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**ATTENDANCE POLICY**

The *International Barber College* emphasizes the need for all students to attend classes on a regular consistent basis in order to develop the skills and attitudes necessary to be successful in the Barbering Profession.

The college is operating on an Full Time attendance is equal to seventy-five percent (75%) for the operating hours (32 hours per week). Anyone who would be attending or scheduling for less than full-time must be approved by the administrative office prior to enrolling.

The Student is required to notify the college if they will be absent; any student absent without notifying the college will be withdrawn from the course after 10 days of non-attendance. Therefore, attendance is monitored very closely, and students are counseled when attendance exceeds four absences per month. Absences may be excused for emergency or unanticipated situation. Students will be required to clock in and out on the time clock. The college will terminate a student if he or she is absent from school 10 consecutive scheduled days unless mitigating circumstances can be documented.

**LEAVE OF ABSENCE POLICY**

A leave of absence is a temporary interruption in a student’s course of study. A leave of absence refers to the specific time period during an ongoing program when a student is not in academic attendance. A leave of absence does include all days, institutional scheduled breaks included. A leave of absence may be granted by a request to the College Director with a reasonable excuse for such leave. If a student finds it necessary to be out of college for an extended period, a leave of absence must be requested in writing, signed and dated and turned into the admissions office in advance. Unless unforeseen circumstances prevent the student from doing so, and the request must include the reason for the leave. A leave of absence must meet certain conditions to be counted a temporary interruption in a student’s education instead of being counted as withdrawal requiring the college to perform a refund calculation. If a leave of absence does not meet the conditions, the students considered to have ceased attendance at the college (and therefore to have withdrawn from the school). A leave of absence will not be considered when a student owes tuition and fees.

***A LEAVE OF ABSENCE IS APPROVED IF:***

* It is the only leave of absence granted to the student in a 12-month period, not to exceed 180 days. The college may grant more than one leave for limited, well documented cases, due to unforeseen circumstances such as: jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993 (FMLA) and medical reasons.
* A written request for the leave of absence must include the reason for the leave; the school may also grant a leave of absence for unforeseen circumstances and if the reason can be documented. The school must collect the reason for the leave from the student prior to the leave unless unforeseen circumstances occur.
* In Special circumstances, the school may grant a leave of absence to a student in the case of an emergency, such as a car accident or other medical issue that would prevent the student from requesting the leave of absence prior to the incident occurring. In these cases, the school will document the reason for the granting of the leave after the incident has occurred. The beginning date of the leave of absence will be based on the first date it has been determined that the student cannot come to class due to the accident or medical situation. In order to grant a Leave of Absence there must be the expectation that the student will be returning to school. A student who is granted a LOA that meets these criteria is not considered to have withdrawn and no refund calculation is required at that time. 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 to reflect the new contract end date.
* The college determines that there is a reasonable expectation that the student will return to the college.
* A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
* The leave of absence (LOA) does not exceed 180 days in any 12-month period.
* Upon the students return from the leave of absence, the student is permitted (and required) to complete the course work he or she began prior to the leave of absence.
* Maximum leave of absence is a minimum of 7 days and a maximum of one month or (30 days) at a time in a 12-month period, unless is it due to medical reasons or the FMLA as stated above. Exceptions may be approved by the school. Not returning when your leave absence expires will result in immediate termination.
* Upon being granted a leave of absence the student must remove their belongings from their assigned locker before taking the leave of absence. If the student fails to remove their belongings from their locker and also fails to return to school at the end of their approved leave of absence they are to be considered withdrawn from the school. The locker contents will be removed and held for 10 school days after the drop date in the school office after which the contents will be discarded.
* If a student’s leave of absence is not approved or the student fails to return to the college at the end of an approved leave of absence, the student is considered withdrawn from the school and the refund requirements apply. The decision and the approval of the College Director shall be final.
* The date the student is scheduled to return, and does not return, is the date the student is withdrawn from the program. International Barber College is required to take attendance, therefore, the withdrawal date for the purpose of calculating a refund will be students last day of attendance.
* The students contract end date will be extended by the same amount of days taken in the leave.
* The institution will not assess the student any additional institutional charges as a result of the LOA.

**COURSE INTERRUPTION/TERMINATION**

A student may be interrupted from training for unsatisfactory attendance or progress, or violations of college or State rules and regulations. A student will be terminated if they are out of College for more than 10 school days, without a valid leave of Absence. The student may appeal any action taken by the college to the college administration. Please note that the date of termination is the last day of attendance if an official notice is not received by the Office Personnel.

**Dismissal & Re-Entrance**

Attendance, behavior and academic records are regularly evaluated and students may be dismissed under the following conditions:

1. Unsatisfactory academic progress
2. Unsatisfactory attendance or punctuality
3. Violation of school rules, regulations or Code of Ethics
4. Unsatisfactory behavior which interferes with the work or progress of other students

**COURSE CANCELLATION POLICY**

If the barbering course is cancelled subsequent to a student’s enrollment, the International Barber College shall give the student a calculated refund as stated in the catalog.

**MAKE UP TESTS**

An examination will be given after completion of each chapter or module of the Theory studies. A student who misses or fails an examination will be given an opportunity to make up the examination. The makeup examination will be offered following the next testing schedule.

Student must maintain an average score of 75% “C” or better, at all times. Students receiving below a (75%) or “C” average score will not be allowed to cut on the clinical floor until a makeup exam of 75% or better is achieved. A makeup retest is limited to 3 times; where then, a new written test module of the same chapter will be given to the student.

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**SATISFACTORY ACADEMIC PROGRESS POLICY:**

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

**EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

Barbering: 450, 900, 1200 scheduled clock hours

Barber Instructor: 250 & 500 scheduled clock hours

Barber/Cosmetologist Crossover Course: 250, 500 scheduled clock hours

\*Students have access to SAP evaluation results in their student file\*

Transfer hours that are accepted are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted.

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

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

**ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

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**ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it must be retaken (Please be aware, all grades are inclusive in the academic progress evaluations). Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 75%. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

90% – 100%: EXCELLENT

80% – 89%: VERY GOOD

75% – 79%: SATISFACTORY

74% - Less: FAILING

**DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academic and attendance at the evaluation point are considered to be making Satisfactory Academic Progress until the next scheduled evaluation. Students will sign their Satisfactory Academic Progress Report at the time of each evaluation if they are not making satisfactory academic progress. Students not meeting the minimum requirements initially will be placed on warning.

**WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning. The student will be verbally advised on the actions required to attain satisfactory academic progress by the next evaluation.

If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

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**PROBATION**

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

**APPEAL PROCEDURE**

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

**RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

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

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I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have received a copy of the International Barber College’s Satisfactory Academic Progress Policy and additional information that will assist with my education to prevent any for of failure and if ever needed, I have the information to assist with getting back on tract with my Academic & Attendance success.

**Student Name Printed Student Signature Date**