

DESIGNER BARBER & STYLIST SCHOOL



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2019 **Course Catalog** *Revised 12-31-2019*

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OUR HISTORY

^{18,28} Designer Barber & Stylist School was established in 2006 by DeNise (Wagner) Myers and Nerissa Hibbard with the idea that a school should not only educate students but also empower them with confidence in their barber-styling skills that will take them anywhere and enable them to embark on a successful career in the Barber Industry. Today, DeNise Myers is the sole member of DeSigner Barber & Stylist School LLC. She received her Barber License in 1994 and her Barber Instructor License in 2007. She opened Alma Hairdales, also formerly known as DeSigner Salon and Day Spa, in 1995. She closed the Salon in 2015 to devote her time to opening an additional location in Springdale, AR. Our additional location opened in March 2016.

MISSION STATEMENT

To excel in presenting educational knowledge, practical and technical skills, and services in a professional manner, in an enjoyable atmosphere, and with a tuition that is feasible to our students. Our endeavor is to cultivate our skills and services to ensure our students not only qualify for licensure with the Arkansas State Barber Board of Examiners, but also to facilitate graduates in embarking on a successful career in the industry.

¹⁰FACILITY/EQUIPMENT/DRESS CODE/SANITATION

Our Fort Smith campus is located in the heart of Fort Smith off Rogers Avenue. We have a 3,000 square foot facility with two sections. The front section is equipped with fifteen work stations with hydraulic chairs and eight shampoo bowls and a wax machine. The back section is equipped with eight work stations with hydraulic chairs and four shampoo bowls for our new students. There is a library area in the back area that is equipped with a TV, DVD/VHS player, and an educational video library, as well as reading materials for the student's furthered development. There is a break room area with a refrigerator and microwave oven. There are many restaurants to choose from in the area. Our building is a non-smoking building.

Our Springdale Campus is located in the heart of Northwest Arkansas off of Highway 412, 1 mile west of I-49. We have a 7500 square foot facility that is equipped with 24 work stations with hydraulic chairs and twenty five sinks and a wax machine. classroom, break area, and there is a library area in the back area that is equipped with a TV, DVD/VHS player, and an educational video library, as well as reading materials for the student's furthered development. Snacks are available for purchase and there are many restaurants to choose from in the area. Our building is a non-smoking building.

DeSigner Barber & Stylist School complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. Our facilities are equipped to accommodate most disabilities; however, admission of all disabled applicants will be evaluated on an individual basis to determine if admittance is in the best interest of all parties. During the evaluation process documentation will be required from a physician regarding the disability and provisions needed. A formal request will need to be submitted in writing to the school prior to the pre-enrollment process.

Dress Code

Each student is required to dress in a clean, neat and professional manner at all times. Smocks are required Tuesday through Friday, no exceptions. Saturday is a professional dress day and you must wear appropriate clothing, smocks are required on Saturdays. Students can wear shorts to the knees, Leggings with shirts that reach fingertips, skirts to the end of fingertips, jeans with no holes, windsuit material, NO Sweat Material. If a student is not in professional and appropriate attire they will be sent home to change. Students will be sent home if they do not bring their appropriate attire and supplies and equipment to class. There should be no logos supporting companies that are Industry related worn to school at any time. Please note that the following are not permitted: Hats worn backwards, hats with any offensive message, or competitor's message, headwear exceeding a headband width, sagging pants, shirts that expose cleavage, pants that have holes in them or that reveal undergarments. Dress code is subject to change without prior notice to student. It is Administration's discretion if something is not appropriate for school.

Cell Phones/Smart Pads/Music Players

Cell phones, smart pads and music players are prohibited during school hours. These items should be kept in student's car or at home. Students may receive emergency phone calls through the school phone at 1-479-478-8388 in FSM or 479-717-6585 in NWA.

Personal Services

Students may receive personal services with the permission of the instructor on designated days. No personal services are permitted on Saturday or when at least 50% of students are with a client. No responsibility is assumed

by the school for any negligence, carelessness, or lack by one or more students while practicing any part of the school course upon another. Students are responsible for their own personal equipment and property.

Sanitation

Each student is responsible for cleaning their own station and performing their daily sanitation duty. Inspection of student stations may be made by the instructor at any time. Hair, and other refuse, must be placed in the proper receptacles. Tools must be kept in the sterilizer & towels in the enclosed cabinet. Food is not permitted on the clinic floors.

LENGTH OF PROGRAMS AND UNITS TAUGHT

8,9

Barber/Stylist: 1500 Clock Hours

<u>Haircutting</u>	425 Hours
Clipper Cutting	
Shear Cutting	
Short/Long/Medium/Layer Cuts	
<u>Hair Styling</u>	300 Hours
Women's Short/Medium/Long Styling	
Men's Short/Medium/Long Styling	
Flat/Straight Ironing	
Curling/Ironing	
<u>Barber-Stylist Chemistry</u>	345 Hours
Permanent Waving	
Highlighting	
Hair Coloring/Relaxing	
<u>Related Sciences</u>	175 Hours
Anatomy/Physiology	
Properties & Disorder of Hair/Skin/Scalp	
<u>Hygiene & Sanitation</u>	80 Hours
Personal/Professional Health	
Sanitation/Sterilization	
<u>Shaving</u>	50 Hours
Facial Shaving & Techniques	
<u>Style Shop Management</u>	75 Hours
Communication Skills	
Time Management	
Shop Equipment	
Barber Board Regulations Financial/Service Management	
<u>Salesmanship & Product Knowledge</u>	50 Hours
Retailing Knowledge	
Professional Products & Suppliers	

Barber/Stylist Program Information

DeSigner Barber & Stylist School students receive practical instruction allowing individuals to progress at their own ability with theory on a scheduled basis. Instructional methods used: The Milady Barber Program course outlines, lesson plans, handouts and teaching aids; discussion, question and answer, demonstration, problem solving, interactive lecture, individualized instruction, student and classroom presentations, labs and student salon activities.

Barber/Stylist Program Objective

To prepare students to take the State Board exam, become licensed to practice Barbering, and become employed in an entry level position. To have given the student knowledge and skills for a smooth transition into the industry feeling comfortable with the knowledge they can succeed in the Barber-Stylist industry.

⁹Teacher/Manager/Instructor: 600 Clock Hours

<u>Preparatory Training and lecture preparation</u>	100 Hours
Research	
Activities Development	
Checking Completed Services	
Open/Close Procedures	
Leadership Skills	
<u>Conducting Theory Class</u>	25 Hours
Daily Class/Lab Instruction	
Student Testing/Grading	
Sanitation Requirements	
<u>Clinic Attendance</u>	300 Hours
<u>Practical Demonstrations</u>	100 Hours
Demonstration Techniques for	
Chemical Services/Haircuts/Shaving	
<u>Record Keeping</u>	25 Hours
Student Information System & Recording Data	
File Maintenance	
<u>Student Counseling</u>	50 Hours
Policies & Procedures - Advising/Support Service	

Teacher/Manager/Instructor Program Objective

To prepare students to become licensed to instruct, and become employed as an Instructor/Manager in a school in an entry level position.

Teacher/Manager/Instructor Program Information

The study and art of teaching specific skills including an ability to present and explain relevant subject material, demonstrate practical applications, and oversee the implementation of practical skills by students as a matter of preparing them through educational measures to perform professionally. Visual, audio, and video aids will be used throughout the course of study. Students must have attended our school to be allowed in the program. They must have been a Licensed Barber for a minimum of one year, and must be invited to join the program.

4Crossover Program Information

Crossover Program-600 Clock Hours

History of Barbering	10 hours
Implements and Tools	50 hours
Face Shaving & Techniques	70 hours
Haircutting	425 hours
Hygiene & Sanitation	30 hours
Barber Laws	15 hours

Crossover Program Objectives

To prepare Licensed Cosmetologists to become a licensed Barber, pass the Barber Exam, and practice Barbering.

27 COSTS OF EACH COURSE: TUITION, FEES & OTHER COSTS

27Barber/Stylist Program

27aTuition	\$ 14,640.00
27cRegistration Fee*	50.00
27cAdministrative Fee	80.00
27dStudent Application Fee for Barber Board***	20.00
27bStudent Kit	900.00
27bBook	200.00
27dExam Fee	75.00
27dProfessional License Fee	50.00
Total Course Cost	\$ 16,015.00
Minimum Down Payment	\$ 4,192.00

* Non-refundable

*** Charges of the Arkansas State Barber Board of Examiners

27Teacher/Manager/Instructor Program

27aTuition	\$ 6080.00
27cRegistration Fee*	50.00
27cAdministrative Fee	80.00
27dStudent Application Fee for Barber Board***	20.00
27bStudent Kit **	200.00
27bBook	200.00
27dExam Fee ***	80.00
27dProfessional License Fee***	40.00

Total Course Cost 6750.

Minimum Down 1936.00

27 Crossover Program (Springdale Only)

27aTuition	5856.
27cRegistration Fee*	50.00
27cAdministration Fee	80.00
27dStudent Application Fee for Barber Board***	20.00
27dStudent Kit	200.00

^{27b} Student Book	200.00
^{27d} Exam Fee***	75.00
^{27d} Professional License Fee ***	50.00
Total Crossover Cost	\$6531
Minimum Down	1936.

^{27e}DeSigner Barber & Stylist School accepts payments by cash, check, money order or credit card. Extra instructional charges may be charged by DeSigner Barber & Stylist School for training extending past the contracted completion date. The fee is \$9.76 per hour.

¹⁷**ADMISSION REQUIREMENTS**

DeSigner Barber & Stylist School is an equal opportunity employer and follows the same policies in accepting applications from potential students. DeSigner Barber & Stylist School is open to all students without regard to race, color, religion, age, sex, creed, ethnic origin, sexual orientation, disability or marital status. The admission policy is in compliance with the U.S. Department of Education, Arkansas State Board of Barber Examiners, National Accrediting Commission of Career Arts and Sciences and the Veterans Administration Education Department.

To enroll in Barber/Stylist, Teacher/Manager/Instructor, or Crossover course a student must:

- ¹ All classes are taught in English, students must understand, read, and write English.
- Provide documentation of eligibility to work in the United States if you are not a US citizen
- Be at least 17 years of age (Age will be verified with Individual's ID)
- Provide a valid driver's license, state ID with photo, or valid passport.
- Students must also be able to provide proof of appropriate educational requirement such as;
 1. Copy of high school diploma
 2. Foreign High School diploma or transcript
Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a US high school diploma; Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a United States High School Diploma.
 3. Copy of GED certificate
 4. **Recognized equivalents of a high school diploma**- The Department of Education recognizes several equivalents to a high school diploma.
 - ❖ A GED certificate:
 - ❖ A certificate or other **official completion** documentation demonstrating that the student has passed a state-authorized examination (such as the test assessing secondary completion (TASC) the high school equivalency test (HISSET), or, in California, the California High School Proficiency Exam that the state recognizes as the equivalent of a high school diploma (note the certificates of attendance and/or completion are **not** included in this qualifying category)
 5. DeSigner Barber & Stylist School does not accept Ability to Benefit (ATB) students
 6. Online (internet) High school, GED and home school diploma mills are not acceptable as proof of appropriate education.

Diploma mill definition – An entity that:

- Charges someone a fee and requires him/her to complete little or no education or coursework to obtain a degree, diploma, or certificate that may be used to represent to the general public that he/she has completed a program of secondary or postsecondary education or training, and;
- Lacks accreditation by an agency or association that is recognized as an accrediting body for institutions of higher education by the secretary (pursuant to Part H, Subpart 2 of Title IV) or a federal agency, state government.

Course Specific Additional Admission Requirements

Teacher / Manager / Instructor – Only

- Students must have a current registered barber license issued by the Arkansas State Board of Barber

Examiners

- Note: this course is not currently Title IV, HEA eligible
- Must have one year experience as a Barber
- Must have an invitation to enroll in the program from the Owner
- Must have completed schooling for Barber Certificate at DeSigner Barber & Stylist School

Crossover-Only

- Must be a licensed Cosmetologist

Teacher/Manager/Instructor Credit for Previous Training/Transfer

The school will not accept any transfer hours in the Teacher/Manager/Instructor program

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⁶Barber/Stylist and Crossover Credit for Previous Training/Transfer

Credit for training may be given to students for previous training at the discretion of the school Director and in compliance with the Arkansas State Barber Board regulations. If transferring from a Cosmetology program, the Arkansas State Board of Barber Examiners will determine the number of hours allowable and DeSigner Barber & Stylist School will not accept more than 300 clock hours toward the barber/stylist program **Note:** All hours attempted in the program of instruction will count toward the Title IV, HEA funding, 150% quantitative requirements not just the hours that were accepted as transfer hours.

Applicants with Felony Convictions

Any prospective student who has been convicted of a felony from the state of Arkansas, or any other state, is required to Provide a copy of :

1. Commitment and Judgement order for each felony.
2. Copy of conditions of Release
3. A copy of the Police Summary/Narrative or Police Synopsis
4. Four letters of recommendation signed and with a telephone number.

DeSigner Barber & Stylist School takes no responsibility in the Barber Boards decision. All paperwork listed above must be presented before admission. It is a case by case basis. If the crime of felony involves violence or is a crime committed with the use of any weapon, this could result in a denial of admissions. We at DeSigner Barber & Stylist School are committed to providing a safe learning environment for all students, staff and clients. Final determination in these situations will be at the sole discretion of the school director.

Incarcerated Applicants

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classed and practical studies are done at the school's physical location; therefore, incarcerated students are not eligible for admissions.

⁷Returning Students from a Leave of Absence or a Withdrawal

All students, who have withdrawn or taken a leave of absence and choose to re-enter into a course, will be placed under the same satisfactory or unsatisfactory progress status prevailing at the time of the prior withdrawal or leave.

PAYING FOR YOUR EDUCATION

Pell Grants/Student Loans

DeSigner Barber & Stylist School, Fort Smith is accredited by NACCAS. DeSigner Barber & Stylist School, Springdale is provisionally accredited by NACCAS. DeSigner Barber & Stylist School is approved for Title IV for the Barber Program by the Department of Education and offers Pell Grants and Student Loans to qualifying students. Eligibility is based on financial need according to *Federal Regulations*. Any student who wishes to apply may do so with the Financial Aid Officer or may do so online at www.fafsa.ed.gov, entering School Code 042200 in

Step six of the application.

Veterans Benefits/Other Funding Sources (Fort Smith location only)

Selected programs of study at DeSigner Barber & Stylist School are approved by the Arkansas State Approving Agency for Veterans for enrollment of those eligible to receive benefits under Section 3676, Title 38, U.S. Code. This institution requires that VA students provide the VA Certification of Eligibility (COE) by the first day of class, provide a written request to be certified, provide additional information needed to properly certify the enrollment as described in other institutional policies. In exchange for this, the institution will not prevent the student's enrollment, assess a late penalty fee to the student regarding late payment, require the student to secure alternative or additional funding, or deny student access to any resources (access to class, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

Additional funding may be obtained for eligible candidates through many different programs including;

- Arkansas Rehabilitation Services (ARS)
- State of Arkansas Trade Adjustment Assistance (TAA)
- Arkansas Rural Endowment
- Indian Funding
- Veterans Administration (Fort Smith only)

Payment Plans

Monthly payments for students making payments out of pocket are due by the 10th of each month, and payment terms must be approved by a member of the Administrative staff. There is no interest or carrying charges on tuition payments.

²¹Scholarship and Fee Waivers

Scholarships and/or fee waivers may be offered solely at the discretion of the school administrator. If student drops, the scholarship and fee waiver become void.

CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

HEA Sec 485(a) (1)-(2), 20 U.S.C. 1092 (a) (1)-(2). Not changed by HEOA 34 C.F.R. 668.41 (a) – (d); 668.43 revised August 21, 2009 NPRM (revised 34 CFR 668, 43 added 34 CFR 668.231)

Each institution must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a). This information is posted on DeSigner Barber & Stylist School website and can be found in the student catalog. Paper copies are available upon request.

Institutional Contact Information:

Name: Barbara Schultze

Office hours: M – F 8:00 a.m. – 4:30 p.m.

Phone number: 479-478-8388 (Fort Smith) 479-717-6585 (Springdale)

Fax number: 479-478-6880

Email: designercollege@sbcglobal.net or designer.babz@gmail.com

¹⁶SCHOOL CALENDAR

DeSigner Barber & Stylist School operates on a continuous basis, 12 months a year. New classes begin on the second Tuesday of the month, with additional Tuesdays scheduled as demand requires. The registration process should be completed at least one week prior to starting. Students interested in financial aid should come in to apply three weeks ahead of time as to not delay processing. The financial aid officer will be happy to answer any questions you may have regarding the process.

Classes are scheduled Tuesday through Friday 8:30 am to 4:30 pm with a 45 minute break for lunch, and Saturday

from 8:00-2:00pm with a ten minute break. Students are expected to always be in their assigned area unless they have permission to do otherwise. Students are allowed a 10 minute break in the morning and one in the afternoon while on school property, depending on the amount of clients at the school. Students are to be on school property at all times, unless excused by a school official. Theory class time begins promptly at 9:00 am Tuesday through Friday. Theory consists of worksheet preparation, chapter tests, and any oral presentations given by Instructors. *Students are not allowed to attend classes outside of DeSigner Barber & Stylist School while enrolled as a student, as a paying or nonpaying attendee, with the exception of approved hair shows.*

Holidays

The School observes the following Holidays: The first full week in June, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Friday/Saturday following, Christmas Eve, Christmas Day. Attendance is required the day before and after a holiday, failure to attend results in a \$200 fine.

Tips:

Tips for Students are allowed. Students are not paid for services performed, they are part of the curriculum and are required.

²⁴ **ATTENDANCE POLICIES, TARDIES, MAKEUP WORK & LEAVE OF ABSENCE POLICY**

Student attendance is kept by electronic time clock. Students are expected to clock in and out when they are required to and to observe rules regarding lunch breaks. Due to the need to schedule sufficient students during lunches, waiting on other students to leave for lunch is not allowed. Go to lunch at your scheduled time unless you have a customer that prevents you from leaving on time.

^{25a}*Tardiness*

Students are considered tardy if any clock in time exceeds **5 minutes** after scheduled time to be in attendance. Students are allowed 3 tardies each month without charge. All tardies after the allowed three are charged \$25.00/ea. Occurrence. Exceptions are not allowed. The school will post tardy charges at the beginning of the month for the prior month. All Tardy charges for the previous month are due when statement is received.

No Call/No Show

If you do not **call in or show up** by **9:00 am** there will be a \$100 charge. If you cannot get thru on the school phone line, you can email designer.babz@gmail.com, or designer.lrp@gmail.com or text or call 479-459-3198. All NC/NS charges are due when statement received.

Saturday Attendance

Saturday attendance is mandatory and you will be charged \$100.00 if you are not here for the **entire day**, if not excused. 1 Saturday every 500 hours without penalty will be approved as long as prior approval is obtained. **Prior approval** must be obtained by submitting a handwritten note and **getting it approved by Administration**. If prior approval cannot be obtained, it will be decided by Administration if the absence should warrant excusing. All Saturday charges are due when statement received.

^{25b,25c}*Excused/Unexcused Absences*

An excused absence is one that is due to personal illness, illness or death in the immediate family, or an emergency situation. All excused absences due to a lengthy illness must be accompanied by an approved doctor's note. Students are encouraged to limit the number of absences. Making up hours is approved on a case by case basis by the Director or Assistant Director. *A student who misses fourteen consecutive days of school, has had no direct or indirect contact with school officials during the period, and has not been granted an official leave of absence, will be terminated.*

¹*Leave of Absence Policy*

^{1a,2}Students requesting a Leave of Absence (LOA) from the institution must submit a written request in advance to the school's Assistant Director indicating the reason for the LOA. The request must indicate a beginning and ending date and be signed and dated by the student. ^{1b}If a Leave of Absence cannot be requested in advance due to unforeseen circumstances, it is up to the Director and Assistant Director to decide if the circumstances warrant granting a LOA until such time that the student can sign. Students will be provided written approval or denial of the request, signed by the Assistant Director. The beginning date of the Leave of Absence (LOA) would be determined by the institution

to be the first date the student was unable to attend the institution because of the accident.

The school will grant a Leave of Absence request for no more than sixty days within a 12-month period. ³The student must be reasonably expected to return from the Leave of Absence. A student granted a leave of absence is not considered to have withdrawn, and no refund calculation is required at the time of taking a leave. ⁴The school's Director reserves the right to approve a leave of absence beyond the 60 days on a case-by-case basis, depending upon the nature of the request. In the event of unforeseen circumstances, such as medical reasons, which affect the student or a member of the student's immediate family, military service requirement or jury duty, the student may be granted a leave of absence, even if he/she has taken a prior leave of absence. ⁶ In no case will combined leaves of absence exceed 180 days within the 12 month period. ^{1b}. In case of an accident where the student cannot request the leave of absence, the beginning date of the approved Leave Of Absence (LOA) would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.

⁵A student on leave of absence will incur no additional charges by the school. ⁷The student on leave of absence will not be considered to be withdrawn, and a refund calculation will not be required at that time. If a student is not back in class the day after the expiration date of a leave of absence, immediate termination may occur. ⁹The withdrawal date will be the last day attended. A copy of the leave of absence request will be maintained in the student's file. ⁸If enrollment is temporarily interrupted for a LOA, the student will return to the School in the same progress status as prior to the leave of absence. Days elapsed during a LOA will extend the student's contract period and maximum time frame by the same number of days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

A student on leave of absence will incur no additional charges by the school. If a student is not back in class the day after the expiration date of a leave of absence, immediate termination may occur. The withdrawal date will be the last day attended. A copy of the leave of absence request will be maintained in the student's file. If enrollment is temporarily interrupted for a LOA, the student will return to the School in the same progress status as prior to the leave of absence. Days elapsed during a LOA will extend the student's contract period and maximum time frame by the same number of days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

GRADUATION, LICENSING & PLACEMENT

¹²Barber/Stylist Graduation Requirements:

¹³• Will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.

• Will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview and made satisfactory arrangements for debts owed the school as approved by the School.

Licensing:

Requirements for State Board Examination:

- 1) Completed 1500 Total Clock Hours at a School licensed by the state.
- 2) Be at least 17 years old.
- 3) Possess a high school diploma or GED

Teacher/Manager Instructor Graduation Requirements

• Will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.

• Will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview and made satisfactory arrangements for debts owed the school as approved by the School.

Licensing:

Requirements for State Board Examination:

- 1) Completed 600 Total Clock Hours at a school licensed by the state.
- 2) Be at least 17 years old
- 3) Possess a high school Diploma or GED
- 4) Have a Valid Barber’s License

Crossover Graduation Requirements

- Will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.
- Will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview and made satisfactory arrangements for debts owed the school as approved by the School.

Graduates of our programs have the ability to find occupations in the following categories:

Hair Color Specialist	Permanent Wave Specialist
Platform Stylist	Salon/Barbershop Owner
Freelance Hairstylist	Make-up Artist
Barber/Beauty Retail Sales	Barber/Beauty Customer Service
Style Director	Theatrical Hair Stylist
Barber/Beauty Supply Sales	Product Education Specialist
Barber School Magazine Columnist	Barber Editor
Teacher/Manager/Instructor	Barber School Director
State Board Inspector	State Board Member

Employment Assistance (Placement) Policy:

- Will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is not guaranteed

^{25d} **TERMINATION POLICY**

In the event of a termination for any reason, the School will perform a Title IV refund calculation for any excess Federal Student Aid received by the student, if any, and calculate any refunds owed the student or any balance owed the School in accordance with the Refund Policy listed on Page 14 of this Catalog.

Attendance:

A student with unexcused absences for fourteen (14) consecutive business days will be dropped from the program. The school reserves the right to terminate students who have continuous attendance issues.

Conduct:

Any action by a student that interferes with normal classroom activity or clinic operation will be cause for dismissal. The student dismissed shall be furnished a written statement that outlines reasons for such action. A student dismissed for misconduct will not be permitted to re-enroll.

^{25e}Violations of the following may result in suspension or termination from the program.

1. Failure to meet all financial obligations to the school
2. Failure to maintain satisfactory progress
3. Failure to comply with the school’s attendance policy
4. Refusal to follow directives as given by staff
5. Cheating or stealing from the school, students, or patrons
6. Defacing school property
7. The use of profane language, terrorist threatening, and fighting
8. Excessive tardiness and/or absenteeism without a valid excuse
9. The use of profanity, alcohol, and/or drugs during school hours.
10. Improper or abusive behavior of other students, customers, or school officials.
11. Refusal of a customer. If you cannot perform the service, take the customer to the chair, then excuse yourself politely and ask the instructor for help

12. Smoking outside of designated areas
13. Failing to clock in/out as required
14. Negative talk or gossiping in school or on social media.
15. Performing Barber Services without a license outside of school.
16. Violating audio/video ban policy

^{25e}In the event of violation of any of the above mentioned criteria, the student may forfeit all rights to further instructions, receive notice of termination, and enrollment contract will be cancelled. Fees owed to the school shall become due and payable immediately. *Students that withdraw or are terminated will be charged a \$100.00 drop/cancellation fee.*

By Student:

If a student feels that he or she cannot continue his or her course of training for any reason, student should discuss this matter with the Administration. Terminations by students must be done in writing. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

Course Cancellation and School Closure:

In the event that the School closes permanently and ceases to offer instruction after students have enrolled, or a program is canceled after students have enrolled and instruction has begun, the students shall receive a prorated refund according to the Refund Policy referenced above. Students shall be notified well in advance in order to make other arrangements.

¹⁹RIGHT TO PRIVACY & RELEASE OF INFORMATION

DeSigner Barber & Stylist School complies with the Family Educational Rights & Privacy Act (FERPA) Policy. Students have the right to request the benefit of reviewing their educational records and are allowed to amend inaccurate information contained in their records. If a request is denied, the school allows the student to request a hearing to challenge the contents of the education records, on the grounds that the records are inaccurate, misleading, or violate the rights of the student.

The school annually notifies students of their rights under FERPA. The school includes in that notification the procedure for exercising their rights to inspect and review their education records. A student must make an appointment with the appropriate school official to review student files. Additionally, there may be a fee associated with copies made from the student file.

²⁰The school requires written consent from the student and/or guardian (if the student is a dependent minor) for release of student records to third parties. No information from student files will be released to any individual, business, or agency without written consent. Information may be released to student and/or parent or guardian if the student is a minor, the Arkansas State Board of Barber Examiners, US Government Officials, Third Party Servicers contracted by the school to aid in timely and accurate data reporting to state, accrediting agencies, and/or Federal Student Aid. The school maintains a record in the student's file listing to whom personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information.

STUDENT ADVISING SERVICES

¹⁵*Advising*

Personal career advising is available as an aid to student motivation and as a means of maintaining the productive attitudes and professional outlook through which students will be able to reach their fullest potential. Students may meet with an advisor and/or instructor on an as needed basis for evaluation of progress.

Housing/Transportation

DeSigner Barber & Stylist School does not have on-campus housing nor does the institution provide transportation to or from the facility. Contact Fort Smith Transit at (479) 783-6464 for information on public transportation.

²²*Counseling*

DeSigner Barber & Stylist School encourages students and employees to voluntarily seek help with drug and

alcohol problems. There are drug or alcohol counseling, treatment and rehabilitation facilities in our area where advice and treatment are available.

The telephone numbers of these facilities may be found in your local telephone book or yellow pages under Drug Abuse and Addiction – Information and Treatment.

The following is a list of just a few:

Harbor House, Inc.
615 North 19th Street
Fort Smith, AR 72901
Telephone: 479-785-4083

Gateway House
3900 North Armour Avenue
Fort Smith, AR 72904
479-783-8849

Western Arkansas Counseling
3113 South 70th Street
Fort Smith, AR 72903
479-452-6650

River Valley Counseling
501 South 18th Street
Fort Smith, AR 72901
479-434-5566

ADDRESSES OF AGENCIES

²³LICENSED BY:

Arkansas State Board of Barber Examiners
501 Woodland, Room 311C
Little Rock, AR 72201-4512
501-682-4035

Fort Smith location

ACCREDITED BY:

National Accrediting Commission of Career Arts and Sciences
3015 Colvin Street
Alexandria, VA 22314
703-600-7600

Springdale Location

Accreditation by:

National Accrediting Commission of Career Arts and Sciences
3015 Colvin Street
Alexandria, VA 22314
703-600-7600

CAMPUS CRIME STATISTICS

Report Distribution Date:
Occurrences within the 2016,2017,2018 Calendar Years

Crimes Reported	2016	2017	2018	Location:		*Hate Crime
				C=Campus N=Non-campus P=Public Area		
Criminal Homicide						
• Murder (Includes non-negligent manslaughter)	0	0	0	C	0	
• Negligent manslaughter	0	0	0	C	0	
				C		
Sex Offenses						
• Sex offenses - forcible	0	0	0	C	0	
• Sex offenses - non-forcible	0	0	0	C	0	
Robbery	0	0	0	C	0	
Aggravated assaults	0	0	0	C	0	
Burglaries	0	0	0	C	0	
Motor Vehicle Thefts (on Campus)	0	0	0	C	0	
Arson	0	0	0	C	0	
Larceny - Theft	0	0	0	C	0	
Simple Assault	0	0	0	C	0	
Intimidation	0	0	0	C	0	
Destruction/Damage	0	0	0	C	0	
Any other Crime involving bodily injury	0	0	0	C	0	
Number of arrests made for the following crimes						
Liquor Laws	0	0	0	C	0	
Drug Laws	0	0	0	C	0	
Illegal Weapons Possession	0	0	0	C	0	

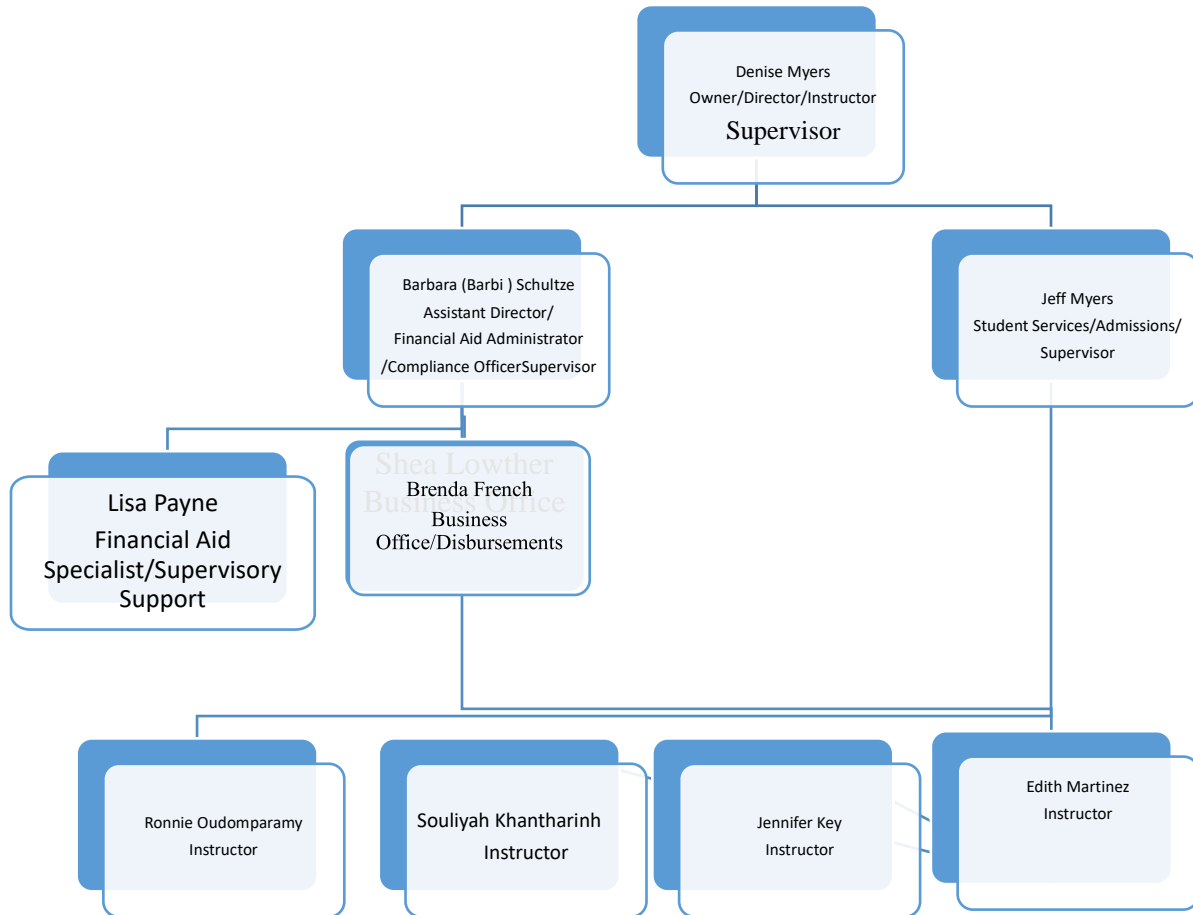
Hate Offenses:

The school must report by category of prejudice the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

Crimes Against Women Act						
Domestic violence	0	0	0	C	0	
Dating violence	0	0	0	C	0	
Stalking	0	0	0	C	0	

Students may obtain more information about campus security at <https://ope.ed.gov/security>.

.27 DeSigner Barber & Stylist School
³⁰Administrative Staff & Faculty



³⁰Supervisory Duties are given to DeNise Myers, Jeff Myers, Barbara Schultze, and Lisa Payne

Advisory Committee:

*Blake Webb, Owner
The Cottage at Town Square Hair Salon
Greenwood, AR*

*Tasha Chapman, Owner
Transformation Salon,
2015 N. 6th St
Fort Smith, AR*

*DeNise Myers, Director
Designer Barber & Stylist School LLC
Fort Smith, AR*

Terms & Conditions-Refund Policy

14Institutional Refund Policy

For Applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any money due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours.

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

□ This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

27e,19

Students can be subject to the following non-refundable, non-tuition fees: Tardie Charges (\$25.00 each after first 3 per month), Saturday Charges (\$100.00 per unexcused occurrence), Overtime Charges, Reentry fee of \$50.00 after 30 days if drop and reenrolled, No Call No Show after 9:00am (\$100.00 per occurrence), No attendance on day before or after a holiday recognized by school closing (\$200)

Truth in Lending Statement:

All prices for courses are printed herein. There are no carrying charges or service charges connected or charged with any of these programs. Contracts are not sold to a third party at any time. Cost of credit is included in costs of goods or services. The school may use any means necessary to locate and collect overdue balances. Students are billed for 90 days, if after this time no payment has been made, the account will be turned over to a collection agency for collection

GRADUATION, PLACEMENT AND PASS/FAIL RATES

2018 Annual Statistics:

- Completion/Graduation Rate 77.08.%
- Licensure Rate 100.%
- Placement Rate 94.59%

DeSigner Barber & Stylist School, LLC SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Barber/Stylist (1500 hours) 450, 900, 1200 clocked (actual) hours

Teacher/Manager/Instructor (600 hours) 300 clocked (actual) hours

Crossover (600 hours) 300 clocked (actual) hours

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

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

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each

evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Barber/Stylist (Full time, 35 hrs/wk) - 1500 Hours	64 Weeks	2250
Teacher/Manager/Instructor (Full time, 35 hrs/wk) – 600 Hours	26 Weeks	900
Crossover (fulltime, 35 hrs/wk) 600 hours	26 Weeks	900

⁹The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

⁹Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

¹¹ Grade	Percentage	Outcome
A	100-90	EXCELLENT
B	80-89	VERY GOOD
C	75 - 79	SATISFACTORY
D	74 and BELOW	UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

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AUDIO AND VIDEO POLICY

Due to the potential for issues such as invasion of privacy (client, student, and staff), sexual or other harassment, and protection of Proprietary techniques students, visitors, and staff may not make audio or video recordings of any type while on the premises of DeSigner Barber & Stylist School.

The only exception to this will be with written permission from the Owner/Director per episode for the purpose of advertising only.

Any student or other individuals who violates this policy will be terminated and/or removed from the property.

I, _____, have read, understand, and agree to the above ban on audio and video recordings and understand I will be terminated upon violation of policy.

Student Signature _____

Date _____

Drug and Alcohol Abuse Prevention Program

The policy of this institution is to provide information to its students and employees to prevent drug and alcohol abuse. Distribution of drug and alcohol abuse prevention information may be given through discussion, counseling, direction to drug and alcohol abuse facilities, or the distribution of printed materials.

How Does Drug Use Affect Health?

Health risks are everywhere and are compounded with the use and abuse of drugs. Risks associated include nausea, depression, cardiac damage, coma, anxiety, and even death. Risks to pregnant women include difficult pregnancies and physical and mental damage to the fetus.

Drug use, including alcohol, may diminish short term memory, affect your coordination, slow your reflexive abilities, impair your ability to make sound judgments and impair your ability to operate motor vehicles.

A description of alcohol and drug categories, their effects, symptoms of overdose, symptoms of withdrawal and indications of misuse can be found at:

<http://ncadi.samhsa.gov/> and at the Drug Enforcement Administration of the U.S. Department of Justice website:
<http://www.usdoj.gov/dea/concern/concern.htm>

Federal Trafficking Penalties can be found at: <http://www.usdoj.gov/dea/agency/penalties.htm>

Federal Law

Federal law provides that a student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving financial aid shall not be eligible to receive any federal or institutional grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the interval specified in the following table.

If Convicted of an Offense Involving

Possession of a Controlled Substance	Ineligibility Period
First Offense	1 year
Second Offense	2 years
Third Offense	Indefinite
Sale of a Controlled	Ineligibility Period
First Offense	2 years
Second Offense	Indefinite

- A. A student whose eligibility has been suspended based on a conviction for possession or sale of a controlled substance may resume eligibility before the end of the ineligibility period if:
- B. The student satisfactorily completes a drug rehabilitation program that:

- Complies with the criteria prescribed in the federal regulations; and
- Includes two unannounced drug tests;
- the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with the criteria prescribed in the federal regulations; or
- the conviction is reversed, set aside, or otherwise rendered nugatory.

“Official” Withdrawal from the School

A student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1. Date student provided official notification of intent to withdraw, in writing or orally.
2. The date the student began the withdrawal from DeSigner Barber & Stylist School, records.

A student is allowed to rescind his notification in writing and continue the program. If the student subsequently drops, the student’s withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the official withdrawal information, DeSigner Barber & Stylist School, will complete the following:

1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the school’s attendance record;
2. Two calculations are performed:
 1. The student’s ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
 2. Calculate the school’s refund requirement (see school refund calculation):
 - The student’s grade record will be updated to reflect his/her final grade.
 - DeSigner Barber & Stylist School, will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
 - The school will provide the student with a letter explaining the Title IV, HEA requirements:
 - The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
 - Any returns that will be made to the Title IV, HEA Federal program on the student’s behalf as a result of exiting the program. If a student’s scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
 - Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
 - Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student’s file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student’s withdrawal date is the original date of notification of intent to withdraw.

“Unofficial” Withdrawal from School

In the event that the school unofficially withdraws a student from school, the Financial Aid Director or School Director must complete the Withdrawal Form using the last date of attendance as the drop date.

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school’s attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the DeSigner Barber & Stylist School, contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within one week of the student's last date of academic attendance, the following procedures will take place:

- The education office will make three attempts to notify the student regarding his/her enrollment status;
- Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;
- The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence;
- Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
- DeSigner Barber & Stylist School, calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
- Calculate the school's refund requirement (see school refund calculation);
- DeSigner Barber & Stylist School, Executive Financial Director will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made and note return on the student's ledger card.
- If applicable, DeSigner Barber & Stylist School, will provide the student with a refund letter explaining Title IV requirements:
 - The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
 - Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
 - Supply the student with a final student ledger card showing outstanding balance due the school and the available methods of payment.
 - A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

Withdraw Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdraw.

Withdraw After 60%

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

DeSigner Barber & Stylist School measures progress in Clock Hours, and uses the payment period for the period of calculation.

Readmission and Change of Curriculum Policy

Students who have been dismissed may apply for re-entry to the institution after waiting a period of 60 days. Such students will be enrolled under the same SAP status they were in when they previously attended. All hours and grades a student received during a prior enrollment will be credited to the student when re-entering. This procedure applies to any student dismissed by the school for any reason and any student who voluntarily withdrew while on probation. For all others, a 30-day waiting period is required. After the initial start, should termination of enrollment occur for any reason, the student may be allowed to re-enter the program (3) additional times. However if the prior two re-entries resulted in termination for the same reason, request for re-entry can be denied. Although, it is not likely that a request for re-entry will be accepted after the 3rd time, management reserves the right to consider any request for re-entry, review all circumstances surrounding prior drops and make a professional judgment accordingly. Any student, who is terminated for defacing school property, terroristic threatening, sexual harassment and or bodily harm to any individuals (i.e., staff, students), while on the campus of Designer College, will not be allowed to re-enter the program.

Student Complaint/Grievance Procedure

The school practices an open door policy; encouraging students, staff, or clients to bring areas of misunderstanding, confusion, complaint, or dissension to school administrator's attention in written format. It is the intent of school personnel to practice the art of good listening skills. All complaint/grievances are taken very seriously, reviewed carefully, and a written response is provided to the complaint. If someone feel that the school has inadequately

addressed a complaint or concern, they may consider forwarding a copy of the original complaint document to the licensing agency, if the matter is not resolved to their satisfactory, the original document may be forwarded to the Accrediting Commission and/or the Arkansas State Board of Barbers, in that sequence.

A copy of the COMPLAINT/GRIEVANCE FORM is available at the school and may be obtained by contacting DeNise Myers or the admissions office.

Grievance Committee:

DeNise Myers

Barbi Schultze

Jeff Myers

VA Information

In accordance with Title 38 US Code 3679(c), this educational institution adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9J 11 G.! Bill® (Ch.33) or Vocational Rehabilitation& Employment

(Ch.31) benefits, while payment to the institution is pending from VA. This educational institution will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certification of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policie

Sexual Harrassment Policy

DeSigner Barber & Stylist School has a Sexual Harassment Policy that does not tolerate Harassment that is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment. If a student feels the above has taken place, they should immediately report it to one of the following people:

The Assistant Director, Barbara Schultze or Denise Myers, Director

If not available, and it needs to be reported immediately Jeff Myers, Student Services

At that time an investigation will begin, and the student will be interviewed. An interview will be conducted separately with the person being accused of inappropriate conduct. The Grievance committee will meet and review all evidence. At the time a decision is made on the conduct, the student will be advised in writing of the findings.

DeSigner Barber and Stylist School does not tolerate Quid pro quo harassment or Hostile environment harassment.

Definitions:

Quid pro quo harassment occurs when a school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity. It can also occur when an employee causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct. For example, when a teacher threatens to fail a student unless the student agrees to date the teacher, it is quid pro quo harassment.

Hostile environment harassment occurs when unwelcome conduct of a sexual nature is sufficiently serious that it affects a student's ability to participate in or benefit from an education program or activity, or creates an intimidating, threatening or abusive educational environment. A hostile environment can be created by a school employee, another student, or even someone visiting the school, such as a student or employee from another school.

**DeSigner
Barber and Stylist School LLC**

Telephone: (479)478-8388 FSM

Or 479-717-6585 NWA

_____ 2409 South 56th Street, Suite 118

Fort Smith, AR 72903

Or

_____ 1074 E Henri De Tonti

Springdale, AR 72762

Fax: (479)478-6880

Email: designercollege@sbcglobal.net

Licensed by the Arkansas State Board of Barber Examiners

501 Woodlane – Room 212N

Little Rock, AR 72201-4512

501.682.4035

*National Accrediting Commission of Career Arts and Sciences

4401 Ford Ave., Suite 1300

Alexandria, VA 22302

703.600.7600

This school is accredited by the National Accrediting Commission of Career Arts and Sciences.

We currently are participating in the Title IV program.

Before any Federal Title IV funds are awarded to a student at DeSigner Barber & Stylist School the student must sign the following statement as a part of their Award Letter acceptance:

I hereby certify that I have received a copy of this catalog prior to enrollment and have reviewed its contents, understand all policies contained herein, and agree to comply with the same. By signing below, I also confirm that I have read and signed the Drug and Alcohol Policy attached with this handbook.

Student Signature _____ Date _____

School Official _____ Date _____

I, _____, do verify by my signature below that I have read and understand the importance of the Drug and Alcohol Procedures and will comply with them. By not complying with them, I understand that disciplinary actions can be taken toward me by DeSigner Barber & Stylist School. These actions are listed in the handbook and I have read and understand the full implications. I also understand that if I fail to abide by these rules DeSigner Barber & Stylist School has the authority to notify the proper local, state or federal authorities of my actions.

Student Signature _____ Date _____

School Official _____ Date _____

INFORMATION FOR STUDENTS OF DESIGNER BARBER & STYLIST SCHOOL:

For Financial Aid Questions Barbi (FSM) or Lisa (NWA)
Email: designer.babz@gmail.com

For Supply Questions: Jeff or deNise
Full Kit will be available by 7th day. Necessary equipment will be given on 1st or 2nd day of school.

For Policy Questions: Barbi, or Lisa

If you have general questions about program, please see your handbook first. If you still have a question, see staff shown above depending on subject.

For weekly hours: The Instructors receive the hours for the previous week by Wednesday, and can give you an update if asked. Do not ask to see the Hourly sheet as you are only allowed to see your own hours.

It is your responsibility to supply all documents requested for admission and financial aid. Your neglect in doing so can result in no admission, or suspension from the program until all documents are received.

Please be advised that DeSigner Barber & Stylist School has implemented all policies and rules based on over a decade of running a school. **These rules are not up for debate to be changed, so there will be no negotiating the current policies and rules.** You are welcome to share ideas with the staff, but we will not argue the merits of our policies and procedures. You receive a copy of all rules before starting, and sign that you accept them before enrollment so please read your handbook before you sign.

We look forward to being a part of your journey to becoming a great Barber/Stylist!

*Thank you for choosing
DeSigner Barber & Stylist School!*