



STUDENT CATALOG **2021-2022**

Campus Address:

**901 SW 37TH ST
TOPEKA, KS 66611
PHONE (785)266-2500
FAX (785)266-2501**

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info@midwestbarbercollege.com
cfo@midwestbarbercollege.com
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Accredited by the Council on Occupational Education Atlanta, GA

MBC reserves the right to change the contents of this catalog at any time we deem necessary

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DEAR STUDENT:

Midwest Barber College an acknowledged leader in the education of Barbers, welcomes you. We will aid you in achieving your fullest potential in the hair care profession. We invite prospective students to visit our facility. You will find that our friendly administration and faculty will be pleased to give you a tour of the school and answer any questions you may have concerning the dynamic hair industry.

Our prime vocational objective is to train and produce graduates sufficiently knowledgeable to seek and find employment in the Barber industry. The successful student should be able to function effectively in one of the many specialty areas: Barber, Hair Stylist, Hair Coloring, or as a Barber Shop Owner, Barber Instructor (apprentice), Supervisor, Director or School Owner, etc.

Our students are provided the opportunity to learn Barber Hair Styling. Midwest Barber College prepares students to become “shop/salon ready” and have the ability to pass the Kansas licensing exam for an entry level position in the barber industry. Students are equipped to move into positions such as Barbering, Barber Shop Manager and Barber Shop Owner. Education occurs in the classroom as well as in our full- service barber styling customer service area providing services to clients

The teaching and training at Midwest Barber College represents the spectrum of Barber knowledge and experience. Our instructors present a challenging teaching and learning environment designed to maximize the student’s preparation and opportunity for success in one of today’s most exciting career fields – the Barber Industry.

It is a pleasure to have you join us at Midwest Barber College. Our goal is to help you discover your ability to transform your life and other’s lives by your training. The degree of success will depend on the effort you are willing to apply during the entire course of your training.



Lucy Opit – President

Owner/Director/Instructor/Administrator
Govan Enterprises
DBA Midwest Barber College

MISSION STATEMENT

Mission Statement: To inspire its students by creating and maintaining a student-centered occupational environment which culminates in gainful employment.

INSTITUTIONAL PHILOSOPHY

Midwest Barber College is successful only when the student has been placed in the field related to their training. True success involves a balance of a marketable skill, knowledge to support that skill and the attitude traits of the individual to facilitate progress toward the realization of a worthy ideal. Our students are provided the opportunity to learn Barbering. Education occurs in the classroom as well as in our full-service customer service area, by providing services to our clients. In order to achieve the mission of the college the school adopted as a goal to provide an educational environment that is based on quality professional training; fulfilling all State and US Department of Education compliance requirements for entry-level licensure, with the goal of producing highly trained, dedicated and fully qualified professionals for the barbering industry.

HISTORY OF THE SCHOOL

Midwest Barber College originally opened in August of 2011, under The Kansas School of Barbering, Inc. The school became licensed and reopened in September of 2015 under New Ownership of Govan Enterprises, INC. A duly licensed cooperation in the State of Kansas under the ownership of Ms. Lucy W. Opit. Ms. Opit has been a Licensed barber since 2012 and a licensed Instructor since 2016. Ms. Opit has also been a Hair braiding and Barber shop owner in Junction City and Manhattan, Kansas for almost 20 years. In 2016, Randy Niemeier bought 49% of the Institution's shares. Ten (10) students started the program in September of 2015: 99% graduated from the program and have been placed in the field. Instructor to student ratio: one (1) instructor per ten (10) students. September 16, 2018, the school was Accredited by (COE) Council on Occupational Education.

LEGAL STATUS

Midwest Barber College is incorporated under the name Govan Enterprises Inc., a Kansas corporation. The owner and CEO of the corporation is Lucy Opit. The co-owner of the corporation is Randy Niemeier.

BANKRUPTCY DISCLOSURE NOTICE MIXED

Midwest Barber College has no pending petition for bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that has resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.).

FACULTY (INSTRUCTORS)

NAME	SCHOOL / CITY, STATE	LICENSES HELD	EXPIRATION DATE (ANNUALLY)
Amanda Griess	Joseph College of Beauty Lincoln, NE	Barber Barber Instructor	September 30 License no. changes
Willis King	Cutting Edge Barber College Kansas City, KS	Barber Director of Academics	December 31 License no. changes
Lucy Opit	Metro Barber College Kansas City, MO	Barber Barber Instructor	April 30 License no. changes
Danielle Skinner	Midwest Barber College Topeka, KS	Barber Barber Instructor	September 30 License no. changes
Darrell Taylor	Midwest Barber College Topeka, KS	Barber Instructor Apprentice	May 30 License no. changes

ADMINISTRATIVE STAFF

NAME	TITLE / CONTACT EMAIL	SCHOOL / CITY, STATE
Tiffany Melendez	Admissions info@midwestbarcollege.com	Washburn University Topeka, KS
Nina Eccarius	Financial Aid Advisor financialaid@midwestbarbercollege.com	Washburn University Topeka, KS
Shawna Phifer	Director of Operations admissions@midwestbarbercollege.com	Allen County Community College Burlingame, KS

APPROVALS and ACCREDITATION

- Midwest Barber College is licensed by the Kansas Board of Barbering:
700 SW Jackson #1002, Topeka, KS 66603
- Kansas Board of Regents: 1000 SW Jackson #520, Topeka, KS 66612
- State of Kansas - Vocational Rehabilitation Services: 500 SW Van Buren ST, Topeka, KS 66603
- Veteran's Administration - Vocational Rehabilitation Services
- Veteran's Administration - GI Bill
- Midwest Barber College is accredited by the Commission of the Council on Occupational Education:
7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350 phone number (770) 396-3898.
- United States Department of Education 400 Maryland AVE, Southwest Washington, D.C. 20202
Midwest Barber College has been approved by the United States Department of Education to participate in the Federal Pell Grant and Direct Loan Programs.

MEMBERSHIPS

- Chamber of Commerce
- Council on Occupational Education
- National Barber Boards (NABBA)
- Kansas Better Business Bureau
- National Association of Student Financial Aid Administrators

DESCRIPTION OF THE SCHOOL: FACILITIES AND EQUIPMENT

Midwest Barber College has over 4,000 square feet of space with modern facilities and equipment. The college includes two (2) classrooms for both the practical and technical portions of study, a large customer service/clinical floor area for their hands-on training; equipped with 25 barber chairs each equipped with a back bar, stations, mirrors, sinks or shampoo bowls and hair dryers. The Lab training area has 25 individual student stations: 15 with sinks and 10 with shampoo bowls.

The Student area is located in the rear of the building and contains a student locker area, lunch and break room equipped with kitchen amenities such as refrigerators, microwaves and study area.

The Learning Resource Center is located within the student classrooms.

The reception area has the capacity to hold one (1) to 18 guests with one (1) employee workstation.

Two (2) restrooms, a break room for our students where lockers are provided for their use, two (2) storage rooms, laundry facility and vending machines.

Maximum class size is 50 students: new class averages between four (4) and eight (8) students.

Midwest Barber College has wheelchair access

The campus business area is separate from the student education area and contains administration offices and work area. Four (4) offices are for personnel, i.e. director, instructors and administration.

NON-DISCRIMINATION POLICY

Midwest Barber College does not discriminate based on race, sex, age, religion, national or ethnic origin, sexual orientation, disability, marital status or prior military service in connection with the administration of any of its educational, employment, financial aid, scholarships or student activity programs. Nondiscrimination will always be the policy of MBC.

It is the policy and practice of Midwest Barber College to comply with the American with Disabilities Act of 1990, Section 504 of the Rehabilitation Act, and state and local requirements regarding students and applicants with disabilities. No qualified individual with a disability shall be denied access to or participation in services, programs and activities of the Organization.

If you feel you have been discriminated against, please submit complaints to:

Kansas Board of Barbering * 700 SW Jackson Ave Suite #1002 Topeka, KS 66603 / 785-296-2211

Form is included in the Student Manual

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Midwest Barber College will adhere to the rules of the FERPA policy in that only students or parents of dependent students may review their school records. This information will be released only by written permission of the student or by the parent (s) of the dependent student. To obtain a copy of these records. Mail or present a written request to the Administrative Office at 901 SW 37th Street, Topeka, KS 66611

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include:

- (1) The right to inspect and review the student's education records within 45 days of the day the Midwest Barber College receives a request for access.

A student should submit to the Financial Aid Office, a written request that identifies the record(s) the student wishes to inspect. A Financial Aid official will make arrangements for access and notify the student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask MBC to amend a record should write the Midwest Barber College official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If MBC decides not to amend the record as requested, MBC will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- (3) The right to provide written consent before the academy discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

EXCEPTIONS ALLOWED UNDER FERPA

- a) The school may disclose education records without a student's prior written consent to school officials with legitimate educational interests.
- b) A school official is a person employed by the school in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted for service (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a **legitimate** educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- d) Upon request, the school may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.
- e) The school may release the educational records of a student to a parent, provided the student is claimed as a dependent for tax purposes and the individual seeking education records meets the definition of "parent" under FERPA. Under FERPA, a "parent" is defined as "a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian." Parents may be asked to submit a signed copy of their most recently filed tax return, which must indicate the student as a dependent on the return.

- f) Under FERPA, the school may disclose to third party's information from the educational records of a student, provided the information is disclosed due to an "articulable and significant threat to the health and/or safety of the student or other individuals."

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

The name and address of the Office that administers FERPA is:

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

ANNUAL NOTICE

Notice of these rights will be published annually in booklet form; notices will also be posted online at

www.midwestbarbercollege.com

Midwest Barber College does not release any information known as Directory Information.

ADMISSION PROCEDURES/POLICIES

Prospective students are required to visit the school, take a tour of the school and complete the necessary application materials. Each prospective student is provided a catalog and consumer information. Midwest Barber College will only enroll students that have visited the school in person. As part of the formal enrollment process, prospects are required to complete an application for admission, interview with admissions, the Director of the college and pay a nonrefundable \$50 application/registration fee. Once enrolled, this fee is applied to your tuition cost.

ADMISSION REQUIREMENTS

Midwest Barber College, an equal opportunity institution, admits any student regardless of race, religion, ethnicity, color, national origin, age, disability, sex or sexual orientation who has met all program admission requirements. These requirements include:

- Reached their 16th birthday
- Must have a valid State ID, or Driver's License ***AND*** another form of Government Issued Identification
- Application for admission completed by the applicant including 3 references with name, address and phone number.
- Proof of earned High School Diploma, GED or recognized equivalent
(REQUIRED BY THE STATE OF KANSAS)
- A statement from a licensed physician documenting the absence of Tuberculosis
(REQUIRED BY THE STATE OF KANSAS)
- Has NOT been convicted of a sexually related crime or any crime against a child
- **{For Industry-Related: Barbering License ONLY}** A copy of your **CURRENT** Cosmetology License
- Provide proof of English proficiency. Domestic students providing high school diplomas or documentation of equivalents meet this requirement.

- All required documentation that is not in English must be accompanied by a certified English translation.
- MBC reserves all rights to review all applicant requests for admissions.
- With cause the College Administration and/or the Campus Director may deny admission.

The school accepts for training clients of Kansas State Vocational Rehabilitation Benefits as well as the Veterans Administration (VA) Benefits: Vocational Rehabilitation and GI Bill. Prospective students wishing to enroll under one of these programs must first contact the organization sponsoring the program.

VALIDITY OF A HIGH SCHOOL DIPLOMA

Midwest Barber College reserves all rights to review all applications and requests for admissions. With cause: the school, administration and Director may deny admission. Checking the validity of a high school diploma If Midwest Barber College or the Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education, we must evaluate the validity of the student's high school completion. Acceptable documentation for checking the validity of a student's high school completion can include the diploma and a final transcript that shows all the courses you took.

HOMESCHOOLING

Though homeschooled students are not considered to have a high school diploma or equivalent, they are eligible to receive FSA funds if their secondary school education was in a home-school that state law treats as a home or private school.

Some states issue a secondary school completion credential to homeschoolers. If this is the case **in the state where you were homeschooled**, prospective student must obtain this credential to be eligible for Title IV funds if the state requires it.

Students who have completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education must prove the following:

- A. Student's self-certification that they completed secondary school in a homeschool setting. The student can include in his/her homeschooling self-certification that he/she received this state credential.
- B. Proof of completed homeschooling at the secondary level as defined by state law.

KANSAS BOARD OF BARBERING REQUIREMENTS

- Reached their 16th birthday
- Proof of earned High School Diploma, GED or recognized equivalent OR in the process of acquiring one: validated documentation must be provided
- A statement from a licensed physician documenting the absence of Tuberculosis
- Has NOT been convicted of a sexually related crime or any crime against a child
- **{For Industry-Related; Barbering License ONLY}** A copy of your **CURRENT** Cosmetology License
- On the following page is a sample of the form required by the Kansas Board of Barbering to enter Barber training: to be filled out during new student orientation

KANSAS BOARD OF BARBERING
APPLICATION TO ENTER BARBER TRAINING

Last Name (Please Print): _____

First Name and Middle Initial: _____

(Please Print)

Date of Enrollment: _____

Social Security No. (SSN): _____

KANSAS STATUTE ANNOTATED 61-3-9. Application for Admission. No school or college of barbering shall enroll or admit any student thereto unless such student shall make and file, in duplicate, a duly verified application upon forms prescribed and furnished by the board. One copy of such application shall be retained by the school or college, and the school or college shall file the other with said board.

NOTE: This application must be accompanied by:

1. A certificate or statement, from a person licensed to practice medicine or surgery, that the applicant is free from tuberculosis.
2. A copy of the applicant's High School Diploma or G.E.D. certification or a notarized statement from the school or agency that issued such diploma or certificate. If the applicant has neither and intends to obtain a G.E.D. certificate before taking the barber examination, then a statement to that effect must accompany this application.

I hereby apply for enrollment at the _____

Located at _____ Date of Birth: _____

HIGH SCHOOL GRADUATE OR G.E.D. EQUIVALENCY: Yes ___ No ___ Have you ever attended another Barber School or College? Yes ___ No ___ If "yes", then give the number of hours completed: _____

School's Name: _____ City _____ State _____

Reason for Leaving: _____

Have you ever been convicted of any offense (s) other than minor traffic violations? Yes ___ No ___

If "yes", then attach a statement describing the nature of offense (s). Have you ever been confined to a penal institution? Yes ___ No ___ If "yes", then attach a statement denoting the place (s) and the date (s) of confinement.

STATE OF _____

SS:

COUNTY OF _____

_____ being duly sworn deposes and says, that answers to the foregoing questions and statements in the above application are true and correct.

SIGNATURE (OF APPLICANT) _____

Subscribed and sworn to before me this ___ day of _____, _____.

My Commission expires: _____

Notary Public

SCHOOL CALENDAR AND HOLIDAYS

NEW CLASSES START

Classes begin the 1st Tuesday of each month.

(*If the 1ST Tuesday falls on a holiday – class will start the following week on Tuesday.)

Kansas Board of Barbering approved holidays – All students, Faculty and Staff will observe holidays specified in the planning calendar.

To provide a guideline for use and observance of holidays. All students, faculty and staff will observe holidays specified in the planning calendar, which is published by the Administrator as noted below:

The college is **CLOSED** to commemorate the following holidays:

New Year's Eve – Depending on the day of the week – December 31st

New Year's Day – January 1st

Independence Day – July 4th and July 5th

Thanksgiving Day (Thursday) and the following day (Friday)

Christmas Eve – December 24th

Christmas Day – 25th

****NO HOURS ARE GIVEN FOR HOLIDAYS**

The college is also **may be** to recognize/acknowledge Constitution Day

The Department of Education - September 17th

The college is **CLOSED** to Public Holidays:

On the following holidays, when the college is closed to the public, employees may work.

Martin Luther King's Birthday – Third Monday in January

Memorial Day – Last Monday in May

Labor Day – First Monday in September

Holiday designated for use during the Winter Break

President's Day – Third Monday in February

Veteran's Day – November 11th

OTHER CLOSING DAYS

In-Service Days: You will be notified two (2) weeks in advance of these days

WINTER WEATHER-Notification of Closure USD501

****If it is a non-school day for the district you will be notified by text message; it is important that we have your current phone number on file**

CLASS SCHEDULE

MORNING PROGRAM

9:00am - 3:00pm Tuesday- Friday

9:00am - 3:00pm Monday*

9:00am - 4:00pm Saturday*

AFTERNOON PROGRAM

1:00pm - 7:00pm Tuesday- Friday

1:00pm - 7:00pm Monday*

9:00am - 4:00pm Saturday*

EVENING PROGRAM

4:30pm – 9:30pm Tuesday - Friday

4:30pm – 9:30pm Monday*

9:00am - 4:00pm Saturday*

***Monday and *Saturday will alternate per calendar**

YOUR SATURDAY IS REQUIRED (unless prior approval has been made)

NOTE: MBC is open until 9:30pm so that students can make up absent hours or earn extra hours.

<i>1ST 30 DAYS – PHASE I</i>			<i>PHASE II</i>	
MONDAY - FRIDAY				
9:00 – 11:30 AM	THEORY		9:00 – 9:30 AM	SET UP / SANITATION
11:30 – 12:30 PM	LUNCH		9:30 – 11:30 AM	THEORY / FLOOR / MODULES
12:30 – 3:00 PM	THEORY		11:30 – 12:30 PM	LUNCH
1:00 – 3:00 PM	THEORY		12:30 – 3:00 PM	THEORY / FLOOR / MOCK
3:00 – 4:00 PM	LUNCH		1:00 – 1:30 PM	SET UP / SANITATION
4:00 – 7:00 PM	THEORY		1:30 – 3:00 PM	THEORY / FLOOR / MODULES
4:00 – 6:00 PM	THEORY		3:00 – 4:00 PM	LUNCH
6:00 – 7:00 PM	LUNCH		4:00 – 7:00 PM	THEORY / FLOOR / MOCK
7:00 – 9:00 PM	THEORY		4:00 – 4:30 PM	SET UP / SANITATION
			4:30 – 6:00 PM	THEORY / FLOOR / MODULES
			6:00 – 7:00 PM	LUNCH
			7:00 – 9:30 PM	THEORY / FLOOR / MOCK
SATURDAY				
9:00 – 9:30 AM				SET UP / SANITATION
9:30 – 11:30 AM				FLOOR
11:30 – 12:30 PM				LUNCH
12:30 – 4:00 PM				FLOOR

CLOCK HOUR

A clock hour is defined as sixty minutes of theory, demonstration, floor practice, application and customer service.

VOTER REGISTRATION FORMS

Voter registration forms are available upon request in the Financial Aid office. Midwest Barber College will also distribute in electronic format access instruction to voter registration annually. To access the State of Kansas voter registration form, go to: <http://www.kssos.org/forms/elections/voterregistration.pdf>

CITIZENSHIP DOCUMENTATION

MBC requires all students to be US citizens or permanent resident of the United States. There are systems of checks and balances through several internal agencies when a FAFSA is processed including the Department of Homeland Security and the Social Security Administration. A student may be required to provide proof of citizenship before his/her ISIR can be processed and an EFC can be given. In addition, the institution reserves the right to ask for proof of citizenship for student file documentation purposes. In this case, the institution notifies the student to obtain the documents which must be presented to the FAA within seven (7) days of the notification. If the student does not provide the necessary documentation, the financial aid application process cannot be completed, and the student will not be able to participate in any Title IV HEA programs. MBC will not make a determination that the student is not an eligible non-citizen until there has been ample opportunity to submit the documentation in support of the student's claim of eligibility. If secondary confirmation is required, MBC will provide to the student a clear explanation of the documents the student must submit as evidence that the student satisfies the requirements and a clear explanation of the student's responsibilities which affect compliance with CFR 668.33(a) (2) including any deadlines for completing required action and consequences of non-compliance.

STUDENT CONSUMER RIGHTS AND RESPONSIBILITIES

Education after high school costs you time, money and effort. It is a big investment, and as a student and a consumer, you should carefully evaluate the education or training you are considering. To help you make a good choice, you should have information you think will help to make your decision.

You as a student have the right to ask Midwest Barber College:

- The names of its accreditation and licensing organizations.
- About its programs, facilities and faculty
- The cost of attending and the refund policy for dropping out.
- What financial aid is available, including Federal, State, local, private and institutional aid programs and the procedures and deadlines for applying for each program.
- The criteria used to select financial aid recipients.
- How the school determines financial need and how much of your financial aid need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package and how you will be paid.
- To appeal your financial aid package if you believe a mistake has been made.
- The program completion rates.
- The crime disclosure statistics.
- The school's method of determining satisfactory progress and what happens if a student does not make satisfactory progress.
- About special facilities and services available to the disabled.

FINANCIAL AID

Midwest Barber College provides financial access to those who qualify. Abiding by federal and institutional guidelines, Midwest Barber College seeks to meet our students' financial need and help students make responsible financial decisions. The College is committed to providing our students with information they need to make college as affordable as possible. Midwest Barber College's Financial Aid Office is available to help make educational goals attainable.

Students must file a Free Application for Federal Student Aid <https://fafsa.ed.gov> to determine financial need.

All applicants must be United States Citizens or eligible non-citizens.

Satisfactory Academic Progress must be maintained while attending the College to continue to receive federal or private financial funds.

Prospective students and their parents/spouses are encouraged to visit with the Midwest Barber College's Financial Aid Office for detailed information about financial assistance programs available. A student who needs financial assistance is urged to contact the College as early as possible.

A student's financial package may be certified up to the cost of attendance at Midwest Barber College and once disbursed, federal funding is applied to the student's account. The College has the right to deny any student Federal Loans if the loans are deemed to be detrimental to the student's financial situation. A financial aid administrator is available during the designated hours of operation to assist any prospective student in determining their financial need. Student financial aid at Midwest Barber College is calculated at full-time status, which is defined as completing a minimum of 900 clock hours. If students attend less than full-time status, their financial assistance may be recalculated.

FINANCIAL AID OFFICE

The Financial Aid Office is located at 901 SW 37TH Street Topeka, KS. It is open Monday through Friday from 9:00am until 4:30pm. Students and prospective students may obtain forms, budgets and any other information during regular office hours. Midwest Barber College employs Financial Aid Services, INC., PHONE. (800) 432-7462, as a third-party servicer to process Federal Student Financial Aid.

FEDERAL STUDENT AID APPLICATIONS

A student wishing to apply for federal financial aid may pick up a Free Application for Federal Student Aid (FAFSA) from Midwest Barber College to be mailed into (FAFSA). Students may also file online at [FAFSA.ed.gov](https://fafsa.ed.gov). Students who do not have access to the internet may fill out their FAFSA at the Financial Aid Office using the laptop or IPADS available. Students who need help with the FAFSA application can see the financial aid officer at the Financial Aid Office for assistance.

QUESTIONS ABOUT ELECTRONIC DATA EXCHANGE (EDE)

To speak to the Financial Aid Officer, students may contact the Financial Aid Office at (785) 266-2500 any time during the Financial Aid Office business hours. Students may obtain EDE information from the Director

WORK STUDY FEDERAL WORK STUDY

We are currently not participating in the federal work study program

INSTITUTIONAL AID (SCHOLARSHIPS)

Midwest Barber College may offer various types of scholarships to students enrolled in specific programs of study or who have met specific academic standards. The number of scholarship recipients varies from year to year depending on the funding available and the number of eligible applicants. For additional information on available institutional scholarships, visit <https://www.midwestbarbercollege.com/scholarships>

Students should contact the Financial Aid Office at the school. Students are also encouraged to seek additional scholarship programs not administered or awarded by the school.

TITLE IV ELIGIBILITY

To be eligible for Title IV assistance at Midwest Barber College, an applicant must meet certain general eligibility requirements. The applicant must:

- Be accepted for enrollment
- Be an active student in an eligible program
- Have a high school diploma, the recognized equivalent of a high school diploma such as the general educational development certificate (GED), or has completed homeschooling at the secondary level as defined by state law.
- Be enrolled as a regular student in an eligible program
- Be a U. S. citizen or eligible non-citizen
- Have a Social Security Number
- Make satisfactory academic progress
- Sign a Statement of Educational Purpose/Certification Statement on refunds and default, sign a Statement of Updated Information
- Register with the Selective Service, if required
- Cannot be in default on a Title IV loan
- Cannot owe a refund on a Title IV grant

FINANCIAL AID PROGRAMS AVAILABLE

The College participates in the following programs:

Federal Pell Grant,

Federal Direct Subsidized Loans,

Federal Direct Unsubsidized Loans, Federal Direct PLUS Loans and Veteran Education Benefits. Students must meet the institution's standards of satisfactory academic and attendance (SAP) progress to remain eligible for Federal Loans and Grants.

TERMS AND CONDITIONS FOR FINANCIAL ASSISTANCE PROGRAMS AVAILABLE

- **Federal Pell Grant** - This is a federal student assistance program which does not require repayment. Students must file a Free Application for Federal Student Aid. Awards are based on enrollment status and the demonstration of financial need. Yearly amounts may vary based on federal appropriations.
- **Federal Subsidized Stafford Loan Program** - This program provides low-interest loans to qualifying students enrolled in Old Town Barber College at least half time. Loan amounts vary according to financial need and grade level. Interest payments are made by the government while the student is enrolled in school at least half time. **THIS IS A LOAN AND REPAYMENT IS REQUIRED.**
- **Federal Unsubsidized Stafford Loan Program** - This program provides low-interest loans to qualifying students enrolled in Old Town Barber College at least half time. This loan may be used in conjunction with the Federal Subsidized Stafford Loan. The student is responsible for interest payments while attending school. Interest payments may be deferred upon request. **THIS IS A LOAN AND REPAYMENT IS REQUIRED.**
- **Federal PLUS Loans** - Federal PLUS loans are credit-based loans for parents who wish to borrow funds to help pay for their dependent child's/children's education. This loan provides additional funds for educational expenses. Parent Plus loan deferments may be available to parents, and they may contact the Department of Education or their Financial Assistance Office for more information. **THIS IS A LOAN AND REPAYMENT IS REQUIRED.**

More information regarding federal student loan programs can be found at <https://studentloans.gov/>

THE RIGHTS AND RESPONSIBILITIES OF THE BORROWER

The borrower is responsible for:

- Repaying your loan, including accrued interest and fees regardless of whether you complete your education, obtain employment, or are satisfied with your education.
- Completing exit counseling before you leave school or drop below half-time enrollment.
- Notifying your lender or the current holder of your loan if you change your name, address, or phone number; drop below half-time status; withdraw from school or transfer; or change your graduation date.
- Directing all correspondence to your current loan holder, which could change during the life of the loan.
- Making monthly payments on your loan after leaving school, unless you have been granted a forbearance or deferment.
- Informing your lender or your current loan holder of anything that might change your eligibility for an existing deferment or forbearance.

The borrower has a right to:

- Receive a copy of your promissory note before or after the loan is made.
- Before repayment of your loan begins; receive a disclosure statement, including information on interest rates, fees, loan balance, and the size and number of payments.
- Benefit from a six-month grace period after you leave school or drop below half-time enrollment before your loan payments begin.
- Prepay all or part of your loan without a prepayment penalty. - Receive written notice if your loan is sold to a new holder.

- Apply for a deferment (if eligible) of your loan payments for certain specified periods. - Request forbearance from the holder of your loan if you are unable to make payments and do not qualify for deferment.
- Receive proof of discharge when your loan is paid in full.

Please refer to the Federal Student Guide for more information on student assistance and repayment:
<http://www.studentaid.ed.gov> or <http://www.studentloans.gov>

Please refer to the National Student Loan Data System (NSLDS) for more information on student specific federal loans and grants: https://nslsdfap.ed.gov/nsls_FAP/

ENTRANCE AND EXIT COUNSELING REQUIREMENTS

Entrance Interview:

As part of the Financial Aid process, the Financial Aid Administrator conducts entrance counseling as required by the Department of Education for student loan borrowers. Entrance counseling may be conducted in one-on-one interviews, a group session and/or electronically. Student loan borrowers must complete the required entrance counseling documentation.

<https://studentaid.gov/app/counselingInstructions.action?counselingType=entrance>

Exit Interview:

At the completion of or withdrawal from a program, the Financial Aid Administrator conducts exit counseling as required by the Department of Education for student loan borrowers. Exit counseling may be conducted in one-on-one interviews, a group session and/or electronically. Student loan borrowers must complete the required exit counseling documentation. In the event the student loan borrower does not complete exit counseling with the Financial Aid Administrator, required exit counseling documentation will be mailed to the student. For more information contact the MBC Financial Aid Office.

<https://studentaid.gov/app/counselingInstructions.action?counselingType=exit>

STATE FINANCIAL ASSISTANCE

State funding organizations provide funding to help qualified students meet the costs of post-secondary education. Awarding of funds is determined by the individual organizations. State funding programs include:

- Veteran's Education Training
- Workforce Innovation and Opportunity Act (WIAO)
- Workforce Development
- Trade Readjustment Allowance (TRA)
- Social Rehabilitation Services (SRS)
- Vocational Rehabilitation

VETERAN AFFAIRS BENEFITS (VA)

If a student has questions regarding eligibility in any VA program, the student should contact the VA hotline at 888.442.4551 or the student can also access the VA website, <http://www.gibill.va.gov>

Chapter 33 - Post 9/11 GI Bill – ACTIVE Duty This education benefit is available to eligible veterans and service members. For more information regarding Chapter 33, please visit the VA website at <http://www.gibill.va.gov>

Chapter 30 - Montgomery GI Bill – ACTIVE Duty This education benefit is available to any man or woman who is active duty or honorably discharged from the military and completed his/her high school education. The VA office determines eligibility for this program. Current monthly entitlement amounts are listed at <http://www.gibill.va.gov>. A student may qualify for increases above the basic monthly rates. The additional money is referred to as a “kicker.” The VA office and the VA website have information regarding who qualifies for “kicker.”

Chapter 1606 - Montgomery GI Bill – Selected Reserves This program is for members of the Selected Reserve, including the Army, Navy, Air Force, Marine Corps and Coast Guard Reserves, the Army National Guard and the Air Guard. The selected Reserve component decides who is eligible for the program.

Chapter 1607 - REAP (Reserve Education Assistance Program) It is a Department of Defense education benefit program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress. This program makes certain reservists who were active for at least 90 days after the September 11, 2001 are either eligible for education benefits or eligible for increased benefits.

The National Defense Authorization Act of 2016 ended REAP on November 25, 2015. Some individuals will remain eligible for REAP benefits until November 25, 2019, while others are no longer eligible for REAP benefits. Some reservists may contribute additional funds to the GI Bill to receive increased monthly benefits. You must be a member of the Ready Reserve component (Selected Reserve, Individual Ready Reserve, or Inactive National Guard) to pay into the “buy-up” program. Soldiers must complete an application to be considered for this program. The application is available at: <http://www.gibill.va.gov>

VEAP - Veteran’s Educational Assistance Program Veterans who first entered active duty between January 1, 1977 and June 30, 1985 were able to voluntarily contribute to an education account to establish eligibility. The initial contribution must have been made by April 1, 1987. Information regarding current maximum contributions are available at <http://www.gibill.va.gov>

Chapter 35 - Dependent Educational Assistance Benefits This program provides education benefits for the spouse and dependent children of veterans who are permanently and totally disabled from service-connected causes, veterans who died in service or who died of service-connected causes, and certain other veterans and service persons, such as those currently missing in action or captured in the line of duty. The VA determines eligibility for these benefits.

Students who do not meet the institution's standards of satisfactory progress, or those students who withdraw from school, forfeit all future Federal financial assistance funds for which they previously were eligible until reinstated by the College.

1. If the student is rejected for training by the school, the student will be refunded all monies paid.
2. If the guarantor (if the student is of minor age) or student cancels the Enrollment Agreement in writing within three (3) business days of signing the Agreement, regardless of whether or not the student has actually started training, the student will be entitled to a 100% refund of all monies paid.
3. If after three (3) business days, but prior to starting class, the student wishes to withdraw, he/she will be entitled to a refund of the tuition paid to the school, less the Registration fee, as specifically stated on the Agreement, not to exceed 15% of the total price of the Program, but in no event may the school retain more than \$100.00.
4. If the student is of minor age, notice of termination must be made by parent or guardian.
5. Refunds will be made within 30 days after the school has determined that the student has withdrawn from classes.
6. Enrollment time is defined as the time elapsed between the actual starting date and the student's last day of physical attendance in school. Cancellation or termination date is determined by the postmark on the written notification or the date notice of cancellation is delivered to the school administration in-person. In cases of leaves of absence, regardless of duration, the termination date is the date the student was scheduled to return to the school and did not. Refunds are due within thirty (30) days of that date. If the student fails to notify the school of withdrawal, the school must terminate on the 30th day and refund to the student within thirty (30) days of the termination.
7. When the student requests a transfer to another school, the school may charge a reasonable fee, not to exceed \$10.00 for transcripts.
8. In the case of student prolonged illness or accident, death in the family or other circumstances that make it impractical to complete the program, the school shall make a settlement which is reasonable and fair to both parties.
9. In the event the student wishes to withdraw or is terminated after three (3) business days, the student is not entitled to a refund on books, supplies, materials, and incidental fees. These items are refundable to the three (3) day cutoffs.
10. If the school is permanently closed and no longer has offering instruction after the student enrolled, the student shall be entitled to a pro-rata refund of tuition.
11. If a Program is cancelled subsequent to the student's enrollment, the school shall at its option: 1) Provide completion of the program at another location with the student's approval or 2) Provide a full refund of all monies paid.
12. All overtime charges will apply if the student fails to complete the program or fails to complete all clinic, theory, and practical work. Students enrolled in programs scheduled to last longer than 12 months are released from the obligation to pay tuition for program-work scheduled to occur beyond 12 months if the student withdraws or is terminated during the first 12 months. The calculation of the refund for the unused portion of the first 12 months is based on the calculation above. If the student withdraws or is terminated during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal is based on the calculation above.

SATISFACTORY ACADEMIC PROGRESS POLICY

(THE FOLLOWING POLICIES WILL BE APPLIED TO ALL STUDENTS)

The Higher Education Act requires students to maintain SAP toward completion of their program in order to receive financial aid. The SAP standards require that students successfully maintain a specified grade average and proceed through the program at a pace leading to completing within a specified time frame.

SAP is the qualitative (grade point average) and quantitative (attendance) measure of a student's progress toward completing a program of study.

In order to be making satisfactory academic progress toward a diploma or certificate, you must maintain specified grade averages and proceed through the program at a pace leading to completion in a specified time frame (One and one-half times the length of the program).

The Barber Program (1500 clock hours and 49 weeks),
Industry Related: Barbering (500 clock hours 20 weeks)

Satisfactory Academic Progress (SAP) must be maintained while attending the College to continue to receive federal or private financial funds. Prospective students and their parents/spouses are encouraged to visit with the Midwest Barber College's Financial Aid Office for detailed information about financial assistance programs available. A student who needs financial assistance is urged to contact the College as early as possible. A student's financial package may be certified up to the cost of attendance at Midwest Barber College and once disbursed, federal funding is applied to the student's account. The policy complies with guidelines established by our accreditation agency (COE) and the federal regulations established by the United States Department of Education.

The Director reviews the Title IV SAP policy to ensure that it meets all federal requirements. The Director notifies the financial aid office if the school changes its academic policies.

EVALUATION PERIODS

Midwest Barber College defines its academic year for the Barbering, Industry Related: Barbering programs as 900 hours and 26 weeks. The student's first evaluation for Satisfactory Academic Progress occurs at the midpoint of the academic year of the program, whichever occurs sooner, based on actual hours as follows:

Transfer Students – Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 80%

cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MINIMUM / MAXIMUM TIME FRAMES

MAXIMUM TIME FRAME

To ensure the student is making sufficient progress both quantitatively and qualitatively, MBC's SAP policy divides the maximum time frame into equal evaluation periods called increments.

These increments generally coincide with payment periods, but in any case, it cannot be longer than half the program or one academic year, whichever is less.

For example, in a 900 clock-hour program, an increment must not exceed 450 clock hours.

See sections 668.16(e) (2) (ii) (B) and 668.34(e) of HEA 1965 for details on the federal regulations.

The student will be evaluated and measured for satisfactory progress quantitatively and qualitatively at the end of each increment. A determination is then made of whether or not the student is making satisfactory progress. There are three instances when a student may be evaluated earlier than the end of each increment. They are as follows:

1. Student attendance falls below the minimum 80% of scheduled hours
2. There has been no attendance or contact with MBC's from the student in 14 days
3. Student Grade Point Average falls below 80%

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 80% of the scheduled contracted hours.

MAXIMUM TIME FRAME FOR COMPLETION

The maximum time frame in which a student must complete the program is no longer than 1.25% (80% attendance) times the normal duration of the program: 29 hours per week Unless a student is in the military and called for active duty or deployed.

MINIMUM

Barbering1500 hours/12 months
Industry Related: Barbering500 hours/ 5 months

MAXIMUM

Barbering1875 hours/15 months
Industry Related: Barbering..... 625 hours/ 6 months

REQUIRED COMPLETION RATE

In addition to the grade averages listed above, you must also be progressing toward successful completion of the program within the maximum time frame, 75 weeks, at the following rate:

After this number of weeks	22.5	45	60	75
You must have completed at least this number of clock hours	450	900	1200	1500

ACADEMIC PROGRESS EVALUATIONS

As per sections 668.16(e) (2) (I) and 668.34 of HEA 1965, the school conducts a qualitative measure of a student's progress. The measurement is graduated. The following table illustrates the grading system:

The following table illustrates the grading system:

- A.....90-100%
- B.....80-89%
- C.....75-79%
- F.....74% and below – Failing As below,

at the end of each payment period or increment, grades are evaluated. Any student whose cumulative average is below a "B" 80% GPA will not be deemed making satisfactory progress. In addition, students are making satisfactory progress as long as the program objectives for graduating are completed within 1.25% times the stated program length. All students must maintain satisfactory academic progress (SAP) by maintaining a specific cumulative grade point average and making forward progress towards completing a program. Monthly Progress Reports are generated by SMART School Management software monthly and used as a counseling tool to inform students of their academic and attendance progress as well as a host of other useful information.

QUALITATIVE MEASURE OF SATISFACTORY ACADEMIC PROGRESS (SAP)

The qualitative standard includes maintaining a minimum Grade Point Average (GPA) of 80% or a "B" at the end of each evaluation point. The student must indicate why they failed to make satisfactory academic progress and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the MBC's satisfactory academic progress policy contains a quantitative measure. The policy specifies a maximum time frame not to exceed federally required 1.25% of the published length of the program in which a student

must complete his/her academic program. The time frame is measured in clock hours completed, divided into increments (noted above) and is based upon the student's enrollment status. At the midpoint of the maximum time frame, students must have successfully completed 1/2 of the program's clock hours.

FOR EXAMPLE:

The maximum timeframe for the Barbering full time student is 64 weeks. The total clock hours needed for completion of this program is 1500. By the time the student has been in the program for 32 weeks (1/2 of the maximum time frame), he/she must have attended at least 750 clock hours. This time frame is applicable for all students including those who did not receive financial aid.

In order to be making satisfactory academic progress toward a diploma or certificate, you must maintain specified grade averages and proceed through the program at a pace leading to completion in a specified time frame (One and one-half times the length of the program).

The satisfactory academic progress (SAP) policy applies to all students enrolled in Council of Occupation and Kansas Board of Barbering Licensure and Requirement approved program whether receiving Federal Title IV, HEA funds or not.

Satisfactory Progress in attendance and academic work is a requirement. Academic work is evaluated on a cumulative basis. Students must maintain SAP to continue eligibility for Title IV funding. To determine SAP, all students are evaluated in academics and attendance at the evaluation points listed below. Students are advised of their academic and attendance status via a progress report.

Measurement Standards To be considered eligible for the financial aid programs named below, a student must be meeting all of the following conditions:

Qualitative – GPA Students must maintain a grade point average (GPA) of at least 80% at each payment period as well as a cumulative GPA of 80 % or higher.

REQUIRED GRADE AVERAGES

You must achieve an 80% grade average throughout the entire program.

Program Length: Barbering 1500 clock hours, 49 weeks,

Program Length: Industry Related: Barbering (500 clock hours 20/weeks)

QUANTITATIVE PACE of PROGRESS (SAP)

Students must successfully complete at least 67% of the cumulative attempted clock each payment period to meet satisfactory academic progress standards and to stay on pace with the Maximum Timeframe requirements

Satisfactory progress will be measured in clock hours and at the point when the student successfully completes the scheduled clock hours for that payment period. A student's training may be interrupted for unsatisfactory progress under the following conditions:

Student is making poor or failing grades if:

Absent for more than 14 consecutive class days.

Advancement and progress in the course are not acceptable

Student does not have the ability to make satisfactory progress in the work.

All students must attend 80% of their scheduled hours per month in order to be considered on progress to making satisfactory progress and on pace to complete the course within the maximum time frame of 125% of the length of the course.

Students who do not attend 80% of their scheduled hours during a month are required to meet with the Director or Financial Aid Administrator to discuss their overall satisfactory academic progress status, the consequences of not meeting satisfactory academic progress, as well as the requirements for making up missed hours.

Students may miss up to 20% of required hours, based on academic year each pay period without making up hours. Any time over 20% per pay period must be made up to stay on track to meet hours and weeks required to move into the next pay period.

QUANTITATIVE MEASURE OF SATISFACTORY ACADEMIC PROGRESS (SAP)

MBC's satisfactory academic progress policy contains a quantitative measure. The policy specifies a maximum time frame not to exceed federally required 1.25% of the published length of the program in which a student must complete his/her academic program. The time frame is measured in clock hours completed, divided into increments (noted above) and is based upon the student's enrollment status. At the midpoint of the maximum time frame, students must have successfully completed 1/2 of the program's clock hours. For example: The maximum timeframe for the Barbering full time student is 64 weeks. The total clock hours needed for completion of this program is 1500. By the time the student has been in the program for 32 weeks (1/2 of the maximum time frame), he/she must have attended at least 750 clock hours. This time frame is applicable for all students including those who did not receive financial aid.

MAKEUP WORK

A students may be granted the privilege of makeup at the convenience of the school and with the permission of the Director, At the completion of the program determined by the scheduled graduation date on the enrollment Agreement, students will be charged the hourly rate listed on his/her enrollment Agreement for the hours needed to complete the program after subtracting allowed absences of 125 clock hours and written excused absences.

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation.

Frequent evaluations will help determine if the student is on track to meet the minimum requirements for SAP by the next payment period. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements and if not then allow those students to receive guidance in time to correct their attendance or academic progress.

At minimum the student will receive a progress evaluation monthly when they sign their reconciled hours. Students meeting the minimum requirements for academics and attendance at the end of each evaluation period (end of payment period) will be considered making SAP until the next scheduled evaluation. Students will receive a hard copy of their SAP determination at the time of each of the evaluations. Student's hours are submitted to Kansas Board of Barbering every month and we use the Smart program software. The program shows that the student is to complete 92.5 hours per month and calculates the percentage of hours completed toward the maximum time frame each month.

TREATMENT OF INCOMPLETES, WITHDRAWALS, REPEATS AND REMEDIAL

The following grades received from the course taken will not be considered as successful completion:

“F” Grades,
“W” Withdrawal,
“I” Incomplete, “
X” Unofficial withdrawal.

The following conditions must be met for incomplete work, withdrawal from the program, repeating a subject, and remedial work:

If you have an “incomplete”, you will be given two weeks in the following evaluation period to make up work not completed during the prior evaluation period, in addition to the regular work for the current evaluation period. Your financial aid will not be affected if the incomplete is corrected as stated. If the incomplete is not corrected as stated, you will be placed on Financial Aid Warning at the end of the evaluation period.

If you wish to change programs, you must get approval from the Midwest Barber College Director. MBC will determine the amount of credit that will be given for the previous completed (if any). Your financial aid will be recalculated, and a determination will be made to either increase or decrease the eligibility depending on the type of course change

All remedial work must meet the same standards set for other course work; and, must be satisfactorily completed before graduation. You will not be given credit for remedial work and will be ineligible for financial aid until the remedial work is completed

You will be given to a “W” if you withdraw before the end of a particular unit. Refund calculations will be performed according to the stated refund policies. An “I” will be given to you if you miss three or more days in any week. Progress records will be provided at the end of each evaluation period.

(See “incompletes” in Item No. 1, and the following Financial Aid Warning section.)

HEA FINANCIAL AID WARINING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period.

Midwest Barber College programs and no more than 8 total absences for Barbering and Industry Related: Barbering program and 80% GPA attendance and academic progress at the end of a payment period will be placed on a Financial Aid Warning.

A student on Financial Aid Warning may continue to receive assistance under the Title IV HEA programs for one payment period. At the end of the payment period if the student has met the minimum grade and attendance requirement the student is considered to be meeting Satisfactory Academic Progress.

If the student is not meeting Satisfactory Academic Progress at the end of the Financial Aid Warning Period. A student will be placed on Academic Probation development Status and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV eligibility. During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status. Students who fail to meet minimum requirements (67% cumulative attendance and a B or 80% GPA) for attendance and academic progress at the end of a payment period will be placed on a Title IV, HEA Financial Aid Warning the first time. Any student on Title IV, HEA Financial Aid Warning may continue to receive assistance under the Title IV, HEA programs for one payment period only.

At the end of that payment period if the student has met the minimum grade and attendance requirement the student is considered to be meeting SAP.

If the student is not meeting SAP at the end of the Financial Aid Warning Period; there will be a loss of Title IV, HEA eligibility; with the right to appeal.

The student will be placed on a Title IV, HEA Academic Development Status, with a loss of Title IV, HEA funding and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility. During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan.

If a student is making SAP at the end of the Financial Aid Warning, they shall be returned to normal SAP status with no loss of Title IV, HEA eligibility

Arrangements for payment must be approved within 10 school days of notification of development status

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress.

The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

TITLE IV, HEA FINANCIAL AID PROBATION STATUS:

A student placed on Financial Aid Probation may receive Title IV, HEA programs funds for one payment period. Any student that prevails upon the appeal process shall be placed on financial aid probation and will be eligible to receive Title IV, HEA funding during this period. The student may also be placed on an individual development plan to assist the student in regaining SAP at the end of this payment period. Those who are not making SAP at the end of the Financial Aid probation period will be ineligible to receive Title IV, HEA funds for the following payment periods. A student must meet SAP prior to having eligibility reinstated.

If the student is not granted a Probation they will remain on Academic Warning with a loss of Title IV, HEA funding for at least one payment period, at which time they must be making SAP in order to regain Title IV, HEA funding for the next payment period.

A student who losses their financial aid eligibility due to not making SAP at the end of a financial aid warning has the right to file an appeal regarding their Satisfactory Academic Progress Evaluations.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. A Leave of Absence and/or failure to return from a Leave of Absence may affect your loan interest rates and/or repayment timeline. *Please see your Financial Aid representative for more information.*

TRANSFER HOURS

With regard to 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.

APPEALS PROCEDURES

APPEALS AND DOCUMENTATION

A student may appeal a determination that he/she is not making satisfactory academic progress at MBC's by submitting a signed, dated "Satisfactory Academic Progress Appeal Form" to the school's business office within 14 days of the determination that s/he is not making satisfactory academic progress. The school's business office will issue a "Satisfactory Academic Progress Appeal Decision" to the student within 14 days of the student's appeal. The decisions of MBC's business office concerning SAP appeals are final. As with any use of professional judgment, adequate documentation is critical. Since third parties may sometimes be used to document the mitigating circumstances surrounding an SAP appeal, the following provides some acceptable documentation that may be submitted in support of an appeal. Some examples might include but are not limited to:

- A. Newspaper obituaries or death certificates to substantiate deaths
- B. Physician's statement to substantiate illness or accident
- C. Statement from clergy or family member who knows the student's situation
- D. Statement from instructor

A student who loses their financial aid eligibility due to not making SAP at the end of a financial aid warning has the right to file an appeal regarding their SAP Evaluations.

TITLE IV, HEA FINANCIAL APPEAL GRANTED

Should the student prevail upon their appeal they will be placed on a Financial Probation for that payment period. The student will then be eligible for Title IV, HEA funds for that payment period. While on Financial Aid Probation, the student must meet the institutions Satisfactory Academic Progress standards and complete the requirements of the Academic Improvement Plan, which was developed by the institution to assist the student in regaining their Title IV, HEA eligibility.

A student on Financial Aid Probation because of a successful appeal is eligible for Title IV, HEA funds for ONE payment period.

A student, who wished to appeal Academic Development Status and loss of Title IV, HEA eligibility, must submit a written request to the Director within five (5) business days of being notified that they are in a non-satisfactory progress status.

The student must describe any unusual circumstance(s) that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or other special circumstance. The student must provide a written statement and information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

Once the College Director receives the appeal, they will evaluate the appeal and provide a decision within five (5) business days. The Director will notify the student in writing of the decision and all decisions are final.

If the student wins the appeal they will then be placed on Financial Aid Probation, which is a status assigned by the Federal regulations to a student who fails to make SAP, who has appealed and has had their Title IV, HEA eligibility for aid reinstated for one payment period only.

TITLE IV CREDIT BALANCE:

Credit balance occurs after a student Ledger show a balance of zero (\$00.00). All Credits are given to students after Mid-Point Review of Clock Hours in the payment period. SAP (Satisfactory Academic Progress) report must be Yes on Smart School Management Software or No if you appealed and the appeal was granted

If the student has a Title IV credit balance when s(he) drops, no funds are returned prior to performing the Return calculation, even if Midwest Barber College would otherwise be required to release them to the student. Midwest Barber College return policy is applied to determine if it creates a new or larger Title IV credit balance.

The existing Title IV credit balance is included in the calculation as disbursed aid.

Any Title IV credit balance is allocated as follows:

- A. Is allocated first to repay any grant overpayment owed by the student as a result of the current withdrawal. Midwest Barber College returns this credit balance to the Title IV grant account within 14 days of the date the calculation is performed.
- B. Any credit balance from a prior period is not included in the Return calculation. However, any balance remaining from a prior period when the student drops is included as Title IV funds when the amount of the final Title IV credit balance is determined. Midwest Barber College uses the final credit balance first to satisfy any current student grant overpayment.

C. Within 14 days of the date the Return calculation was made, the remaining Title IV credit balance are paid in one or more of the following ways:

Credit balance occurs after a student Ledger show a balance of zero (\$00.00). All Credits are given to students after Mid-Point Review of Clock Hours in the payment period. SAP (Satisfactory Academic Progress) report must be Yes on Smart School Management Software or No if you appealed and the appeal was granted.

EXAMPLE:

(1st) PAYMENT PERIOD IS 0 – 450 CLOCK HOURS

(2nd) PAYMENT PERIOD IS 451 – 900 CLOCK HOURS

(3rd) PAYMENT PERIOD IS 901 – 1200 CLOCK HOURS

(4th) PAYMENT PERIOD IS 1201 – 1500 CLOCK HOURS

REFUND POLICY FOR MILITARY STUDENTS CALLED TO ACTIVE DUTY:

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in the military service of the United States or the Kansas National Guard may elect one of the following options for each program in which the student is enrolled:

If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal; A grade of incomplete with the designation “withdrawn-military” for the courses in the program, other than courses for which the student has previously received a grade on the student’s transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first year after discharge from active military duty without payment of additional tuition, fees, or other charges for the program other than the previously unpaid balance of the original tuition, fees, and charges for books for the program; or the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determined that the student has:

- a. Satisfactorily completed at least 90 percent of the required coursework for the program; and
- b. Demonstrated sufficient mastery of the program material to receive credit for completing the program.

HOW REFUNDS ARE CALCULATED WHEN STUDENTS WITHDRAW

- The Return to Title IV (to determine the amounts earned from the Federal program)
and
- Institutional Refund Policy (See below)

NOTE: Returns are made without the request of the Student.

RETURN OF TITLE IV FUND & COURSE CANCELLATION POLICY

The Return of Title IV is NOT an Institutional Refund Policy. Instead, the Federal regulations (beginning with 10/07/2000) require the use of a Return to Title IV calculation to determine the amount of Title IV funds a student had earned as of the date he or she ceases attendance.

Students who receive financial assistance from Title IV Programs (Federal Pell Grants, Stafford loans, PLUS loans) and withdraw from school are subject to the Return to Title IV Funds (R2T4) requirements of the U. S. Department of Education. Once a student has completed 60% of the scheduled hours for any payment period, no refund is due. Prior to the 60%, the R2T4 calculation is based on a prorated number of scheduled hours over the payment period hours. Once the R2T4 calculation is completed, students are subject to the school’s institutional refund policy. Examples of R2T4 and institutional refund calculations are published in the school’s consumer information and are also available in the financial aid office for student review.

If a student has earned grant money, the Financial Aid Officer sends a grant overpayment notice to the student within 30 days from the date of the institution's determination that the student withdrew, giving the student 45 days to either:

1. Repay the overpayment in full to the school,
2. Make repayment arrangements satisfactory to the school, or
3. Sign a repayment agreement with the Department of Education. If the student has not repaid the grant overpayment within the 45-day time frame, the FAO will report the overpayment to NSLDS. The student will not be eligible for further Title IV funds until the overpayment is paid in full. **NOTE:** If the initial amount of the overpayment owed by the student is \$25.00 or less, the student repayment requirement is forgiven.

INSTITUTIONAL CANCELLATION AND REFUND POLICY

RETURN NOTIFICATION:

The student may cancel their enrollment at any time. Cancellation must be made in writing or be certified mail. The cancellation date will be determined by the postmark date of notification. If the student is of minor age, notice of termination must be made by parent or guardian.

Appropriate refunds for a student who does not begin classes are made within 45 days of the class start date and/or effective date of termination.

RETURNS FOR CLASSES CANCELED BY INSTITUTION:

If tuition and fees are collected in advance of the start date of a program and Midwest Barber College cancels the class, the institution refunds 100% of the tuition and fees.

APPLICANT IS NOT ACCEPTED:

All monies will be refunded if the school does not accept the applicant

WITHDRAWAL POLICY

1. If the student is rejected for training by the school, the student will be refunded all monies paid.
2. If the guarantor (if the student is of minor age) or student cancels the Enrollment Agreement in writing within three (3) business days of signing the Agreement, regardless of whether or not the student has actually started training, the student will be entitled to a 100% refund of all monies paid. If after three (3) business days, but prior to starting class, the student wishes to withdraw, he/she will be entitled to a refund of the tuition paid to the school, less the Registration fee, as specifically stated on the Agreement, not to exceed 15% of the total price of the Program, but in no event may the school retain more than \$100.00.
3. When the student requests a transfer to another school, the school may charge a reasonable fee, not to exceed \$10.00 for transcripts.

RETURNS FOR STUDENTS WHO WITHDRAW OR CANCEL ON OR BEFORE THE FIRST DAY OF CLASS:

If tuition and fees are collected in advance of the start date of the classes and the student does not begin classes or withdraws on the first day of classes, Midwest Barber College retains no more than \$100 of administration fees.

Date of withdrawal as determined by the school: a) Student is expelled, b) Student not making satisfactory progress (attendance or academic) A full refund will be made to any student who:

1. Is not accepted by the school.
2. Was enrolled by misrepresentation in advertising, promotional materials of the school, or representations by the owner or representative of the school; or
3. Is enrolled in a Program of instruction that is discontinued by the school and prevents the student from completing the Program.

Returns will be totally consummated within 45 days after the effective date of termination.

Upon a student's withdrawal, two calculations are formed:

1. The Return of Title IV funds (To determine amounts earned from the Federal programs) and
2. Institutional Refund Policy

B: Refund of funds:

1) Generate Return to Title IV (R2T4) Calculation: The FAO on campus will generate the first draft of the R2T4 calculation which will then be double checked by the fiscal office. Upon approval the notice of refund will be sent to the Director for electronic refund.

2) Notification to our third-party processor

Email notification will be sent to (FAS) to process the refund in COD.

3) Ledgering the refund amount in accounting software: The fiscal office will then ledger the amount in both the Federal holding account and operations account using Peachtree accounting software.

4) Ledgering student account: The fiscal office will ledger the student account using the student management software from the R2T4 form

REFUNDS FOR STUDENTS ENROLLED PRIOR TO VISITING THE INSTITUTION:

Midwest Barber College only allows students to enroll in college after completing a campus visit and prospect interview.

REFUNDS FOR WITHDRAWAL AFTER CLASS COMMENCE:

The definition of Enrollment Time means the total scheduled clock hours that have elapsed between the first day of class and the Ending Date.

The Ending Date for refund computation will be the student's last day of Physical Attendance at the school.

Cancellation after attendance has begun, but prior to 50% completion of the program, will result in using the tables below:

In the case of student prolonged illness or accident, death in the family or other circumstances that make it impractical to complete the program, the school shall make a settlement which is reasonable and fair to both parties.

* Books and Tool Kits are non-refundable.

Students are asked to notify the school in writing immediately upon withdrawal. All required refunds are made within 45 days from the date of withdrawal or termination.

REFUND POLICY FOR PROGRAMS OBLIGATING STUDENTS FOR PERIODS OF 12 MONTHS OR LESS.

Prorated Refund Calculation Scale: BASED ON HOURS ACCUMULATED

The Midwest Barbering Program is based on 1500 hours and the Barbering Related Program is 500 hours which both are 12 months or less.

PERIODS OF OBLIGATION (SCHEDULED HOURS)	AMOUNT OF TOTAL TUITION & FEES OWED TO THE SCHOOL
0.01% - 10%	10%
10.01% - 25%	50%
25.01% - 50%	75%
50.01% and over	100%

PROVISIONS

- 1) No refund on tools, equipment, text, and workbook for training purposes will be made in the event the student discontinues training prior to graduation. Replacement of these items due to loss, damage, or theft is the sole responsibility of the student; these items may be purchased through MBC or from an outside vendor.
- 2) All tuition, fees, and any other charges incurred by the student must be paid prior to the issuance of a diploma or other completion document.
- 3) Midwest Barber College is authorized to release information normally recorded on official school records: enrollments, achievements, awards, special recognitions, grades, and/or any other information normally used in reference inquiries. Permission is given to use the student’s name, picture, and other information acquired.
- 4) If a student is offered an extended payment plan, all terms will be disclosed on a separate retail installment contract. If collection efforts are necessary, the student will be responsible for all or part of the collection expenses.

TRANSFER STUDENTS WITHIN THE INSTITUTION

TRANSFER OF CREDIT

RE-ENTRY STUDENTS

- Students who withdrew may re-enter into the program without the loss of program clock-hours provided it is within six (6) years from the date of withdrawal.
- Students being readmitted to the school must complete an Application for Admission prior to the beginning of the session for which enrollment is sought. The application must be accompanied by the applicable non-refundable fee.
- Students who are eligible for readmission and who attended MBC in the past will be considered a transfer student. To be eligible for unconditional readmission, students must have earned at least a 2.5 cumulative grade point average on all work attempted at MBC. If this condition is not satisfied, applicants for readmission will be placed on academic probation.
- Satisfactory Academic Progress (SAP) evaluation periods are based on actual contract hours at the institution.
 - A) Before 180-days/6 month return in the same Payment Period the student left, same SAP and same contract
 - B) After 180-days/6 months student returns as a transfer student with the approved amount of transfer hours and new contract
- All student records are the responsibility of the said student. MBC reserves the right to evaluate the previous enrollment to verify the student was in good standing and their tuition account paid up to the last date of attendance before the student is accepted for re-enrollment.
- Students will be readmitted under the curriculum in effect at the time of readmission.
- The institution reserves the right to evaluate the previous enrollment to verify that the student was in good standing and their tuition account paid up to the last date of attendance before the student is accepted for re- enrollment.
- Students eligible for readmission under a different program must meet all program requirements for admission to that program

TRANSFER STUDENTS FROM OTHER INSTITUTIONS

When a student has received training in another school or program that meets and complies with the educational regulations governed the Kansas Board of Barbering as per the laws of the State of Kansas, credit will be given. A minimum of 500 of the total hours required 1500 for completion must be earned at Midwest Barber College. Only official transcripts from a Barber college that is recognized by the Kansas Board of Barbering will be accepted by Midwest Barber College. Accredited information is usually printed under the name of the institution on the front of the transcript and/or in the transcript legend on the back of the transcript.

Official transcripts are those sent directly from the sending institution's registrar's office to the Administrative Office of MBC. MBC will not accept transcripts stamped "Issued to Student."

Authenticity checks of official transcripts must be performed by the Administrative Office Staff. The signature on transcripts received and the date of issue must be checked. A statement regarding authenticity of signature is usually printed on the transcript. The authenticity of the paper on which the transcript is printed should be checked. The color of the paper and authenticity test is usually printed on the transcript. The institution's seal or a statement regarding the seal is usually printed on the front of the transcript
Students who have been suspended for academic or disciplinary reasons ARE NOT eligible for transfer.

The decision to accept a student who has been suspended for disciplinary reasons will be the determination of the Administrator, the Advisory committee, and the Lead Instructor. The severity of the reason for a disciplinary suspension may have an impact on the decision to accept a student for enrollment in MBC

NOTICE CONCERNING TRANSFERABILITY OF CLOCK HOURS AND CREDENTIALS EARNED AT OUR INSTITUTION

Students may transfer to another institution, hours accumulated towards the Kansas Barber License, will be at the discretion of the receiving institution and their State Barber authority.

The transferability of clock hours a student earns at Midwest Barber College is at the complete discretion of an institution to which the student may seek to transfer. MBC does not guarantee transfer of credits; this is solely up to the receiving institution. Acceptance of the certificate a student earns for completing any program at MBC is also at the complete discretion of the institution to which the student may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending MBC to determine if you will receive credit for the classes you complete at MBC

NEW STUDENT ORIENTATION MANUAL

Students must have visited the school prior to orientation, turned in all required preliminary documents for enrollment, and selected a course schedule. Students are taken on a tour of the facility and given the opportunity to ask questions about the college and their program of study.

Orientation for students is held on 1st Tuesday of the month. All new students, transfers and re-enrollment students are required to attend orientation prior to beginning coursework.

At orientation, students will be informed of school policies, regulations, as well as the laws governing the practice of Barbering in the state of Kansas. Students are issued a Student Manual with information along with required documents that must be signed and placed into their student files as well as Chromebook and uniforms.

Students will learn how to use the college's fingerprint time-clock system for attendance. When clocking in or out, the student must confirm that the time clock transaction was completed before walking away from the time clock. Students are also required to sign in and out.

Students watch a First Aid video on this day. First Aid Kits are accessible and available to students. Instructors will assist with First Aid in case of emergency

CHROMEBOOK, TOOLS, EQUIPMENT AND SUPPLIES

Students are required to purchase a Chromebook, student uniforms T-shirts, pants and a barber kit necessary for training purposes upon enrollment. These items are non-refundable and non-returnable, if used. The school cannot sell used books due to outdated materials or curriculum changes.

Uniforms are customized with the student name and therefore cannot be used for resale to a new student. The barber kit cannot be re-sold for sanitation reasons.

A Chromebook, T-shirts and pants will be issued to students during their first 30 days of their program. After completion of the first 30 days of the program, each new barbering student will be issued a complete kit of equipment with carrying case. The kit contains the tools necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost and/or broken articles. The college is not responsible for a student's equipment if it becomes lost or stolen. Students must learn to be responsible for the tools of their trade.

THE UNIQUE REQUIREMENTS FOR CAREER SUCCESS IN THE BARBERING PROFESSION

-PERSISTENCE - JOB REQUIRES PERSISTENCE IN THE FACE OF OBSTACLES.

-INNOVATION - JOB REQUIRES CREATIVITY AND ALTERNATIVE THINKING TO DEVELOP NEW IDEAS FOR ANSWERS TO WORK-RELATED PROBLEMS.

-INITIATIVE - JOB REQUIRES A WILLINGNESS TO TAKE ON RESPONSIBILITIES AND CHALLENGES.

-ANALYTICAL THINKING - JOB REQUIRES ANALYZING INFORMATION AND USING

-LOGIC TO ADDRESS WORK - RELATED ISSUES AND PROBLEMS.

-LEADERSHIP - JOB REQUIRES A WILLINGNESS TO LEAD, TAKE CHARGE, AND OFFER OPINIONS AND DIRECTION.

WHAT KNOWLEDGE IS NEEDED TO BE A BARBER?

Concern for Others - Job requires being sensitive to others' needs and feelings and being understanding.

-Integrity - Job requires being honest and ethical.

-Independence - Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

-Achievement/Effort - Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

-Cooperation - Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude

-Sales and Marketing - Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

-Dependability - Job requires being reliable, responsible, and dependable, and fulfilling obligations.

Attention to Detail - Job requires being careful about detail and thorough in completing work tasks. -

-Self Control - Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

-Stress Tolerance - Job requires accepting criticism and dealing calmly and effectively with high stress situations.

WORK STYLES

-**English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

-**Adaptability/Flexibility** - Job requires being open to change (positive or negative) and to considerable variety in the workplace.

-**Concern for Others** - Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.

RECORD KEEPING

Student practical and theory hours are recorded daily on individual practical operation sheets and are posted to the computer. These sheets are reviewed and signed by an instructor. Attendance hours from the time clock are downloaded to the computer daily. Roll call is taken multiple times daily in the classrooms. Cumulative attendance hours are available for students to check weekly. Students receive progress reports that must be signed and kept in their file at least two (2) times during their program.

Informal progress reports are distributed monthly so students can keep track of their progress. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor. The Smart App portal is available to each student for an electronic version of the progress report.

STUDENT ADVISORY SERVICES

Students are routinely advised on attendance and academic issues. Outside agencies are recommended when MBC finds that the student needs professional assistance in areas such as childcare, transportation, housing, or family, financial or legal advice. Students have access to a community resource binder showing a list of local agencies that offer professional assistance.

STUDENT PHOTO RELEASE

Students attending Midwest Barber College give the school the absolute right and permission to take photographs and/or video of the students in class, in clinic or in lab for advertising, trade publications and/or any other lawful practice.

NON-DISPARAGEMENT POLICY

Positive Representation of Midwest Barber College.

Students of the academy acknowledge and agree that Disparagement refers to negative remarks about the academy, its students, employees, and associates, which are made maliciously and/or recklessly about those individuals and/or entities.

The availability of social media (Facebook, YouTube, Twitter, etc.) carries the responsibility to use these forms of communication with integrity in networking for employment and/or social interaction; therefore, students shall refrain from making any public statement or statements, through social media or otherwise, about MBC and/or other students, former students, instructors, or employees and staff members of the academy. Violation or non-compliance with this policy will result in disciplinary action, up to and including immediate termination from MBC

BARBERING (Program is Financial Aid eligible)

This program is a **Minimum** of **1500 hours** [which equals approximately 52 weeks / One (1) Full Year of full-time training] and is designed to prepare the student who graduates the course to pass the State Examination and enter the field as an entry level, licensed Barber.

COURSE OUTLINE

350 HRS	History of Barbering Fundamentals Professional Ethics and Hygiene Grooming and First Aid Anatomy: Hair, Skin, Scalp and Structure of the Head Chemistry relating to Sanitation, Sterilization and Bacteriology Electricity as Applied to Barbering Economics of Shop Management
1000 HRS	Practical Work Shaving, Facials and Massage Honing and Stropping Men's and Women's Haircutting and Styling Permanent Waving Hair Tinting: Temporary, Semi permanent and Permanent
150 HRS	Shop Management Business Training and laws related to Kansas Board of Barbering
1500 Hours	TOTAL

PROGRAM COST

Tuition.....	\$16,000.00
Equipment (Kit) & Supplies	1355.00
Uniform – 3 Custom T-shirts / 1 Custom Apron / 2 Black pants.....	145.00
Chromebook with Barbering MindTap by Milady.....	600.00
Administrative Fees.....	150.00
State license fees.....	235.00
TOTAL.....	\$18,485.00

***Fees are payable to Midwest Barber College and the college is responsible for processing licenses and application with the Kansas Board of Barbering**

***Awarded upon graduation – Certificate of Diploma, in the Art and Science of Barbering**

Program Overview

This program focuses on the whole subject of Barbering and Hairstyling. The program is designed and developed to provide students the skills and knowledge required to pass the Kansas State Board Licensing Examination and for maintaining a successful employment as barbers. This includes preparing students for entry level positions in the barber industry in such occupations as hair stylists, hair colorists, chemical applicators, specialists for men facial and shaving procedures, barber shop ownership, shop management, and barber product sales representatives. The Program consists of fifteen hundred (1500 Clock Hours) of technical instruction and practical operations covering the art of barbering. The duration of the program is about twelve months.

Program Mission

The mission of Midwest Barber College is to inspire its students by creating and maintaining a student entered occupational environment which culminates in gainful employment.

Program Philosophy

The Barber Program supports the mission of the College and adheres to the belief that people are social spiritual beings who have needs basic to their well- being and the program philosophy is sustained by individuals dedicated to customer focus and satisfaction through continuous improvement.

Program Outcomes

Upon successful completion of the program as a Graduate, the Barber will be able to perform the following:

- Apply safety and infection control procedures
- Identify hair and scalp disorders
- Perform haircutting services
- Demonstrate shaving and other facial hair removal techniques
- Perform male facial procedures
- Perform texture services
- Perform hair color services
- Demonstrate hair styling and finishing techniques
- Adhere to the current Kansas administrative codes and statutes for barbers and
- Demonstrate interpersonal skills for success

Program Objectives

Students will be trained by using both theory and practical work to assist them in gaining all the skills necessary to become a successful barber.

- To train the Students to pass the State Board Examination
- To train the students to be able to perform in barber related occupations
- To train the students to acquire good and cordial employer and employee relationship and the means to communicate effectively
- To train the students to acquire the skills necessary to work as a professional barber in a barber shop or salon upon successfully passing the State Board Examination

Requirements

A student seeking admission to the Midwest Barber College must have the following:

- Attend an interview with the Admissions Officer
- Provide a National Identification or Military Discharge Identification or the State of Kansas Identification
- Provide completed admission application
- Has not been convicted of a sexually related crime
- Provide transcripts from previous schools, if any
- Provide a statement from a licensed physician documenting the absence of Tuberculosis
- Possess a High School Diploma or GED
- Provide a letter of convictions or Journal Entry of Sentencing

Barbering Curriculum

The program consists of 1,500 clock hours 363 of these are theory and 837 are in practical work, and additional 300 are for state board exam preparation. *See chart on following page.

**Kansas Board of Barbering
Policy and Procedure
KANSAS BARBER MINIMUM CURRICULUM (1,500 Hours)**

REQUIRED SUBJECTS IN COURSE OF STUDY	Minimum Hours of Supervised Practice on Clinical Floor	Minimum Hours of Demonstration & Lecture in Classroom
Scientific Fundamentals of Barbering		150
Histology of the Hair and Skin		10
Anatomy, including particularly structure of the head, face and neck		10
Skin, Scalp and Hair and their Common Disorders		10
Electricity as applied to Barbering		2
Elementary Chemistry in Relation to Sterilization and Antiseptics		10
Chemistry and Pharmacology		2
Sanitation and Sterilization	10	10
Hygiene and First Aid		5
Bacteriology		5
Scalp Care and Shampooing	30	5
Instruments		5
Economics, Equipment and Shop Management		15
History of Barbering		5
Singeing and Hair Tonics	1	1
Soaps, Shampoos, Creams, Lotions and Tonics		5
Facials, Massages and Packs	20	5
Honing and Stropping	1	1
Shaving	100	20
Haircutting	600	25
Hair Styling and Arranging	30	10
Permanent Waving	20	10
Coloring Bleaching Tinting and Dyeing the Hair	25	17
Law and Ethics		25
MINIMUM TOTAL OF EACH	837	363
ADDITIONAL STATE BOARD EXAM PREPARATION HOURS = 300 HOURS	TOTAL HOURS	1500

INDUSTRY RELATED: BARBERING {ONLY} *(Program is Financial Aid eligible)*

This program is designed for Licensed Cosmetologists to complete a minimum of 500 hours [which equals approximately 20 weeks / Five (5) months of full-time training] and is designed to prepare the student who completes the course to pass the State Examination and enter the field as an entry level, licensed Barber.

COURSE OUTLINE

History of Barbering
Fundamentals
Anatomy: Structure of the Head, Face and Neck
Bacteriology
Electricity as Applied to Barbering
Singeing and Tonics
Honing and Stropping
Shaving
Haircutting
Laws related to Kansas State Board and Barber Examiners
TOTAL

500 Hours

PROGRAM COST

Tuition.....	\$3715.00
Equipment (Kit) & Supplies	1355.00
Uniform – 3 Custom T-shirts / 1 Custom Apron / 2 Black pants.....	145.00
Administrative Fees.....	50.00
State licensing Fees.....	235.00
TOTAL.....	\$6,100.00

***Fees are payable to Midwest Barber College and the college is responsible for processing licenses and application with the Kansas Board of Barbering**

***Awarded upon graduation – Certificate of Diploma, in the Art and Science of Barbering**

Program Overview

This program focuses on the whole subject of Barbering and Hairstyling. The program is designed and developed to provide students the skills and knowledge required to pass the Kansas State Board Licensing Examination and for maintaining a successful employment as barbers. This includes preparing students for entry level positions in the barber industry in such occupations as hair stylists, hair colorists, chemical applicators, specialists for men facial and shaving procedures, barber shop ownership, salon management, and barber product sales representatives. The Program consists of six hundred (600 Clock Hours) of technical instruction and practical operations covering the art of barbering. The duration of the program is about five months.

Program Mission

The mission of Midwest Barber College is to inspire its students by creating and maintaining a student-centered occupational environment which culminates in gainful employment.

Program Philosophy

The Barber Program supports the mission of the College and adheres to the belief that people are social spiritual beings who have needs basic to their well- being and the program philosophy is sustained by individuals dedicated to customer focus and satisfaction through continuous improvement.

Program Outcomes

Upon successful completion of the program as a Graduate, the Barber will be able to perform the following:

- Apply safety and infection control procedures
- Identify hair and scalp disorders
- Perform haircutting services
- Demonstrate shaving and other facial hair removal techniques
- Perform male facial procedures
- Perform texture services
- Perform hair color services
- Demonstrate hair styling and finishing techniques
- Adhere to the current Kansas administrative codes and statutes for barbers and
- Demonstrate interpersonal skills for success

Program Objectives

Students will be trained by using both theory and practical work to assist them in gaining all the skills necessary to become a successful barber.

To train the Students to pass the State Board Examination

To train the students to be able to perform in barber related occupations

To train the students to acquire good and cordial employer and employee relationship and the means to communicate effectively

To train the students to acquire the skills necessary to work as a professional barber in a Barber shop or salon upon successfully passing the State Board Examination

Requirements

A student seeking admission to the Midwest Barber College must have the following:

- Attend an interview with the Admissions Officer
- Provide a National Identification or Military Discharge Identification or the State of Kansas Identification
- Provide completed admission application
- Has not been convicted of a sexually related crime
- Provide copy of current/valid Cosmetologist License
- Provide a statement from a licensed physician documenting the absence of Tuberculosis
- Possess a High School Diploma or GED and
- Provide a letter of convictions or Journal Entry of Sentencing

Industry-Related Barbering Curriculum

The program consists of 500 clock hours, 73 of these are theory and 427 clock hours of these instructions are in practical work for State Board Testing Preparation. These clock hours are as stated. *See chart below

**Kansas Board of Barbering
Policy and Procedure
INDUSTRY-RELATED MINIMUM ADDITIONAL CURRICULUM (500 Hours)
Adopted by Board July 28, 2016**

REQUIRED SUBJECTS IN COURSE OF STUDY	Minimum Hours of Supervised Practice on Clinical Floor	Minimum Hours of Demonstration & Lecture in Classroom
Anatomy, including particularly structure of the head, face and neck		10
Electricity as Applied to barbering		2
Bacteriology		5
History of Barbering		5
Singeing and Tonics	1	1
Honing and Stropping	1	1
Shaving	100	20
Haircutting	325	29
TOTAL OF EACH	427	73
TOTAL NUMBER OF HOURS (MINIMUM) 500		

ACADEMIC/SCHOOL CALENDAR BARBERING PROGRAM

CLASS START DATE	SCHEDULED *COMPLETION DATE
January 5, 2021	January 5, 2022
February 2, 2021	February 2, 2022
March 2, 2021	March 2, 2022
April 6, 2021	April 6, 2022
May 4, 2021	May 4, 2022
June 1, 2021	June 1, 2022
July 6, 2021	July 6, 2022
August 3, 2021	August 3, 2022
September 7, 2021	September 7, 2022
October 5, 2021	October 5, 2022
November 2, 2021	November 2, 2022
January 5, 2021	January 5, 2022

*Note: Holidays and other days the school is closed due to weather or in-service days might affect the scheduled date of completion.

ACADEMIC/SCHOOL CALENDAR INDUSTRY RELATED: BARBERING

CLASS START DATE	SCHEDULED *COMPLETION DATE
January 5, 2021	June 1, 2021
February 2, 2021	July 6, 2021
March 2, 2021	August 3, 2021
April 6, 2021	September 7, 2021
May 4, 2021	October 5, 2021
June 1, 2021	November 2, 2021
July 6, 2021	December 6, 2021
August 3, 2021	January 3, 2022
September 7, 2021	February 7, 2022
October 5, 2021	March 5, 2022
November 2, 2021	April 2, 2022
January 5, 2021	June 1, 2021

*Note: Holidays and other days the school is closed due to weather or in-service days might affect the scheduled date of completion.

BARBER KIT

Students are expected to maintain the kit by replacing lost and /or broken articles. The college is not responsible for a student's equipment if it becomes lost or stolen.

Students must learn to be responsible for the tools of their trade.

ITEM
Viper 7.5" Shear Set – for Right-Handed Students
Viper 6.5" Shear Set – for Left-Handed Students
Andis Cool Care Plus 5 in 1
Andis Clipper Oil - 4oz
Sanitizer Jar - 40oz
Aluminum Trigger Spray Bottle – 8.4oz
Large Hand Mirror
2000w Pro Ceramic Blow-dryer
2" Butterfly Clips (12 pack)
Metal Collar Clips
Barber Razor
Razor Replacement
Hair Shaper with Replacement
Hair Shaper Blades (5 count box)
Andis Clipper Comb
Oster Master Flattop Comb
Oster – Pro Styling Comb
Clipper/Flattop Comb
Confetti Comb – 7"
Hair Pik 3" Dipped Tips
Denman D4 Brush
Denman Carbon Comb 7" Waver
Denman Comb 7" Cutting
Denman Comb 7.5" Tapered Barber
Manikin Magnum with Beard
Manikin – Jane
Andis Ultra Edge Blades – Various Sizes
Oster Detachable Blade
Andis Ultra edge BGRC
Andis T-Outliner Trimmer
Andis Master Clipper
Slimline Pro LI Trimmer
Large Duffle Bag on Wheels
Styling cloth
Uniform T-shirt
Uniform Apron
Black Slacks

BARBER EQUIPMENT
For use at the college by students

Counters
Cabinets
Barber Chairs
Mirrors
Sanitation Jars
Extra blades
Hooded Hair Dryers
First Aid Kits
Blood Spill Kits
Photocopy Machine
Fax
Tape Recorder
Projector
Library
Classrooms
White Board
Chairs / Tables
Multimedia Computer: With Wi-Fi to access social media
(i.e., YouTube, Facebook, Twitter) - for marketing & training in trending hairstyles
Electronic Storage
Brooms / Dustpans
Towels
Break room
Restrooms

Library Resource Center

Periodicals, texts, computers, internet access, electronic resources, other similar resources, and equipment are available for students to use. These materials are housed in the learning resource center. We provide a video library for the student's use. Electronic Video Files, DVD's and demonstrations are performed in all classrooms, as well as on the clinic floor. Please ask the instructors to locate any needed resource.

HOUSING

While room and board is unavailable through MBC, a local list of apartments is available.

DISABLED STUDENTS

Access for disabled students to the institution's facilities is available at the college. This institution does offer programs for the disabled students depending on the physical abilities of the student.

COUNSELING/ADVISING

As a result of the close daily contact of students and faculty, the students are evaluated on a continuing basis. Students are tested each week, and his/her scores and overall performances are evaluated by the faculty members. These daily and weekly evaluations are compiled on the Progress Reports which are given to the students. Individual and private counseling sessions are held after the Student Progress Reports have been printed. In addition to academic counseling, these sessions may cover such areas as personal and social behavior, financial matters, study habits, grooming and other items. Should the student fail to achieve the minimum passing grades or fail to meet other fundamental standards of the school, he/she shall be counseled at that point in time. A student may request a counseling session at any time during enrollment. A record of each counseling session shall be made, signed by both the faculty member and the student and retained in the student's academic file. If the student is under the legal age of majority, the counseling session shall be held with the student's parent or guardian. Quarterly drug and alcohol awareness and Campus Security lectures are given to comply with federal regulations. Hours and percentage of attendance are posted monthly. Student's grades are recorded weekly also. Students may be counseled at any time if failure to achieve and patterns are noticed.

SANITATION POLICY

We believe that sanitation and cleanliness are essential to the Barber industry. All students will one day work in shops that require cleaning and sanitizing. Therefore, we require that all students participate in light cleaning throughout the school. Janitors have been contracted to take care of most of the work, but students must participate in the day-to-day cleaning of the school. Refusal to participate will be grounds for suspension or termination.

POLICY AND SANCTIONS RELATED TO COPYRIGHT INFRINGEMENT

MBC prohibits copyright infringement and will take disciplinary action against any student or employee who distributes unauthorized copyrighted materials including peer to-peer file sharing and the prohibited use of MBC's information technology system for those activities. Any student involved in such an act will be reported to the proper authorities and charges will be pressed. For more information, visit www.midwestbarbercollege.com

Student Rules and Regulations for Conduct

A student is expected at all times to hold high standards of integrity and behavior which reflects upon themselves, family and school. Students are always expected to maintain a satisfactory attitude and appearance. Students are expected to abide by all the rules and regulations of the school listed below. Failure to do so may result in suspension or dismissal at the discretion of the Director. Suspension from training may be from one clock hour to any number of weeks. During this period a student will receive no credit or clock hours. All missed class hours must be made up at the convenience of the school before graduation date. The school reserves the right to expel any student for improper conduct, unsatisfactory progress or unexcused absences. Students must conduct themselves in a respectable manner at all times. If a student violates the rules of the school, this is considered unsatisfactory conduct and will result in possible termination. An outline of the rules and policies is received, read and signed by each student during orientation the first day of class.

1. MBC T-Shirt, smock, or apron are to be worn at all times while the student is on the clinic floor (PB6)
2. Student Dress Code: (PB6)
 - *Black slacks are to be worn Monday through Thursday. Jeans can be worn on Fridays and Saturdays ONLY. They must be clean and without holes.
 - *All pants must be worn at the waist. NO SAGGING!
 - *NO open toed shoes or shorts.
 - *NO jackets or coats to be worn over uniform
3. To ensure you receive your hours: You must sign and clock in and out (PB10)
4. The college may deny admission, readmission, or continued enrollment to person whose behavior is considered by the staff/faculty to be disruptive, dangerous or abusive
5. Students will not be permitted in class without the necessary books and tools. (PB9)
6. Students are to remain behind or near their own chair and should not congregate in groups anywhere in the building
7. Students are **NOT** permitted to sit in barber chairs (PB7)
8. Only clients are allowed in the barber chair, all others should wait in waiting area
9. Work stations are to be kept clean and disinfected and hair swept between each client (PB8)
10. Daily cleaning duties including washing and drying towels will be done by students
11. No gambling, playing cards or other 'no brainer' activities
12. No whistles, balls or playthings of any type are allowed in the school
13. Students must eat in the break room; **NO** food or drink is allowed on the classrooms or cutting areas STATE BOARD mandates food and drink **NOT** be permitted on the floor at **ANY** time (PB4)
14. Any student refusing to serve a client will lead to a three (3) day and up to one (1) month suspension (PB3)
15. Consult an instructor any time a customer is unhappy
16. Always call '**CHECK**' to an instructor prior to a customer leaving the chair
17. Students must remain on school premises at all times unless given permission.
18. **NO** friends or family are allowed to hang out on school premises unless they are receiving a service
19. Students are not allowed to bring their children to school
20. Any use of cell phones, bluetooth appliances, or personal music and other electronic devices are NOT permitted on the clinic floor or during theory classes (PB2)
21. Cell phones **MUST** be kept on vibrate or silent at all times (PB2)
22. Students **MUST** keep an attendance record of 80% to be allowed to continue in the program. NO exceptions on this attendance policy
23. All students are expected to attend class five (5) days a week
24. Students are **REQUIRED** to contact the school when they will be absent (PB15)

25. No student is to sign in another student. This action will call for immediate withdrawal from the school
26. No cheating, swindling or stealing from either a student or the school property will be permitted. Any student found guilty of taking anything that does not belong to them will be dismissed permanently
27. This is a BUSINESS. Speak in an appropriate, professional tone and volume. No disrespectful language or profanity will be tolerated. There will be NO loud or boisterous talking, whistling, singing, cursing, or talk of a suggestive nature on school grounds. Any actions unbecoming in a professional manner may result in suspension (PB1)
28. Saturday attendance is MANDATORY. Prior notification or a doctor's note is acceptable for non attendance. Students clocking in late or clocking out early will receive NO hours for the day, unless an instructor has given prior approval (PB16)
29. Any student who is absent on any Saturday without prior approval will be charged \$100.00. If student can not pay \$100.00 on the following scheduled day the will be suspended for three (3) days and \$100.00 will be added to their tuition (PB16)
30. Any physical fighting or violent fussing in the school will be cause for suspension or other disciplinary actions up to expulsion for all parties. Depending on the severity Penalty Box may not apply (PB13)
31. The distribution, manufacturing or use of drugs or alcohol in any form is strictly prohibited and will result in termination of the student (PB11)
32. Refusal to participate in a random drug test will result in termination of the student (PB14)
33. All tuition must be paid in full before you will be 'graduated' and able to take your state board exams
34. Any students will **AUTOMATICALLY** be sent home for the day, for **REFUSAL TO OBEY** any school rules or regulation
35. Student **CLINIC** services are a privilege and **MUST HAVE** instructor's approval (PB5)

PENALTY BOX

EACH OF THE FOLLOWING UNDESIRABLE ACTIVITIES WILL RESULT IN DISMISSAL/SUSPENSION FOR THE LENGTH OF TIME SHOWN BELOW:

	OFFENSE	FIRST MISTAKE	SECOND MISTAKE	THIRD MISTAKE	FOURTH MISTAKE	RULES & REGS #
1	Loud, disruptive or use of vulgar language	Verbal Warning	3 Days	1 Week	1 Month	#27
2	Cell phones or other personal electronic devices on floor or in classroom	Verbal Warning	3 Days	1 Week	1 Month	#20, #21
3	Refusal of a customer, assignment or instructors request	Verbal Warning	3 Days	1 Week	1 Month	#14
4	Food or drink on clinic floor or in classroom	Verbal Warning	3 Days	1 Week	1 Month	#13
5	Receiving/giving a student service without instructor approval	Verbal Warning	3 Days	1 Week	1 Month	#35
6	Not in uniform or uniform in an unprofessional manner	Verbal Warning	3 Days	1 Week	1 Month	#1, #2
7	Sitting in barber chair, using barber chair to store kit, coat etc.	Verbal Warning	3 Days	1 Week	1 Month	#7
8	Leave for the day without removing equipment or cleaning station	Verbal Warning	3 Days	1 Week	1 Month	#9
9	Coming to school without equipment, text etc.	Verbal Warning	3 Days	1 Week	1 Month	#5
10	Failure to sign/clock in and out	Verbal Warning	3 Days	1 Week	1 Month	#3
11	Intoxicated, high or smell of either	1 Week	1 Month	Gone		#31
12	Taking customer <u>without</u> instructor approval	1 Week	1 Month	Gone		
13	Fighting or aggression	1 Week	1 Month	Gone		#30
14	Refusal to participate in a random drug test	Gone				#32
15	NO CALL / NO SHOW	3 Days	1 Week	1 Month	Gone	#24
16	Absent on Saturday	\$100 and 3 Days	\$100 and 1 Week	\$100 and 1 Month	Gone	#28, #29

GRADING SYSTEM

Qualitative Measure of Satisfactory Academic Progress (SAP)

As per sections 668.16(e) (2) (I) and 668.34 of HEA 1965, the school conducts a qualitative measure of a student's progress. The measurement is graduated. The following table illustrates the grading system:

The following table illustrates the grading system:

- A.....90-100%
- B.....80-89%
- C.....75-79%
- F.....74% and below – Failing

As below, at the end of each payment period or increment, grades are evaluated. Any student whose cumulative average is below a "B" 80% GPA will not be deemed making satisfactory progress.

In addition, students are making satisfactory progress as long as the program objectives for graduating are completed within 1.25% times the stated program length.

All students must maintain satisfactory academic progress (SAP) by maintaining a specific cumulative grade point average and making forward progress towards completing a program.

Monthly Progress Reports are generated by SMART School Management software monthly and used as a counseling tool to inform students of their academic and attendance progress as well as a host of other useful information.

SATISFACTORY ACADEMIC PROGRESS:

A cumulative grade point average of 80% (B) is required in order to receive a diploma from MBC's Barber College, to remain in good standing with the School, a VA student must maintain a minimum of a 80% (B) grade point average (GPA) in his/her academic program up until his/her final class module. During the final class module, the student must bring his/her GPA up to 80% in order to be eligible for graduation. If, during a student's tenure at the school, his/her GPA falls below the 80% level, he/she will be placed on academic probation for five weeks. Should the student's grades remain unsatisfactory at the end of the probationary period, the student will be terminated.

Barbering (1500 hours) - Actual	450, 900, 1200 and 1500 hours
Industry Related Barbering (500 hours) - Actual	250 and 500 hours

ACADEMIC PROBATION

The qualitative standard includes maintaining a minimum Grade Point Average (GPA) of 80% or a “B” at the end of each evaluation point.

The student must indicate why they failed to make satisfactory academic progress and what has changed in the student’s situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation point

MAXIMUM TIME FRAME FOR COMPLETION

The maximum time frame in which a student must complete the program is no longer than 1.25% (80% attendance) times the normal duration of the program: 29 hours per week
Unless a student is in the military and called for active duty or deployed.

MINIMUM / MAXIMUM TIME FRAMES

MINIMUM

Barbering1500 hours/12 months
Industry Related: Barbering500 hours/ 5 months

MAXIMUM

Barbering1875 hours/15 months
Industry Related: Barbering..... 625 hours/ 6 months

MAKEUP WORK

A students may be granted the privilege of makeup at the convenience of the school and with the permission of the Director, At the completion of the program determined by the scheduled graduation date on the enrollment Agreement, students will be charged the hourly rate listed on his/her enrollment Agreement for the hours needed to complete the program after subtracting allowed absences of 150 clock hours and written excused absences.

TARDY POLICY

A student is late if he/she enters class ten (10) minutes after the beginning of the scheduled session. Students arriving more than fifteen (15) minutes late will not be permitted to enter the class during that session. *(students will not be clocked in until all students are excused from Theory Classes) - without prior approval, a student arriving late from lunch will not be permitted to enter class.*

ATTENDANCE/ABSENCES

As noted above, the student will be charged the hourly rate indicated on the Enrollment agreement after unexcused absences of 150 clock hours have accumulated and the contract expiration date has passed. In addition, students are required to have written request /approval from the administration office before each absence. The Administration Office must be notified in the event the student will be absent for a period longer than three (3) school days. The student may call, write a note or contact the Administration Office personally. Upon returning to class, the student must submit a written statement regarding absence. Daily reports are accurately kept of student's attendance. Students must attend school regularly. If a student does not attend school during his/her scheduled hours and has not been excused for extenuating circumstances, such absence shall be considered an unexcused absence and so recorded on the student's progress report. Because contract with the public is very important, tardiness and unexcused absences will be considered cause for possible interruption of training.

A STUDENT WILL BE TERMINATED IF HE/SHE EXCEEDS 14 DAYS OF UNEXCUSED ABSENCES.

OVERTIME POLICY

Students will accrue overtime charges if they do not attend classes as scheduled. Students will also jeopardize losing their Pell funding if classes are not attended properly and as scheduled. Overtime charges are charged based on if the student is going past his/her scheduled graduation date. All students are required to attend on Saturday. Students are to attend and maintain testing in theory classes. Students could be charged up to \$25.00 an hour to come back after graduation to make up testing. If the student fails to attend class for test that he/she is lacking, the student will not be allowed to schedule the test without attending this class. Students may make arrangements with the business office if this should occur. Student fees that are not paid in a timely manner will be turned over to collections. *Please note Federal Financial Aid cannot be used to cover these fees.*

REASONS FOR PROBATION/TERMINATION

In addition to the student's responsibility of maintaining satisfactory Academic Progress/ Academic Conduct; students must be aware of the potential for termination due to:

1. Lack of attendance for 14 consecutive days.
2. Noncompliance with school rules and regulations
3. Nonpayment of tuition and fees
4. Students may be terminated for not maintaining satisfactory Academic Progress/ Academic Conduct.
5. A terminated student may apply for readmission after a 6-month waiting period and a personal interview with the director.

LEAVE OF ABSENCE POLICY (LOA)

Students may receive a leave of absence for emergency and extended unforeseen circumstances beyond their control only. Situations which may be considered for an emergency leave of absence are the following: serious health condition that makes the student unable to perform, care of a new child (birth, adoption, placement in foster care), care for a seriously ill family member (spouse, child, and parent), care for an injured service member in the family, or family member deployment. A leave of absence will be approved only after receiving authorized documentation of the situation and the signature of the student. Under no situation may a student receive more than 180 days of leave during a twelve-month period. Unless a student is in the military and called for active duty or deployed. The student must return from a leave of absence on the day following a leave of absence. If the student does not return, the student will be dropped without notice. Proper papers must explain why needing the LOA, how long intending being absent and will require the student's signature. LOA time frame does not involve any additional charges from Midwest Barber College Students on approved LOA need to be aware that the LOA may affect financial aid. Therefore, before final consideration is given to grant the requested LOA, the Financial Aid Advisor will meet with the student and provide information regarding the following: loan obligations possible revisions in his/her aid package deferment options notifications to lending institutions deferments may be canceled effects on veteran-benefits grace periods exhausted consequences of not returning to Midwest Barber College at the expiration of the LOA Student who has been granted an LOA will be considered withdrawn if he/she does not return to school at the end of the LOA. In this case, the student will be informed that the last date of physical attendance is used for the purpose of calculating the Return of Title IV funds. Should withdrawal result, a student's grace period for a Title IV loan programs might be exhausted. A LOA will be granted if the request meets the following: Submitted to the school in advance unless prevented by unforeseen circumstances. Submitted in writing, signed and dated with specific reasons for request explained in full. Request must be approved by school official. To request full one hundred eighty (180) day LOA, complete documentation and certain conditions will be needed to support said request, i.e.: jury duty, military reasons including National Guard requirements, circumstances meeting criteria covered under FMLA (Family & Medical Leave Act of 1993). When a student takes a LOA, the contract end date is amended. To calculate the new contract end date, the amount of the days of the LOA is added onto the contract end date. APPEAL PROCEDURE If a student is determined as not making satisfactory. For more information visit www.midwestbarbercollege.com

REQUIRED LEVELS OF PERFORMANCE FOR GRADUATION

Students must complete the required clock hours of instruction in the program enrolled: must have a minimum Grade Average of a "B" or 80%, are required to attend at least one (1) State Board Examination and must meet all necessary financial obligations. If all requirements are met, the student is qualified to graduate and will receive a Certificate of Diploma-In the Art and Science of Barbering.

Students will also be eligible to take the State Examination to obtain their license to practice in their field of Barbering. Midwest Barber College uses the following grading system for both written and practical work:

- A.....90-100%
- B.....80-89%
- C.....75-79%
- F.....74% and below – Failing

TRANSCRIPTS

A student may obtain a transcript from the Business Office upon request if he/she has fulfilled his/her financial obligation to the school. The cost is \$5.00 per request.

REQUIREMENTS AFTER GRADUATION

A student is eligible to take the Kansas Board of Barbering exam. Board exam paperwork must be filled out in the Administration Office. At this time the student has the option to apply for a Temporary License. The License allows the graduate to work under a Licensed Barber in a Licensed Barber Shop.

****A Temporary License is valid only for the Barber Shop named on the license is not transferable from shop to shop.***

Students will be required to take the next available Kansas Board of Barbering exam: This 'final' consists of two (2) portions: written exam and two (2) practical procedures on two (2) clients; one (1) will be a taper cut and razor shave and one (1) will be a trend cut. Upon passing both the written and practical portions with an 80% or better on both you will be issued a Barber License which you will be required to renew each year.

STUDENT SERVICES: PLACEMENT SERVICES

Upon the successful completion of a program, the student may register for any employment assistance with the Administrative Office. The Placement Officer will make the best effort to place students. Alumni are also eligible for placement assistance. The Placement Officer maintains files on all students requesting placement services. The Placement Officer will assist the student in organizing personal information for his/her resume. The Placement Officer will work with students in preparing them for interviewing techniques.

The student is advised that the law prohibits any college or school from guaranteeing placement as an inducement to enter said school.

COMPLETION, PLACEMENT, LICENSURE RATES

(July 1st, 2019 to June 30th, 2020)

To help you make a good decision about whether to sign up for training at Midwest Barber College, we want you to know that according to the latest information.

Barbering Program

78% of the students in this program scheduled to graduate in 2018-2019 went on to graduate. 100% of the students who graduated in 2018-2019 have found jobs in related fields.

Industry Related: Barbering Program

100% of the students in this program scheduled to graduate in 2018-2019 went on to graduate. 100% of the students who graduated in 2018-2019 have found jobs in related fields.

STATE BOARD EXAM REQUIREMENTS

- To be eligible to take the Kansas Barber Board license examination; an individual must be a graduate of a Kansas barber college, that has been approved by the Kansas Board of Barbering to provide barber training.
- The application must be completed in its entirety. Any missing information will cause the application to be considered incomplete.
The following documentation must accompany your application:
- Photocopy of your Certificate of Graduation from the barber college.

VETERAN'S ADMINISTRATION STUDENTS ONLY:

ATTENDANCE:

Absences must be accounted for in the administrative office just as they are with an employer. A student who is absent for more than 20% of scheduled classes, whether excused or unexcused shall be terminated. For each class, the student must attend a minimum of 80% of the scheduled class hours to receive a passing grade. The Veterans Administration will be notified of the last day of attendance.

LEAVE OF ABSENCE:

There are no leaves of absence for VA students. A VA student who wishes to take a leave must be terminated. His/her last day of attendance is his/her last day of class. A 22-1999b must be completed.

SATISFACTORY PROGRESS:

A cumulative grade point average of 80% is required in order to receive a diploma from Midwest Barber College. To remain in good standing with the School, a VA student must maintain a minimum of 80% grade point average (GPA) in his/her academic program up until his/her final class module. During the final class module, the student must bring his/her GPA up to 80% in order to be eligible for graduation. If, during a student's tenure at the school, his/her GPA falls below the 1.5 level, he/she will be placed on academic probation for five weeks. Should the student's grades remain unsatisfactory at the end of the probationary period, the student will be terminated.

STUDENT GRIEVANCE PROCEDURE

Title: Student Grievance

Purpose: The purpose of the grievance is to provide an orderly and efficient method by which students may communicate and resolve their complaints about conditions and policies within the school.

Policy: Every student has the right to voice concerns about policies, conditions, or personnel at the institution which creates an adverse effect on the education being pursued.

General Provision

Definition of Grievance

A grievance is a student complaint about the conditions or policies within an Occupational School or a complaint about the actions of employees, students, or instructors within the college that affect the college environment for the aggrieved student. A disciplinary action taken by the college administration against the student is not considered a grievance. ALL grievances should be presented within 30 days from the date the grievant became aware of the cause of such grievance.

Procedure:

A student grievance may consist of a variety of issues. This procedure addresses grievances concerning discrimination and/or harassment or grievances concerning other issues related to the college. The following procedures address both types of grievance issues as indicated in each section:

STUDENT GRIEVANCE PROCEDURE
For
COMPLAINTS ALLEGING DISCRIMINATION BASED ON
RACE, COLOR, NATIONAL ORIGIN, SEX,
DISABILITY OR AGE

Discrimination is prohibited by statutes and regulations enforced by the Office of Civil Rights and state regulations. Therefore, it is the policy of MBC that unlawful discrimination against students is prohibited.

“Discrimination” is the illegal treatment of a person or a group of persons based on a prohibited factor, such as race, color, national origin, sex, disability or age.

“Harassment” is unwelcome conduct that is based on race, color, national origin, disability, sex, and age, or any other basis protected by federal, state, or local law, ordinance or regulation. Harassment is physical, verbal and visual conduct that creates an intimidating, offensive or hostile environment which interferes with an individual’s education.

“Sexual harassment,” as prohibited under federal and state law, is defined as unwelcome conduct of a sexual nature, and may include unwelcome sexual advances, sexual assaults, or requests for sexual favors. This and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- A. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s academic standing/student status.
 - B. submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; or
 - C. such conduct is sufficiently serious that it has the purpose or effect of unreasonably interfering with an individual’s academic performance or creating an intimidating, hostile, or offensive academic environment.
- MBC applies these definitions in and out of the classroom.

The procedures described below are to be used to address complaints alleging discrimination and/or harassment carried out by employees, other student or third parties.

No student is required to report or make a complaint of discrimination to the person who is allegedly engaging in the problematic conduct. Complaints should be presented as promptly as possible after the alleged incident occurs through the following avenues for this institution.

The school has designated a Discrimination Coordinator (listed below) to assist applicants and students with problems regarding possible discrimination based on race, color, national origin, sex, disability or age.

Title: Nondiscrimination Coordinator and Counselor

Location: Administrative Office / Shawna Phifer

901 SW 37th Street, Topeka, Kansas - Contact Number: 785-266-2500

All grievances should be presented within **(30) days** from the date the grievant became aware of the cause of such grievance. *MBC will not coerce, intimidate, threaten, retaliate against, or interfere with any person who attempts to assert a right protected by the laws above or cooperates with investigation and enforcement proceedings under these laws - Title VI (Race, Color, National Origin), Section 504 (Disability) and Title IX (Sex).*

INFORMAL PROCEDURES: (COMPLAINTS)

The grievant should try, if possible, to resolve the problem first by discussing the problem with the individual who is the cause of the complaint. If it is inappropriate to present the complaint directly to that individual, then the grievant should discuss the complaint with the appropriate individual as follows:

If the complaint is against a student, discuss the problem with the student's instructor or department head in which the student is enrolled. If the complaint is about an instructor or other college employee, discuss the problem with that individual's immediate supervisor.

1. Any student who believes he/she has been a victim of discrimination, including but not limited to sexual harassment, or other, harassment by another student enrolled in the same program area should discuss this with his/her instructor or the department head of that department. If the student is uncomfortable discussing this with these individuals, he/she should discuss the matter with the Nondiscrimination Coordinator.
2. Any student who believes he/she has been the victim of discrimination, including but not limited to sexual harassment, or other, harassment by another student in a different department or by an instructor or an employee of the college or a third party should discuss the matter with the Nondiscrimination Coordinator.
3. The student should present the complaint as promptly as possible after the alleged incident occurs. Every effort will be made to keep the discussion confidential.
4. Steps will be taken, in an attempt to alleviate the problem so no further action will be required. A brief synopsis of the complaint will be noted, in case the matter is not resolved at this level and filed with the Nondiscrimination Coordinator. The synopsis should include the name of the complainant(s), the name(s) of the alleged offenders, the date, time, and discrimination and/or harassment reported.

FORMAL PROCEDURES (FILING A FORMAL COMPLAINT):

If a satisfactory solution to a complaint of discrimination and/or harassment is not reached using informal procedures, or should the student wish, a formal complaint can be filed for resolving the matter through the Student Grievance Procedure as follows:

1. The grievant submits, in writing, to the School Director, a detailed narrative of the problem. This narrative included the following:
 - a. Name of the grievant submitting the grievance and date submitted.
 - b. Date(s), time(s), and location(s) when problem occurred.
 - c.) Name(s) of individual(s) involved.
 - (d) Witness (es) who observed activity, if applicable.
 - (e) Problems caused by this activity.
 - (f.) Any steps taken prior to this formal grievance to stop problem, and
 - (g.) Solution to the problem the student is seeking.

Upon receiving the grievance, the School Director will try to resolve the issue to the students' satisfaction. If not resolved to the students' satisfaction the student is advised to contact the Kansas Board of Barbering and/or the Council on Occupational Education.

2. Within three (3) school days of receiving the grievance, a certified letter will be sent to both parties and to any witnesses being called by the committee. This letter will include the date and time of the hearing, a copy of the written grievance and notification to each party of the right to call witnesses.

Within seven (7) school days of receiving the grievance, the committee will conduct an inquiry, call witnesses and gather whatever information it deems necessary in reaching a determination as to the merits of the allegations.

After the hearing has been completed, the findings and recommendations of the committee will be submitted, in writing, to the school Director the day after the hearing.

The School Director will submit his/her decision, in writing, by certified mail to both parties within ten (10) school days of receiving the report from the committee.

If the complainant or respondent wishes to appeal the findings of the committee and/or the ruling of the School Director, the complainant or respondent must file his/her appeal, in writing, within five (5) days of being notified of the findings and ruling. This appeal must be made to the Administrator Within five (5) days of receiving the appeal, the Administrative notifies, in writing, all parties to the grievance **and the School Director** of his/her ruling on the appeal. A copy of the first-level appeal and the Administrator's ruling is to be filed in the appellant's file and in the Grievance, \Files maintained by the **Administrative** Office.

If the complainant or respondent wishes to appeal the ruling of the Administrator -, the complainant or respondent must file his/her final appeal to the MBC **Board of Trustees** in **writing within five (5) days** of being notified of the Administrative ruling.

A final appeal may be filed for the following reasons **only**: new evidence has been brought to light – not available by duly diligent effort at the time of the hearing or established procedures have not been followed. Within ten (10) days of receiving the appeal, the Administrator **notifies, in writing, all parties** to the grievance, the committee members, the School Director, and the **Instructor of Record** of her ruling on the appeal. Copies of the second-level appeal and the Administrator's ruling are filed in the appellant's files and in the Grievance Files.

**Board of Trustees
Midwest Barber College**
901 SW 37th Street
Topeka, Kansas 66611
www.midwestbarbercollege.com

Kansas Board of Barbering
700 SW Jackson Suite #1004
Topeka, KS 66603
785-296-2211
www.kbob.kansas.gov

Kansas Board of Regents
1000 SW Jackson Suite #520
Topeka, KS 66612
www.kansasregents.org

Council on Occupational Education
7840 Roswell RD Building 300, Suite 325
Atlanta, GA 30350
800-917-2081/T-770-396-3898/F-770-396-3790
www.council.org

State of Kansas - Vocational Rehabilitation Services
Contact your VR counselor

Veteran's Administration - Vocational Rehabilitation Services
Contact your VR counselor

Veteran's Administration - GI BILL
www.Gibill.va.gov
Feed Back System
Contact the regional office in St. Louis

United States Department of Education
400 Maryland AVE, Southwest Washington, D.C. 20202
1-800-872-5327

*A sample of the Student Grievance form is on the following page as well as in the Student Manual

Student Grievance Form

Student name: _____

Program /department: _____

Please use this form to describe the nature and desired resolution of your grievance. Midwest Barber College will attempt to resolve this issue as quickly and fairly as possible. Students and employees must complete the grievance form within five (5) business days of when the allegation occurred and provide this and any supporting information to the instructor of the class, or director of the program in which the complaint originated, as set forth in the grievance procedure. Attach additional pages or supporting documentation as appropriate. No complainant shall be retaliated against for participating in any grievance procedures brought against Midwest Barber College concerning alleged discrimination.

Please describe the nature of your grievance:

Please list any other parties who have knowledge of this situation:

Please describe your desired resolution of this situation:

Please direct this form to the instructor of the class, program Director, or placement officer of the school as set forth in the Grievance Procedure.

Student Signature

Date



November 18, 2017

Lucy Opit-Administrator of College

Date

CAMPUS SAFETY AND SECURITY POLICY

Campus Security Act Disclosure Form - The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution.

Documentation of criminal offenses is maintained in the Administrative Office. The “Campus Crime Awareness Report” documents criminal offense statistics. This document may be obtained by request, from the school director.

- Annually, on or before October 1st of each year. Students and employees are notified of a written description of Drug & Alcohol Abuse Prevention programs and a website link to the updated Security Report.
- Prospective students are provided with a website to MBC’s Security Report and a written description of Drug & Alcohol Abuse Prevention programs during their initial interview and are required to sign acknowledging they have received and reviewed the information.
- New employees receive the website link to the Security Report and a description of the Drug & Alcohol Abuse Prevention programs.

SECURITY POLICY & PROCEDURES

Every person must assume responsibility for his/her own safety both on and off campus. MBC strives to offer its students and employees a secure and safe environment in which to learn and teach. Through compliance with applicable federal, state and city building codes as well as the board of health and fire marshal regulations.

CRIME PREVENTION PROGRAMS

MBC does not utilize a campus security person or department, the responsibility for security and campus access is assumed by the school director. MBC keeps proper lighting in the main hallways, entrances, exits and parking area of the building. Additional security features such as surveillance cameras are used for quality assurance and safeguarding of students, employees, or school property.

Criminal incidents are reported to the local police who have jurisdiction over the campus. Victims and witnesses are strongly encouraged to immediately report any crime to the Director or other officials of the school as well as the local police, in accordance with the reporting procedures listed below. Prompt reporting will assure timely warning notifications to the campus community and timely disclosure of crime statistics.

Crime Prevention programs on personal safety and theft prevention are sponsored by various agencies and groups throughout our community. Students and staff are encouraged to attend these programs as a part of self-education and to help students and staff have an active part in their education to enhance personal safety regarding protection and awareness.

HOURS: Normal hours of operation are Monday – Friday 9:00am – 9:00pm and Saturday 9:00am – 4:00pm. Students may not enter MBC during any time other than normal operating hours unless special permissions has been granted by the Director or other official and is being supervised by an available staff or faculty member.

SECURITY CONSIDERATION IN MAINTENANCE OF CAMPUS BUILDINGS

Responsibility for locking/unlocking doors is with MBC officials committed to safety and security.

LOCKS/LIGHTS/OTHER

Exterior lights a critical part of safety and security. Routine checks of lighting on the college grounds is done on a regular basis. Malfunctioning lights are reported for prompt repair. We encourage everyone to report any deficient lighting right away.

Locking systems are both monitored and inspected on a regular basis. MBC urges everyone to report any problems with these systems right away.

The owners/Director are available to respond to calls concerning unsafe conditions or for personal safety and property maintenance. These conditions may include but no limited to, unsafe steps, handrails, roadways on campus and equipment.

INFORMATION ABOUT SECURITY

Information about security is given to the students quarterly as well as during new student orientation.

SECURITY AWARENESS PROGRAMS

Each prospective student and employee may request the policies regarding MBC Campus Crime Reporting. Revisions will be distributed, as necessary. MBC works with local law enforcement to bring resources and education to the students and employees. Brochures, flyers, and resource information are available in our administrative office. The Police Community Service Department also provides a presentation to employees of MBC periodically to update them on current crime prevention techniques and solutions, how to communicate these techniques and solutions to students, as well as respond to students who may have potential problems.

PREVENTION

- Periodically examining its grounds keeping practices from a security perspective.
- Monitor on a regular basis, the adequacy and operation of its indoor and outdoor lighting.
- Access to the building and master keys is appropriately restricted.
- MBC has established effective communications with the state and local police.

REPORTING CRIMINAL ACTIVITY AND EMERGENCIES

Students, faculty, and staff are encouraged to report all criminal activity and emergencies promptly and accurately to the Director for immediate action. Information in writing, orally or electronically will be addressed: Prompt reporting will ensure response and solution in the event of an emergency. MBC does not employ private security personnel, or campus police. For an emergency or crime related matter, please call the Police Department at 911 or report it to the campus director for immediate action.

CONFIDENTIAL REPORTING

Victims would do not want to pursue action with the criminal justice system, should still consider filing a confidential report. The Director can file the report with the details of the incident without revealing your identity. These reports are counted and disclosed in the annual crime's statistics for the institution.

CRIMINAL ACTIVITY OF MBC STUDENTS OFF-CAMPUS

MBC does not offer off-campus student organizations such as housing, and other organizations. Therefore, MBC does not monitor campus crime statistics for environments which students may frequent off-campus.

EMERGENCY NOTIFICATION & EVACUATION

If an emergency arises either on or off MBC's campus, in the judgement of the Director, is a continuing threat a school wide Emergency Notification will be announced. The notification to students, faculty and staff will include information about the emergency: (i.e., tornado, gas leak) and will direction regarding how to respond (i.e., take cover, vacate). The Director considering the safety of the students, faculty and staff will determine content of the notification and will in the professional judgement of the responsible authorities make efforts to assist a victim or otherwise mitigate the emergency.

Notifications may be issued to students, faculty and staff by using any of the combination of the following for communication: verbal, phone, email or text message.

It is important to remember that electronic communications may fail due to a disaster before warnings can be issued. Alternate methods must be available for these situations.

Situations that require notification are:

- Armed intruder / active shooter / hostage
- Bomb threat
- Hazardous leaks / spill: on and off campus
- Fire tornado
- Earthquake

Depending on the circumstances of the emergency, in situations that could pose an immediate threat to the community, the Director may post a notice of MBC's website. www.midwestbarbercollege.com

MBC urges students, faculty and staff to assume responsibility for their own security and to utilize community resources to aid in an emergency (i.e., tornado, police officer directions, news reports). MBC conducts emergency response and evacuation procedures on at least a monthly basis. Procedures may be announced or unannounced.

CAMPUS SECURITY STATISTICS

Documentation of criminal offenses is maintained in the Administrative Office. The "Campus Crime Awareness Report" documents criminal offense statistics. This document may be obtained by request, from the school director.

TOPEKA POLICE DEPARTMENT

320 S Kansas AVE #100
Topeka, KS 66603
785-368-9551

CRIME AWARENESS

Students are given information about crime awareness during new student orientation. Security measures are discussed to make students aware of the steps and precautions that need to be taken for them to protect themselves.

PREVENTION

- Lock all vehicle doors when getting to school
- Store valuables in the trunk – don't leave out in the open
- Leave in groups when leaving the school after dark
- Avoid lingering after dismissal
- Have keys ready to unlock your vehicle

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

Midwest Barber College is dedicated to providing a drug and alcohol-free learning environment. We strive to make our facilities safe and healthy for all students.

MBC prohibits the public display, possession, use or distribution of drugs and alcohol by students or employees on school property, or during student involved school activity.

Behaviors that are inappropriate, disruptive, and/or endangering as a result of the consumption of alcohol or other drugs are prohibited.

Legal sanctions (city/state/federal) may result in fine and/or imprisonment up to life. The U.S. Department of Justice Drug Enforcement Administration shows a breakdown of Federal trafficking penalties.

<https://drugabuse.com/addiction/drug-abuse-penalties/> or <https://norml.org/laws/kansas-penalties-2/>

Illicit use of drugs and prolonged use of alcohol causes inevitable physical and mental deterioration. Symptoms range from nausea, anxiety or mental disorientation to possible convulsion and death. Uses & effects of drugs and alcohol can be detrimental to your health.

DISCIPLINARY ACTION

Any possession, use, or distribution of drugs and alcohol by a student on school/property or at any school activity will result in the student's termination from training and/or referral to a drug and alcohol counseling center in the community and/or referral to the local authorities.

COUNSELING AGENCIES

TOPEKA, KS - ALCOHOL & DRUG ABUSE ASSISTANCE:

Sims-Kemper

1701 SW Medford Ave
785-233-0666

Alcoholics Anonymous

2100 SW Central Park Ave
785-235-2226

Alcohol Information & Treatment Prevention & Recovery Services

2209 SW 29th ST
785-266-8666

Al-Anon/Alateen

813 SW 6th Ave
785-357-8725

THE CAMPUS SEXUAL VIOLENCE ELIMINATION (SAVE) ACT

The Campus Sexual Violence Elimination Act amends the *Clery Act* to encourage greater transparency and adds additional requirements for institutions to address and prevent sexual violence on campus. Campus SAVE is enforced by the U.S. Department of Education's Office for Civil Rights and applies to all colleges and universities that receive federal funding, including student financial aid.

THE JEANNE CLERY DISCLOSURE ACT

The *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act* (formerly the Crime Awareness and Campus Security Act of 1990) is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid program(s) and it applies to most institutions of higher education, both public and private. This Act is enforced by the United States Department of Education (DOE).

The law was amended in 1992 to add a requirement that schools support the victims of campus sexual assault certain basic rights and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments also added a provision to protect crime victims and "whistleblowers" and protection against retaliation. In 2013, the Violence Against Women Reauthorization Act of 2013 (VAWA) was signed into law and includes amendments to the Clery Act. These changes require institutions to disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault and stalking.

Midwest Barber College (MBC) prepares the crime statistics report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics*. This report is prepared in cooperation with the City law enforcement agency which governs the area surrounding our campus, and through information which may be reported to the director of the school. It includes statistics on the following criminal actions:

Drug Abuse Violation
Hate Crimes
Sex Offense (forcible and non-forcible)

Arson
Weapons Possession

Robbery
Liquor Law Violation
Motor Vehicle Theft

Campus crime, arrest and referral statistics include those reported to the director of the school, and the City law enforcement agency. These statistics may also include crimes that have occurred in private residences or business adjoining our campus. The campus is defined as the school buildings, adjacent parking lots used by faculty, staff and students. This information is in the administrative office as well as in the student's manual. Students can also access more information at www.midwestbarbercollege.com

TIMELY WARNING NOTIFICATION PROCEDURES

Upon notification and identification of a 'reportable' crime under the guidelines of *The Jeanne Clery Disclosure Act*, if the Director constitutes a serious/continuing threat to the students, faculty and staff both on and off campus, will issue a Timely Warning notice to MBC personnel as quickly as possible.

Every attempt will be made to issue the warning within a reasonable amount of time; however, the release is subject to the availability of accurate information regarding the incident and investigation limitations. Should emergency services be required the Director will initiate.

Timely Warnings may be issued to students, faculty and staff by using any of the combination of the following for communication: verbal, phone, email or text message.

It is important to remember that electronic communications may fail due to a disaster before warnings can be issued. Alternate methods must be available for these situations.

MBC will follow the provisions under *The Jeanne Clery Disclosure Act* which mandates that crimes considered a threat to students, faculty, and staff, that victim's names are withheld.

Depending on the circumstances of the emergency, in situations that could pose an immediate threat to the community, the Director may post a notice of MBC's website

DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, STALKING AWARENESS

MBC will not tolerate domestic violence, dating violence, sexual assault or stocking of any kind.

Domestic Violence means a felony or misdemeanor crime of violence committed by

- Current or former spouse or intimate partner of the victim
- A person who shares a child in common
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA)
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic family violence laws of the jurisdiction

Dating Violence means violence committed by a person

- That has been in a social relationship of a romantic or intimate nature with the victim
- Where the existence of such a relationship shall be determined based on a consideration of:
 - o The length of the relationship
 - o The type of relationship
 - o Frequency of interaction between the persons in the relationship

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- Fear for his/her safety or the safety of others
- Suffer substantial emotional distress

Sexual assault is a general term that includes a variety of actions: rape, acquaintance rape, forcible and non-forcible sex offenses. Consent cannot be given while intoxicated or medicated since these states inhibit an aware state of mind.

REPORTING REQUIREMENTS

The Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act (formerly the Campus Security Act) requires that all college officials with significant responsibility for campus and student activities report any incident of alleged domestic violence, dating violence, sexual assault and stalking. Survivors must be apprised immediately of this requirement.

- If the survivor does not wish to be identified a third-party report that does not include the survivor's name may be made.
- While it is the final choice of the survivor to make decisions regarding his/her course of action, MBC strongly encourages survivors to make a full report to the Director to ensure that all resources can be made available as well as maintain the widest range of options to pursue adjudication of the incident.

REPORTING PROTOCOL

- Assault on campus should be reported to the Director immediately
- Assault off campus should be reported in the jurisdiction where the incident occurred. Upon request MBC officials will assist students, staff and faculty in completing a police report.
- Individuals should immediately obtain medical treatment at the hospital for injuries, sexually transmitted diseases and pregnancy. An exam preserves evidence of rape for use in court however, the exam must be performed as quickly as possible. Be advised to preserve as much evidence as possible do not eat, drink, smoke, bathe, shower, douche or urinate.
- Any student and/or employee who believes they are subjected to assault or have witnessed an assault should report the incident to the Director immediately.
- Reports will be considered confidential unless further action is required. Retaliation of any type is prohibited against any student or employee filing a harassment complaint.

ACTION/NOTIFICATION

- Violations of local, state or federal laws that occur within the school appropriate legal action will be through local law enforcement.
- MBC does not sponsor on campus counseling, mental health or other student services for victims of violent acts or assault. MBC will inform victims of off campus counseling, mental health or other services for victims.

REPORTING ABUSE OR ASSAULT:

Kansas Coalition Against Sexual & Domestic Violence

634 SW Harrison ST
Topeka, KS 66603
785-232-9784

Family Service & Guidance Center

325 SW Frazier AVE
Topeka, KS 66606
785-232-5005

Child/Adult Abuse Hotline

1-800-922-5330
Topeka, KS

Kansas Department for Children and Families

500 SW Van Buren ST
Topeka, KS 66603
785-296-2500

Topeka Police Department

320 S Kansas AVE #100
Topeka, KS 66603
785-368-9551

- Proceedings shall provide a prompt, fair and impartial investigation and solution and will be performed by campus Director.
- The accuser and the accused are entitled to the same opportunities to have others present during disciplinary proceedings.
- MBC will change a victim's academic situation after and alleged offense. Modifications may include modification of course sequence or session.
- Should the charge be confirmed, the Director will pursue appropriate disciplinary action. Possible action may include, but not limited to reprimand, suspension or expulsion of the offender based on the seriousness of the offense. If there is a strong indication of unacceptable behavior but not convincing proof a written warning will be issued to the accused party and documentation of the complaint and investigation placed in the student or employee file.
- The accuser and the accused with both be informed of the outcome of any disciplinary action(s) regarding an alleged offense at the same time.
- The outcome of a disciplinary action means only MBC's final determination with respect to the alleged offense and any punishment that is imposed against the accused.
- Student, faculty or staff that is found to be responsible for violating this policy following a final determination of MBC's disciplinary proceeding in regards to domestic violence, dating violence, rape, acquaintance rape or other forceable or non-forceable sexual assault or stalking is subject to reprimand including but not limited to warning, suspension and permanent dismissal.
- After completing an investigation, if no substantial proof of assault is evident no further action will be taken.

SEXUAL HARASSMENT

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct of a sexual nature:

- Submission is made a term or condition, explicitly or implicitly of obtaining an academic or employee advancement.
- Submission to or rejection being used as a factor in decisions affecting education or employment.
- The conduct or communication has the purpose or effect of substantially or unreasonably interfering with someone's position or creating and intimidating, hostile or offensive environment.

Sexual harassment includes but not limited to:

- Verbal harassment of a sexual nature or abuse.
- Pressure for sexual activity.
- Sexually motivated or inappropriate patting, pinching or physical contact.
- Sexual behavior or words including demands for sexual favors or threats about a person's position.
- Behavior either written or verbal including symbols directed at a person based on gender.
- Use of authority to emphasize the sexuality of a student which prevents the student full enjoyment of education benefits, atmosphere or opportunities.

Harassment based on disability is defined as any verbal or physical conduct related to an individual's physical or mental impairment.

Unwelcome harassment based on disability occurs:

- When conduct is severe, persistent or pervasive and effect's a student or employee's ability to participate in or benefit from the educational program, work environment or activity and/or creates an intimidating, threatening or abusive environment.
- The conduct has the purpose or effect of substantially of interfering with a person's work or academic performance.
- The conduct adversely effects an individual's learning opportunities.

Examples of conduct that could constitute harassment because of disability include but are not limited to are:

- Graffiti containing offensive language derogatory to physical or mental disability.
- Threatening and/or intimidating conduct directed to another person due to physical or mental disability.
- Jokes, rumors and/or name calling due to a person's physical or mental disability.
- Slurs, negative stereotypes and hostile acts based on physical or mental disability.
- Graphic material consisting of comments or stereotypes posted or circulated and aimed at degrading people or members of protected classes.
- A physical act of aggression or assault based on a person's physical or mental disability.
- Types of aggressive conduct such as theft and/or damage to property motivated by the person's physical or mental disability.

REPORTING PROCEDURES

Students and employees who believe they have been subjected to harassment or have witnessed harassment should report to the Director immediately. Reports will be confidential unless further action is needed to be taken. Retaliation of any kind against student's or employees filing a complaint is prohibited.

INVESTIGATION

The Director and one (1) another person (male or female) will meet with the complainant immediately. This meeting will be performed objectively in a sensitive and non-accusatory manner to establish the facts. The accused party will be interviewed along with any other parties referred by the accused/complainant as having knowledge of the situation. All persons will be cautioned as to their personal responsibility to maintain strict confidentiality of the compliant. The investigation will take place by communication of both compliant and accused. Three (3) courses of action will be taken

1. Investigation
2. Determination
3. Notification

Employees and students questioned in the course of the investigation, including the complainant will not be adversely affected until a decision or result of their participation in the investigation has been determined.

ACTION/NOTIFICATION

If the charges are substantiated, MBC's Director will pursue appropriate disciplinary action. Possible action may include, but not limited to, reprimand, transfer, suspension or permanent dismissal of the offender based on the seriousness of the offense. If there is strong indication of inappropriate behavior but no conclusive proof, a verbal warning will be issued to the accused party and notification documentation of the compliant and investigation placed in the employee or student file. After completion of an investigation, no confirmed proof of harassment is apparent, no further action will be taken.

Copies of all complaints of harassment and investigations conducted will be maintained for a period of two (2) years at the main administrative office. The Director will follow up to ensure no further offenses occur and that the complainant is subjected to retaliation.

POLICY ADDRESSING SEX OFFENDER REGISTRATION

In accordance to the *Campus Sex Crimes Prevention Act of 2000, 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 and the Kansas Bureau of Investigation are providing links to the Kansas Sex Offender Registries*. These Acts require institutions of higher education to issue a statement advising the campus community where law enforcement information by a state concerning registered sex offenders may be obtained. Sex offenders are required to register in a state to provide notice to each institution of higher education in the state at which the person is employed, carries a vacation or is a student. In Topeka Kansas convicted sex offenders must register with the Sex Offender Registry. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children. Unlawful use of the information for the purpose of intimidating or harassing another is prohibited and willful violation shall be punished with a Class 1 misdemeanor.

Kansas Bureau of Investigation: <http://www.kbi.ks.gov/registeredoffender/>

DISCIPLINARY ACTIONS

Any person that violates the School Policy Prohibiting Crime, Sexual Assault & Harassment as well as Drugs & Alcohol will be disciplined up to and including termination. If an incident occurs requiring a disciplinary action by the institution the Director may document the action in a crime log. Disciplinary actions noted in the crime log are included in the Annual Security Report published each year to comply with the *Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act*. Depending on the violation(s) the individual may be referred to Law Enforcement. Student reinstatement after termination will require reapplication and demonstration that all violations have been corrected. Students may be required to participate in a substance abuse rehabilitation program approved for purposed by a federal, state, local health department, law enforcement or other appropriate agency before being allowed to return. MBC will work closely with law enforcement, state approved counseling and/or rehabilitation agencies. Employees in violation of this regulation will be permanently terminated.

COUNSELING AND TREATMENT HOTLINES & RESOURCES

Sims-Kemper

1701 SW Medford Ave
785-233-0666

Alcoholics Anonymous

2100 SW Central Park Ave
785-235-2226

Alcohol Information & Treatment Prevention & Recovery Services

2209 SW 29th ST
785-266-8666

Al-Anon/Alateen

813 SW 6th Ave
785-357-8725

Kansas Coalition Against Sexual & Domestic Violence

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Topeka, KS 66603
785-232-9784

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785-296-2500

Topeka Police Department

320 S Kansas AVE #100
Topeka, KS 66603
785-368-9551

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NOTES: