, the student may experience a loss of or reduction in monthly benefits.

2. **Academic Average**

Students must maintain a minimum cumulative academic average of 70%. The academic average includes the results of both written examinations and hands-on practical skills evaluations.

- a. Example: $88 \text{ (Exam Avg.)} + 100 \text{ (Practical Avg.)} = 188 \text{ (Composite Grade)}$
 $188 \text{ (Composite Grade)} / 2 = 94.00 \text{ (Cumulative Academic Average)}$
- b. If a student fails to meet SAP at a scheduled evaluation period, then the SCO will report this information to the Department of VA for non-compliance. This will stop or reduce any monthly benefits the student receives. Benefits will be restored once the SCO informs the VA that the student is meeting SAP.
- c. If a student falls below a cumulative academic average of 70% at any time, then the SCO will notify the VA. This will stop or reduce any monthly benefits the student receives. Benefits will be restored once the SCO informs the VA that the student is meeting SAP.

Changes or Withdrawal (W) of Classes May Affect Potential Student Debt

Effective Fall 2021, VA policy for a withdrawal, grade of "W", without mitigating circumstances will result in a debt of the tuition, fees, and Monthly Housing Allowance paid based on enrollment in that course. To avoid a debt, complete the course or speak to the instructor regarding a grade of Incomplete, then finish the course after the term or semester.

1. A grade of "W" may result in substantial debt.
 - a. The debt may be reduced if the student can provide documentation of mitigating circumstances.

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.

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:

1. **Period 1:** 450 Clock Hours
2. **Period 2:** 900 Clock Hours
3. **Period 3:** 1,200 Clock Hours
4. **Period 4:** 1,500 Clock Hours

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 Program Director 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 a school administrator 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

If the student re-enters the program in less than ninety (90) days from his/her official withdrawal date, then SAP will be calculated based on the enrollment period agreed upon in the original enrollment contract. If the student enrolls ninety (90) days or more past his/her official withdrawal date, then 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.

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.

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.

If a student fails to meet the 70% CGPA at the end of the first or any subsequent evaluation period, they will be placed on **Academic Financial Aid Warning (AFAW)** for the following pay 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.

While on AFAW status, students are expected to take corrective action to meet SAP standards by raising their CGPA to at least 70% by the next evaluation.

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 67% 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 67% 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 FINANCIAL AID PROBATION

If a student on Academic Financial Aid Warning (AFAW) fails to achieve a minimum cumulative grade point average (CGPA) of 70% or maintain a cumulative attendance rate of 80% by the end of the current SAP evaluation period, they may be placed on Academic Financial Aid Probation (AFAP) for the next pay period.

AFAP status is granted only to students who demonstrate a realistic potential to meet SAP standards within the probationary period. This status may be assigned for one pay period without an appeal, and students may continue to receive Title IV financial aid during this time.

While on AFAP, students are expected to take corrective action to meet SAP standards by the next evaluation. Failure to do so will result in dismissal from the Barbering Program. Students who do not qualify for AFAP due to insufficient academic or attendance progress will also be dismissed from the program.

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	57 Weeks 285 Days
Barbering (PT)	1,500.00	75 Weeks 300 Days	2,250.00	112.5 Weeks 563 Days

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.

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 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

LEAVE OF ABSENCE

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 LOA requests will be reviewed 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.

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. School officials would inform the student of the necessary documentation required to satisfy the emergency leave of absence request, which the student would need to provide upon returning to school.

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.

The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the emergency. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.

Return to Class

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 must extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum 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**

Students and the parents of dependent minors have the right to review their education record. The student must submit a request, in writing, to the school official in charge of maintaining student records. The request must specify which record(s) the student wishes to review. The school has 45 days to furnish the student with a copy of the record or make arrangements for the student to review the original document. If the student submitted the request to the incorrect official, then that official will notify the student of the proper official to submit the request to.

2. **Right to Amend**

Students and the parents of dependent minors have the right to request that their education record be amended. If the student believes his/her record is inaccurate, misleading, or otherwise in violation of the student's rights granted under FERPA, the student may request that the record be amended. The student must submit a written request to school officials stating why the record(s) are incorrect, attaching relevant support documents, and specifically identify how the record should be amended. School officials will review the student's requests and supporting evidence and render a decision. If the school chooses to honor the student's request, the student will receive notification in writing and a copy of the corrected record. If the student's request is denied, school officials will notify the student of this decision and of their right to request a hearing concerning the amendment request. If the student chooses to request a hearing, school officials will inform the student of the procedures for holding the hearing.

3. **Right to Consent**

Students and the parents of dependent minors have the right to grant their written consent to the school before any personally identifiable information from the student's record is released to any third party. -The student must submit the official release document to the school authorizing the school to release information to a designated third party. The only exception to this provision is school officials with legitimate educational interest as authorized under FERPA.

A school official has legitimate educational interest if the official needs to review an education

record to fulfill his/her professional responsibilities for the school.

School officials will disclose education records without a student's consent to officials from another school in which a student seeks or intends to enroll. School officials will make a reasonable attempt to notify students of any such disclosures.

4. **Right to File Grievance**

Students and the parents of dependent minors have the right to file a complaint with the US Department of Education concerning alleged failures by the school to comply with FERPA. -The student may submit his/her complaint regarding the school and an alleged violation of FERPA to:

Family Policy Compliance Office
US Department of Education
400 Maryland Ave.,
SW Washington, DC 20202-5901

SCHOOL RESPONSIBILITIES

1. **Annual Notice of Rights**

The school will release an annual notification of rights, regarding their education records, to every student currently enrolled in the barbering program.

2. **Explanation of Rights**

The school will explain the procedures necessary for students to exercise these rights in its annual notification.

3. **Record of Access**

The school will maintain a record in each student's file listing to whom personally identifiable information was disclosed and the legitimate interest the parties had in obtaining the information. School officials with legitimate educational interests and the school directory are excluded from this provision.

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

The school will not release any information from a student's file without seeking the written approval of the student and/or parent/guardian if applicable.

ACCREDITING AGENCY & GOVERNMENT ACCESS

As our accrediting agency, the National Accrediting Commission of Career Arts & Sciences (NACCAS) has the right to access a student's file without obtaining prior written permission from the student or parent/guardian.

Additionally, any government agency or office that has the authority to oversee school operations may access student files without obtaining prior written consent from the student and/or parent/guardian; an example of such an agency would be the SC Commission on Higher Education or the US Department of Education. Any request for access to student files must be for official business only.

CLIENT & VENDOR INFORMATION

Any information collected from our clients and vendors will be held in strict confidentiality. *Top of the Line Barber College* will not share or sell client information to any third party without prior written approval from the client. The only vendor information we will share is the contact number for interested parties. Contact information will be retained on all clients in case of an emergency.

STUDENT GRIEVANCES

The faculty and staff of *Top of the Line Barber College* take student complaints very seriously. School officials will strive to make every reasonable attempt to address and resolve all student grievances in a timely manner. Complaints and grievances that are frivolous in nature or are without merit will be dismissed; for example, not wanting to complete the coursework is not a valid complaint.

DEFINITION

For the purposes of this policy, grievance is defined as actual or alleged actions that infringe upon a student's ability to fulfill the program requirements. A student may have a grievance against a faculty/staff member or against a fellow student.

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. Students will be made aware of these procedures during the orientation session prior to the first day of class. Students must adhere to these procedures; otherwise, the school will not address the complaint. All documentation regarding a grievance, including the outcome, will be retained in the student's record and in the school's file. School officials will monitor the nature, frequency, and patterns of complaints for the institution as well as individual students.

1. File Grievance

The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred. Students may request a grievance form from an administrative staff member; furthermore, students are instructed to submit the completed form to an administrative staff member.

2. Management Review

The grievance will be reviewed by the management team and a response will be sent in writing to the student within thirty (30) days of receiving the complaint. 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 complaint is of such nature that it cannot be resolved by the management team, it will be referred to an appropriate independent third party for further review.
- b. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
- c. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. 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.
 - i. The hearing will occur within 90 days of the committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response.
 - ii. 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.

- iii. 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.