



## **STUDENT CATALOG**

*\*This Catalog is true and correct in content and policy.*

- \*Accredited by National Accrediting Commission for Career Arts and Sciences (NACCAS)**
- \*Certified to Operate by State Council of Higher Education for Virginia (SCHEV)**
- \*Licensed by Department of Professional and Occupational Regulation (DPOR)**
- \*Approved to offer GI Bill Educational Benefits by the Virginia State Approving Agency**

**102 North Sycamore Street., Petersburg VA, 23803**

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*“Ability is what you are capable of doing,  
Motivation determines what you do,  
Attitude determines how well you do it”  
Quote by Lou Holtz*

# Another Level Barbering and Cosmetology School

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***\*This catalog is Volume I and was revised in January 2020. All of its contents are true and correct.***

***\*\*Content in red lettering refer to individuals receiving Veteran Education Benefits***

**ANOTHER LEVEL BARBERING AND COSMETOLOGY SCHOOL**  
**102 NORTH SYCAMORE STREET**  
**PETERSBURG, VA 23803**  
**PH: 804-733-3337**  
**FAX: 804-733-3336**  
**WEBSITE: [www.albcschool.edu](http://www.albcschool.edu)**  
**EMAIL: [www.albcschool@gmail.com](mailto:www.albcschool@gmail.com)**

### **STATEMENT OF EDUCATIONAL OBJECTIVES**

The major emphasis of Another Level Barbering and Cosmetology School programs are in clinical and practical hair styling and hair designing. This is necessary to ensure success when the student enters the professional ranks of Barbering or Cosmetology as an entry-level, licensed professional. The training program has been designed to provide a step-by-step method of training which allows students to progress with individualized instruction when appropriate. Our goal is to graduate students with a Diploma for successfully completing the Barbering or Cosmetology program.

Programs have been developed and are offered in haircutting and styling, facials, shampooing, scalp treatments, hair coloring, chemical hair relaxing, permanent waving, as well as customer retention, product knowledge, and salon management.

Another Level Barbering and Cosmetology School believes it is also important that the curriculum be presented in a professional manner which will be creative and exciting, yet disciplined in order to prepare the students for employment and future advancement in the fields. Our school and instructors maintain continuous programs of research, evaluation, and development in the various fields of academic teaching in Barbering or Cosmetology.

Secondary objectives will be to take and pass the licensing examination, expose the student to related industry products, promote professional ethics and standards, and instill a strong sense of self in the students' future in this rewarding profession and industry.

We are committed to providing consistent training within industry changes which will produce successful professionals and in turn contribute to the upgrading of the hair industry.

## **MISSION STATEMENT**

Another Level Barbering and Cosmetology School's mission is to provide a quality education that will prepare the student to graduate with a Diploma in Barbering or Cosmetology, prepare the student with the skills needed to pass the State Licensing Exam, as well as assist each student toward a career in Barbering or Cosmetology which will allow students to be employable in the job market.

## **SCHOOL HISTORY**

In 2012, the first Another Level Barbering and Cosmetology School opened in Petersburg, Virginia. Founder, President and Chief Operating Executive, Gayle Nicholas, a native of Chesterfield County, Virginia, and Co-Founder and Vice-President, Wesley Nicholas Jr., are passionate about educating, motivating, and mentoring students to become successful in the beauty industry. Our goal is to assist individuals in achieving his/her endeavor of becoming a licensed professional.

## **SCHOOL OVERVIEW OF FACILITY**

Another Level Barbering and Cosmetology School LLC, 102 North Sycamore Street, Petersburg, VA 23803, is a two-story, 10,000 square foot building that is fully equipped to meet all the demands of modern hair care. The facilities include a salon floor, private classrooms, client reception area, barber/styling chairs, tool cabinets, sinks, mirrors, and a student lounge area. The classrooms contain a demonstration area, charts, diagrams, audio-visual equipment and computers for student use. We also have a library of educational aids, which include textbooks, styling books, how-to-step by step styling books, and DVD's. Classes covering hair, skin, nails, and makeup techniques as well as sales and marketing seminars, are an addition to our School. Professional educators, hair designers and manufacturers' technical spokespersons offer seminars, demonstrations, and workshops for our students to be aware of the modern products, equipment, and design trends in the cutting-edge evolution of our industry.

## **CLASS SIZE**

Another Level Barbering and Cosmetology School has 4 classrooms and are limited to a maximum of 25 students per Instructor.

## **OUR ANNUAL 2018 RATES**

Completion: 89%  
Placement: 100%  
Licensure: 83%

## **SCHOOL FACULTY**

The Instructors of our school are licensed professionals by the State of Virginia Board of Barbers and Cosmetologist. The staff is kept current with seminars, conferences, and demonstrations of the Barber and Beauty Industry, fashion, methods, and new services.

Mrs. Gayle Nicholas  
Mr. Wesley Nicholas

President/Cosmetology Instructor/Director/Administrator  
Vice President/ Director/Barber Instructor

## **ACCREDITED**

National Accrediting Commission of Career Arts and Sciences  
(NACCAS)  
3015 Colvin Street  
Alexandria, VA 22314  
Phone: (703) 600-7600  
[www.naccas.org](http://www.naccas.org)

## **STATE LICENSING AGENCY**

Department of Professional and Occupational Regulation  
9960 Mayland Drive  
Richmond, Virginia 23233  
Phone: (804) 367-8590  
[www.dpor.virginia.gov](http://www.dpor.virginia.gov)

## **CERTIFIED TO OPERATE BY STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA (SCHEV)**

Another Level Barbering and Cosmetology School is licensed to operate by SCHEV  
101 N. 14<sup>th</sup> St., 10 Floor, James Monroe Building  
Richmond, VA 23219  
Phone: (804) 225-2600  
Fax: (804) 225-2604

## **APPROVED BY THE FOLLOWING AGENCIES**

- \*Approved to offer GI Bill Educational Benefits by the Virginia State Approving Agency
- \*Department of Rehabilitative Services

## **ADMISSION REQUIREMENTS & TRANSFER POLICY**

The school does not discriminate in its admission, instruction, graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study. The school requires that each student enrolling in the Cosmetology or Barbering program must:

- Provide proof that the applicant is 16 years of age or older. If the applicant is under 16 years of age, he or she must have a parent or legal guardian sponsor him or her. (A copy of Driver License or State Issued Identification, Birth Certificate, Military ID, Passport is acceptable).
- Provide proof of secondary education such as a high school diploma, a GED certificate, an official transcript of secondary school completion, or a state certification of home-school completion. (*Please refer to page 8 for High School Validity Policy*).
  - A copy of Homeschooling credentials to include:
    - Virginia Home Instruction: 1) Diploma or Transcript signed by a parent/legal guardian. 2) A copy of a letter of intent from a parent/legal guardian. 3) Proof via a letter from the school district that they have record of the Student is being home schooled.
    - Certified Tutor Provision: 1) Diploma or Transcript signed by a parent/legal guardian. 2) Copy of letter of intent from a parent/legal guardian. 3) Proof via a letter from school district that the Student is being home schooled.
    - Religious Exemption Statute: 1) Diploma or Transcript signed by parent/legal guardian.
- Foreign Diplomas must be translated and evaluated from a recognized agency such as Educational Credential Evaluation (ECE), World Education Services (WES) and Globe Language Services.
- Provide proof that the applicant is 16 years of age or older. If the applicant is under 16 years of age, he or she must have a parent or legal guardian sponsor him or her. (A copy of Driver License or State Issued Identification, Birth Certificate, Military ID, Passport is acceptable).
- A complete Enrollment Package.

The Institution does not accept Ability to Benefit Students.

The School will accept transfer students who meet the following requirements:

- Both new and former school must be licensed by the appropriate state licensing entity while the student is enrolled. That entity must approve the schools' current curriculum.

- Both the new and former school must be accredited by an accrediting agency recognized by the U.S. Department of Education.
  - The new school may only credit completed content, and must substantiate, based on the student's transcript, how hours were awarded towards each content area.
  - The applicant shall provide the Board with satisfactory evidence of the above.
  - Transfer students must meet Admission Requirements for Barbering or Cosmetology.
  - A transfer student must provide an official transcript from the previous approved school's state curriculum prior to enrollment. The transcript may include detailed listing of all practical and service requirements completed.
  - Transfer paperwork must be fully processed before a student can enroll.
  - Another Level Barbering and Cosmetology School will only accept Barbering or Cosmetology hours earned at the originating school must have been earned no more than two (2) years prior to enrolling in a new school.
  - A transfer student may be required to purchase at an additional cost any equipment, textbooks, uniforms, etc., required by Another Level Barbering and Cosmetology School.
- A knowledge exam may be administered to direct a suitable entry point into the curriculum to ensure the maximum educational experience.
- The school does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution.
  - With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

### **TRANSCRIPTS**

- The student must first withdraw from Another Level Barbering and Cosmetology School, and then enroll into the new school of their choice meeting the requirements listed in general requirements above. A refund calculation will be completed by the School and then administered according to our refund policy, if applicable.
- Students will receive a detailed official or unofficial transcript of how hours were awarded towards each content area from Another Level Barbering and Cosmetology School, the students Satisfactory Academic Progress standing and Attendance will follow as well, once the student has satisfied all debts owed to the school.
- The school will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview and satisfied all debts owed the school as approved by the School. An unofficial Transcript will be issued until all debts are satisfied.

### **RE-ENROLLMENT AFTER TERMINATION OR WITHDRAWAL**

A student who is terminated or who withdraws from enrollment may re-enroll at Another Level Barbering and Cosmetology School. A \$100.00 non-refundable registration fee will be charged for students re-entering after 180 days of their last physical date of attendance. The factors considered to determine eligibility to re-enter include, but are not limited to a review of eligibility of attendance and academics, the extent of unfulfilled program requirements, the current capacity at the school, school director recommendations, and student discipline record, if any. Students eligible to re-enter must verify their financial status with the school, if applicable. Students must pay previous enrollment balance, if any, prior to re-entry, unless other payment arrangements have been made. Students must sign a new enrollment agreement. The new enrollment agreement will supersede the student's previous enrollment agreement or agreements. A student who re-enters Another Level Barbering and Cosmetology School after termination or withdrawal retains his/her attendance and academic history, suspensions, and Saturday absence history from all previous enrollments at Another Level Barbering and Cosmetology School.

Students being released or returning from service in the uniformed service are eligible to receive counseling to determine the impact of his or her absence from the cosmetology or barbering program. This is based on the students' ability to resume study and advise the student of his or her options when a program is no longer available or for that individual.



## **HIGH SCHOOL VALIDITY POLICY**

### **High School**

The high school may be accredited by a regional accreditation agency recognized by the United States Department of Education and be licensed/accredited by the issuing state. The student is required to submit proof of a high school diploma at the time of enrollment. Acceptable documentation includes:

- Original high school diploma certificate or a copy a high school diploma
  - A copy is may be signed off by a school official verifying that the copy is true and correct; or
  - The institution will determine whether the copy of a high school Diploma or transcript is questionable or truly legitimate. If the verification process raises any questions about the diploma presented it will not be accepted as proof of a high school diploma. The prospect can then appeal the results of that finding to school administration and must provide new information that would show that the diploma provided does in fact meet the standards for high school graduation in the state the prospect was living in at the time it was issued
- Official copy of high school transcripts
  - Indicating standard high school diploma or above earned with a graduation date
- Official high school transcripts/Verification Letter of Graduation
  - Received by the institution directly from the high school

If the student fails to secure acceptable documentation, the school is unable to enroll the student as a regular student. All documentation received must indicated that the student graduated (graduation date) and completed all requirements necessary for graduation. A certificate of attendance and/ or completion is not sufficient proof of graduation.

### **General Education Diploma (GED)**

The school will accept official documentation from the student (transcripts, certificate etc.) as regular acceptance. The school may contact the appropriate issuing State Department of Education for official documentation of passing the GED or its states equivalent.

### **Home Schooling**

Because each state has different criteria for determining home school completion, the school will investigate and comply with that state's regulation regarding earning home-school completion. For students who were home-school in the state of Virginia, please refer to the admission's procedures in the student catalog on page 6 for further guidance.

### **Foreign Diploma**

Foreign diplomas must be evaluated by a reputable service (please refer to student catalog on page 6 and page 9 for more information). The evaluation must include that the student has earned a high school diploma (or equivalent) or above and the date in which the credential was earned.

## **SUPPLEMENTAL ADMISSIONS INFORMATION**

### **Foreign Students Admission Requirements**

Another Level Barbering and Cosmetology School will accept United States citizens and foreign nationals who are permanent residents (or have documented proof that they are in a candidacy/application part of the process), and foreign nationals with a valid non-immigrant status who are eligible to attend school. Foreign nationals may enroll if they possess a current visa and a valid I-94 (which allows attendance at school), which do not expire prior to their scheduled graduation date. Additional acceptable enrollments:

- U.S. national (includes natives of American Samoa or Swains Island)
- U.S. permanent resident with form I551, I151, or I551C (Permanent Resident Card, Resident Alien Card, or Alien Registration Receipt Card). Also known as a green card.
- Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services showing
  - Refugee
  - Asylum Granted
  - Cuban-Haitian Entrant (Status Pending)
  - Conditional Entrant (valid if issued before 4/1/80)
  - Parolee – must be paroled for at least one year and must be able to provide evidence from USCIS that he/she is not in the U.S. for a temporary purpose and that he/she intend to become a U.S. citizen or permanent resident
- T-Visa (for victims of human trafficking) or parent holds a T-1 Visa and can produce certification letter from the U.S. Department of Health and Human Services
- “Battered immigrant-qualified alien” who is a victim of abuse by a citizen or permanent resident spouse, or a child designated as such under the Violence Against Women Act.
- Citizen of the Federated States of Micronesia, the Republic of the Marshall Islands, or Republic of Palau
- Student has a “Notice of Approval to Apply for Permanent Residence” (I-171 or I-464)
- Student holds an A-1, A-2, A-3, E-1, G-1, G-2, G-3, G-4, H-1B, H-1C, H-2A, H-2B, H-3, H-4, I, J-2, L, O, or R
- Deferred Action for Childhood Arrivals or undocumented Students (Dream Act)

*Student should note that eligibility to enroll does not ensure access to Federal Financial Student Aid. Financial aid is available to only those that qualify.*

*All courses are taught in English. Textbooks and course materials are only offered in the English Language.*

Additionally, the student must satisfy the requirement for a valid high school diploma or equivalent, the applicant must demonstrate character, readiness and commitment to successfully complete the academic program for which admission is requested and to work effectively in the occupation(s) for which the program provides training. In determining whether to accept or deny admission, Another Level Barbering and Cosmetology School will consider information about the applicant’s prior postsecondary educational experiences, employment record, credit record and any criminal record. An applicant may be asked to provide such information and to sign authorizations allowing Another Level Barbering and Cosmetology School to obtain information from other educational institutions, employers, credit agencies and law enforcement authorities (Any prior criminal offenses will be evaluated with respect to time, circumstances, seriousness and relationship to the academic program for which admissions is requested; if an applicant with a criminal record is admitted, Another Level Barbering and Cosmetology School makes no guarantee that the criminal record will not be an limitation to the applicant’s ability to obtain employment and pursue a successful career). Another Level Barbering and Cosmetology School also will consider an applicant’s statements and demeanor during the admissions and orientation process.

Another Level Barbering and Cosmetology School reserves the right to deny admission to any applicant who Another Level Barbering and Cosmetology School, on the basis of background, record and statements and conduct during the admissions process, determines to not be qualified to succeed in or benefit from an academic program offered by Another Level Barbering and Cosmetology School.

## **HANDICAPPED AND DISABLED STUDENTS**

### **Americans with Disabilities Act**

The School welcomes handicap students however the facility has limitations to accommodations for handicap individuals. Another Level Barbering and Cosmetology School does not discriminate in admission or access to our programs on the basis of sex, race, color, age, gender, religion, sexual orientation, ethnic origin / national origin, disability, perceived gender, or gender identity. The School is responsible for ensuring that students with disabilities are provided Reasonable Accommodations that meet their corresponding needs (academic adjustments, auxiliary aids, and services). Student requests for accommodation will be considered under the Reasonable Accommodation Policy and in Compliance with the ADA as amended and Section 504 of the Rehabilitation Act of 1973 without discrimination. The need for Reasonable Accommodations depends upon the Student's disability and is determined by the needs of the Student, documentation from the Student, and documentation from appropriate professionals. The determination of what specific accommodations will be provided will be based upon evaluation of the individual Student's documentation, personal needs, and academic requirements. A Student's Reasonable Accommodation may be subject to review and adjustment from time to time. Students must be able to go up and down stairs without assistance. Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow the procedure below:

1. Notify the Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and the need for the accommodation or auxiliary aid. The request should be given at least four weeks in advance of the date requested. Please contact the Director at the school phone number located on the cover of this catalog.
2. The Director will respond within two weeks of the received request.

## **TIPS TO PREPARE STUDENT FOR SCHOOL**

- Establish a start date that allows sufficient preparation time
- Establish dependable housing arrangements
- Ensure dependable transportation
- Ensure dependable childcare
- Be financially prepared
- Plan for employment that supports the demands of your education

## **APPLICATION PROCEDURES AND FEES**

All applicants must complete a Registration Packet/Forms provided by the school and pay the required Registration fee of \$100 (this fee is totally refundable only if the student is not accepted by the school or as otherwise listed in this Handbook). The Registration form(s) are required to obtain accurate information on potential applicants and to maintain statistical data for the school's use. Each applicant will be interviewed and taken on a tour by the school's representative. A \$100.00 non-refundable registration fee will be charged for students re-entering after 180 days of their last physical date of attendance and a \$100.00 non-refundable fee is charged for transfer students.

Upon acceptance to the school, the student will be scheduled for orientation and established a start date to begin classes.

***Providing false information for the purpose of gaining admission or access to financial assistance is a violation of law and could result in criminal prosecution as well as denied of admission or termination from school.***

## **DEFERRAL OF ENROLLMENT**

If a student is admitted to a program but did not begin attendance because of service in the uniformed services, he or she may be allowed to defer his or her enrollment in the program. The refund policy applies if any payment has been made.

## **STUDENT ORIENTATION**

Orientation will be scheduled prior to the start of the program. It is mandatory that the student attend the Orientation session. During this time, we will discuss standards and responsibilities, the program format, the program performance and advancement. Student Books and Supplies will be issued on or after the first day of class. Any student withdrawing from the School without full payment being made is responsible for returning the textbook back to the school. No exceptions, or you will be billed for the price of the books and supplies. Students have the option of purchasing their own textbook, workbooks, supplies, and additional required educational resources.

## **BOOKS AND SUPPLIES**

Upon scheduling of classes, the student will be directed to the school's website which will have the up to date title, author, ISBN, publisher and copyright date of each required textbook. The school uses the following books and resources:

Milady's Standard Cosmetology 2016, 13<sup>th</sup> Edition – List Price \$123.95 (ISBN-13: 9781285769431) Exam Review – List price \$40.95 (ISBN-13: 9781285769554)  
Practical Workbook – List price \$55.95 (ISBN-13: 9781285769479) Theory Workbook – List price \$55.95 (ISBN-13: 9781285769455)  
Online Licensing Preparation PAC (Printed Access Code) – List price \$38.95 (ISBN-13: 9781285769790)

Milady's Standard Barbering 2017, 6<sup>th</sup> Edition – List price \$149.95 (ISBN-13: 9781305100558)  
Student Workbook – List Price \$70.95 (ISBN-13: 9781305100664)  
Exam Review – List price \$48.95 (ISBN-13: 9781305100671)  
Online Licensing Preparation PAC (Printed Access Code) – List price \$38.95 (ISBN-13: 9781305100930)

Students may visit [www.login.cengage.com](http://www.login.cengage.com) to set up an account with Milady to purchase textbooks. Students must have the textbooks on the first day of school or make arrangements with the School Director.

The student kit (supplies) for Barbering or Cosmetology contain tools and equipment necessary for a successful completion of the course. Students are expected to maintain the supplies by replacing lost or broken articles. The school is not responsible for a student's equipment, either lost, or stolen. Due to sanitary reasons, the equipment once issued and accepted by the student, is no longer returnable to the school upon withdrawal from the course of enrollment. The equipment therefore, becomes the property and responsibility of the student. The kit may be purchased through the school. The prices are as follow:

Barbering Kit - \$550.96 Cosmetology Kit – \$597.43. Students must purchase the exact same supplies no later than 45 days of the first day of your class start from another vendor by registering at [www.BeautySchoolStore.com](http://www.BeautySchoolStore.com). Students will be provided with the complete supplies list upon the students' request. In addition, specific supplies will be listed. Students who are eligible for a Pell credit balance may receive funds 10 days prior to the start of classes. Please check with the financial aid department to determine if you are eligible.

## **SCHEDULE OF CLASSES**

Another Level Barbering and Cosmetology School begins a new class of students monthly. Newly enrolled students are eligible to enter into the Barbering or Cosmetology program the first Tuesday of every month. School Hours of Operation are Tuesday through Friday from 9:00 a.m. to 9:00 p.m., and Saturday's from 9:00 a.m. to 1:00 p.m.

**Instructional time:** *\*(Please refer to page 24 for persons receiving GI Bill or Post 911 Benefits)*

**Full-time Schedule: Tuesday – Friday from 9:00 am – 5:00 pm and Saturday from 9:00 am – 1:00 pm (Only a 15 minute break on Saturdays)**

Full-time students are required attend clocked 7.5 hours a day (including a 30 minute lunch break and 2 – 15 minute breaks), STUDENTS MUST CLOCK OUT DURING LUNCH ONLY, 4 days a week and 4 hours on Saturday or a schedule totaling 34 clocked hours per week upon approval by the School Director.

**Part-time Schedule: Tuesday – Friday from 9:00 am – 1:00 pm or 5:00 pm – 9:00 pm and Saturday from 9 am – 1 pm** \*(Part time schedule times may vary due to student availability).

Part-time students are required to attend 4 clocked hours per day (including {1} – 15 minute break, ON THE CLOCK), 5 days a week, or a schedule totaling 20 hours per week upon approval by the School Director.

All Students are required to attend Theory and fulfill Practical requirements. Program lengths for full-time and part-time schedules are stated in weeks and include estimated days the school is closed for holidays, specialized events, in the event of inclement weather, trainings for educators, as well as a limited number of days to allow Students to make up work missed as required for state licensing purposes.

Program time is recorded by a computerized time clock using a vein reading scanner. A clock hour is defined as sixty minutes spent participating in a training setting which is credited toward all training programs required to obtain a diploma. Time must be recorded properly. Hours are calculated from the time shown on the time sheet. Any changes must be authorized by the schools Director only. In the event that the time clock is not operating, you will be given an attendance record that must be signed daily by the Instructor. No exceptions. Faculty of ALBC School will be available every Tuesday and Wednesday by appointment only, to address any questions, comments and/or concerns the students may have. Students must submit a written request at least 48 hours prior to the appointment day/time being requested. Appointments are scheduled in 10-15 minute sessions after the student has clocked out for the day.

## **LUNCHES AND BREAKS**

- Lunches are 30 minutes in length and are scheduled by school staff. Students must clock out and take their lunches at the scheduled time. Students may not skip lunch to fulfill clock hour requirements and must attend scheduled hours to receive credit for such hours.
- Our staff will adjust lunch time assignments for students working on clients who do not complete their services prior to their breaks.
- All Full time classes will receive two, 15-minute breaks, and a 30 minute lunch at the time determined by the Educator. Students must remain on school premises during their 15 minute break. Part-time students will receive one 15 minute break. Students must not leave the vicinity during their 15 minute break.

## **ANOTHER LEVEL BARBERING AND COSMETOLOGY SCHOOL IS CLOSED FOR THE FOLLOWING HOLIDAYS**

*(\*If the school is already closed on the day the holiday falls, the next business day will serve as the reserved Holiday)*

New Year's Day, Jan 2-4	Independence Day and the Day after
Martin Luther King Jr. Day	Labor Day
Veterans Day	Columbus Day
Easter Monday	Thanksgiving Day and the Day after Thanksgiving
Memorial Day	Christmas Eve through New Year's Eve

## **EMERGENCY COMMUNICATIONS SYSTEM**

In the event that an emergency occurs at or near the school, or if the school has to communicate pertinent information, students will receive a phone call and/or text message using Call-Em-All, LLC. This system will notify our students of any emergencies that may occur, including school closings by a recorded message. ***\*In the event of inclement weather, students may also tune in to ABC Channel 8 News under the School heading to receive an update.***

## **PROFESSIONAL DRESS CODE**

Professionalism, Proficient and Polished are three words we want you to expound on when choosing your attire for school. Another Level Barbering and Cosmetology School students are required to wear ALL black shirts, ALL black pants, and comfortable closed toe shoes.

- ***Students are not permitted to wear clothing which contains any logos or phrases.***
- ***Only clothing which details the Another Level Barbering and Cosmetology School logo is permitted***
- ***No hats. (unless it has ALBC School logo or all Black), scarves or bandanas can be worn at any time (may be allowed for religious purposes).***
- ***No Skinny strap tank tops, inappropriate leggings, shorts above the knee, work out attire or yoga pants may be worn***
- ***No flip flops, bedroom shoes, or open toe shoes.***
- ***No belly shirts or sagging pants allowed! Belts must be worn and tightened daily. No exceptions!***

Shoes and dress boots must be professional looking and protect the student's feet, meaning closed toe. Student's hair and facial makeup (at least 3 applications of makeup) must be done in a professional manner daily and prior to the arrival to school or students will not be allowed to clock in. All personal grooming must be done prior to entering the school, as would be expected by any future employer. If you are out of dress code, you will be clocked out and will be permitted to clock back in when your attire meets the school's policy.

## **STUDENT/VISITOR CONDUCT POLICY**

Students are expected to conduct themselves in a professional manner always. Students are expected to abide by the following regulations:

- No verbal abuse (swearing, name calling, using racially offensive language, talking back, aggressive behavior by making direct or indirect threats).
- No disrupting class by excessively entering and exiting, talking in class, raising voices to fellow students or staff, or disrupting the learning environment.
- No bullying or harassing of others.
- Any forms of violence are strongly prohibited,
- Theft or fraud of any sort are not allowed.
- No damaging of schools' property.
- No weapons on school premises. Any use of or possession of a firearm, ammunition, explosives, firecrackers, or any other dangerous weapon (meaning any instrument that can cause bodily harm) are strongly prohibited.
- No smoking on school premises.
- No eating on the student salon floor. Beverages must be in a cup and not a can.
- No cell phones or other electronic devices allowed at all on school floor or classroom (unless instructed by instructor). *(Please see Personal and Electronic Devices policy below).*
- Students may not cheat on exams.
- Students are expected to participate in class and maintain a positive attitude.
- Students may not refuse a client a service offered in the student salon.

If anyone is suspected of any of the above violations, they may be written up and/or immediately suspended from school during an evaluation or investigation. Once the investigation is complete and if the suspected is found to be in violation of the policy, he/she may be terminated from the program.

## **PERSONAL AND ELECTRONIC DEVICES**

Cell phones are not permitted to be used during classroom instruction or practical lab. Cell phones must be off or on vibrate upon entering the building. **Any student receiving 3 Verbal and/or Written warnings in a calendar day for having their cell phone visible without permission from your Instructor or School Official, the student will be asked to clock out and return the next day.** Repeated Verbal and/or Written Disciplinary actions thereafter may result in 1 or more Day(s) suspension(s) from school for each time the student is found using an electronic device. Students may not use personal devices of any kind to play music or wear headphones at any time in the classroom or on the clinic floor. It is recommended that you give the School phone number to your family or other parties who must contact you during instructional hours.

## **NO TOLERANCE POLICY FOR ILLEGAL SUBSTANCES AND PRESCRIPTIONS**

The best way to prevent drug and alcohol abuse is not to participate or be around individuals who may participate. You are encouraged to leave prescription and non-prescription medications at home. If you must bring a medication to the school it must be prescribed to you and contained in its original container with the prescription clearly labeled on the bottle. Certain prescription medications can be dangerous when using equipment.

**The use of illegal substances and drugs, including alcohol, is detrimental to the educational process. Use and/or possession of these substances on campus, while attending classes, or participating in school sponsored activities will not be tolerated at Another Level Barbering and Cosmetology School and will be dealt with severely. The school will impose sanctions on students and employees for violation of the standards of conduct (consistent with local, state and federal law). Students will be clocked out for the day and must see the Director prior to returning to classes.**

Health Risks Associated with the Use of Alcohol

### ***Short-Term Risks***

- Increased risks of accidents and injuries
- Alcohol-related traffic accidents (the leading cause of death for teens)

- Alcohol slows reaction time, decreases muscle coordination, and impairs vision
- Fatal overdose
- Unconsciousness or blackout
- Death by aspiration of vomit
- Nausea
- Gastritis

### ***Long-Term Risks***

- Increased blood pressure
- Increased risk of heart attack
- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus or stomach
- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and gastritis
- Pancreatitis
- Birth defects
- In males — testicular atrophy and breast enlargement
- In females — increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by ten to twelve years.

### ***Health Risks Associated with the Use of Drugs***

#### Amphetamines (Speed, Uppers)

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

#### Deliriants (Aerosols, Lighter Fluid, Paint Thinner)

- Permanent damage to lungs, brain, liver, bone marrow
- Loss of coordination, confusion, hallucinations
- Overdose causing convulsions, death

#### Depressants (Barbiturates, Tranquilizers, Methaqualone)

- Confusion, depression, loss of coordination
- Dependence, physical and psychological
- Coma, death (caused by overdose)
- Can be lethal when combined with alcohol

#### Hallucinogens (LSD, PCP, DMT, STP, Mescaline)

- Hallucinations, panic, irrational behaviors (which can lead to increased risk of accidents, injuries)
- Tolerance overdose leading to convulsions, coma, death
- Possible birth defects in children of LSD users

#### Intravenous Drug Use

- Places one at risk for HIV infection (the virus causing AIDS) when needles are shared

#### Marijuana and Hashish

- Chronic bronchitis
  - Decreased vital capacity
  - Increased risk of lung cancer
  - In men — lower levels of testosterone and increase in abnormal sperm count
- Stimulants (Cocaine)

- Painful nosebleeds and nasal erosion
- Intense “downs” that result in physical and/or emotional discomfort
- Tolerance and physical dependence can develop
- Narcotics (Heroin, Morphine, Codeine, Opium)
- Malnutrition

#### Hepatitis

- Loss of judgment and self-control leading to increased risk of accidents, injuries
- Dependence
- Overdose leading to convulsions, coma, death

**The illicit possession, use, or distribution of drugs or alcohol by any of the School’s students or associates on the School’s premises or at any of its activities may result in the following sanctions:**

- Immediate expulsion from school or termination of employment.
- Referral to a counseling agency.
- Referral for prosecution to the appropriate authorities.
- Reentry may be made only at the discretion of the School President

Free local drug and alcohol counseling can be obtained by visiting <http://www.freerehabcenters.org/city/va-petersburg> or calling 1-800-780-2294. Additional resources can be found by visiting <https://findtreatment.samhsa.gov/> or calling 1-800-662-4357.

A student who has been convicted of any offense under Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such a conviction and ending after the interval specified in the following:

**1. The possession of a controlled substance, the ineligibility period is:**

- a) First offense – 1 year**
- b) Second offense – 2 years**
- c) Third offense – Indefinite**

**2. The sale of a controlled substance, the ineligibility period is:**

- d) First offense – 2 years**
- e) Second offense – Indefinite**

REHABILITATION - A student whose eligibility has been suspended per the offenses above, may resume eligibility before the end of the ineligibility period determined if:

- The student satisfactorily completes a drug rehabilitation program that complies with such criteria as prescribed in regulations for purposes of this paragraph; and includes two unannounced drug tests; or
- The conviction is reversed, set aside, or otherwise rendered nugatory.

DEFINITIONS – In this subsection, the term “controlled substance” has the meaning given the term in section 102(6) of the Controlled Substances Act (21 U.S.C. 802(6)).

EFFECTIVE DATE – The amendment made by paragraph the general paragraph regarding suspension of eligibility for drug-related offenses, shall apply with respect to financial assistance to cover the costs of attendance for periods of enrollment beginning after the date of enactment of this Act.

### **ACCIDENTS AND INJURIES**

In the event of an accident or injury at the school, you should immediately notify the instructor or other Another Level Barbering and Cosmetology School personnel. Faculty/staff will handle injuries such as superficial lacerations or abrasions. All programs have First-aid kits, and additional kits are also located in the business office. Emergency Medical Services will be contacted for a serious injury or medical condition. You must have an emergency contact card on file with the business office.



## **CAMPUS SAFETY AND SECURITY**

Another Level Barbering and Cosmetology School may utilize Deputies from the City of Petersburg Sheriff's office to provide security. In the event of an emergency if no Deputy is on campus, students and staff need to contact 911 for immediate assistance.

The School strives to maintain a safe, crime-free environment. The School is required to have available a copy of crime statistics for distribution to every student. At each New Student Orientation the School distributes a copy on August 15th. Additional copies are available and can be obtained from the Student Services office and on the School's website at [www.albcschool.edu](http://www.albcschool.edu) under Consumer Information.

The Campus Sex Crimes Prevention Act (CSCPA) is a federal law that was enacted on October 28, 2000. This law facilitates the tracking of convicted, registered sex offenders who are: 1) students of, 2) employees of, or 3) volunteers at an institute of higher education. The CSCPA amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act (WETTERLING) to require sex offenders who are already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed or carries on a vocation or is a student effective as of October 28, 2002. The CSCPA also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (CLERY) to require institutions of higher education to issue a statement, in addition to other disclosures required under CLERY, advising the campus community where law enforcement agency information regarding convicted sex offenders is provided by their state. Finally, the CSCPA amends the Family Educational Rights and Privacy Act (FERPA) to state that nothing in FERPA can prohibit an institute of higher education from disclosing information provided to that institution concerning registered sex offenders. The United States Department of Justice provides a publicly accessible database of sex offenders that are required to register. <https://www.nsopw.gov/en?AspxAutoDetectCookieSupport=1>. The Virginia State public databases can be accessed at <http://sex-offender.vsp.virginia.gov/sor/index.html>

### **Clery Act-**

The federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires colleges and universities, both public and private, participating in federal student aid programs to disclose campus safety information, and imposes certain basic requirements for handling incidents of sexual violence and emergency situations. Disclosures about crime statistics and summaries of security policies are made once a year in an Annual Security Report (ASR), and information about specific crimes and emergencies is made publicly available on an ongoing basis throughout the year.

The Clery Act is named in memory of Jeanne Clery who was raped and murdered in her residence hall room by a fellow student she did not know on April 5, 1986. Her parents championed laws requiring the disclosure of campus crime information, and the federal law that now bears their daughter's name was first enacted in 1990. More information on the Clery Act can be found at [www.cleryact.info](http://www.cleryact.info).

**Sexual Misconduct** – Another Level Barbering and Cosmetology School prohibits any form of sexual misconduct. When sexual misconduct is brought to the attention of administration, Another Level Barbering and Cosmetology School will take prompt and appropriate action to end the misconduct and prevent its recurrence. All students should be aware the technical center is prepared to take action to prevent and correct such behavior. Individuals who engage in sexual misconduct are subject to disciplinary action, which may result in expulsion from the college.

Any sexual activity without consent given will be considered sexual misconduct. Consent must be free of force, threat, intimidation or coercion. Consent is given by an affirmative verbal response or acts that are unmistakable in their meaning. Consent cannot be given by a person who is asleep, intoxicated, incapacitated or unable to communicate without impaired judgment. Consent to one form of sexual activity does not mean consent is given to another type of activity or subsequent activities. Consent is revocable at any time. Sexual misconduct includes sexual and gender-based harassment, sexual assault, dating violence, domestic violence and stalking.

**Sexual Harassment** – Attempting to coerce an unwilling person into a sexual relationship; to subject a person to unwanted sexual attention; to punish a refusal to comply; or to create a sexually intimidating, hostile or offensive work, social or educational environment. Sexual harassment is understood to include a wide range of behaviors from the actual coercing of sexual relations to the intimidating or embarrassing emphasis of sexual identity. This definition will be interpreted and applied consistent with generally accepted standards of mature behavior, academic freedom and freedom of expression.

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations that share a common element: the inappropriate introduction of sexual activities or comments into the work or learning situation. Often sexual harassment involves relationships of unequal power and contains elements of coercion, as when compliance with requests for sexual favors becomes a criterion for granting work, study or grading benefits.

Sexual harassment can occur in any type of relationship, involving faculty, staff, students, friends or strangers. Sexual harassment also involves relationships among equals. Power relationships and social dependencies exist between students as well, and may be exploited in

ways that are damaging to either party. Students would therefore be aware of the offense that may be taken by any unwelcome sexual advance. Persistent requests for social encounters and favors, physical contact of a lewd type, indecent exposure, persistent requests for or realized sexual encounters, sexual crimes and rape constitute sexual harassment when they are accompanied by one or more of the following terms or conditions: explicit or implicit promises or rewards for cooperation, explicit or implicit threats of punishment for non-cooperation and/or intimidation that creates a hostile or offensive academic/work environment, interference with an individual's scholastic/work performance, preventing an individual's full enjoyment of educational/professional opportunities, or an action that induces conformance stress, anxiety, fear or sickness on the part of the harassed person. Implicit in the legal definition of sexual harassment is the assumption that sexual harassment prevents the realization of the victim's full potential as a student. A person sexually harassing another, who reports to him or her, is thus prohibiting the victim of the freedom to do his/her job, whether as a student or employee. Sexual harassment is considered an unethical and unprofessional as well as illegal behavior and will not be tolerated.

Sexual Assault – Any attempt to engage in any sexual or intimate act with another person without the consent of the other person or in circumstances in which the person is unable, due to age, alcohol/chemical or other impairment, mental deficiency or incapacity to give consent. It is the responsibility of the person initiating sexual or intimate activity to make sure the other person is capable of consenting to that activity.

Dating Violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship and the frequency of the interaction between the persons involved in the relationship.

Domestic Violence – includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the complainant as a spouse, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the State of Virginia, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Virginia. Students requiring immediate assistance are encouraged to contact the Virginia Sexual and Domestic Violence Action Alliance Center 24-Hour Crisis Hotline (800)838-8238.

Rape – The penetration, not matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for one's safety or the safety of others, or suffer substantial emotional distress.

More information on available resources can be found on the school's website at [www.albcschool.edu](http://www.albcschool.edu).

#### Reporting Sexual Misconduct: Dating Violence, Domestic Violence, Sexual Assault & Stalking

The school encourages all sexual misconduct to be reported. Another Level Barbering and Cosmetology School will take prompt and appropriate action to end the misconduct and prevent its recurrence. All students have a right to report sexual misconduct by contacting one of the following:

- City of Petersburg Sheriff's Office on (804)733-2369
- School Administration on (804)733-3337

In the event of a crime including dating violence, sexual assault:

### Sexual Misconduct Prevention and Warning Signs

Within a relationship, there can be indicators of either partner's propensity to become abusive. Partner violence is any sexual, physical, verbal, or emotional abuse of one partner by the other in a romantic relationship. While arguing or fighting occurs in all relationships, partner violence is about power and control of one partner by the other. Due to the nature of being in a relationship with the abuser, partner violence can be hard to identify and understand. If you are in an abusive relationship, you may find it difficult to acknowledge because the abuser is someone for whom you have feelings. Abusive behavior can take many forms. Be concerned if your partner:

- Is jealous and possessive
- Tries to control everything you do
- Tries to isolate you from family and friends
- Has a quick temper or unpredictable reactions to ordinary things
- Often exhibits violent behavior toward animals, children, or other people
- Pressures you for sex
- Has a history of bad relationships
- Has a strong belief in extreme gender roles

In all relationships, it is important to trust your instincts. If your intuition tells you something is wrong, you shouldn't ignore it.

### Bystander Intervention

Bystander intervention is a strategy for prevention of various types of violence, including bullying, sexual harassment, sexual assault, and intimate partner violence. It encourages people to get involved when they see something wrong or dangerous – to tell someone, intervene, get help, or speak up. So how do you do it?

#### Use the 3 D's: Direct, Delegate, and Distract

**Direct:** Do something yourself (like ask someone to stop what they're doing, or check on someone you might be worried about).

**Delegate:** If you can't do something yourself because of your barriers, ask a friend, a faculty or staff member, or a trusted peer to help.

**Distract:** If you don't want to address the situation directly or even acknowledge that you can see it, try to think of a distraction that will diffuse the situation or calm things down in the moment. Distractions could be "accidentally" spilling a drink, asking to borrow the phone of someone who is in a risky situation, asking for a ride or starting an unrelated conversation.

If you see something, do something:

- Talk to your friends honestly and openly about sexual assault.
- Don't just be a bystander. If you see something, intervene in any way that you can without endangering yourself.
- Trust your gut. If something looks like it might be a bad situation, it probably is.
- Be direct! Ask someone who looks like they need help if they're okay.
- Get someone to help you if you see something. Delegate by enlisting a friend or bystander to step in.
- Keep an eye on someone who has had too much to drink.
- If you see someone who is too intoxicated to consent, enlist their friends to help them leave safely.
- Recognize the potential danger of someone who talks about planning to target another person at the party.

- Be aware if someone is deliberately trying to intoxicate, isolate or corner someone else.
- Get in the way by creating a distraction, drawing attention to the situation, or separating them.
- Understand that if someone does not or cannot consent to sex, its rape.
- Never blame the victim.

### Safety at the School

1. Though this school does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on school premises.
  - a) Do not leave personal property in classrooms
  - b) Report to your school official(s), any suspicious persons.
  - c) Always try to walk in groups outside the school premises. Let the administration know of any concerns you have with safety while at school.
  - d) If you are waiting for a ride, wait within sight of other people.
  - e) The “*Crime Awareness and Campus Security Act*” is available upon request to students, employees (staff and faculty) and prospective students.
  - f) The School has no formal program, other than orientation, that disseminates this information. All faculty undergo an annual training on campus security and all students receive written confirmation of campus security procedures during enrollment and at their orientation. All information is available on request.
  - g) Information regarding any crimes committed at the school will be available and posted on the schools bulletin board located in the student break area within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation, the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

### Procedures for school disciplinary action in cases of alleged domestic violence, dating violence or stalking

The procedures for school disciplinary action in cases of alleged domestic violence, dating violence or stalking are dealt with the utmost urgency. Under these procedures, both the accuser and accused are entitled to the same opportunities to have others present during disciplinary proceedings. Additionally, both the accuser and accused will be informed of the outcome of any institutional disciplinary proceeding. A student found to have violated Another Level Barbering and Cosmetology School behavior standards related to domestic violence, dating violence or stalking may be suspended or expelled from the school for the first offense.

## **ATTENDANCE AND ABSENCE POLICY**

*\*(Please see page 24 for Additional Attendance requirements for DVA Students)*

The student is required to report to school at the regularly scheduled time, according to their enrollment agreement. Students must clock in and out at the beginning and end of the each day, and at the beginning and end of lunch breaks. Students must remain in the building at all times while clocked in unless they are on an assigned break. Students are encouraged to attain 100 percent attendance. Students who will be absent for the day must call the school at least one hour before their scheduled time. **Students will not be able to clock in the next day without meeting with the School Director or designated person if he or she did not notify the school of being absent.** Students are responsible for all work missed during their absence, and it is their obligation to consult the instructor concerning any necessary make-up work (*See Make-up Work Policy on page 21 of this Catalog*). Students must notify the school about an absence due to illness, death of a family member, and/or any other unavoidable circumstances that must be reported to the school. Students who miss 14 consecutive calendar days will be terminated from the program. Students must attend on their scheduled Saturdays. Students must attend the full day scheduled. It is the student's responsibility to make up all work missed during an absence.

## **TARDINESS**

Promptness in reporting to class at the beginning of your scheduled session is necessary. Tardiness will be clocked at the nearest ¼ hour of your scheduled class time. Students are required to notify the school if he or she will be tardy before their regular scheduled enrollment time. If you are unable to arrive by 10:30 am for part time/full time Day enrollment or by 6:30 pm for Evening enrollment, you will not be able to attend classes for that day. A written document with an approved reason explaining why you have to arrive after 10:30 am or 6:30 pm must accompany the student if arrival must be after these times. **Repeated tardiness will affect the student's attendance and will result in 3 verbal warnings. Students will not be able to clock in if he or she did not notify the school of being tardy. The student will be consulted and encouraged to submit a change of schedule form that will modify the students contracted time.** (*See Make-up Hours on page 21 of this Catalog.*)

## **LEAVE OF ABSENCE POLICY**

Any student needing to take a leave of absence must follow the schools policy by submitting a written request to the school director 15 days prior to the beginning of the leave. The request must include the reason for the leave of absence, amount of time requested and student's signature. A leave of absence will be granted for no longer than 180 days in any 12-month period and the school must have reasonable expectation that the student will return from the LOA. The school may grant a LOA to a student who did not provide a request prior to his or her LOA due to unforeseen circumstances. The school will document the reason for its decision and will collect the request from the student at a later date. The beginning date of the approved LOA would be determined by the school to be the first date the student was unable to attend the school because of the unforeseen circumstance. The student or designee must contact the school and provide a documented request in person, by mail, email or fax at the time of the LOA or within 14 days of the related event. The student's maximum time frame of program completion and enrollment agreement end date will be extended by the same number of calendar days taken in the leave. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. The student will return to school with the same academic and attendance status as held prior to the leave. No charges will accrue during the student's leave of absence from school. The school may not assess the student any additional institutional charges as a result of the LOA. A student granted an LOA that meets the required criteria is not considered to have withdrawn, and no refund calculation is required at that time. The student will be withdrawn if he or she takes an unapproved LOA or does not return by the expiration of an approved LOA and the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance. If the student does not return to the school from his/her leave of absence on or before the end of the approved leave of absence, the school will treat the student as a withdrawal and the date that the leave of absence was applied shall be considered the last date of attendance for refund purposes. (*Please refer to pages 29-30 for the refund policies*)

## **INTERRUPTIONS, PROGRAM INCOMPLETES, WITHDRAWS**

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 program and wish re-enroll will return in the same satisfactory academic progress status as the time of withdrawal.

If a student returns to the school or from military service in the uniformed services, that student is eligible to reinstatement without having to re-qualify for admission if:

- a. The student returns to the same institution after a cumulative absence of not more than 180 days in a calendar year, and
- b. The school determines that there is reasonable expectation that the student will return to the school.

## **MAKE-UP WORK, TEST OR HOURS**

It is the student's responsibility to make sure that he or she has acquired all notes and assignments missed. Make-up work is affiliated with any missed or failed assignments. All theory, practical and lab work must be made up following an absence within two weeks of the missed day(s). Once a chapter is completed and the chapter grades are submitted, the student has one (1) week to complete any make up work, providing the student's attendance is at least 50%. If the student's attendance is less than 50% attendance for that chapter, then the student must re-take the whole chapter module to receive a grade. The chapter may be taught within thirty days of the missed theory.

An examination will be given after completion of each chapter or module of the theory studies. A student who fails to achieve a passing score on the practical portion of the instructions will be given the opportunity to improve their score or grade by performing additional assigned practical drills. The drills will be assigned by an instructor. A passing score must be maintained in attendance and conduct at all times. Students must maintain an average score of 75% or better at all times. Students receiving below 75% or (C) average score will re-take the test until the scores of all test average to be 75% (C) or higher.

Students must put in a Make-up Hour Request Form 24 hours in advance to clock in earlier or to remain at school after their contracted schedule for makeup hours. He or she must clock in at their regular scheduled time to receive Make-up Hours.

## **NONCREDIT, REMEDIAL PROGRAMS, REPETITIONS**

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

## **STUDENT RECORD RETENTION POLICY**

Student records shall be maintained on the premises after a student either terminates training or graduates. The school will maintain the following student records on site for 5 years from the enrollment date which will include:

- Admission records providing evidence of compliance with the school's admission requirements
- Credit granted for previous experience or training, when applicable
- Reasons for withdrawals when known
- Attendance records of hours and performances providing instruction student has received
- Tuition and financial records between the student and the school including payments from the student, payments from other sources on the students' behalf, and refunds after the students last date of attendance. A truth-in-lending statement signed by the student must be included for a student on an approved payment plan for tuition and fees.
- Copy of Diploma upon completion

Another Level Barbering and Cosmetology School, its successors, or its assigns, shall maintain the following student records permanently:

- Transcript of the students academics
- Dates of student enrollment including start dates and withdrawal or completion dates, courses completed and passed, grades, and students' current status (graduated, probation, completion, etc.)

After the student has completed, withdrawn or terminated, he or she will have access to student records listed under the subsection titled Student Record Retention Policy upon request within five days of the dated inquiry. Academic transcripts will be provided to the student upon request if the student is in good financial standing with the school. Students must submit a request in writing to a school official. Back-up documentation of student files are kept in locked, water and fire-proof, file cabinets on site.

**PROGRAMS OFFERED IN ENGLISH**

Barbering.....	1100 Clock Hours (Full Time - 40 weeks)
Barbering.....	1100 Clock Hours (Part Time - 70 weeks)
Cosmetology.....	1500 Clock Hours (Full time - 52 weeks)
Cosmetology.....	1500 Clock Hours (Part time - 82 weeks)

**BARBERING PROGRAM DIRECT COST BREAKDOWN**

1100 Clock Hours  
(Full-time and Part-time Enrollment)

Tuition:	\$11550.00
Estimated Kit:	\$550.96
Estimated Books:	\$225.71
Registration Fee:	\$100.00
Total Cost:	\$12426.67

**COSMETOLOGY PROGRAM DIRECT COST BREAKDOWN**

1500 Clock Hours  
(Full-time and Part-time Enrollment)

Tuition:	\$14,550.00
Estimated Kit:	\$597.43
Estimated Books:	\$237.71
Registration Fee:	\$100.00
Total Cost:	\$15485.14

Payments may be made by cash, check, money order, credit card or through a federal or non-federal agency. Students and Guardian/Sponsor (if applicable) are responsible for paying the total tuition and fees and/or for repaying applicable loans plus interest.

**HOUSING**

Another Level Barbering and Cosmetology School does not offer housing to students currently.

## **FINANCIAL INFORMATION**

Another Level Barbering and Cosmetology School offers federal Student aid, known as Title IV Funding, which is available to Students who qualify. *(Please visit Another Level Barbering and Cosmetology School's Consumer Information for full Financial Aid Policy and Information regarding Federal Financial Aid Programs).* **NOTE: In order for a Student to continue financial assistance eligibility, a Student must maintain satisfactory progress. (Refer to the Satisfactory Academic Progress Policy). Any Student not maintaining satisfactory academic progress will be ineligible to receive future disbursements of financial assistance. In order for the Student to have financial assistance reinstated, the Student's financial assistance and Another Level Barbering and Cosmetology School account, along with the maximum time frame, will be evaluated to determine the Student's ability to complete the program within the recommended scheduled allotments. When the Student has met both the academic and attendance requirements, the Student will be removed from the Unsatisfactory Progress status and financial assistance eligibility will be reinstated for the remaining period of time in the program. A Student must complete the program of study in a period of time not to exceed those outlined in the schedules or maximum time frame. School holidays will not be considered in the calculation of cumulative attendance. Course incompletes and noncredit remedial courses have no effect on satisfactory progress standards.**

### **1.) FEDERAL PELL GRANT (PELL)**

Pell grants are the foundation of federal Student financial assistance to which aid from other federal and non-federal sources might be added. These grants are generally awarded to undergraduate Students and the award amounts can change yearly. The maximum award for the 2019-2020 award year is \$6195.00. 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 the Federal Pell Grant depends on the cost of attendance, expected family contribution, enrollment status (full or part-time), and whether you attend for a full academic year or less.

### **2.) FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

These types of grants are awarded to undergraduate students with exceptional financial need – those with the lowest Expected Family Contribution (EFC). Federal Pell Grant recipients receive priority for FSEOG awards which typically range from \$75 to \$600 per award year. The amount of the award will be determined by the school's Financial Assistance Office.

### **3.) WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM**

Student loans, unlike grants, are borrowed funds 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.

#### **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 during the grace period. The amount of the loan cannot exceed a Student's financial need or the annual loan limit. The fixed interest rate for 2019-2020 is 4.53 percent.
- **Unsubsidized Stafford Loan** – A Student can borrow this type of loan up to the annual loan limit to cover some or all of their school expenses. The U.S. Department of Education does not pay interest on unsubsidized loans. The 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 4.53 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 have a favorable credit history, a repayment period that begins on the date of the last disbursement of the loan, and a fixed interest rate of 7.08 percent.

*Institutions that enter into an agreement with a potential Student, an enrolled Student, or parent of a Student regarding a Title IV Loan are required to inform the Student or parent 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.*

#### **ADDITIONAL FINANCIAL ASSISTANCE OPTIONS:**

### **1.) ALBC SCHOOL SCHOLARSHIP PROGRAM**

Only 3 Students per award year may be eligible for this scholarship. The scholarship amount varies, but may not cover up to and including the amount of the full tuition *(not including the textbook or kit unless approved by School President)*. Scholarship requirements include: meeting exceptional progress in attendance and academics for that award year of at least 90% or more, a 2 page essay describing why the student feels he or she should be eligible for the scholarship, *(Please refer to page 25-26 for attendance and academic progress policy in this catalog)*, and completion of an interview with the Director.



## 2.) VETERANS EDUCATION BENEFITS

Another Level Barbering and Cosmetology School is approved for 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 benefit must verify with the school director that he or she is eligible to receive these educational benefits. **Eligibility:** In addition to the required Admissions documents, students who are eligible for VA benefits must provide a copy of their VA Certificate of Eligibility letter or Entitlement Information print-out from "eBenefits". The Veteran student will be allowed to register and attend all classes up to 90 days after the enrollment period begins. Without providing payment, students will have full access to all classes and will not be denied access to any area or use of school facilities during this period of their enrollment. No late fees will accrue. Students are not required to obtain additional financial sources to compensate payment toward tuition/fees during this period. If a student does not receive 100% benefit coverage, the student will be responsible to pay the remaining balance of the tuition and fees not covered by VA Benefits. Apply on-line at [www.gibill.va.gov](http://www.gibill.va.gov). Students are also encouraged to register with VA Once by registering at [www.vaonce.vba.va.gov](http://www.vaonce.vba.va.gov).

**Prior Credit Policy:** Per, 38CFR 21.4254 (c)(4), VA eligible Students must provide a copy of all post-secondary transcripts (not just those for barbering or cosmetology schools). The school will maintain written records of previous education and training. Appropriate credit will be granted by the school for previous education and training, with the training period shortened proportionately, and the Student and VA so notified.

**Attendance Policy:** Attendance for VA students will be evaluated as stated herein. Our programs are measured in clock hours and VA Benefits are paid based on clock hours of attendance per week. The beginning date, ending date, and number of clock hours a student is scheduled to attend each week will be reported. If a student's clock hours per week varies and the benefit amount is effected, the variance must be reported for calendar weeks, Sunday through Saturday, between the beginning and ending dates. Attendance is taken daily by a computerized time clock and recorded manually in a record book. In the event that the time clock is not operating, students will be given an attendance record that must be signed daily by the Instructor. If a student misses 14 consecutive calendar days without submitting a Leave of Absence, the student will be considered withdrawn (*Please see page 20 of this catalog for Leave of Absence Policy*). If attendance falls below 70% upon formal evaluation, the Student will be placed on probation. If, at the end of the probation period, the Student's cumulative attendance does not meet 70%, the Student's VA benefits will be terminated. Students whose absences result from documented mitigating circumstances will not be terminated. Alternate arrangements for continuing attendance, without termination from the school may be made to make up hours, at the discretion of the Director. However, veterans may not be certified to the VA for benefits during this period of make-up and VA will be notified within 30 days of the change in Student status. Students who have been terminated from the school for unsatisfactory attendance may be re-admitted at the discretion of the Director.

**Instructional Time: Barbering - {1100 Clock Hours}** - Tuesday-Friday (9:00 am-3:30 pm or 2:30 pm-9:00 pm) and Saturday (9:00 am-1:00 pm), or a schedule totaling 22 to 28 hours per week. **Cosmetology - {1500 Clock Hours}** Tuesday-Friday (9:00 am-4:30 pm or 1:30 pm-9:00 pm) and Saturday (9:00 am-1:00pm), or a schedule totaling 22 to 32 hours per week. Students will receive 2 – 15 minute breaks on the clock and 1 – 30 minute break clocked out if the student is scheduled for 28-32 hours per week. Students may also enroll Part time for Barbering or Cosmetology at the following times: Tuesday-Saturday (9:00 am to 1:00 pm) or Tuesday – Friday (5:00 pm to 9:00 pm) and Saturday (9:00 am to 1:00 pm).

**Grievance Policy:** In addition to the Grievance policy on page 34, the Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov).

**Conduct Policy:** Students must conduct themselves in a respectable manner at all times. Disruptive or inappropriate behavior deemed unsatisfactory conduct by school officials will result in possible termination of Veterans educational benefits, and possible dismissal from Another Level Barbering and Cosmetology School. Re-admittance after conduct dismissal requires reapplication to the school.

**Academic Progress Policy:** Academic progress will be evaluated as stated on *page 26*. If academic progress falls below 75% upon formal evaluation, the Student will be placed on probation. If, at the end of the probation period, the Student's cumulative academic progress does not meet 75%, the Student's VA benefits will be terminated. Certification to VA for payment will not be resumed until the Student has returned to a satisfactory academic status.p

**Refund Policy:** Per, 38 CFR 21.4254(c)(13) and 4255, the pro-rata policy will be applied to the entire period of time unless the schools refund policy is more favorable to the Student. 10.00 of the registration fee is non-refundable. The amount in excess of 10.00, will be subject to proration. Refunds will be issued within 40 days of the change in status.

**Reinstatement:** A Student whose service in the uniform has required their sudden withdrawal or pro-longed absence from their enrollment, will be eligible to re-enroll at the school by consulting with the School Director.

All tuition and fees required are due at the signing of the enrollment agreement unless prior arrangements have been made with the Business or Financial aid office. Any payment plans will be implemented and enforced according to the student's contract.

Payments may be made by cash, check, money order, credit card, Veterans Benefits, Workforce Investment Act, other miscellaneous scholarships, or through non-federal agencies or loan programs. Students are responsible for paying the total tuition and registration fee, textbooks, student supplies and for repaying applicable loans plus interest.

*For those students who choose to withdraw from school prior to completion, please refer to the School refund policy for Veterans or Eligible persons only.*

## **SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

The Satisfactory Academic Progress Policy (SAP) is consistently applied at all students enrolled at the school. It is printed in this catalog below to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the United States Department of Education (USDOE), the State Council of Higher Education for Virginia (SCHEV), and the National Accrediting Commission of Career Arts and Sciences (NACCAS). Copies of evaluations, as well as appeal results, will be kept in the student's file.

The Federal Student Aid office of the United States Department of Education (USDOE) requirements for making Satisfactory Academic Progress identifies having good enough grades, completing enough classes (hours), to keep moving toward successfully completing your diploma in a time period that is acceptable to our school.

### **SATISFACTORY ACADEMIC PROGRESS EVALUATION PERIODS**

Students are evaluated based on actual contracted hours for Satisfactory Academic Progress as follows (An academic year is 900 clock hours):

Cosmetology	450, 900, 1200, and 1500 clocked (actual) hours
Barbering	450, 900 and 1100 clocked (actual) hours

Course incompletes and noncredit remedial courses are not applicable and have no effect on SAP standards. Clock hours or credits accepted from another institution toward the Student's educational program are counted as attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on contracted hours. Students who have taken a Leave of Absence (Full LOA policy is on page 20 of this Catalog) will extend his or her contract period and maximum time frame by the same number of days taken in the LOA. A student re-entering after his or her LOA will return in the same progress as when they took the LOA.

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 program.

\*Transfer Students are evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever comes first. Transfer hours that are accepted toward the student's educational program from another institution are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted.

All students will receive written notice of their SAP report at the time of evaluation. Students that withdraw and re-enroll will return under the same SAP status as when they left, regardless of how long he/she has been out. For Students that re-enroll more than 180 days after their last date of attendance, evaluation periods will be determined based on the new contracted hours.

### **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 75% of the hours, ***(70% minimum attendance for Veterans or Eligible persons receiving the G.I. Bill)*** possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the students 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 students have maintained at least 75% cumulative attendance, ***(70% cumulative attendance for Veterans or Eligible persons receiving the G.I. Bill)*** since the beginning of the program which indicated that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## **ACADEMIC PROGRESS EVALUATIONS**

The quantitative element used to determine academic progress is a reasonable system of grades as determined by assigned theoretical learning. Students are assigned theory assignments and a minimum number of practical performances. Theory learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when graded as satisfactory or better. If the performance does not meet the satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students (***including Veterans or Eligible persons receiving the G.I. Bill***) 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 within 2 weeks of the class assignment.

Numerical grades are considered according to the following scale:

92 – 100	A - EXCELLENT
91 – 83	B - VERY GOOD
82 – 75	C - SATISFACTORY
74 - 65	D - UNSATISFACTORY
64 – 0	F - 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 schedule evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of their evaluation. Students deemed not maintaining Satisfactory Academic Progress who receive may have their financial assistance interrupted from Title IV program funds, and may be subject to termination from the program, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. ***The same status applies to students receiving GI Bill and Post 911 for Veterans or eligible persons.***

Students that withdraw and re-enroll will return under the same SAP status as when they left, regardless of how long he or she has been out. For Students that re-enroll more than 180 days after their last date of attendance, evaluation periods will be determined based on the new contracted hours. To be considered making SAP or to re-establish SAP, the student must meet both the cumulative Academic and Attendance requirements of 75%. If there is any additional information (for example: attendance correction or a grade change) that may have an impact on SAP, the institution will recheck SAP using the updated information.

### **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 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 financial assistance from Title IV program funds. ***The same status applies to students receiving GI Bill and Post 911 for Veterans or eligible persons.***

### **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 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 the evaluation period may be placed on probation. Students placed on an academic plan to re-establish satisfactory attendance or academic progress must be able to meet requirements set forth in the academic plan to establish satisfactory attendance or academic progress 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 attendance and academic requirements for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making

satisfactory academic progress and, the student may be terminated from the school. The student will not be deemed eligible to receive financial assistance from Title IV program funds. ***The same status applies to students receiving GI Bill and Post 911 for Veterans or eligible persons.***

**APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, satisfactory attendance policy, and/or unsatisfactory conduct, 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, unsatisfactory conduct, an injury or illness of the student, or any other allowable special or mitigating circumstances. The student must submit a written appeal to the school on the designated appeal form given by the President or Director of the school describing why they failed to meet satisfactory academic progress standard, along with supporting document 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 and/or Conduct and No Tolerance Policy violation should the student be terminated for the reason listed (*Please see pages 13-15 of this catalog for our Conduct and No Tolerance Policy*). Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. During this time, the student may not be allowed to attend classes. The appeal and decision documents will be retained in the students file. If the students prevails upon appeal, the satisfactory academic progress determination will be reversed and financial assistance will be reinstated, if applicable. ***The same status applies to students receiving GI Bill and Post 911 for Veterans or eligible persons.***

**RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and financial assistance, as applicable, by meeting the minimum attendance and academic requirements as stated in our policy by the end of the warning or probationary period. A student seeking reinstatement after termination caused by not meeting SAP or an official interruption must first meet with the School Director. The Director will determine if the student is eligible to re-enroll. If a student applies for re-instatement, he or she must document the ability to successfully complete the program and certify that the causes of previous difficulties have been rectified. Students who did not attend school while not making SAP will return as not making SAP. He or she will be allowed to continue their education but are not eligible for Title IV program funds unless they are able to re-establish SAP during a specified period of time. ***The same status applies to students receiving GI Bill and Post 911 for Veterans or eligible persons.***

**MAXIMUM TIME FRAME**

The maximum time (which does not exceed 133% of the program length) allowed for student to complete each program at satisfactory academic progress is stated below:

<b>PROGRAMS WEEKS &amp; SCHEDULED HOURS</b>	<b><u>MAXIMUM TIME ALLOWED IN CALENDAR DAYS AND HOURS</u></b>
Cosmetology (Full time, 34 hrs/wk) – 1500 Hours for 52 Weeks	69 WEEKS - 2000 HOURS
Cosmetology (Part time, 20 hrs/wk) – 1500 Hours for 82 Weeks	109 WEEKS - 2000 HOURS
Barbering (Full time, 34 hrs/wk) – 1100 Hours for 40 Weeks	53 WEEKS - 1460 HOURS
Barbering (Part time, 20 hrs/wk) – 1100 Hours for 70 Weeks	93 WEEKS - 1460 HOURS

If a student must attend additional time beyond maximum time frame due to poor attendance, or to complete requirements to graduate, the students Enrollment Agreement will terminate. The School may have the student whose contract terminated render a new Agreement if the Student is readmitted to the Program. The Student will be required to pay the current charges per Program hour in effect at the time the new Agreement is rendered for each Program hour the Student must complete. A grade average (Cumulatively), of 75% must be maintained to meet graduation requirements.

The maximum time allowed for transfer students who need less than full program requirements will be determined based on 75% of the scheduled contracted hours.

## **EXCEEDING ENROLLMENT AGREEMENT END DATE**

**Please read this section carefully and plan ahead to prevent additional fees for exceeding enrollment agreement end date.**

- 100 percent minimum attendance is encouraged in order to complete the program by the enrollment agreement end date. *(Please see Attendance Progress Evaluations on page 26 for Satisfactory Academic Progress Evaluation requirements).*
- Students should review their enrollment agreement to make sure they know the enrollment agreement end date and should monitor absences carefully or risk exceeding this date and incurring additional fees.
- Students will be given an additional 150 hours after their contracted enrollment end date at no additional charge to the student to complete his or her program hours as cited by U.S. Department of Education, Section 668.4 (e) and Section 668.4 (a).
- Any student who does not complete his or her program hours after the additional 150 hours have been exhausted may be charged an additional fee of \$10 per hour.
- Students can schedule make-up days, as part of normal time, which will enable the student who missed classes to complete the number of hours required for State Licensing purposes.

## **WITHDRAWAL POLICY**

A withdrawal is defined as the last date of physical attendance of the student that is determined by the academic attendance records. This date is used for all students who cease attendance, including those who do not return from an approved LOA, those who take an unapproved LOA, and those who officially withdrew.

A student will be considered withdrawn when one of the following occurs:

1. The student must notify the Director “**officially**” of his/her intent to withdraw verbally, in writing, or by email.
2. A formal termination (considered an **unofficial** withdrawal) by the student shall occur no more than 14 consecutive calendar days from the last day of physical attendance to the school.

When if related to the percentage of aid earned, only scheduled hours are used to determine the percentage of a period completed by a student withdrawing from a program. The percentage of the period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period or period of enrollment, as of the day the student withdrew, by the total number of clock hours in the same period as follows: A student withdrawing from the clock-hour program earns 100% of his or her aid if the student’s withdrawal date occurs after the point that he or she was scheduled to complete more that 60% of the scheduled hours in the payment period or period of enrollment.

## **INSTITUTIONAL REFUND POLICY**

### ***\*Does not apply to Veterans or Eligible persons receiving G.I. Bill***

For applicants who cancel enrollment or students who withdraw from the enrollment, the schools' refund policy will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, program cancellation, or closing of the school. All refunds are calculated based on the students last date of attendance. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
- A student (or in the case of a student under legal age, his/her parent or 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 (less the registration fee in the amount of \$100) shall be refunded, regardless of whether or not the student has actually started classes.
- A student cancels his/her enrollment after three business days excluding weekends and holidays of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school (less registration fee in the amount of \$100).
- A student notifies the institution of his/her withdrawal in writing.
- 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.
- A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
- Official cancellations or withdrawals date will be determined by postmark on the written notification, or the date notification if delivered to the school administrator or owner in person.
- Our school shall comply with the cancellation and settlement policy outlined here, including promissory notes or contracts for tuition or fees sold to third parties.
- When notes, contracts, or enrollment agreements are sold to third parties, the school shall continue to have responsibility to provide the training specified regardless of the source of any tuition, fees, or other charges that have been remitted to the school by the students or on the behalf of the students.
- A \$100.00 non-refundable registration fee will be charged for students re-entering after 180 days of their last physical date of attendance.
- If the school is permanently closed or is no longer offering instruction after the student had enrolled and instruction has begun, the school, which is covered by a surety bond, at its option, either provide a pro rata refund or participate in a Teach-Out Agreement. A listing of students, as well as the amount of their refunds, will be sent to our accrediting agency.
- If a course is cancelled or the school ceases to offer instruction after the student has enrolled instruction or after the student has enrolled and instruction has begun, the school, which is covered by a surety bond, at its option will (1) provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or (2) will provide completion of the course; or (3) participate in a Teach Out Agreement; or (4) provide a full refund of all monies paid. The student's rights hereunder may not be assigned, but the School may sell, assign or transfer its rights to payment hereunder, but such assignment will not relieve the School from its obligation hereunder. Both parties hereto are bound to the faithful and earnest performance of the enrollment contract. Students who are using Title IV funds to pay tuition that fail to complete the entire course will be refunded according to the Return of Title IV Funds Calculation.
- Kits and books are non-refundable and cannot be returned for credit towards an account balance once received by the student.
- When situations of mitigating circumstances are in evidence, (long-term illness, disabling accident, death in the immediate family, etc.) the school will make a settlement with the student that is fair and reasonable to both parties.

For student who enroll and begin classes but withdraw prior to program 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:

PERCENTAGE OF ENROLLMENT TIME TO TOTAL PROGRAM TIME	AMOUNT OF TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01 % TO 25%	25% Retained
More than 25% but less than 50%	50% Retained
More than 50% but less than 75%	75% Retained
More than 75%	100% Retained

Enrollment Time means the amount of actual hours completed between the student's actual first day of attendance in the program and the date student last actually attended class. Total times means the total hours of instruction for the program in which the student is enrolled. Any monies due a student who withdraws shall be refunded within 45 days of an official cancellation as stated or an unofficial termination by the school, which shall occur no more than fourteen (14) consecutive days from the last day of physical attendance or the date that the student notifies the school that he or she will not be returning. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, the above 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 program completion through a pre-arranged teach out agreement with another institution.

**\*REFUND POLICY FOR VETERANS OR ELIGIBLE PERSONS RECEIVING  
G.I.BILL OR POST 911 ONLY**

For student who enroll and begin classes but withdraw prior to program 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 PROGRAM HOURS COMPLETED	PERCENTAGE OF REFUND OWED
10	90%
20	80%
30	70%
40	60%
50	50%
60	40%
70	30%
80	20%
90	10%
100	0%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 40 days of a determination that student has withdrawn, whether officially or unofficially.

The registration fee is also prorated where a refund is applicable, with the exception of \$10. The refund is based on scheduled hours and follows the schedule listed above.

If any tool, equipment or anything of the sort is damaged or broken, the Veteran or Eligible Person may provide for the retention of only the exact amount of the breakage, with the remaining part, if any, to be refunded.

Where the Veteran or Eligible Person makes a separate charge for consumable instructional supplies, as distinguished from laboratory fees, the exact amount of the charges for supplies consumed may be retained but any remaining part must be refunded.

A Veteran or eligible person may retain or dispose of books, supplies and equipment at his or her discretion when:

- He or she purchased them from a bookstore or other source, and
  - Their cost is separate and independent from the charge made by the school for tuition and fees.
- The school will make a refund in full for the amount of the charge for unissued books, supplies, and equipment when:
  - The school furnishes the books, supplies, and equipment.
  - The school includes our cost in the total charge payable to the school for the program.
  - The Veteran or Eligible person withdraws or is discontinued before completing the program.
- The Veteran or Eligible person may dispose of issued items at his or her discretion even if they were included in the total charges payable to the school for the program.

If the Veteran, Spouse, Surviving Spouse, or child fails to enter the program, or withdraws or is discontinued therefrom at any time prior to completion of the program, the unused portion of the tuition, fees and other charges paid by the individual shall be refunded promptly. Our facility will forward the refund due within 40 days after such a change in status.

### **RETURN TO TITLE IV FUNDS**

*\*Please refer to Consumer Information and Financial Aid Handbook for R2T4 Calculations.*

The school is required by Federal Regulations to determine the earned and unearned Title IV aid a student has earned as the date the student ceased attendance based on the amount of time the student was scheduled to be in attendance. The calculation of the Title IV funds earned by the student has no relationship to the student's incurred institutional charges. Up through a 60% Point in each payment period, a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the payment period. The school is required to return any unearned Title IV funds, it is responsible for, within 45 days of the date the school determined the student withdrew, and offer any post-withdrawal disbursement within 30 days of the date the school determined the student withdrew.

The school must return Title IV funds to the programs from which the student received aid during the payment period as applicable, in the following order, up to the amount disbursed from each source:

1. Unsubsidized Direct Federal loans (other than PLUS loans)
2. Subsidized Direct Federal loans
3. Direct PLUS loans
4. Federal Pell Grants for which a return of funds is required.

Another Level Barbering and Cosmetology School does offer Financial Aid and we may offer a payment plan to accommodate your educational opportunity. The School Director can provide the student with additional information.

### **TERMINATION**

Students who fail to comply with Another Level Barbering and Cosmetology School requirements and other policies, as outlined in this catalog, may be subject to termination. Another Level Barbering and Cosmetology School will use its discretion to determine the appropriate disciplinary action to be taken for each offense.

### **GRADUATION REQUIREMENTS FOR COSMETOLOGY AND BARBERING PROGRAM**

- Pass a final written or practical examination with a score of 75% or higher on either examination.
- Complete 1100 hours of the Barbering program, or 1500 hours of the Cosmetology program of study according to state requirements.
- Fulfill all financial obligations to the school.
- Students will be awarded a Diploma of Graduation and an Official Transcript of hours.

### **LICENSURE REQUIREMENTS**

- Students must complete 1100 clock hours in the Barbering program, or 1500 clock hour the Cosmetology program.
- Student must pay the State exam fee.
- Student must pass a written and practical board approved examination administered by the board or by an independent examiner in order to receive a Cosmetology or Barber license.
- In accordance with Section 54.1-204 of the Code of Virginia, the student shall not have been convicted in any jurisdiction of a misdemeanor or felony which directly relates to the profession of Barbering or Cosmetology. Please visit [www.dpor.virginia.gov](http://www.dpor.virginia.gov) for more information.

### **EMPLOYMENT OPPORTUNITES**

The Cosmetology and Barbering profession offers a wide range of employment opportunities, which includes but is not limited to areas such as stylist, salon/spa owner, salon management, platform artist, beauty or barber supply representative, beauty supply technician, salon sales consultant, manufacturer representative, marketing representative, hair color specialist, makeup artist, hair replacement specialist, Cruise ship stylist, online beauty supply store owner, etc. ***ALBC School does not guarantee employment.***



## **OCCUPATIONAL DISORDERS AND DEMANDS**

Another Level Barbering and Cosmetology School educates students to be equipped to perform the below-listed functions essential to success in the Cosmetology or Barbering industry. Students must be able to perform these functions (if applicable to program enrolled), with or without reasonable accommodation, to graduate from Another Level Barbering and Cosmetology School.

- Student must be able to wet, shampoo, massage, braid, comb, cut, sculpt, and dry a guest's scalp and/or hair using various tools, including their hands.
- Students must be able to evaluate a guest's hair color to determine the correct amount and ratio of chemical color needed to achieve the desired hair color and to properly mix the color chemicals.
- Students must be able to file, buff, clip, clean, and apply polish to guest's nails or artificial nails using various tools, including their hands.
- Students must be able to mix and apply a variety of chemicals, including those of a caustic nature.
- Student must be able to apply product to and massage a guest's face, arms, and hands.
- Students must be able to effectively communicate and interact with guest and staff.

Listed below are general occupational demands for Cosmetologist or Barbers:

- Cosmetologist or Barbers must frequently stand for long periods of time and may need to bend or twist the body when working on a guest's hair and scalp or applying makeup.
- Cosmetologist or Barbers must use stomach and lower back muscles to support the body for long periods without getting tired.
- Cosmetologist or Barbers often need to repeat the same motions.
- Cosmetologist or Barbers must use their hands and fingers to grasp, handle, control, move, assemble, or feel objects or tools.
- It is important that Cosmetologist or Barbers are able to hold the arm and hand in one position or hold the hand steady while moving the arm.
- Cosmetologist or Barbers must recognize and understand the speech of another person and speak clearly so listeners can understand.
- Cosmetologist or Barbers must see details of objects that are less than a few feet away and see the differences between colors, shades, and brightness.
- Cosmetologist or Barbers should employ protective measures, such as the use of rubber gloves and/or protective creams, whenever possible when dealing with chemicals or tints.
- Some individuals may develop allergies to ingredients in Cosmetology or Barber-related chemicals or experience abnormal conditions resulting from contact with chemicals or tints.

## **PREREQUISITES FOR EMPLOYMENT**

- Individuals must complete the Cosmetology or Barbering program, pass the Virginia State Board Examinations, and obtain a State License.
- Pay the State Licensing Fee after passing both parts of the State Board Exams
- Individuals who have been convicted of a felony in any jurisdiction may have to undergo a more rigorous interview and background process.

## **EMPLOYER EXPECTATIONS**

Individuals seeking employment in the Cosmetology or Barbering field will be expected to:

- Maintain a professional and positive attitude.
- Maintain knowledge of the field and stay abreast if industry changes.
- Be on time.
- Dress in a professional manner.
- Be courteous to clients and coworkers.

## **PLACEMENT SERVICES**

While the school ***cannot guarantee employment for graduates***, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills, including how to write a resume, complete an employment application, and prepare for an effective interview. Another Level Barbering and Cosmetology School curriculum emphasizes on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the institution and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available. Placement services are provided to all licensed graduates.

## **STUDENT SERVICE POLICY**

It is the policy of the school to assist the students where possible. The school staff is willing to offer assistance and guidance in the areas listed below when possible:

- a) Referrals to Social Service Agencies or other Agencies aiding.
- b) Ride-Share or Transportation Referrals
- c) Referral to drug or alcohol abuse program
- d) Tutoring programs or remedial studies
- e) Referral to Health Service Agencies
- f) Assistance in organizing student study groups
- g) Assistance in locating an Interpreter

## **STUDENT FILE ACCESS & RELEASE OF INFORMATION**

According to Family Educational Rights and Privacy Act of 1974 (FERPA), students and parent/guardians of the dependent minor are guaranteed the right to access and review the student's educational file. Students must submit a written request to review their file to the school director. The student will be granted supervised access to their records within five business days of the request. Any third party request for information will require written authorization from the student or parent/guardian of a dependent minor. ALBC School provides access to student's records without written consent to the following:

- 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.

The institution maintains a record of all released forms and requests for information.

## **STUDENT GRIEVANCE POLICY AND PROCEDURE**

*\*This policy applies to ALL enrolled students. Please see page 24 for an additional Grievance Statement for Veterans receiving G.I. Bill or Post 911 benefits.*

Another Level Barbering and Cosmetology school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints for the institution will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided to the student by the school Director within 14 days of the date that the act which is the subject of the grievances occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or action being taken regarding the complaint.
4. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
5. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another who may not be employed by the school or related to the school owners. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
6. A final resolution from management will be sent in writing to the student within 15 days of review of the committee's recommendations.
7. If the complaint is of such nature that it cannot be resolved by the management after exhausting the school's grievance procedure, the student may file a complaint with the State Council of Higher Education for Virginia as a last resort. The student should submit an online complaint at: <http://www.schev.edu/>

State Council of Higher Education for Virginia  
Private and Out-of-State Post Secondary Education  
101 N. 14<sup>th</sup> Street, 9<sup>th</sup> Floor  
Richmond, VA 23219  
Tel: (804)225-2600 Fax: (804)255-2604

8. Once the institution is formally accredited by NACCAS, the complainant can pursue a matter further. A complaint form is accessible through the School's Accrediting Agency. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency.

National Accrediting Commission of Career Arts and Sciences (NACCAS)  
3015 Colvin Street  
Alexandria, VA 22314  
Tel: (703)600-7600  
[www.naccas.org](http://www.naccas.org)

9. Students will not be subject to any unfair action and/or treatment by any School Official as a result of the initiation of a complaint.

## **SCHOOL CLOSURE**

If the school decides to close its operations voluntarily, it will advise the following information to the State Council of Higher Education for Virginia:

- The projected date of closing the school
- The prepared date and location for the transferring of student records
- The name and address of the affiliates who will receive and manage the student record and the name of the designated official who will manage the transcripts
- An arranged teach-out plan for currently enrolled students including a reasonable resolution. The teach-out plan will consist of the following:
  - a. The schools official date of closing
  - b. Each program of enrolled students at the time of closure including students names, addresses, telephone numbers, and estimated graduation dates
  - c. The status of all current refunds owed to the student and the balances owed to the school by the student
  - d. A list of students who have settled any payments toward their training and a calculation of the total amount of payments rendered by each student
  - e. A signed agreement by one or more educational facilities in the local area who are able to provide sufficient education to all students in all programs
  - f. Graduation procedures for awarding graduates their diploma
- All former students, including full name, mailing address, email address, program of study, enrollment dates, completion dates, and graduation credentials, if applicable.

## **COPYRIGHT INFRINGEMENT AND PEER TO PEER FILE SHARING**

The owner of literary works, music, audio-visual works, software, games and images found on the internet are protected by federal copyright law. The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may be subject to civil and criminal liabilities. Copyright laws allow the owners the right to control their distribution, modification, reproduction, public display and public performance. Without permission from the copyright owner, it is generally illegal to use file sharing networks to download and share copyrighted works unless 'fair use' or another exemption under copyright law applies.

Section 107 of the Copyright Act provides guidance for the use without permission of copyrighted material for the purpose of criticism, comment or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational institution. A review must be made to determine if the purpose for the use of copyrighted material without permission falls within 'fair use' or one of the other exceptions in the Act. Sharing of music, videos, software and other copyrighted materials is very likely not to be considered 'fair use'. There are no explicitly defined specifications as to what may constitute fair use, but the following four factors must be considered:

- The purpose and character of the use, including whether the use is for commercial or non-profit educational use.
- The nature of the copyrighted work being used.
- The nature and the amount and substantiality of the material used.
- The effect of use on the actual or potential market for value of the work.

When in doubt as to whether using material is a copyright infringement, the copyright owner should be contacted to obtain written permission for use of the material. When in doubt, school staff may seek guidance from the schools Legal Department. ALBC School complies with the copyright laws as applied to proprietary schools. Using and/or photocopying copyrighted material in projects by faculty, students, and staff without permission from the copyright owner is prohibited. Faculty members are required to instruct students in the proper use of licensed materials in their works and are charged with the responsibility of monitoring the work of students to ensure that they use only licensed materials in their projects. This standard applies to printed, web-published, audio, and video materials, as well as to computer software.

# PROGRAM OUTLINES

## COSMETOLOGY PROGRAM OUTLINE

1500 Clock Hours

**DESCRIPTION:** The Cosmetology Program is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitude necessary to obtain licensure and for competency in job entry-level positions in cosmetology or a related career field.

**OBJECTIVES:** Upon completion of the program requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Develop habits of professional work ethics combined with the safe and organized performance of work.
8. Learn the fundamentals involved in salon management and the appropriate selection, care and use of equipment and supplies.
9. Cultivate enthusiasm toward the art and science of cosmetology and develop personal growth and desire to keep abreast with the new and unique advances within the cosmetic industry.
10. Practice safety and sanitation methods at all times.
11. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.
12. Understand the importance of client retention as it relates to building clientele.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of skills. Clinic equipment, implements, and products are equivalent to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the program.

**GRADING PROCEDURES:** Students are assigned theory assignments and a minimum number of practical experiences. Theoretical learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory or better. 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 program 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 within 2 weeks of the class assignment. Numerical grades are administered according to the following scale:

92 – 100	A - EXCELLENT
91 – 83	B - VERY GOOD
82 – 75	C - SATISFACTORY
74 - 65	D - UNSATISFACTORY
64 – 0	F - UNSATISFACTORY

**EMPLOYMENT OPPORTUNITIES:** The Cosmetology profession offers a wide range of employment opportunities, which includes but is not limited to areas such as stylist, salon/spa owner, salon management, platform artist, beauty supply representative, beauty supply technician, salon sales consultant, manufacturer representative, marketing representative, haircolor specialist, makeup artist. While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills, including how to write a resume, complete an employment application, and prepare for an effective interview. The Curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the institution and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available. **ALBC School does not guarantee employment upon graduation.**

## **HOURS SUBJECT – UNIT (COSMETOLOGY PROGRAM)**

### **75 THEORY – CLASSROOM INSTRUCTION**

Orientation, The History of Cosmetology, Career Opportunities, Life Skill Management, Communicating for Success, State Laws and Regulations, Professional Image, First Aid, Chemistry, Anatomy and Physiology, Electricity

### **240 BACTERIOLOGY, DECONTAMINATION AND INFECTION CONTROL**

Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment use and safety

### **25 SHAMPOO, RINSES, SCALP TREATMENTS**

Shampooing, Rinsing, and Conditioning, Principles and Techniques and Disorders of the Hair and Scalp and Related Chemistry; Product Knowledge, use and safety

### **525 HAIRSTYLING**

Principles and Techniques of Wet Styling, Blow Drying and Waving, Finger Waving, Pin Curling, Hair Dressing, Braiding, Hair Extensions, Enhancements, and Wigs; Products Knowledge, use and safety, Haircutting/Shaping Principles and Techniques of Sectioning, Removing length or bulk with razor, scissors, clippers, shears

### **210 HAIR COLORING – BLEACHING**

Principles and Techniques of Temporary, Semi-Permanent, Permanent Color, Bleaching, Tinting, Toning, Frosting, Special Effects, Problems

### **200 CHEMICAL REARRANING (TEXTURE SERVICES)**

Principles and Techniques of Sectioning, Wrapping, Processing, Curling, Relaxing

### **83 MANICURING, PEDICURE, NAIL EXTENSIONS**

Nail Structure and Growth, Principles and Techniques of Theory of Massage, Manicuring, Pedicuring and Advanced Nail Techniques

### **110 FACIALS**

Principles and Techniques of Skin Care Treatment and Application of Cosmetics, History of the Skin, Theory of Massage, Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair, Lash/Brow Tinting, Light Therapy

### **15 SALON BUSINESS, RETAIL SALES, CAREER AND EMPLOYMENT INFORMATION**

Fundamental of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/Human Relations, Insurance, Salon Safety; Seeking Employment, On the Job, Professional Ethics

### **17 STATE BOARD REVIEW, INSTRUCTOR DISCRETION**

To be applied by the Instructor to strengthen student performance; supervised field trips; or other related training, State Board Mock Review.

### **1500 TOTAL HOURS**

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hour is to be applied as needed in curriculum related areas or if the student desires to specialize in a specific area.

## **BARBERING PROGRAM OUTLINE**

1100 Clock Hours

**DESCRIPTION:** The primary purpose of this barbering program is to train students in theory and practical performances, safety judgments, how to maintain a safe work environment that is necessary for proper infection control procedures, consistent work habits, and a desirable attitude that is needed to obtain licensure and for competency in entry-level positions in barbering or a related career field. This program allows a student to gain a basic understanding of skills required to become a professional barber. The student will be required to demonstrate an understanding of procedures and methods to complete the following tasks: infection control and safe work practices, basic chemistry, haircutting, hair shaping, shampooing, rinsing, massaging, scalp and hair care, shaving, hair grooming, coloring, facials, bacteriology, and business principles.

**OBJECTIVES:** Upon completion of the program requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of haircutting, hair shaping, shaving, scalp and hair shampooing and conditioning.
6. Perform the basic skills to analyze and advise clients in the total look concept.
7. Develop habits of professional work ethics combined with the safe and organized performance of work.
8. Learn the fundamentals involved in salon management and the appropriate selection, care and use of equipment and supplies.
9. Cultivate enthusiasm toward Barbering and develop personal growth and desire to keep abreast with the new and unique techniques and advances within the industry.
10. Practice safety and sanitation methods at all times.
11. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.
12. Understand the importance of client retention as it relates to building clientele.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in barbering and related fields.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of skills. Implements, clinic equipment, and products usage are equivalent to those used in the industry. Students will receive instruction as it relates to the performance of useful, creative, and productive career oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of lecture (interactively), Instructor demonstration, labs, student barbering activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the program.

**GRADING PROCEDURES:** Our students are assigned theory assignments and minimum number of practical experiences. Theory learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated until it meets satisfactorily. At least two comprehensive practical skills evaluations will be conducted during the program 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 within 2 weeks of the class assignment. Numerical grades are administered according to the following scale:

92 – 100	A - EXCELLENT
91 – 83	B - VERY GOOD
82 – 75	C - SATISFACTORY
74 – 65	D - UNSATISFACTORY
64 – 0	F - UNSATISFACTORY

**EMPLOYMENT OPPORTUNITIES:** The Barbering profession offers a wide range of employment opportunities, which includes but is not limited to areas such as barber, barber stylist, barber salon owner, barber salon management, platform artist, barber supply representative, barber supply technician, salon sales consultant, manufacturer representative, or marketing representative, just to name a few. While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills, including how to write a resume, complete an employment application, and prepare for an effective interview. The Curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the institution and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available. **ALBC School does not guarantee employment upon graduation.**



ANOTHER LEVEL BARBERING AND COSMETOLOGY SCHOOL

HOURS SUBJECT – UNIT (BARBERING PRO)

20 HISTORY- Students will be taught the origin of Barbering and where the skill is derived from.

30 PROFESSIONAL IMAGE- Students will participate in class discussions on conduct, morals, client consultation, ethical conduct with clientele, personal hygiene, honesty, and the effect of professionalism in the workplace.

35 BACTERIOLOGY- Students will be taught different types of bacteria and conditions that contribute to the growth and reproduction of bacteria and how bacteria effects their everyday lives.

40 STERILIZATION, SANITATION, AND SAFE WORK PRACTICES- Students will learn the importance of sanitation, disinfection, and sterilization. They will also learn the role of proper decontamination methods and how it controls the spread of pathogenic bacteria and its movement.

40 IMPLEMENTS, TOOLS, AND EQUIPMENT- Objectives will be to identify the principal tools and implements used in the practice of Barbering. Students will identify parts of the shears, clippers, razors, honing and stropping a razor, as well as the proper way to hold them.

50 PROPERTIES AND DISORDERS OF THE SKIN, SCALP, AND HAIR- Students will learn the divisions of the skin and their functions. They will identify the structures of the hair root and the layers of the hair shaft, as well as identify common scalp disorders, hair disorders, and different types of hair loss and treatments.

50 TREATMENT OF THE HAIR AND SCALP- Students will understand the benefits of shampooing, conditioning, scalp treatments, procedures, various textures of hair, tonics and the ingredients in them.

40 FACIAL MASSAGE AND TREATMENT- Identify the basic anatomy of the head, face and neck, list muscles/nerves stimulations, define massage, discuss when a massage should or should not be given, identify the location of motor points of the face, and identify and demonstrate massage manipulations and procedures.

620 HAIR SERVICES- Students will learn to master the fundamentals of haircutting with shears and a razor. Students will be taught the different types of material and equipment used for various types of hair. Students will be taught the proper procedure for cutting clients hair to accentuate the good points, as well as tapering and thinning the hair. The anatomy and physiology of haircutting will be explained. Students will learn to identify various mustache and beard designs for different facial features and use of correct implements. Students also learn the objectives of shaving and factors to be taken into account before shaving, identify the 14 shaving areas of the face, and Safety and Sanitation Procedures and Precautions.

50 HAIRCOLORING-Students will principles and techniques of temporary, semi-permanent, tinting the hair.

20 CHEMISTRY- Students will learn inorganic and organic chemistry, define pH and understand the pH scale and its importance to Barbers.

5 ELECTRICITY-Students will identify and define common electrical terms. Students will discuss and recognize electrical safety devices and explain different electrical modalities and their uses. Students will explain the effects of ultraviolet and infrared light on the skin.

40 ANATOMY, PHYSIOLOGY- Identify the importance of anatomy and physiology and how the skull, face, and neck relate to Barbering.

30 SHOP MANAGEMENT- Students will review direct control and coordination procedures of all operational activities and management techniques to successfully operate a Barbershop. Students will get the opportunity to meet and question shop owners on the responsibility of being an entrepreneur.

20 STATE LAW- Students will be provided with current Rules and Regulations administered by the Virginia Board of Barbers and Cosmetology. Students will be expected to understand the functions of the Board and will receive training and participate in discussion on professional conduct, honesty, and the affect of professional ethics on everyone.

10 MOCK REVIEW-Students will have hands on practical review and written theory test review to be prepared for the State licensing Exam.

1100 TOTAL HOURS

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination.

# APPENDIX

**SAMPLE ANOTHER LEVEL BARBERING AND COSMETOLOGY SCHOOL ENROLLMENT AGREEMENT**

*(\*Please refer to Enrollment Agreement for Veterans or Eligible Persons Only)*

102 North Sycamore St., Petersburg, VA 23803

(804) 733-3337

Student Name \_\_\_\_\_ Age \_\_\_\_\_ Birth Date \_\_\_\_\_

Full Address \_\_\_\_\_ Phone \_\_\_\_\_

Driver License or ID# \_\_\_\_\_ Soc. Security # \_\_\_\_\_ U.S Citizen \_\_\_ Yes \_\_\_ No

Start Date: \_\_\_\_\_ Estimated Graduation Date: \_\_\_\_\_

\_\_\_\_\_ Cosmetology – 1500 Clock Hours, 52 Weeks, 34 Hours per week \_\_\_\_\_ Barbering - 1100 Clock Hours, 40 Weeks, 20 Hours per week

\_\_\_\_\_ Cosmetology – 1500 Clock Hours, 82 Weeks, 20 Hours per week \_\_\_\_\_ Barbering - 1100 Clock Hours, 70 Weeks, 34 Hours per week

\_\_\_\_\_ Transfer/Re-Entry – Hours Needed: \_\_\_\_\_ Hours Contracted: \_\_\_\_\_

Schedule: (See Page 4 of Enrollment Agreement)

**Contract Cost and Payment Terms**

Student and Guardian/Sponsor (if applicable) agree to pay the school the tuition and fees for the program according to the approved payment plan stated herein. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance of payments are satisfied. Another Level Barbering and Cosmetology School will grant each student an additional 150 hours after the enrollment contract end date at no charge. The student will be charged additional tuition for any remaining hours at the rate of \$10 per hour. The school will charge a registration fee for students enrolling or transferring to the school \$100.00. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. Methods of payment include full payment at the time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card or through a federal or non-federal agency. Students and Guardian/Sponsor (if applicable) are responsible for paying the total tuition and fees and/or for repaying applicable loans plus interest:

Registration Fee:	\$ _____
Estimated Books:	\$ _____
Estimated Kit:	\$ _____
Tuition:	\$ _____
<b>Total Tuition &amp; Fees:</b>	<b>\$ _____</b>
Less Deposit:	\$ _____
Scholarships/Credits	\$ _____
Balance Due:	\$ _____

This 6 page Agreement and the school catalog(s) constitutes a legal binding contract between the student and the school when signed by all applicable parties and upon acceptance by the school. By signing below, you certify that you have read all pages. You will receive an exact copy of the signed contract. Keep it to protect your rights. The school reserves the right to change start dates based on class enrollment, staff availability and other considerations.

It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the school official.

**ACKNOWLEDGEMENT:** My signature below certifies that I have read, understand, and agree to comply with this contract content, and that the institution’s cancellation and refund policies have been clearly explained to me. I have received a copy of this fully executed agreement.

\_\_\_\_\_  
Student Signature                      Date

\_\_\_\_\_  
Parent, Guardian or Sponsor (if applicable)/Date  
*(\*Parent must sign is student is under 18)*

\_\_\_\_\_  
Accepted by School Official                      Date

**SAMPLE ANOTHER LEVEL BARBERING AND COSMETOLOGY SCHOOL ENROLLMENT PAYMENT SCHEDULE**

*(\*Please see Enrollment Agreement for Veterans or Eligible Persons Only)*

102 N. Sycamore St., Petersburg, VA 2383

(804) 733-3337

(To be included in Enrollment Agreement)

I, \_\_\_\_\_, (SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_), owe ANOTHER LEVEL BARBERING AND COSMETOLOGY SCHOOL the sum of \$\_\_\_\_\_ in Tuition and Fees. I promise to pay according to the following schedule:

<b>Amount Paid to School by</b> <ul style="list-style-type: none"> <li>• Self Pay</li> <li>• Financial Aid</li> <li>• DVA</li> <li>• Scholarship</li> <li>• Other</li> </ul> _____  <b>\$</b>	<b>Estimated Award Accepted:</b> Pell: \$ _____ Direct Loan Unsub: \$ _____ Direct Loan Sub: \$ _____ PLUS Loan: \$ _____ Other: \$ _____	<b>AMOUNT FINANCED</b> The balance due owed to the school  <b>\$</b>	<b>TOTAL OF PAYMENTS</b> The amount I will have paid after I have made all payments as scheduled  <b>\$</b>
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**ESTIMATED RE-PAYMENT SCHEDULE WILL BE:**

Number of payments/ Payment Periods (PP)	Amount of each payment	Payments are due monthly (the same day of each month beginning) Or in payment periods	APR % (Interest Charged)
	\$ _____		%
	\$ _____		%
	\$ _____		%
	\$ _____		%

**\*PLEASE NOTE:** The calculated length of your course is \_\_\_\_\_ scheduled hours starting and ending on the estimated graduation date. This time frame allows you 150 hours after your contracted end date at no charge. If you do not complete the program after the additional time has been exhausted, the school may charge \$10 per hour for instructional time.

Actual amount of Federal Student Aid may vary depending on eligibility determined by the FEDERAL Application for Student Aid. Any balance not paid by financial aid must be paid by the student. This holds true if the amount of student aid is less than then amount stated herein. Financial eligibility and availability of financial aid funds cannot always be determined at the time of enrollment.

**LATE CHARGES:** If any part of a payment is 10 days or more late (or days late as per state law), I will be charged up to the greater of a) \$10.00, b) 10% of the payment, or the highest amount permitted by state law. *(This fee excludes all DVA students).*

**PREPAYMENT:** I may pay my balance in full at any time without penalty and may be entitled to a refund of any unearned finance, with such refund credited to my account.

**REFERENCE:** Refer to contract for information provided about nonpayment, default, right to accelerate maturity of obligation, prepayment rebates and penalties.

**Date of Contract:** \_\_\_\_\_ **Start of Loan Date:** \_\_\_\_\_ **Anticipated Graduation Date:** \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

School Official Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent, Guardian or Sponsor (If under 18) \_\_\_\_\_ Date \_\_\_\_\_

*(\*Parent must sign this page only if PLUS Loan is accepted)*  
 As Guarantor I understand that I am liable for amounts set forth herein if student does not pay.

Guarantor: \_\_\_\_\_ Date \_\_\_\_\_

**ANOTHER LEVEL BARBERING AND COSMETOLOGY SCHOOL**  
**ADMINISTRATION**

**102 North Sycamore Street., Petersburg, VA 23803**

**Phone Number – 804-733-3337**

**Fax Number – 804-733-3336**

**Website: [www.albcschool.edu](http://www.albcschool.edu)**

**Email: [www.albcschool@gmail.com](mailto:www.albcschool@gmail.com)**

**SCHOOL OWNERS**

Corporate Officers

Chief Executive Officer and President – Gayle Nicholas

Executive Vice President – Wesley Nicholas, Jr.

**SCHOOL OFFICERS**

Administrator – Gayle Nicholas

Financial Aid Coordinator – Antoinette House

School Directors – Gayle Nicholas and

Wesley Nicholas, Jr.

**SCHOOL INSTRUCTORS**

Cosmetology Instructor – Shellye Alexander License No. 1204017172

Cosmetology Instructor – Gayle Nicholas License No. 1204019399

Cosmetology Instructor – Sharla Owens License No. 1204019377

Barbering Instructor – Antoine Lawrence License No. 1302000554

Barbering Instructor – Wesley Nicholas, Jr. License No. 1302000362

**BOARD MEMBERS**

Wesley Nicholas Jr

Gayle Nicholas

April O'Garro

Temetrice Battle

