



===DB&SC===
DALLAS BARBER
&
STYLIST COLLEGE
2017-2018
SCHOOL CATALOG

9357 Forest Lane
Dallas, TX 75243

10190 Forest Lane
Dallas, TX 75243

5504 Matlock Road
Arlington, TX 76018

3407 Sycamore School Road
Fort Worth, TX 76133

This is the philosophical belief and purpose, thoughtfully discussed and compiled by Dallas Barber & Stylist College in our quest to fund the most perfect barber school, to produce the best graduate; whether they are barbers, or barber teachers, to enter the job market with the best possible chance to succeed.

PHILOSOPHY

Dallas Barber & Stylist College maintains the philosophy that our students come to us for; education, skill development, and career advancement. We believe in the equal opportunity for all students, reinforced with training. Placement assistance has helped our students to become enterprising professionals. The school has an orderly, purposeful, businesslike atmosphere which is free from threat of physical harm. The school climate is not oppressive and is conducive to teaching and learning. The school has an atmosphere of expatiation in which the staff believes and demonstrates that all students can attain mastery of the essential barber cultural skills and that they have the capability to help all students attain that mastery.

MISSION

The mission of *Dallas Barber & Stylist College* is to train men and women:

1. To Familiarize and instruct students in the proper and most current methods in all Phases of Barbering
2. To make a living in the business world.
3. To become good citizens on both local and national levels.
4. To be able to recognize problems and procedures of business and industry from the View-point of both producer and consumer.
5. To assist students in suitable job placement.
6. To provide assistance and counseling to graduates.
7. To develop self discipline, self-reliance, and self direction.
8. To enter the national work force as productive individuals.

MISSION STATEMENT

DB&SC is committed to providing quality training in the field of barbering to the broadest spectrum of the population without regard to race, color, or creed. It is our objective to incorporate into that training the necessary curriculum, and materials to insure that the graduate of DB&SC has been schooled in a broad range of life skills; this aspect of training is an integral part of our commitment to fostering a sense of community and commitment in all of our students.

DALLAS BARBER & STYLIST COLLEGE CATALOG
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GENERAL INFORMATION

Dallas Barber & Stylist College maintains a tradition of excellence in preparing its undergraduates for creative work in the barbering profession. The curriculum is designed to prepare an individual for entry, development level in the field of barbering. *Dallas Barber & Stylist College* was approved and licensed by the TDLR, on March 31, 1997. It is also approved by Texas Rehabilitation Commission (TRC) and the Veterans Administration (VA).

The school has at least 2800 square feet of floor space, composed of three separate areas: (1) The class room and lecture area, (2) the junior room or area, and (3) the senior or clinical area where services are practiced on school patrons. The clinical area is equipped with at least 24 modern built in stations, 24 mirrors, 24 hydraulic chairs, 12 sinks, 10 dryer chairs, a dispensing area, and a reception area. This salon environment prepares students for professional operation in the career field.

ADMINISTRATIVE STAFF & FACULTY POSITION DESCRIPTIONS

Owner & President	Sylvester Iwotor
Financial Aid Officer	Zella Preston
Registrar / Secretary	Sylvester Iwotor
Placement Director	Sylvester Iwotor
Maintenance Supervisor	Sylvester Iwotor
Director / Secretary	Dolores Iwotor
Senior Teacher	Sylvester Iwotor
Teacher	Dolores Iwotor
Teacher	Gail Parker

MATERIALS IN STUDENT KIT FOR CLASS 'A' BARBER

To start, the student must pay the registration fee (\$100) and purchase his or her equipment from the school.

The school has a list of all equipment required for your course work, listing the brands the State Board requires.

One professional electric clipper of modern design	One styptic powder or liquid styptic
One tool kit (carrying kit)	One hair styling brush
One neck clip	One can clipper oil
Two washable uniforms	One hand held hair dryer
One T-edger or outliner	One neck duster
One barber shears	One thinning shears
One razor equipped with disposable blades	Three barber combs

ADMISSIONS POLICY AND REGULATIONS ON ENROLLMENT

Course of Instruction:

It is a law requirement that anyone entering any of the Barbing courses (except the Teacher' (except the Teacher's course) must have completed the seventh grade and be at least 16 years old. In the case of the teacher's course, the applicant must have a valid Class "A" Barber License.

Applicants with H.S. diploma or GED, wishing to receive financial aid to attend school, must be at least 16 years of age.

No person shall be denied admission because of race, religion, sex or place of origin.

Students are supplied with a uniform, a DBSC smock; they must wear appropriate slacks, skirts, or culottes to the knees.

Tuition is subject to change. We therefore invite you to inquire at our office.

ADMISSION REQUIREMENTS

- (a) TDLR Enrollment form
- (b) 2 identical pictures (2' x2"): one of which is given to the school and one retained by the student station.
- (c) Applicant for the teacher's course, in addition to the above, must also have a current certificate of registration as a Class "A" Barbers license from Texas.
- (d) Fees to the state board certification.
- (e) Seventh grade transcript. Students receiving financial aid must have a high school Diploma or, GED.

ENROLLMENT AGREEMENT

The student agrees to abide by all rules and regulations in effect or which may become effective in the school during any period of enrollment. The student understands that he/she will be eligible to take examination for a barber under the State Law when he/she has received a certificate of graduation from the school.

The student agrees to attend classes as required, and when unable to attend will bring reasonable and acceptable excuses. He/she understands that it is a State requirement that any days missed will be made up.

The student agrees that any lost tools shall be replaced at the student's own cost.

ORIENTATION SCHEDULE

EXPLAIN EACH ITEM FORM OR PROCEDURE AS YOU HAND IT OUT!

FIRST DAY OF CLASS:

Welcome New Students, Introduce Current Students and Staff
Explain Time Clock Procedures
Rules & Regulations
TBB Sanitation Rules
Explain Duties for Sanitations at End of Day
Personal Data Sheet
Health Information (School Use)
Course Outline

ENROLLMENT SCHEDULES

A registrar is available in the admission office to assist applicants in the qualification and enrollment process. We offer, normal enrollment periods ranging from full time 12 months and part time, 18 months.

Student Teacher	750 hrs	30.0 hrs/wk	25 wks	6.25 mos.
Class A Barber	1500 hrs	30.0 hrs/wk	50.0 wks	12.0 mos.
		22.5 hrs/wk	66.7 wks	18.0 mos.

The above calculation does not take into consideration, the Holidays or Vacation times. Different time frames for a course can be allowed for.

Once you complete our training programs, you will then be eligible for the State Board examination

When an applicant is accepted for admission, a registration contract agreement is signed and a start date for classes is assigned. Before an applicant can begin training, arrangements for payment of tuition must be made with the school director.

ENROLLMENT TIME

Is defined as the time elapsed between the actual starting date and the date on which the student formally terminates enrollment. Termination shall occur upon receiving a written statement, a telephone call or the student's last day of physical attendance in the school, refund, when due are made within 30 days. All refunds are made within 60 days of the students last day of attendance. Retention of tuition and fees collected in advance for a student who does not commence class does not exceed \$100.

SCHOOL POLICIES

Students with unsatisfactory progress at *Dallas Barber & Styling College*;

We may have to spend extra time with those students whose progress is slow for natural reasons. However, for students who show no incentive on their own part, the institution can do nothing but dismiss them and drop them from the rolls.

Furthermore, if a student's training is interrupted for unsatisfactory progress under the following conditions.

1. Has poor or failing grades.
2. Advancement and progress in the course are not acceptable.
3. Is careless and indifferent towards his/her work.
4. Uncooperative with School Staff or Fellow Students.
5. Does not have the ability to make satisfactory progress in the work.

They will be placed on probation for a period not to exceed one month. At the end of the probationary period, if progress of student is still found unsatisfactory, his/her training will be interrupted. Weekly tests are given to students, to determine progress being made, and the information as to grades is furnished to them. A straight grading method is used; the required average is 70%. Below 70% is considered failure.

Students dismissed for unsatisfactory progress are eligible for re-entry after a 30-day waiting period. Re-entry students will be on a 30-day probationary period. All make-up work shall be authorized by the President or the School Director, for the purpose of removing an absence or tardy.

As required by the TDLR, monthly records of hours attended by each student are submitted by the Institution to the offices of the TDLR, Austin, Texas. Currently, the law requires 1500 Clock Hours for Class "A" Barbers

Student will be dismissed for unsatisfactory attendance when in excess of the provisions of the proceeding limit of absences.

This institution takes pride in the fact that it has been unable to supply the demand for graduates of *Dallas Barber & Stylist College*. The majority of students who graduate from this institution and meet the school requirements have been placed in reputable shops.

Graduates have been placed not only in the City of Dallas, but also in surrounding towns, and other states.

This institution maintains an up-to-date record of job opportunities, and makes this list available to those graduating from this school.

REPORTS TO BOARD

- (a) A barber school shall submit a monthly progress report to the board regarding each student attending the school. The report must certify the daily attendance record of each student and the number of credit hours earned by each student during the previous month.
- (b) On a student's completion of a prescribed course of instruction, the school shall certify to the board that the student has completed the required number of hours and is eligible to take the appropriate examination.
- (c) A barber school permit holder shall furnish to the board:
 - (1) the current course completion rates of students who attend a course of instruction offered by the school; and
 - (2) job placement rates and employment rates of students who complete a course of instruction.

Acts 1999, 76th Leg., ch. 388, § 1, eff. Sept. 1, 1999.

CANCELLATION AND SETTLEMENT POLICY

A barber school permit holder shall maintain a cancellation and settlement policy that provides a full refund of all money paid by a student if the student:

- (1) Cancels the enrollment agreement not later than midnight of the third day after the date the agreement is signed by the student, excluding Saturdays, Sundays, and legal holidays; or
- (2) Entered into the enrollment agreement because of a misrepresentation made:
 - (a) In the school's advertising or promotional materials; or
 - (b) By an owner or representative of the school.

Acts 1999, 76th Leg., ch. 388, § 1, eff. Sept. 1, 1999.

REFUND POLICY

(PURSUANT TO TDLR REFUND POLICY GUIDELINES)

A. Dallas Barber & Stylist College shall maintain a refund policy to provide for the refund of the unused part of tuition, fees, and other charges paid by a student who, after the expiration of the cancellation period established under Section 1601.562:

- (1) fails to begin the course of training;
- (2) Withdraws from the course of training; or
- (3) Is terminated from the course of training before completion of the course.

B. Dallas Barber & Stylist College refund policy will provide:

- (1) The refund is based on the period of the student's enrollment, computed on the basis of course time expressed in clock hours;
- (2) The effective date of the termination for refund purposes is the earliest of:
 - (a) The last date of attendance, if the student is terminated by the school;
 - (b) The date the permit holder receives the student's written notice of withdrawal; or
 - (c) 10 school days after the last date of attendance; and
- (3) The school may retain not more than \$100 if:
 - (a) Tuition is collected before the course of training begins; and
 - (b) The student does not begin the course of training before the date the cancellation period under Section 1601.562 expires.

(c) A barber school permit holder shall publish in the catalogue and enrollment agreement of the school a description of the refund policy.

Acts 1999, 76th Leg., ch. 388 § 1, eff. Sept. 1, 1999.

WITHDRAWAL OR TERMINATION OF STUDENT

(a) If a student who begins a course of training scheduled to last not more than 12 months withdraws from the course or is terminated from the course by the barber school, the school:

(1) may retain \$100 in tuition and fees paid by the student; and

(2) is not obligated to refund any additional outstanding tuition if the student withdraws or is terminated during the last 50 percent of the course.

(b) If the student withdraws or is terminated before the last 50 percent of the course begins, the school shall refund:

(1) 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter;

(2) 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter;

(3) 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course; and

(4) 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.

(c) If a student withdraws or is terminated after 50 percent of the course has been completed, the school shall allow the student to reenter the school at any time before the fourth anniversary of the date of withdrawal or termination.

Acts 1999, 76th Leg., ch. 388 § 1, eff. Sept. 1, 1999.

EFFECT OF STUDENT WITHDRAWAL

(a) A barber school shall record a grade of incomplete for a student who withdraws from a course of training but who is not entitled to a refund under Section 1601.564 if:

(1) the student requests the grade at the time of withdrawal; and

(2) the withdrawal is for an appropriate reason unrelated to the student's academic status.

(b) A student who receives a grade of incomplete may reenroll in the course of training before the fourth anniversary of the date the student withdraws and may complete the subjects without paying additional tuition.

Acts 1999, 76th Leg., ch. 388 § 1, eff. Sept. 1, 1999.

PAYMENT OF REFUND

(a) A barber school shall pay a refund owed under this subchapter not later than the 30th day after the date the student becomes eligible for the refund.

(b) A school that fails to pay the refund for the period beginning on the 31st day after the date the student becomes eligible for the refund and ending on the day preceding the date

the refund is made. The commissioner of education shall annually set the interest rate at a rate sufficient to deter a school from retaining money paid by a student.

(c) If a school refunds tuition to a lending institution, the interest is paid to the institution and applied against the student's loan.

(d) The board may exempt a school from the payment of interest if the school makes a good faith effort to refund the tuition but is unable to locate the student. The school shall provide to the board on request documentation of the school's effort to locate the student.

Acts 1999, 76th Leg., ch. 388 § 1, eff. Sept. 1, 1999.

Pell grant recipients are further subject to the return of Title IV calculation regulations.

Dallas Barber & Stylist College has a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event the institution cancels a class if a student does not enter or does not complete the period of enrollment for which the student has been charged. All of the following are elements of a fair and equitable plan.

- a. DB&SC refund policy is published in our catalog and uniformly administered.
- b. Refunds, when due, must be made without requiring a request from the student
- c. Refunds, when due, shall be made within 30 days (1) of the last day of attendance if written notification of withdrawal has been provided to DB&SC by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student.
- d. All refunds shall be made within sixty (60) days of the student's last day of attendance.
- e. Retention of tuition and fees collected in advance for a student who does not commence class shall not exceed \$100.
- f. The institution must comply with the refund policies adopted by the Commission.
 1. Refunds for Classes Canceled by Dallas Barber & Stylist College

If tuition and fees are collected in advance of the start dates of a program and the DB&SC cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 30 days of the planned start date.

2. Refunds for Students Who Withdraw On or Before the First Day of Class

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 of the tuition and fees may be retained by DB&SC. Appropriate refunds for a student who does not begin classes shall be made within 30 days of the class start date.

3. Refunds for Students Enrolled Prior to Visiting DB&SC

Students who have not visited DB&SC facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

4. Refunds for Students Enrolled in Professional Development, Continuing Education or Limited Contract Instruction

All short term programs refund policy is the same as other programs of the school.

5. Refunds for Withdrawal after Class Commences

1. Refund Policy for Programs Obligating Students for Periods of Twelve Months or Less.

The refund policy for students attending non-public institutions who incur a financial obligation for a period of twelve months or less shall be as follows:

- (i) After the first day of classes and during the first 10% of the period of financial obligation, DB&SC shall refund at least 90% of the tuition;
- (ii) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, DB&SC shall refund at least 50% of the tuition;
- (iii) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, DB&SC shall refund at least 25% of the tuition; and,
- (iv) After the first 50% of the period of financial obligation, DB&SC may retain all of the tuition.

2. Refund Policy for Programs Obligating Students for Periods beyond Twelve Months

Dallas Barber & Stylist College programs longer than twelve months that financially obligate the student for any period of time beyond twelve months shall release the student of the obligation to pay beyond the twelve months if the student withdraws during the first twelve months. The calculation of the refund for the unused portion of the first twelve months shall be based on section (b) (1) Non-Public Institutions above.

If the student withdraws during any subsequent period following the first twelve months, the student's refund for the unused portion of the tuition application to the period of withdrawal shall be based on section (b) (1) Non-Public Institutions above.

Deviations from the requirements of this policy as stated above are permitted if (1) mandated by a non-public institution's licensing agency or a public institution's governing board and (2) accepted by the Commission.

ALL PROGRAMS
(REFUND POLICY BASED ON ALL TUTION & FEES PAID ON FIRST DAY OF CLASS)

STUDENT CLOCK HOURS	REFUND TO	
	Funding Agency Or Student	Owes School
ENROLL TO 0 hrs	100%	0%
BEFORE <WEEK 1 OR 1 ST 10% (WHICHEVER IS LESS)		
Manicurist – 01 TO 40 OR 60.00 hrs		
Instructor - 01 TO 40 OR 75.00 hrs.		
Barber - 01 TO 40 OR 150.00 hrs.	90%	10%
LATER <WEEK 1 OR 1 ST 10% (WHICHEVER IS LESS)		
Manicurist – 40.01 OR 60.00 hrs		
Instructor - 40.01 OR 75.00 hrs.		
Barber - 40.01 OR 150.00 hrs.	80%	20%
LATER <WEEK 3, OR 1 ST 10% (WHICHEVER IS LESS)		
Manicurist – 40.01 TO 150.00 hrs		
Instructor - 75.01 TO 187.50 hrs.		
Barber - 150.01 TO 375.00 hrs.	75%	25%
LATER <1 ST 25% TO 2 ND 25% (50%)		
Manicurist – 150.01 TO 300...00 hrs		
Instructor - 187.51 TO 375, 00 hrs.		
Barber - 375.01 TO 750.00 hrs.	50%	50%
LATER 2 ND 25% (50%) TO 100%		
Manicurist –300.01 TO 600.00 hrs		
Instructor - 375.01 TO 750.00 hrs.		
Barber - 750.01 TO 1500.00 hrs.	0%	100%

The Department of Education’s Pro Rata Refund Policy; The Pro Rata refund calculation will be performed according to Federal requirements for any student attending the college for the first time, whose withdrawal date is on or before the 60% point in time in the period of enrollment for which the student has been charged.

<u>Percent of Time to Total Time of Course</u>	<u>Percent of Refund</u>	<u>Owes School</u>
.01% to 10%	90%	10%
10.01% to 20%	80%	20%
20.01% to 30%	70%	30%
30.01% to 40%	60%	40%
40.01% to 50%	50%	50%
50.01% to 60%	40%	60%
60.01% to Over	0%	100%

This refund calculation will be compared with the State refund calculation, (using the State Policy percentages on the Department of Education's Refund Calculation Worksheet) and the calculation which is the most beneficial to the student will be used for making the refund.

If the amount of the refund is calculated to be \$25.00 or less, my signature on this agreement authorized the Institution to retain any amount of the refund that would be allocated to the Federal Program.

REFUND EXAMPLES WILL BE PROVIDED UPON REQUEST

Refunds will be returned to the source of funding from which it was received using the following priority:

1. Federal Direct Loan Unsubsidized Direct, Subsidized Direct Loans
2. Federal Pell Grant Program
3. Other Title IV, HEA Programs
4. Other Funding Agencies
5. The Student

It is further specifically understood that all funds from federal or state financial assistance programs issued in the promise's name shall be applied to the balance of the note this reducing the promisor's monthly payments. DALLAS BARBER & STYLIST COLLEGE is not responsible for delays in funding that might occur if the information given to the school to secure funding proves not be correct or requires validation procedures. Refunds are made before 30 days after the Last Day of Attendance determination. Payment under the terms and provisions of this contract shall be made at DALLAS BARBER & STYLIST COLLEGE. (UNLESS ARRANGEMENTS FOR EXTENSION OF PAYMENTS UP TO 24 MONTHS).

PROFESSIONAL CONDUCT (RULES & REGULATIONS)

... Is the only level of conduct we expect from our students? A professional doesn't arrive 15 minutes late. She/he treats clients, instructors, and fellow students with courtesy and awareness. She/he is constantly taking the time to follow rules of good grooming and proper sanitation. The following rules are important. If you disobey them, you may be dismissed from the school. None of the rules are arbitrary. They reflect the level of conduct you will be expected to maintain throughout your career. The best way to begin that career is to act like the professional designer you want to be.

1. Regular hours Tuesday through Friday are 8:45 a.m. to 8:30 p.m., and Saturday hours are 8:00 a.m. to 6:00 p.m.
2. When a student is absent they must contact the instructor that day and explain there Absence and when they will return to school.
3. To maintain Satisfactory Academic Progress (SAP) a student must have 75% attendance

Of the months possible 100% attendance. SAP will be done electronically on a monthly basis.

(# of scheduled days in the month x hours in the day = # of possible hours,
of actual attended hours / # possible hours = % attended)

4. Theory grades must average 70% for the month, and Practical Application grades must average 70% for the month.
5. Students accrued clock hours will be posted at the end of each month. We suggest you keep your daily clock hours on a monthly calendar. If at any time you feel that a discrepancy has been made by the bookkeeper you may make an appointment to talk with the bookkeeper or ask your instructor to check for you.
6. The schedule a student begins with is the one the student must maintain until a change is approved or made by the office.
7. Students must clock in and out if they are going for their 30 min. lunch period.
8. Students are not to check in and out for another student.
9. Students are required to wear clean uniforms and clean closed shoes. Students must be checked in by 9:10 a.m. and be seated in theory class.
 - a. Students are required to wear clean uniform when signed in.
 - b. Uniform must be buttoned or zippered when cutting hair.
 - c. Male's must not have hair below collar; sideburns must be trimmed at the bottom of the ear lobe. Mustache must be at the crease of the mouth. Beards and goatees are not permitted. Students that have problem skin may use a Wahl clipper with blade open for facial care and shaves.
 - d. Females must wear bras at all times and a professional type blouse or sweater must be worn.
 - e. No tank tops, fish nets, half shirts, caps or sunglasses (prescription only may be worn.)
 - f. Shirts to the knees or pants as shorts are not permitted.
 - g. Socks or stockings must be worn with shoes.
 - h. Blue jeans must be clean, without holes, no skin showing and worn above the hip at the waist.
 - i. A blouse or shirt must be worn under the smock.
 - j. Students must be neat and clean in appearance at all times.
 - k. Females must come to school with hair combed and make-up (if worn). Males must have hair combed and face shaven.
 - l. Shirt tails must tucked in.
 - m. Any student wearing a hat or dark glasses during class clock hours, or not wearing their smock will automatically be signed out and not receive clock hours for that period of time. After the first warning, they will be sent home.
 - n. Any student wearing earrings or studs cannot wear more than 2 in one ear, and they must not be of the dangling type, if they are in the same ear.
 - o. Students cannot wear tights of any length or of any revealing nature.
10. Any student who is tardy cannot check in until 10:30 a.m. If a student is repeatedly tardy, they are subject to suspension.
11. Saturday is designated as clinic day. Mandatory attendance is a requirement for all classes. There will be no absence except for extreme emergencies or illness

requiring a doctor's care and/or statement unless the office has given prior permission. A TEACHER must be notified before 9:00 A.M., or two day suspension will be given.

12. Student must have permission and give a week notice to take time such as vacation from school (emergency is the only exception).
13. Students must wear *Dallas Barber & Stylist College Smock* with closed shoe & slacks/shorts to the knees.
14. Students are to converse with their customer/client or instructor only. There will be no loud or boisterous talking whistling, singing, laughing, gum chewing, cursing, foul language or talk of a suggestive nature on the clinic floor. Any action unbecoming to a professional may result in suspension or termination
15. No conversation between students while working on customers/clients
16. No disrespectful remarks are to be made regarding your patron, other customers or students while any customers are in the school.
17. No smoking, eating, or drinking any liquids while working on customers. Cigars, Pipes, Chewing Tobacco or Snuff is not allowed in the school. No food is to be on the front floor or station. Coffee, Cold Drinks, or any other food stuff, etc.... are allowed across back of senior floor. (Break Room Only).
18. Students are to practice courtesy toward patrons and other students and must answer all calls for appointments or assignments promptly. Refusing to do so will subject student to an automatic three day suspension.
19. No personal telephone calls, (emergency calls only). Students do not receive calls on the office line. The only telephone calls permitted are business on the student phone and they are not to be over 3 min. You will not be called from a customer to the phone. A number will be taken for you to return the call.
20. No visitors allowed in classroom. Wives, Husbands, Girlfriends, Boyfriends, or young children of a student cannot be in the school except for short infrequent periods of time. Please advise your friends and relatives.
21. Students will clean up their station after each service and at the end of each day, Clean up their own debris after each break.
22. Any physical fighting or violent fussing in the school or school grounds will interrupt both parties involved for 30 days.
23. Students do not sit in the barber chairs unless they are receiving services. When receiving services, a chair cloth must be worn
24. Student service day is Wednesday. Students receive one style per week free. Any other service must be paid for in advance at student prices. No work is to be done on students without permission. Permission will NOT be granted during rush hours, after 4:00pm, or before a holiday. The instructor will designate a time limit. A student cannot receive a service if he/she is absent the day before. Instructors are authorized to make exception on this policy when the clinic floor will allow. At no time will a customer service be delayed.
25. The instructor does not allow students in cash register unless assigned to the register or given permission. The TEACHER assigns register and Register Relief students. Register and Register Relief students are to sign register tape and designate on sign in/out sheet. Students are not to gather around the cash register desk!

26. A student can only receive one Leave Of Absence (LOA) in a 12-month period of time.
27. Students must have permission for their lunch and coffee breaks. The number of students that can go at one time depends on the number of students that are in the school at that time. Anyone taking longer than 30 min. for lunch without permission may be sent home. No class breaks after 4:00 p.m.
28. Students are responsible for keeping their chair, back bar, and lavatory clean. Before leaving each day, all dirty towels are to be placed in linen holder. Ultra violet sterilizer is to be turned off, and a station check must be received before signing out.
29. Wet sterilizer must be emptied on Thursday and Saturday or as needed
30. Students must have chair cloth folded, placed on back of chair, and station cleaned before leaving for breaks or lunch.
31. Students must wash their hands before and after each patron.
32. Students must take turns sweeping the floor and the hair is to be put in the trash basket and not left on the floor by the trash bins.
33. Students must take turns doing the laundry, folding towels, and cleaning the break-room and classroom.
34. Junior students are the only students that can be in school and receive clock hours with out working on patrons on the senior floor.
35. Anyone selling drugs, using drugs, selling alcohol, drinking alcohol in school will be terminated. Any teacher has the authority to request a drug test. All students must sign the statement on drugs.
36. A barber school may not increase, decrease, or withhold for any reason the number of credit hours earned by a student.
37. Each student must maintain a passing grade average of 70% to stay enrolled in school. If not, a probation period of 30 days will be instituted at the end of the 30 days; if grades are not improved the students training will be interrupted for 30 days. At the end of 30 days, the student may re-enter school to try to improve the 70% average. They will be on 30-day improvement period. At the end of the 30 days, if they have not reached 70% average, their training will be interrupted for another 30 days.
38. Students must have the required weekly questions and answers written in their notebook by Thursday. Each and every student is required to take the weekly examination on Friday morning or evening.
39. Students must not park in front of the school and other business since this is reserved for the customers.
40. Students are not to wear expensive jewelry or bring extra money to school.
41. Students cannot begin to pack tools prior to 10 min., before leaving each day if there are any customers waiting.
42. Christmas Vacation is from the close of school before Christmas until January 2nd.
43. Students must be in attendance the day before and the day after a holiday unless prior arrangements have been made.
44. The school is not responsible for lost or stolen property in the school building or in the parking area.
45. No student is to walk out of theory class when class is in session without the permission of the instructor.
46. Sanitary inspection of tool kit, back-bar station, and locker facilities may be made by the

- instructor or any school official at any time, or if any item comes up missing from another student's kit or station.
47. Office management makes chair assignments. The office must approve any changes made. The first chair by the telephone is awarded to the student who shows overall ability, tact, student and customer relations. Chair assignment is designated monthly after each class graduation.
 48. Students cannot borrow other students tools without permission, if tools or equipment is needed, a student must check the items out of the office and sign for them personally. Students are responsible for any loss or damage to this equipment. It must be returned to a teacher and students name removed from checkout list. Equipment must be in the same condition as it was issued.
 49. No student may walk in the aisles.
 50. No radio or TV in the school building except property of the school.
 51. No whistle's, balls, or play toys of any type in the school building.
 52. No student is allowed to cut hair on Friday before taking the weekly theory exam.
 53. Friday examinations are given from 9:00 a.m. to 6:00 p.m.
 54. Any student requesting student services on non-student service days, permission may be given (circumstances permitting) after student clocks out and pays regular price prior to the service, except on Saturday. The only Saturday student work permitted is for a Funeral, Wedding, Homecoming, Vacation or a death in the family, which must be verified by proof in writing.
 55. Before a student's papers are sent to Board for examination, he/she must meet the Dallas Barber and Stylist College requirements:
 - a. Pass the exit test with a minimum of 75%.
 - b. Be able to recognize their mistakes and complete the haircut on their own.
 - c. After the students completes 1500 clock hours they are NOT required to return to school. If they wish they can return to school and practice on the practical before time to go take their state examination.
 56. The student must sign a list of these rules and regulations and agree to abide by them. The signed statement will be placed in their permanent file.
 57. If a student demonstrates they will not accept and abide by the rules and regulations and up-hold the school's name, the school reserves the right to refuse or interrupt training of said student.
 58. The instructor on duty may revise any of the above rules for a particular situation for that day only.
 59. Dallas Barber and Stylist College reserves the right to change or add to these rules and regulations and they are subject to change without notice.
 60. The above rules and regulations are not arbitrary. We are governed and regulated by TDLR. Most of the rules and regulations are set in stone by the governing agency, the agency tells us to make up rules to follow definite guidelines. TDLR can and will make un-announced school visits to ensure that the school is in compliance with all rules and regulations.
 61. Any student enrolling in school is on a sixty-day probation period to see if they possess the dexterity needed to learn the art of Barbering and Hairstyling and to determine if they are compatible with the college, student body, and can accept the schools rules and

regulations. The first thirty days will pertain to the Junior classroom curriculum. The second thirty days will pertain to perfecting a short basic layer cut on customers. After the sixty days probation period, if the student is then retained, they will return to the Junior room to learn longer hairstyles and further techniques.

The above rules will be adhered to fairly, but rigidly, what is fair for one should be fair for all. We believe that if students know what is expected of them they will try their best to do what is good for all.

1st.	Offense	Oral warning
2nd.	Offense	Written warning
3rd.	Offense	3 day suspension
4th.	Offense	30 day suspension
5th.	Offense	Termination

Bear in mind the nature of the infraction. Arguing with another student may follow the above guidelines, arguing with an instructor could escalate to the 3rd offense, if you argue with the owner it could go straight to the 5th. Offense :(same words, same actions, different repercussion)

If you have a grievance, follow the chain of organization chart, talk to your immediate instructor, if not satisfied then go to the senior instructor, then the school owner, if they formulate the same end result, re-evaluate your grievance.

I completely understand Rule #61 concerning my first 60 days in school.

Student

Date

School

I understand all the rules and regulations of the school and agree to abide by them or accept probation and/or termination.

Instructor/Owner

Student

Parent or Guardian

Date

TDLR COURSES OUTLINED

Our course provides 1500 Clock Hours of instruction over a period of nine months minimum, eighteen months maximum.

Subjects that are covered are:

The History of Barber-Styling	Professional Image
Bacteriology	Sterilization, Sanitation, and Safe Work Practices
Implements, Tools, and Equipment	Properties and Disorders of
Treatment of Hair and Scalp	The Skin, Scalp, and Hair
Facial Massage and Treatments	Shaving
Haircutting	Hairstyling
Mustache and Beard Design	Permanent Waving
Chemical Hair Relaxing and	Hair Coloring
Soft Curl Permanents	Men's Hairpieces
Nails, Nail Disorders & Manicures	Electricity and Light Therapy
Chemistry	Anatomy and Physiology
The Job Search	Selling in the Barber Styling Shop
Barber Styling Shop Management	Licensing Laws
Glossary of Terms	

COURSE CURRICULUM'S

MANDATORY CURRICULUM

Each barber school or college approved by the board shall include in its instruction the curriculum approved by the board.

The curriculum for the class A barber certificate in a private or public post-secondary barber school consists of 1,500 hours, to be completed in a course of not less than nine months, as follows:

Private and Public Post-Secondary Barber School Class A Barber Curriculum

(1) theory, consisting of 180 hours:

(A) anatomy, physiology, and histology, consisting of the study of: 50 hours

(i) Hair

(ii) Skin

(iii) Muscles

(iv) Nerves

(v) Cells

- (vi) circulatory system
- (vii) Digestion
- (viii) Bones
- (B) Texas barber law and rules: 35 hours
- (C) bacteriology, sterilization, and sanitation: 30 hours
- (D) disorders of the skin, scalp, and hair: 10 hours
- (E) Salesmanship: 5 hours
- (F) barbershop management: 5 hours
- (G) chemistry: 5 hours
- (H) Shaving: 5 hours
- (I) scalp, hair treatments and skin: 5 hours
- (J) Sanitary professional techniques: 4 hours
- (K) professional ethics: 4 hours
- (L) Scientific fundamentals of barbering: 4 hours
- (M) cosmetic preparations: 3 hours
- (N) shampooing and rinsing: 2 hours
- (O) cutting and processing curly and over-curly hair: 2 hours
- (P) haircutting, male and female: 2 hours
- (Q) theory of massage of scalp, face and neck: 2 hours
- (R) hygiene and good grooming: 1 hour
- (S) barber implements: 1 hour
- (T) honing and stropping: 1 hour
- (U) mustaches and beards: 1 hour
- (V) facial treatments: 1 hour
- (W) electricity and light therapy: 1 hour
- (X) history of barbering: 1 hour
- (2) instruction in practical work, consisting of the study of 1320 hours:
 - (A) dressing the hair, consisting of 800 hours:
 - (i) men's haircutting
 - (ii) children's haircutting

- (iii) women's haircutting
- (iv) Cutting and processing curly and over-curly hair
- (v) razor cutting
- (B) Shaving: 80 hours
- (C) Styling: 55 hours
- (D) shampooing and rinsing: 40 hours
- (E) bleaching and dyeing of the hair: 30 hours
- (F) waving hair: 28 hours
- (G) Straightening: 25 hours
- (H) Cleansing: 25 hours
- (I) professional ethics: 22 hours
- (J) barbershop management: 22 hours
- (K) hair weaving and hairpieces: 17 hours
- (L) Processing: 15 hours
- (M) Clipping: 15 hours
- (N) beards and mustaches: 15 hours
- (O) Shaping: 15 hours
- (P) Dressing: 15 hours
- (Q) Curling: 15 hours
- (R) first aid and safety precautions: 11 hours
- (S) scientific fundamentals of barbering: 10 hours
- (T) barber implements: 10 hours
- (U) haircutting or the process of cutting, tapering, trimming, processing, and molding and scalp, hair treatments, and tonics: 10 hours
- (V) Massage and facial treatments: 10 hours
- (W) Arranging: 10 hours
- (X) Beautifying: 10 hours
- (Y) Singeing: 7 hours
- (Z) Manicuring: 8 hours

The curriculum for the class A barber certificate in a public secondary program for high school students consists of 1,000 hours of instruction in barber courses and 500 hours of related high school courses prescribed by the commission in a vocational barber program in a public school to be completed in a course of not less than six months, with the 1,000 hours as follows:

Public Secondary Class a Barber Curriculum for High School Students

(1) Theory, consisting of the study of:

(A) anatomy, physiology, and histology, consisting of the study of 50 hours:

(i) Hair

(ii) Skin

(iii) Muscles

(iv) Nerves

(v) Cells

(vi) Circulatory system

(vii) Digestion

(viii) Bones

(B) Texas barber law and rules: 25 hours

(C) bacteriology, sterilization, and sanitation: 30 hours

(D) disorders of the skin, scalp, and hair: 5 hours

(E) salesmanship: 1 hour

(F) barbershop management: 1 hour

(G) chemistry: 1 hour

(H) Shaving: 1 hour

(I) scalp, hair treatments and skin: 1 hour

(J) sanitary professional techniques: 1 hour

(K) professional ethics: 1 hour

(L) scientific fundamentals of barbering: 1 hour

(M) cosmetic preparations: 1 hour

(N) shampooing and rinsing: 1 hour

(O) cutting and processing curly and over-curly hair: 1 hour

(P) haircutting, male and female: 1 hour

- (Q) theory of scalp, face and neck massage: 1 hour
- (R) hygiene and good grooming: 1 hour
- (S) barber implements: 1 hour
- (T) honing and stropping: 1 hour
- (U) mustaches and beards: 1 hour
- (V) facial treatments: 1 hour
- (W) electricity and light therapy: 1 hour
- (X) history of barbering: 1 hour
- (2) instruction in practical work, consisting of the study of:
 - (A) dressing the hair, consisting of: 500 hours:
 - (i) men's haircutting
 - (ii) children's haircutting
 - (iii) women's haircutting
 - (iv) cutting and processing curly and over-curly hair
 - (v) razor cutting
 - (B) shaving: 80 hours
 - (C) styling: 50 hours
 - (D) shampooing and rinsing: 30 hours
 - (E) Hair bleaching and dyeing: 20 hours
 - (F) waving hair: 25 hours
 - (G) straightening: 25 hours
 - (H) cleansing: 20 hours
 - (I) professional ethics: 20 hours
 - (J) Hair weaving and hairpieces: 5 hours
 - (K) processing: 5 hours
 - (L) Clipping: 5 hours
 - (M) beards and mustaches: 6 hours
 - (N) shaping: 5 hours
 - (O) dressing: 5 hours
 - (P) curling: 5 hours

- (Q) first aid and safety precautions: 5 hours
- (R) scientific fundamentals of barbering: 5 hours
- (S) barber implements: 5 hours
- (T) haircutting or the process of cutting, tapering, trimming, processing, and molding and scalp, hair treatments, and tonics: 10 hours
- (U) massage and facial treatments: 10 hours
- (V) arranging: 10 hours
- (W) beautifying: 10 hours
- (X) singeing: 1 hours
- (Y) manicuring: 8 hours

The curriculum for the 750 hour barber instructor license must be completed in a course of not less than 20 weeks as follows:

Barber Instructor-750 Hour Curriculum

- (1) instruction in theory, consisting of 175 hours:
 - (A) lesson planning: 15 hours
 - (B) personality and professional conduct: 15 hours
 - (C) development of a barber course: 15 hours
 - (D) student learning principles: 10 hours
 - (E) principles of teaching: 35 hours
 - (F) basic teaching methods: 35 hours
 - (G) teaching aids: 10 hours
 - (H) Testing: 10 hours
 - (I) Self evaluation: 10 hours
 - (J) teaching adults: 10 hours
 - (K) classroom problems: 5 hours
 - (L) classroom management: 5 hours
- (2) instruction in practical work, consisting of 575 hours:
 - (A) assisting with students: 350 hours
 - (B) theory class (assisting teacher, observing, teaching): 150 hours

(C) learning office procedures and state laws: 50 hours

(D) grading test papers (assisting teacher, observing, grading): 25 hours

The curriculum for the barber instructor license with one year experience consists of 500 hours to be completed in a course of not less than 13 weeks as follows:

Barber Instructor - 500 Hour With 1 Year Experience Curriculum

(1) instruction in theory, consisting of 125 hours:

(A) lesson planning: 15 hours

(B) personality and professional conduct: 15 hours

(C) development of a barber course: 15 hours

(D) student learning principles: 10 hours

(E) principles of teaching: 10 hours

(F) basic teaching methods: 10 hours

(G) teaching aids: 10 hours

(H) testing: 10 hours

(I) self evaluation: 10 hours

(J) teaching adults: 10 hours

(K) classroom problems: 5 hours

(L) classroom management: 5 hours

(2) Instruction in practical work, consisting of 375 hours:

(A) assisting with students: 250 hours

(B) theory class (assisting teacher, observing, teaching): 50 hours

(C) learning office procedures and state laws: 50 hours

(D) grading test papers (assisting teacher, observing, grading): 25 hours

The curriculum for the barber technician/manicurist license consists of 900 hours; to be completed in a course of not less than 24 weeks, as follows:

Barber Technician/Manicurist Curriculum

THEORY

- (A) Bacteriology, sterilization, and sanitation hygiene (M/T): 37 hours
- (B) Manicuring, equipment, and procedures (M): 4 hours
- (C) The nail and disorders (M): 4 hours
- (D) Texas barber law and rules (M/T): 8 hours
- (E) Anatomy and physiology (M): 4 hours
- (F) Skin (M): 4 hours
- (G) Professional ethics (M/T): 7 hours
- (H) Advanced nail techniques (M): 3 hours
- (I) Common disorders of the skin; facial treatments (T): 4 hours
- (J) Shampooing, equipment, and procedures (T): 4 hours
- (K) Cosmetic applications and massage (T): 2 hours
- (L) Good grooming; preparing patron and making appointments (T): 3 hours
- (M) Theory of massage, and structure of head, neck, and face (T): 2 hours
- (N) Rinsing, types and procedures (T): 2 hours
- (O) Scalp and hair treatments (T): 2 hours

PRACTICAL

- (A) Shaping nails (M): 96 hours
- (B) Applying polish (M): 74 hours
- (C) Trimming cuticle and buffing nails (M): 59 hours
- (D) Hand and arm massage (M): 57 hours
- (E) Removal of polish (M): 57 hours
- (F) Application of artificial and gel nails (M): 44 hours
- (G) Applying cuticle remover and loosening: 40 hours
- (H) Preparation of manicure table (M): 40 hours
- (I) Softening cuticle (M): 37 hours
- (J) Bleaching under free edge (M): 18 hours
- (K) Cleaning under free edge (M): 18 hours
- (L) Applying cuticle oil or cream (M): 15 hours
- (M) Application of shampoo and shampooing (T): 45 hours
- (N) Application of rinses and removal (T): 35 hours

- (O) Makeup application (T): 33 hours
- (P) Facial manipulations (T): 20 hours
- (Q) Application of conditioner and rinsing (T): 20 hours
- (R) Scalp manipulations (T): 20 hours
- (S) Brushing and drying (T): 18 hours
- (T) Sanitation and sterilization (T): 15 hours
- (U) Draping and scalp examination (T): 11 hours
- (V) Application and removal of creams (T): 10 hours
- (W) Application and removal of packs (T): 8 hours
- (X) Set-up for facial (T): 8 hours
- (Y) Preparation of work area for shampooing (T): 7 hours
- (Z) Patron protection (T): 5 hours

The curriculum for the manicurist license consists of 600 hours, to be completed in a course of not less than 16 weeks, as follows:

Manicurist Curriculum

- (1) instruction in theory, consisting of 45 hours:
 - (A) bacteriology, sterilization, and sanitation: 16 hours
 - (B) manicuring, equipment, and procedures: 4 hours
 - (C) the nail and disorders: 4 hours
 - (D) Texas barber law and rules: 4 hours
 - (E) anatomy and physiology: 4 hours
 - (F) skin: 4 hours
 - (G) professional ethics: 3 hours
 - (H) hygiene and good grooming: 3 hours
 - (I) advanced nail techniques: 3 hours
- (2) instruction in practical work, consisting of 555 hours:
 - (A) shaping nails: 96 hours
 - (B) applying polish: 74 hours
 - (C) trimming cuticle and buffing nails: 59 hours

- (D) hand and arm massage: 57 hours
- (E) removal of polish: 57 hours
- (F) application of artificial and gel nails: 44 hours
- (G) applying cuticle remover and loosening: 40 hours
- (H) preparation of manicure table: 40 hours
- (I) softening cuticle: 37 hours
- (J) Bleaching under free edge: 18 hours
- (K) cleaning under free edge: 18 hours
- (L) applying cuticle oil or cream: 15 hours

The curriculum for the barber technician/hair weaving license consists of 600 hours to be completed in a course of not less than 16 weeks, as follows:

Barber Technician/Hair Weaving Curriculum

THEORY

- (A) Hygiene, bacteriology, sterilization, and sanitation (T/H): 28 hours
- (B) Common disorders of the skin; facial treatments and theory of massage (T): 4 hours
- (C) Shampooing, equipment, and procedures (T/H): 4 hours
- (D) Texas barber law and rules (T/H): 4 hours
- (E) Cosmetic applications and massage: 3 hours
- (F) Professional ethics (T): 3 hours
- (G) Good grooming; preparing patron and making appointments (T/H): 5 hours
- (H) Anatomy and physiology-scalp: theory of head, neck, and face. Bones, major muscles, major nerves and functions, skin structures, appendages, conditions and lesions, structure, hair regularities, hair and scalp diseases (T/H): 30 hours
- (I) Composition of hair or fiber used (H): 2 hours
- (J) Rinsing, types and procedures (T/H): 2 hours
- (K) Chemistry of compounds, and mixtures, composition and uses of cosmetics in hair weaving and facial treatments (T/H): 2 hours
- (L) Scalp and hair treatments (T/H): 2 hours

PRACTICAL

(A) Definitions, importance, sanitary rules and laws, sterilization methods of unused hair and fiber droppings Basic hair weaving, repair on hair weaving, removal of weft, sizing and finishing: 150 hours

(B) Professional practices: vocabulary, ethics, salon procedures, hygiene, grooming, professional attitudes, salesmanship, public relations including purpose, effect, equipment, implements, supplies, and preparation (T/H): 40 hours

(C) Application of shampoo and shampooing (T/H): 45 hours

(D) Application of rinses and removal (T): 35 hours

(E) Makeup application (T): 33 hours

(F) Facial manipulations (T): 20 hours

(G) Application of conditioner and rinsing (T/H): 20 hours

(H) Shampooing client, weft and extensions (H): 50 hours

(I) Scalp manipulations (T/H): 20 hours

(J) Brushing and drying (T/H): 18 hours

(K) Draping and scalp examination (T/H): 11 hours

(L) Application and removal of creams (T): 10 hours

(M) Application and removal of packs (T): 8 hours

(N) Set-up for facial (T): 8 hours

(O) Preparation of work area for shampooing (T/H): 7 hours

(P) Safety measures: client protection (T/H): 28 hours

(Q) Chemistry in hair weaving Elements, compounds, and mixtures, composition and uses of cosmetics in hair weaving (H): 8 hours

The curriculum for the barber technician license consists of 300 hours, to be completed in a course of not less than 8 weeks, as follows:

Barber Technician Curriculum

(1) instruction in theory, consisting of 45 hours:

(A) hygiene, bacteriology, sterilization, and sanitation: 18 hours

(B) common disorders of the skin; facial treatments: 4 hours

- (C) shampooing, equipment, and procedures: 4 hours
- (D) Texas barber law and rules: 4 hours
- (E) cosmetic applications and massage: 3 hours
- (F) professional ethics: 3 hours
- (G) good grooming; preparing patron and making appointments: 3 hours
- (H) theory of massage, and structure of head, neck, and face: 2 hours
- (I) rinsing, types and procedures: 2 hours
- (J) scalp and hair treatments: 2 hours
- (2) instruction in practical work, consisting of 255 hours:
 - (A) application of shampoo and shampooing: 45 hours
 - (B) application of rinses and removal: 35 hours
 - (C) makeup application: 33 hours
 - (D) facial manipulations: 20 hours
 - (E) application of conditioner and rinsing: 20 hours
 - (F) scalp manipulations: 20 hours
 - (G) brushing and drying: 18 hours
 - (H) sanitation and sterilization: 15 hours
 - (I) draping and scalp examination: 11 hours
 - (J) application and removal of creams: 10 hours
 - (K) application and removal of packs: 8 hours
 - (L) set-up for facial: 8 hours
 - (M) preparation of work area for shampooing: 7 hours
 - (N) patron protection: 5 hours

The curriculum for the hair weaving specialty certificate of registration consists of 300 hours as follows:

Hair Weaving Curriculum

- (1) Hair weaving: 150 hours

Basic hair weaving, repair on hair weaving, removal of weft, sizing and finishing

(2) Shampooing client, weft and extensions: 50 hours

Basic shampooing, basic conditioners, semi-permanent and weakly rinses, basic hair drying, draping

(3) Professional practices: 40 hours

Hair weaving as a profession, vocabulary, ethics, salon procedures, hygiene, grooming, professional attitudes, salesmanship, public relations, hair weaving/braiding skills, including purpose, effect, equipment, implements, supplies, and preparation

(4) Anatomy and physiology-scalp: 30 hours

Major bones and functions, major muscles and functions, major nerves and functions, skin structures, functions, appendages, conditions and lesions, hair or fiber used, structure, composition, hair regularities, hair and scalp diseases

(5) Chemistry in hair weaving: 10 hours

Elements, compounds, and mixtures, composition and uses of cosmetics in hair weaving

(6) Sanitation and safety measures: 10 hours

Definitions, importance, sanitary rules and laws, sterilization methods of unused hair and fiber droppings

(7) Safety measures: client protection: 10 hours

The curriculum for the hair braiding specialty certificate of registration consists of 35 hours as follows:

Hair Braiding Curriculum

(1) Hair Braiding – Technical Skills: 11 hours

(A) tools and equipment: types of combs, yarn, thread

(B) types and patterns of braids: twists, knots, multiple strands, corn rows, hair locking

(C) artificial hair and materials for extensions

(D) trimming of artificial hair only as applicable to the braiding process

(E) braid removal and scalp care

(F) client education: maintenance

(2) Health and Safety/Law and Rules: 16 hours

- (A) Texas health and safety law and rules
- (B) bacteriology: sanitation, and disinfection
- (C) viruses, diseases, disorders: transmission, control, recognition
- (D) Texas license requirements – individuals and salons
- (E) Texas professional responsibility requirements – individuals and salons
- (F) Texas Occupations Code, Chapters 1601 and 1603 (laws)
- (G) 16 Texas Administrative Code, Chapter 82 (rules)
- (3) Hair Analysis and Scalp Care: 8 hours
 - (A) hair and scalp disorders and diseases: dandruff, alopecia, fungal infections, infestations, infections
 - (B) hair structure, composition, texture
 - (C) hair growth patterns, styles, textures
 - (D) effect of physical treatments on the hair

The curriculum for the class A barber certificate while holding a cosmetology operator license consists of 300 hours, to be completed in a course of not less than 9 weeks, as follows:

Cosmetology Operator to Class A Barber Curriculum

- (1) Instruction in theory, consisting of 25 Hours:
 - (A) History of Barbering: 1 hour
 - (B) Barber Laws and Rules Review: 1 hour
 - (C) Implements, Honing, and Stropping: 5 hours
 - (D) Shaving: 5 hour
 - (E) Men’s Haircutting and tapering: 5 hours
 - (F) Beard and Mustache Trimming and Design: 1 hour
 - (G) Hair color Review: 1 hour
 - (H) Permanent Waving and Relaxing Review: 1 hour
 - (I) Manicuring and Nail Care Review: 1 hour
 - (J) Facial Treatments and Skin Care Review: 1 hour
 - (K) Anatomy and Physiology Review: 1 hour

- (L) Blow-dry Styling Review: 1 hour
- (M) Shampooing and Conditioning Review: 1 hour
- (2) Instruction in practical work, consisting of 275 Hours:
 - (A) Men's Haircutting and tapering: 165 hours
 - (B) Shaving, Mustache and Beard Trimming: 85 hours
 - (C) Hair coloring: 5 hours
 - (D) Permanent Waving and Relaxing: 5 hours
 - (E) Facial Treatments: 5 hours
 - (F) Shampooing and Conditioning and Blow-dry Styling: 5 hours
 - (G) Manicuring: 5 hours

The curriculum for the hair braiding specialty instructor license consists of 50 hours as follows:

Hair Braiding Specialty Instructor- 50 Hour Curriculum

Instruction in Theory, consisting of 50 hours:

- (A) Lesson planning: 5 hours
- (B) Student learning principles: 10 hours
- (C) Principles of teaching: 10 hours
- (D) Basic teaching methods: 15 hours
- (E) Teaching adults: 5 hours
- (F) Classroom management: 5 hours

(n) Field Trips

(1) Barber related field trips are permitted under the following conditions for students enrolled in the following courses and the guidelines under this subsection must be strictly followed.

(2) A student may obtain the following field trip curriculum hours:

- (A) a maximum of 75 hours out of the 1,500 hour Class A Barber course;
- (B) a maximum of 50 hours out of the 1,000 hour class A Barber course;
- (C) a maximum of 30 hours for the Manicure course;
- (D) a maximum of 20 hours for the Barber Technician course;
- (E) a maximum of 45 hours for the Barber Technician/Manicurist course;
- (F) a maximum of 30 hours for the Barber Technician/Hair Weaving course;
- (G) a maximum of 20 hours for the Hair Weaving course;
- (H) a maximum of 35 hours for the 750 hour Instructor course;
- (I) a maximum of 25 hours for the 500 hour Instructor course; and

- (J) a maximum of 15 hours for the Cosmetology Operator to Class A Barber course.
- (3) Students must be under the supervision of a licensed instructor from the school where the student is enrolled at all times during the field trip. The instructor-student ratio required in a school is required on a field trip.
- (4) Complete documentation is required, including student names, instructor names, activity, location, date, and duration of the activity.
- (5) No credit may be earned for travel.

WEEKLY SCHEDULE OUTLINE DAY CLASSES

Tuesday	8:45 a.m. - 10:00 a.m. 10:00 a.m. - 3:30 p.m.	Theory Class Senior & Junior students are assigned to practical instruction & training. Freshman students are assigned to basic instruction.
Wednesday:		Same as Tuesday.
Thursday:		Same as Tuesday.
Friday:		Same as Tuesday.
Saturday:	8:00 a.m. - 6:00 p.m.	Clinic Day, all day. Lunch Break: 30 minutes.

EVENING CLASSES

Tuesday	12:45 p m - 2:00 p m 2:00 p m - 6:30 p.m.	Theory Class Senior & Junior students are assigned to practical Instruction & training. Freshman students are Assigned to basic instruction.
Wednesday:		Same as Tuesday
Thursday:		Same as Tuesday
Friday:		Same as Tuesday
Saturday:		Same as Day Schedule

APPLICATION & FEE'S

The application shall be made on a form prescribed by the TDLR and accompanied by a \$35 permit fee in the form of a money order or a bank draft made payable to the TDLR. The application and fee must be mailed by the Institution on the class start date. Students transferring from one location to another are required to pay \$100 registration fee on the class start date. (This permit is required before you can do a service on a client)

COURSE COST

Course	Hours	Down Payment	Registration Fee	Equipment	Books	Tuition	Total Cost
Class A Barber	1500	\$1000.00	\$100.00	\$1177.00	\$324.75	\$9950.00	\$11586.75
State Fee			\$ 35.00				\$11586.75
Barber/Instructor	750	\$1000.00	\$100.00	\$1177.00	\$324.75	\$5000.00	\$ 6601.75
State Fee			\$ 35.00				\$ 6636.75
Barber/Instructor	500	\$1000.00	\$100.00	\$1177.00	\$324.75	\$4900.00	\$ 6501.75
State Fee			\$ 35.00				\$ 6536.75
Manicure	600	\$1000.00	\$100.00	\$270.63	\$324.75	\$3900.00	\$ 4595.38
State Fee			\$ 35.00				\$ 4630.38
Barber Technician/ Manicure	900	\$1000.00	\$100.00	\$541.25	\$433.00	\$6000.00	\$ 7074.25
State Fee			\$ 35.00				\$ 7109.25
Barber Technician	300	\$ 500.00	\$100.00		\$324.75	\$3000.00	\$ 3424.75
State Fee			\$ 35.00				\$ 3459.75
Cosmetology/ Class A Barber	300	\$1500.00	\$100.00	\$1177.00	\$300.00	\$2100.00	\$ 3677.00
State Fee			\$35.00				\$ 3712.00
Weaving/ BarberTech	600	\$1000.00	\$100.00	\$1177.00	\$324.75.	\$4000.00	\$ 5601.75
State Fee			\$ 35.00				\$ 5636.75
Hair Weaving	300	\$1000.00	\$100.00	\$1177.00	\$324.25	\$4000.00	\$ 5601.25
			\$ 35.00				\$ 5636.25
Hair Braiding	35	\$ 585.00	\$ 0.00				\$ 585.00
Braiding/Instructor	50	\$3000.00	\$100.00	\$1177.00	\$324.75	\$3000.00	\$ 4601.75

Prices are subject to change without notice, please inquire in the office.

REGISTRATION FEE

A registration enrollment/re-enrollment fee of \$100.00 will be required of all students entering *DB&SC*. This fee is to defer the costs of paper work and the time required for the enrollment process, as well as to maintain sufficient administrative capabilities.

METHOD OF PAYMENT

ALL TUITION, REGISTRATION, KIT, AND /BOOK FEES ARE DUE AND PAYABLE ON THE FIRST DAY OF ATTENDANCE AT DALLAS BARBER & STYLING COLLEGE.

(Payment Plans may be arranged through the School's Financial Aid Program)

MEMBERS OF Dallas Barber & Stylist College

FACULTY & FULL TIME INSTRUCTORS

Sylvester Iwotor	B.S in Business Administration from Wiley College Marshall, Texas Barbers License from Texas Barber College Dallas, Texas Barbers Teachers License Academy of Barbers Dallas, Texas 10 years as a Barber Stylist 10 years as a Barber Teacher
Dolores Iwotor	B.A. in English from University of Lagos Lagos, Nigeria Cosmetology Operators License Cosmetology Career Center Dallas, Texas 6 years as a Cosmetology Operator Barbers License Dallas Barber & Stylist College 10 years as a Barber Instructor
Gale Parker	Barber License

Texas Barber College
Dallas, Texas
2 years as a Barber Stylist
1 year as a Barber Instructor

BARBERING PROVIDES OPPORTUNITY

Class A Course (Barber)	Related Jobs in Educational Field
Hair Stylist	Private Beauty Schools
Teacher of Barbering	Instructor of Barbering
Make-Up Artist	Supervisor or Dean
Permanent Wave	Technician Director
Manicurist	School Owner
Shop Manager / Supervisor	
Shop Owner	
Hair Coloring Technician	
Outside of Barber Schools	
State Board Inspector	Education Director for Manufacturer
State Board Member	Teacher - Trainer
Guest Artist - (Hairstyling, Hair Coloring, Make-up, etc.)	

COURSE OBJECTIVES CLASS A BARBER COURSE

To prepare each student not only to pass the state exam for licensure, but to adequately train them for the competition in the market place. Our graduates have an enviable record of successful employment in our area's finest shop/salons, and a number of them have gone up to become successful shop/salon owners.

BARBER TEACHER

To prepare each student teacher to prepare and present lesson plans, stay focused on the lesson he/she is presenting, maintain discipline in the classroom, and, to pass TDLR requirements to teach other students

SCHOOL GRADING SYSTEM

Test and Grades:

... can help you become a better student and a better hair designer. Throughout your training, you will take written and practical tests. These tests are designed to sum up the unit of learning you've just completed. A low grade, even a failing mark, doesn't mean you should give up. It tells you that you need to review the last few lessons. Your instructors can help. Go over the test with them and make sure you understand the ideas and techniques covered. You are also tested on barber laws, customer safety precautions, and TDLR Board.

Mock State Board Exams will be given at each level of progression, exactly as required by State Board. The tests will help you to prepare for the State Board Test and spotlight essentials of good shop/salon practices.

SCHOOL GRADING SYSTEM

A - Represents a numerical grade of	96 -100	(Superior)
B - Represents a numerical grade of	86 – 95	(Above average)
C - Represents a numerical grade of	76 - 85	(Average)
D - Represents a numerical grade of	70 – 75	(Passing)
F - Represents a numerical grade of	00 - 69	(Failing)
I - Represents Incomplete		

TRANSCRIPTS

A copy of grades are kept with the student’s record. Any student requiring a transcript of his/her grades must request a transcript from the school registrar in writing.

PROGRESS RECORDS

Grades from weekly theory tests and Mock State Board exams will be given to the registrar for record keeping and to the student within one week of completing the written exam. Grades for practical exams will be given to the student at the completion of the exam and to the registrar within one week of completing the practical exam for record keeping.

PROBATION PERIOD

A probationary period of one month will be granted when a student does not attain a grade of 70. During that time he/she will be expected to raise his/her grade. One additional month may be given if approved by the school director. Failure to raise the grade to passing will result in reporting of unsatisfactory progress to VA. Students on financial aid must consult their financial aid officer. A Satisfactory Progress Statement will be given to the student explaining the policies regarding probation, appeal, termination, etc.

STANDARDS OF *Dallas Barber & Stylist College*

The school is licensed to operate under the rigid regulations of the TDLR which requires:

1. Adequate floor space in modern, sanitary buildings to accommodate our maximum enrollment.
2. One licensed instructor for every 25 students, 2 licensed instructors for 25-50 students.
3. Adequate preliminary training to all students before allowing them to serve the public.
4. Rigid standards of sterilization, which are checked and controlled by the Board of Barbers.
5. Comprehensive curriculum and training programs to prepare a student to pass practical and written tests administered by TDLR.
6. Theoretical and practical experience in every phrase of beauty culture for a prescribed number of hours.

PROFESSIONAL STATUS

Accept: Department of Rehabilitative Services

Licensed by: Texas Department of Licensing and Regulation
Post Office Box 12884
Austin, TX 78711-2157
(512) 463-6599

Accredited by: Council on Occupational Education
41 Perimeter Center East, NE; Ste. 640
Atlanta, GA 30346 (770) 396-3898

Member: Texas Barber Association.

LEGAL HOLIDAYS

New Year's Day

CLASS SCHEDULE

Classes start the first Tuesday of the week all through the year

STATE EXAMINATION

After completion of training, students are required to take the state examination given by the PSI Exams. The examination is held each month; it consists of a test of practical skills and a written test on the theory of barbering. Students will be given mock state board examinations by *DB&SC* at different phases of training so they will be comfortable and familiar with the process.

PREVIOUS CREDIT EVALUATION

The school maintains a written record of the previous education and training of each student. The record indicates that appropriate credit has been given. The student and any other appropriate agency will be notified of this evaluation.

ATTENDANCE POLICIES AND REGULATIONS

Records are maintained which show the attendance of a student. These records indicate the student's presence, absence, or tardiness for each scheduled class period. These records are maintained in such a manner as to make the student's attendance readily available to anyone authorized to inspect such records.

TRANSFER STUDENT

Each transfer student is considered on an individual basis and skill; some hours may not be transferrable. Those accepted for admittance, will be credited for previous training in accordance with the regulations of the *DB&SC*.

Credit will be given for any legally acquired hours of previous training, as certified by TDLR. A transfer student's tuition is based on the total number of hours he/she needs to complete the Barber Course offered by *DB&SC*.

TRANSFER STUDENT WITHIN THE INSTITUTION

Students are not allowed to transfer hours between programs within the institution.

STUDENT RESPONSIBILITIES

1. Student must complete all application forms accurately and submit them on time to the registrar.
2. You must provide correct information
3. You must provide all additional documentation, and/or other information requested.
4. You are responsible for reading and understanding all forms that you are asked to sign and for retaining your copies.
5. You must accept responsibility for all agreements that you sign.
6. Students must be enrolled at the institution on at least a half time basis and working toward a certificate or diploma.
7. You are responsible for reporting name and address change directly to the registrar.

STUDENT CONDUCT

Any action by a student which interferes with normal classroom activity or clinic operation will be cause for dismissal. A student who is dismissed for misconduct will be furnished a written statement which outlines the reason(s) for such action. A student who is dismissed for misconduct will not be permitted to re-enroll.

DRUG POLICY

DALLAS BARBER & STYLIST COLLEGE IS A DRUG FREE WORK PLACE. OUR DRUG ABUSE PREVENTION PROGRAM PROVIDES INFORMATION CONCERNING THE RISK INVOLVED WITH DRUG ABUSE, THE SCHOOL'S POLICY ON DRUG ABUSE, AND THE LOCATIONS WHERE STUDENTS CAN GET COUNSELING AND TREATMENT FOR DRUG ABUSE. A COPY OF OUR DRUG ABUSE PREVENTION PROGRAM IS DISTRIBUTES TO EVERY STUDENT AND EMPLOYEE.

IN KEEPING WITH ALL LOCAL AND STATE LAWS, OUR SCHOOL PROHIBITS THE POSSESSION, USE OR DISTRIBUTION OF DRUGS AND ALCOHOL BY STUDENTS OR EMPLOYEES WHILE ON SCHOOL PROPERTY OR WHEN INVOLVED IN ANY SCHOOL SPONSORED ACTIVITY. ANY STUDENT OR EMPLOYEE WHO IS OR HAS BEEN CONSUMING ALCOHOL OR DRUGS ON SCHOOL PROPERTY WILL BE CONSIDERED THE SAME AS THOUGH THEY CAME TO THE SCHOOL PROPERTY UNDER THE INFLUENCE OF ALCOHOL OR DRUGS.

WARNING

IF YOU ARE CAUGHT WITH ALCOHOL OR DRUGS IN YOUR POSSESSION, OR YOU ARE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS YOU WILL BE TERMINATED FROM SCHOOL.

ACCESSIBILITY OF FACILITIES BY HANDICAPPED STUDENTS

DB&SC widened doorways, which makes the school and classroom accessible to people in

wheelchairs.

Those students with handicaps wishing to pursue training in the field of barbering will be evaluated on an individual basis to determine if:

1. They can benefit from the training offered by the school.
2. The instructional and physical facilities are accessible to that potential student.

PLACEMENT ASSISTANCE

DB&SC offers placement assistance to all of its graduates. We cannot guarantee employment for all graduates. No school can guarantee employment for its graduates, but *DB&SC* will assist its graduates in obtaining employment in the barbering profession. In most instances our graduates are successfully employed. As long as our graduates seek employment in the barbering profession, we will assist them.

We welcome inquiries about our schools.
DALLAS BARBER & STYLIST COLLEGE

CODE OF ETHICS

As a member in good standing, we endorse the following Code of Ethics by the National Association of Proprietary Schools (NAPS) Board of Directors.

THIS SCHOOL has as its principal objective, the training of qualified Barbers to render the best possible service to patrons.

THIS SCHOOL observes all rules and regulations issued by the State Boards of Barbers and Health Departments.

THIS SCHOOL encourages its instructors to keep abreast of the latest teaching methods in barbering in the way of reading educational books and attending teacher's refresher of advance courses, workshops, and trade shows.

THIS SCHOOL takes part in education conferences and regional meeting in order to advance the Barber industry.

THIS SCHOOL makes use of acceptable teaching techniques and training aids (such as textbooks, workbooks, films, film strips, and other audio-visual aids) in order to provide the best possible training for its students.

THIS SCHOOL maintains honest and fair relationships with its staff, students, patrons, State Board, and other schools.

THIS SCHOOL purchases only high grade standard equipment, cosmetics, and supplies to be used for the instruction of its students.

THIS SCHOOL advertises truthfully, and makes honest representations to its students.

THIS SCHOOL refrains from any criticism which reflects unfavorably on other schools and the barber profession.

Upon the successful completion of course, student may register for any employment assistance and school will use its best efforts to successfully place student. However, student is advised that the law prohibits any school, college, etc. from guaranteeing placement as an inducement to enter said school.

Through our scientific approach at *DB&SC*; the newest tools and techniques of personalized

teaching is utilized by our staff. Trained, qualified, and certified instructors are combined with audio-visual aids to give our students the best education available.

It is reputation that brings students from all over to enter our school. We are proud to say that an education from *DB&SC* offers one the most exciting and complete education in the field of barbering and hair design.

Worldwide information on cuts, styles, perms and fashions are always kept current at *DB&SC*. We offer a short-term education for a lifetime career.

We at *DB&SC* are honored and very proud of these qualifications.

We shall always strive to give our students the very best.

GRIEVANCE POLICY

Staff, Faculty, or Students are to follow the CHAIN OF COMMAND shown on the organizational chart.

Any student, who believes that he/she has a grievance, should go to their immediate supervisor, discuss the problem and try to work out a solution.

If a remedy cannot be provided, the person with the grievance should request an audience with the next higher supervisor in the chain of command.

Persons who wish to complain or question a policy, procedure or rule, should speak to the director. If the remedy cannot be resolved at that point the student may submit a written statement describing the issue or complaint to the Chief Administrative Officer/ President of Dallas Barber Stylist College. The CAO/ President will review the statement, may meet with the person and, will respond within ten working days.

Any person who believes that he/she has a grievance with the institution with regards to the implementation of the polices, procedure or rules, has followed the chain of command, and is still not satisfied with the outcome, shall have the right to have such grievance heard before the Governing Board. The decision of the Governing Board is final. However, if the person still believes that his/her grievance has not been adequately satisfied, then the person may file a written complaint with the TDLR or the Institution's accrediting body, the Council on Occupational Education. Such complaint must be submitted in writing to the Council. The accrediting Commission can be contacted at:

Council on Occupational Education
41 Perimeter Center East, N.E. Suite 640
Atlanta, Georgia 30346
Telephone 770-390-3898

The institution also realize that certain issues from time to time may occur, however, we sincerely hope that all grievances and disputes with its personnel and students can be settled in an amicable manner. However, it also realizes that certain issues may from time to time occur.

Texas Department of Licensing and Regulation

Post Office Box 12884
Austin, Texas 78711-2157
Telephone 512-463-6599

SEXUAL HARASSMENT

The Dallas Barber & Stylist College has strong policies that ensure that no school employee, student or guest of the school engages in any improper conduct. All employees of the school will endeavor to prevent students from sexually harassing other students, school employees, clients or guests. A student's failure to comply with these policies will result in dismissal, termination, and/or prosecution.

SATISFACTORY ACADEMIC PROGRESS POLICY

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). Satisfactory progress will be measured as follows:

1. At midpoint of first academic year (After completion of 450 clock hours),
2. At the end of the first academic year (After completion of 900 clock hours),
3. At midpoint of second academic year (After completion of 1200 clock hours).

Required Grade Averages

You must achieve a 70% grade average throughout the entire program.

Program: Registered Barber Program Length: 1500 clock hours, 50 weeks, 30 hours/week

Maximum Time Frame: One and one-half times the length of the course (75 weeks)

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

Required Grade Averages:

You must achieve a 70% grade average throughout the entire program.

Program: Barber Instructor Program Length: 750 clock hours, 25 weeks, 30 hours/week

Maximum Time Frame: One and one-half times the length of the course (25 weeks)

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, 20 weeks, at the following rate:

After this number of weeks	12.5	12.5	25
You must have completed at least this number of clock hours	375	375	750

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:

1. 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 probation at the end of the evaluation period. See PROBATION below.
2. If you wish to change programs, you must get approval from the DBSC Director. The Director will determine the amount of credit that will be given for the previous work 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.
3. If you receive a failing grade for a subject you will not receive credit for that subject, you must repeat the subject in full, and you will be ineligible for financial aid. You may repeat a subject only with approval from the DBSC Director.
4. 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 you may repeat a subject only with approval from the DBSC Director.

5. 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 you will be ineligible for financial aid until the remedial work is completed.

6. You will be given a “W” if you withdraw before the end of a particular unit. Refund calculations will be performed according to the stated refund policies. And “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 PROBATION section.

PROBATION

In the event that you fail to meet any of the above criteria in a particular evaluation period, you will be placed on probation for the next evaluation period. While you are in this category, you may be eligible to receive financial aid for the upcoming evaluation period, but you must meet the stated minimum grade requirement and complete enough work/clock hours to meet the cumulative amount of work/clock hours for that evaluation period as defined on the clock hour completion chart. The second time that you fail to meet one or more of the requirements, you will no longer be making satisfactory progress and you will be ineligible for financial aid for the following evaluation period.

APPEALS PROCEDURES

If you are determined to be ineligible for financial aid because SAP requirements were not met, you may appeal this decision to the Director of Financial Aid by indicating in writing the reasons why the minimum academic/attendance requirements were not met, and why aid should not be terminated.

The Director of Financial Aid will review the appeal and determine whether the suspension from aid is justified. You will be advised, in writing, of the decision.

To re-establish satisfactory progress once you have been terminated from aid, the SAP requirements must be improved to meet the designated standards.

REINSTATEMENT

If your disqualification has been successfully appealed, you will be reinstated into financial aid eligibility status.

STUDENT'S SIGNATURE

DATE

POLICY FOR GRANTING A LEAVE OF ABSENCE

- The request for a leave of absence must be in writing, and must clearly specify the reason for submitting the request. In order for the request to be approved, there must be a reasonable expectation that you will return from the leave of absence to continue your education.
- You may request multiple leaves, but they are not to exceed 180 days within a 12-month period,
- No additional institutional charges are generated during the leave, and
- Upon student's return, student is allowed to complete coursework started prior to the leave.
- DBSC does not participate in the loan programs, but if you previously had a loan that is now in deferral status, the failure to return from the leave of absence may affect your loan repayment terms, including the expiration of your grace period.

Unless you do not return, an approved leave of absence is not a withdrawal, and you do retain in-school status. For a borrower (in deferral status) who does not return from an approved leave, the grace period starts retroactively to the date the leave began.

You may take a leave of absence for not more than a total of 180 days in any 12-month period, if you have an approved leave of absence. The 12-month period, begins on the first day of your first LOA. DBSC may allow one additional approved leave (not to exceed 30 days) for unforeseen circumstances. Additional subsequent leaves may be granted for jury duty, military reasons, or circumstances covered under the Family Medical Leave Act of 1993. Unforeseen circumstances may include:

1. Birth of a child and the need to care for the child,
2. Need to care your spouse, child, or parent, if the person has a serious health

- condition, or
3. If a serious health condition makes you unable to function as a student.

To qualify for an approved leave of absence, you must submit in writing your request for leave. The leave of absence document must be completed, giving the reason for the request, the date the LOA is to begin, and the date the student is expected to return from the LOA. The LOA request form must be signed and dated by the student and DBSC's Director.

PROCEDURE TO ADMIT ABILITY TO BENEFIT STUDENTS

We use the Department of Education approved Wonderlic ATB Program, and the Wonderlic Basic Skills Test, which has a minimum ATB passing score of: Verbal – 200, Quantitative – 210.

Our procedure follows the guidelines of The Federal Compilation of Student Financial Aid Regulations (*34CFRsec668.147*).

This subpart sets forth the provisions under which a student who has neither a high school diploma nor its recognized equivalent may become eligible to receive Title IV program funds.

- (1) Achieving a passing score, specified by the Secretary of The Department of Education, on an independently administered test approved by the Secretary
- (2) An institution may use the results of an approved test to determine a student's eligibility to receive Title IV HEA program funds if the test was independently administered and properly administered.
- (3) The test administrator has to be certified by the test publisher.
- (4) The institution shall maintain a record for each student who took a test under this subpart
 - a. The test taken by the student
 - b. The date of the test
 - c. The student's scores as reported by the test publisher.

Once we determine that the student has neither a High School Diploma or its recognized equivalent, we will set up an appointment with the certified test administrator, to schedule, and administer the test.

If the certified administrator tells the student and staff that he/she passed the test. Funds still cannot be disbursed until positive documentation from the test publisher is received by the school.

The school is unable to enroll more than 50% of its annual student population count from the ATB compilation list.

If a student obtains a GED they can be subtracted from total count of ATB students.

All enrolled students has to follow the same guidelines and restrictions, they are treated and graded the same.

RIGHT TO KNOW ACT

The school security force is keeping the following information so that the statistics can be made available to all students beginning with 2011 fiscal year.

The following offenses were reported to the school security force or outside law enforcement agencies.

THERE WERE NO OFFENSES IN 2014

Criminal Offenses

Criminal Offenses – On campus	2012	2013	2014
a. Murder/Non-negligent manslaughter	0	0	0
b. Forcible sex offenses (including forcible rape)	0	0	0
c. Non-forcible sex offenses	0	0	0
d. Robbery	0	0	0
e. Aggravated assault	0	0	0
f. Burglary	0	0	0
g. Motor vehicle theft	0	0	0
h. Arson	0	0	0
i. Negligent manslaughter	0	0	0
Criminal Offenses – Non-campus			
a. Murder/Non-Negligent manslaughter	0	0	0
b. Forcible sex offenses (including forcible rape)	0	0	0
c. Non-forcible sex offenses	0	0	0
d. Robbery	0	0	0
e. Aggravated assault	0	0	0
f. Burglary	0	0	0
g. Motor vehicle theft	0	0	0
h. Arson	0	0	0
i. Negligent manslaughter	0	0	0
Criminal Offenses – Public Property			
a. Murder/Non-Negligent manslaughter	0	0	0
b. Forcible sex offenses (including forcible rape)	0	0	0
c. Non-forcible sex offenses	0	0	0
d. Robbery	0	0	0
e. Aggravated assault	0	0	0
f. Burglary	0	0	0
g. Motor vehicle theft	0	0	0
h. Arson	0	0	0
i. Negligent manslaughter	0	0	0