



Webb's Barber School of Arts

Student Catalog

Volume 9: January 1, 2024

4356 Mercer University Drive
Macon, Georgia 31206
(478) 254-8900

TABLE OF CONTENTS

Page	Section
5	Welcome to Webb's Barber School of Arts
6	Section 1: School Information
6	Campus Location
6	Facility
6	Administrative Staff
7	Program Tuition Costs
7	Program Start Date
7	Daily Schedule
7	School Holiday/Closings
7	State Board Exam Fee Schedule
7	Section 2: Webb's Barber School of Arts Overview
8	Webb's Barber School of Arts Right to Modify Policies
8	Our Mission
8	Webb's Barber School of Arts' Owner
8	Accreditation/Licensing
8	Section 3: Admissions
9	Student Right-to-Know
9	Admissions Requirements and Procedures
9	Foreign Institution Admission Requirements
10	Ability-to-Benefit
10	Readmission Policy
10	Transfer Student Policy
11	Schedule of Tuition and Fees
11	Cancellation, Withdrawal, and Settlement Policy
12	Tuition Adjustment Schedule
12	Section 4: Student Financing Options
12	Federal Funding Sources
12	Institutional Payment Options
13	Financial Obligations
13	Withdrawal Determination Date (Official/Unofficial Withdrawal)
13	Return of TITLE IV funds
14	Post-Withdrawal disbursement
14	Overpayment of Funds
14	Student Grant Overpayment
15	Funds Owed to Webb's Barber School of Arts
15	Payment of a Refund or Return of TITLE IV to HEA
15	Section 5: Completion and Graduation Requirements
16	Section 6: Satisfactory Academic Progress Policy
16	Evaluation Periods
16	Attendance Progress Evaluations

16	Maximum Time Frame
16	Academic Progress Evaluations
17	Determination of Progress Status
17	Warning
17	Probation
18	Re-establishment of Satisfactory Academic Progress
18	Interruptions, Course Incompletes, Withdrawals
18	Appeal Procedure
18	Noncredit, Remedial Courses, Repetitions
18	Transfer Hours
18	Misrepresentation Statement
19	Equal Opportunity Organization
19	Students with Disabilities
19	Procedures for Requesting Section 504 Accommodations
20	Physical Demands & Safety Requirements
20	Policy & Standards of Conduct Regarding Drugs & Alcohol
21	Implications of Violating the Policy or Standards of Conduct
21	Sanctions & Penalties - Imposed by Webb's Barber School of Arts
21	Overview of Health Risks with the Use & Abuse of Drugs and Alcohol
22	Information Regarding Available Drug and Alcohol Programs
22	General Security Information
22	Crime Prevention Program
23	Harassment & Bullying Policy
23	Sexual Misconduct Prevention, Interpersonal Violence, Response Policy Introduction
24	Notice of Non-Discrimination
24	Confidentiality
25	Options for Assistance
26	Weapons Policy
26	Reporting Crimes or Other Emergencies
26	Security Notifications and Updates
26	Emergency Response and Evacuation Procedures
26	Severe Weather Shelter
26	Medical Emergency
27	Access to Student Educational Records (FERPA)
27	Safeguarding Information
28	Professional Advising
28	Career Planning
28	Campus Parking
28	Student Housing
28	Educational Facilities
29	Lockers
29	Student Kits
29	Copyright Infringement
29	Academic Honesty

29	Exam and Assignment Policy
30	Make-Up Exam Policy
30	Core & Final Exams
30	Practical Progress Requirements
31	Monthly Progress Reports
31	Section 7: School Policy and Operations
31	General Rules and Regulations
31	Smoke-Free Environment
31	Record of Hours
31	School Calendar and other Important Dates
32	Punctual/Tardiness Standards
32	Attendance Policy
32	Jury Duty
32	Emergency School Closings
33	Student Leave of Absence (LOA) Policy
34	Procedures for Requesting a LOA
34	Procedures for Requesting to Extend a LOA
34	Procedures for Returning from a LOA
35	Failure to Return From a LOA
35	Section 8: Webb's Barber School of Arts' Policies and Standards
36	Disciplinary Action
36	Withdrawals/Expulsion/Termination
37	Expulsion/Termination Appeals
38	Schedule Changes
38	Grievance Policy/Protocol to Report a Grievance
39	Dress Code Standards
39	Student Withdrawal Policy and Procedure
39	Student Make-Up Time Policy
40	Section 9: Educational Programs Outlines & Curriculum
40	General Approach for All Programs
40	Instructional Method
40	Student Books
40	Grading Procedures for All Programs (Master Barber Barber Instructor Cross-Over)
40	Reference Material
41	Master Barber - Description
41	Program Objective
41	Master Barber (1500 Hour) Curriculum
42	Master Barber Freshman (280 Hours) Program - Curriculum
42	Master Barber Core (1500 Hours) Program - Curriculum
43	Barber Instructor (750 Hour) Program - Description
43	Program Objective
43	Barber Instructor (750 Hour) Program - Curriculum
44	22Cross-Over (300 Hour) Program - Description

Welcome to Webb's Barber School of Art

Thank you for considering Webb's Barber School of Arts as the school of choice for your career education.

It is my desire to increase the community of barber industry professionals by creating an educational experience that builds a solid foundation for industry growth. At Webb's Barber School of Arts, my passion has always been to build a program that combines the training that prepares every student to meet the changing needs and expectations of their future clients as well as the future changes in the industry both in theory and technical.

Your education at Webb's Barber School of Arts will provide you with the tools of the profession, exceptional soft skill development and technical expertise all of which are required to excel in an ever-changing industry.

There may be other programs available to you, it is our hope that you choose our program and educational family to assist you with your journey into the barber industry.

Professionally yours,

Jaddie Webb

Jaddie Webb

Owner/Founder

Section 1: School Information

*All programs and instruction are offered in English.

Campus Location:

Webb's Barber School of Arts
4356 Mercer University Drive
Macon, GA 31206-4118



Facility:

Webb's Barber School of Arts maintains a 2000 square foot store front facility that meets Georgia State Board of Cosmetology and Barbers requirements and licensure as an approved educational facility for Master Barber, Barber Instructor and Cross-Over Programs. Housed within the facility is a 16-barber chair student Barber Clinic, Administrative Offices, shampoo bowls, dryer chairs, his and her restrooms, student lockers, student break area, student classroom, storage and laundry facility.

Administrative Staff:

Campus Director/Owner: Jaddie J. Webb

Instructor: Jaddie J. Webb

Substitute: Calvin Jackson

Program Tuition Costs:

Program Name	Clock Hours	Application Fee	Registration Fee	Tuition	Books & Kit	Total
Master Barber	1500	\$25.00	\$100	\$22,500	\$1500	\$24,125.00
Barber Instructor	750	\$25.00	\$100	\$9500	\$1000	\$10,625.00
Cross-Over	300	\$25.00	\$100	\$5500	\$1200	\$6,825.00

Program Start Dates:

Master Barber | Barber Instructor | Cross-Over

Year	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec
2021	5 th	2 nd	2 nd	6 th	4 th	1 st	6 th	3 rd	7 th	5 th	2 nd	7 th
2022	4 th	1 st	1 st	5 th	3 rd	7 th	5 th	2 nd	6 th	4 th	1 st	6 th
2023	3 rd	7 th	7 th	4 th	2 nd	6 th	4 th	1 st	5 th	3 rd	7 th	5 th

Daily Schedule:

Tuesday-Friday 8:00am-5:00pm (Lunch 12:00-1:00pm)

School Holidays/Closings:

HOLIDAY**	
New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
Memorial Day	Day After (Thanksgiving)
Fourth of July	Christmas Day

** = The School recognizes only official school holidays as listed above and will only recognize school closures that are directly related to or caused by inclement weather and or natural disasters.

State Board Exam Fee Schedule:

STATE BOARD EXAM FEE		State Board License Application Fee
Master Barber License Examination Fee	\$147 (PSI Written & Practical Exam)	\$50
Barber Instructor License Examination Fee	\$147 (PSI Written & Practical Exam)	\$75
Master Barber License <i>Renewal</i> (Dec. 31, Even Years)	\$50 (State Board)	\$50
Barber Instructor License <i>Renewal</i> (June 30, Odd Years)	\$75 (State Board)	\$75

Section 2: Webb's Barber School of Arts Overview

This student catalog serves as a basic guide for students and contains information pertaining to the policies, procedures, and expectations which apply to all Webb's Barber School of Arts students. Each area provides a summary of the school's policies or operating procedures and is provided to give each student general information. This catalog, along with the enrollment agreement represents the contractual agreement between Webb's Barber School of Arts, Inc. and the student, specifying the rights and responsibilities of the student and Webb's Barber School of Arts. It is recommended that students read all documents in their entirety. In addition, students can visit Webb's Barber School of Arts website at: www.webbsbarberschoolofarts.com for more information.

Webb's Barber School of Arts Right to Modify Policies

Review of this Student Catalog will be conducted on a regular basis and are subject to change at any time. Webb's Barber School of Arts reserves the right to modify or rescind the terms of the policies described in this catalog for any reason at any time. Any changes will be communicated through the Student Catalog which will include an effective date of necessary changes.

Mission Statement

Webb's Barber School of Arts is committed to providing the highest quality of Barber and Barber Instructor education required for our students to pass their state licensure examinations and to obtain employment as a professional Barber and/or Barber Instructor.

Webb's Barber School of Arts, Owner

Jaddie Webb - Founder

Webb's Barber School of Arts was founded on July 28, 2011 by Jaddie Webb the Owner and President. The story of Webb's Barber School of Arts, started with a dream of a father, (Master Barber and Instructor) to provide a unique opportunity for his family to learn and perfect the skills required to become professional Master Barbers.

The Webb family has accumulated a combined 63-years of experience in both barbering and cosmetology. The family shares a reputation for providing the highest quality of barbering services to the public has grown in reach to extend far beyond the Middle Georgia area. Webb's Barber School of Arts is first and foremost a family business established with a vision for all interested family members to learn and perfect their craft while providing an opportunity for other aspiring individuals to become professional barbers and barber instructors. Webb's Barber School of Arts family is dedicated committed to "transforming lives through quality education.

Accreditation and Licensing Agencies

Webb's Barber School of Arts, Inc. is licensed by the:

Georgia State Board of Cosmetology and Barbering

213 Coliseum Drive

Macon, GA 31217

(478) 207-2440

Accredited:

National Accrediting Commission of Career Arts and Science (NACCAS)

3015 Colvin Street

Alexandria, VA 22314

(703) 600-7600 | www.naccas.org

Section 3: Admissions

Pre-Enrollment

Webb's Barber School of Arts encourages prospects to fully educate themselves prior to making an enrollment decision. For assistance in obtaining school information, information on graduation, placement and licensure rates, and campus security policies and crime statistics, students should contact the Admissions Advisor (prospective students) or the Campus Director/Owner (Jaddie Webb) for currently enrolled students.

Student Right-to-Know

Per the Student "Right-To-Know" Act, Webb's Barber School of Arts, Inc. makes our graduation, retention and licensure rates available to all prospective and currently enrolled students.

Admissions Requirements and Procedures

To enroll in Webb's Barber School of Arts post-secondary programs, each prospective student must:

Meet with Webb's Barber School of Arts' Admissions Advisor to interview and tour the school. A follow-up interview may be required for the prospective Master Barber program applicant.

- Complete an application for enrollment and submit it to the Admissions Advisor.
- A signed Enrollment Agreement is required to enroll in and start all programs of student.
- Admittance is on an individual basis. To be accepted into Webb's Barber School of Arts, Inc. the following requirements must be met:
 - **Age requirement:** Proof of age may be documented by various means, including, but not limited to birth certificate, driver's license, government issued identification birth registrations, passport, etc. In Georgia, applicant must be at least 18 years of age by the time the program is completed to qualify for examination for licensing by the State of Georgia.
 - **Education Requirement:** For admission to Webb's Barber School of Arts, a student must have successfully have as evidenced by any of the following forms of documentation.
 - A transcript showing high school completion or high school diploma; or
 - A General Education Development (GED) Certificate or transcript showing high school completion; or
 - An academic transcript of a student who has successfully completed at least two-year program that is acceptable for full credit toward a bachelor's degree.
 - **Licensing Requirements for Barber Instructor Training program:** An individual desiring to teach barbering shall satisfy the board that he or she:
 - Holds a current certificate of registration as a master barber and is a high school graduate, has a general educational development (GED) diploma, or has an academic transcript showing completion of at least two-year program that is acceptable for full credit toward a bachelor's degree;
 - Has 750 hours of board approved instructor training in barbering; and
 - Has passed both a written and practical examination to become an instructor in barbering.
 - **Licensing Requirements for "Cross-Over":** A licensed Master Cosmetologist in Georgia shall be eligible for admissions if:
 - The prospective student currently possesses a Master Cosmetologist license;
 - Completes a board approved 300 hours
 - Holds a current certificate of registration as a Master Cosmetologist and is a high school graduate, has a general educational development (GED) diploma, or has an academic transcript showing completion of at least two-year program that is acceptable for full credit toward a bachelor's degree.

Foreign Institution Admission Requirements: Students seeking admission from a foreign institution must have an equivalency evaluation completed as well as a translation if in any language other than English. Webb's Barber School of Arts will rely on the expertise of an outside agency that is qualified to translate documents into English and confirm the academic

equivalency at a U.S. high school diploma. The student or prospective seeking admission is solely responsible for the cost of foreign transcript translation and evaluation by an outside agency.

Ability to Benefit: Webb's Barber School of Arts does not provide or accept students based on "Ability-To-Benefit" (ATB).

Readmission Policy: A student who withdraws or is expelled and desires to re-enroll must wait thirty (30) days before re-applying. After the thirty (30) days, the student must make a written request to the Campus Director.

The Campus Director will evaluate the student's application to determine eligibility for readmission. If the applicant is not eligible for readmission, the Campus Director will notify the applicant in writing within ten (10) business days of receipt of the application. If the student is eligible for readmission, the Campus Director will schedule a meeting or phone conference with the applicant to determine a final decision, within ten (10) business days of receipt of the application. After a readmission meeting occurs, the student will be notified within fifteen (15) business days of the decision regarding readmission or conditions to be met prior to readmission to your respective program.

Prior to finalizing readmission to Webb's Barber School of Arts the student must agree to adhere to current school policies. To be eligible for readmission, the applicant must be able to successfully complete the program according to the completion and graduation requirements, as outlined in the Student Catalog.

Regardless of length of time elapsed, readmitted students returning to the same program version must return with the same academic and attendance status as when he or she withdrew or was expelled.

Students who drop and are re-admitted will be required to pay off any previous balance to Webb's Barber School of Arts and pay a \$25 application fee, \$100 registration fee and a new Enrollment Agreement must be signed.

Students that are readmitted more than 180 calendar days past their last date of attendance may be charged for and provided with a new kit and will be subject to current campus tuition. Finally, a formal record of the written request for readmission and the outcome/decision will be retained in the student's permanent record.

Transfer Student Policy: The transferability of clock hours you earned at Webb's Barber School of Arts is at the complete discretion of the institution to which you may seek to transfer. If the clock hours that you earn at Webb's Barber School of Arts are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your program work at the transferring institution.

Webb's Barber School of Art's may accept up to 750 transfer hours from another barber institution on a case by case basis with the approval of the Campus Director. All transfer hours (with an official transcript) must be submitted at the time of enrollment. Should hours be accepted, student will pay a pro-rated tuition fee based on current tuition cost divided by the contracted hours plus the required \$100 registration fee and \$25 application fee.

Each program offered by Webb's Barber School of Arts is a single program; therefore, students with an outstanding balance on their tuition account will not be able to receive their transcripts until the account is paid in full. Students withdrawing, transferring, or graduating from Webb's Barber School of Arts, Inc. upon payment of ALL fees owed and or agreed upon arrangements have been made, shall be provided a current and accurate official transcript reflecting hours and grades from Webb's Barber School of Arts.

When transferring from a licensed school, the transferring student must provide Webb's Barber School of Arts with an official transcript from the previous school.

Transfer students will pay the current rate of tuition for the remaining hours to fulfill graduation requirements. Tuition balances do not transfer from one school to another. Transfer students will be subject to over contract fees, if applicable.

Transfer hours accepted are applied to the total numbers of hours necessary to complete the program and are considered both attempted and completed hours for determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress (SAP) evaluation periods are based on actual hours at Webb's Barber School of Arts.

Schedule of Tuition and Fees: Tuition charges are different for each program of study. Please refer to the Enrollment Agreement or the "Program Tuition Costs" below.

Program Tuition Cost:

Program Name	Clock Hours	Application Fee	Registration Fee	Tuition	Books & Kit	Total
Master Barber	1500	\$25.00	\$100	\$22,500	\$1500	\$24,125
Barber Instructor	750	\$25.00	\$100	\$9,500	\$1000	\$10,625
Cross-Over	300	\$25.00	\$100	\$5,500	\$1200	\$6,825

Cancellation, Withdrawal, and Settlement Policy:

For applicants who cancel enrollment or students who withdraw from enrollment an 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 monies 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 (3) 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 (3) 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 less the registration fee in the amount of \$100.
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.). An active student is considered unofficially withdrawn when they have been absent for 10 consecutive SCHOOL days (14 calendar days) from their last date of physical attendance without notifying the Webb's Barber School of Arts administrative office. Webb's Barber School of Arts will notify student by phone, letter, or email after 14 calendar days of non-attendance.

7. In type 2, 3, 4, or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written, 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:

TUITION ADJUSTMENT SCHEDULE

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 student's 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 and before instruction has begun, 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.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$125.00. 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.
- **Veteran Students**
For the Department of Veterans Affairs, benefits recipients, the school will refund the unused portion of prepaid tuition and fees on a pro-rata refund basis. Any amount in excess of \$10.00 of an enrollment or registration fee will also be pro-rated.

Section 4: Student Financing Options

Institutional Payment Options: The school will allow students to set up student payments on a weekly, bi-weekly or monthly basis and will accept payments in the following forms only:

- Cash
- Credit Card
- Debit Card
- Cashier Checks (No Personal Checks accepted)

- Money Order

Financial Obligation:

Students who fail to make payments as contracted are subject to Webb's Barber School of Arts disciplinary action. If in the case of transfer or graduation, no transcripts will be released to any institution, individual or for state board purposes until all financial obligations are satisfied or agreed upon arrangements have been made and approved in writing by the Campus Director.

Withdrawal Determination Date (Official/Unofficial Withdrawal):

The Withdrawal Determination Date is the date the institution determined the student withdrew. Please refer to "Official Withdrawal" and "Unofficial Withdrawal" sections below.

Official Withdrawal

An active student officially withdraws when they notify the Webb's Barber School of Arts office of their intention to withdraw. The student must formally notify the school of their withdrawal by email, handwritten document, or in-person completing a withdrawal form.

Webb's Barber School of Arts can officially withdraw a student if they are in non-compliance with the school's policy. Student will be notified in person, by phone, or email of the non-compliance.

Unofficial Withdrawal

An active student is considered unofficially withdrawn when they have been absent for 10 consecutive SCHOOL days (14 calendar days) from their last date of physical attendance without notifying the Webb's Barber School of Arts administrative office. Webb's Barber School of Arts will notify student by phone, letter, or email after 14 calendar days of non-attendance.

Return of TITLE IV funds:

The amount of assistance that a student has earned is determined on a pro-rata basis. For example, if a student completed 30% of the scheduled hours in their payment period, they earn 30% of the assistance they were originally scheduled to receive. Once the student has completed more than 60% of the scheduled hours in their payment period, they earn all the assistance that were scheduled to receive for that period. The law specifies that Webb's Barber School of Arts must determine the amount of Title IV program assistance that a student earns if they withdraw from Webb's Barber School of Arts. The Title IV program assistance covers students by this law are: Federal Pell Grants, Loans, and PLUS Loans. When students withdraw during their payment period, the amount of Title IV program assistance that they have earned up to that point is determined by a specific formula. If a student receives (or the Webb's Barber School of Arts or parent received on the student's behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than they earned, the excess funds must be returned by Webb's Barber School of Arts or by the student. Webb's Barber School of Arts is required to return any unearned funds to the Department within 45 days of the school determination date.

Post-Withdrawal Disbursement

If the student did not receive all of the funds that they earned, they may be due a Post-withdrawal disbursement. There are some Title IV funds that a student is scheduled to receive that cannot be disbursed to a student once they withdraw because of other eligibility requirements. For example, a first-year undergraduate student that has not completed the first 30 days of the program before they withdraw, will not receive any Direct Loan Funds that they would have received had they remained enrolled past the 30th day. If the student's Post-withdrawal disbursement includes loan funds, Webb's Barber School of Arts must get their permission before it can disburse funds. The student may choose to decline some or all of the loan funds to not incur additional debt. Webb's Barber School of Arts, Inc. may automatically use all or a portion of the student's Post-withdrawal disbursement of grant funds for tuition, and fee charges (as contracted with Webb's Barber School of Arts). Webb's Barber School of Arts needs the student's permission to use the Post-withdrawal grant disbursement for all other Webb's Barber School of Arts charges. If the student does not give their permission, funds will be automatically disbursed to said student within 30 days of the school determination date.

Overpayment of funds

If the student receives (or the Webb's Barber School of Arts or the parent receives on the student's behalf) excess Title IV program funds that must be returned, the Webb's Barber School of Arts must return a portion of the excess equal to the lesser of the institutional shares multiplied by the unearned percentage of the student's funds, or the entire amount of excess funds. Webb's Barber School of Arts, Inc. must return this amount of excess funds. If Webb's Barber School of Arts is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student must (or student's parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, the student must make scheduled payments to the holder of the loan over a period of time.

Student Grant Overpayment

Any amount of unearned grant funds that a student must return is called an overpayment. The maximum amount of a grant overpayment that a student must repay is half of the grant funds the student received or were scheduled to receive. The student will be notified within 30 days by Webb's Barber School of Arts of a grant overpayment. The student must make arrangements with Webb's Barber School of Arts or the Department of Education to either:

- repay the overpayment in full to Webb's Barber School of Arts
- make repayment arrangements satisfactory to the school or
- sign a repayment agreement with the Department of Education. If the student has not repaid the grant overpayment within the 45 day time frame, Webb's Barber School of Arts will report the overpayment to the NSLDS. The student will not be eligible for further Title IV funds until the overpayment is paid in full.

Funds owed to Webb's Barber School of Arts

The requirements for Title IV program funds when the student withdraws are separate from any Institutional Refund Policy that Webb's Barber School of Arts may have. Therefore, the student may still owe funds to Webb's Barber School of Arts to cover unpaid institutional charges. Webb's Barber School of Arts may also charge a student for any Title IV program funds that Webb's Barber School of Arts was required to return.

PAYMENT OF A REFUND OR RETURN OF TITLE IV, HEA PROGRAM FUNDS TO THE SECRETARY

By applying for a Direct Loan, a borrower authorizes Webb's Barber School of Arts to pay directly to the Secretary that portion of a refund or return to Title IV, HEA program funds from the school that is allocable to the loan. Webb's Barber School of Arts must pay that portion of the student's refund or return of Title IV, HEA program funds that is allocable to a Direct Loan to the Secretary.

RETURN OF TITLE IV FUNDS BY SCHOOL

Webb's Barber School of Arts is responsible for returning unearned aid by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

School Catalog & Consumer Disclosure Information

TITLE IV PROGRAMS

- Unsubsidized/Direct Loan
- Subsidized/Direct Loan
- Parent Plus
- Pell Grant

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

Section 5: Completion and Graduation Requirements

Will grant a diploma of graduation and Official Transcript Hours for:

1. Satisfactory Completion of all required hours per program.
 - a. Master Barber 1500 hours
 - b. Barber Instructor 750 hours
 - c. Cross-Over 300 hours
2. Completion of required clinical performances as required by Georgia State Board of Cosmetology and Barbers
3. Barber Instructor Only: Compile a notebook/portfolio containing a copy of daily lesson plans for assigned chapters.
 - a. Conduct theory/classroom and practical demonstrations
4. Complete test from each unit with a minimum grade of 75% or greater.
5. Pay all financial obligations to Webb's Barber School of Arts

Section 6: Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Webb's Barber School of Arts. 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).

Evaluation Periods

The institutions academic year is 900 clock hours for all of its programs.

Students are evaluated for Satisfactory Academic Progress as follows:

Master Barber 450, 900, 1200 clocked (actual) hours

Barber Instructor 375 clocked (actual) hours

Cross-Over 150 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:

Courses Offered Scheduled Time for Course	Normal Time Frame		Maximum Time Allowed for Completion		
	Weeks	Months	Weeks	Months	Scheduled Hours
Master Barber (AM - Full time, 32.0hrs/wk) - 1500 Hours	47	12	71	18	2250
Master Barber (PM - Part time, 16.0hrs/wk) - 1500 Hours	94	24	141	36	2250
Barber Instructor (AM - Full time, 32.0 hrs/wk) - 750 Hours	24	6	36	9	1125
Barber Instructor (PM - Part time, 16 hrs/wk) -750 Hours	47	12	71	18	1125
Cross-Over (AM - Full-time, 32.0 hrs/wk) - 300 Hours	10	2	15	3	450
Cross-Over (PM - Part-time, 16.0 hrs/wk) - 300 Hours	19	5	29	8	450

The 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.

Students 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:

96% - 100%	EXCELLENT
90% - 95%	VERY GOOD
75% - 89%	SATISFACTORY
0% - 74%	UNSATISFACTORY/FAILING

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. (Note: Webb's Barber School of Arts participates in Title IV Funding.)

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 (10) 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 as approved by the Campus Director of Webb's Barber School of Arts. 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

In 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. SAP evaluation periods are based on actual contracted hours at the institution.

Section 6: Additional Consumer Information

Misrepresentation Statement

Webb's Barber School of Arts has procedures to ensure that it does not misrepresent the nature of its educational programs, the nature of its financial charges, and the employability of its graduates. The institution does not provide false, erroneous or misleading statements concerning these topics.

If a student or parent believes that Webb's Barber School of Arts' associates (employees) or any other entity or person has made misrepresentations on the above subjects, they should contact the Campus Director who will address the concern.

Equal Opportunity Organization

Webb's Barber School of Arts is committed to providing equal education opportunities in all phases of instruction. We will provide equal education opportunities, admission, discipline, job assistance and graduation to all individuals without regard to age, sex, race, color, creed, religion, ethnic origin, political affiliation, disability, veteran status, marital status, or sexual orientation pursuant to the requirements of Title IX of the Educational Amendments of 1972, Pub. L. 92-318, and Section 504 of the Rehabilitation Act of 1973, Pub. L. 93-112; respectively. This policy extends to employment,

admissions and attendance at the school.

Students with Disabilities Policy

Webb's Barber School of Arts institution values equal educational opportunities for all students and complies with Section 504 of the Rehabilitation Act of 1973, pertaining to reasonable academic accommodations. The program and accommodations for students with disabilities are managed by the Campus Director.

A person is disabled if he/she has a physical or mental impairment that substantially limits a major life activity. Federal law requires Webb's Barber School of Arts provide a student with a disability with the appropriate academic adjustments and auxiliary aids and services that are necessary to afford the student with a disability an equal opportunity to participate in a school's program. Webb's Barber School of Arts is not required to make adjustments or provide aids or services that would result in a fundamental alteration of a recipient's program or impose an undue burden.

Reasonable and necessary accommodations for students can be granted on a case by case basis with the input of the student and, if necessary and with the student's permission, with the input of their qualified healthcare provider.

The accommodations granted may include:

- extended time for completing tests, quizzes, papers, and/or projects;
- additional tutoring;
- assistance in note taking or reading;
- adaptive technology; or
- other accommodations.

Procedures for Requesting Section 504 Accommodations

It is the responsibility of the student to notify the Campus Director of his or her disability and the need for accommodations. Information regarding disabilities/medical conditions will be treated confidentially and are subject to all privacy policies. Incoming or current students who have received a diagnosis may self-report to the Campus Director at anytime while enrolled at Webb's Barber School of Arts. Any student with a disability who seeks an accommodation or academic adjustment must complete a Section 504 Accommodations Request Form and submit it, along with supporting documentation, to the Campus Director. Supporting documentation may include a high school Individual Education Plan (IEP) or other documentation provided by a qualified healthcare provider in order to receive accommodations. Please note, submission of a student's IEP does not guarantee that the student will receive academic adjustments from the institution.

Approved accommodations under Section 504 of the Rehabilitation Act of 1973 will begin as of the date of the approval and are not retroactive. However, students must allow sufficient time for the processing of their requests and be mindful that certain accommodations will not take effect until the date the request has been approved, if applicable.

If an instructor believes that the accommodations provided to a student would cause an undue burden or would fundamentally alter the nature of the program, they may appeal the accommodation to the Section 504 Administrator. Until the appeal has been decided the instructor is required to provide the accommodation as listed to the student.

Physical Demands & Safety Requirements:

Below is a list of the physical requirements that your future career demands.

Body Position:	Long periods of time standing are required.
Hands:	Your hands will need protection from chemicals and continuous exposure to water and cleansing agents. Hand care products are recommended for all service professionals.
Back:	Minor back stress may be caused by long intervals of standing, sitting, or leaning. Please consult your health care provider if you have a history of back pain.
Chemicals:	As a Master Barbers or Barber Instructors, you will be required to work with different types of products and chemicals. If you have any allergies or sensitivities to chemicals, please consult your healthcare provider.
Sanitation:	Communicable disease can be easily transmitted between people. You will be required to follow proper sanitation as set forth by the State.
Trade Tools:	You will be working with sharp objects such as shears, razors, clippers, extractors, etc. Caution must be used when handling these items.
General Safety:	You must be cautious daily to avoid: chemical burns, cuts, abrasions, harmful fumes, injury to your eyes, and physical injury resulting from spilled liquid.

Policy & Standards of Conduct Regarding Drugs & Alcohol

Webb's Barber School of Arts is an alcohol-free and drug-free environment. Students and any other school employees/associates are prohibited from the unlawful manufacture, distribution, sale, dispensing, possession or use of a controlled substance or alcohol anywhere on Webb's Barber School of Arts property, including grounds, parking areas, anywhere within the buildings or while participating in Webb's Barber School of Arts related activities. Students and associates are also prohibited from being present on campus under the influence of alcohol or controlled substances. Note: students or associates taking prescribed or over the counter medication which may affect functioning should so inform a Campus Director.

Anyone who observes any violation of the above policy should immediately inform the Campus Director of such violation. The Campus Director will take the appropriate procedures.

Implications of Violating the Policy or Standards of Conduct

In addition to the potential health consequences of use or abuse of illicit drugs and alcohol, students and associates who violate the Policy & Standards of Conduct Regarding Drugs & Alcohol will be subject to a range of disciplinary and legal implications, including:

- Sanctions and penalties that may impact their status and/or ability to attend, or work for, Webb's Barber School of Arts
- Sanctions and penalties that may be applied by local, state and federal authorities; and

Sanctions and penalties regarding students' access to the Department of Education's Title IV program.

Georgia Law

https://sos.ga.gov/plb/acrobat/laws/03_TITLE%2016-Crimes%20and%20Offenses%20-%20Controlled%20Substances.pdf

Federal Law

<https://www.congress.gov/bill/101st-congress/house-bill/3614>

Sanctions & Penalties - Imposed by Webb's Barber School of Arts

Students or associates who violate the Webb's Barber School of Arts Policy & Standards of Conduct Regarding Drugs & Alcohol will be subject to disciplinary action up to and including termination of enrollment or employment, as appropriate. In all cases, Webb's Barber School of Arts, Inc. will abide by local, state, and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol, including the full enforcement of applicable underage drinking laws.

If there is a reasonable suspicion that a student or associate is under the influence of alcohol or a controlled substance while on Webb's Barber School of Arts premises, they will be required to clock out for the day and leave the premises. The decision to dismiss If a student or associate is solely at the discretion of the location's Campus Director and may not be supported by actual proof of controlled substance, illegal drugs or alcohol use.

Sanctions & Penalties - Imposed by Local, State, or Federal Authorities

Depending on the specific violation and subsequent adjudication, a student or associate could face a significant punishment for violating the Webb's Barber School of Arts policy regarding drug and alcohol use. This may include financial penalties, as well as time in jail.

Given the constantly changing laws and sentencing guidelines regarding illegal drugs and alcohol, students or associates interested in understanding the potential punishments for these violations are encouraged to research the topic by entering the following search terms in Google:

- Georgia punishments: enter "punishments for drug and alcohol violations in Georgia"; or
- Federal punishments: enter "punishments for federal drug and alcohol violations."

Overview of Health Risks with the Use & Abuse of Drugs and Alcohol

The use and abuse of alcohol and/or drugs can lead to physical and psychological health risks. These risks depend upon the type of alcohol/drug used and the intensity of the use. Long-term use of alcohol/drugs can lead to organic damage to the body and psychological problems. Even short-term use carries a risk of an overdose that can result in effects as serious as death. Alcohol/drug use also carries other direct and indirect health risks, including a heightened risk of blood-transmitted disease for users of intravenous drugs, the risk of pregnancy complications and birth defects in women who use alcohol/drugs while pregnant, and the impairment of the ability to operate motor vehicles.

For more information about the health risks associated with the use or abuse of specific substances, please refer to the Annual Security Report.

Information Regarding Available Drug and Alcohol Programs

Webb's Barber School of Arts does not directly offer any professional counseling, treatment or rehabilitation programs for students or associates that have issues related to drugs and/or alcohol. However, Webb's Barber School of Arts

understands and appreciates that professional assistance is typically required to successfully address these issues.

Any student who suspects that he or she, or someone else, may be at risk due to use or abuse of alcohol or illicit drugs is encouraged to seek services that can be of help. There are numerous local organizations and resources available. Those in need of help can access the resources via the Internet, or can call the appropriate toll-free number provided below:

- Alcoholics Anonymous 1-800-356-9996
- American Council on Alcoholism 1-800-527-5344
- Cocaine Hotline 1-800-COCAINE
- National Council on Alcoholism 1-800-NCA-CALL
- National Institute on Drug Abuse 1-800-662-HELP
- National Suicide Prevention Hotline 1-800-273-8255

Campus Security Information, Policies, and Procedures

Webb's Barber School of Arts seeks to ensure that students, associates and other visitors, as well as their belongings, are as safe as possible during their time on or near Webb's Barber School of Arts, Inc. facilities. With this objective, and following the requirements as outlined in the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, Webb's Barber School of Arts has developed a set of policies and procedures that cover a range of safety and security matters, as outlined below.

General Security Information

From a campus & facility perspective, the following general security information applies:

- Webb's Barber School of Arts is not responsible for lost or stolen items.
- Webb's Barber School of Arts does not staff dedicated security or police personnel.
- The campus is locked and is secured after hours with security alarms.
- All campus/school rooms have the nearest exits posted by the door.
- Students are provided a locker to secure their property.
- Associates/employees have the option of using available lockers to secure their property.

Crime Prevention Program

Webb's Barber School of Arts requests that students and associates follow the following general security guidelines, which we believe will help prevent crimes:

- Be responsible for your own security and the security of others.
- Report criminal actions or other emergencies occurring on campus to the Campus Director.
- Do not leave valuables visible in your car and always lock your car.
- Do not keep personal or valuable items in bags (backpacks, purses, kit bags) that will not be secure.
- Leave credit cards and personal banking information at home.
- Use your locker—do not leave personal property unattended in unsecured locations.
- Keep your campus locker locked; and do not give anyone except Campus Management your locker combination.
- Beware of others around you both inside and around Webb's Barber School of Arts, Inc. property; if you are uncomfortable with your surroundings, seek assistance and request an escort.
- Know where the exits are in case of an evacuation.
- When working late, keep all front and back doors locked.
- If you think a situation is dangerous, it most likely is; immediately seek assistance.

In addition to students and associates being informed of this program each year through the Annual Security Report,

the program will also be reviewed with new students during orientation.

Harassment & Bullying Policy

Webb's Barber School of Art is an environment that is free from intimidation or harassment. Harassment of associates and/or students by any associate, student, guest, or outside vendor is prohibited and may result in disciplinary action, up to and including termination from Webb's Barber School of Arts, Inc. Harassment is defined as behavior that is offensive to an individual or group, including unwelcome sexual advances, uninvited suggestive remarks, verbal, written or graphic communication that is sexist, racist, contains religious slurs, or ethnic jokes, etc. If you observe this type of behavior, you should immediately address the issue by advising the individual that it is unwelcome, unwanted and inappropriate. If the behavior does not cease, report it to a member of the campus management team immediately.

Verbal and/or written threats to any individual(s) will be taken seriously, perceived as credible and turned over to the local police for investigation. It is not the responsibility of Webb's Barber School of Arts, Inc. to evaluate the validity of a perceived threat. We view this as a serious matter and will not tolerate any threats, joking or not, regarding the safety of our associates and/or students.

"Bullying" often refers to verbal, physical, or other acts committed by a person to harass, intimidate, or cause harm to another person. The behaviors attributed to bullying may include verbal threats, menacing, harassment, intimidation, assaults and disruption of the institution environment, associated disorderly conduct, and related behaviors. Should a student or associate/employee feel that any of these situations apply, and could not be (or could not comfortably attempt to be) resolved directly, he/she is directed to immediately seek the help of Campus Management. At the minimum, all cases of student bullying will be turned over to the campus management team for investigation.

Sexual Misconduct Prevention, Interpersonal Violence, and Response Policy Introduction

We bb's Barber School of Arts fully supports the objectives of the Federal Campus Sex Crimes Prevention Act and the Violence Against Women Act (VAWA). These Acts require Webb's Barber School of Arts, Inc. to follow compliance requirements and establish protections for victims of sexual discrimination, including: sexual harassment and/or assault (non-consensual sexual contact and non-consensual sexual intercourse), domestic or dating violence, sexual exploitation, intimidation, retaliation and stalking, each of which are described below in the definitions section of this policy. By policy, these and related actions are expressly prohibited by Webb's Barber School of Arts. As part of this policy, Webb's Barber School of Arts is committed to prevent such offenses from occurring and take appropriate steps to address any violations of sexual misconduct that occur within Webb's Barber School of Arts, Inc. jurisdiction. Webb's Barber School of Arts, Inc. is committed to ensuring all students and employees feel safe in their learning and work environment so they have the opportunity to benefit fully from their Webb's Barber School of Arts experience.

Notice of Nondiscrimination

Webb's Barber School of Arts strongly prohibits any discrimination on the basis of sex in its education programs per Title IX of the Education Amendments of 1972. Prohibited discrimination includes sexual harassment and all types of sexual misconduct and sexual violence, for which definitions of these terms are provided below. Any employee or student with any questions regarding this policy should see the Title IX Coordinator located at their specific Webb's Barber School of Arts, Inc. location. A listing of all Title IX Coordinators serving each location and their contact information is listed below. Should any employee or student feel they have been the victim of sex discrimination of any kind they should see their Campus Management that handles Title IX as soon as possible.

Confidentiality

Webb's Barber School of Arts urges victims to seek help and support if they are a victim of sexual misconduct in anyway. Although Webb's Barber School of Arts does not offer professional or pastoral counseling services it will offer support as needed to refer a victim to an appropriate source of help. Webb's Barber School of Arts will always follow applicable state and federal laws in respect to the support the Campus offers the victim.

Webb's Barber School of Arts confidentiality policy pertains to maintaining and properly addressing each individual report of sexual misconduct. Refer to Webb's Barber School of Arts. Confidentiality Policy for a complete description. Webb's Barber School of Arts encourages any employee or student to talk to someone about what happened in order to obtain appropriate support. A victim may report the offense to a "responsible employee" who, at the Webb's Barber School of Arts Campus level could be an educator or Campus Management or (an employee in a leadership position) who at the Webb's Barber School of Arts. Campus level may include the Campus Director (or equivalent. Before a victim shares any information with a responsible employee, the victim should be made aware the responsible employee has an obligation to report the incident to the Campus Director.

If the victim would like to remain confidential or requests the incident not be investigated the victim shall be of the understanding that the Webb's Barber School of Arts. Campus must evaluate if the incident compromises its ability to provide a safe, non-discriminatory environment for all employees and students which includes the victim of the incident. Should a student seek out the support of a responsible employee, the responsible employee is obligated to report to the Campus Management all important details about the alleged incident shared by the victim and the Campus Management will gather all facts in order to take immediate and appropriate steps to investigate what happened and support a fair and prompt resolution.

Please note, if Webb's Barber School of Arts determines that an alleged perpetrator(s) poses an immediate threat to the Webb's Barber School of Arts. Campus environment, the Campus Management may be required to issue a notice of timely warning to the Campus employees/associates and students. Webb's Barber School of Arts. will not include any information that identifies the victim of the incident in its warning.

Webb's Barber School of Arts will obtain consent and inform the victim (or the victim's parents or legal guardians if the victim is under 18) prior to beginning an investigation of sexual misconduct of any kind. If the victim requests confidentiality or requests the investigation not be pursued, Webb's Barber School of Arts. will take all reasonable steps to maintain the confidentiality request or request to not pursue the investigation. If a victim requests that his or her name or any other personally identifiable information not be disclosed to the alleged perpetrator, Webb's Barber School of Arts. will inform the victim that its ability to respond to the instance of reported sexual misconduct may be limited. Even if the University can't take disciplinary action against the alleged perpetrator because the victim insists on confidentiality, it will pursue other steps in order to limit effects of the alleged incident of sexual misconduct and prevent any reoccurrence. If Webb's Barber School of Arts, Inc. cannot ensure confidentiality, Webb's Barber School of Arts will inform the victim. Webb's Barber School of Arts prohibits retaliation in all instances of reported sexual misconduct, and Webb's Barber School of Arts will take steps to prevent retaliation as well as strong responsive action if any form of retaliation occurs.

Options for Assistance

If any individual (student or employee) is a victim of any type of sexual misconduct, his or her first priority should be to locate a place of safety and obtain any necessary medical treatment. Webb's Barber School of Arts strongly advocates that a victim of these offenses report the incident and seek immediate assistance. Time is a critical factor for evidence collection and preservation for the proof of a criminal offense. An assault should be reported directly to local authorities at the non-emergency number, listed below. In an emergency, dial 911. The Campus Management should also be notified (even if made aware by Webb's Barber School of Arts Campus responsible employee). Upon request, the Campus Management will assist victims in reporting incidents of these offenses to local police, and will work to protect the confidentiality of the victims(s), as desired. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

- Police Non-Emergency Phone Number:
 - Macon:
 - Bibb County Police: 478-751-7515
 - Bibb County Sherriff: 478-746-9411

As with other forms of harassment, individuals who believe they are victims of sexual harassment should make it clear to the source(s) of the harassment that such behavior is offensive to them. If the behavior continues, document the matter and refer it to a responsible campus employee/assistance.

Weapons Policy

Other than in the possession of official on-duty officer of the law, prohibited and/or dangerous weapons are not permitted on any Webb's Barber School of Arts facility or Webb's Barber School of Arts-organized offsite events. A permit to carry a firearm or concealed weapon does not supersede this policy. Students or associates in possession of a weapon will be immediately terminated and the police contacted.

Some examples of prohibited weapons include:

- Firearms (pistols, revolvers, shotguns, rifles and bb guns)
- Knives (switchblades, gravity knives, etc.)
- Metal knuckles
- Bows and arrows
- Tasers

Reporting Crimes or Other Emergencies

If you observe any crime or if any person reveals to you that he/she learned of, was the victim of, perpetrator of, or witness of a crime, immediately inform the Campus Director. To protect individuals and encourage all crimes to be reported (and included in the annual disclosure of crime statistics), Webb's Barber School of Arts will allow victims or witnesses to report crimes on a voluntary, confidential basis. Webb's Barber School of Arts will initiate procedures of contacting the appropriate authorities and documenting the incident.

Security Notifications and Updates

In the event Webb's Barber School of Arts is made aware of a potential security situation that is not of immediate emergency nature, but may affect the potential safety and security of Webb's Barber School of Arts guests, students, and associates, Webb's Barber School of Arts will distribute written notification documenting the security concern. Updates will be distributed in the same manner, or other method, as needed.

Emergency Response and Evacuation Procedures

In an emergency requiring building evacuation, students, associates and guests should evacuate through the nearest exit, taking only personal valuables that are in the immediate area. All emergency exit maps are posted throughout the campus. Do not return to offices and lockers. When the alarm sounds or when instructed via announcement from a campus official, please remain calm and keep to the right of walkways when exiting the building. This allows emergency personnel to have unobstructed access throughout the building. After exiting the building, please gather at the remote end of the parking lot or the campus designated evacuation area and remain there until an all clear sign has been given by a campus official.

Webb's Barber School of Arts campus will conduct at least once per each year.

Severe Weather Shelter

In the event a severe weather warning has been issued or another situation arises that may impact the health or safety of people on campus, an announcement will be made and further directions given. All associates/employees and students should remain calm and should follow the verbal instructions, seeking shelter in interior, non-windowed areas of the school.

Medical Emergency

In the event of a medical emergency requiring immediate action, persons should engage a campus associate to dial 911 for outside medical assistance. If an associate is not in the immediate area and the situation appears dire, the student should call 911 immediately.

Access to Student Educational Records (FERPA)

Webb's Barber School Arts guarantees each student(or parent or guardian if the student is a dependent minor) access to that student's records. The institution requires written consent from the student or parent/guardian of a dependent minor before releasing any student information in response to third party requests, other than a request by NACCAS, unless otherwise required by the Family Educational Rights and Privacy Act (FERPA;20U.S.C.§1232g;34CFRPart99).FERPA is a Federal law that protects the privacy of student education records and provides students an opportunity to review their records. Webb's Barber School of Arts guarantees the rights of students and parents of dependent minors to gain access to their files. FERPA gives students certain rights with respect to their education records:

- Students have the right to inspect and review the student's education records maintained by Webb's Barber School Arts to request to review your records, you may contact the Campus Director at your campus. Institutions are not required to provide copies of records unless, for reasons such as great distance, it is impractical for students to review the records at the school. Webb's Barber School Arts' students have the right to request that Webb's Barber School Arts correct records which they believe to be inaccurate or misleading. If Webb's Barber School Arts decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if Webb's Barber School Arts still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.
- FERPA allows schools to disclose, without consent, personally identifiable information to the following parties (34 CFR §99.31):
 - School officials with legitimate educational interests;
 - U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education;
 - State and local officials;

- Authorized organizations conducting educational research;
- Accrediting agencies;
- Alleged victim of a crime;
- Students and parents of a dependent minor as defined by the IRS;
- Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse; and
- In a case of an immediate threat to the health or safety of the student or associated individuals, to appropriate parties in connection with the emergency if knowledge of the information is necessary to protect the health or safety of the student or associated individuals.

Webb's Barber School Arts may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

You may opt out of having your directory information disclosed by providing written notice to the Campus Director at your campus. Webb's Barber School Arts will notify students annually of their rights under FERPA.

Safeguarding Information

Webb's Barber School of Arts will utilize our information security program to safe guard all non-public personal information in the school's possession (from students, parents, or other individuals with whom the institution has a customer relationship). This also pertains to the customers of other financial institutions that have provided such information to Webb's Barber School of Arts. If a student would like more information on the security protocols, they should make a request to the Enrollment Advisor or Campus Director.

Professional Advising

Webb's Barber School of Arts is dedicated to the success of all of our students in their chosen programs and careers. We provide advising during enrollment, throughout education, and at graduation for all students. Additional advising services are available upon request, to assist all students in their personal and academic success. We provide our students the following referrals:

- *Drug/alcohol abuse - (800)861-1768*
- *Planned parenting - (800) 230-PLAN(7526)*
- *Domestic violence - (800) 799-SAFE(7233)*
- *Suicide prevention - (800) 273-TALK(8255)*
- *Sexual assault - (800) 656-HOPE (4673)*
- *Bullying hotline - (800) 273- TALK(8255)*

Career Planning

All students at Webb's Barber School of Arts are encouraged and assisted in investigating the wide choice of career options and paths in all programs offered. Students engage in activities to plan the initial years of their careers including; development of cover letters, resumes, interviewing skills, job search skills, professionalism and career planning strategies and tactics. Students are provided with job search skills as well as discussions around professionalism. Webb's Barber School of Arts goal is to assist students in securing employment prior to graduation. Webb's Barber School of Arts is a post-secondary institution of higher learning and does not guarantee placement. All students in all programs of study participate in job readiness and job placement activities.

Campus Parking

Webb's Barber School of Arts will do its best to provide sufficient parking; however, Webb's Barber School of Arts makes no promise of availability of parking. Students must park in designated areas only.

Student Housing

Webb's Barber School of Arts does not provide student housing.

Educational Facilities

It is our belief that, though we are an educational institution, our facilities must exhibit an atmosphere that is motivating and professional for students as well as guests.

Classroom and Webb's Barber School of Arts student barber clinic has been designed to facilitate the highest quality of training for enrolled students in their specialized fields. Our students train with the most advanced equipment available to our profession, encouraging the best use of their learned skills. Industry current audio and video equipment, as well as classroom interaction with barber industry artists, are a part of Webb's Barber School of Arts educational experience.

Lockers

On the first day of scheduled class, students will be assigned a locker (students should remember to bring a combination lock on the first day of school, key locks are prohibited). This locker is not designed to store all kit items issued on the first day of class. It is provided to secure personal items including but not limited to: purses, wallets, keys, cellphones, money and any items that are required for classroom or clinic instruction for that day. Students should remember to double check their lock after placing personal items in the locker. Lockers may be randomly searched by management.

Graduated or withdrawn students have five (5) business days from their last day of attendance to remove their belongings from the campus lockers. Failure to do so may result in disposal of the contents by campus management. **Note: Webb's Barber School of Arts is not responsible for lost or stolen items.**

Student Kits

Student Kits are distributed on the first day of class for those student that are eligible. Students are provided with the necessary professional tools and textbooks to successfully complete their education. All items, including textbooks, mannequin heads, etc. must be available on campus during class hours everyday.

During the distribution of kit items, students will receive warranty cards from third party equipment providers. These cards must be completed by the student and mailed to the distributor. In the event that a piece of warranted equipment malfunctions or is broken, it is the student's responsibility to contact the equipment provider.

Webb's Barber School of Arts is not responsible for any items that are lost, stolen or broken. Any missing or damaged kit items will have to be replaced by the student, at the student's expense, within 24 hours.

Copyright Infringement

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. Students who engage in illegal or unauthorized distribution of copyrighted materials using the school's information technology system will be subject to disciplinary and legal action, as appropriate.

Academic Honesty

Students are responsible for conducting themselves with honesty and integrity. Academic dishonesty includes, but is not limited to, cheating on exams and plagiarism.

“Cheating” includes: copying from another student, bringing in or using materials during an exam that are not allowed, collaborating with another student during an exam, stealing and distributing a portion or entire exam, misrepresenting someone else’s work as your own, forgery of progress tracking, and/or falsifying hours. Any and all incidences of Academic Dishonesty will result in disciplinary action up to and including termination from the program.

Exam & Assignment Policy

Theory exams and graduate examinations are mandatory. Regularly scheduled exams will be given throughout the program. All exam environments will be supervised by teachers or student teachers. No student is permitted to leave or enter the classroom while exams are being administered. The penalty for cheating is automatic failure and will result in further disciplinary action (see Academic Honesty Policy).

Assigned project work must be completed when due - no extension is granted unless prior approval by instructor has been given. If not completed, projects will receive an automatic failing grade. Certain projects are required for graduation. Failure to complete such project will result in failure to complete the program. (See Graduation Requirements).

Make-Up Exam Policy

The following is the approved policy for make-up exams:

1. Students who do not pass the exam on the first try may have the opportunity to re-take it to achieve a passing score. When the second or any subsequent exam is passed the final grade will be no higher than 85%.
2. If the student has an unplanned or undocumented absence on the scheduled exam day, the retake exam grade will be no higher than an 85%.
3. The campus will designate a make-up exam day and time. If a student has an unplanned absence on the scheduled make-up exam day, he or she will receive a failing grade for that exam. This score will be recorded until the student successfully passes, at which time the grade will be no higher than an 85%.

Core and Final Exams

Students must meet the required completion of hours, chapter exams and study guides, and successfully achieve an 75% or better on all written exams prior for eligibility to take the graduate practical exams and graduate written exam.

The core practical exam consists of a series of practical exams and the graduate practical examination is a combination of one written exam and a series of practical exams. The student must achieve a minimum passing grade of 85% on the final written exam. The student must also achieve a minimum of 75% on each practical exam for Core and Graduate Examinations. Students are allowed to take the final exam 3 times and study sessions will be required. If after the third attempt the student does not pass, the student will be offered support and will have to wait 15 days before the fourth attempt will be approved and scheduled.

The essentials practical exams and the graduate practical exams will require students to find and bring in models for specific services. If the student does not arrange for their models or their models do not show, the student is subject

to a grading penalty on their essentials exams and graduate exams. The student may be required to wait until the next regularly scheduled exam date to take the exam.

Practical Progress Requirements

Webb's Barber School of Arts has established a minimum progress requirement for "Monthly Credit Hour Sheet" completion. These sheets will be kept for you at your campus and managed by your teachers and or Campus Director. Each student will be evaluated during their practical activities. If the student's work is reflective of a passing grade, the student will receive a signature from the teacher. If the work is NOT reflective of a passing grade, the student will be asked to redo the technique until a passing grade is achieved. The State/Webb's Barber School of Arts Practical Progress Requirements are as follows:

- **GEORGIA:** 100% Webb's Barber School of Arts "Monthly Credit Hour Sheet"

In the event a student requires a model to complete a practical activity requirement, the student must receive approval from a teacher and or campus management.

Monthly Progress Reports

Each month students will receive a progress report that will notify them of the hours earned and grades received in their program of study. In the event that a student is absent on the day that Student Progress Reports are distributed, the student may request their Student Progress Report from the instructor or Campus Director. Students who are in jeopardy of not making SAP at their next checkpoint will create a motivation support plan to assist with student success.

Section 7: School Policy and Operations

General Rules and Regulations

Webb's Barber School of Arts upholds a culture of "professional excellence." All students are expected to maintain their professionalism while attending school. A complete list of our rules and regulations will be distributed at new student orientation and is also available upon request prior to enrollment. All rules and regulations are subject to change without notice.

Smoke-Free Environment

In support of a smoke-free environment, smoking is not permitted in Webb's Barber School of Arts A designated outside smoking area may be provided, depending on logistics, and city ordinances.

Record of Hours

It is a state requirement that the campus provide a controlled and accurate process for recording all student hours. It is the student's responsibility to sign in at the beginning of the day and out again at the end of the day. Students are given one-hour (1.0) for lunch and must sign in and sign out each day. A one-hour lunch period will be automatically deducted each day for students who attend five (5) hours or more per day.

Failure to follow the proper procedures will result in a miscalculation of hours. Webb's Barber School of Arts is not responsible for manually adjusting a student's hours if he or she neglects to sign in or sign out. Webb's Barber School of Arts reserves the right to deem miscalculated hours as unofficial hours and reflect the student as absent.

Should a student believe the hours did not are incorrect; he or she has 24 hours from the date of the sign in to report the possible error to the Campus Director, who will research the possible discrepancy.

Theft of hours occurs when a student is not present at Webb's Barber School of Arts or not participating in institution-related activities when signed in. We do not tolerate dishonesty or theft of any means. Any student guilty of theft of hours may be immediately expelled/terminated from the program.

School Calendar and Other Important Dates

Webb's Barber School of Arts will publish a School Calendar annually. The school calendar may be reference on page seven (7) of this catalog.

No scheduled hours are accrued during the campus closure days. Class start dates and graduation dates vary by student enrollment and will be reflected on the Enrollment Agreement. Webb's Barber School of Arts reserves the right to change scheduled dates and hours without prior notice.

Punctuality/Tardiness Standard

Webb's Barber School of Arts approaches each student's education as the launching of his or her professional career. Therefore, Webb's Barber School of Arts expects each student's punctuality to be at the same standards as his or her future employer. Tardiness will interfere with the quality of education, professional development, and ultimate career success. Because of the systematic nature and intensity of the education, frequent tardiness will have a negative effect on a student's standing and may result in that student having difficulty in maintaining satisfactory progress.

Students must be in their designated class areas and prepared to begin class at the scheduled start time.

Students arriving later than the scheduled start time and up to 30 minutes after the scheduled start time will be considered tardy. Any student arriving 31 minutes or more after his or her scheduled start time will be considered absent and may not be allowed into class.

In the rare event a student needs to be late to school due to an emergency situation out of his/her control, the student should be prepared to supply supporting documentation for the tardiness upon arrival to school. The student should immediately meet with the Instructor or Campus Director to provide documentation. The Campus Director has final approval and will notify the student if they are permitted to stay at school the rest of the school day.

Attendance Policy

Students are expected to attend Webb's Barber School of Arts daily. It is recommended that students notify campus management every day of an absence. Students should contact the campus prior to the scheduled start of class.

In the event a student encounters a situation that mandates missed hours, such as an emergency, illness, vacation, or bereavement, the student is held accountable for any/all education missed as a result of being absent. It is solely the students' responsibility to obtain the missed information and missed assignments.

An active student is considered unofficially withdrawn when they have been absent for 10 consecutive SCHOOL days (14 calendar days) from their last date of physical attendance without notifying the Webb's Barber School of Arts

administrative office. Webb's Barber School of Arts will notify student by phone, letter, or email after 14 calendar days of non-attendance. The determination may be made regardless of the student's notification of absence. Please note, the summer and winter breaks that are reflected in the schools' catalog will not count against students when calculating the consecutive dates due to campus closure.

Jury Duty

Time off will be granted for Jury Duty. However, the campus management must be notified in advance and a copy of the jury summons must be submitted. Those chosen to participate on a jury should contact campus management as soon as possible after being selected with the estimated length of the trial. Upon return from jury duty, the student must submit a dated certificate of completion to campus management, to ensure all hours lost during the dates of the student's jury service may be adjusted so the overall attendance percentage is not impacted.

Emergency School Closings

If a situation arises that may have an effect on normal hours of operation, students will receive instructions from Webb's Barber School of Arts Management in person, on Webb's Barber School of Arts Campus social media, Webb's Barber School of Arts email and/or the Webb's Barber School of Arts Student App. Examples of situations include:

- Power outage
- Weather (all types)
- Natural Disasters
- Potentially unsafe campus environment

In the event inclement weather occurs during scheduled hours and Webb's Barber School of Arts does not close early, it is the student's choice to leave before an official announcement to close. However, hours lost in this circumstance may affect your Satisfactory Attendance Standing (See SAP Policy).

Leave of Absence (LOA) Policy

Webb's Barber School of Arts, Inc. encourages students to make steady progress toward completing their program. Thus, leaves of absence may be granted only under the following unusual circumstances:

- to care for the student's child after birth or adoption: maternity or paternity leave;
- to care for the student's spouse, partner, child, or parent who has a serious health condition; and/or
- due to the student's own illness, injury, or serious health condition that prevents him or her from being able to continue with his or her education;
- death of an immediate family member;
- enrolled students who are members of the military and receive official military orders

A leave of absence (LOA) will require a student's contracted graduation date to be revised based on the terms of the LOA. A LOA will extend the student's contract period and maximum time frame by the same number of days as the LOA. All students, when placed on a LOA, will return with the same academic and attendance status as when they began their LOA. All students who are granted an approved LOA is considered to remain in an in-school status and is not considered to have withdrawn. No additional institutional charges will be assessed to students granted a leave of absence. LOAs may be granted for no less than seven (7) consecutive calendar days and may not exceed sixty(60) consecutive calendar days for bereavement, when caring for the student's adopted child, or what is deemed necessary by the student's or student's spouse's, partner's, child's, or parent's healthcare provider, as applicable. If an enrolled student who is a member of the military receives official military orders, the LOA may be granted for no less than seven(7) calendar days and may exceed sixty(60) days but not exceed one. hundred eighty days(180) in a twelve(12) month

period. Supporting documentation will be required for all LOA requests (see below in “Procedures for Requesting a LOA” for documentation details).

Based on the student’s academic progress, Webb's Barber School of Arts may require the student return when the curriculum is at or near the same point of education as when the LOA began. With student’s written approval, this may extend the LOA beyond the time frame requested by the student, to ensure quality education. However, students will not be permitted leave(s) of absence that extends beyond one hundred eighty (180) days in any twelve(12)month period, regardless of the reason for the LOA. Students are encouraged to request the least amount of time needed, due to the likelihood of the LOA being extended to ensure quality education and maximum allowable timeframe for LOAs.

A leave of absence may only be granted where there is a reasonable expectation that the student will return from the leave of absence. Additionally, Webb's Barber School of Arts makes no guarantee a leave of absence request will be approved. A leave of absence should be requested only when truly necessary and is at the student’s risk. When a LOA request is unable to be accommodated and a student is obligated to withdraw from his/her respective program, the student is encouraged to apply for readmission by following the current Readmission Policy.

Procedures for Requesting a LOA: Students requesting a LOA must complete the LOA Request Form, sign, and submit to campus management in advance, detailing the reason for the LOA, the exact period of the LOA, and provide supporting documentation (i.e., note from qualified healthcare provider or adoption certificate/deed, obituary or official military orders documents). When requesting a LOA for medical reasons, Webb's Barber School of Arts will not extend a LOA beyond what is requested by a healthcare provider, unless it is necessary to ensure quality education. When requesting a LOA for death of an immediate family member, an obituary or another official document must be provided. Please note the start of a LOA must be on a day the campus is open and the student is normally scheduled.

The LOA Request Form and supporting documentation should be submitted within 24 hours of the requested LOA start date. In the even to fun foreseen circumstances preventing the student from submitting the requested LOA within 24 hours, the complete paperwork should be submitted as soon as possible. However, students must be mindful of the attendance policy as any student absent for 14 consecutive calendar days may be expelled from his/her program. The approved LOA start date will be determined by Webb's Barber School of Arts to be the first scheduled date the student was unable to attend school because of the qualifying incident. Any student that is unable to request a LOA due to unforeseeable circumstances prior to being expelled for being absent 14 consecutive calendar days is encouraged to follow the current Expulsion/Termination Appeal and/or Readmission Policy.

The Campus Director will review and determine approval or denial for all requests on an individual basis. The LOA Request Form will be returned to the student with a denial or approval. Approved LOAs will contain the student’s scheduled return meeting date and time. If the student has been on LOA due to a medical reason, including pregnancy/childbirth, he or she must submit a signed release from a qualified healthcare provider indicating the student is able to return to school as of or prior to the scheduled return date. Students who fail to provide this release upon return from LOA will not be permitted to attend class and may be counted absent. If the medical release is not provided within 48 hour of the return date the student can be withdrawn from his or her program.

Procedures for Requesting to Extend a LOA

Students requesting a LOA extension must contact the Campus Director in writing to:

Webb's Barber School of Arts | 4356 Mercer University Drive | Macon, GA 31206-4118 or via email Jaddie_1Webb@yahoo.com

detailing the reason for the request and the date in which the student is requesting to return to school, no later than 24 hours prior to the scheduled return date and time, to allow sufficient time for processing. However, if the student is unable to submit his or her LOA extension request at least 24 hours prior due to extreme unforeseen circumstances, such as injury or illness affecting the student or his or her dependent child, the student will be permitted to require an extension up until his or her scheduled return time. The student must submit all supporting documentation to the Campus Director to validate the need for the extension at the time of his or her request. If approved, the Campus Director will schedule a new return meeting and update all paperwork. The student will be notified in writing of the outcome of the extension request.

Procedures for Returning from a LOA

Changes to the contract period on the Enrollment Agreement must be initialed by all parties or an addendum must be signed and dated by all parties upon return. Students returning from a medical leave must provide a medical release from a qualified healthcare provider, indicating the student is able to return to school as of or prior to the scheduled return date, upon returning from LOA. Students who fail to provide this release upon return from LOA will not be permitted to attend class and may be counted as absent. If the medical release is not provided within 48 hour of the return date the student can be withdrawn from his or her program. Based on a student's academic progress status and LOA, Webb's Barber School of Arts reserves the right to have a student test upon reentrance or repeat a level of education.

Failure to Return From a LOA

Webb's Barber School of Arts will officially withdraw students who do not return on their scheduled return date. For the purpose of calculating a potential refund, the withdrawal date will be the student's last date of attendance. For students receiving Title I V loans if applicable, Webb's Barber School of Arts will report the change in enrollment status to the holder of the loan, which could reduce and/or exhaust the student's grace period.

Section 8: Webb's Barber School of Arts Policies and Standards

To help students achieve excellence in their chosen program, Webb's Barber School of Arts, Inc. has established the following guidelines to ensure fairness, understanding, and positive work habits among our students. To prepare students as professionals, Webb's Barber School of Arts, Inc. will operate much like a barbershop or other professional environment. Late arrivals, absences, and other interruptions in your training have a significant effect on your achievement. Below is a summarization of the Webb's Barber School of Arts, Inc. Campus Policies and Standards that are subject to the disciplinary action policy.

Standard1: "Act as if..."-You are preparing for a career in the barber industry. Your appearance is a reflection of what you represent. See Uniform Standards.

Standard 2: "What do you want to be remembered for..." Students are expected to conduct themselves in a professional manner at all times. Be mindful of the following:

- Negative Attitude
- Disruptive behavior (rudeness/profanity both written and verbal unprofessional behavior)
- Food/Beverage/Candy/Gum not allowed in the Classroom or Clinic (bottled water is permissible in the classroom only)
- Mobile Phone usage is limited to the break room or outside the building. Mobile phones must be turned off during classroom and clinic hours.
- Personal items must be stored in the locker during class and clinic hours. These include but are not limited to purses/backpacks/mobile phones.
- Respect your campus, see School Property and Supplies
- Smoke-free campus

Standard 3: "Just say no!" - To fully benefit from the educational experience at Webb's Barber School of Arts, students must be mentally alert and have a sober state of mind. We strongly support the National Drug Prevention Program, which does not condone the use of controlled substances and intoxicants (see Substance Abuse/Drug-Free Environment).

Standard 4: "Doing the right thing is always the right thing." -The primary responsibility for quality adult education rests within your hands.

- Failure to follow the Webb's Barber School of Arts policies
- Remain in your assigned areas
- Follow instructional guidance and assignments
- You are doing a disservice to your education by cheating
- Services assigned throughout your education are for your professional development. Refusing a service will pose a detriment to your education. You are required to perform all assigned services.
- Receiving or performing a service without authorization.
- Sanitation is critical to the wellbeing of you and your client
- All services must be conducted under the supervision of a licensed instructor including:
 - Consultations and Service Protocols
 - Formulation
 - Preparation of chemicals
 - Evaluation of service(s)performed
- Students must receive permission before leaving an assigned work area for:
 - Breaks/Lunches/Other needs

Standard 5: "Own Your Future" - Webb's Barber School of Arts offers post-secondary adult education programs. It is your responsibility to take ownership of your education, which includes:

- Sign In/Out each day
- Returning on time from a scheduled break/lunch
- Being present and prepared to learn - see Attendance Policy and Punctuality Standards

Standard 6: "Together We Can." - Webb's Barber School of Arts is committed to providing a safe learning environment. We consider the safety of our students and associates to be of the utmost importance.

- See Campus Security
- We maintain an environment that is free from intimidation or harassment - See Harassment

Disciplinary Action

When necessary, disciplinary action or corrective counseling may be taken to address Webb's Barber School of Arts Policies and Standards as summarized below or other behavior/actions affecting a student's work performance. *Generally, disciplinary action will include the following steps for each standard.*

- Verbal warning
- Written warning
- Final written warning
- Suspension
- Dismissal/Expulsion/Termination from the institution

In cases of gross misconduct, dismissal/expulsion/termination from the program may be taken, whether or not prior warning has been given. Every effort will be made to apply the disciplinary action as soon as possible after the incident occurs, in order to make the student aware of the action being taken and provide full consideration to all facts pertaining to the situation. In some cases, suspension may be necessary to conduct an investigation into the situation. Campus management has discretion to escalate disciplinary action as appropriate.

Withdrawal/Expulsion/Termination

Webb's Barber School of Arts reserves the right to withdrawal or expel a student for the following reasons:

- Student exhausted the disciplinary action steps as they relate to the Webb's Barber School of Arts Policies and Standards; based on severity, disciplinary action may be accelerated
- Student is absent for 14 consecutive calendar days
 - Student fails to adhere to the Attendance Policy and Academic Policy
- Student uses, manufactures or distributes controlled substances, including illegal and prescription drugs and alcohol
 - Student engages in verbal or written threats, physical violence, and excessive profanity, racial or sexual innuendo/epithet/harassment, and/or bullying against a student, associate, or campus
 - Student violates weapons policy
 - Student vandalizes or steals
 - Student violates the sign-in/out procedures
 - Student purposely misrepresents information on applications, contract or other documents
- Student fails to return as scheduled from a Leave of Absence
- Student fails to meet tuition responsibilities (i.e. timely payments)
- Student has exhausted three (3) attempts to satisfactorily pass the Core Practical Exams
- Student has exhausted three (3) attempts to satisfactorily pass the Graduate Written Exam
 - Student has exhausted three (3) attempts to satisfactorily pass the Graduate Practical Exams
- Student fails to comply with the SAP policy
- Student fails to complete graduation requirements within fourteen (14) calendar days of completion of their required program hours.

Any unclaimed personal and/or equipment items left after five(5) days from Expulsion/Termination will be disposed of. Webb's Barber School of Arts reserves the right to immediately expel a student for exhibiting gross misconduct and/or violation of Webb's Barber School of Arts Policies and Standards.

Expulsion/Termination Appeals

Any student who is expelled from his or her program has the right to submit an appeal. Students expelled for failing to achieve minimum requirements at a Satisfactory Academic Progress (SAP) evaluation should refer to the "Student Grievance Regarding SAP Evaluations" section of the Satisfactory Academic Progress Policy. An appeal shall be filed

in writing and received by the Campus Director within five (5) business days of the issuing of the termination paperwork. The appeal should include the reason(s) why the decision to expel the student should be reversed, along with any supporting documentation. Should a student fail to appeal the Expulsion/Termination within the specified five (5) business days, the decision of Expulsion/Termination will stand, and the student should follow the Readmission Policy for re-entry into any Webb's Barber School of Arts program. To submit an appeal, a student should contact the Campus Director at:

Webb's Barber School of Arts
Attn: Mr. Jaddie Webb
4356 Mercer University Drive
Macon, GA 31206-4118
478-254-8900
Email:Jaddie_1Webb@yahoo.com

The student will be contacted by the Campus Director within ten (10) business days of the receipt of the written appeal. The Campus Director may schedule a phone meeting with member(s) of the Appeals Committee, who will review the appeal. Generally, Expulsion/Termination appeals will be heard twice per month. A decision on the student's appeal will be made within five (5) business days of the hearing and will be communicated to the student in writing. The decision is final.

Should a student prevail on his/her appeal, the student will be reinstated into his or her respective program and financial aid will be re-instated. All reinstated students will return to the same academic progress status at the time of their Expulsion/Termination. Reinstated students are also subject to a probationary period, determined by the Committee Members involved in the student's appeal.

A formal record of the appeal will be maintained in the student's permanent record.

Schedule Changes

A student may request to change his or her schedule from full-time to part-time or part-time to full-time, in accordance with the available schedule(s) within the student's campus. The student must seek and complete a Schedule Change Request Form with their Enrollment Advisor or Campus Director in order to request a schedule change. The Campus Director has up to thirty (15) days to provide a decision. The student will be notified in writing of the decision. Schedule Change Requests will only be considered when the change will not cause a significant disruption to the student's education and/or campus resources. Webb's Barber School of Arts makes no guarantee a Schedule Change Request will be approved, regardless of the circumstances prompting the request. Please note, at your next SAP Evaluation checkpoint, any temporary schedule change will be re-evaluated.

Grievance Policy

At Webb's Barber School of Arts, we take a personal interest in the satisfaction of our students, guests, and employees. This being the case, we have a specific grievance policy for each of our stakeholders to ensure there is a process to address grievances if they occur. During orientation, students are informed of the Grievance Policy and forms for filing a complaint. Webb's Barber School of Arts has implemented the following step-by-step grievance procedure to handle any complaint or grievance a student may have against the institution or employees of the institution.

1. Students should first seek to resolve the grievance with the institution's educator or staff member involved in the grievance.
2. If the grievance is not resolved internally, the student may escalate the grievance to a member of the campus' leadership team (i.e. Campus Director).
3. If no satisfactory resolution is reached, the student should follow the following process:

All students have the right to file a formal grievance against the school. However, the grievance should be in writing to the Campus Director. The Campus Director will meet with the student within fourteen (14) calendar days of receipt of the written grievance. Written grievances and all supporting documentation may also be emailed to:

Webb's Barber School of Arts
Attn: Mr. Jaddie Webb
4356 Mercer University Drive
Macon, GA 31206-4118
478-254-8900
Email: Jaddie_1Webb@yahoo.com

If, after careful evaluation, the grievance cannot be resolved through discussion, it will be referred to the Webb's Barber School of Arts Complaint Committee by the Campus Director. The Complaint Committee will meet within thirty (30) calendar days of the receipt of the grievance, review the concerns, and respond to the complainant in writing within fourteen (14) calendar days from the committee meeting. A formal record of the grievance and outcome will be maintained in the student's permanent record.

After exhausting the Webb's Barber School of Arts complaint process students have the right to register a grievance against this school by calling or writing to:

Georgia State Board of Cosmetology & Barbers | 237 Coliseum Drive | Macon, GA | 31217 |
(477) 207-2440

National Accrediting Commission of Career Arts & Sciences | 3015 Colvin Street | Alexandria, VA
22314 | (703)600-7600

Protocol to Report Grievance:

Should an employee, student, third party or parent/guardian (if the student is under 18 years of age) need to report a violation of sexual misconduct, he/she should file the grievance with the Campus Management at the Webb's Barber School of Arts location where the employee works or the student attends. Typically, the report is initiated by the victim who feels their rights under this policy have been violated. The grievance can also be filed with a responsible employee as described above, and the responsible Campus Management. Webb's Barber School of Arts will accept anonymous reports of violations, and the individual reporting the incident is encouraged to provide as much detail as possible to allow Webb's Barber School of Arts to investigate the situation and respond appropriately. In cases of anonymous reporting, Webb's Barber School of Arts may be limited in its ability to investigate the violation unless enough information is provided to enable the Webb's Barber School of Arts to conduct a complete and fair investigation or take the appropriate actions. The Campus Director may ask the victim to confirm their report in writing and sign a complaint

form. Complaint forms are available from the Campus Director. Once a grievance is reported, the Campus Director will request consent to proceed with investigation of the grievance from the victim. Should the victim request the grievance remain confidential or not to be investigated, the Campus Director will need to evaluate the grievance and determine if the request can be honored.

Dress Code Standards

Maintaining a professional appearance is vital to your success in this industry. Webb's Barber School of Arts has the following standards for our education programs.

- **Master Barber, Barber Instructor, & Cross-Over:**
- Pants must be worn neatly on the waistline - seat (crouch) must be proper height above the knees and must not be shown below the barber jacket/smock.
- Students are required to wear a barber jacket with our logo and/or name badge at all times while in class/lab.
- All clothing/smock must be kept clean, neat and worn during all classroom and clinic floor hours. Students must arrive at school in the approved dress code. If the attire is not in acceptable condition, it must be corrected immediately, or the student will be sent home until the student's attire/smock are satisfactory and meet Webb's Barber School of Arts Standards.
- No open toe shoes and shorts above the knees.
- Students are not allowed to wear head gear or covering of any type during class and/or lab sessions.
- Upper garments (example: T-shirts) must not show below the barber jacket (smock).
- All clothing must be professional and proper-fitting.

Student Withdrawal Policy & Procedure

Students wishing to withdraw from a program must do so in writing in all cases and submit the letter of withdrawal to campus management. The Campus Director/Business Office will calculate the student's tuition obligation and require payment of any owed tuition, prior to the release of transcripts. Any unclaimed personal property and/or equipment items left after withdrawal will be disposed of after five (5) days.

Student Make-Up Time Policy

"Make-Up Time" is not guaranteed to Webb's Barber School of Arts students. Students who maintain 100% attendance will not be eligible to earn make-up time hours. Make-up time will only be allowed for educational purposes aligning with Webb's Barber School of Arts curriculum. With prior approval, make-up time can be earned on days or at times when the student is not normally scheduled.

Students are responsible to receive prior approval to participate in make-up time by the instructor or Campus Director. Should a student violate the make-up time guidelines, they may become ineligible to participate in future make-up time opportunities.

Section 9: Educational Program Outlines & Curriculum

General Approach for All Programs

Each specific program has unique characteristics and elements, but the general approach that Webb's Barber School of Arts uses is similar across all programs, as outlined below. Upon graduation, students will have earned a diploma in their program of study.

Instructional Methods all programs (Master Barber | Barber Instructor | Cross-Over)

Webb's Barber School of Arts offers basic and educational materials, equipment and facilities for its student's. Our facilities were designed, and educational materials were chosen to cultivate an engaging learning experience.

Upon completing the program, the student's education has been supported through the use of DVD and video materials, demonstrations, guest artists, visual/practical presentations, lecture and hands-on experience. We monitor the student's education through practical and written examinations, making sure that you are well versed and prepared for the state board examinations.

Student Books:

Master Barber Program& Cross-Over - Milady Standard Professional Barbering Textbook

Master Barber Program& Cross-Over - Milady Standard Professional Barbering Workbook

Master Barber Program& Cross-Over - Milady Standard Professional Barbering State Board Exam Review

Barber Instructor - Milady Master Educator Textbook

Barber Instructor - Milady Master Educator State Board Exam Review

Grading Procedure for all programs (Master Barber | Barber Instructor | Cross-Over)

All essentials practical exams, final practical exams, and final written exams require a grade of at least 85% or better to pass. At the mid-point and end-point of each academic year based on the student's actual hours completed, students are required to maintain an aggregate 85% Grade Point Average (GPA) for theory and practical work to be considered in Satisfactory Academic Progress, and are graded according to the following scale:

- 96%-100% Excellent
- 90%-95% Good
- 75%-89% Satisfactory
- 0%-74% Failing

Reference Material

Webb's Barber School of Arts has a comprehensive resource center full of industry related reference materials including books, instructional videos, and technical guides as well as educational support material such as note taking tips, study tips and more. Students may check out these materials for educational support at any time during the course of their program.

Master Barber - Description

This program will prepare you for an entry level career in the Barber field, which may include the different areas of: Hairdressing, Hair Coloring, Hair Texturizing, Shaving, and Manicuring.

Program Objective

The 1500-hour clock hour Master Barber for students enrolled in Webb's Barber School of Arts consists of academic and practical instruction, which is divided into individual units of learning. Webb's Barber School of Arts is dedicated to providing the most current, technically precise and versatile education available in the Barber field today. Upon completion of our course, our students will have a secure foundation in all aspects of the barber field. You will learn the scientific building blocks for hair, skin, and nails. We will provide you with the necessary education theoretically, practically and artistically to perform hair sculpture, texture, color and design services. Our sculpting and coloring methodology far surpasses the barber school requirements and solidifies your ability to make your mark as a barber

professional. You will also be given additional training in nail services such as manicuring and skin care which includes facial services. We firmly believe in providing our students proper safety and sanitation practices to ensure a healthy and professional industry career. At Webb's Barber School of Arts, we strive to exceed the expectations of the industry needs and ensure that our students are educated in the industry standards of sanitation practices and build integrity in client communication and relationships, offering our students the ability to become the very best the beauty school industry has to offer.

Master Barber (1500 Hour) Curriculum

The barber program in Georgia includes the following categories of training, for the number of hours listed: The curriculum for students in a school of barbering for a complete course of at least twelve (12) months, fifteen hundred (1500) hours for training shall be as follows:

- **Orientation (1 hour)**
- **Professional Image (5 hours)** - Resume Development, Interview Preparation, and Job search skills
- **Classroom Theory (50 hours)** - Shall include instruction by a licensed instructor in the following subject(s): Consists of chemistry (the basics of physical and chemical changes); sanitation and sterilization; hygiene and good grooming: laws and rules. To include orientation.
- **Hair and Scalp Treatments, Shampooing, and Conditioning (25 hours)** - Shall include instruction by a licensed instructor in the following subject(s): hair analysis; scalp condition; treatments; proper procedure of shampooing (towel application draping); knowledge of shampoo formulas; water temperatures.
- **Shaving (25 hours)** - Shall include instruction by a licensed instructor in the following subject(s): Shaving (proper handling technique of razor learning the fourteen (14) stroke process).
- **Coloring of Hair (25 hours)** - Shall include instruction by a licensed instructor in the following subject(s): bleaching; high and low lighting; permanent color; semi-permanent color; and temporary rinse
- **Hair Cutting and Styling (70 hours)** - Shall include instruction by a licensed instructor in the following subject(s): proper handling of implements (razor, shears, clippers, trimmers, edger's; and 35 hours of training on mannequins.
- **Facial Hair Design & Waxing (20 hours)** - Shall include instruction by a licensed instructor in the following subject(s): theory of facial massage; equipment; and facial treatments.
- **Permanent Waving, Relaxing and Chemical Application (65 hours)** - Shall include instruction in the chemistry of permanent wave solution; and technique of placing wave rods on patron heads.
- **Theory (200 hours)**
- **Hairstyling techniques and cutting (500 hours)** - Shall include instruction by a licensed instructor in the following subject(s): in proper handling of instruments; improper handling of instruments; and training on mannequins and live models. 500 applications required.
- **Shaving (25 hours)** - Instruction shall include proper handling of instruments; improper handling of instruments and training on mannequins and live models 50 applications required.
- **Shampooing (5 hours)** - Shall include instruction by a licensed instructor in the following subject(s): proper procedure of shampooing; knowledge of shampoo formulas and water temperature. 40 applications required
- **Facial Hair Design and Waxing (10 hours)** - Instruction shall include 30 applications.
- **Scalp Treatment Techniques (10 hours)** - Shall include instruction by a licensed instructor in the following subject(s): hair analysis; scalp conditions; and treatments.
- **Permanent Waving, Relaxing and Chemical Application (270 hours)** - Shall include instruction by a licensed instructor in the following subject(s): the chemistry of cold wave solution relaxers and reaction; techniques of placing cold wave rods on patron's head; and chemistry of color, technique of color and chemical action of hair color. 66 applications required.

- **Additional instructions at the discretion of the instructor (200 hours).**

Barber Instructor (750 Hour) Program - Description

This program will prepare the student to become a licensed Barber Instructor in the field of barbering in the State of Georgia. This is a 750-clock hour program is designed to be taught in no less than six (6) months. In addition, this program will prepare you for an entry level career in the Barber field, which may include the different areas of instruction: Hairdressing, Hair Coloring, Hair Texturizing, and Shaving.

Program Objective

The 750-clock hour Barber Instructor program for students enrolled in Webb's Barber School of Arts must be a licensed Barber with at least one years of practical barber experience. The objective of our Barber Instructor is to prepare our students to become well-trained and well-rounded teaching professionals. We strive to teach them instructional principles that they'll be able to rely on throughout their career.

The program consists of academic, practical instruction as well as classroom practicum

Barber Instructor (750 Hour) Program - Curriculum

The Barber Instructor program includes the following categories of training, for the number of hours listed:

- **General Education (200 hours)** – These hours will consist of master educator training by a licensed instructor in the following areas: theory and all required subjects of barbering and hairstyling; Georgia State Board of Cosmetology and Barbers laws and rules and record keeping as it applies to barbering; principles of barbering and hairstyling; human relations/motivations; orientation, professional image.
- **Teaching Techniques (250 hours)** – These hours include instruction in lesson plans and presentations, classroom supervision techniques; discipline styles; demonstrations and lecturing and test development.
 - Lesson plans and presentation (50 hours)
 - Classroom supervision techniques (50 hours)
 - Discipline styles (50 hours)
 - Demonstration and lecturing (50 hours)
 - Test Development (50 hours)
- **Practice Teaching/Instructions in Classroom Demonstration Techniques (300hours)** – This instruction is to be done on live models unless otherwise specified.
 - Haircutting and Hair Styles (50hours)–Includes a minimum of 50 haircuts.
 - Shampooing (25hours)– Requires a minimum of 100 shampoos
 - Shaves (100 hours) - Minimum 50 shaves
 - Facials (50hours)– Minimum 50 facials
 - Color (15 hours) - Minimum Color Treatments
 - Permanent Waves and Chemicals (50 hours) - Minimum 16 Chemical Procedures
 - Hairpieces (10 hours) - Minimum 10 cutting and styling (live models or mannequins)
- Total Barber Course Hours: 750

Cross-Over (300 Hour) Program - Description

The Cross-Over program is a 300-clock hours program designed to provide licensed Cosmetologist or Master Cosmetologist

state approved training in the field of barbering so that they can obtain licensing as a Master Barber in the State of Georgia. In addition, this program will prepare you for an entry level career in the Barber field, which may include the different areas of instruction: Hairdressing, Hair Coloring, Hair Texturizing, Shaving and Manicuring.

Program Objective

To provide state approved training to licensed cosmetologist who desire to become licensed Master Barbers in the State of Georgia.

Cross-Over (300 Hour) Program - Curriculum

The Cross-Over program includes the following categories of training by a licensed instructor, for the number of hours listed:

- **Theory (50 hours) to include Orientation and Professional Image**
- **Hairstyling Techniques and Clipper Cutting (115 hours)**
- **Shaving and Trimming Beards (50 hours)**
 - **30 hours of shaving** and 60 applications
 - **20 hours of trimming** and 60 applications
- **Facials (10 hours) and 20 applications**
- **Additional Instructions (75 hours)**

The school will charge a \$10.00 transcript fee for transcript requests. If the student request the transcript be expedited, the school will charge a \$15.00 expedited transcript fee. *All financial obligations must be satisfied before a transcript can be released.

Extra Instructional Charges Policy

Each course/program has been scheduled for completion within an allotted time frame. A grace of approximately ten percent has been added to the calculated completion date for each program. It is not realistic to expect to receive a free education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of \$7 per hour, payable in advanced, until graduation. Students will not be allowed to clock in until applicable daily payments are made.