



CATALOG
Old Town Barber College

1211 E. Douglas Ave.
Wichita, Kansas 67211

Phone: 316.264.4891

<http://www.otbcollege.com>

This catalog is updated numerous times per year. The school reserves the right to change the contents of this catalog at any time.

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Dear Prospective Student,

Old Town Barber College, an acknowledged leader in the education of Barber Stylists, welcomes you and your desire in achieving your fullest potential in the hair care profession.

Old Town Barber College invites prospective students to visit our facilities. You will find our friendly administration and faculty pleased to give you a tour of our school and answer any question you may have concerning the dynamic hair styling industry. It is a pleasure to have you join us at Old Town Barber College.

Mission Statement & Educational Objectives

Old Town Barber College is successful only when the student has successfully 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 primary goal is to provide each enrolled student with a high – quality program in an environment conducive to acquiring real-world skills by adopting a straightforward, pragmatic methodology.

Our students are provided the opportunity to learn Barber Hair Styling. Old Town 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 beauty industry. Students are equipped to move into positions such as 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.

History of Old Town Barber College

Old Town Barber College opened in March of 1955 and is one of the oldest continually operating schools in the state of Kansas. The original school was called the Kansas School of Barbering.

Legal Status

Old Town Barber College is incorporated under the name of Kansas School of Barbering, Inc., a Kansas corporation.

Description of the School

Old Town Barber College has over 2,500 square feet of space with modern facilities and equipment. The school includes two classroom areas and a large customer service area. Old Town Barber College is wheelchair accessible. The current facilities are equipped to accommodate 48-50 total students. Intro Classes on average consist of 5-10 students.

APPROVALS AND ACCREDITATION

United States Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Kansas Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, Ks 66612

Accrediting Commission of Career School & Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
P: 703.247.4212
www.accsc.org

Kansas State Board of Barber Examiners
700 SW Jackson, Ste 1002
Topeka, Ks 66603

Vocational Rehabilitation Services
2601 South Oliver
Wichita, Ks 67202
316.337.7000

U.S. Department of Veterans Affairs
Wichita Regional Office
5500 East Kellogg
Wichita, Ks 67218

Accreditation

Old Town Barber College has been granted accreditation by the Accrediting Commissions of Career Schools and Colleges (ACCSC), an agency recognized by the United States Department of Education since 1965. In 1967, the commission received recognition from the U.S. Department of Education as a non-profit, independent accreditation agency which confirmed the commissions status as a reliable authority for the establishment of educational standards. A student or any member of the public may file a complaint about this institution with ACCSC.

2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
P: 703.247.4212
www.accsc.org

Admission Requirements

Old Town Barber College Admissions Office is located at 1211 E. Douglas Ave. Wichita, Kansas 67211. Regular hours are Monday through Friday 8:00am-5:00pm. Appointments can be made if you are unable to meet during regular hours.

A student is considered to be enrolled at OTBC once they sign their enrollment agreement. Prior to a student's enrollment (signing the enrollment agreement), the school will provide and encourage prospective students to review the school catalog along with performance disclosures. All of these materials are also posted on the institution's website at www.otbcollege.com. These documents will assist the student to make an educated selection of the programs of study offered by this institution. The institutional catalog and disclosures are updated annually by the dates on the cover page. The catalog is subject to change without notice.

Applicants are admitted as students once they have met the following criteria:

1. Reached their sixteenth birthday
2. Provides evidence that the prospect will benefit from the training offered
3. Prior to taking the State examination, a statement must be produced from a licensed physician documenting the absence of any contagious and/or infectious disease.
4. Provided documentation of one of the following: high school graduation, passing General Educational Development (GED) scores, or other equivalent. OTBC will verify the authenticity of the documentation prior to enrollment. High school graduates who are not able to provide a copy of the diploma or whose diploma cannot be verified will be asked to provide high school transcript showing the dates of entrance and graduation and courses completed. If a transcript is not available, the student will be required to take and pass a GED test at an official testing center prior to enrollment. All required documentation that is not in English must be accompanied by a certified English translation.
5. Provided proof of English proficiency. Domestic students providing high school diplomas or documentation of equivalents meet this requirement.
6. OTBC reserves all rights to review all applicant requests for admissions. With cause, the School Administration and/or Director may deny admission.

NOTE: Our school does not recruit students already attending or admitted to another school offering similar programs of study.

Credit for Previous Training

Appropriate credit may be granted for prior training hours at the discretion of the college and upon verification by college officials of its validity of any transcripts submitted. *The college may not elect to accept all or any of the previous hours of training and operations.* The transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress (SAP) evaluation periods are based on actual contract hours at the institution.

Re-Enrollment Policy

All 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 their withdrawal. All student records are the responsibility of the student to maintain all documents received from the institution. 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.

Notice Concerning Transferability of Clock Hours and Credentials Earned at Our Institution

The transferability of clock hours a student earns at Old Town Barber College is at the complete discretion of an institution to which the student may seek to transfer. *OTBC 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 OTBC 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 OTBC to determine if you will receive credit for the classes you complete at OTBC.

Non-Discrimination Policy

OTBC does not discriminate on the basis of race, color, religion, sex, sexual orientation, handicap, financial status, age, ethnic origin or residence, or any other protected class of persons by law in its admissions, staffing, instruction, and/or graduation policies.

Educational Objectives and Goals

The educational objectives and goals for each program offered at Old Town Barber College are to train students with the skills outlined in the State curriculum and to pass the required State examination/s leading to successful placement of graduates in the field related to their training. We teach the hair styling and professional ethics that are elemental to becoming a successful professional Barber. Graduates are deemed to be entry level qualified, with training being intended to provide students with the opportunity for licensure.

Current OTBC Instructors

Instructor	License Number - Expiration	
Douglas Brewer	125	6/30/18
Jason Cook	140	3/30/18
Bryant Purdy	159	6/30/18

Barbering Hairstyling Program

The Barbering program shall consist of fifteen hundred (1,500) clock hours of technical instruction and practical operations covering all practices and the art of barbering. Educational Goals: The Barbering program is designed to prepare students for the state licensing examination and for profitable employment as a barber.

Course Name	Clock Hours	Months	Award Upon Graduation
Barbering Hairstyling	1500	10	Certificate

Program Outline

350 Hrs.	History of Barbering and Scientific Fundamentals Professional Ethics, Hygiene Grooming and First Aid Study of the hair, skin, scalp and structure of the head Elementary chemistry relating to sanitation, sterilization and bacteriology Economics of Shop Management
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1000 Hrs.	Electricity as Applied to Barbering Practical Work Shaving, facials, massage Honing and stropping Men's and Women's Haircutting Permanent Waving
150 Hrs.	Hair Tinting- Temporary, Semi-permanent and Permanent Shop Management Business training and laws relating to the Kansas State Board and Barber Examiners
1500 Hrs.	TOTAL

Clock Hour

A clock hour is defined as sixty (60) minutes of theory, demonstration, floor practice, application, or customer service experience.

Tuition and Fees

Tuition	\$15,300.00
Books, Kit, Clinic Supplies, Uniform	\$2,000.00
State Fees	\$250.00
Administration Fees	\$300.00

OTBC reserves the right to change the tuition and fees and make subject changes without prior notice when necessary; any change will not affect current (attending) students.

Financial Assistance

Old Town Barber College has a program of Financial Aid which is available to those who qualify. The school is eligible for the following programs: Veteran Education Benefits, Federal Pell Grant, Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct Plus Loans. Depending on the student's need, a package of financial aid can be arranged to meet the student's educational expenses. A financial aid officer is available during the designated hours of operation to assist any prospective student in determining their financial need.

Class Hours

Barbering Hairstyling

Day (am) Program

Monday - Friday

9:00a to 3:00p

Saturday (alternating)

8:00a to 4:00p

Evening (pm) Program

Monday - Friday

1:00a to 7:00p

Saturday (alternating)

8:00a to 4:00p

Class Schedule

Morning schedule

Attend 5 weekdays from 9:00 am-3:00 pm. Saturday attendance (alternating) from 8:00 am-4:00pm.

Afternoon schedule:

Attend 5 weekdays from 1:00 pm-7:00 pm. Saturday attendance (alternating) from 8:00 am -4:00pm.

At management's discretion, we reserve the right to adjust the times. Students will not be allowed to change their schedules after reaching 1000 hours

Housing

Old Town Barber College maintains no dormitories. Students are responsible for finding their own housing. The College is not required to find housing for students or assist them in their search for housing.

Class Start Dates

We have one scheduled start date each month. The institution shall make exceptions to start dates depending on the class size.

Calendar/Holidays

The college is closed on the following holidays: New Year's (2 days), Martin Luther King, Memorial Day, 4th of July, Labor Day, Thanksgiving (2 days), Christmas (2 days). Additional holiday's may be declared for emergencies or special reasons. No program hours are awarded to students on Holidays.

Textbooks, Equipment & Supplies

Textbooks and smocks will be issued to students during their first 30 days of their program. After 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 equipment 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.

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 throughout the institution. We provide an extensive video library for the student's use. Electronic Video Files, DVD's and demonstrations are performed in all classrooms, as well as on the salon floor. Please ask your instructor to locate your needed resource.

Orientation

Orientation for students are held on the first Monday of each 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, taken on a tour of the facility and be given the opportunity to ask questions about the college and their program of study. Students are issued a new start notebook with information along with required documents that must be signed and placed into their student files. Students must have visited the school prior to orientation, turned in all required preliminary documents for enrollment, and selected a course schedule. Students will learn how to use the college's fingerprint computer time-clock system for attendance. For the computer time- clock system, students will be assigned their own 3-digit student number to use along with their fingerprint for identification. When clocking in or out, the student must confirm that the time clock transaction was completed before walking away from the time clock computer.

In addition, students may be asked to complete and sign additional paperwork necessary to complete their student file.

Students Right to Know

The rights and responsibilities of students are available in the Directors office and on the Old Town Barber College's website. www.otbcollege.com

Old Town Barber College Attendance Policy

Old Town Barber College views class attendance as an individual student responsibility. Students are expected to attend their scheduled classes each day for the full number of hours scheduled weekly per their enrollment agreement. All absences and class attendance is regularly recorded. It is the responsibility of the student to contact in advance the administrative personnel and/or the academic personnel if they will be absent or late. Students who do not meet the requirements and have not provided valid documentation for excusing absences (i.e. doctor's note, court documents, etc.) within 1 week (7 calendar days) will have those absences count as *unexcused*. Attendance must be maintained at an average of 80 percent of the scheduled attendance if the student is expected to complete the course of study within 1.25 times of the period of time stated in the enrollment agreement. Students are required to make up the lessons and exams missed due to absenteeism. The Director of Academics will review excessive tardiness or absences with the student to determine possible corrective action to the issue on hand.

Time Clock

Students must clock in/out using their fingerprint on the school's time clock system for accurate punches. Students must be present when clocking in/out. A thirty (30) minute lunch break shall be taken when a student attends over a 6-hour class day. If you are attending a 6-hour class day or less and desire to take a lunch break (no more than 30 minutes), then the break must be deducted from your daily total and you must record the clock in/out on your time card for the lunch break. Since the time clock is the official method of verification for time spent in the program, no student will receive credit for any hours that do not appear on the time clock records. Students who fail to clock in or out are required to meet with the Director of Academics and complete a revision sheet. This revision sheet will be signed and dated by the student and Director of Academics and placed in the student's file. Excessive revisions to a student's timecard due to the negligence of the student will result in disciplinary action. In the event of electrical failure or computer malfunction, sign-in sheets will be utilized. Students will not be given credit for clocking in early or clocking out late without prior permission. Clocking another student in or out is grounds for immediate withdrawal from the school.

Absence

Students who have more than two consecutive weeks of absences (14) consecutive calendar days will be withdrawn from their program. Pre-arranged absence(s) must be approved in advance at least two (2) days prior to the requested absence. The student is responsible for providing satisfactory evidence to the Director of Academics to substantiate the reason for the absence within one 1 week (7 calendar days) of the last date of attendance. Absences will be either *excused* or *unexcused*. Any unexcused absence cannot be considered for Make- Up time. A student shall be excused from school when the absence is due to illness, medical appointments, funeral of immediate family, jury duty, or other circumstances outside of the student's control. Other reasons that are requested in writing will be considered for approval by the Director of Academics.

Students who provide the necessary documentation to excuse their absences will be allowed to complete make-up hours for the time they were absent (see Make-Up Hours). Students who request time off in advance must schedule make-up time at the time they submit their request. This does not apply to students requesting a Leave of Absence. Failure to submit documentation to excuse absences will result in the student remaining unexcused for those days and they will not be able to complete make-up hours on the days or times they are not scheduled to help them graduate on time. Instead, their enrollment may be extended in order for them to complete their missing hours and overtime charges may be accrued.

After a student accrues three (3) consecutive unexcused absences, the student must meet with the Director of Academics. The Director of Academics may impose disciplinary actions as appropriate to the student's situation. If the student fails to correct their attendance problem, the student may face additional disciplinary action such as termination from the college. In the case of suspension these days are treated the same as unexcused absences and cannot be considered for make-up time.

Tardiness

In order for students to be successful and productive, they must develop habits of punctuality. Since tardiness is neither responsible nor productive, and since it is disruptive to the educational process, students will be held accountable for punctuality. A student is considered tardy for arriving any time subsequent to their approved scheduled start time. Students are given one (1) hour to get into their designated class on time. Students arriving one (1) hour after their start time will not be allowed to clock in. This loss of hours will result in the student not meeting his/her contracted course end date and could be charged additional fees. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the Director of Academics. If the student's attendance behavior does not change after being given counseling or disciplinary action, they may be withdrawn. Unexcused tardiness will also constitute a student ineligible for Make-Up requests.

Class Truancy

Cutting class shall be considered equal to an unexcused absence. A student who cuts class will lose the hours for that day that they were not present. Students who are clocked-out/sent home for the day will also be considered as an unexcused absence. All practical applications and theory hour requirements must be completed before the end of the contract and before a student can be considered to be graduated from their program.

Make-Up Hours

A student absent from school shall be allowed to make up hours and all assignments and tests missed for the excused absence. Students may not make-up hours missed during an unexcused absence. If a make-up day is approved and scheduled, the student will be held responsible if he/she does not attend the scheduled make-up day and will not be able to make-up that time; it shall be deemed as an unexcused absence and could result in overtime charges or loss of privileges to make up time. A student must make up hours during days/times not scheduled. The Make-Up Time Form can be used to make up one (1) shift/schedule of missed time. The form must be submitted to the Director of Academics for approval prior to making up time. Students must clock in/out for make-up hours. Separate Make-Up Time Forms must be made and approved for each week. Students approved for make-up time will not be allowed any other unexcused absences/tardy during the week the make-up time is scheduled. If after approval the student has an unexcused absence or tardy your requested makeup will be cancelled and you won't be eligible to make up the original excused absence.

Maximum Time Frame

The maximum timeframe in which a student shall be allocated to complete the course of study shall be one and one-half (1.25) times the length of the program. This does not include time in which a student took a leave of absence.

Grading System

Instructors record all grades on each student's written and practical work. Examinations are given to determine student's comprehension and instructor's success. At the end of each month, the instructor will confer with their students for the purpose of reviewing the past month's activities (grades, attendance, etc.). Satisfactory academic progress is determined at each of these intervals.

The following grade scale is used to grade in both theory and practical work:

A	93% -100%	4 Points
B	85% -92%	3 Points
C	77% -84%	2 Points
D	70% -76%	1 Point
F	Below 70%	Failing

Satisfactory Academic Progress

All students must maintain satisfactory academic progress (SAP) by maintaining a specific cumulative grade point average and making forward progress towards completing a program. Satisfactory Academic Progress is defined as follows:

1. Students must maintain qualitative (grade-based) and quantitative (time-based) standards and these standards must be reviewed at specific evaluation points.

Evaluation points occur at the end of each payment period.

- Payment Period 1 (1 to 450 Clock Hours)
- Payment Period 2 (451 to 900 Clock Hours)
- Payment Period 3 (901 to 1200 Clock Hours)
- Payment Period 4 (1201 to 1500 Clock Hours)

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

The quantitative standard includes maintaining 80% attendance at the end of each payment period and completing the program within 1.25% maximum time frame (MTF).

Any student failing to maintain the minimum SAP standard at their evaluation point is placed on academic and financial aid warning and may be eligible to receive financial aid. A financial aid warning status may be assigned without an appeal or other action by the student. The warning period is equal to one payment period.

At the end of the warning period, any student failing to meet minimum satisfactory academic progress standards is placed on academic probation and is not eligible to receive financial aid. The student may file an appeal to request financial aid, however an appeal can only be filed due to the death of a relative, an injury or illness of the student, or other special circumstances. 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.

If the appeal is approved, the student may receive financial aid during the probationary period. While a student is on financial aid probation, OTBC may require the student to fulfill specific terms and conditions as outlined in an academic plan. At the end of one payment period on financial aid probation, the student must meet the institution's satisfactory academic progress standards or meet the requirements of the academic plan developed by the institution and the student to qualify for further Title IV, HEA program funds. OTBC does not limit the number of times a student may appeal a probationary period for academic or financial aid purposes, however filing an appeal does not guarantee approval of additional probationary periods and failure to meet Satisfactory Academic Progress may result in dismissal.

2. A student must have a minimum 80% GPA in order to graduate. All students at Old Town Barber College are full-time.
3. The school does not issue "incomplete" grades.
 - a. Student failing to complete an assignment within the designated time will have 10 points per day deducted from the earned assignment grade until the work is submitted or the grades become a "0" whichever occurs first.
 - b. Students failing to take a test on the designated test date will have the opportunity to make up the test on the designated test makeup date only. A grade of "0" will be entered if the student fails to meet this requirement.
4. The recorded grade for a student required or choosing to repeat an assignment will be calculated by averaging the two grades together. In no case will a student be permitted to repeat an assignment more than once.
5. Students may be terminated for not maintaining satisfactory academic progress. A terminated student may apply for re-admission after a 6-month waiting period and a personal interview with the director.
6. The student may reestablish their eligibility to receive assistance under the Title IV programs by meeting minimum SAP standards as indicated in the OTBC catalog.

Reasons for Termination

In addition to the responsibility of maintaining Satisfactory Academic Progress, a student must also be aware of the potential for termination due to the following reasons:

1. Lack of attendance;
2. Noncompliance with school rules and regulations; and
3. Nonpayment of tuition and fees.
4. A student interrupting, canceling, or terminating training must notify the school immediately.

Make up Work

A student will have the opportunity to make up work missed or failed, under the supervision of their instructor. This work must be completed during the same evaluation period. All makeup tests and assignments will be given full credit.

Student Conduct

Students must conduct themselves in a respectable manner at all times. The distribution, manufacturing or use of drugs or alcohol in any form while in school is strictly prohibited and will result in the termination of the student as well as any Title IV funding they might be receiving towards tuition. If a student violates rules of the school, this is considered unsatisfactory conduct and will result in possible termination. An outline of the school rules and policies is read, signed, and received by each student during orientation the first day of class.

Leave of Absence Policy

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. The student must return from the leave of absence on the day following the leave of absence. If the student does not return, the student will be dropped without notice, federal assistance will be terminated, and the Return of Title IV Funds (R2T4) requirements of the U. S. Department of Education and the institutional refund policy will be used to close the student account.

Transportation

The school is located one mile east of downtown core area of Wichita on the major bus routes. Student should be able to make use of public transportation to travel to and from school.

Advising

Each student may meet with the student services person and/or their instructor on a need basis for an evaluation of progress or other related issues.

Transcripts

One copy of a student's transcript will be provided free upon graduation. Additional copies may be obtained at a cost of \$15.00. All requests for transcripts must be made in writing and address to: Transcripts, Old Town Barber College, 1211 E. Douglas, Wichita, KS 67211.

Graduation Requirements

When a student has completed the required theory hours and practical operations with a GPA of "C" (70%) or better, a simulated (mock) program and has his/her tuition account paid in full, then student is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering License Exam.

Licensing Requirements

In order to become licensed as a barber, an applicant must be 16 years of age. However, per the Department of Education, students who attend OTBC must have either a high school diploma, documentation of passing the General Education Development (GED) test, or another equivalency. A barbering license will be granted by the State of Kansas only after the student has successfully completed and graduated from their respective program and passed the Board of Barbering Licensing Exam with a score of 80% or better in both the Theory and the Practical parts of the exam.

Student Services

Placement Service

Old Town Barber College has an individual able to assist in the search for employment following satisfactory program completion and graduation. This person also maintains ongoing records of graduation and employment. Old Town Barber College, like all credible training institutions, does not guarantee employment to its graduates.

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.

Career Counseling and Personal Attention

Students are counseled individually, formally and informally, as often as necessary, but minimally every month to review the student's progress and adjustment. Students are given personal attention and assistance at every stage of training from the first day of enrollment. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given for the preparation of the Board of Barbering Examination. Successful Barbers, Shop/Salon Owners and Stylists are scheduled to give demonstrations and to discuss career goals, etc., with the students. These activities supplement the daily counseling carried out by the instructors and supervisors. Students may request additional counseling sessions at any time.

Student Complaints/Grievance Procedure

This procedure is discussed during orientation on the first day of school. The procedure is intended to provide a framework by which formal written complaints may be resolved. Students are encouraged to communicate their concerns in writing to the school Director. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission for Career School and College.

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
(703) 247-4212
accsc.org

Kansas Board of Regents
1000 SW Jackson, Suite 520
Topeka, KS 66612-1368

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the director.

Cancellation and Settlement Policy

If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands their money back, within three (3) business days of the signing of the enrollment agreement or contract, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark or written notification, or the date said information is delivered to the school administrator in person.

If a student cancels his/her enrollment after three (3) business days but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school, less the registration fee (which shall not exceed \$150).

The institutional refund policy is as follows:

% hours complete	% Retained
.01% - 4.9%	20%
5% - 9.9%	30%
10% - 14.9%	40%
15% - 24.9%	45%
25% - 49.9%	70%
50% & over	100%

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

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 pro-rated number of scheduled hours over the payment period hours. Once the R2T4 calculation is completed, students are then 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.

Notification of Rights Under FERPA

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

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school 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 school 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. 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.
 - b) Upon request, the school may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.
 - c) The school may release the educational records of a student to a parent, provided the student is claimed as 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.
 - d) 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."
- (4) 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:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202-5**

