PROFILE INSTITUTE OF BARBER-STYLING

SINCE 1989



2022/2023 CATALOG

122 CLEVELAND AVENUE, SW
ATLANTA, GEORGIA 30315
(404) 559-0704
www.profileinstituteatl.com

MESSAGE FROM THE DIRECTOR

Welcome to the world of Barber-Styling!

Over recent years, the Barber-Styling field has brought about a great demand for trained professionals. You have chosen one of the most exciting and challenging professions in today's employment industry. If your goal is to become a hair care practitioner, a rewarding career is waiting for you.

You will have the opportunity of working with many different personalities. You will be expected to satisfy the client's desires by improving their appearance and quality of life. Your creative abilities are needed in mastering the challenge.

Profile Institute of Barber-Styling has qualified instructors and a comprehensive curriculum that is designed to train students to become proficient in all phases of hair care. We are committed to providing the public with hair care in a safe and professional environment.

We offer our services to students who want to be the best at their craft. As one of our students, you can fulfill your goal by becoming a graduate of our fine institution. Enroll today!

Michael Childs
Director

ADMINISTRATION

MICHAEL CHILDS, CEO/DIRECTOR
SOPHIE MCLEAIN, FINANCIAL AID DIRECTOR
SHIRLEY BRANCH, ADMISSIONS

INSTRUCTORS

MICHAEL CHILDS
KEVIN UNDERWOOD
COSMA BURKS

ACCREDITED BY:

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HISTORY

Profile Institute of Barber-Styling opened June 5, 1989, after becoming licensed by the Georgia State Board of Barbers. It has been in continuous operation since the date of opening under its founder, owner and director, Curtis McGee. Since opening, the institution has graduated students from communities throughout the Metropolitan Atlanta area and the State of Georgia, as well as some border states. Many of the graduates have opened their own barber businesses and have proven to be successful. The Institution is a community-based training facility and has been in the same location since its creation. On November 1, 2017, Michael and Phyllis Childs became the new owners. Profile Institute of Barber-Styling continues to be committed to its students and the Atlanta community.

MISSION STATEMENT

The Institution's mission is to provide a quality education to students who want to become successful barbers or students who want to enter the education field as a barber instructor.

OBJECTIVE

The Institution's objective is to educate and equip individuals to successfully pass theoretical and practical examinations required by the Georgia State Board of Cosmetology and Barbers and become licensed practitioners.

NON-DISCRIMINATION POLICY

Profile Institute of Barber-Styling does not discriminate on the basis of race, age, color, religion, national and ethnic origin or sex in its admission policies, administration of educational policies, employment and other institution administered programs. The institution offers equal opportunity in its employment and vocational activities.

ADMISSIONS

Admission is open to prospective students (17 years or older) with a high school diploma or General Education Development certification (GED). The institution does not admit Ability-to-Benefit students. Profile is approved for VA education benefits and other financial assistance.

VA Policy

Applying For VA Educational Benefits

Montgomery GI Bill: Chapters 33, 30, 1606, 35, or Ch. 31 (VR&E)

First Time Applying for VA Educational Benefits

If applying for the first time:

- Complete application for VA educational benefits.
- Chapter 30, 33, 1606 (for veterans or active service members): complete application Form 22-1990.
- Chapter 35 (Dependent's Educational Assistance Program – for dependents or spouse): complete application Form 22-5490.

Previously Certified at Another Institution

If previously used benefits at another institution:

- Chapter 30, 33, 1606 or 1607: complete and submit Form 22-1995 (Change of Program or Place of Training).
- Chapter 35 (Dependents Educational Assistance Program): complete and submit Form 22-5495 (Change of Program or Place of Training).

A ***Covered Individual*** is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.
The school permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Profile Institute of Barber-Styling will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.
The school does give credit for prior education and training upon review of transcript from previous transcripts by director.
The school may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.
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 more than $10.00 for an enrollment will also be pro-rated. The school has agreed to make refunds within 30 to 40 days.
In accordance with 38 CFR 21-4258; Profile Institute of Barber-Styling, agrees to maintain a written record of the previous education and training of the veterans or eligible person and will clearly indicate that appropriate credit has been given for previous education and training, with the veteran or eligible person and the Department of Veterans Affairs so notified.

Profile Institute of Barber-Styling agrees not to exceed a student: teacher ratio of 25:1 as established by the State Approving Agency (SAA).

VA doesn't collect the tuition and fee debt from the student. Rather VA will collect this from the school. The school may require you to pay them any outstanding balance for tuition and fees should you drop or withdraw from the program. The school will reach out to you concerning your debt via mail and/ or email.

Application Procedures

1. Schedule an appointment by writing or telephoning the Admissions Office at (404-559-0704) to request an interview and facility tour.
2. Complete an application for admission. Please note there is a non-refundable application fee of $100 prior to entering into the enrollment agreement. The application may be hand delivered or mailed:

   Profile Institute of Barber-Styling
   C/o Admissions Office
   122 Cleveland Avenue, SW
   Atlanta, Georgia 30315

3. Applicants may be required to submit to a drug-screening test from a selected medical facility at the Institution's expense.
4. Applicant can receive other material facts affecting his/her decision to enroll at www.profileinstituteatl.com.

Admission Requirements

All applicants are provided with the institution's catalog. The institution will send the applicant written notification indicating acceptance or non-acceptance within seven (7) business days following interviews with institution officials.

Class Start Dates: Starting dates vary. Profile Institute of Barber-Styling starts classes on Tuesday of every other month. This information is available by contacting the Admissions Office.

Prior to starting class, enrollees must meet the applicable program requirements, and provide the following:

1. High School Diploma or General Education Development (GED), or Official transcript of any college or technical courses completed
2. Proof of Age (Birth Certificate, Driver's License, or official State ID)
3. Proof of Citizenship or immigration status (Social Security Card, I-94, Green card, etc.)

4. Non-refundable Application Fee ($100)
5. If applicable, DD-214 (Veterans)
6. Current Barber-Styling License (Instructor Program only)
7. Transcript from Barber School (Instructor Program and Transfer Students only)
8. All financial aid documents required for verification must be turned into the FA office within 45 (forty-five days) of enrollment. Ex. Tax transcripts, marriage certificates, etc

TRANSFER STUDENTS

Students wishing to transfer into Profile Institute of Barber-Styling must first meet all admissions requirements. Transfer students are required to provide an official transcript from their previous school. The student will then be interviewed and scheduled for an evaluation. They are evaluated by an Instructor/Director based on theoretical knowledge and practical skills, as well as length of time since applicant attended the program. Based on the results of the interview and the evaluation, transfer hours granted will be determined.

Students must enroll for a minimum of three hundred (300) clock hours. Additional hours may be necessary if all requirements for graduation are not met.

Tuition will be charged on a pro-rata basis. The cost will include a non-refundable application fee and any equipment and books necessary to complete the training. The student's transfer hours that are accepted towards the student's educational program are counted as both attempted and completed hours for determining when the allowable maximum time frame has been exhausted.

RE-ENTRY POLICY

Students are allowed to re-enter the program. All re-enrolling students will be provided with the Institution's most recent Satisfactory Academic Progress Policy (here after referred to as SAP) and will be evaluated by the Institution's Director for placement in the curriculum and kit needs (re-enrolling students may be required to purchase the current institution kit). Students

applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent (prior) student loans to a current status.

PROGRAMS

Courses are only taught in the English language.

BARBER-STYLING PROGRAM REQUIREMENTS

1. Be seventeen (17) years of age or older
2. Possess High School Diploma or General Education Development (GED) certification

PROGRAM 1: BARBER-STYLING (1500 HOURS)

Goal: To train students to become licensed practitioners in the field of Barber-Styling.

Students are expected to complete his/her course within the following timeframe:

Barber-Styling			
Schedule	Hours Per Week	Number of Weeks	Number of Months
AM Session-(F/T)	32.5	48	11

Students are required to complete fifteen hundred (1500) clock hours of instruction and training as outlined by the Georgia State Board of Cosmetology and Barbers. Each student must complete a course of at least eleven (11) months and fifteen hundred (1500) clock hours as follows:

1. 280 total hours of training is required before the student is allowed to render clinical services on live models
2. When a student has completed the first 280 hours (as written under #1 above), the institution shall complete and submit a signed and notarized statement to the Georgia State Board of Cosmetology and Barbers stating the student is prepared to progress to the clinic floor and perform clinical services on clients

3. After a student has been certified as detailed under #2 above, student shall receive instruction totaling 1220 clock hours, including the appropriate theoretical clock hours required

UNITS OF INSTRUCTION

Subject	Hours	Applications
Theory	480	n/a
Hair Styling Techniques and Cutting	500	515
Shaving	25	50
Shampooing	5	30
Facials – Hair Design and Massage (waxing)	10	15
Scalp Treatment Techniques	10	10
Permanent Waving, Relaxing & Chemical Applications	270	66
Additional	200	n/a
Total	1500	–

TEACHING METHODOLOGY

Students will be taught by trained certified instructors. In teaching both theoretical and practical training various teaching methods are used: interactive lectures, classroom presentations, question and answer, demonstrations, problem-solving, one-on-one sessions, laboratory, student shop activities and evaluations.

CAREER OPPORTUNITIES

The institution will post job opportunities that it becomes aware of on the student bulletin board. The institution will post all job opportunities on the bulletin board immediately after receiving them. Career opportunities for a licensed barber include:

Barber-Stylist – Practitioner
Texture Service Specialist
Barbershop Owner
Barber-Stylist Product Salesperson/Specialist
Barber-Stylist Instructor
Hair Color Specialist
Barbershop Manager

INSTRUCTOR PROGRAM REQUIREMENTS

1. Possess a High School Diploma or General Education Development (GED) certification
2. Hold a current Barber-Styling license issued by the Georgia State Board of Barbers
3. Possess an official transcript from the Barber School attended
4. Have completed three (3) years of experience as a licensed Barber
5. Candidate must be proficient in the following areas: shaving procedures, hair cutting (shear-over-comb, shear-over-finger), facial massage/treatment, and have basic skills in hair rolling with cold wave rods.

PROGRAM 2: INSTRUCTOR (750 HOURS)

Goal: This course is designed to equip licensed Barbers with the necessary tools and skills to teach in a licensed public or private institution.

Students are expected to complete his/her course within the following timeframe:

Instructor			
Schedule	Hours Per Week	Number of Weeks	Number of Months
AM Session-(F/T)	26	29	7

1. Instructor trainees are required to complete seven hundred fifty (750) hours of training in at least seven (7) months.
2. Instructor trainees must spend all of their training time under the direct supervision of a licensed teacher, and shall not be left in charge of students or the institution at any time without the direct supervision of a licensed teacher

3. Instructor trainees are not permitted to perform clinical services on a client for compensation, either by appointment or otherwise
4. Instructor trainees shall be furnished a teacher training manual and other material required by the institution

PREREQUISITE FOR THE INSTRUCTOR TRAINING INCLUDE THE FOLLOWING KNOWLEDGE AND SKILLS:

Candidate must have completed barber training and possess a current Georgia Barber-Styling License, a high school diploma or GED diploma. All candidates for the Instructor's License must be proficient in basic barber-styling skills which include clipper cutting, shear-over fingers and shear-over comb cutting techniques. Candidates must also be proficient in shaving procedures and techniques, facial massage and treatment and must possess basic skills in hair rolling with cold wave rods.

TEACHING METHODOLOGY

Students will be taught by trained certified instructors. In teaching both theoretical and practical training various teaching methods are used: interactive lectures, classroom presentations, question and answer, demonstrations, problem-solving, one-on-one sessions, laboratory, student shop activities and evaluations.

UNITS OF INSTRUCTION

Subject	Hours	
General Education (Vocabulary Development) – Georgia State Board of Barber laws and Rules and Recordkeeping – Institution Management – Principals of Barbering and Hairstyling – Human Relations/Motivation	200	
Teaching Techniques – Lesson Plans and Presentations (50 hours) – Classroom Supervision Techniques (50 hours) – Discipline Styles (50 hours) – Demonstration and Lecturing (50 hours) – Test Development (50 hours)	250	
Practice Teaching/Instructions in Classroom Demonstration Techniques	300	# Applications
– Haircutting and hair styles (50 hours)		50
– Shampooing (25 hours)		100
– Shaves (100 hours)		50
– Facials (50 hours)		50
– Color (15 hours)		30
– Permanent Waves and Chemicals (50 hours)		10
– Hairpieces (10 hours)		10
Total Hours	750	

CAREER OPPORTUNITIES

The institution will post all job opportunities on the bulletin board immediately after receiving them.
Career opportunities for licensed Instructors include:

Institution Owner
Institution Director
Educator
Product Marketing
Shop Owner

TUITION, FEES, KIT AND TEXTBOOK

Students responsible for the cost of tuition and fees may pay monthly or on a schedule arrangement created by the institution and recorded on the student's ledger. VA benefits submitted directly to the institution will be recorded on the student's ledger, and the student will be notified. Tuition will be paid directly to the Institution from the Department of Education based on its payment schedule and the student's Satisfactory Academic Progress (See Satisfactory Academic Progress on page 18-25). Enrollees will be responsible for a non-refundable application ($100.00) prior to enrollment. Enrollees must be responsible for the cost of his/her training, kit and textbook. Student kit and textbook will be issued under the direction of the Institution. Students who do not complete his/her course within thirty (30) calendar days after his/her scheduled exit date will be charged extra instructional charges of an additional Two Dollars and Fifty Cents ($2.50) per remaining clock hour to complete the program.

One (1) transcript is available upon request by the student at no charge. Each additional transcript will be at a cost of $25.00.

Payment methods include cash, credit card, money order, check, Title IV, loans, etc.

Program	Tuition	Application fee	Kit/Textbook
Barber-Styling	18,650.00	100.00	850.00

Kit and Textbook

Item	Qty
Wahl Super Taper with shadow blade	1
Wahl Clipper, Senior	1
Andis Speed Master	1
Hair Trimmer – Andis	1
Speed-O-Guide Clipper Attachments	6
Barber Combs	6
Large Handle Comb	2
Combs, Tail	2
Styling Combs	3
Hair Picks	2
Hair Brushes, Club	3
Blow Dryer	1
Vent Brush	1
Shears 7"	1
Screwdriver Set 6-N-1	1

Mirror, Hand-held – Medium	1
Hair Cloth Holder "Clips"	2
Clipper Oil	1
Clipper Brush (Clean Clipper Blades)	1
Razor, Shaper	1
Razor, Shaper Blades (Pack of five)	1
Textbook, Milady's Standard Professional Barbering	1
Workbook, Milady's Standard Professional Barbering with 3-Ring Binder	1
Lab Jacket	1
Carrying Case	1
Mannequin (Head Form)	2
Liquid Styptic	1
Spray Bottles (1 small and 1 medium)	2
Tweezers	1
All Purpose Combs	1
3 Ring Document Binder	1

Program	Tuition	Application fee	Kit/Textbook
Instructor	8,000.00	100.00	350.00

Kit and Textbook

Item	Qty
Milady's Master Educator Textbook	1
Milady's Standard: Professional Barbing Textbook	1
Lab Jacket	1
Supplemental Instructional Material	1

WITHDRAWAL & SETTLEMENT POLICY

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will comply with this mandated policy. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. A refund calculation is performed, and refunds are made timely. All refunds are based on actual hours.
Monies due the applicant or student are 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 the contract and demands his/her money back in writing within three business days of signing the enrollment agreement regardless of whether the student has actually started training. In this case, all monies collected by the school shall be refunded.
3. A student cancels the contract after three business days of signing the contract, but prior to entering classes. In this case, the student is entitled to a refund of all monies paid to the school.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from 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.
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school in person.

For students who enroll and begin classes the following schedule of tuition adjustment will be considered to meet minimum standards for refunds:

Percentage of Course Completed	Amount of Tuition Retained by Institution
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and Over	100%

- Unofficial withdrawals for clock hour students will be determined by the institution by monitoring clock hours attendance at least every thirty (30) days.
- Refunds due will be paid within, but not later than, forty -five (45) days following written cancellation signed by the student and the Director.
- The required date of the refund is determined by counting from the date the withdrawal was determined. However, for clock hour schools, the refund is calculated by the student's last day of attendance.
- Any monies due a student who withdraws from the institution shall be refunded within forty-five (45) days of 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.
- Students who withdraw or terminate prior to course

completion are charged a cancellation or administrative fee of $150.00. 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 his/her enrollment agreement.

Course and/or Program Cancellation Policy

- If the course is canceled subsequent to a student's enrollment, and before instruction in the course and/ or program has begun, the school will either provide a full refund of all monies paid or completion of the course or program at a later time.
- If the school cancels a course and/or program and ceases to offer instruction after students has enrolled and instruction has begun, the school shall at its option:
- 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 and/or program OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- If the school permanently close or no longer offering instruction after a student has enrolled, instruction has begun, the school has at its option to 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 student withdraws, drops or does not return from LOA (leave of absence) and has financial aid, the Institution's third-party servicer (FATSTAF) prepares a R2T4 (DOE's Treatment of Title IV Funds. When a Student Withdraws from a Clock-Hour Program). Students who officially withdraw are required to complete and sign a Withdrawal Form (available from the

Institution's Administrative Office). A student who does not return from LOA will be withdrawn from the Institution.

RETURN TO TITLE IV FUNDS POLICY

The law specifies how the Institution must determine the amount of Title IV program assistance earned if a student receiving Financial Aid withdraws. The Title IV programs covered by this law include: Federal Pell Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Perkins Loans.

When a student receiving financial aid withdraws, the amount of Title IV program assistance earned is determined by a preset formula. If the student received less assistance than the amount earned, the student may be able to receive additional funds. If the student received more assistance than the amount earned, the excess funds must be returned by the institution and the student.

The amount of assistance earned is determined on a prorata basis. For example, if the student completed 30% of the required attendance for the disbursement period, the student earns 30% of the assistance he/she was scheduled to receive. Once the student completes 60% or more of the required attendance for the given disbursement period, he/she will have earned all the assistance disbursed for that period of time.

If a student withdraws or is dropped and did not receive all the funds earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the student may choose to decline the loan funds, so he/she does not incur additional debt. The institution may automatically use all or a portion of the post-withdrawal disbursement (including loan funds) for tuition, fees, and room and board charges (as contracted with the institution). For all other institution charges, the
Institution needs the student's permission to use the post-withdrawal disbursement. If the student does not give permission, the student will be offered the funds.

Some scheduled Title IV funds cannot be earned once a student withdraws because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program before withdrawing, the student will not earn any direct loan funds.

If the student receives (or your institution or parent receives on your behalf) excess Title IV program funds that must be returned, the institution must return a portion of the excess equal to the lesser of:

1. The institution charges multiplied by the unearned percentage of the funds, or

2. The entire amount of excess funds.

The institution must return this amount even if it didn't keep this amount of the Title IV program funds.

If the institution is not required to return all the excess funds, the student must return the remaining amount. Any loan funds that the student must return, you (or the student's parent for a PLUS Loan) must be repaid in accordance with the terms of the promissory note.

Any amount of unearned grant funds (for example, Pell) that must be returned is called an *overpayment*. The maximum amount of a grant overpayment that must be repaid is half of the grant funds received. Arrangements must be made to the institution or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when a student withdraws are separate from any refund policy that the institution may have. Therefore, the student may still owe funds to the institution to cover unpaid institutional charges. The institution may also charge a student for any Title IV program funds that the institution was required to return. If a student earned more financial aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement. From the date the institution determined the student withdrew, grant funds must

be paid within 45 days and loan funds must be paid within 180 days.

If a student has questions about his/her Title IV program funds, the student 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.

GRADUATION REQUIREMENTS

BARBER-STYLING

1. Satisfactory completion of 1500 hours.
2. Transfer students are required to complete a minimum of 300 hours at Profile Institute of Barber-Styling.
3. Pass final examination (both theory and practical) with score of 75 or greater.
4. A cumulative grade point average of 2.0 (75%) or greater.

When all the graduation requirements have been completed, the institution will certify the student's eligibility with PSI, the Georgia State Board of Cosmetology and Barbers mandated testing center for his/her Barber-Stylist Examinations. The graduate will receive a certificate upon completion.

INSTRUCTOR

1. Satisfactory completion of 750 hours.
2. Completion of required theory/classroom and practical demonstrations as required by the Georgia State Board of Cosmetology and Barbers.
3. Satisfactory completion of all examinations, both theory and practical, with a score of 75% or greater.
4. Have a cumulative grade point average (GPA) of 2.0 or greater.

   When all the graduation requirements have been completed, the institute will certify the student's eligibility with PSI, the

Georgia State Board of Cosmetology and Barbers mandated testing center for his/her Instructor Examinations. The graduate will receive a certificate upon completion.

HOURS OF INSTRUCTION

School is in session Tuesday through Saturday. Following are the hours of instruction:

	AM Session
Tuesday	8:00 am – 3:00 pm
Wednesday	8:00 am – 3:00 pm
Thursday	8:00 am – 3:00 pm
Friday	8:00 am – 3:00 pm
Saturday	8:00 am – 3:00 pm

GRADING SYSTEM

The grading system is designed to promote student awareness of the learning process. It also establishes passing grades that document student achievement for course competencies at levels acceptable for job entry. Profile Institute of Barber-Styling requires a minimum of 75% (2.0) to progress from one course segment to another. Students are required to maintain a 2.0 average.

Percentage	Grade	GPA
93 – 100%	A	4.0
85 – 92%	B	3.0
75 – 84%	C	2.0
Below 75%	D	1.0

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress (SAP) policy applies to ***all*** students in a NACCAS- approved program regardless of payment method. It is written in the catalog to ensure that all students receive a copy prior to enrollment. The policy is consistently applied to ***all*** students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time). The total length of the Barber-Styling program is 1500 hours, and 750 hours for the Instructor program. Our SAP policy

complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. SAP in attendance and academic work is a requirement, and students must maintain SAP to continue eligibility for funding.

To determine SAP, all students are evaluated on their cumulative academics and attendance at the end of each evaluation point. For the Barber-Styling program the evaluation periods include 450 hours, 900 hours, and 1200 hours. For the Instructor program the evaluation period is 375 hours. Students are advised of their academic and attendance status via an evaluation report. These evaluation reports are signed by the student and placed in Student's master file. Students have access to his/her evaluation reports by setting an appointment with the administrative office.

Evaluation Periods – Satisfactory Academic Progress
Evaluation 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.

Barber-Styling	450, 900, 1200 (actual hours)
Instructor	375 (actual hours)
***Transfer Students**	Midpoint of the contracted hours or the established evaluation periods, whichever comes first

***Transfer Students**
The transfer hours from another institution that are accepted towards the student educational program are counted as attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

To determine SAP, all students are evaluated with both quantitative (attendance) and qualitative (academic performance)

elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the course or program of study.

Attendance – Satisfactory Academic Progress
Students must attend a minimum of 70% (80% for VA students) of the cumulative actual hours to maintain Satisfactory Academic Progress. Students are advised of their academic and attendance status via an evaluation report. This report includes the 450, 900, and 1200-hour evaluation periods for Barber- Styling students and 375 hours for Instructor students. Reports are signed by the student and placed in the student's master file. A student can have access to his/her master file by making an appointment with the administrative office. The attendance percentage is determined by dividing the total actual 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 70% cumulative attendance since the beginning of the course which indicated that, given the same attendance rate, the students will graduate within the maximum time frame allowed.

Maximum Time Frame
The maximum time frame is equal to 1.43 times the published length of the course and cannot exceed 143% that is allowed for a student to complete each course at satisfactory academic progress is as stated below:

Course	Maximum Time Allowed
Barber-Styling (Full Time, 32.5 hrs/wk) – 1500	2143 scheduled hours
Instructor (Full Time, 26 hrs/wk) – 750	1073 scheduled hours
VA students (Full Time, 32.5 hrs/wk) - 1500	1875 scheduled hours

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 70% of the actual contracted hours unless they are VA students. VA students are determined based on an 80% attendance schedule. Authorized leaves of absence (LOA)

will not be considered in the maximum time frame evaluation; LOAs will extend the student's contract period and maximum time frame by the same number of days taken in the LOA. Students who have not completed the course within the maximum may continue as a student on a cash pay basis.

Academic – Satisfactory Academic Progress
The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. The student's academic achievement is evaluated by written exams given after each unit of study. The student's practical and theoretical skills are evaluated throughout the course of study, and a final grade for each practical application is included in the student's grade point average (GPA). Students must maintain a GPA of 75% or higher. Students are required to maintain a cumulative GPA of 2.0 or higher. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the schools grading system below:

Percentage	Grade	GPA
93-100%	A	4.0
85-92%	B	3.0
75-84%	C	2.0
Below 75%	D	1.0

Determination of SAP
Students meeting requirements at the end of each evaluation period will be considered making Satisfactory Academic Progress. All students are evaluated on actual clock hours completed at the end of each valuation period. In addition, Title IV recipients will be reviewed for Satisfactory Academic Progress before requesting funds. The first occurs no later than the midpoint of the academic year which is 450 actual hours for Barber-Styling students: 375 actual hours for Instructor students. Additional evaluation periods are at 900 and 1200 actual hours. A student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that

has resulted in a status of probation. Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation. The institution will notify students of any evaluations that impact the student's eligibility for financial aid, if applicable.

Financial Aid Warning
Barber-Styling students failing to meet requirements for attendance and/or academic progress at an evaluation point (450, 900 or 1200 actual hours) will be placed on a Financial Aid Warning and are considered to be making satisfactory academic progress during the warning period. Instructor students failing to meet requirements for attendance and/or academic progress at 375 actual hours will be placed on Financial Aid Warning and are considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. Students on a Financial Aid Warning will continue to receive Title IV funding. A Financial Aid Warning cannot be appealed. 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 funding.

Financial Aid Probation
If the school evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period, they will be placed on Financial Aid Probation. The school may only allow for the status of probation for students who are not considered meeting minimum standards for satisfactory academic progress if the student prevails upon appeal of a negative progress determination prior to being placed on probation. The school will determine if the satisfactory progress standards will be met by the end of the subsequent evaluation period.
status for the student. Students placed on an academic plan must be able to meet requirements set forth in the academic plan, if followed, will ensure that the student is able to meet the school's

satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised 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 SAP and, if applicable, student will not be deemed eligible to receive Title IV funds.

Appeal Procedures

Students who do not meet the requirements necessary during their financial aid warning period, prior to being placed on Financial Probation may re-establish eligibility by filing an Appeal. To do so, the student must submit a written appeal on the School's Appeal Form to the School's office within five (5) days from the date of the Probation Notice. The Appeal Form must be submitted with supporting documentation, including reasons (reasons include death of a relative, injury/illness of the student, or other special circumstances) why the Financial Aid Probation should be reversed and request a re-evaluation. 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. Additionally, the school and student must also provide a "plan of action" to improve his/her attendance and academic progress by the next evaluation period. An Appeal hearing must take place within five (5) days from receipt of the written Appeal. The hearing will be attended by the student, parent/guardian if applicable, and appropriate School staff members. A decision will be made within three (3) business days following the hearing and communicated to the student in writing and placed in the student file. The decision will be final. If the Probation is reversed, the student's eligibility for Title IV funds will be reinstated. Results of the appeal are documented in the student's file.

Re-establishment of Satisfactory Academic Progress

A student who is not making Satisfactory Academic Progress may re-establish Satisfactory Academic Progress by: (1) making up

missed tests and/or practical evaluations – thereby, increasing his/her GPA to 75% or better; and/or (2) increasing his/her cumulative attendance to 70% or better (80% or better for VA students) by the end of the warning period or probationary period.

Reinstatement of Financial Aid
Title IV funds will be reinstated to students whose appeal has been reversed and have re-established Satisfactory Academic Progress. This can be accomplished by the student reporting to class no later than his/her scheduled start time. Students must document the ability to successfully complete the program and certify that the causes of previous difficulties have been rectified. Students who ceased attendance while not making SAP will return as not making SAP. They will be allowed to continue their education but where applicable, are not eligible for Title IV program funds unless they are able to re-establish SAP during a specified period of time.

Course Incompletes, Repetitions and Non-Credit Remedial Courses
Course incompletes, repetitions and non-credit remedial courses do not apply to this institution. Therefore, these items have no effect on the School's Satisfactory Academic Progress standards since the institution has no such items or policies.

Interruptions, Course Incompletions, Withdrawals
Students on Leave of Absence - Students returning from a Leave of Absence within 180 days will not incur additional institutional changes. Also, students who are re-entering after a period of withdrawal will be informed that they will return in the same academic progress status as before leaving.

Students who withdraw or are terminated – Students who withdraw or have been terminated may re-enroll (if determined eligible) *within* 180 days and will not incur additional charges. However, these students will be responsible for paying any remaining balance from the previous enrollment that cannot be covered with reinstated Federal funds, plus any increase in tuition rates, if applicable. Students who withdraw or have been terminated and re-enroll *after* more than 180 days will pay a $100

non-refundable application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided with the school's most recent Satisfactory Academic Progress Policy and will be evaluated by the School's Director for placement in the curriculum and kit needs (re-enrolling students may be required to purchase the current school kit). Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent (prior) student loans to a current status. The student's transfer or re-entry hours that are accepted towards the student's educational program are counted as both attempted and completed hours for determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. Re-enrollment is at the discretion of the Director.

RULES AND REGULATIONS

INSTITUTION SCHEDULE

- Schedule is from 8:00 am to 3:00 pm – Tuesday through Saturday.

ATTENDANCE

- All students must clock in and out when leaving the training area (including lunch periods)
- Students who do not clock in by 8:30 am (Tuesday through Saturday) are considered tardy
- Students cannot attend class if they arrive after 10:00 am unless they have prior approval by the Director or Instructor
- If for any reason the time clock is not working, students are required to sign a daily timesheet
- VA student receiving GI Bill benefits are required to maintain a minimum attendance rate of 80% of total requirement for certification eligibility
- Any student who is absent more than seven (7) days in a calendar month is subject to suspension and/or may be dropped from enrollment.
- Habitual tardiness (7) seven class days in any calendar month, may result in an action plan created by the institution and the student
- The student will be placed on weekly attendance monitoring/counseling by an Instructor

ASSIGNED INSTRUCTIONS

- Students are required to complete instructional tasks assigned by the instructor
- Any student who refuses an instructional task will be subject to suspension

LUNCH/BREAKS

- Students are required to take a 30-minute lunch break, and must clock in and out
- All students are granted two (2) fifteen (15) minute breaks
- Students are not permitted to smoke inside the institution or within twenty (20) feet of the front entrances of the building. Smoking is allowed on the side of the building where the outside ash receptacle is located
- Students that require a longer break period than 15-minutes, must clock out
- Students must not take a break while providing service to a client – to do so may result in suspension and loss of hours for the day

ABSENTEEISM

- Students may be dropped if absences fall below 70% in a calendar month and below 80% for VA students
- Students are responsible for any make-up work within five (5) days
- No credit can be accrued during absences
- Students should notify the institution if they are anticipating being absent
- Habitual absences and/or tardiness may result in suspension or expulsion from the program
- Excused absence includes: Jury duty and death of an immediate family member. Time will be granted. Immediate family members include (mother, father, siblings, children, and grandparents)
- All other absences will be considered unexcused

DRESS CODE

- Students are required to wear a barber jacket (smock) and name badge at all times while in class/lab
- Dress may be casual, but open-toe shoes and shorts, tank tops, stretch leggings and skirts above the knees are prohibited
- 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)
- Clothing must fit in such a manner that it does not expose the abdomen, chest, cleavage, or buttocks areas
- Tattoos must be free of sexually related references, foul language, and references to drugs or weapons. No tattoos can be added while students are enrolled at Profile
- Body piercing may only be worn on the ear(s). No other body piercing should be visible to the public
- Students are not permitted to wear head gear of any type during class and/or lab sessions
- Upper garments (ex: t-shirt) must not show below the barber jacket (smock)

- Any student who does not comply with the dress code is subject to suspension and/or may be dropped from enrollment

CLASSROOM/LAB ETIQUETTE

- Any student that uses profanity or exhibits any other type of disruptive behavior is subject to suspension and loss of *clock* hours
- Students are not permitted to read materials in the lab and/or classroom that do not pertain to barber-styling
- All cell phones must be set to silent or vibrate during all class and lab sessions
- Students wishing to talk on the phone must do so outside of the classroom and lab – such emergency calls must be made/taken in the break room or outside the building. This includes the use of blue tooth and other wireless headsets

MAKEUP WORK POLICY

- Make up work consists of theory and practical testing, and workbook assignments
- Students must make up failed or missed tests and incomplete assignments for excused absences
- Students returning from an LOA will return in the same status they left, and will be able to makeup work missed with the assistance of their Instructor
- If a student does not complete their assignment(s) within five (5) calendar days of returning to class they will not receive any credit for the assignment

EXCUSED/UNEXCUSED ABSENCES POLICY

- Excused absence includes: Jury duty and death of an immediate family member. Time will be granted. Immediate family members includes (mother, father, siblings, children, and grandparents).
  All other absences will be considered unexcused

TARDINESS POLICY

- Tardiness is monitored using sign in sheets and the school time clock.
- Students who do not clock in by 8:30 am or clock out before 2:30 pm (Tuesday through Saturday) are considered tardy
- Students cannot attend class if they arrive after 10:00 am unless they have prior approval by the Director or Instructor
- Habitual tardiness seven (7) class days in any calendar month, may result in an action plan created by the school and the student
- The student will be placed on weekly attendance monitoring/counseling by an Instructor
- If habitual absences and/or tardiness do not improve, it may result in a one (1) day suspension or expulsion from the program

LEAVE OF ABSENCE POLICY (LOA)

- To request a LOA, the student submits a signed and dated Leave of Absence form to his/her Instructor. All requests for leave of absence must be submitted in advance in writing, include the reason for the student's request, and include the students signature.
    - Students must apply ***in advance in writing*** unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to the institution the student would not have been able to request LOA in advance.
    - An institution may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the instruction because of the accident.
- After Instructor/student consultation, the instructor submits request to the Director the signed form for approval. Leave of Absence is granted once approved by the Director. The school will not assess any additional school charges to a student granted a LOA.
- In order to receive approval for a LOA, the student must (1) provide a good reason, and (2) plan to return to school on the "Planned Return" date listed on the signed LOA request form. Good reasons include, but not limited to, death in the family, personal/family illness, maternity leave.
- If the student is a Title IV loan recipient, the school will explain to the student, prior to granting the LOA, the effects that the student's failure to return from a LOA may have on the student's loan repayment terms, including the expiration of the student's grace period.
- The school must extend the student's contract period and maximum time frame by the same number of days as the leave of absence. 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.
- Students who do not return from LOA will be withdrawn from the school. The effective date of the withdrawal will be the last day of attendance. A student granted a LOA that meets the required criteria is not considered to have withdrawn from the school and no refund calculation is required at the time.
- Students may be granted up to 180 days of leave during his/her contracted enrollment period. The LOA together with any additional leaves of absence must not exceed 180 days <u>in any 12- month period.</u>
- A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is done at this time.
- If a student does not return from a LOA or takes an unapproved LOA, the student's withdrawal date for the purpose of the refund calculation is always the student's last day of attendance.

- VA students must discontinue VA educational benefits while they are on leave of absence.
- The institution may not assess the student any additional charges as a result of the LOA.

LOCKERS

- Each student will be assigned a locker
- It is the student's responsibility to place a lock on his/her locker.
- Lockers are available so that students may store institution-related materials and items that cannot be carried into class/lab sessions (ex: lunch, mannequins, etc.). Any illegal materials or substances are prohibited in lockers

SERVING CLIENTS

- Only students who have completed the first 280 hours and have been certified as ready are permitted to serve clients
- After clocking in, students are required to set up his/her station to be ready to service clients. The instructor will visually inspect stations for proper implements and sanitation
- Students will receive practical assignments on a rotational basis from the instructor in charge
- Students are not permitted to receive "special" clients without prior approval from the Instructor
- All client services must be assigned to students by the Instructor on duty
- Students may not provide services to a client without an Instructor present in the lab
- Students must request a visual check of services from the Instructor prior to dismissing a client – the Instructor will initial the service ticket.
- Before and after serving each client, students are required to follow established sanitary procedures:

Sterilize all tools and implements when setting up and prior to serving clients.
Ensure that the station is set up with clean towels, cape(s), fumigant, clipper cleaning solution, ultra-violet sanitizer and antiseptic solution.
Service the disinfectant tray before practice training begins.
Students are not permitted to engage in conversation with other students while clients are being served.

SERVING OTHER STUDENTS

- Students must obtain permission from the Instructor on duty prior to providing service to another student
- When a student receives services that uses chemicals (relaxer, coldwave, reconstructor, or permanent/semi-permanent hair colors), he/she must pay a $4.00 fee for each service

USE OF LEGAL/ ILLEGAL DRUGS AND FIREARMS

- Students have the right to possess physician prescribed medication
- Students are prohibited from the possession of, use of, and distribution of any illegal drugs while on the institution property. Such behavior will result in suspension

- If a student is suspected of using drugs, he/she may be required to take a drug test as detailed in his/her contract
- Firearms are prohibited on the institution property
- Alcoholic beverages are prohibited on the institution property. Any indication of intoxication may result in suspension. Students may be subject to drug and alcohol testing at anytime

PHOTOS, VIDEOS AND/OR TEXT RELATED TO THE INSTITUTION
Students are not permitted to place any photos, videos and/or text related to the institution on **any form of media** (examples: Face Book, YouTube, Twitter, personal website, etc.) without **written permission** from the Institution's Director. To do so may result in **immediate** suspension.

TERMINATION PROCEDURES
A student may be terminated from the institution for any of the following reasons:

- Academic
- Failure to maintain satisfactory academic progress
- Not adhering to institution rules and regulations
- Failure to uphold contracted financial agreement
- Unlawful manufacture, distribution, possession, dispensing, or use of controlled substances
- Bringing weapons of any kind on the Institution premises
- Conviction of a felony while attending school at Profile Institute of Barber-Styling
- Unprofessional conduct or behavior that inhibits the educational process (ex: physical or verbal assaults, stealing, lack of cooperation, sexual harassment, fighting or other poor conduct)
- Cumulative attendance rate drops below 70%.
- A student unable to satisfactorily achieve required knowledge and skills will be terminated

GRIEVANCE PROCEDURES

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution.

THE COMPLAINT PROCESS
The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within twenty-one (21) days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school grievance counselor. If the complainant does not wish to use the designated counselor, he/she may request, in writing, the appointment of another student grievance counselor.
3. The complaint will be reviewed by the grievance counselor and a response will be sent in writing to the student within ten (10) days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the counselor, it will be referred to an appropriate agency and the aggrieved party will be notified in writing of his/ her subsequent rights, if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint. If the complainant is not satisfied or the resolution was not met, the complainant may pursue the matter through the formal process.

THE FORMAL COMPLAINT PROCESS

The formal complaint must be filed within fifteen (15) calendar days of the notice in writing from the counselor.

1. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, the Director will appoint a hearing committee consisting of one (1) faculty or staff member who has had no involvement in the dispute and who may also be a corporate officer, one (1) hair care industry professional that is not associated with the school, one (1) student in the school, or another member who may not be employed by the school or related to the school owners. The complainant has the right to have a

representative of his/her own choosing at all stages of the process.

2. The hearing will occur within thirty (30) days of committee appointment and may be held on or off the school premises, approval must be granted by the Director. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions from all involved parties. Within fifteen (15) days of the hearing, the committee will prepare a report summarizing each witness's testimony and a recommended resolution for the dispute. A copy of the Committee's decision will be submitted to the Director for final adjudication. The Director shall consider the report and either accept, reject, or modify the recommendations of the committee.

3. If the complaint cannot be resolved internally, the student has the right to appeal to the National Accreditation Commission of Career Arts & Sciences (NACCAS). NACCAS' address and phone number are: 3015 Colvin Street, Alexandria, VA 22314, (703) 600-7600. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

4. The Georgia State Board of Cosmetology and Barbers Complaint Procedure can be located at www.sos.ga.gov If you wish to file a complaint, you should do so in writing to the Georgia State Board of Cosmetology and Barbers at 237 Coliseum Drive, Macon, Georgia 31217-3858. Your complaint should include the name and address of the person being reported, a detailed description of the violation, and any pertinent information. A complaint form may be obtained from the board office or the board's webpage. Their phone number is (478) 207-2440.

ANNUAL SECURITY REPORT

A copy of the Profile Institute of Barber-Styling's Annual Security Report may be obtained by contacting our Admissions Office. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus. This report

also includes institutional policies concerning institution security, such as policies concerning sexual assault, and other matters.

INSTITUTION FACILITIES

Training programs are held at 122 Cleveland Ave, SE, Atlanta, GA 30315. The classroom is equipped with audio/visual, overhead projector, laptop, TV, CD/DVD player, and library. Clinical areas are similar to standard barber/salon settings. In addition to the classroom and clinical areas, the institution has a dispensary, offices, and student break room. Student lockers are located in the break room. The institution has its own separate entrance.

INSTITUTION HOLIDAYS/CLOSINGS

The institution will be closed for the following holidays.

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- President's Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

Annual calendars for the current year and the following year are part of this catalog and are marked as Appendix.

INSTITUTION CLOSURE STATEMENT

Profile Institute of Barber-Styling is a registered member of the State of Georgia Nonpublic Postsecondary Education Commission (NPEC). NPEC's purpose is to reimburse students or their lenders in the event an institution closes without completing the students' instructional programs without adequately reimbursing the affected students.

CAREER/EMPLOYMENT DISCLOSURE

Profile Institute of Barber-Styling does not guarantee employment. It does post job opportunities as they become available.

PRIVACY ACT POLICY

Student files are confidential. The Family Educational Rights and Privacy Act (FERPA) sets limits on the disclosure of personally identifiable information from institution records and defines the rights of the student to review the records and request a change to the records. Information will be released only with the student's written permission (parent/guardian's written permission if the student is a minor). A meeting with a staff person must be scheduled to examine the file. Upon receipt of the written request, the institution will make the requested information available within three (3) business days.

Profile Institute of Barber-Styling requires written consent from the student or (parent, guardian) for release of records in response to a third-party request, unless otherwise required by law:

- Before publishing "directory of information" (examples: address and phone number of students, date, and place of birth, field of study, dates of attendance, awards received, date of graduation, previous institution attended), the institution must allow the student or parent/guardian to deny authority to publish one or more of these items.

- Provide and permit access to student records and other related records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Cosmetology Arts and Sciences, or in response to a directive of the Commission without consent.

- Provide and permit access to student and other related records as required by the Georgia State Board of Cosmetology and Barbers.

- Information may be sent in connection with a student application for receipt of financial aid with prior written consent by the student/applicant.

- Lawful court order, subpoena, or the institution's compliance auditors may have access to student records;

however, the institution will notify the student of the pending release of information.

STUDENT SERVICES

Profile Institute of Barber-Styling provides student counseling services on an individual basis to help students with personal, financial, academic, or other areas of concern. Counseling is obtained by faculty referral or by student request. Information about students is released only with written permission of the student, or parent/guardian if the student is a minor.

LICENSING INFORMATION

Secretary of State
Professional Licensing Boards Division
Georgia State Board of Cosmetology and Barbers
237 Coliseum Drive
Macon, Georgia 31217-3858
(478) 207-2440
www.sos.ga.gov

Fees

Examination fee for Barber-Styling License	$147.00
Examination fee for Instructor License	$147.00
License fee for Barber-Styling License	$ 30.00
License fee for Instructor License	$ 30.00
Georgia State Barber-Styling – License Renewal	$ 50.00

GEORGIA STATE BOARD OF COSMETOLOGY AND BARBERS COMPLAINT PROCEDURE

If you wish to file a complaint concerning a violation of the licensure requirements, you should submit the complaint in writing to the Georgia State Board of Cosmetology and Barbers at 237 Coliseum Drive, Macon Georgia 31217-3858. Your complaint should include your name and address, the name and address of the person being reported, a detailed description of the violation, and any other pertinent information. A complaint form may be obtained from the board office or the board's web page.

Special Notices

It is mandatory according to the Georgia State Board of Cosmetology and Barbers, that graduates must meet the licensing requirements according to LAW O.C.G.A 43-10 Refer to 43-10-5(h)

'(h) On and after July 1, 2015, any applicant applying for a certificate of registration pursuant to this Code Section shall pass both a board approved written and the practical examination with a 24-month period after having obtained the required credit hours or shall be required to repeat all of such required credit hours before retaking the examination. Should an applicant fail to pass the written or the practical examination, the board's designee shall furnish the applicant a statement in writing, stating in what manner the applicant was deficient.'

APPENDIX A

BARBER SANITARY RULES AND REGULATIONS GOVERNING BARBER SHOPS AND COLLEGES IN THE STATE OF GEORGIA

The rules and regulations set forth below have been adopted by the Georgia State Board of Cosmetology and Barbers. Recommended disinfectants approved by the Georgia Department of Human Resources.

1. All licensed barbers, barber students, apprentice barbers, and examination permit holders shall use the utmost caution in waiting on or rendering service to any person having or suspected of having an infectious disease and shall have privilege of refusing service to a person. Barbers and barber students, apprentice permit holders and examination permit holders, after having rendered service to a person having or suspected of having any infectious disease, shall have all towels, clothes, implements and utensils used in rendering such service thoroughly sterilized before re-using. Barbers and barber students, apprentice permit holders and examination permit holders shall thoroughly wash their hands with soap and water before rendering service to each person.
2. Current shop permits must be posted.
3. Sanitary regulations must be posted in conspicuous places in general work area.
4. Shop must be separated by tight ceiling high partitions from residence rooms.
5. All floors must be cleaned daily.
6. Furniture, equipment, tools, appliances, utensils, walls and ceilings shall be kept in a clean and sanitary condition at all times.
7. Razors, scissors, tweezers, combs, brushes, rubber discs and all other parts of vibrator, and all other utensils, appliances, or anything which comes in contact with the head, face, neck or hair must be thoroughly cleansed and

sterilized in a manner approved by the state or local health department after final use on each customer.

8. Hot and cold running water of a source approved by the Georgia State Board of Cosmetology and Barbers and by the State and Local Health Departments shall be provided in each establishment.
9. Each barber and barber student, apprentice permit holder and examination permit holder shall keep his or her body clean and be in good health; his or her general appearance shall be neat, and his or her fingernails carefully cut and clean.
10. Sanitary receptacles for used cloths shall be provided.
11. All waste materials must be deposited in a non-absorbent, washable container pending removal.
12. A towel which is used on one person shall not be used again on another patron until laundered.
13. The headrest on each chair must be provided with a clean towel after each patron.
14. Sanitary neck strips of paper or a sterile towel must be placed around the neck of the patron so that the cover does not come into contact with the skin.
15. Clean/sanitized towels must be used by students to dust hair from patron skin.
16. Traditional neck dusters are not allowed in lab area.
17. All bathrooms and toilets shall be maintained in a sanitary condition. All liquid waste shall be disposed of by connection to a municipal sewage system or a properly designed and constructed individual sewage system.
18. Adequate sterilizing methods, as listed above, must be provided for each station.
19. Compliance with rule prohibiting operators to work while under the influence of liquors or drugs.

Section 42-7-23 of the Georgia State Board of Cosmetology and Barbers must be complied with at all times.

APPENDIX B:

Insert 2022 Calendar Here

Insert 2023 Calendar Here

APPENDIX B:

Insert 2024 Calendar Here

APPENDIX C: PRE- ENROLLMENT INFORMATION INSERTS

Notes

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