

DeSigner Barber & Stylist School
Consumer Information Updated
09-17-19

Mission Statement

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

Philosophy

DeSigner Barber & Stylist School holds strongly to the belief that a good education nurtures and promotes one's self confidence and ability to succeed. "No" or "I can't" are phrases not used in our daily vocabulary.

**IF YOU BELIEVE IN YOURSELF, ANYTHING CAN BE ACCOMPLISHED.
WHAT THE MIND CAN CONCEIVE, YOU CAN ACHIEVE.**

With education, hard work, strong ethics, morals, diligence, and determination, DeSigner Barber & Stylist School partners with you in your efforts to achieve your goals and dreams. We look forward to guiding you and helping to place you in a long and successful career in the Barbering profession.

Notice of Availability of Institutional and Financial Aid Information

Student applicants may view accreditation, eligibility, and certification documents upon request. Accreditation and state license information may be viewed in the Financial Aid Office of DeSigner Barber & Stylist School. Department of Education eligibility and certification letters may be viewed upon request to the Assistant Director of DeSigner Barber & Stylist School.

The information included within this publication is given to each enrolled student by instructing them that the information is available on our website in a written disclosure. Additionally, you may access this consumer information for DeSigner Barber & Stylist School by requesting a printed version of this information. To request a paper copy of this information, please see the Contact Information for Assistance in Obtaining Institutional or Financial Aid Information in the section immediately following.

Institution	Address	Contact
DeSigner Barber & Stylist School OPE ID: 042200-00	2409 S. 56 th St., Ste. 118 Fort Smith, AR 72903	Barbara Schultze Assistant Director
Additional Location	1074 E. Henri De Tonti Springdale, AR 72762	Barbara Schultze Assistant Director

Contact Information for Assistance in Obtaining Institutional or Financial Aid Information

DeSigner Barber & Stylist School has designated individuals to assist prospective and enrolled students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a)(1), Sec. 485(f), [Sec.485(h)], and Sec. 485(j).

Institution	Address/Telephone	Contact
DeSigner Barber & Stylist School OPE ID: 042200-00	2409 S. 56 th St., Ste. 118 Fort Smith, AR 72903 (479) 478-8388	Barbara Schultze Assistant Director
Additional Location: OPE ID: 042200-01	1074 E. Henri De Tonti Springdale, AR 72762 479-717-6585	Barbara Schultze Assistant Director

Student Financial Aid Information

The purpose of student financial aid is to provide assistance to students who, without financial aid, would be unable to attend.

Need-Based and Non-Need-Based Financial Assistance Programs

There are many different types of aid available. Some of these are grants, loans, and Veterans Benefits.

Federal Pell Grant (PELL)

Pell grants are the foundation of federal student financial assistance to which aid from other federal and nonfederal sources might be added. These grants are generally awarded to undergraduate students and the award amounts can change yearly. Unlike loans, grants are not repaid unless, for example, you withdraw from school prior to the planned program completion date. All federal grants are awarded to students with financial need. The amount of your Federal Pell Grant depends on your cost of attendance, expected family contribution, enrollment status (full or part time) and whether you attend for a full academic year or less. For more information visit www.studentaid.ed.gov.

Iraq and Afghanistan Service Grant (Available at Fort Smith location only)

A student whose parent or guardian was a member of the U.S. Armed Forces and died as a result of service performed in Iraq or Afghanistan after September 11, 2001 may be eligible to receive the Iraq and Afghanistan Service Grant.

[Additional Student Eligibility Requirements:](#)

- Must be ineligible for a Federal Pell Grant due only to having less financial need than is required to receive Pell funds, and
- Be under 24 years old, or
- Enrolled in college at least part-time at the time of the parent's or guardian's death.

The grant award is equal to the amount of a maximum Pell Grant for the award year – not to exceed the cost of attendance for that award year.

William D. Ford Federal Direct Loan Program

Student loans, unlike grants, are borrowed money (monies) that must be repaid with interest. Loans made through this program are referred to as Direct Loans. Eligible students and parents borrow directly from the U.S. Department of Education. For more information visit www.studentaid.ed.gov. There are three types of loans in the program:

Subsidized Stafford Loan- A student can borrow this type of loan to cover some or all of their school expenses. The U.S. Department of Education pays the interest while you're in school at least half-time and for the first six months after you leave school (grace period). The amount of the loan cannot exceed a student's financial need.

Unsubsidized Stafford Loan- A student can borrow this type of loan to cover some or all of their school expenses. The U.S. Department does not pay interest on subsidized loans. A student is responsible for paying the interest that accrues on the loan from the time the loan is disbursed until it's paid in full. The fixed interest rate of 6.8 percent can be paid while attending school, during a period of deferment or forbearance or it can be accrued and the interest added to the principle amount of the loan.

PLUS Loans- Parents of dependent students can borrow from the PLUS Loan program. The terms and conditions of this type of loan include a requirement that the applicant not have an adverse credit history, a repayment period that begins on the date of the last disbursement of the loan and a fixed interest rate of 7.9 percent for the Direct Loan.

Veteran's Education Benefits (Available at Fort Smith location only)

The Department of Veterans Affairs administers a variety of education benefit programs. Many Veterans and active duty personnel can qualify for more than one education benefits program, including the:

- [The Post-9/11 GI Bill http://www.gibill.va.gov/benefits/post_911_gibill/index.html](http://www.gibill.va.gov/benefits/post_911_gibill/index.html)
- [Montgomery GI Bill - Active Duty \(MGIB-AD\) http://www.gibill.va.gov/benefits/montgomery_gibill/active_duty.html](http://www.gibill.va.gov/benefits/montgomery_gibill/active_duty.html)
- [Montgomery GI Bill - Selected Reserve \(MGIB-SR\) http://www.gibill.va.gov/benefits/montgomery_gibill/selected_reserve.html](http://www.gibill.va.gov/benefits/montgomery_gibill/selected_reserve.html)

- Reserve Educational Assistance Program (REAP)
http://www.gibill.va.gov/benefits/other_programs/reap.html
- Veterans Educational Assistance Program (VEAP)
http://www.gibill.va.gov/benefits/other_programs/veap.html
- Educational Assistance Test Program (Section 901)
[http://www.gibill.va.gov/benefits/other_programs/educational assistance test program.html](http://www.gibill.va.gov/benefits/other_programs/educational_assistance_test_program.html)
- Survivors' and Dependents' Educational Assistance Program (DEA)
http://www.gibill.va.gov/benefits/other_programs/dea.html
- National Call to Service Program
http://www.gibill.va.gov/benefits/other_programs/national_call_to_service_program.html
- Veterans Retraining Assistance Program
http://www.gibill.va.gov/benefits/other_programs/vrap.html

Other Programs:

- Reserve Educational Assistance (REAP)
- Survivors & Dependents Assistance (DEA)
- Veterans Educational Assistance Program (VEAP)
- Educational Assistance Test Program
- National Call to Service Program
- Veterans Retraining Assistance Program

Veterans need to be aware of a few special circumstances when completing the Free Application for Federal Student Aid (FAFSA). These circumstances include the student aid treatment of veteran's education benefits and the definition of a veteran for student aid purposes.

<http://www.finaid.org/military/vedbenefits.phtml> are usually treated as resources, not income, for federal student aid purposes. There are, however, a few exceptions.

<http://www.finaid.org/military/combatpay.phtml> can be a source of confusion on the FAFSA.

<http://www.finaid.org/military/veteranstatus.phtml> is not necessarily the same as veteran status for VA purposes.

DeSigner Barber & Stylist School is approved for some Veteran's Educational Benefits for veterans, eligible dependents of deceased or disabled veterans and active status National Guard and Reserve personnel. Any student interested in this type of benefit must verify with the school representative that the school is eligible for benefits. You can find more information on the web by visiting www.gibill.va.gov.

Survivors' and Dependents' Educational Assistance Program (DEA)

Of particular interest is the Survivors' and Dependents' Educational Assistance Program (DEA). It provides up to 45 months of education and training opportunities to eligible dependents of certain veterans. To be eligible, you must be the son, daughter, or spouse of a veteran who died or is permanently and totally disabled as the result of a service-connected disability, or who died while such a disability was in effect, or is MIA or captured in the line of duty by a hostile force, or is forcibly detained or interned in the line of duty by a foreign government or power. Sons and daughters must be between the ages of 18 and 26. Spousal benefits end 10 years from the date the VA finds the spouse as eligible or from the date of death of the veteran. To apply, complete VA Form 22-5490, Application for Survivors' and Dependents' Educational Assistance. For more information, call 1-888-GIBILL-1 (1-888-442-4551).

Federal Benefits for Veterans and Dependents

Updated annually by the Department of Veterans Affairs (VA), the publication *Federal Benefits for Veterans and Dependents* contains information about education and training benefits available to veterans and eligible dependents. [VA Pamphlet 80-02-1, 114 pages, Stock Number 051-000-00225-3.]

The booklet may be obtained free of charge from VA hospitals or regional offices. To request a copy, visit your nearest VA facility, call 1-800-827-1000 or write to Department of Veterans Affairs, Office of Public Affairs (80D), 810 Vermont Avenue, NW, Washington, DC 20420. It is also available for download free in pdf format from the VA's web site.

The publication can also be purchased for \$5.00 (\$6.25, international customers) from the US Government Printing Office, Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954

ThanksUSA Scholarship Program

ThanksUSA is a non-profit tax exempt charitable organization focused on thanking American troops. ThanksUSA sponsors a large [scholarship program for children and spouses of active duty US military personnel](#). As many as 500 scholarships worth \$3,000 each are available for undergraduate study at accredited two and four year institutions of higher education. A minimum GPA of 2.0 on a 4.0 scale is required. Active duty US military personnel is defined as having served on active duty in the Army, Navy, Air Force, Marines and Coast Guard for at least 180 days since September 11, 2001, including all members of the Armed Forces who were killed or wounded in action. (Members of the reserves who have been activated to full-time duty and federalized members of the National Guard are eligible.) Dependent children (including adopted and stepchildren) must be age 24 and under as of the deadline. The scholarship program opens on

April 1 and the deadline is May 15. Recipients are selected based on financial need, academic performance, leadership and community service. Preference is given to the families of military personnel who are wounded or killed during active duty.

For more information, call 1-877-THX-USAS (1-877-849-8727), write to ThanksUSA Scholarship Program, Scholarship America, c/o Shellee Hintz, One Scholarship Way, PO Box 297, Saint Peter, MN 56082, or send email to tshintz@scholarshipamerica.org.

The Military Spouse Career Advancement Accounts (MyCAA) Program

MyCAA is a career development and employment assistance program sponsored by the Department of Defense (DoD). MyCAA helps military spouses pursue a license, certificate, certification or Associate's Degree (excluding General Studies and Liberal Arts) necessary for gainful employment in a high demand, high growth portable career field and occupation. For more information, see www.militaryonesource.mil.

Terms and Conditions of Title IV, HEA Loans

General Terms and Conditions

General Eligibility

- Be a US citizen, eligible non-citizen, national, or permanent resident of the USA
- Show financial need (based upon an analysis of you and your family's income and assets)
- Have a high school diploma or General Education Development (GED) Certificate
- Have a valid Social Security number
- Be enrolled in a Title IV participating institution and attending on at least a half time basis
- Make Satisfactory Progress
- Males must register (have registered) with the Selective Service
- Fully complete a Free Application for Federal Student Aid and any requested additional information
- Sign a statement of educational purpose and a certification statement on overpayment and default (found on the Free Application for Federal Student Aid)
- Not be delinquent; in default; or owe refund of an overpayment on any grant aid

How do I apply?

Applications for federal aid programs are made by completing a Free Application for Federal Student Aid (FAFSA) (www.fafsa.ed.gov) which collects your family's income and asset information. If you have any difficulty in accessing or understanding the FAFSA, you may make an appointment at any our school to have assistance in filling out the FAFSA.

Important!

- Know your deadlines
- Use the School Code Search

- Verification. We may be asked by the Department of Education for additional, supporting information regarding your FAFSA. We will not be able to process your application without any requested documentation.
1. Your FAFSA will be **Post-FAFSA** analyzed and assigned an Eligibility Index Number (EFC) which stands for Estimated Family Contribution.
 2. You will receive a Student Aid Report (SAR).
 3. An Institutional Student Information Record (ISIR) will be sent to the schools you selected.

Eligibility Index Number

Financial need is determined by an annual, congressionally approved formula applied for all financial aid applicants. To determine financial need, an index is created based upon facts about you and your family's income and assets; the size of your family; number of family members attending post-secondary school(s); and any unusual circumstances or financial hardships specific to you. This index is used to determine your financial aid assistance in meeting the cost of attending a post-secondary institution.

Determining Financial Need

Financial need = **Cost of Going to School** less your < **Expected Family Contribution** >.

Cost of Going to School is tuition, fees, books, supplies, equipment, and other educational costs.

Expected Family Contribution is the amount that is determined to be your family's contribution to your education.

Pell Grants

Pell Grants are awarded based upon financial eligibility determined by your Free Application for Federal Student Aid (www.fafsa.ed.gov). To become eligible and to maintain eligibility, a student must be enrolled and meet or exceed satisfactory academic progress (SAP) including attendance minimums.

Federal Direct Stafford Loan

The amount of this loan, in combination with other financial aid, cannot exceed the cost of attendance as determined by the institution.

Educational Costs

Defining Estimated Cost of Attendance

Cost of Attendance (COA) is an average figure to determine your financial aid eligibility. It

includes estimates of standard expenses such as tuition, fees, books, supplies, room, board, and personal expenses such as unreimbursed medical/dental expenses, clothing, and transportation.

Cost of Attendance DeSigner Barber & Stylist School

Years 1 and 2 (10 Months Total)	Students Living with Parents	Students Not Living with Parents
Tuition and fees	\$ 14,900.00	\$ 14,900.00
Books and supplies	\$ 1,100.00	\$ 1,100.00
Room and board	\$ 5,500.00	\$ 12,790.00
Travel	\$ 2,920.00	\$ 2,720.00
Personal Expenses	\$ 5,330.00	\$ 5,310.00
Loan Fees (Average)	\$ 140.00	\$ 140.00
Total	\$ 29,890.00	\$ 36,960.00

Criteria for Selecting Recipients and Determining Amount of Award

Expected Family Contribution

The Expected Family Contribution (EFC) is a measure of your family’s financial strength and is calculated according to a formula established by law. Your family’s income, family size, and the number of individuals in your family who will attend college during the year are all considered.

The information you report on your Free Application for Federal Student Aid (FAFSA) or your FAFSA4caster is used to calculate your EFC. Schools use EFC to determine your federal student aid eligibility and financial aid award.

For more information, please visit: *Funding Education Beyond High School: The Guide to Federal Student Aid* at: http://studentaid.ed.gov/students/publications/student_guide/index.html. To request a free copy of *Funding Education Beyond High School: The Guide to Federal Student Aid*, call the Federal Student Aid Information Center at **1-800-4-FED-AID (1-800-433-3243)**.

Determining Independent Student Status

If you can answer **No** to **all** of the following questions, you are considered a dependent student on the Free Application for Federal Student Aid (FAFSA):

- Were you born before January 1, 1993?
- As of today are you married?
- At the beginning of the 2016-2017 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, or graduate certificate, etc.)?
- Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?

- Are you a veteran of the U.S. Armed Forces?
- Do you have children who will receive more than half of their support from you between July 1, 2016 and June 30, 2017?
- Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2017?
- At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
- As determined by a court in your state of legal residence, are you or were you an emancipated minor?
- As determined by a court in your state of legal residence, are you or were you in legal guardianship?
- At any time on or after July 1, 2014, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2014, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2014, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

If you are considered a dependent student, your parents must answer the parental questions on the FAFSA. If you can answer **Yes** to **any** of the questions above, you are considered an independent student and information about your parents is not required on the FAFSA.

If you have a special circumstance that prevents you from providing parental information you **may** be able to submit your FAFSA. However, your FAFSA will be incomplete. You must contact the financial office at your college and provide them with documentation to verify your situation.

Student Eligibility Requirements

- All classes are taught in English, students must understand, read, and write English.
- Provide documentation of eligibility to work in the United States if you are not a US citizen
- Be at least 17 years of age (Age will be verified with Individual's ID)
- Provide a valid driver's license, state ID with photo, or valid passport.
- Students must also be able to provide proof of appropriate educational requirement such as;
 1. Copy of high school diploma
 2. Foreign High School diploma or transcript

Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a US high school diploma; Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified by an outside

agency that is qualified to translate documents into English and confirm the academic equivalence to a United States High School Diploma.

3. Copy of GED certificate

4. **Recognized equivalents of a high school diploma**- The Department of Education recognizes several equivalents to a high school diploma.

❖ A GED certificate:

❖ A certificate or other **official completion** documentation demonstrating that the student has passed a state-authorized examination (such as the test assessing secondary completion (TASC) the high school equivalency test (HSET), or, in California, the California High School Proficiency Exam that the state recognizes as the equivalent of a high school diploma (note the certificates of attendance and/or completion are **not** included in this qualifying category)

5. DeSigner Barber & Stylist School does not accept Ability to Benefit (ATB) students

6. Online (internet) High school, GED and home school diploma mills are not acceptable as proof of appropriate education.

Diploma mill definition – An entity that:

- Charges someone a fee and requires him/her to complete little or no education or coursework to obtain a degree, diploma, or certificate that may be used to represent to the general public that he/she has completed a program of secondary or postsecondary education or training, and;

Lacks accreditation by an agency or association that is recognized as an accrediting body for institutions of higher education by the secretary (pursuant to Part H, Subpart

Frequency of Disbursements

When financial aid is awarded, it is awarded for the academic year. The financial aid award is required to be split equally between two parts of the academic year. Financial aid is paid to a student's account when the following conditions are met. Once determined, Credit Balances are issued by check to the student directly. Student must be in attendance that day in order to receive the check. If the student is absent on that day the check is mailed to the student's address on file and sent via USPS.

1. The student is determined to be eligible and is awarded.
2. Loan funds have been received from the lender.
3. The student has achieved the appropriate number of hours.
4. The student is determined to be maintaining Satisfactory Academic Progress.
5. The disbursement date for the term has been reached.

We continue to release funds throughout the term to student accounts as students are awarded and as funds arrive from the lenders. If the student has signed a Title IV authorization form, the school reserves the right to hold the credit balance in the student's account and track it on a separate ledger until the end of the award year. At which time, all funds remaining will be released to the student.

Rights and Responsibilities of Students Receiving Title IV Rights

Students receiving financial aid have the right to:

- Accept or decline any of the financial aid award(s).
- Know what financial assistance is available, including all federal, state, and institutional aid programs.
- Know the procedures and deadlines for submitting applications for each financial aid program (including federal, state, and institutional aid programs).
- Know how the financial aid awards were calculated, the criteria to receive each award, and how the funds will be distributed or disbursed.
- Know the school policy on enrollment, attendance and good academic standing.
- Seek financial aid counseling.
- Know the consequences of defaulting on a student loan.
- Know that the information you give to the Student Financial Aid Office will be treated confidentially as mandated by the Family Educational Rights and Privacy Act (FERPA).
- Know information regarding a loan lender, interest rate, the total amount to be repaid, deferment options, repayment procedures, and the length of time you have to repay the loan, and when repayment begins.
- Submit a request to review extenuating circumstances, requesting reconsideration of your financial aid eligibility if you or your family's financial conditions change.
- Submit an Academic Progress Appeal if you do not meet the Standards of Satisfactory Academic Progress.
- Know the DeSigner Barber & Stylist School refund and the Federal Return to Title IV policies.

Note: Financial aid administrators are given the authority (by the Higher Education Act of 1965) to use professional judgment in reviewing requests by students to consider special or extenuating circumstances that are not reflected on the FAFSA or included in the standard Cost of Attendance. Revision of a student's estimated Cost of Attendance to include educational costs not already incorporated. Circumstances not allowed by Federal regulation to be considered include vacation expenses, tithing, credit card expenses/debt, and standard living expenses such as rent, utilities, and allowances.

A request for professional judgment must be submitted with the proper form(s); documentation required for verification (signed tax return, verification worksheet) and supporting the

circumstance(s). Review is done on a case-by-case basis only and the decision by the financial aid administrator is final. Approval of the request does not guarantee additional financial aid eligibility. Contact DeSigner Barber & Stylist School for more information.

Responsibilities

Students receiving financial aid are responsible for:

- Completing all applications and forms accurately and on-time.
- Re-applying for financial aid each year.
- Providing requested documentation and information in a timely manner and keeping copies for your own records.
- Reading and understanding all materials sent to you.
- Completing pre-loan counseling prior to receiving the first disbursement and exit counseling prior to graduation or leaving school.
- Repayment of all loans in accordance with the terms of your promissory note. You are responsible for notifying your lender if any of the following occurs before your loan is repaid:
 - change of address,
 - graduation,
 - withdrawal,
 - name change, or
 - transfer to another institution.
- Requesting personal assistance if you have questions or don't understand the information provided to you.
- Knowing the financial aid information provided to you.
- Notifying the institution of any name or address changes.
- Knowing and complying with the rules governing your financial aid awards.
- Compliance with institution policies on refunds and Federal Return to Title IV Aid should you withdraw from the institution (either officially or unofficially).
- Notifying the institution of any financial awards you receive from outside resources (including scholarships, grants, Veteran's Benefits, tuition waivers, or other educational/tuition assistance) not already reported on your Financial Aid Award Notification.

- Maintaining Satisfactory Academic Progress.
- Using financial aid for educational expenses incurred while enrolled.
- Repayment of any over-award of financial aid.

Satisfactory Academic Progress (SAP)

DeSigner Barber & Stylist School, LLC SATISFACTORY ACADEMIC PROGRESS POLICY

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

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Barber/Stylist (1500 hours) 450, 900, 1200 clocked (actual) hours
 Teacher/Manager/Instructor (600 hours) 300 clocked (actual) hours
 Crossover (600 hours) 300 clocked (actual) hours

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

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

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

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

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

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:

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

DETERMINATION OF PROGRESS STATUS

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

WARNING

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

PROBATION

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

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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

APPEAL PROCEDURE

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

Academic Year Definition

DeSigner Barber & Stylist School academic year is 900 hours and 26 weeks for Title IV purposes. For Title IV payments, the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV payments.

The institution requires its students to maintain Satisfactory Academic Progress (SAP) as established by this institution, in order to continue to matriculate at the school and to continue to be eligible to participate in the federal government's Title IV financial aid programs. These standards apply to all students, regardless of the source of the student's funding, and to all students, regardless of their status (full-time or part-time).

Evaluation Periods

Students are evaluated for SAP at each payment period to ensure that the student has met the weeks, hours, grade and attendance for the next payment period. Students are evaluated for Satisfactory Academic Progress twice a year as follows:

Year	1st Evaluation	2nd Evaluation
1 st Academic Year = 900 Clock Hours & 26 Weeks of Instruction	N/A	Completion of 450 Clock Hours or 13 Weeks (Whichever Comes Last)
2 nd Academic Year = 600 Clock Hours & 17 Weeks of Instruction	Completion of 900 Clock Hours or 26 Weeks (Whichever Comes Last)	Completion of 1200 Clock Hours or 35 Weeks (Whichever Comes Last)

The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements.

Review and Evaluation Periods

Student progress will be reviewed by the institution on a monthly basis to identify students who may be at risk regarding satisfactory academic progress. At risk students will be counseled and will be advised regarding efforts to improve progress. Formal satisfactory academic progress evaluations, which determine continuing eligibility for federal student aid, will be performed at the end of each financial aid payment period. Students who meet the attendance and academic standards described herein will be considered to be making satisfactory academic progress until the next scheduled evaluation.

Reinstatement of Aid:

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV aid.

Leave of Absence (LOA):

If enrollment is temporarily interrupted for a Leave of Absence (LOA), the student will return to School in the same progress status as prior to the LOA. Hours elapsed during a LOA will extend the student's contract period by the same number of days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation. Students who fail to return from an LOA will have an Unofficial Withdrawal on the date they were scheduled to return from the LOA.

Official Withdraw From School:

In the event that circumstances beyond the student's control make it necessary for withdrawal the student must consult with the School's Director and/or Admissions Director and complete a Withdrawal Form. The School will use the last date of attendance as the drop date for calculating the Return to Title IV.

Unofficial Withdrawal From School:

In the event that the school unofficially withdraws a student from school the School Director and/or Admissions Director must complete the Withdrawal from using the last date of attendance as the drop date.

Unofficial Withdrawal - EXAMPLE

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

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

take place:

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

Course Incompletes and Repetitions

This institution does not offer grades of "incomplete" and accordingly, these have no impact on SAP. If a student withdraws from a program of study and re-enrolls in the same program within 180 days of withdrawal, the student is treated as returning to the same payment period that was in place when the student withdrew and must complete any clock hours for which the student previously received federal funding before being eligible for additional funding. A student who returns to a program after more than 180 days have elapsed since withdrawal may be eligible for

federal aid for any classes the student must repeat to obtain academic credit. Students should meet with a financial aid advisor to discuss the conditions under which federal aid may be awarded for repeated courses.

Non-Credit and Remedial Courses

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

Sample Loan Repayment Schedule

Below is a sample loan repayment grid showing the monthly payments and total amounts repaid. The minimum payment for Stafford loan is \$50.00 per month.

Loan Amount	Number of Payments	Monthly Payment	Interest Charges	Total Repaid
2,600.00	65	\$50.00	\$628.42	\$3,228.42
4,000.00	120	\$50.00	\$1,827.30	\$5,827.30
7,500.00	120	\$91.99	\$3,538.80	\$11,038.80
10,000.00	120	\$122.65	\$4,718.00	\$14,718.00
15,000.00	120	\$183.98	\$7,077.60	\$22,077.60

Necessity for Repaying Loans

Student loans are real loans and it is imperative that you pay them back. The following is directly from the Department of Education's website:

<http://studentaid.ed.gov/PORTALSWebApp/students/english/repaying.jsp#default>

If you default, it means you failed to make payments on your student loan according to the terms of your promissory note, the binding legal document you signed at the time you took out your loan. In other words, you failed to make your loan payments as scheduled. Your school, the financial institution that made or owns your loan, your loan guarantor, and the federal government all can take action to recover the money you owe. Here are some consequences of default:

- National credit bureaus can be notified of your default, which will harm your credit rating, making it hard to buy a car or a house.
- You will be ineligible for additional federal student aid if you decide to return to school.
- Loan payments can be deducted from your paycheck.
- State and federal income tax refunds can be withheld and applied toward the amount you owe.
- You will have to pay late fees and collection costs on top of what you already owe.
- You can be sued.

For more information and to learn what actions to take if you default on your loans see the [Department of Education's Default Resolution Group Website](#).

VACCINATIONS POLICY The Barber School does not have an immunization requirement for admission to this institution.

Study Abroad

DeSigner Barber & Stylist School does not participate in any programs which are approved for study abroad.

Financial Aid Applicable to Employment

DeSigner Barber & Stylist School does not have any financial aid conditions or terms applicable to employment.

Exit Counseling

DeSigner Barber & Stylist School provides to every student borrower of loans under the Federal Direct Loan program, exit counseling information whenever the student ceases enrollment. If the student does not appear for exit counseling, we will mail the Exit Counseling for Direct Loan borrowers. Borrowers can find additional information at:

http://www.nslds.ed.gov/nslds_SA/ and

<http://studentaid.ed.gov/PORTALSWebApp/students/english/repaying.jsp>

The exit counseling packet will provide information on:

- average anticipated monthly repayment amounts
- repayment plan options
- options to prepay or pay on shorter schedule
- debt management strategies
- use of Master Promissory Note
- the seriousness and importance of the student's repayment obligation
- terms and conditions for forgiveness or cancellation
- rights and responsibilities of students under Title IV, HEA loan programs
- terms and conditions for deferment or forbearance
- consequences of default
- options and consequences of loan consolidation
- tax benefits available to borrowers

Notice of Federal Student Financial Aid Penalties for Drug Law Violations

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

If convicted of an offense involving:

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

Sale of a Controlled	Ineligibility Period
First Offense	2 years
Second Offense	Indefinite

A student whose eligibility has been suspended based on a conviction for possession or sale of a controlled substance may resume eligibility before the end of the ineligibility period if:

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

Privacy of Records-Family Educational Rights and Privacy Act (FERPA)

Family Policy Compliance Office (FPCO) Home

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools 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. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, or student handbook) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Recordkeeping

Source: Federal Student Aid Handbook, Volume II, Privacy of Student Information (FERPA Rules)

The Family Educational Rights and Privacy Act (FERPA) sets limits on the disclosure of personally identifiable information from school records, and defines the rights of the student to review the records and request a change to the records.

With exceptions such as those noted in this section, FERPA generally gives postsecondary students the right:

- to review their education records,
- to seek to amend inaccurate information in their records, and
- to provide consent for the disclosure of their records.

These rules apply to all education records the school keeps, including admissions records (only if

the student was admitted) and academic records as well as any financial aid records pertaining to the student. Therefore, the financial aid office is not usually the office that develops the school's FERPA policy or the notification to students and parents, although it may have some input.

Student's & parents' rights to review educational records

A school must provide a student with an opportunity to review his or her education records within 45 days of the receipt of a request. A school is required to provide the student with copies of education records, or make other arrangements to provide the student access to the records, if a failure to do so would effectively prevent the student from obtaining access to the records. While the school may not charge a fee for retrieving the records, it may charge a reasonable fee for providing copies of the records, provided that the fee would not prevent access to student records.

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's education records to his or her parents if the student is a dependent student under IRS laws.

Note that the IRS definition of a dependent is quite different from that of a dependent student for FSA purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

Prior written consent to disclose the student's records

Except, under one of the special conditions described in this section, a student must provide written consent before an education agency or school may disclose personally identifiable information from the student's education records. The written consent must—

- state the purpose of the disclosure,
- specify the records that may be disclosed,
- identify the party or class of parties to whom the disclosure may be made, and,
- be signed and dated.

If the consent is given electronically, the consent form must:

- identify and authenticate a particular person as the source of the electronic consent, and
- indicate that person's approval of the information contained in the electronic consent.

The FERPA regulations include a list of exceptions where the school may disclose personally identifiable information from the student's file without prior written consent. Several of these allowable disclosures are of particular interest to the financial aid office, since they are likely to involve the release of financial aid records.

Disclosures to school officials

Some of these disclosures may be made to officials at your school or another school who have a legitimate interest in the student's records. Typically, these might be admissions records, grades, or financial aid records.

Disclosure may be made to:

- other school officials, including teachers, within the school whom the school has determined to have legitimate educational interests.
- to officials of another postsecondary school or school system, where the student receives services or seeks to enroll.

If your school routinely discloses information to other schools where the student seeks to enroll, it should include this information in its annual privacy notification to students. If this information is not in the annual notice, the school must make a reasonable attempt to notify the student at the student's last known address.

Disclosures to government agencies

Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. "Authorized representatives" includes employees of the Department—such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics—as well as firms that are under contract to the Department to perform certain administrative functions or studies. In addition—

Disclosure may be made if it is in connection with financial aid that the student has received or applied for. Such a disclosure may only be made if the student information is needed to determine the amount of the aid, the conditions for the aid, the student's eligibility for the aid, or to enforce the terms or conditions of the aid.

A school may release personally identifiable information on an F, J, or M nonimmigrant student to U.S. Immigration and Customs Enforcement (formerly the Immigration and Naturalization Service) in compliance with the Student Exchange Visitor Information System (SEVIS) program without violating FERPA.

Disclosures in response to subpoenas or court orders

FERPA permits schools to disclose education records, without the student's consent, in order to comply with a lawfully issued subpoena or court order.

In most cases, the school must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying, so that the student may seek protective action. However, the school does not have to notify the student if the court or issuing agency has prohibited such disclosure.

A school may also disclose information from education records, without the consent or knowledge of the student, to representatives of the U.S. Department of Justice in response to an *ex parte* order issued in connection with the investigation of crimes of terrorism.

Documenting the disclosure of information

Except as noted below, a school must keep a record of each request for access and each disclosure of personally identifiable student information. The record must identify the parties who requested the information and their legitimate interest in the information. This record must be maintained in the student's file as long as the educational records themselves are kept.

FERPA Responsibilities and Student Rights

A school is required to:

- Annually notify students of their rights under FERPA;
- Include in that notification the procedure for exercising their rights to inspect and review education records; and
- Maintain a record in a student's file listing to who personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information (does not apply to school officials with a legitimate educational interest or to directory information).

Student has the right to:

- Inspect and review education records pertaining to the student;
- Request an amendment to his/her records; and
- Request a hearing (if the request for an amendment is denied) to challenge the contents of the education records, on the grounds that the records are inaccurate, misleading, or violate the rights of the student.

Rights under FERPA

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

- The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
 - A student should submit to the Director, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct person to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

- A student who wishes to ask the institution to amend a record should write the institution official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

- The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

- The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-
5901

Record Keeping and Access

- All files are the property of DeSigner Barber & Stylist School.
- We do not copy; we do not fax, and we do not electronically scan files and their contents.
- Files are kept for a minimum of 15 years.

- Students are encouraged to keep their own records of attendance and grades. It is the student’s responsibility to maintain THEIR copies of important documents: Enrollment Agreements, Financial Aid documents, written requests, SAP reports, etc.

A school representative must be present during the review of the files; their intent is to clarify questions concerning these records.

Consumer Information on College Navigator Website

The National Center for Educational Statistics (NCES) provides consumer information on all colleges who receive Title IV funds on the College Navigator website.

<http://nces.ed.gov/collegenavigator/> Data is updated annually.

Facilities and Services Available to Students with Disabilities

We will try to accommodate any reasonable request for qualified students with disabilities. Students requesting accommodations or other support services should notify the Assistant Director of DeSigner Barber & Stylist School:

Contact	Address	Telephone/e-mail
Barbara Schultze	2409 South 56 th Street, Ste. 118 Fort Smith, AR 72903	479-478-8388 / designer.babz@gmail.com
Barbara Schultze	1074 E. Henri De Tonti Springdale, AR 727262	479-478-8388 / designer.babz@gmail.com

Student Body Diversity

Institution	DeSigner Barber & Stylist School OPE ID: 04220000	
Address	2409 South 56 th Street, Suite 1148 Fort Smith, AR 72903	
Total Enrollment	37	
Transfer-in enrollment	0	
Student-To-Faculty Ratio	20:1	
Student Characteristics		
	Male	Female
Percentage Undergraduate	54%	46%
Percentage Full-time	54%	46%
Percent by race/ethnicity		
Race/Ethnicity	Male	Female
American Indian or Alaska Native	0	18%
Asian	10%	12%
Black or African American	35%	5%
Hispanic/Latino	25%	12%
White	30%	53%
Two or More Races	0	0
Race and Ethnicity unknown	0	0
Native Hawaiian	3%	0
Percentage by Age		
24 and Under	25 and Over	Age Unknown
61%	39%	0
Institution	Additional Location	
Address	1074 E. Henri De Tonti Springdale, AR	

Total Enrollment	19	
Transfer-in-enrollment	3	
Student-To-Faculty Ration	20:1	
Student Characteristics		
	Male	Female
Percentage Undergraduate	84%	16%
Percentage Full-time	84%	16%
Percent by race/ethnicity		
Race/Ethnicity	Male	Female
American Indian or Alaska Native	0	33%
Asian	0	0
Black or African American	31%	0
Hispanic/Latino	12%	0
White	38%	67%
Two or More Races	0	0
Race and Ethnicity unknown	0	0
Native Hawaiian	19%	0
Percentage by Age		
24 and Under	25 and Over	Age Unknown
40%	60%	0

Price of Attendance

The cost of attendance (COA) is an estimate of what it costs the typical student to attend DeSigner Barber & Stylist School. Cost of attendance covers Tuition and Fees and it takes into account basic living expenses.

Cost of Attendance DeSigner Barber & Stylist School

Years 1 and 2 (10 Months Total)	Students Living with Parents	Students Not Living with Parents
Tuition and fees	\$ 14,900	\$ 14,900
Books and supplies	\$ 1,100.00	\$ 1,100.00
Room and board	\$ 5,500.00	\$ 12,790.00
Travel	\$ 2,920.00	\$ 2,720.00

Personal Expenses	\$ 5,330.00	\$ 5,310.00
Loan Fees (Average)	\$ 140.00	\$ 140.00
Total	\$ 29,890.00	\$ 36,960.00

Tuition and Fees: The actual cost of tuition and fees for 1500 clock hours for ten months.

Books and Supplies: Are provided by DeSigner Barber & Stylist School.

Room and Board: A reasonable estimate of what it would cost to live in the Fort Smith / River Valley area while attending school. Actual costs may vary by individual choices related to location and circumstances. Typically includes rent, food, household supplies and utilities.

Transportation: Transportation costs to and from class and work (e.g., bus fare, gasoline, tolls, parking)

Personal Expenses and Miscellaneous: Estimate of cost for clothing, haircuts, entertainment, and other miscellaneous expenses.

Net Price Calculator

To see the Net Price Calculator for DeSigner Barber & Stylist School, please direct your attention to:

School	Website Location for Net Price Calculator
DeSigner Barber & Stylist School	www.designercollege.net

Refund Policy, Requirements for Withdrawal and Return of Title IV, HEA Financial Aid

The following refund policy, requirements for withdrawal and return of Title IV financial aid apply to DeSigner Barber & Stylist School.

Refund Policy

Terms & Conditions-Refund Policy

Institutional Refund Policy

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

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.

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

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

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

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

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

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

Truth in Lending Statement:

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

Return of Title IV, HEA Funds

“Official” Withdrawal from the School

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

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

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

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

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

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

“Unofficial” Withdrawal from School

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

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

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

- The education office will make three attempts to notify the student regarding his/her enrollment status;
- Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;
- The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence;
- Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
- DeSigner Barber & Stylist School, calculates the amount of Federal funds the student has earned, and, if any,

the amount of Federal funds for which the school is responsible.

- Calculate the school's refund requirement (see school refund calculation);
- DeSigner Barber & Stylist School, Executive Financial Director will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made and note return on the student's ledger card.
- If applicable, DeSigner Barber & Stylist School, will provide the student with a refund letter explaining Title IV requirements:
 - The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
 - Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
 - Supply the student with a final student ledger card showing outstanding balance due the school and the available methods of payment.
 - A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

Withdraw Before 60%

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

Withdraw After 60%

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

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

Readmission and Change of Curriculum Policy

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

When a student applies for financial aid, the student must sign a statement that they will use the funds for educational purposes only. Therefore, if they withdraw before completing their program, a portion of the funds they received may have to be returned. DeSigner Barber & Stylist School will calculate the amount of tuition to be returned to the Federal fund programs according to the policy listed below. This policy applies to students' who withdraw officially, unofficially or fail to return from a leave of absence or dismissed from enrollment at DeSigner Barber & Stylist School. It is

separate and distinct from the DeSigner Barber & Stylist School Institutional Refund to Student Policy. (Refer to institutional Refund to Student policy).

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

The Return to Title IV Calculation Formula

Determine the amount of Title IV aid that was disbursed plus Title IV aid that could have been disbursed.

Calculate the percentage of Title IV aid earned:

- a) Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

$$\frac{\text{HOURS SCHEDULED TO COMPLETE}}{\text{TOTAL HOURS IN PERIOD}} = \% \text{ EARNED}$$

- b) If this percentage is greater than 60%, the student earns 100%.
- c) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Funds are returned to the appropriate federal program based on the percent earned. The percentage of aid to be returned is determined using the following formula:

Aid to be returned = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds.

Order of return of Title IV funds

A school must return Title IV funds to the program from which the student received aid during the payment period or period of enrollment as applicable; in the following order, up to the net amount disbursed from each source:

- Unsubsidized Federal Stafford Loan (other than PLUS loans)
- Subsidized Federal Loan
- Federal PLUS Loan
- Direct PLUS Loans
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which Return is required
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

A sample of the Institutional Return to Title IV Calculation work sheet is available through the DeSigner Barber & Stylist School office upon student request.

[Student Overpayments](#)

Any amount of unearned grant funds that a student must return directly is called an overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with the school and/or the Department of Education to return the unearned grant funds; failure to do so will result in no additional Title IV aid.

DeSigner Barber & Stylist School will issue a grant overpayment notice to student within 30 days from the date of the school's determination that student withdrew, giving the student 45 days to either:

- Repay the overpayment in full to DeSigner Barber & Stylist School
- OR Sign a repayment agreement with the U.S. Department of Education.

[The Student's Responsibilities](#)

Returning of unearned Title IV, HEA program funds that were disbursed to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.

[Post withdrawal disbursement](#)

DeSigner Barber & Stylist School is authorized to return any excess funds after applying them to outstanding balances on previous periods or other remaining institutional costs to the separate funds in the order of Pell Grant and then student.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a **post withdrawal disbursement**. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs. Post-withdrawal disbursements may occur within 90 days of the date that the student withdrew.

If you have questions about your Title IV program funds, you can call Federal Student Aid

Information Center at 10-800-4-FEDAID (1800-433-3243), TTY users may call: 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

Leave of Absence:

If enrollment is temporarily interrupted for a Leave of Absence (LOA), the student will return to School in the same progress status as prior to the LOA. Hours elapsed during a LOA will extend the student's contract period by the same number of days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation.

Students who fail to return from an LOA will have an Unofficial Withdrawal on the date they were scheduled to return from the LOA.

Official Withdrawal from School:

In the event that circumstances beyond the student's control make it necessary for withdrawal the student must consult with the School's Director and/or Assistant Director and complete a Withdrawal Form. The School will use the last date of attendance as the drop date for calculating the Return to Title IV.

Unofficial Withdrawal from School:

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

Unofficial Withdrawal - EXAMPLE

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

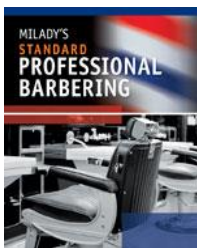
Within one week of the student's last date of academic attendance, the following procedures will take place:

1. The education office will make three attempts to notify the student regarding his/her enrollment status;
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence

4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
5. DeSigner Barber & Stylist School calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation);
7. DeSigner Barber & Stylist School Assistant Director will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.
8. If applicable, DeSigner Barber & Stylist School will provide the student with a refund letter explaining Title IV requirements.
 - b.i.1.a.1.1.a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
 - b.i.1.a.1.1.b. Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
 - a.i.1.a.9.1.a. Supply the student with a final student ledger card showing outstanding balance due the school and the available methods of payment.
 - a.i.1.a.9.1.b. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

Textbook Information

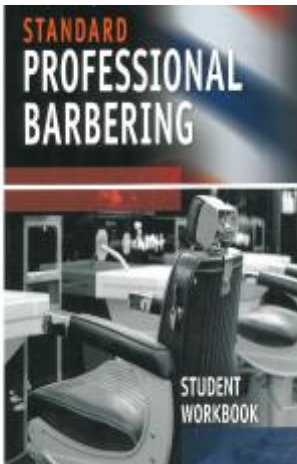
DeSigner Barber & Stylist School provides all materials and supplies as a part of the tuition costs. The School also provides a reference library.



List/Net Price: \$142.95/\$114.50

- **AUTHORS:** Milady - ©2011
- **ISBN10:** 1-4354-9715-5
- **ISBN13:** 978-1-4354-9715-3

Milady's Standard Professional barbering is the primary resource for Barbering students preparing for their state licensing exam and a successful career in the professional market. It is the only textbook available that offers an integrated set of supplements to enhance the teaching and learning process. This new edition is the most stunning and versatile barbering education tool in the industry. Packed with hundreds of brand new full-color photos and procedures, students will be provided with the latest in infection control, hair replacement technologies, career preparation instruction and step-by-step shaving. Milady has been the trusted choice of Barbering educators for nearly sixty years and this new edition continues that trend with in-depth and engaging coverage of the most current topics in the profession.



Workbook

List/Net Price: \$75.95/\$61.00

Authors: Milady-2011
ISBN10:1-4354-9713-9
ISBN13: 978-1-4354-9713-9

Academic Program (Educational Program, Instructional Facilities, and

Faculty)

PROGRAM TITLE: Barber/Stylist 1500 Total Clock Hours

The following curriculum will be required:

- ❖ Haircutting 425 hours
- ❖ Hair styling 300 hours
- ❖ Barber-Stylist Chemistry 345 hours
- ❖ Related Sciences 175 hours
- ❖ Hygiene and Sanitation 80 hours
- ❖ Shaving 50 hours
- ❖ Style Shop Management 75 hours
- ❖ Salesmanship & Product Knowledge 50 hours

Program Information:

DeSigner Barber & Stylist School students receive competency based practical instruction, allowing individuals to progress at their own practical ability with theory on a scheduled basis.

Program Objective

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

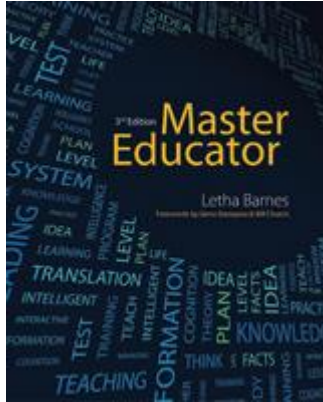
Requirements to take State Board examination in Arkansas:

- ❖ Student must have completed 1500 total clock hours at a school licensed by the state of Arkansas
- ❖ Be at least 17 years of age
- ❖ Possess a high school diploma or GED

Credit for Previous Training/Transfer

Credit for training may be given to students for previous training at the discretion of the school Director and in compliance with the Arkansas Barber Board. In consideration of students desiring to transfer certified hours, the school will issue an entrance assessment of practical skills and may not accept more than 300 clock hours towards a Barber program without prior approval of the school Director and Owner. If transferring in with a Cosmetology Degree, the Arkansas Barber Board will only transfer 60% or 900 hours of your certified hours.

Master Educator, 3rd Edition



List/Net Price: \$169.95/\$135.75

Letha Barnes

496 pp., 8½" x 11", Softcover, ©2014

Student Course Book

ISBN-13: 9781133693697

List/Net Price: \$169.95/\$135.75

PROGRAM TITLE: Teacher/Manager/Instructor 600 Total Clock Hours

The following curriculum will be required:

- ❖ Preparatory training and lecture preparation 100 hours
- ❖ Conducting Theory Class 25 hours
- ❖ Clinic Attendance 300 hours
- ❖ Practical Demonstrations 100 hours
- ❖ Record Keeping 25 hours
- ❖ Student Counseling 50 hours

Program Information

The study and art of teaching specific skills including an ability to present and explain relevant subject material, demonstrate practical applications, and oversee the implementation of practical skills by students as a matter of preparing them through educational measures to perform professionally. Visual, audio, and video aids will be used throughout the course of study.

Program Objective

To prepare students to complete the program, become licensed to practice Barber Instructing, and become employed as an Instructor or Manager in a school setting. In addition, Instructor Trainees work firsthand on learning proper supervisory skills, enabling them to be more successful at managing a salon or barbershop. This program also qualifies students to become workshop conductors.

Requirements

Hold an active Barber's license in the State of Arkansas and have one year's practical experience.

Credit for Previous Training/Transfer

The school does not accept any previous hours toward the Barber Instructor program.

Location

DeSigner Barber & Stylist School is located in Fort Smith, Arkansas. With a population of over 87,000 (2012 US Census estimate), Fort Smith offers all the conveniences of big city living with down home living. Located within historic Sebastian County with a population of over 127,000.

DeSigner Barber & Stylist School additional location is located in Springdale, Arkansas. With a population of over 75,229 (2013 US Census estimate), Springdale offers a growing Metropolitan Area. Located in Washington County, and is the fourth largest city in Arkansas.

Facilities & Equipment

Upon entering the Fort Smith school, you are greeted professionally and experience an atmosphere encouraging to an exciting educational journey; you've entered the waiting room for clients and prospective students. Straight ahead is a reception and supply area. Located to the right is the clinic floor where fifteen work stations are equipped with an all-purpose chair and a large mirror. Our eight shampoo bowls and wax machine are located at the back of the clinic floor. From the waiting room, you can easily access the lavatory facilities. In the back of the school are eight additional work stations and four shampoo bowls for new students, a classroom, and break area. Facilities include a TV, DVD/VHS player, educational video library, snack area and kitchenette with refrigerator, microwave, and a washer/dryer unit. There are numerous fast food restaurants to accommodate students and staff wishing to go out for lunch. The facility is conveniently located for easy access from almost any direction one might travel. Public transportation is available within reasonable distance from the school.

Upon entering our Springdale school, you are greeted professionally and experience a bright, open atmosphere in Suite D. The reception area is immediately to the left, the Salon area is directly ahead of you. The clinical/Salon area has 32 stations, and 12 shampoo sinks. Suite E has 4 tables and 29 chairs for theory. There is a fully equipped kitchen with a refrigerator, microwave, sink, as well as TV, DVD/VHS, 2 computer stations. The area has numerous fast food restaurants down the street as well as being accessible from the interstate. Public transportation is available within reasonable distance from the school.

Faculty & Staff

Denise Myers – Owner / Director / Instructor

Jeff Myers – Student Support

Barbara Schultze – Assistant Director/Financial Aid Administrator/Compliance/Title IX Coordinator

Lisa Payne-Financial Aid Northwest Arkansas

Shea Lowther-Admissions/Disbursement Clerk/Business Office

Souliyah Khantharinh – Instructor

Edith Martinez – Instructor

Jennifer Key-Instructor

Institutional and Program Accreditation, Approval, and Licensure

Institution	Accreditation	Department of Education <u>Approval</u>	State Licensure
DeSigner Barber & Stylist School 2409 South 56 th Street, Suite 118 Fort Smith, AR 72903	NACCAS	04220000	Arkansas State Board of Barber Examiners
DeSigner Barber & Stylist School 1074 E. Henri De Tonti Springdale, AR 72762	NACCAS-	04220001	Arkansas State Board of Barber Examiners

NACCAS is recognized by the Department of Education as a national accrediting agency for post-secondary schools. Certification is posted near the entrance of DeSigner Barber & Stylist School. NACCAS is located at 3015 Colvin Street, Alexandria, VA 22314 and can be reached at 703-600-7600.

Copyright Infringement Policies and Sanctions (Including Computer Use and File Sharing)

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov , especially their FAQ's at www.copyright.gov/help/faq.

Drug and Alcohol Abuse Prevention Program

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

Specifically, this institution via employee hiring interviews, employee reviews, student orientation, and printed in our School Catalog states:

1. We prohibit, at a minimum, the unlawful possession, use or distribution of drugs and alcohol by students and employees on the school's property, or as a part of the school's activities.
2. Below, please find a summary of applicable legal sanctions under local, state, and federal law for unlawful possession, use and distribution of illicit drugs and alcohol.
3. Below, please find a summary of how drug use affects health.

DRUG CRIMES - Arkansas	
DRUG CONVICTION FOR <u>POSSESSION</u> (felony or misdemeanor)	Under <u>Student Aid Laws</u> : Cannot obtain any Government Student Aid, Loans, or Grants for 1 Year after 1 st Conviction for Possession; for 2 Years after 2 nd Conviction and for an indefinite amount of time after 3 rd Conviction.
DRUG CONVICTION FOR <u>SALE</u> (felony or misdemeanor)	Under <u>Student Aid Laws</u> : Cannot obtain any Government Student Aid, Loans, or Grants for 2 years after 1 st Conviction and indefinite amount of time after 2 nd Conviction.
DRUG POSSESSION	
CANNABIS (<2.5 grams)	Up to \$1500 Fine and/or Up to 30 Days in Jail
CANNABIS (2.5 grams to 10 grams)	Up to \$1500 Fine and/or Up to 6 Months in Jail
CANNABIS (10 grams to 30 grams)	1 st Offense: Up to \$2500 Fine and/or Up to 1 year in Jail 2 nd Offense: Felony Up to \$25,000 Fine and/or 1-3 Years Pen.
CANNABIS (30 grams to 500 grams)	1 st Offense: Felony Up to \$25,000 Fine and/or 1-3 Years Pen. 2 nd Offense: Felony Up to \$25,000 Fine and/or 2-5 Years in Pen.
CANNABIS (500 grams to 2000 grams)	Felony Up to \$25,000 Fine and/or 2-5 Years in Pen.
CANNABIS (2000 grams to 5000 grams)	Felony Up to \$25,000 Fine and/or 3-7 Years in Pen.
CANNABIS (over 5000 grams)	Felony Up to \$25,000 Fine and/or 4-15 Years in Pen.
PRESCRIPTION FORGERY	1 st Offense Felony: Up to \$100,000 Fine and/or 1-3 years in Pen. 2 nd Offense Felony: Up to \$200,000 Fine and/or 2-5 years in Pen.
POSSESSION DRUG PARAPHERNALIA	\$750 to \$2,500 Fine and/or up to 1 year in Jail
POSSESSION OF HEROIN, COCAINE, MORPHINE, METHAMPHETAMINE, LYSERGIC ACID OR LSD	
15 GRAMS to 100 GRAMS	Felony Up to \$200,000 Fine and/or 4-15 years in Pen.

100 GRAMS to 400 GRAMS	Felony Up to \$200,000 Fine or Street Value and/or 6-30 years in Pen.
400 GRAMS to 900 GRAMS	Felony Up to \$200,000 Fine or Street Value and/or 8-40 years in Pen.
900 + GRAMS	Felony Up to \$200,000 Fine or Street Value and/or 10-50 years in Pen.
PEYOTE, BARBITURIC ACID, AMPHETAMINE (more than 200 grams)	Felony Up to \$200,000 Fine and/or 4-15 years in Pen.
METHAQUALONE, PENTAZOCINE, PHENCYCLIDINE (more than 30 grams)	Felony Up to \$200,000 Fine and/or 4-15 years in Pen.
ANABOLIC STEROID	1 st Offense: Up to \$1,500 Fine and/or 30 Days in Jail. 2 nd Offense: Up to \$1,500 Fine and/or 6 Months in Jail.
NITROUS OXIDE	1 st Offense: Up to \$2,500 Fine and/or Up to 1 Year in Jail. 2 nd Offense: Up to \$25,000 Fine and/or 1-3 Years in Pen.
SALE, MANUFACTURE, POSSESSION WITH INTENT TO TRAFFIC DRUGS	
CANNABIS (less than 2.5 grams)	Up to \$1,500 Fine and/or 6 Months in Jail.
CANNABIS (2.5 grams to 10 grams)	Up to \$2,500 Fine and/or 1 Year in Jail.
CANNABIS (10 grams to 30 grams)	Felony Up to \$25,000 Fine and/or 1-3 Years in Pen.
CANNABIS (30 grams to 500 grams)	Felony Up to \$55,000 Fine and/or 2-5 Years in Pen.
CANNABIS (500 grams to 2000 grams)	Felony Up to \$100,000 Fine and/or 3-7 Years in Pen.
CANNABIS (2000 grams to 5000 grams)	Felony Up to \$150,000 Fine and/or 4-15 Years in Pen.
CANNABIS (more than 5000 grams)	Felony Up to \$200,000 Fine and/or 6-30 Years in Pen.
COCAINE (1 to 15 grams) HEROIN (10 to 15 grams) MORPHINE (10 to 15 grams)	Felony Up to \$250,000 and/or 4-15 Years in Pen.

METHAMPHETAMINE (5 to 15 grams)	
COCAINE, HEROIN, MORPHINE, METHAMPHETAMINE, LSD	
15 GRAMS to 100 GRAMS	Felony Up to \$500,000 and/or 6-30 Years in Pen.
100 GRAMS to 400 GRAMS	Felony Up to \$500,000 or Street Value and/or 9-40 Years in Pen.
400 GRAMS to 900 GRAMS	Felony Up to \$500,000 or Street Value and/or 12-50 Years in Pen.
OVER 900 GRAMS	Felony Up to \$500,000 or Street Value and/or 15-60 Years in Pen.
NITROUS OXIDE	Felony Up to \$25,000 Fine and/or 2-5 Years in Pen.
<p>*FELONY, INCREASES PENALTY TO 15-20-25-LIFE</p> <p>Increased Penalties for use of Firearm during Commission of Offense:</p> <ul style="list-style-type: none"> • Use of firearm during commission of offense: 15 years added to sentence imposed • Discharge of firearm during commission of offense: 20 years added to sentence imposed • Discharge of firearm causing death or injury: 25 years or up to natural life added to sentence imposed 	
MISDEMEANORS	<p><u>Class A:</u> Up to \$2,500 Fine and/or Up to 1 Year in Jail</p> <p><u>Class B:</u> Up to \$1,500 Fine and/or Up to 6 Months in Jail</p> <p><u>Class C:</u> Up to \$1,500 Fine and/or Up to 30 Days in Jail</p>
FELONY CONVICTION	<p><u>Class X Felony:</u> Up to \$25,000 Fine and/or 6 to 30 Years in Pen.</p> <p><u>Class 1 Felony:</u> Up to \$25,000 Fine and/or 4 to 15 Years in Pen.</p> <p><u>Class 2 Felony:</u> Up to \$25,000 Fine and/or 3 to 7 Years in Pen.</p>

	<p><u>Class 3 Felony:</u> Up to \$25,000 Fine and/or 2 to 5 Years in Pen.</p> <p><u>Class 4 Felony:</u> Up to \$25,000 Fine and/or 1 to 3 Years in Pen.</p>
<p>IF POSSESSION OR SALE OF ANY DRUG IS WITHIN 1500 FEET OF A SCHOOL, CHURCH, PUBLIC PARK, OR MOVIE THEATER, COURT MAY DOUBLE THE FINE AND THE SENTENCE.</p>	

How Does Drug Use Affect Health?

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

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

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

<http://ncadi.samhsa.gov/>

and at the Drug Enforcement Administration of the U.S. Department of Justice website:

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

at:

<http://www.usdoj.gov/dea/agency/penalties.htm>

Vaccinations Policy

DeSigner Barber & Stylist School does not require vaccinations for admission into our program. If you are interested in getting more information about vaccinations, please contact your local public health department or consult with your health care provider.

<http://www.immunize.org/cdc/schedules/>

Security Report (Including Emergency Response and Evacuation Procedures), Timely Warnings, and Crime Log

In the case of an emergency or immediate or perceived threat toward the students and/or employees, or immediate or perceived threat toward any other person on the school premises, the

employee is authorized make an emergency call to 911. Instructors (including student instructors) and/or staff members should remain in the room with their students if they are notified of a possible emergency. As soon as is reasonably possible, the Administration should be notified of the threat.

For a more detailed explanation of each of the requirements, please refer to the Handbook for Campus Crime Reporting.

Should an emergency or dangerous situation arise that may impact the health or safety of students and/or employees adhere to the following guidelines:

- **Fire Evacuation:** Exit the building in the event of a fire; follow signage to the nearest exit
- **Tornado Procedure:** Seek shelter in the event of a tornado, follow staff instructions
- **All Other Emergency Situations:** Refer to campus managers and instructors
- **Icy Days and Emergency Notices** will be sent via mass notice via text:

Institution	Address	Website
School Name: DeSigner Barber & Stylist School OPE ID: 042200-00	2409 South 56 th Street, Suite 118 Fort Smith, AR 72903	www.designercollege.net
Additional Location	7321 W Sunset Ave, Suite D & F Springdale, AR 72762	www.designercollege.net

Information for Crime Victims about Disciplinary Proceedings

Upon written request, this institution will disclose to the alleged victim of any crime of violence or a nonforcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon written request, to the next of kin of the alleged victim.

VAWA (Violence Against Women Act)-

DeSigner Barber & Stylist School does conduct in depth training regarding Violence Against Women to all new Students and to staff members. DeSigner Barber & Stylist School Supports Anti-violence policies that protect victims. Information is available on the website www.designercollege.net under VAWA tab.

Retention Rate

Information concerning retention rates is available on the National Center of Educational Statistics IPEDS Data Center (<http://nces.ed.gov/ipeds/>).

Completion/Graduation and Transfer-out Rate

2017

Graduation Rate 81.58%

Placement Rate 90.32%

Licensure Rate 96.55%

School Name: DeSigner Barber & Stylist School OPE ID: 042200-00	
Number of students scheduled to complete	38
Number of students who actually completed	31
Number of students who actually completed and were eligible for employment	31
Number of eligible individuals employed in a field for which training prepared them	28
Number of individuals who passed all portions of licensing exam by Annual Report Submission	28
Length of longest approved program taught in 2016 or 2017(P/T or F/T) in weeks	43

Placement in Employment

Types of Employment

DeSigner Barber & Stylist School graduates have acquired the versatility to work in their

preferred area within the industry. Their skill will make them highly employable and attractive to prospective employers. They may find entry level employment as barbers.

Placement Information

Following graduation, we encourage graduates to keep us apprised of their employment. We survey past graduates throughout the year by phone, interview, and by mail to gather results which we submit to NACCAS. We make this information available to prospective students. We ask that all graduates remember the benefit to future admission applicants and to stay in touch with us.

Job Placement Rate: 90.32%

Voter Registration Forms

DeSigner Barber & Stylist School provides voter registration forms and available at the Assistant Director's office and are handed out as part of the **admission's packet**. If you are not a resident of Arkansas, please visit <https://registertovote.org/forms/register/registration/Arkansas.html>

State Grant Assistance

Student Loan Information Published by the Department of Education

To obtain copies of publications please contact the Education Publications Center (ED Pubs).

www.EDPubs.gov

Toll-free phone #: 877-4-ED-Pubs (877-433-7827)

TTY/TDD toll-free number: 877-576-7734

FAX: 703-605-6794

e-mail: edpubs@inet.ed.gov

mail: ED Pubs

U.S. Department of Education

P.O. Box 22207

Alexandria, VA 22304

For multiple copies of publications contact the Government Printing Office at (202) 512-1800

National Student Loan Data System (NSLDS)

International Institute for the Advancement of Aesthetics Inc. hereby informs you whether you are a potential student, student, or parent of a student that enters into an agreement regarding a Title IV, HEA loan that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be

authorized users of the data system.
To access the site, visit www.nsls.ed.gov.

Entrance Counseling for Student Loan Borrowers

Your guaranteed student loan is a serious obligation; therefore, it is important that you understand your rights and responsibilities involved in this transaction. Your responsibilities are summarized below:

- I understand that I may be subject to prosecution under the provisions of the United States Criminal Code if I deliberately make any false statements on my loan application or use the loan proceeds for purposes other than approved educational expenses.
- I understand that I must sign a Selective Service Registration Compliance Statement at the school I am attending.
- I understand that as an independent student I may borrow a total amount up to \$3,500 in subsidized loan and \$6,000 in unsubsidized loan for a first year undergraduate study. 2nd year would be \$3,000 in subsidized loan and \$4,000 in unsubsidized loan. As a dependent student I may borrow a total amount up to \$3,500 in subsidized loan and \$2,000 in unsubsidized loan for a first year undergraduate study. 2nd year would be \$3,000 subsidized and \$1,333 unsubsidized loan. I understand that these loan amounts may differ according to the program of study.
- I understand that I must return to my original lender to apply for additional loans.
- I understand that all borrowers, regardless of personal or family income, are subject to a Needs Analysis.
- I understand that my lender will deduct two non-refundable fees from the proceeds of my loan:
 - A Federal Origination Fee
 - A state Insurance Premium not to exceed 5% of the principle amount borrowed.
- I understand that if the amount of my loan is greater than \$1,000, and covers an enrollment period greater than six months, I may receive the proceeds in more than one installment.
- I understand that my signature on the application/promissory note establishes my personal responsibility for repayment of this loan.
- I understand that I must without exception, notify my lender if I fail to enroll or cease to be enrolled, transfer to another school, or change my enrollment status, name, or permanent address.

- I understand that I will have a grace period of 6 months after I cease to be enrolled at an eligible institution before I must begin payment. (Students who borrow at 7% are entitled to a grace period of 9 months).
- I understand that my lender will provide me with a repayment schedule before my repayment period begins.
- I understand that I must make monthly payments of no less than \$50 over a repayment period between 5 – 10 years at my lenders option.
- I understand that my payments may be made to other than my original lender if my loan(s) are sold to a secondary market.
- I understand that making my scheduled payments promptly will help me establish a favorable credit rating, but if I fail to repay my loan as scheduled:
 - I may seriously injure my credit rating and jeopardize my future ability to borrow.
 - I may face default and the legal action deemed necessary by the State of Arkansas.
- I understand that my loan obligation will be cancelled only if I die or become permanently and totally disabled.
- I understand that I may go online to: <http://www.ed.gov/offices/OSFAP/DirectLoan/student.html> to complete my entrance counseling.

Exit Counseling for Student Loan Borrowers

After you graduate or drop from our school, it is your responsibility to adhere to the following regarding your loans:

- I understand that if I change my address or name, I must notify the Lender within 10 days.
- I understand that if I meet certain requirements, I have the right to defer payments on my loan(s). These deferment provisions are set forth under the section titled Deferment in my Promissory Note. I understand that if I default on my loan(s), I lose these rights.
- I understand that if I am temporarily unable to make payments, I may request my Lender to grant me a forbearance which can be:
 - A short period of time in which I make no payments, or
 - A longer period of time for making payments, or
 - A different repayment schedule than was first given to me.

- I know that it is up to the Lender whether to grant this request and I recognize the importance of requesting forbearance before my payments are overdue.
- I understand that if I borrowed student loans from more than one lender, I can explore loan consolidation or refinancing.

- I acknowledge that all of the material covered on this acknowledgement form was explained to me. I know that I am responsible for repaying my student loans and may go online to: <http://www.ed.gov/offices/OSFAP/DirectLoan/student.html> for further exit counseling.

Code of Conduct for Education Loans

We are required by the Department of Education to develop, publish, and enforce a code of conduct. The Higher Education Opportunity Act (HEOA) set the code of conduct into law on August 14, 2008. Below applies to all officers, employees, and agents of our institution.

Ban on Revenue Sharing

Neither DeSigner Barber & Stylist School nor any of their officers, employees or agents will enter into revenue-sharing arrangements with any lender or servicer which is defined by the Higher Education Opportunity Act of 2008, amending the Higher Education Act of 1965, Pub. L. # 110-315 (2008), (HEOA) or any arrangement between a school and a lender that results in the lender paying a fee or other benefits, including a share of its profits, to the school, or its officer, employees or agents, as a result of our institution recommending a lender to its students or families of those students.

Ban on Gifts

Financial Aid Officer (or employees who otherwise have responsibilities with respect to education loans or financial aid) will not accept gifts from any lender, guaranty agency or loan servicer. This prohibition is not limited just to those providers of Title IV loans but includes lender of private educational loans as well. The law does provide for some exceptions related to specific types of activities or literature including:

- Brochures or training material related to default aversion of financial literacy.
- Food, training or informational material as part of training as long as that training contributes to the professional development of those individuals attending the training.
- Philanthropic contribution from a lender, guarantee agency or loan servicer unrelated to education loans.

Ban on Contracting Arrangements

No Financial Aid Officer (or employees who otherwise have responsibilities with respect to education loans) will accept any fee, payment or financial benefit as compensation for any type of arrangement or contract to provide services to or on behalf of a lender relating to education loans.

Prohibition against Steering Borrowers

Financial aid Officers (or employees who otherwise have responsibilities with respect to education loans) will not steer borrowers to particular lenders, or delay loan certifications. This prohibition includes assigning any first-time borrower's loan to a particular lender as part of the award packaging or other methods.

Prohibition on Offers of Funds for Private Loans

Financial Aid officers or employees at DeSigner Barber & Stylist School will not request or accept any agreement of or offer of funds for private loans. This includes any offer of funds for loans to students at the institution, including funds for an opportunity pool loan, in exchange for providing concessions or promises to the lender for a specific number of loans, or inclusion on a preferred lender list.

Ban on Staffing Assistance

No Financial Aid Officer or employees at DeSigner Barber & Stylist School will request or accept any assistance with call center staffing or financial aid office staffing. However, HEOA does not prohibit schools from requesting or accepting assistance from a lender related to:

- Professional development training for financial aid administrators.
- Providing educational counseling materials, financial literacy materials, or debt management material to borrowers, provided that such materials disclose to borrowers the identification of any lender that assisted in preparing or providing such materials.
- Staffing services on a short-term, nonrecurring basis to assist the school with financial aid related functions during emergencies, including State-declared or federally declared natural disasters, and other localized disasters and emergencies identified by the Secretary.

Ban on Advisory Board Compensation

DeSigner Barber & Stylist School employees will not receive anything of a value from a lender, guarantor, or group in exchange for servicing on an advisory board. They may, however, accept reimbursement for reasonable expenses incurred while servicing in this capacity.

Sanctions

Employees that violate this Code of Conduct will be disciplined in a manner consistent with our institution policies and procedures. Disciplinary action may include termination of employment.

Preferred Lender Lists

DeSigner Barber & Stylist School does not have any specific lenders for private education loans or for Title IV, HEA loans.

Preferred Lender Arrangements

DeSigner Barber & Stylist School does not have any specific lenders for private education loans or for Title IV, HEA loans.

Private Education Loans

DeSigner Barber & Stylist School does not have any specific lenders for private education loans or for Title IV, HEA loans.

Annual Report on Preferred Lender Arrangements

DeSigner Barber & Stylist School does not have any specific lenders for private education loans or for Title IV, HEA loans.

Designer Barber & Stylist School GENERAL EMERGENCY PROCEDURES

Who to Contact

All employees are expected to be familiar with and to follow procedures outlined in the DeSigner Barber & Stylist School Critical Response Plan. In the case of an emergency or immediate or perceived threat toward the students and/or employees, or immediate or perceived threat toward any other person on the school premises, the employee is authorized make an emergency call to 911. Instructors (including student instructors) and/or staff members should remain in the room with their students if they are notified of a possible emergency. As soon as is reasonably possible, the Administration should be notified of the threat.

Medical Attention

Anything requiring more than minor attention is to be referred to the local hospital. Except in cases of severe illness or medical emergencies, students are considered mature enough to seek appropriate relief such as returning home, visiting the restroom, or seeking medical help.

PERSONAL RESPONSIBILITY FOR SAFETY

No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation you experience. For these reasons, good judgment must be used in every situation. Each person is responsible for the following:

Individual Responsibility

Follow the approved practices and procedures or standards which apply, on any work you perform for the school.

Use only the appropriate protective equipment and devices. Use such equipment or devices whenever the hazard justifies their use or when so instructed by your supervisor.

It is the responsibility of everyone to make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good physical condition.

Report to your Supervisor/Instructor any condition which might injure any person or damage any property. The hazard should also be pointed out to others exposed to it in order to correct or avoid it before an accident occurs.

Any injury which occurs at school, no matter how slight, or any accident that causes damage to

property shall be reported immediately to the School Director. All injuries and accidents should be reported to the Supervisor/Instructor by the end of the day.

If anyone observes another who is about to endanger themselves, another person, or property while at the School, they should intervene immediately in such a way as to not endanger themselves. Alcoholic beverages are not allowed on the School property and use of such is prohibited. No one is to report for work or class evidencing any effects of alcoholic consumption. Controlled substances, such as marijuana and cocaine, are illegal by state and federal law. Their use and possession are prohibited on school property.

Liquids such as water or oil, excessive dust/dirt, or any other debris spilled on floors represent serious slipping hazards and should be cleaned up immediately upon observation.

Accident Investigation and Reporting

Anyone who suffers an injury during school shall promptly report such injury to the Supervisor/Instructor no later than end of the period on the day in which the injury occurred. Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the Supervisor/Instructor to obtain the complete and detailed facts of the accident as soon as possible after it occurs and to see that the required reports are made to the Administration.

Firearms

Firearms, ammunition, explosives or other weapons are prohibited on the school property. Exceptions to this policy are limited to the following instances:

- Department of Public Safety and other law enforcement agencies in performance of their normal duties may carry firearms on School property and

Good Housekeeping

Good Housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. Oil and chemical spills should be cleaned up promptly to eliminate slipping and fire hazards. All work areas must be kept free of tools, materials, draped hoses, extension cords, and other objects which create hazards. Cleaning up the area where you are working is part of the job. A job is not completed until the area is cleaned up.

FIRE PREVENTION AND SECURITY

Fire Prevention

Everyone should exercise good judgment and conduct themselves in a manner that would prevent fires while on School property.

No one should smoke in areas where “No Smoking” signs are posted, or where hazard from smoking exists.

If a fire should occur, contact your supervisor/instructor or the School Director. Stay calm. If the fire is small, select the proper extinguisher and attack the fire (if this can be done safely).

The following chart describes the different types of fires normally encountered and the proper extinguisher to use in each case.

TYPES OF FIRES	TYPES OF EXTINGUIDHER AND AGENT
Ordinary Combustible Materials Such As Paper, Wood, and Trash	Water (Preferred) And Multi-purpose
Flammable Liquid And Gases such As Gasoline, Lubricating Oils and Natural Gas	Dry Chemical (Preferred) And Carbon Dioxide
Electrical such as Electronic Instruments And Switchgear Installations	Carbon dioxide (Preferred) And Dry Chemical

Storage of Flammable Liquids

Metal containers and/or safety cans equipped with flame arresters and spring actuated caps should be used for the storage and handling of all flammable liquids with a flashpoint of less than 100 degree F.

SOLVENTS, CHEMICALS & CHEMICAL CLEANING, WATER TREATMENT

Rule

All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times.

Anyone handling flammable liquids or chemicals of any type should wear appropriate protective clothing and will comply with industry safe practices and the safety instructions on the container

label in regards to both the use and storage of these materials. Chemicals and materials with toxic fumes are to be used only in well-ventilated areas.

Responsibility

It is the responsibility of everyone to be aware of the hazards related to the use of solvents, chemical cleaning materials, and other chemicals and to enforce the rules related to their use.

Hazards to be considered when using solvents, chemical cleaning materials, and other chemicals are:

- Contact with a hazardous material can cause skin rash or dermatitis, corrosive burns or eye damage.
- Potential explosive or fire hazard.
- The danger of ingestion of a poisonous, corrosive, or hazardous substance through the mouth or absorbed through the skin.
- The inhalation of a volatile solvent, gas or toxic dust which may produce asphyxiation, intoxication, or damage to mucous membrane and internal organs.

First Aid

First aid procedures vary depending on the chemical nature of the materials in question. Follow the instructions on the container label.

In the event that a person should come in contact with solvent or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of fifteen (15) minutes.

If anyone ingests chemical materials or is splashed with a hazardous material and irrigation facilities are not available, they should immediately be referred to a hospital emergency room.

SEVERE WEATHER

Tornado

If (in the judgment of the Director or administrator in charge) the threat of impending danger warrants it, the following actions may be taken:

- Dismissal of all classes and assembly of students and employees into interior hallways and away from glass windows, doors and partitions.
- Everyone should remain in these “safe” areas until in the opinion of the Director the threat of danger is past.
- If the tornado or destructive wind strikes the building, everyone should sit on the floor, with backs against the wall, their heads between their knees, and their hands clasped over the backs of their heads until all danger is past.

Flooding

Because of the elevation of the School, buildings at DeSigner Barber & Stylist School are not likely to flood. However, during periods of flooding, the Director will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

Ice and Snow

In the event that ice and/or snow threaten to make highway travel hazardous, the Director may dismiss classes to allow commuters to return home safely.

Closing the School as the Result of Severe Weather

Only the Director has the authority to close the School. When this action is taken, the Director will notify the students and faculty. In addition, it will be posted on the School's website and the local radio station will be notified and asked to broadcast the notice of closing.

Self-Determination Policy

No student will attempt to attend class and no employee will report to work if, by their opinion or by the warning of law enforcement officials, travel conditions in their area are unsafe (or if other circumstances would place their lives/health in jeopardy).

EVACUATION PROCEDURES

Emergency Evacuation

During an emergency evacuation, each instructor is responsible for the safe and orderly evacuation of his/her class. Instructors not in class should assist with any evacuation problems that may arise. It is the instructor's responsibility to prevent panic, control traffic, and provide calm leadership. The following guidelines should be observed:

- Instructors should know the shortest route from the classroom to the nearest exit.
- When the need to evacuate the building arises, the class should be directed to move single-file through the nearest exit and well beyond the building to an area of safety.
- The instructor should be last to leave in order to check that all students are out of the classroom and to close the door.
- Never return to the building until instructed to do so by the appropriate authorities.

CRITICAL INCIDENT RESPONSE PLAN

OBJECTIVES

1. To coordinate the School's response to critical incidents while pay special attention to the safety and security needs of members of the DB&SS community.
2. To maintain the safety and security of faculty, staff and students as a whole in the event of a critical incident.
3. To provide counseling, guidance, and appropriate support services to the families, friends, students, and campus community members in the event of a critical incident.

DEFINITION OF A CRITICAL INCIDENT

A critical incident is a situation that involves DB&SS student(s) and/or employee(s) that creates a major disruption of normal operations and calls for a response beyond normal school operational

procedures. Examples may be situations such as natural/structural disasters, violent behavior or life threatening injury or illness.

(Note: this plan is for general information only. During an actual critical incident, variations might be made depending on the nature of the event and the situation.)

STUDENT ASSISTANCE SERVICES

Personal Counseling Referrals

The Director of DeSigner Barber & Stylist School will act as the referral agent for student seeking assistance for emotional or personal counseling services.

PROCEDURES FOR SCHOOL

Step 1 - The School Director is notified of a critical incident involving a DB&SS student or employee at (479) 478-8388 during the day, (479) 461-2412 after hours or holidays.

First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, all steps in this process must be followed.

Step 2 – The Director gathers information concerning the critical incident and responds accordingly.

In the event that scheduled classes need to be cancelled or altered in some manner the School Director will contact the faculty who in turn will notify students.

Any media contact, press releases, email or website assistance must be coordinated through the School Director.

Step 3 – Depending on the evaluation of the situation, one or more of the following may occur:

- **Step 3A** – School will without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain respond to or otherwise mitigate the emergency.

The Director goes to scene of the incident to assess the need for back-up personnel.

Based on the initial findings and upon agreement with either the Director or Assistant Director, the response may include: dealing with the situation alone, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members, contacting counseling center.

- **Step 3B** – Director initiates family contacts.

Step 4 – Once the issue/situation is under control, the CIRT will meet and debrief. Any needed follow-up plans, communications, activities, and/or programs will be determined for final resolution of the critical incident. Timelines for these activities will be determined and a closure/evaluation meeting of the CIRT will be scheduled. CIRT will evaluate all responses to critical incident at the closure/evaluation meeting.

Local Community Emergency Services

All Emergencies (Fire, Police, Sheriff, Ambulance)	911
Poison Control Center	1-800-222-1222
Suicide Hotline	1-800-784-2433
Hospitals:	
Mercy Hospital – Fort Smith, AR	479-314-6000
Sparks Hospital – Fort Smith, AR	479-441-4000

Emergency Communication Guidelines

In the event of an emergency that directly affects DeSigner Barber & Stylist School all students and employees will be notified by telephone, e-mail and the School website.

EXAMPLES OF LIFE THREATING/SERIOUS SITUATIONS AND RESPONSES

FIRES:

- **Examples: Buildings, Grounds, Automobiles**

1. Call the appropriate college official at the location.
2. Clearly identify the location of the incident.
 - a. Building name
 - b. Physical location on campus
 - c. Room or area where fire is located
3. Evacuate the area.
 - a. Check the evacuation signs posted in hallway and
 - b. Follow to the Exit
 - c. Gather in Parking lot
4. Call the Fire Department
 - a. Remain in Parking lot until the Fire Department has indicated that it is safe to re-enter the building.

SEVERE WEATHER: (i.e., Tornado)

- **Tornado Watch** – Indicates that conditions are right for a tornado to develop and that the sky and public information system should be monitored.
- **Tornado Warning** – Indicates a tornado has been sighted or is indicated on radar and confirmed by spotters.
 - When a tornado **WARNING** is received by way of siren or public broadcast:
 - DB&SS faculty and staff will insure that all persons with disabilities are evacuated to designated safety areas first, along with other students and visitors.
 - If a designated safety area cannot be reached, move away from windows to an inside hall or take cover under desks or tables.
 - Protect yourself by:
 - Lying face down
 - Drawing your knees up under you
 - Covering the back of your head with your hands

EMERGENCY EVACUATION SIGNS ARE LOCATED IN THE HALLS OF EACH OF THE BUILDINGS.

POWER OUTAGE:

- If an electric power outage occurs, the following procedures need to be taken:
 - Emergency flashlights will come on in each room.
 - Open doors and window coverings to take advantage of natural lighting.
 - Help those in need of assistance.
 - Carry flashlight to the Exits.

CRIMINAL DISTURBANCE:

- EXAMPLES:
 - Robbery
 - Assault (verbal or physical)
 - Theft in progress
 - Hostage situation
 - Gang activity
 - Weapon on campus

1. Do not resist or attempt to retaliate unless your life depends on self-defense.
2. Call local law enforcement.
3. Report any criminal disturbance to the School Director immediately.

BOMB THREATS:

1. Do not hang up or put the person on hold.
2. Record date and time you were notified of a bomb threat.
3. Obtain as much information as possible.
4. Call the School Director.
5. The School Director will call the local law enforcement.
6. Do not take any further action, unless you are specifically asked to do so.

DISRUPTIVE BEHAVIOR:

- Immediately report all cases of criminal mischief, disorderly conduct, or disruptive behavior to the School Director.

- Examples of disruptive behavior:
 - Throwing rocks in windows
 - Blocking chairs and tables in classrooms
 - Writing on walls and defacing the School property
 - Verbal abuse of students or employees
 - Disturbing instructors or students
 - Unauthorized protests

Make written documentation of incident.

DRUG/ALCOHOL INTOXICATION (Part 86):

- Immediately call the School Director or Director.

UNUSUAL BEHAVIOR:

Recognize the ability of the disturbed person to deal rationally when his/her behavior is limited; therefore:

1. Contact the School Director or Director.
2. Do not argue with the person, no matter how unusual the conversation may seem.
3. Make no threatening movements or comments to the person.
4. Designate one student to contact additional staff.
5. Remain calm during your conversation with the person.
6. Remain with the person until help arrives, unless you and others feel an immediate threat to your safety.

MEDICAL EMERGENCY:

- Injury to any person or persons requiring treatment by a physician or by registered professional personnel under the standing orders of a physician (i.e., paramedics, ambulance personnel, nurses, etc.)
 - Reportable examples include but are not limited to:
 - Medical emergencies
 - Occupational accidents requiring medical treatment other than minor first aid.
 - Accidents caused by property damage or unsafe conditions.
 - Apparent minor injuries that may become major injuries requiring medical treatment by a physician at a later date.
1. First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, the School Director or Director should be notified of the location of the emergency.
 2. ALWAYS document the incident.

MINOR FIRST AID:

For the treatment of minor injuries not requiring the services of a physician or registered professional personnel under the standing orders of a physician, a Red Cross First Aid Kit is maintained in the Ladies Restroom with band aids and supplies for minor injuries.

EVACUATION PROCEDURES:

In the situation where a building must be evacuated, evacuation routes are posted in the hallways of the buildings. For instructors, follow the path indicated unless it endangers you or your students. Be aware of alternate routes to leave your building. Once outside assemble the group to account for your students. Shut doors behind you as you leave, ensuring all students are out of the room/building.

In the event staff should have to evacuate a facility, they are to close their office doors behind them and exit according to the posted evacuation routes, unless they are blocked or unsafe.

Evacuation routes are posted in the halls of the buildings. All staff should familiarize themselves with alternate routes from their office to the outside. In the event of a tornado, staff should move to the interior offices and protect themselves, if possible.

LOCKDOWN PROCEDURES:

The lockdown process will only be initiated with the approval of the School Director.

Lockdown is intended to limit access and hazards by controlling and managing staff and students in order to increase safety and reduce possible victimization.

Lockdown Basics:

- REMAIN CALM
- If safe, check halls and clear them of students and staff.
- Lock all doors and barricade with furniture if necessary.
- Lock windows and close blinds.
- Do not unlock doors or allow anyone in or out until ordered to do so by proper authorities. Keep cell phone with you if possible. Faculty/Staff will be updated through their cell phones.

EMERGENCY RESPONSE AN EVACUATION DRILLS

DeSigner Barber & Stylist School conducts a test of the emergency response an evacuation procedures at least once a term. The test is unannounced to the students and takes place at a time when most of the students, faculty and staff are expected to be present on campus. An emergency response log is maintained in the Assistant Director's Office and includes the date, time and whether the drill was announced or unannounced.