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TOPEKA, KANSAS
66611

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www.midwestbarbercollege.com

2020-2021 CONSUMER INFORMATION HANDBOOK

*Consumer information may be updated through the 2020-2021 award year.
Midwest Barber College reserves the right to change the contents of this document at any time as it deems necessary.*



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GUIDE TO CONSUMER INFORMATION

INTRODUCTION

Federal law requires institutions that participate in the Federal Student Aid Programs to provide certain disclosures to enrolled and prospective students as well as employees. This guide also provides access to required consumer information with specific location where additional information is available.

A paper copy of this guide can be requested by contacting the Financial Aid Office on campus. Any prospective students can reach our financial aid office at 785-266-2500

As a school participating in the Federal Financial Aid programs, Midwest Barber College ascribes to the following principles and practices in our effort to facilitate and expedite the delivery of Federal Funds to our students. MBC does not offer loans for tuition. We do however offer an Institution Scholarship. For more information, visit

<https://www.midwestbarbercollege.com/scholarships>

Campus Security Disclosures will also be posted on the bulletin board and will be available on school website.



VIEWING ACCREDITATION

The names of the accrediting body and Institutional licensing agency can be viewed in the main building. Other approval documents for Institutional approval or for the approval of the programs offered by MBC from associations, agencies, and governmental bodies can be viewed upon request to the main office and are posted in the Midwest Barber College catalog.

ACCREDITATION

Midwest Barber College is accredited by the Commission of the Council on Occupational Education (COE)

Council on Occupational Education
7840 Roswell RD Building 300, Suite 325
Atlanta, GA 30350
800-917-2081/T-770-396-3898/F-770-396-3790
www.council.org

Midwest Barber College has been approved by the United States Department of Education to participate in the Federal Pell Grant and Direct Loan Programs.

United States Department of Education
400 Maryland AVE, Southwest Washington, D.C. 20202
1-800-872-5327

A student or any member of the public may file a complaint about this institution to (COE) phone number (770) 396-3898.

APPROVALS

Midwest Barber College has received approval from the following agencies:

Kansas Board of Barbering

Kansas Board of Regents

State of Kansas - Vocational Rehabilitation Services

Veteran's Administration - Vocational Rehabilitation Services

Veteran's Administration - GI BILL



DESCRIPTION OF THE SCHOOL: FACILITIES AND EQUIPMENT

Midwest Barber College has over 4,000 square feet of space with modern facilities and equipment. The college includes two (2) classrooms for both the practical and technical portions of study, a large customer service/clinical floor area for their hands-on training; equipped with 25 barber chairs each equipped with a back bar, stations, mirrors, sinks or shampoo bowls and hair dryers. The Lab training area has 25 individual student stations: 15 with sinks and 10 with shampoo bowls. The Student area is located in the rear of the building and contains a student locker area, lunch and break room equipped with kitchen amenities such as refrigerators, microwaves and study area.

The Learning Resource Center is located within the student classrooms. The reception area has the capacity to hold one (1) to 18 guests with one (1) employee workstation. Two (2) restrooms, a break room for our students where lockers are provided for their use, two (2) storage rooms, laundry facility and vending machines. Maximum class size is 50 students: new class averages between four (4) and eight (8) students. Midwest Barber College has wheelchair access the campus business area is separate from the student education area and contains administration offices and work area. Three (3) offices are for personnel, i.e. director, instructors, and administration.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Midwest Barber College will adhere to the rules of the FERPA policy in that only students or parents of dependent students may review their school records. This information will be released only by written permission of the student or by the parent (s) of the dependent student. To obtain a copy of these records. Mail or present a written request to the Administrative Office at 901 SW 37th Street, Topeka, KS 66611. See example of form on page 7.

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

- (1) The right to inspect and review the student's education records within 45 days of the day the Midwest Barber College receives a request for access.
A student should submit to the Financial Aid Office, a written request that identifies the record(s) the student wishes to inspect. A Financial Aid official will make arrangements for access and notify the student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask MBC to amend a record should write the Midwest Barber College official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If MBC decides not to amend the record as requested, MBC will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment.



Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

EXCEPTIONS ALLOWED UNDER FERPA

- a) The school may disclose education records without a student's prior written consent to school officials with legitimate educational interests.
- b) A school official is a person employed by the school in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted for service (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a **legitimate** educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- c) Upon request, the school may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.
- d) The school may release the educational records of a student to a parent, provided the student is claimed as a dependent for tax purposes and the individual seeking education records meets the definition of "parent" under FERPA. Under FERPA, a "parent" is defined as "a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian." Parents may be asked to submit a signed copy of their most recently filed tax return, which must indicate the student as a dependent on the return.
- e) Under FERPA, the school may disclose to third party's information from the educational records of a student, provided the information is disclosed due to an "articulable and significant threat to the health and/or safety of the student or other individuals."

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

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

Notice of these rights will be published annually in booklet form; notices will also be posted online.

Midwest Barber College does not release any information known as Directory Information.

Visit our website at www.midwestbarbercolleg.com



901 SW 37th ST * Topeka, KS * 785.266.2500 * 785.266.2501 (fax)



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
STUDENT RECORD INFORMATION RELEASE

Student Name: _____ Last 4-digits of SSN: _____ DOB _____

I, the undersigned, hereby authorize Midwest Barber College to release the following educational records and information:

- All Educational Records** – Includes but not limited to, grade reports, GPA, transcripts, performance, and evaluations
- Accounting/Ledger** – Includes tuition and fee balance, financial holds, mailing and billing address, payment plans, ledger statements, collections information and debt information
- Admission** – Includes date of application, program selected, documents received, documents pending, date of admission, admissions status, and condition of admission
- Registration** – Includes current enrollment, dates of enrollment activity, enrollment status, program enrolled in, residency status, and mailing address information.
- Academic Records** – Includes program enrolled in, grades, GPA, progress reports, evaluations, transfer credit (if applicable) and Diploma awarded.
- Other (please be specific)** - _____

TO: _____

Name	Address	City / State	Zip-code
Phone	Fax	E-mail	

I understand that (1) I have the right no to consent to the release of my education records: (2) I have the right to receive a copy of such records upon request: (3) and that this consent shall remain in effect until revoked by me, in writing, and delivered to Midwest Barber College (MBC). Any such revocation shall not affect disclosures previously made by MBC prior to the receipt of any such written revocation.

Student Printed Name	Student Signature	Date
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THIS INFORMATION IS RELEASED SUBJECT TO THE CONFIDENTIALITY PROVISIONS OF APPROPRIATE STATE AND FEDERAL LAWS AND REGULATIONS, INCLUDING 20 USC 1232G, WHICH ALSO PROHIBIT ANY FURTHER DISCLOSURE OF THIS INFORMATION WITHOUT THE SPECIFIC WRITTEN CONSENT OF THE PERSON TO WHOM IT PERTAINS, OR AS OTHERWISE PERMITTED BY SUCH REGULATIONS.

_____ I hereby revoke this authorization for release of information.

Student Printed Name	Student Signature	Date
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Midwest Barber College does not discriminate based on race, sex, age, religion, national or ethnic origin, sexual orientation, disability, marital status or prior military service in connection with the administration of any of its educational, employment, financial aid, scholarships or student activity programs. Nondiscrimination will always be the policy of MBC. The following person is designated to handle inquiries regarding the non-discrimination policies.
Lucy Opit * Director * Midwest Barber College * 901 SW 37th ST * Topeka, KS * 66611 * 785.266.2500 * 785.266.2501 director@midwestbarbercollege.com



ACCESSIBILITY FOR HANDICAPPED CLIENTS OR STUDEEDENTS WITH DISABILITIES

MBC is committed to providing an accessible and supportive environment for students with disabilities, consistent with its obligations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Accordingly, MBC does not discriminate on the basis of disability against otherwise-qualified individuals in any program, service, or activity offered by MBC, and strives to ensure that no otherwise-qualified individual with a disability is excluded, denied services, segregated, or otherwise treated differently than other individuals because of the absence of auxiliary aids or other appropriate services. This applies to all students and applicants for admission to Midwest Barber College. However, accommodations cannot result in an undue burden to MBC or fundamentally alter the requirements essential to a program of instruction.

Midwest Barber College will provide students with disabilities academic adjustments, auxiliary aids and reasonable accommodations that are necessary to ensure students are not denied the benefits of, or excluded from participation in, Midwest Barber College programs.

MBC will make reasonable modifications to its academic requirements that are necessary to ensure that the requirements do not discriminate against students with disabilities. Midwest Barber College will ensure that it provides physical access to students with disabilities. It is also the responsibility of MBC to permit students with disabilities to use service dogs on campus.

The person responsible for implementing these responsibilities is the Director. When a student informs a School staff member that the student is disabled, or needs accommodations or assistance due to disability, the staff member will refer the student to the Director.

RIGHTS AND RESPONSIBILITIES OF STUDENTS WITH DISABILITIES:

STUDENTS WITH DISABILITIES AT MBC HAVE THE RIGHT TO:

- Equal access to programs, activities, and services of the College.
- Reasonable accommodations, academic adjustments, and/or auxiliary aids and services.
- Appropriate confidentiality of all information concerning their disability except as disclosures are required or permitted by law.
- Information, reasonably available in accessible formats. Students with Disabilities at MBC have the responsibility to:
 - Meet the College's qualifications and maintain essential technical, academic, and institutional standards.
 - Inform the College when a known disability makes an accommodation necessary to perform successfully in a particular course or program.
 - Provide appropriate professional documentation that indicates how the disability limits participation in programs, activities, and services of the College.
 - Follow specified procedure for obtaining reasonable accommodation, academic adjustments, and/or auxiliary aids and service.



REASONABLE ACCOMMODATIONS

Midwest Barber College is committed to providing reasonable accommodations and academic adjustments to allow qualified individuals the opportunity to participate in programs, activities, and employment. MBC recognizes that there may be times when students and their instructors, can resolve accommodation requests informally. However, in many cases, such requests require a more formal process with the request being made to and considered by a designated decision-maker, with the opportunity for an appeal. Midwest Barber College will assist with reasonable accommodations and academic adjustments in connection with:

- a disability
- pregnancy, childbirth, or a medical condition related to pregnancy or childbirth
- religious practices
- status as a victim of domestic violence, sex offense or stalking

If you feel any of above considerations pertain to you and would like to present a formal request, please contact the Director of Operations, Shawna Phifer. There may be an intake form for you to complete, as to make a fair and knowledgeable decision.

Midwest Barber College will thoroughly review all requests on a case-by case basis in accordance with applicable federal, state and city law. Midwest Barber College prohibits retaliation against individuals for requesting reasonable accommodations or academic adjustments, appealing decisions concerning such requests, or for making or participating in claims of discrimination.

All requests for accommodations and academic adjustments, and all supporting documentation, including but not limited to medical information, are considered confidential and will be shared with college officials only on a need-to-know basis. Such documentation will only be used to evaluate the requested accommodation. Employee and applicant accommodation documentation will be kept in a separate file in the office of Director of School Operations. Student accommodation documentation will be kept in the office of Students Accounts Manager.

CONSTITUTION DAY AND CITIZENSHIP DAY

Pursuant to legislation passed by Congress, educational institutions receiving Federal funding are required to hold an educational program pertaining to the United States Constitution on September 17 of each year. Midwest Barber College presents programs pertaining to the United States Constitution on September 17 of each year.

VOTER REGISTRATION

MBC recognizes the right to vote is a fundamental part of being a community at work and vital to our democracy. For your convenience, we have identified the state voter registration website below: <https://www.kdor.ks.gov/apps/voterreg/default.aspx> you may also visit their local post office to obtain a voter registration form, or visit the U.S. Election Assistance Commission at: https://www.eac.gov/voter_resources/register_to_vote.aspx%20to



VACCINATION POLICIES

Barbering students attending MBC are required to have a tuberculosis (TB) test certifying that you are free from tuberculosis prior to attending orientation.

FINANCE

Midwest Barber College may choose to evaluate the student and their situation and recommend options to the student only if all other financial assistance has been exhausted and a balance remains on the student's account.

COPYRIGHT INFRINGEMENT POLICY

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

Copyright is a form of legal protection to the authors of original works, in whatever medium, that is provided for by the laws of the United States to the owners of copyright. Copyright law applies to types of works that include, but are not limited, to literary, dramatic, musical, artistic, pictorial, graphic, film and multi-media works. This protection is available to both published and unpublished works. Many people understand that printed works such as books and magazine articles are covered by copyright laws, but they are not aware that the protection extends to software, digital works, and unpublished works and it covers all forms of a work, including its digital transmission and subsequent use.

THE DIGITAL MILLENNIUM COPYRIGHT ACT (DMCA)

The Digital Millennium Copyright Act (DMCA) was enacted into law on October 28, 1998. This act amended the copyright law to provide regulations for works cited in the World Wide Web. This act obligates the College to block access to infringing material when a copyright violation is reported. Students who engage in illegal file-sharing are subject to civil penalties from copyright owners as well as disciplinary action from MBC. Midwest Barber College and individuals can be subject to the imposition of substantial damages for copyright infringement incidents relating to the use of College's network services. In a civil action, the individual infringer may be liable for either actual damages or statutory damages of up to \$30,000 (which may be increased to up to \$150,000 if the court finds the infringement was willful).

In addition, individual infringers may be subject to criminal prosecution. Criminal penalties include up to ten years imprisonment depending on the nature of the violation. Because technology makes it so easy to copy and transmit protected works, copyright is a serious issue.

While Midwest Barber College encourages the free flow of ideas and provides resources such as internet access to support this activity, MBC does not condone the illegal or inappropriate use of material that is subject to copyright protection and covered by state and federal laws.



FOLLOWING ARE SOME EXAMPLES OF COPYRIGHT INFRINGEMENT THAT MAY BE FOUND IN A COLLEGE SETTING:

- Downloading and sharing MP3 files of music, videos, and games without permission of the copyright owner
 - Using corporate logos without permission
 - Scanning a photograph that has been published and using it without permission or attribution
 - Downloading licensed software from non-authorized sites without the permission of the copyright or license holder.
 - Making a movie file or a large segment of a movie available on a web site without permission of the copyright owner
- US Copyright Law allows you to create MP3s only for the songs to which you already have rights; that usually means you purchased the CD or downloaded a file via a subscription service. US Copyright Law allows you to make a copy of a purchased file only for your personal use. Personal use does not mean that you can give, or sell, a copy to other people.

While some copyright holders do give official permission to download MP3 files and you might be able to find a limited number of videos that are not copyright protected. It is also true that some MP3 files are copyright free and some MP3 files can be legally obtained through subscription services. However, most MP3 and video files that are shared do not fall into any of these categories. Peer-to-Peer networks that share files are not allowed to be used on the MBC network. Some examples of the Peer-to-Peer sites include, but are not limited to, LimeWire, Gnutella, Kazaa, Bit Torrent, eDonkey2000, FrostWire, ZTorrent, BearShare, and the Pirate Bay.

If this software is installed on a student's computer who is requesting internet access from Midwest Barber College, the request will be denied. A list of legal alternatives for downloading music, video, images, etc. is available upon request. A list of legal alternatives for downloading music, video, images, etc. is available upon request. A copyright holder represented by organizations such as the Recording Industry Association of America, the Business Software Association, and the Motion Picture Association of America are making serious efforts to stop the downloads of copyrighted music, movies, and software without purchasing it. By using automated systems, the companies or their agents locate possible copyright infringements.

MBC's network has a range of IP addresses and all computers connected to the network have an IP address assigned to it. When we get a violation notice, MBC will locate the IP address and whenever possible, the user of that address. At that point, MBC is required to act on the notification. If a person is determined to have committed copyright infringement while connected to the Midwest Barber College network, the following steps will be taken:

FIRST OFFENSE:

The DMCA Agent will issue a formal written counseling form. The agent will inform the student of the seriousness of the violation and the possible repercussions of further violations. The agent will also inform the student of possible methods to complete their schoolwork while also complying with copyright law. The agent will provide a copy of this counseling form to the student and will retain a copy for three years or until the student is no longer enrolled, whichever is shorter.



ADDITIONAL OFFENSES:

For additional offenses, the student will have all internet access blocked until the Director determines the appropriate sanctions. Sanctions may include, but are not limited to, permanent blockage of internet access, suspension leading up to, and including expulsion. Legal Alternatives Legal Alternatives for Acquiring Copyrighted Material the Higher Education Opportunity Act of 2008 requires an Educational institution to offer legal alternatives to illegal downloading or otherwise acquiring copyrighted material. The institution periodically reviews the legal alternatives for downloading or otherwise acquiring copyrighted material and make the results of the review available to its students through a Web site or other means.

PRIVACY POLICY

Our Privacy Policy was developed as an extension of our commitment to combine the highest-quality products and services with the highest level of integrity. It is designed to assist you in understanding how we collect, use and safeguard the personal information you provide and to help you in making informed decisions when using our site, products, and services.

This Privacy Policy will be continually assessed against new technologies, business practices and our customers' needs. Access to and use of this web site is available only to United States residents who can form legally binding contracts under applicable law. If you do not qualify, you may not use the website. In compliance with the Children's Online Privacy Protection Act of 1998, no one under 13 years of age can use the web site.

If you are a minor between the ages of 13 and 18, you may use the site only in conjunction with your parent, legal guardian, or other responsible adult. As described below, some of your personally identifiable information will be used by us for the purpose of contacting you regarding the information that you have requested. By using the website, you expressly consent to our use of your personal information and also to the disclosure to and use of this information in our efforts contact you and for continued marketing effort by our school and agents charged with communicating with our customers and potential customers. You acknowledge that communications to, from and through this web site are not confidential.

You agree that by submitting communications through this web site, no confidential, fiduciary, and contractually implied or other relationship is created between you and this web site other than pursuant to this Privacy Policy.

WHAT INFORMATION DO WE COLLECT?

Your personal information is used to contact you regarding educational opportunities and products offered by our school. We may store your information for the purpose of communicating with you about the programs and services offered by our school and send you updates if and when they become available. We also use personal information for purposes of administering our business activities, providing customer service, and making other products and services available to our customers and prospective customers. Occasionally, we may also use the



information we collect to notify you about important changes to the web site, new services, and special offers we think you will find valuable.

We collect personally identifiable information you voluntarily choose to disclose and aggregate information that is automatically collected when you visit the web site. Personally, identifiable information refers to information that tells us specifically who you are and is collected when you choose to request information from our school. This information can include your name, address, phone number, current email address, programs of interest and other information you choose to provide. If you choose to correspond with us through email, we may retain your email address and messages together with our responses. Like many websites, we use “cookies”. Cookies are small programs that we transfer to your hard drive that allow us to recognize you and to pass information about your website visit to different portions of this website. If you do not want us to use cookies, you can easily disable them by going to the toolbar of your web browser and clicking on the “help” button. Follow the instructions that will prevent the browser from accepting cookies or set the browser to inform you when you receive a new cookie. In addition, you may visit this and other websites anonymously through the use of utilities provided by other private companies.

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

For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

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

NON-DISCRIMINATION POLICY

Midwest Barber College does not discriminate based on race, sex, age, religion, national or ethnic origin, sexual orientation, disability, marital status or prior military service in connection with the administration of any of its educational, employment, financial aid, scholarships or student activity programs. Nondiscrimination will always be the policy of MBC.

It is the policy and practice of Midwest Barber College to comply with the American with Disabilities Act of 1990, Section 504 of the Rehabilitation Act, and state and local requirements regarding students and applicants with disabilities. No qualified individual with a disability shall be denied access to or participation in services, programs and activities of the Organization.

If you feel you have been discriminated against, please submit complaints to:
Kansas Board of Barbering * 700 SW Jackson Ave Suite #1002 Topeka, KS 66603 / 785-296-2211
Form is included in the Student Manual



Title VI of the Civil Rights Act of 1964 prohibits discrimination on the bases of race, color, and national origins in programs and activities receiving federal financial assistance. For more information, visit <https://www2.ed.gov/about/offices/list/ocr/docs/hq43e4.html>

PROGRAMS AND COST

COST OF ATTENDING THE INSTITUTION – TUITION AND FEE SCHEDULE

Midwest Barber College offers programs in Barbering and Industry Related: Barbering.

BARBERING - 1500

This program is a Minimum of 1500 hours [which equals approximately 52 weeks / One (1) Full Year of full time training] and is designed to prepare the student who graduates the course to pass the State Examination and enter the field as an entry level, licensed Barber. (Program is Financial Aid eligible)

INDUSTRY RELATED: BARBERING - 500

This program is designed for Licensed Cosmetologists to complete a minimum of 500 hours [which equals approximately 20 weeks / Five (5) months of full-time training] and is designed to prepare the student who completes the course to pass the State Examination and enter the field as an entry level, licensed Barber. (Program is Financial Aid eligible)

Course outlines are available at :<https://www.midwestbarbercollege.com/programs#enrollment>

For more information about our graduation rates, the median debt of students who have completed the program, and other important information, please visit our website at <https://nces.ed.gov/collegenavigator/?id=493831>

SCHOOL CALENDAR AND HOLIDAYS

NEW CLASSES START

Classes begin the 1st Tuesday of each month.

(*If the 1ST Tuesday falls on a holiday – class will start the following week on Tuesday.)

Kansas Board of Barbering approved holidays – All students, Faculty and Staff will observe holidays specified in the planning calendar.

To provide a guideline for use and observance of holidays. All students, faculty and staff will observe holidays specified in the planning calendar, which is published by the Administrator as noted below:



THE COLLEGE IS CLOSED TO COMMEMORATE THE FOLLOWING HOLIDAYS:

New Year's Eve – Depending on the day of the week – December 31st
New Year's Day – January 1st
Independence Day – July 4th and July 5th
Thanksgiving Day (Thursday) and the following day (Friday)
Christmas Eve – December 24th Christmas Day – 25th

****NO HOURS ARE GIVEN FOR HOLIDAYS**

The college is also CLOSED to recognize/acknowledge Constitution Day – Per requirement of The Department of Education - September 17th

THE COLLEGE IS CLOSED TO PUBLIC HOLIDAYS:

On the following holidays, when the college is closed to the public, employees may work.
Martin Luther King's Birthday – Third Monday in January Memorial Day – Last Monday in May
Labor Day – First Monday in September
Holiday designated for use during the Winter Break
President's Day – Third Monday in February Veteran's Day – November 11th

OTHER CLOSING DAYS IN-SERVICE DAYS:

You will be notified two (2) weeks in advance of these days WINTER WEATHER-Notification of Closure USD501 **If it is a non-school day for the district you will be notified by text message; it is important that we have your current phone number on file

COURSE SCHEDULE INFORMATION

Course schedule information is available upon request to any school representative or school director.
Emergency Notification In the event of a campus closure the method of alerting the school community without delay is through text, local media, and campus information boards. For more information, please see the Annual Security Report located at www.midwestbarbercollege.com

EMERGENCY NOTIFICATION

In the event of a campus closure the method of alerting the school community without delay is through text, local media, and campus information boards.

For more information, please see the Annual Security Report located at <https://www.midwestbarbercollege.com/>



FACULTY

INSTRUCTOR QUALIFICATIONS

Each member of our staff is dedicated to the success of our enrolled students. All educators are trained in all educational areas offered in their respective programs. Midwest Barber College instructional staff members possess a minimum of three years of experience, education and training in current practices of the subject. MBC's educators are licensed by the Kansas Board of Barbering. Kansas instructional staff members meet all requirements of Kansas state law to become an educator in Kansas. A score of 75% is required for licensure as an instructor in the State of Kansas.

SUBSTITUTES

Day and evening faculty alternate schedules to accommodate absences at any location. Substitute educators meet state and/or licensure requirements in order to instruct students in their respective programs.

ADMISSIONS REQUIREMENTS

Midwest Barber College, an equal opportunity institution, admits any student regardless of race, religion, ethnicity, color, national origin, age, disability, sex or sexual orientation who has met all program admission requirements. These requirements include:

- Reached their 16th birthday
- Must have a valid State ID, or Driver's License AND another form of Government Issued Identification
- Application for admission completed by the applicant including 3 references with name, address, and phone number.
- Proof of earned High School Diploma, GED or recognized equivalent
(REQUIRED BY THE STATE OF KANSAS)
- A statement from a licensed physician documenting the absence of Tuberculosis
(REQUIRED BY THE STATE OF KANSAS)
- Has NOT been convicted of a sexually related crime or any crime against a child
- **{For Industry-Related: Barbering License ONLY}** A copy of your **CURRENT** Cosmetology License
- Provide proof of English proficiency. Domestic students providing high school diplomas or documentation of equivalents meet this requirement.
- All required documentation that is not in English must be accompanied by a certified English translation.
- MBC reserves all rights to review all applicant requests for admissions.
- With cause the College Administration and/or the Campus Director may deny admission.



ACADEMIC PROGRAMS & STUDENT ELIGIBILITY

Prospective students are required to visit the school, take a tour of the school and complete the necessary application materials. Each prospective student is provided a catalog and consumer information. Midwest Barber College will only enroll students that have visited the school in person.

As part of the formal enrollment process, prospects are required to complete an application for admission, interview with admissions, the Director of the college and pay a nonrefundable \$50 application/registration fee. *Once enrolled, this fee is applied to your tuition cost.*

HIGH SCHOOL COMPLETION STATUS

To verify this item, the applicant will submit one of the following:

- copy of a high school diploma
- copy of a final, official high school transcript that shows the date when the diploma was awarded
- copy of a General Educational Development (GED) certificate
- certificate of a passing score on a test that the student's state authorizes and recognizes as the equivalent of a high school diploma. This includes tests similar to the GED, such as the High School Equivalency Test or the Test Assessing Secondary Completion.
- copy of the "secondary school leaving certificate" or similar document obtained from the appropriate government agency, for students who completed secondary school in a foreign country.
- copy of a secondary completion credential for homeschool

HOME SCHOOLING

Though homeschooled students are not considered to have a high school diploma or equivalent, they are eligible to receive FSA funds if their secondary school education was in a home-school that state law treats as a home or private school.

Some states issue a secondary school completion credential to homeschoolers. If this is the case **in the state where the student was homeschooled**, he/she must obtain this credential to be eligible for Title IV funds if the state requires it.

You may rely on a homeschooled student's self-certification that they completed secondary school in a homeschool setting. The student can include in his/her homeschooling self-certification that he/she received this state credential.

-Has completed homeschooling at the secondary level as defined by state law.

-Has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education



VERIFICATION OF HIGH SCHOOL DIPLOMA

Midwest Barber College will verify the authenticity of the high school diploma prior to enrollment. If the diploma cannot be verified, the student may be asked to provide a final high school transcript showing the dates of entrance and graduation and the courses completed.

GED CERTIFICATION

To obtain a copy of your GED transcripts you will need to go to www.ged.com
Visit: www.kansasregents.org in the search bar enter GED for general information

To obtain a GED:

Let's Help Inc
200 S Kansas Ave * Topeka, KS 66603
785-670-2390

Washburn Tech
5724 SW Huntoon Building A * Topeka, KS 66604
785-670-2390

Washburn Tech East
2014 SE Washington ST * Topeka, KS 66607
785-670-3380

GEDWorks at www.ged.com



BARBERING (Program is Financial Aid eligible)

This program is a **Minimum** of **1500 hours** [which equals approximately 52 weeks / One (1) Full Year of full-time training] and is designed to prepare the student who graduates the course to pass the State Examination and enter the field as an entry level, licensed Barber.

COURSE OUTLINE

350 HRS	History of Barbering Fundamentals Professional Ethics and Hygiene Grooming and First Aid Anatomy: Hair, Skin, Scalp and Structure of the Head Chemistry relating to Sanitation, Sterilization and Bacteriology Electricity as Applied to Barbering Economics of Shop Management
1000 HRS	Practical Work Shaving, Facials and Massage Honing and Stropping Men’s and Women’s Haircutting and Styling Permanent Waving Hair Tinting: Temporary, Semi permanent and Permanent
150 HRS	Shop Management
1500 Hours	Business Training and laws related to Kansas Board of Barbering TOTAL

PROGRAM COST

Tuition.....	\$16,000.00
Equipment (Kit) & Supplies	1355.00
Uniform – 3 Custom T-shirts / 1 Custom Apron / 2 Black pants.....	145.00
Chromebook with Barbering MindTap by Milady.....	600.00
Administrative Fees.....	150.00
State license fees.....	235.00
TOTAL.....	\$18,485.00

***Fees are payable to Midwest Barber College and the college is responsible for processing licenses and application with the Kansas Board of Barbering**

***Awarded upon graduation – Certificate of Diploma, in the Art and Science of Barbering**



PROGRAM OVERVIEW

This program focuses on the whole subject of Barbering and Hairstyling. The program is designed and developed to provide students the skills and knowledge required to pass the Kansas State Board Licensing Examination and for maintaining a successful employment as barbers. This includes preparing students for entry level positions in the barber industry in such occupations as hair stylists, hair colorists, chemical applicators, specialists for men facial and shaving procedures, barber shop ownership, shop management, and barber product sales representatives. The Program consists of fifteen hundred (1500 Clock Hours) of technical instruction and practical operations covering the art of barbering. The duration of the program is about twelve months.

PROGRAM MISSION

The mission of Midwest Barber College is to inspire its students by creating and maintaining a student entered occupational environment which culminates in gainful employment.

PROGRAM PHILOSOPHY

The Barber Program supports the mission of the College and adheres to the belief that people are social spiritual beings who have needs basic to their well- being and the program philosophy is sustained by individuals dedicated to customer focus and satisfaction through continuous improvement.

PROGRAM OUTCOMES

Upon successful completion of the program as a Graduate, the Barber will be able to perform the following:

- Apply safety and infection control procedures
- Identify hair and scalp disorders
- Perform haircutting services
- Demonstrate shaving and other facial hair removal techniques
- Perform male facial procedures
- Perform texture services
- Perform hair color services
- Demonstrate hair styling and finishing techniques
- Adhere to the current Kansas administrative codes and statutes for barbers and
- Demonstrate interpersonal skills for success

PROGRAM OBJECTIVES

Students will be trained by using both theory and practical work to assist them in gaining all the skills necessary to become a successful barber.

- To train the Students to pass the State Board Examination
- To train the students to be able to perform in barber related occupations
- To train the students to acquire good and cordial employer and employee relationship and the means to communicate effectively
- To train the students to acquire the skills necessary to work as a professional barber in a barber shop or salon upon successfully passing the State Board Examination



REQUIREMENTS

A student seeking admission to the Midwest Barber College must have the following:

- Attend an interview with the Admissions Officer
- Provide a National Identification or Military Discharge Identification or the State of Kansas Identification
- Provide completed admission application
- Has not been convicted of a sexually related crime
- Provide transcripts from previous schools, if any
- Provide a statement from a licensed physician documenting the absence of Tuberculosis
- Possess a High School Diploma or GED
- Provide a letter of convictions or Journal Entry of Sentencing

BARBERING CURRICULUM

The program consists of 1,500 clock hours 363 of these are theory and 837 are in practical work, and additional 300 are for state board exam preparation.

**See chart on following page.*



Kansas Board of Barbering Policy and Procedure KANSAS BARBER MINIMUM CURRICULUM (1,500 Hours)		
REQUIRED SUBJECTS IN COURSE OF STUDY	Minimum Hours of Supervised Practice on Clinical Floor	Minimum Hours of Demonstration & Lecture in Classroom
Scientific Fundamentals of Barbering		150
Histology of the Hair and Skin		10
Anatomy, including particularly structure of the head, face and neck		10
Skin, Scalp and Hair and their Common Disorders		10
Electricity as applied to Barbering		2
Elementary Chemistry in Relation to Sterilization and Antiseptics		10
Chemistry and Pharmacology		2
Sanitation and Sterilization	10	10
Hygiene and First Aid		5
Bacteriology		5
Scalp Care and Shampooing	30	5
Instruments		5
Economics, Equipment and Shop Management		15
History of Barbering		5
Singeing and Hair Tonics	1	1
Soaps, Shampoos, Creams, Lotions and Tonics		5
Facials, Massages and Packs	20	5
Honing and Stropping	1	1
Shaving	100	20
Haircutting	600	25
Hair Styling and Arranging	30	10
Permanent Waving	20	10
Coloring Bleaching Tinting and Dyeing the Hair	25	17
Law and Ethics		25
MINIMUM TOTAL OF EACH	837	363
ADDITIONAL STATE BOARD EXAM PREPARATION HOURS = 300 HOURS	TOTAL HOURS	1500



INDUSTRY RELATED: BARBERING {ONLY} *(Program is Financial Aid eligible)*

This program is designed for Licensed Cosmetologists to complete a minimum of 500 hours [which equals approximately 20 weeks / Five (5) months of full-time training] and is designed to prepare the student who completes the course to pass the State Examination and enter the field as an entry level, licensed Barber.

COURSE OUTLINE

- History of Barbering
- Fundamentals
- Anatomy: Structure of the Head, Face and Neck
- Bacteriology
- Electricity as Applied to Barbering
- Singeing and Tonics
- Honing and Stropping
- Shaving
- Haircutting
- Laws related to Kansas State Board and Barber Examiners

500 Hours

TOTAL

PROGRAM COST

Tuition.....	\$3715.00
Equipment (Kit) & Supplies	1355.00
Uniform – 3 Custom T-shirts / 1 Custom Apron / 2 Black pants.....	145.00
Administrative Fees.....	50.00
State licensing Fees.....	235.00
TOTAL.....	\$6,100.00

***Fees are payable to Midwest Barber College and the college is responsible for processing licenses and application with the Kansas Board of Barbering**

***Awarded upon graduation – Certificate of Diploma, in the Art and Science of Barbering**

PROGRAM OVERVIEW

This program focuses on the whole subject of Barbering and Hairstyling. The program is designed and developed to provide students the skills and knowledge required to pass the Kansas State Board Licensing Examination and for maintaining a successful employment as barbers. This includes preparing students for entry level positions in the barber industry in such occupations as hair stylists, hair colorists, chemical applicators, specialists for men facial and shaving procedures, barber shop ownership, salon management, and barber product sales representatives. The Program consists of six hundred (600 Clock Hours) of technical instruction and practical operations covering the art of barbering. The duration of the program is about five months.



PROGRAM MISSION

The mission of Midwest Barber College is to inspire its students by creating and maintaining a student-centered occupational environment which culminates in gainful employment.

PROGRAM PHILOSOPHY

The Barber Program supports the mission of the College and adheres to the belief that people are social spiritual beings who have needs basic to their well-being and the program philosophy is sustained by individuals dedicated to customer focus and satisfaction through continuous improvement.

PROGRAM OUTCOMES

Upon successful completion of the program as a Graduate, the Barber will be able to perform the following:

- Apply safety and infection control procedures
- Identify hair and scalp disorders
- Perform haircutting services
- Demonstrate shaving and other facial hair removal techniques
- Perform male facial procedures
- Perform texture services
- Perform hair color services
- Demonstrate hair styling and finishing techniques
- Adhere to the current Kansas administrative codes and statutes for barbers and
- Demonstrate interpersonal skills for success

PROGRAM OBJECTIVES

Students will be trained by using both theory and practical work to assist them in gaining all the skills necessary to become a successful barber.

- To train the Students to pass the State Board Examination
- To train the students to be able to perform in barber related occupations
- To train the students to acquire good and cordial employer and employee relationship and the means to communicate effectively
- To train the students to acquire the skills necessary to work as a professional barber in a Barber shop or salon upon successfully passing the State Board Examination



REQUIREMENTS

A student seeking admission to the Midwest Barber College must have the following:

- Attend an interview with the Admissions Officer
- Provide a National Identification or Military Discharge Identification or the State of Kansas Identification
- Provide completed admission application
- Has not been convicted of a sexually related crime
- Provide copy of current/valid Cosmetologist License
- Provide a statement from a licensed physician documenting the absence of Tuberculosis
- Possess a High School Diploma or GED and
- Provide a letter of convictions or Journal Entry of Sentencing

INDUSTRY-RELATED BARBERING CURRICULUM

The program consists of 500 clock hours, 73 of these are theory and 427 clock hours of these instructions are in practical work for State Board Testing Preparation. These clock hours are as stated. *See chart below

Kansas Board of Barbering Policy and Procedure INDUSTRY-RELATED MINIMUM ADDITIONAL CURRICULUM (600 Hours) Adopted by Board July 28, 2016		
REQUIRED SUBJECTS IN COURSE OF STUDY	Minimum Hours of Supervised Practice on Clinical Floor	Minimum Hours of Demonstration & Lecture in Classroom
Anatomy, including particularly structure of the head, face and neck		10
Electricity as Applied to barbering		2
Bacteriology		5
History of Barbering		5
Singeing and Tonics	1	1
Honing and Stropping	1	1
Shaving	100	20
Haircutting	325	29
TOTAL OF EACH	427	73
TOTAL NUMBER OF HOURS (MINIMUM) 500		



CAREER SERVICES

PLACEMENT ASSISTANCE

Like any credible institution, Midwest Barber College cannot guarantee employment after graduation. One of our primary goals is to provide the specialized, intensive training that will make our certified and/or licensed graduates highly employable. Midwest Barber College works closely with Barber shop and salon owners and employers throughout the local regions so that all licensees are given an opportunity to secure a position that is the right one for them. Throughout your training, job search training is incorporated in your classes, Job Placement is available if you have questions or need any assistance while you are in school.

During your training, you will learn about the different Barber shops, salons and spas that are available, interviewing procedures, how to complete a job application, resumé preparation, and other valuable points you will need to know to help you land a great job after you are licensed. As you approach graduation, Local Barber shop owners are invited to conduct interviews and recruit. Job placement assistance remains an option for you even if you have been out of school for a while. Graduates are encouraged to keep in touch with MBC and provide employment updates and are always welcome to call for any information that MBC can assist with. Although the Midwest Barber College work closely with our graduates through our placement assistance program, MBC cannot guarantee employment. Our Admission Advisor conducts graduate follow-up.

Find more information about some of our alumni info at: <https://www.midwestbarbercollege.com/testimonials-1>

TYPES OF EMPLOYMENT OBTAINED BY GRADUATES

THERE ARE MANY OPPORTUNITIES FOR INDIVIDUALS ENTERING THE INDUSTRY UNDER THE REALM OF BARBERING,
Barber shop owner
Barber/Stylist to stars on TV or film
Spas
Cruise ship Barber/Stylist
Product Sales Specialist
Barber Instructor
Barber school owner

The most successful graduates possess several personal qualities in addition to their acquired skills. These valuable qualities include but are not limited to a variety of business and marketing skills, including above-average people skills, good communication abilities, a sound work ethic and confidence.

The salary structure within the fields of Barbering is very diverse. Actual income on such factors as the particular fields you have chosen, the area you choose to work, whether you will work full time or part time, commission, salary, bonus or other incentive system, or whether you choose to own your own business will vary your salary.



For current information in your area, consult the JOB OUTLOOK INDEX at your local library, or visit <http://online.onetcenter.org/> or <http://careeronestop.org>

TRANSFER CREDIT POLICIES

Transfer of credits is at the discretion of the receiving institution. MBC's policy for the receiving of credits from another institution is available in our catalog located at www.midwestbarbercollege.com

TRANSFER STUDENTS WITHIN THE INSTITUTION TRANSFER OF CREDIT

RE-ENTRY STUDENTS

- Students who withdrew may re-enter into the program without the loss of program clock-hours provided it is within six (6) years from the date of withdrawal.
- Students being readmitted to the school must complete an Application for Admission prior to the beginning of the session for which enrollment is sought. The application must be accompanied by the applicable non-refundable fee.
- Students who are eligible for readmission and who attended MBC in the past will be considered a transfer student. To be eligible for unconditional readmission, students must have earned at least a 2.5 cumulative grade point average on all work attempted at MBC. If this condition is not satisfied, applicants for readmission will be placed on academic probation.
- Satisfactory Academic Progress (SAP) evaluation periods are based on actual contract hours at the institution.
A) Before 180-days/6 month return in the same Payment Period the student left, same SAP and same contract
B) After 180-days/6 months student returns as a transfer student with the approved amount of transfer hours and new contract
- All student records are the responsibility of the said student. MBC reserves the right to evaluate the previous enrollment to verify the student was in good standing and their tuition account paid up to the last date of attendance before the student is accepted for re-enrollment.
- Students will be readmitted under the curriculum in effect at the time of readmission.
- The institution reserves the right to evaluate the previous enrollment to verify that the student was in good standing and their tuition account paid up to the last date of attendance before the student is accepted for re-enrollment.
- Students eligible for readmission under a different program must meet all program requirements for admission to that program



TRANSFER STUDENTS FROM OTHER INSTITUTIONS

When a student has received training in another school or program that meets and complies with the educational regulations governed the Kansas Board of Barbering as per the laws of the State of Kansas, credit will be given. A minimum of 500 of the total hours required 1500 for completion must be earned at Midwest Barber College. Only official transcripts from a Barber college that is recognized by the Kansas Board of Barbering will be accepted by Midwest Barber College. Accredited information is usually printed under the name of the institution on the front of the transcript and/or in the transcript legend on the back of the transcript. Official transcripts are those sent directly from the sending institution's registrar's office to the Administrative Office of MBC. MBC will not accept transcripts stamped "Issued to Student."

Authenticity checks of official transcripts must be performed by the Administrative Office Staff. The signature on transcripts received and the date of issue must be checked. A statement regarding authenticity of signature is usually printed on the transcript. The authenticity of the paper on which the transcript is printed should be checked. The color of the paper and authenticity test are usually printed on the transcript.

The institution's seal or a statement regarding the seal is usually printed on the front of the transcript Students who have been suspended for academic or disciplinary reasons ARE NOT eligible for transfer. The decision to accept a student who has been suspended for disciplinary reasons will be the determination of the Administrator, the Advisory committee, and the Lead Instructor. The severity of the reason for a disciplinary suspension may have an impact on the decision to accept a student for enrollment in MBC

TRANSFER OR ARTICULATION AGREEMENTS

Midwest Barber College has not entered into an articulation agreement with any other institution.

FINANCIAL AID INFORMATION

CODE OF CONDUCT

Our employees with Title IV loan responsibilities adhere to a code of conduct policy. This policy is available here and prohibits conflicts of interest for our financial aid personnel. MBC staff are required to comply with this Financial Aid Compliance Code of Conduct - MBC is committed to ensuring the integrity of its employees and students with respect to all aspects of its schools and operations. The position you hold within MBC is evidence of the trust we have in you. Compliance with all applicable laws, regulations, and MBC policies and procedures, and performance of duties according to the highest standards of honesty and integrity, is expected of all of us. This Code of Conduct for Financial Aid Compliance professionals applies to all MBC employees who are employed in a compliance role. If you violate provisions of the Code of Conduct, you subject yourself to discipline, up to and including termination of your employment. If you do not understand or if you have any questions about MBC policies and procedures, a school Catalog, or this Code of Conduct, you should contact your supervisor, or school director. For more information, click on the link below.

<https://www.midwestbarbercollege.com/policies>



INCENTIVE COMPENSATION PROHIBITION

Midwest Barber College does not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any individual or entity engaged in recruiting or admission activities or in making decisions about awarding FSA program funds. The incentive compensation prohibition applies to all individuals with responsibility for recruitment or admission of students or making decisions.

SYSTEM OF CHECKS AND BALANCES

MBC ensures that its administrative procedures for the FSA programs system of internal checks and balances is in compliance with Department of Education regulations by separating the functions of authorizing payment and disbursing or delivering funds so that no single person exercises both functions for any student receiving FSA funds. about awarding FSA funds.

NET PRICE CALCULATOR:

The Net Price Calculator can be located at www.college.com It can also be located at:
<http://nces.ed.gov/collegenavigator>

PRINCIPLES AND PRACTICES OF FINANCIAL AID ADMINISTRATION

MBC FINANCIAL AID OFFICE:

Midwest Barber College provides financial Aid access to those who qualify. Abiding by federal and institutional guidelines, Midwest Barber College seeks to meet our students' financial need and help students make responsible financial decisions. MBC is committed to providing our students with information they need to make college as affordable as possible. Midwest Barber College's Financial Aid Office is available to help make educational goals attainable. Students must file a Free Application for Federal Student Aid at <http://fafsa.ed.gov/> to determine financial need. All applicants must be United States Citizens or eligible non-citizens. The College has the right to deny any student Federal Loans if the loans are deemed to be detrimental to the student's financial situation. A financial aid administrator is available during the designated hours of operation to assist any prospective student in determining their financial need. Student financial aid at Midwest Barber College is calculated at full-time status, which is defined as completing a minimum of 900 clock hours. If students attend less than full-time status, their financial assistance may be recalculated.



A student wishing to apply for federal financial aid may pick up a Free Application for Federal Student Aid can contact the Financial Aid Office is located at 901 SW 37TH Street Topeka, KS.

It is open Tuesday through Saturday from 9:00am until 4:30pm. Students and prospective students may obtain forms, budgets and any other information during regular office hours.

Midwest Barber College employs Financial Aid Services, INC., PHONE. (800) 432-7462, as a third-party servicer to process Federal Student Financial Aid.

RIGHTS OF RECEIVING FINANCIAL AID

At MBC, we believe in the possibility of higher education for everyone by assisting our students to obtain all the financial aid they may qualify for.

AS A U.S. CITIZEN OR ELIGIBLE NON-CITIZEN, APPLICANTS AND STUDENTS HAVE THE RIGHT TO:

- Apply for aid
- Know their eligibility for aid
- Accept and decline federal aid being used for institutional charges other than tuition and fees
- Use aid to purchase books and other educationally related materials
- Know refund dates
- Petition if they have mitigating circumstances that caused them to lose eligibility

Applicants' eligibility is determined by information reported on the Free Application for Federal Student Aid (FAFSA). Students can complete a FAFSA at <http://www.fafsa.ed.gov>. For more information contact: MBC Financial Aid Office.

CITIZENSHIP VERIFICATION

The Department of Education matches all applications with the Social Security Administration (SSA) to determine if a student is a U.S. citizen or the Department of Homeland Security to determine if the student is an eligible non-citizen. The application records, for students who have data that does not match or citizenship that cannot be confirmed, will be flagged with a C code. The Financial Aid Administrator will request the student to provide original documentation to prove they are a U.S. citizen or eligible non-citizen.

PERMANENT RESIDENT DOCUMENTATION:

If you are not a U.S. citizen, and do not receive primary confirmation on the ISIR, our FAA must make photocopies of the original INS documents which demonstrate your permanent residence. You will then complete Form G845 and send to INS for secondary confirmation before aid can be disbursed.

For students under the Family Unity Program, two I-797's must be presented to our financial aid office to check further for eligibility.



FINANCIAL AID PROGRAMS

We have previously discussed the basic factors for determining who receives financial aid. Each individual program has regulations which further affect your eligibility and the amount you may receive in each. At MBC, based on a single application, the Free Application for Federal Student Aid (FAFSA), accompanied by the income documentation, our Financial Aid Administrator will consider you for the programs which you are applying for.

GENERAL STUDENT ELIGIBILITY REQUIREMENTS:

- You must have a valid social security number.
- You must be a U.S. citizen or eligible non-citizen.
- You must be a regular student enrolled or accepted for enrollment in an eligible program for the purpose of obtaining a degree or certificate.
- You must meet the academic qualifications for study at the postsecondary level. (High school diploma, GED)
- You must be beyond the age of compulsory school attendance.
- You have not been convicted of a drug-related offense that affects eligibility for SFA aid.
- If you are a male, you must be registered with Selective Service.
- You must not be enrolled solely in a remedial program.
- You must be maintaining satisfactory academic progress.
- You must not be in default and must not owe an overpayment on a Title IV loan or grant.
- You must not have borrowed in excess of loan limits.
- You must not be a member of a religious order.
- If enrolled in a correspondence course, that course must be part of an eligible program.
- You must have financial need (except for Unsubsidized and PLUS loans).
- Verification must have been completed, if required.
- You are not enrolled in elementary or secondary school.
- You neither are incarcerated (loans) nor incarcerated in a Federal or state penal institution (all programs)

If you meet all of the eligibility requirements, you should read the instructions thoroughly and complete each question on the application. Applicants must pay close attention to the questions about your dependency status and income because these are the areas where most mistakes are made. The length of the program for which you are enrolled will determine under which award year you will apply.

The award year covers the period from July 1 through June 30. If your course extends beyond June 30, your award eligibility will be calculated for the portion of the program to be completed through June 30. In order to receive the remainder of your award, you must file a Free Application for Federal Student Aid for the next award year when the applications become available.



To fill out the application, you will need certain records. The most important record is your base year (usually the prior year) tax return. You will need your tax return, your parents' tax return (if you are dependent), and your spouse's tax return (if you are married). You may also need copies of your W-2's, mortgage information, social security benefit statements and other agency benefit records.

You should apply as soon as possible. You may have to confirm or correct the information reported and return it to be reprocessed. This could cause a delay in the awarding process. You may also have to verify some of the information you reported on the application. Since your application is processed electronically, MBC will receive an Institutional Student Information Report (ISIR) within a short time after the Financial Aid Services (our third-party servicer) receives your application. The information given on this report will be used to determine your eligibility for Federal Student Aid.

In addition to completing a FAFSA, you may be required to fill out additional forms during your initial interview with our Financial Aid Administrator. These forms gather personal information and are to remain in your file at MBC.

AWARDING OF TITLE IV, HEA PROGRAMS

All Title IV funds are awarded based on the information received from the FAFSA. You must complete the FAFSA to be eligible. To complete the free FAFSA, Student/parents will provide two years prior tax return documents. Free Application for Federal Student Aid (FAFSA) can be found at www.fafsa.ed.gov

After the FAFSA has been completed, an output document will be created. Two to three business days Midwest Barber College financial aid office will receive the FAFSA data electronically in a document called an Institutional Student Information Record (ISIR) and the student will receive a Student Aid Report (SAR). The output document will provide information about the student and family including a calculate Expected Family Contribution (EFC), written comment identifying specific information about the applicant data submitted.

For those students selected for federal verification or determined to have conflicting information, the applicant moves to review. All applicant data is reviewed for accuracy and an IRS Tax Transcript and additional documentation may be required to resolve any conflicting information. After the information and data are reviewed and any conflicting information is resolved, the file is coded 'verification complete' and the applicant is ready to be packaged.



FINANCIAL NEED

The difference between the Cost of Attendance and the Expected Family Contribution/Resources is considered financial need. MBC will assist students and their families in trying to meet their financial need by offering a combination of grants, scholarships, and loans to those who qualify.

– Expected Family Contribution (EFC) / Resources

-Financial Need

COST OF ATTENDANCE

The cost of attendance for our campus is calculated based on the following: Tuition, Books, Fees, Room and board, Personal Expenses, and transportation expenses. These fees are calculated for each academic year.

Budget information for the 2020-2021 award year is based upon the national average provided by the US City Average consumer price index.

Room and Board \$1,045 per month	(Dependent student living at home)
Room and Board \$1,509 per month	(All others)
Personal Expenses \$293 per month	\$323 (All others)
Transportation \$484 per month	\$90 (All others)

These fees are multiplied by the number of months in the student's academic year to determine their cost of attendance. The information above is an abbreviated overview of tuition and fee information.

For a comprehensive listing of tuition and fees by program please refer to the most recent catalog located at www.midwestbarbercollege.com

Per Federal regulations, a student's financial aid (grants, work-study, loans) and scholarships/resources cannot exceed the Cost of Attendance (Cost of Attendance includes Tuition and Fees, Room and Board, Books and Supplies, Personal Expense, and Transportation.).

Pell Grant will be awarded based on the student's EFC on Pell guideline table publish by Department of Education yearly. Eligibility for Subsidized and/ or Unsubsidized Direct Loans will be calculated and added to the package. Any fund received from other sources must be reported, if an adjustment must be made to the aid offered, it will normally be a reduction of a loan.



EXPECTED FAMILY CONTRIBUTION (EFC)

The Expected Family Contribution (EFC) is a measure of your family's financial strength and is calculated according to a formula established by law. Your family's taxed and untaxed income, assets, and benefits (such as unemployment or Social Security) are all considered in the formula. Also considered are your family size and the number of family members who will attend college during the year.

Note about EFC: Your EFC is not the amount of money your family will have to pay for college nor is it the amount of federal student aid you will receive. It is a number used by your school to calculate the amount of federal student aid you are eligible to receive.

VERIFICATION

Verification is a process to confirm the information students, and if applicable parents, provided on the (FAFSA) Free Application for Federal Student Aid. Verification selection can be random or because FAFSA data was incomplete, estimated, or inconsistent. The U.S. Department of Education selects students for the verification process: however, an institution also could select students to complete the verification process. MBC verifies all students selected by the Department of Education. If a student is selected for verification, MBC requires that the student provide documentation to confirm the information reported on your FAFSA. This will include a verification worksheet and may include a copy of a tax transcript or tax return. If the student is a dependent student, we may also request a copy of the parent's tax transcript or tax return. Additional documentation that may be requested for verification may include but are not limited to the following: household size, number in college, child support paid or received, food stamps recipient, high school completion status and/or identity/statement of educational purpose.

The student will be notified by the Financial Assistance Administrator if they have been selected for verification. The notification to the student will explain what documentation the student will need to provide to the Financial Aid office to complete verification and how they may obtain and provide such information. All documentation requested by Midwest Barber College in connection with financial aid verification must be provided to the Financial Aid Office within 15 days, which may be extended, if the student can show that there is a good reason for the deadline to be extended. Students who fail to provide all required documentation to the financial aid office may not be eligible to receive federal student aid in their current term and in the future.

Failure to provide the requested documentation may also prevent the student from correcting erroneous information on record with the Department of Education. If the data reported on the FAFSA is confirmed, the Financial Aid Office can determine the eligibility for financial aid and may prepare an award letter. If the College finds differences between the data reported on the FAFSA and the information submitted, corrections to the FAFSA may be required. If assistance from students is required, a Financial Aid Administrator will contact students and notify them of the corrections process.



MBC will submit corrections to the Department of Education via our third-party servicer Financial Aid Services, Inc. Once corrections have been completed and the school receives a verified estimated family contribution (EFC), we may prepare an award letter.

If due to the verification process, a student's EFC changes and results in a change in the amount of the applicant's federal financial aid award, the student will be notified of such changes in writing. Students are advised that MBC will report to any potential fraud or falsified information (on the part of the student, the parent, preparer of financial aid applications, or related parties) to the Department of Education, Office of Inspector General.

Anyone who suspects fraud or abuse may make a confidential report by contacting the Office of Inspector General at 1-800- MIS-USED (1-800-647-8733) or online at <https://oighotlineportal.ed.gov>

OIG REFERRALS

MBC will refer to the Department's Office of Inspector General (OIG) any credible information indicating that an applicant for federal student aid may have engaged in fraud or other criminal misconduct in connection with his or her application. Common misconduct includes false claims of independent student status, false claims of citizenship, use of false identities, forgery of signatures of certifications, and false statements of income

UNABLE TO PROVIDE PARENT DATA

If a student indicates on the FAFSA that they are unable to provide parental data and believe they have special circumstances that prevent them from providing parent information, they will get a rejected ISIR that will have the special circumstances flag set. The Financial Aid Administrator will review the student's situation and determine if the student is an unaccompanied homeless individual, merits a dependency override, must instead provide parent data or should be permitted to borrow only unsubsidized Stafford loans because he can document that his parents have refused to support him and to provide their information on his FAFSA. In the last case he does not receive a dependency override.

REQUESTING A TAX TRANSCRIPT

To request a tax transcript, visit the IRS website at <https://www.irs.gov>, Automated Telephone Request – 1-800-908-9946.

NON-TAX FILERS

Except dependent students must submit a "Verification of Non-filing Letter" from the IRS dated on or after October 1, 2017, attesting that she did not file a 2016 IRS income tax return. She can obtain this by submitting IRS Form 4506-T and checking box 7. Form 4506-T is available in the Financial Aid Office.



FILING EXTENSIONS

For students and parents granted a tax filing extension, Midwest Barber College will accept a copy of IRS Form 4868, Application for Automatic Extension of Time to File U.S. Individual Income Tax Return. The student or parent must also provide a copy of all their W-2 forms and, if self-employed, a signed statement with the amount of their AGI and their U.S. income taxes paid. Midwest Barber College may require those with a filing extension to use the DRT or submit to the school a tax transcript after the return has been filed. If you do that, you must re-verify the income information.

If a student and/or parent of a dependent student did not retain a copy of their tax information and it cannot be located by the IRS or the relevant government agency, they must submit a signed statement indicating that they did not keep a copy of their tax information as well as documentation from the taxing authority indicating that information cannot be located. The FA Administrator must accept for an IRS filer either a copy of Form W-2 for each source of employment income received, or if the student and/or parent is self-employed, a signed statement certifying the amount of AGI and taxes paid. For someone who filed an income tax return with a government of a U.S. territory or commonwealth or a foreign central government, the FA Administrator may accept a copy of a wage and tax statement or a signed statement certifying the amount of AGI and taxes paid for tax year in question.

VERIFYING NUMBER OF HOUSEHOLD MEMBERS

EXCEPTION TO THIS REQUIREMENT

- For a dependent student, the household size reported is two with a single, divorced, separated, or widowed parent or is three with parents who are married or are unmarried and living together.
- For an independent student, the number reported is two if he is married or one if he is single, divorced, separated, or widowed.

VERIFYING NUMBER OF HOUSEHOLD MEMBERS IN SCHOOL

EXCEPTION TO THIS REQUIREMENT

- The number in school is one (this applies to dependent and independent students)



UNTAXED INCOME

An applicant selected for the V6 Verification Tracking Group must verify the following items:

- Child Support Received
- Housing/Food/Other Living Allowances paid to members of the military, clergy, and others
- Veterans Non-Educational Benefits Other Untaxed Income
- Money Received or Paid on the Applicant's Behalf (Independent students only).

To verify these items, the applicant will submit:

- Untaxed Income Verification Form

The V6 Verification Tracking Group also has to verify:

- Payments to Tax-Deferred Pension and Savings
- W-2 forms for each source of earned income or other alternative documents will be requested to verify this item

IDENTITY/STATEMENT OF EDUCATIONAL PURPOSE

- Identity/Statement of Educational Purpose Form
 - o Option 1: Completed in presence of school official
 - o Option 2: Completed in presence of Notary Public
- Copy of an unexpired valid government issued photo ID

VERIFICATION OF HOMELESSNESS STATUS

Midwest Barber College will verify the Homelessness Status if there is reason to doubt the homelessness status of the student.

- To verify this item, the applicant will submit:
 - o A statement from a homeless liaison, or a statement from a Director of an emergency shelter or transitional housing program or homeless youth shelter, or
 - o The Financial Aid Administrator will document their conversation with the student regarding their homeless status.

ADDITIONAL VERIFICATION DOCUMENTS

When resolving conflicting information, documents may be requested as deemed necessary for resolution.

AWARDING AND STUDENT NOTIFICATIONS

An award notification will be given to the student when their financial aid eligibility has been determined. Additional award notifications will be given to students if their financial aid eligibility has substantially changed.



SUBSEQUENT APPLICATION SELECTED FOR VERIFICATION (AFTER DISBURSEMENT)

A student's application might be selected for verification after corrections are submitted and the student has been paid based on the previous unselected CPS transaction. Midwest Barber College must verify this application before making further disbursements. If verification does not justify aid already disbursed, then the student is responsible for repaying all aid for which he is not eligible, though he may keep any Stafford Loan money he received

DIVIDING JOINT TAX RETURN INCOME

If verification on a student/parent record and the marital status has changed to divorced/separated and the taxes are filed jointly, W-2 forms must be submitted for the parent and/or student whose information is being reported on the FAFSA. In addition, all other documents to support the appropriate division of income and assets on the FAFSA are required (1099 forms, Pension/IRA Statements, etc.). Finally, proof of the marital status change is required.

EXAMPLES OF DOCUMENTATION ARE:

1. Court paperwork showing divorce initiated or final
2. Letter from lawyer

If court proceedings have not been initiated, a letter from one of the following third-party professionals (on official letterhead):

1. Member of the clergy
2. Counselor
3. Kansas state case worker
4. Landlord
5. Doctor
6. Employer
7. Other valid third-party professional

Types of documentation if student (parent if dependent) can NOT get ANY third-party documentation:

1. Letter from student (parent if dependent) and proof of separate address from separated spouse (copy of both their drivers' licenses, utility bill) with dates that prove separate addresses as of FAFSA
2. Application Receipt Date.

When 'Head of Household' filing status appears to be inaccurate, documentation to prove the separation status will be required for the last six months of the tax year.

Please note: Any exception to the required documentation must be approved by the Financial Aid Administrator. All documentation must clearly state the student (parent of dependent) is separated and living in separate households. Midwest Barber College will use the Proportional Distribution Method for dividing income from a joint tax return.



MARITAL STATUS UPDATES

An initially dependent student's marital status can be updated if the Financial Aid Administrator determines that the status change will more accurately reflect the student's ability to pay. The file will be institutionally selected for verification by collecting verification of the marital status update, the income and household size will be verified.

DEADLINE

All steps involved in applying for financial aid are accompanied by specific deadlines. These deadlines are set by the Department of Education, and there are no exceptions. If these deadlines are not met, it may cause you to lose your financial aid.

DEADLINE DATES:

FAFSAS and Renewal FAFSAS

1. Must be received by the processing center no later than the deadline date published in the Federal Register for the current year.
2. CORRECTIONS made on the Web must be received no later than the deadline date published in the Federal Register for the current year.
3. CORRECTIONS transmitted electronically must be received no later than the deadline date published in the Federal Register for the current year.

TITLE IV:

Financial Aid Eligibility can be viewed in the MBC Catalog located at <https://www.midwestbarbercollege.com/> MBC offers a one-on-one meeting with a Financial Aid professional to discuss financial assistance programs available and financial access to all students who qualify.

Students must file a Free Application for Federal Student Aid <https://studentaid.gov/h/apply-for-aid/fafsa> to determine need. Once the FAFSA is completed, the financial information will be used in a formula established by the US Congress that calculates the estimated family contribution (EFC), need, and helps determine eligibility. When combined with other aid and resources, a student's aid package may not exceed the cost of attendance.

Please visit with our financial aid staff to discover your personalized options.

Midwest Barber College participates in Title IV funding through the Department of Education and administers the following programs:

- *Pell Grant*
- *Federal Stafford and PLUS Loan programs*



FEDERAL PELL GRANT

The Department of Education uses a standard formula, revised and approved every year by Congress, to evaluate the information you report when you apply for a Pell Grant. The formula produces an Expected Family Contribution (EFC), Student Aid Report (SAR), and your Institutional Student Aid Report (ISIR), which contains this number and will tell you whether you are eligible for a Federal Pell Grant. The size of award you receive will depend on your EFC number, how long you will be enrolled during the academic year, and the cost of education at MBC.

Once MBC has received your Institutional Student Information Report (ISIR), our Financial Aid Office will calculate the amount for which you are eligible. Our FAA will then credit the award to your account, pay you directly, or use a combination of these methods. You will receive an award letter informing you in writing of how much your award will be, and how and when the Pell Grant payments will be credited to your account or paid to you directly.

Awards are based upon financial need, cost of attendance and enrollment status. The maximum amount of Pell grant for the 2020-2021 award year is \$6,345.00 annually. The federal government establishes Pell awards and reserves the right to modify Pell amounts at any time.

Beginning with the 2017-2018 award year, eligible students may receive up to 150% of the student's Federal Pell Grant Scheduled Award. Any Pell Grant received will be included in determining the student's Pell Grant duration of eligibility and Lifetime Eligibility Used (LEU) in accordance with section 401(c)(5) of the Higher Education Act.

Applicants must be enrolled in an approved post-secondary institution and in an eligible program. Students Pell eligibility is measured in scheduled awards and measured by the percentage of lifetime eligibility used (LEU). Maximum duration of Pell lifetime eligibility used (LEU) is 600%. If a student has used 600% or greater of Pell lifetime eligibility, they are ineligible to receive further Pell awards. All students should apply; however, not all students may be eligible. Learn more at <https://studentaid.gov/understand-aid/types/grants/pell>

DISBURSEMENT OF FINANCIAL AID

Students receive estimated financial aid award notification via award letter prepared by MBC financial aid office the first academic year 26 weeks for 900 hours and 18 weeks of 600 hours of the second year. Midwest Barber College uses active confirmation on awarding of aid, meaning students sign their award letter before any disbursement is made. Aid funds will be disbursed into 4 payment periods.

- 1st payment period 0-450hr,
- 2nd payment period 451-900hr,
- 3rd payment 901-1200hr,
- 4th payment 120/-1500hr



FEDERAL PELL GRANT DISBURSEMENT PROCEDURES:

When a check is prepared, our financial aid office must check the student's eligibility by:

1. Verifying that the Award Letter is signed and dated.
2. Verifying Enrollment status.
3. Verifying that you meet satisfactory progress conditions; and
4. Verifying that a signed statement of approval from you is in the file if the Federal Pell Grant payments are applied to any charges other than tuition and fees - such as books, supplies, kits, tools, etc.

REVISION OF FINANCIAL AID AWARDS

Once an award letter is signed by the student and the FAA, there may be instances which warrant a change to the original notification.

MBC financial aid administrator may review a student's circumstances, make an adjustment to an award, and reprint a revised award letter for student to sign. This revised award invalidates the original award notice.

*The FAO will automatically consider a revision in a student's aid package when the following occurs:

- *There is conflicting information in the file.
- *There are changes resulting from verification.
- *There is a change in availability of funds.
- *Outside resources not counted in original award.
- *Error made by FAO.
- *Revision initiated by request from student.

Students may decline any portion of their award. If a student wants to add an award (outside resources), the award is updated to reflect the appropriate adjustments made. It is the student's responsibility to notify the Financial Aid Office of changes in a student's resources.

FORMS TO BE COMPLETED FOR YOUR FILE

The following forms are completed during the financial aid interview to document that you met the general eligibility requirements for Federal financial aid:

CREDIT PELL PAYMENTS TOWARD EXPENSES

You will sign a statement that you "do" or "do not" authorize the school to credit your Pell Grant payments toward MBC's charges incurred in addition to the tuition and fees.

These MBC charges include but are not limited to books, supplies, kit, and/or tools to complete your program. In the event you overpay MBC and are not still in attendance, the overpayment shall be returned in accordance with Federal requirements. (See Title IV Credit Balances).



FEDERAL SUBSIDIZED STAFFORD LOAN PROGRAM

Awards are based upon financial need. The maximum amount of subsidized loans a student can receive for the 2020-2021 award year is \$3,500.00 for first year students, \$4,500.00 for second year students and \$5,500.00 for third year students and beyond. Loans have a fixed interest rate with a cap of 8.25% adjusted every July 1. The interest rate for loans first disbursed on or after 7/1/20 is 2.75%.

The federal government establishes student loan interest rates and reserves the right to modify interest rates at any time. Applicants must be enrolled in at least half-time basis in an approved postsecondary institution and in an approved program and must demonstrate financial need. As of July 1, 2013, eligibility for a subsidized loan is limited to 150% of the length of the student's academic program. Once a borrower has reached the 150% limitation, student eligibility for an interest subsidy also ends for all outstanding subsidized loans that were disbursed on or after July 1, 2013. At that point, interest on those previously borrowers' loans would begin to accrue and would be payable in the same manner as interest on unsubsidized loans. All students should apply; however, not all students may be eligible.

Qualified students are not required to make payments nor pay interest while enrolled at least half time; the federal government "subsidizes" the interest during this period of enrollment. Interest begins accruing during the grace periods. Repayment of interest charges and principle begin six months after the student leaves school or drops below half time enrollment status. Applicant eligibility is determined by information reported on the

Free Application for Federal Student Aid (FAFSA). Students can complete a FAFSA at www.fafsa.ed.gov Subsidized and unsubsidized Federal Direct Stafford Loans that have a first disbursement date on or after 10.1.2019 through 10.1.2020 have a 1.059% origination fee. The origination fee is assessed and automatically deducted by the federal government. Since the origination fee is deducted before the federal government disburses the loan to MBC, the amount credited to the student's account will be less than the loan amount borrowed. Origination fees are determined by the Department of Education.

For more information contact: MBC Financial Aid Office.

FEDERAL UNSUBSIDIZED STAFFORD LOAN PROGRAM

Awards vary. The award may be used in conjunction with the Federal Subsidized Stafford Loan program. The maximum amount for a qualified independent student can receive for the 2020-2021 award year is \$4,000.00 for first year students, \$4,000.00 for second year students and \$5,000.00 for third year students and beyond. Loans have a fixed interest rate with a cap of 8.25% adjusted every July 1.

The interest rate for loans first disbursed on or after 7/1/20 is 2.75%. The federal government establishes student loan interest rates and reserves the right to modify interest rates at any time. Some students may also qualify for an additional unsubsidized loan of \$2,000.00.



Applicants must be enrolled in at least half-time basis in an approved post-secondary institution and in an approved program. This award is not based upon financial need and is available to students regardless of income.

All students should apply. Students are responsible for the interest from the date of disbursement. Interest payments may be made in installments while in school or allowed to accrue and be added to the principle (capitalized). Repayment begins six months after the student leaves school or drops below half time enrollment status. Students can complete a FAFSA at www.fafsa.ed.gov or <https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized>

Subsidized and Unsubsidized Federal Direct Stafford Loans that have a first disbursement date on or after 10.1.2019 through 10.1.2020 have a 1.059% origination fee.

The origination fee is assessed and automatically deducted by the federal government. Since the origination fee is deducted before the federal government disburses the loan to MBC, the amount credited to the student's account will be less than the loan amount borrowed. Origination fees are determined by the Department of Education. For more information contact: MBC Financial Aid Office.

FEDERAL ADDITIONAL UNSUBSIDIZED STAFFORD LOAN PROGRAM

Some students may qualify for an additional Unsubsidized loan. Federal Additional Unsubsidized Stafford Loans do accrue interest while the student is enrolled in school and may be paid quarterly or be added to the principle amount of the loan. Repayment of principle begins six months after the student ceases to be enrolled at least half time. The maximum loan amount that a first, second, or third year student and beyond may borrow is \$2,000.00. The interest rate for loans first disbursed on or after 7.1.2020 is 2.75%. The federal government establishes student loan interest rates and reserves the right to modify interest rates at any time. Subsidized and Unsubsidized Federal Direct Stafford Loans that have a first disbursement date on or after 10.1.2019 through 10.1.2020 have a 1.059% origination fee. The origination fee is assessed and automatically deducted by the federal government. Since the origination fee is deducted before the federal government disburses the loan to MBC, the amount credited to the student's account will be less than the loan amount borrowed. Origination fees are determined by the Department of Education.

For more information contact: MBC Financial Aid Office.



FEDERAL PLUS LOANS: *TERMS AND CONDITIONS OF DIRECT LOANS*

GOVERNING LAW

The terms of the Application and the Master Promissory Note (MPN) will be interpreted in accordance with the Higher Education Act of 1965, as amended (20. U.S.C. 1070 et seq.), the U.S. Department of Education's (ED's) regulations, as they may be amended in accordance with their effective date, and other applicable federal laws and regulations (collectively referred to as the "Act"). Applicable state law, except as preempted by federal law, may provide for certain borrower rights, remedies, and defenses in addition to those stated in the MPN.

FEDERAL PLUS LOANS

Amount Award based on cost of dependent student's education minus other financial assistance. Loans have a fixed interest rate with a cap of 10.50% that may adjust every July 1. The interest rate for loans first disbursed on or after 7.1.2020 is 5.30%. The federal government establishes student loan interest rates and reserves the right to modify interest rates at any time. Applicants must be a parent or legal guardian of a dependent, undergraduate student. Students must be enrolled in at least half-time basis in an approved postsecondary institution and in an approved program. The parent or legal guardian must complete a credit check to qualify and the parent or legal guardian and student must complete the Free Application for Federal Student Aid (FAFSA) www.fafsa.ed.gov. or <https://studentaid.gov/understand-aid/types/loans/plus>

INTEREST

Unless the Department of Education (ED) notifies the borrower of a lower rate, the interest rate for any loan received under their MPN is determined using a formula specified in the Act. As explained in the Borrower's Rights and Responsibilities Statement, the borrower will be notified of the actual interest rate for each loan that they receive. ED does not charge interest on a Direct Subsidized Loan during an in-school grace, or deferment period, and during certain periods of repayment under the Income-Based Repayment Plan. ED charges interest on a Direct Subsidized Loan during all other periods (including forbearance periods), starting on the day after my grace period ends. ED charges interest on a Direct Unsubsidized Loan during all periods (including in-school, grace, deferment, and forbearance periods), starting on the date of the first disbursement. The borrower agrees to pay all interest that is charged to him/her. They will be given the opportunity to pay the interest that accrues during grace, in school, deferment, forbearance, or other periods as provided under the Act. If they do not pay the interest, they understand t that ED may capitalize the interest at the end of the grace, deferment, forbearance, or other period.



The parent or legal guardian is responsible for repayment. Interest is charged beginning at the first disbursement date. Repayment including the interest and principle begins 60 days after the funds are fully disbursed for the academic year unless a deferment is requested and granted to the parent or legal guardian. For information on a Plus deferment, contact the Department of Education. If a dependent student's parent or legal guardian is denied a PLUS loan, the student becomes eligible for increased Unsubsidized Stafford loan limits, the same limits as available to independent students. Only one parent needs to apply for and be denied a PLUS loan. However, if one parent is denied a PLUS loan and the other is approved for a PLUS loan, the student is not eligible for increased Stafford loan limits.

Federal Direct PLUS Loans that have a first disbursement date on or after 10.1.2019 through 10.1.2020 have a 4.236% origination fee. The origination fee is assessed and automatically deducted by the federal government. Since the origination fee is deducted before the federal government disburses the loan to MBC, the amount credited to the student's account will be less than the loan amount borrowed. Origination fees are determined by the Department of Education.

For more information, we recommend you visit the Department of Education's Student Aid website which gives you comprehensive detail about federal student aid programs: www.studentaid.ed.gov To apply for financial aid, a student must complete the Free Application for Federal Student Aid (FAFSA) which is the basis of determining your eligibility for Title IV funding. To complete your FAFSA, please go <https://studentaid.gov/h/apply-for-aid/fafsa>

LOAN FEE

A loan fee is charged for each Direct Subsidized Loan and Direct Unsubsidized Loan as provided by the Act and will be deducted proportionately from each disbursement of the loan. The loan fee will be shown on disclosure statements that will be issued to the borrower. The loan fee may be refundable only as permitted by the Act.

LATE CHARGES AND COLLECTION COSTS

ED may collect:

- (1) a late charge of not more than six cents for each dollar of each late payment if the borrower fails to make any part of a required installment payment within 30 days after it becomes due, and
- (2) any other charges and fees that are permitted by the Act related to the collection of the loans. If the borrower defaults on his/her loans, they will pay reasonable collection costs, plus court costs and attorney fees



GRACE PERIOD

The borrower will receive a six-month grace period on repayment of each loan made under their MPN. The grace period begins the day after the borrower ceases to be enrolled at least half-time at an eligible school. The borrower is not required to make any payments on his/her loan during the grace period. However, interest will accrue on the borrower's Direct Unsubsidized Loan during the grace period and will be capitalized if the borrower does not repay it.

REPAYMENT

The borrower must repay the full amount of the loans made under his/her MPN, plus accrued interest. The Borrower will repay each loan in monthly installments during a repayment period that begins on the day immediately following their 6-month grace period on that loan. Payments made by the borrower or on the borrower's behalf will be applied first to late charges and collection costs that are due, then to interest that has not been paid, and finally to the principal amount of the loan, except during periods of repayment under an Income-Based Repayment Plan, when payments will be applied first to interest that is due, then to fees that are due, and then to the principal amount. ED will provide the borrower with a choice of repayment plans.

Information on these repayment plans is included in the Borrower's Rights and Responsibilities Statement. ED will provide the borrower with a repayment schedule that identifies his/her payment amounts and due dates.

If the borrower is unable to make their scheduled loan payments, ED may allow them to temporarily stop making payments reduce their payment amount, or extend the time for making payments, as long as they intend to repay their loan. Allowing the borrower to temporarily delay or reduce loan payments is called forbearance. ED may adjust payment dates on the borrower's loans or may grant them a forbearance to eliminate a delinquency that remains even though they are making scheduled installment payments. The borrower may prepay all or any part of the unpaid balance on their loans at any time without penalty. If they do not specify which loans, they are prepaying, ED will determine how to apply the prepayment in accordance with the Act. After the borrower has repaid in full their loan made under their MPN, ED will send them a notice telling them that they have paid off their loan.

ACCELERATION AND DEFAULT

At ED's option, the entire unpaid balance of a loan will become immediately due and payable (this is called "acceleration") if any one of the following events occurs:

- 1) The Borrower does not enroll as at least a half-time student at the school that certified their loan eligibility
- 2) The Borrower does not use the proceeds of the loan solely for educational expenses
- 3) The Borrower makes a false representation that result in his/her receiving a loan for which they are not eligible
- 4) The Borrower defaults on the loan.



THE FOLLOWING EVENTS WILL CONSTITUTE A LOAN DEFAULT:

- 1) The Borrower does not pay the entire unpaid balance of the loan after ED has exercised its option under items 1, 2, and 3 in the preceding paragraph
- 2) The Borrower does not make installment payments when due, provided their failure has persisted for at least 270 days
- 3) The Borrower does not comply with other terms of the loan, and ED reasonably concludes that her/she no longer intends to honor their repayment obligation. If the Borrower defaults, ED may capitalize all the

outstanding interest into a new principal balance, and collection costs will become immediately due and payable. The default will be reported to national consumer reporting agencies and will significantly and adversely affect the borrower's credit history. The Borrower understands that a default will have additional adverse consequences to them as disclosed in the Borrower's Rights and Responsibilities Statement.

LEGAL NOTICES

Any notice required to be given to the borrower will be effective if mailed by first class mail to the most recent address ED has for the borrower. The Borrower will immediately notify ED of a change of address or status as specified in the Borrower's Rights and Responsibilities Statement. If ED fails to enforce or insist on compliance with any term of the MPN, this does not waive any right of ED. No provision of the MPN may be modified or waived except in writing by ED. If any provision of the MPN is determined to be unenforceable, the remaining provisions will remain in force. Information about the borrower's loans will be submitted to the National Student Loan Data System (NSLDS). Information in NSLDS is accessible to schools, lenders, and guarantors for specific purposes as authorized by ED.

FRAUD PREVENTION

Help Prevent Financial Assistance/Scholarship Fraud on November 5, 2000, Congress passed the College Scholarship Fraud Prevention Act of 2000 (CSFPA). The CSFPA enhances protection against fraud in student financial assistance by establishing stricter sentencing guidelines for criminal financial assistance fraud. It also charged the Department of Education, working in conjunction with the Federal Trade Commission (FTC), with implementing national awareness activities, including a scholarship fraud awareness site on the ED Web site. As a student or parent seeking financial assistance you can help prevent financial assistance/scholarship fraud. If you witness the following telltale pitch lines used by fraud perpetrators, you should file a complaint. According to the FTC, perpetrators of financial aid fraud often use these telltale lines.

- The scholarship is guaranteed or your money back.
- You can't get this information anywhere else.
- I just need your credit card or bank account number to hold this scholarship.
- We'll do all the work.
- The scholarship will cost some money.



- You've been selected by a "National Foundation" to receive a scholarship or "You're a Finalist", in a contest you never entered to file a complaint, or for free information, students or parents should call 1-877-FTC-HELP (1-877-382- 4357). Or visit: <http://www.finaid.org/scholarships/reporting.phtml>

STATE FINANCIAL ASSISTANCE

State Financial Assistance State funding organizations provide funding to help qualified students meet the costs of post-secondary education. Awarding of funds is determined by the individual organizations. State funding programs include:

- Veteran's Education Training
- WIA Workforce Investment Act
- Workforce Development
- Trade Readjustment Allowance (TRA)
- Social Rehabilitation Services (SRS)
- Vocational Rehabilitation Not all funding programs are available.

OTHER SOURCES OF FINANCIAL AID

Besides Federal and state programs, you may be eligible for other programs which provide assistance for educational costs. These benefits, like grants, do not have to be repaid.

VETERAN'S AFFAIRS

Veteran Affairs Benefits (VA) If a student has questions regarding eligibility in any VA program, the student should contact the VA hotline at 888.442.4551 or the student can also access the VA website, www.benefits.va.gov

Chapter 33—Post 9/11 GI Bill®— Active Duty This education benefit is available to eligible veterans and service members. For more information regarding Chapter 33, please visit the VA website at www.benefits.va.gov Midwest Barber College has elected to enter into an agreement with the VA to fund tuition costs. For more information regarding this program, please visit the VA website at www.benefits.va.gov

Chapter 30 - Montgomery GI Bill® – Active Duty This education benefit is available to any man or woman who is active duty or honorably discharged from the military and completed his/her high school education. The VA office determines eligibility for this program. Monthly entitlements increase every year on October 1st with

the Consumer Price Index increase. The rates may increase at other times by an act of Congress. Current monthly entitlement amounts are listed at www.benefits.va.gov A student may qualify for increases above the basic monthly rates. The additional money is referred to as a "kicker." The VA office and the VA website have information regarding who qualifies for "kicker."

Chapter 1606 - Montgomery GI Bill® – Selected Reserves This program is for members of the Selected Reserve, including the Army, Navy, Air Force, Marine Corps and Coast Guard Reserves, the Army National



Guard and the Air Guard. The selected Reserve component decides who is eligible for the program. For more information, please visit the VA website at www.benefits.va.gov

Chapter 1607 - REAP (Reserve Education Assistance Program) It is a Department of Defense education benefit program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress. This program makes certain reservists who were activated for at least 90 days after September 11, 2001 either eligible for education benefits or eligible for increased benefits. The National Defense

Authorization Act of 2016 ended REAP on 11.25.2015. Some individuals remain eligible for REAP benefits until 11.25.2019, while others are no longer eligible for REAP benefits. VEAP - Veteran's Educational Assistance Program Veterans who first entered active duty between January 1, 1977 and June 30, 1985 were able to voluntarily contribute to an education account to establish eligibility. The initial contribution must have been made by April 1, 1987. For more information, please visit the VA website at www.benefits.va.gov

Chapter 35 - Dependent Educational Assistance Benefits This program provides education benefits for the spouse and dependent children of veterans who are permanently and totally disabled from service connected causes, veterans who died in service or who died of service-connected causes, and certain other veterans and service persons, such as those currently missing in action or captured in the line of duty. The VA determines eligibility for these benefits.

For more information, please visit the VA website at www.benefits.va.gov Students who do not meet the institution's standards of satisfactory progress, or those students who withdraw from school, forfeit all future Federal financial assistance funds for which they previously were eligible until reinstated by the College.

Repayment For most loans, repayment begins six or nine months after graduation, leaving school, or dropping below half-time enrollment. Students should use this time to get financially settled, determine their expected income and expenses, and select a repayment plan. Once students enter repayment, they must make payments on time to avoid delinquency and default. Students have a choice of several repayment plans that are designed to meet their needs, including plans that base payment amounts on income. The amount paid and the length of time required to repay student loans will vary depending on the repayment plan chosen. The charts on the following pages summarize the repayment plans that are available for each loan type and the borrowers who qualify for each plan. For more detailed repayment plan information and to calculate estimated repayment amounts under each of the different plans, use the Repayment Estimator at StudentAid.gov/repayment-estimator. The repayment plan options below do not include PLUS loans made to parents, Direct Consolidation Loans and FFEL Consolidation Loans, or Federal Perkins Loans. For information about repayment plan options for PLUS loans made to parents, see the brochure Direct Loan Basics for Parents at <https://studentaid.gov/sites/default/files/direct-loan-basics-parents.pdf>

For information about repayment of consolidation loans, see www.StudentAid.gov/consolidation
For information about repayment of Federal Perkins Loans, contact the school that made the loan.



VOCATIONAL REHABILITATION

The Division of Vocational Rehabilitation provides services and financial assistance for education to students with certain disabilities. Further information can be obtained from the Division of Vocational Rehabilitation, or Rehabilitative Services, or Vocational Rehabilitative Services.

LOAN CONSOLIDATION

If a student has multiple federal student loans, a student can consolidate them into a single Direct This may simplify repayment if the student is making separate loan payments to different loan holders or servicers as consolidation will consolidate multiple payments into one payment. However, the student will need to review the advantages and possible disadvantages of consolidating before making a decision. Once the student has selected a repayment plan, the student can change to another one with no financial penalties – although some restrictions may apply. For further information regarding student loan repayment, please visit the following website: <http://studentaid.ed.gov/h/manage-loans>

IRS DATA RETRIEVAL TOOL:

The IRS Data Retrieval Tool (IRS DRT) allows students to transfer data from their federal income tax returns into their FAFSA electronically. The 2020-2021 FAFSA requires 2018 tax information. Using the IRS DRT process can reduce errors on your FAFSA, as well as reduce the number of requested documents from the Financial Assistance Coordinator's Office.

When students submit the request, the IRS will confirm their identity. For more information on transferring tax information to the FAFSA, click on the following link:

<https://studentaid.gov/sites/default/files/transfer-tax-info-to-fafsa.png>

ENTRANCE INTERVIEW

As part of the financial assistance process, the Financial Assistance Coordinator conducts entrance counseling as required by the Department of Education for student loan borrowers. Federal loans will not be issued until this requirement has been met. Entrance counseling may be conducted in one-on one interview, a group session and/or electronically. Student loan borrowers must complete the required entrance counseling documentation. The purpose of entrance loan counseling is to inform students of their rights and responsibilities as a student loan borrower. For more information regarding entrance counseling, click the following link:

<https://studentaid.gov/sites/default/files/loan-entrance-counseling-color.pdf>



ENTRANCE INTERVIEW – PLUS LOANS AND GRADUATE PLUS LOANS

As part of the financial assistance process, the Financial Assistance Advisor conducts entrance counseling as required by the Department of Education for graduate/professional students borrowing Direct PLUS loans, unless graduate or professional students have received a prior graduate/professional Direct or Federal PLUS loan. PLUS, loans for graduate or professional students will not be issued until this requirement has been met. Entrance counseling may be conducted in one-on-one interviews, a group session and/or electronically. Parent PLUS loan borrowers are also encouraged to complete PLUS entrance counseling; however, it is not required unless the parent borrower has an adverse credit history.

If the parent borrower has an adverse credit history but qualifies for a Plus loan either by getting a loan endorser or being reconsidered due to special circumstances, they must complete special loan counseling for PLUS loan borrowers. The purpose of entrance loan counseling is to inform graduate/professional students and parents of their rights and responsibilities as loan borrowers. For more information, visit <https://studentaid.gov/app/counselingInstructions.action?counselingType=entrance>

EXIT INTERVIEW

At the completion of the student's program, withdrawal of the student's program or if a student falls below half time enrollment the Financial Aid Office conducts exit counseling as required by the Department of Education for student loan borrowers. Exit counseling may be conducted in one-on-one interviews, a group session and/or electronically. Student loan borrowers must complete the required exit counseling documentation. In the event the student loan borrower does not complete exit counseling with the Financial Aid Office, required exit counseling documentation will be mailed to the student. The purpose of exit loan counseling is to inform students of their rights and responsibilities as a student loan borrower. For more information regarding exit counseling, click on the following link:

<https://studentaid.gov/app/counselingInstructions.action?counselingType=exit>

MAXIMUM LOAN PAYMENT

What's the maximum loan payment you can afford? If the monthly student-loan payment exceeds the range of loan payments listed below for the student's annual income, explore a flexible repayment option or loan consolidation. Maximum affordable monthly payments assume that payments do not exceed 8 percent to 10 percent of the gross monthly income.



ESTIMATED ANNUAL INCOME

\$15,000
\$20,000
\$25,000
\$30,000
\$35,000
\$40,000
\$45,000
\$50,000
\$75,000
\$100,000

ESTIMATED LOAN PAYMENTS

\$100 - \$125
\$133 - \$167
\$167 - \$208
\$200 - \$250
\$233 - \$292
\$267 - \$333
\$300 - \$375
\$333 - \$417
\$500 - \$625
\$667 - \$833

ESTIMATED REPAYMENT CHART

The monthly payments listed below are based on the following:

\$16,000.00 total federal student loans borrowed (\$8,000 Subsidized and \$8,000 Unsubsidized) 4.53% interest rate \$25,000 starting Adjusted Gross Income (AGI)

(This amount from the federal tax return is used for several of the available repayment plans.)

OTHER ASSUMPTIONS:

Borrower's marital status is single, with a family size of one, living in Kansas.

For additional information regarding repayment comparisons, please visit the following website:

<https://studentaid.gov/loan-simulator/>

PAYMENT RELIEF OPTIONS

If the student is unemployed, facing certain other personal financial difficulties, returning to school or pursuing certain other educational or training programs, they may qualify for temporary payment relief on Federal Stafford loans. Federal Loan Programs provide two general options for student loan payment relief:

DEFERMENTS

If the student meets the qualifications for deferment and submit the required documentation, they are entitled to defer principal payments, in the case of unemployment or economic hardship, for up to a total of three years during the term of the loans. There is no maximum time limit for deferment while you are continuously enrolled at least half time in school or participating in a qualified graduate-fellowship or rehabilitation-training program.



FORBEARANCE

If the student does not meet the requirements for deferment but still needs payment relief, they may appeal to the lender or loan servicer for forbearance. Forbearance permits the student to reduce or postpone payments or extend the time for making payments, usually at the discretion of the lender. A forbearance request typically is granted for a period of up to 12 months.

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

As required by the Department of Education, Midwest Barber College reports enrollment data of student loan borrowers to the National Student Loan Data System (NSLDS). Changes to a student's enrollment status is completed by Midwest Barber College. In addition, all Title IV loans are submitted to NSLDS and student loan information is accessible by authorized agencies, lenders and other institutions.

A student authorizes the school to release information to lenders by signing the promissory note as part of the loan application process. This authorization covers information relevant to the student's or parent's eligibility to borrower as well as locating the borrower.

INDEPENDENT STUDENTS:

- An independent verification worksheet
- A signed copy of your federal tax return (if not filing, complete a non-filer statement or a non-filer letter from IRS)
- Complete a low-income worksheet (this is when a student's reported income does not support the Federal Poverty Guidelines)
- High school Diploma/GE, copy of unexpired state issue identification or driver's license Any other forms deemed necessary

PROFESIONAL JUDGMENT

MBC may administer a professional judgment on a case-by-case basis only to adjust the student's cost of attendance or the data used to calculate the student's EFC. The reason for the adjustment is documented in the student's file. Inconsistent or conflicting information must be resolved before making any adjustments and decision regarding adjustments is final and cannot be appealed to the Department. If a student would like to file a professional judgment, they may contact the financial aid office and complete the professional judgment request. Additional documentation may be required from the student to complete the request for a professional judgment.



DEPENDANCY OVERRIDE

MBC may administer a dependency override on a case-by-case basis for students with unusual circumstances. If MBC determines that an override is appropriate, a statement and supporting documentation must be included in the student's file. None of the following conditions singly or in combination qualify as unusual circumstances meriting a dependency override: Parents refuse to contribute to the student's education, Parents are unwilling to provide information on the FAFSA or for verification, Parents do not claim the student as a dependent for income tax purposes and/or the student demonstrates total self-sufficiency. Unusual circumstances do include abandonment by parents, an abusive family environment that threatens the health or safety of the student, a student unable to locate their parents. In such cases a dependency override may be warranted. Dependency overrides do not carry over from year to year and the unusual circumstance must be reaffirmed to justify the dependency override.

If a student would like to file a dependency override, they may contact their financial assistance coordinator and complete the dependency override request. Additional documentation may be required from the student to complete the request for a dependency override.

Unusual circumstances do include abandonment by parents, an abusive family environment that threatens the student's health or safety, or the student being unable to locate his parents. In such cases a dependency override might be warranted.

The presence of these conditions would not disqualify a student from being an unaccompanied youth who is homeless or self-supporting and at risk of being homeless. The Financial Aid Administrator may override only from dependent to independent. If an independent student receives substantial support from others, the Financial Aid Administrator may use Professional Judgment to adjust the COA or FAFSA data items such as untaxed income.

The Financial Aid Administrator may, without gathering documentation, use an override that another school granted in the same award year. However, overrides do not carry over from one year to the next; the Financial Aid Administrator must reaffirm each year that the unusual circumstances persist, and an override is still justified.



YOU HAVE THE RIGHT TO KNOW:

2. The names of the organizations which accredit and authorize MBC to operate.
3. Programs, the faculty, and the physical facilities at MBC.
4. The cost of attending MBC.
5. MBC's policy on refunds for students who drop prior to completion of the programs.
6. Financial aid available from federal, state, local, private, and institutional financial
7. aid programs.
8. The procedures and deadlines for submitting applications for each available
9. financial aid program.
10. The criteria used to select financial aid recipients.
11. How your financial need is determined - this includes how costs for tuition and fees, books and supplies.
12. The type and amount of assistance in your financial aid package.
13. How and when you will be paid.
14. How MBC determines whether you are making satisfactory progress and what
15. happens if you are not.
16. MBC'S policy regarding your right to:
 - Review and inspect your education records.
 - Seek amendment of your educational record that you or your parent believes to be inaccurate, misleading, or otherwise in violation of your privacy rights.
 - Your consent, under certain conditions, for the disclosure of personally identifiable information contained in your educational records; and
 - File a complaint with the Department of Education concerning alleged failures by MBC to comply with statutory and regulatory student and family privacy rights.

STUDENT RESPONSIBILITIES:

1. You must complete all application forms accurately and submit them on time to the right place.
2. You must provide correct information.
3. You must provide all additional documentation, verifications, corrections and/or other information requested by either the student financial aid officer or the agency to which you submitted your application.
4. You are responsible for reading and understanding all forms that you are asked to sign and for retaining your copies.
5. You must accept responsibility for all agreements that you sign.
6. You must be aware of and comply with the deadlines for application or reapplication for student financial aid.
7. You should be aware of your school's refund policies and procedures.
8. You are responsible for reporting name and address changes directly to the financial aid office.
9. You are responsible to bring or send the (SAR) to our Financial Aid Office in time to complete the verification process.
10. You are responsible to bring or send any supporting documentation that is necessary to verify information in time to complete the verification process; and you will be responsible to pay any overpayment that is discovered during verification.



RIGHTS AND RESPONSIBILITIES OF MBC:

MBC HAS THE RESPONSIBILITY TO:

- Provide information to students with disabilities and assure its availability in accessible formats upon request.
- Ensure that programs, activities and services of the College, when viewed in their entirety are available and usable in the most integrated and appropriate settings.
- Work with students who request accommodations to identify the most feasible and effective accommodation for each student's needs within the context of the essential elements of the course or program in question.
- Provide reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids for students with disabilities upon a timely request from the student.
- Maintain appropriate confidentiality of records and communication except where permitted by law.

MBC HAS THE RIGHT TO:

- Maintain the College's academic standards.
- Request and receive appropriate professional documentation that supports requests for accommodation, academic adjustments, and/or auxiliary aide and service.
 - Suggest the most cost-effective accommodations, academic adjustments, and/or auxiliary aids and services which are responsive to a particular situation.
 - Defer action on a request for accommodation until completed documentation supporting the existence of the claimed disability and appropriateness of the requested accommodation is provided.
- Decline to provide an accommodation when to agree would require a waiver or alteration of an essential element of a course or program, provided that no such decision shall be valid until the essential element in question has been identified and its academic or programmatic importance confirmed by an appropriate administrative decision maker.
 - Refuse to provide an accommodation, adjustment, and/or auxiliary aid and service, the provision of which would impose an undue financial burden on the institution.



LEAVE OF ABSENCE (LOA) POLICY AND PROCEDURE

A written request for a leave of absence (LOA) will be considered on an individual basis for personal or medical reasons (illness, bereavement, religious duty, and extenuating personal circumstances). A LOA cannot exceed 180 days. More than one leave of absence can be granted in a 12-month period as long as they do not exceed the 180 days. Proper documentation is required and must be approved before the leave begins.

The Director will provide counseling to the student on the consequences that can occur with Title IV funds, extended graduation date, course interruption etc. prior to approving LOA.

REQUESTING A LEAVE OF ABSENCE PROCEDURE STUDENT PROCEDURE:

- Discuss your request for leave with the Director or available Administration.
- Determine what type of leave applies to your situation.
- Complete appropriate paperwork requiring your personal information, if needed.
- Submit all completed paperwork to administration.
- If your leave is for your own medical condition, you will be required to provide a doctor's release to return to school.

PROCEDURES FOR PROCESSING A LEAVE OF ABSENCE:

- Once student notifies the school of their need of a LOA, the Director or available Administration will determine what type of leave applies to the student's situation.
- The administrative office will confirm that a student has enough hours to approve an additional LOA for a student that was previously on a LOA.
- The Director and the FAA will counsel the student on the consequences that occur with Title IV funds, extended graduation date, course interruption etc.
- An approved LOA is posted by the administrative office in the school's Premier Software
- Any students on LOA will be kept tracked by the administrative office on a weekly basis.
- The administrative office contacts the student as a reminder before the date of return date established by the student's documentation.

RETURNING FROM A LEAVE OF ABSENCE STUDENT PROCEDURE:

- Notify Midwest Barber College of impending date of return to school.
- Bring documentation (doctor's note, rehabilitation completion letter, etc.) regarding your approved LOA to the CEO or available Administration on your first day back to school.



PROCEDURES FOR PROCESSING A RETURN FROM LEAVE OF ABSENCE:

- The administrative office will submit LOA end date of Premier Software and on National Student Loan Data System (NSLDS).
- Upon re-entering

FAILURE TO RETURN FROM A LOA

A student who fails to return from a LOA on or before the date indicated in the written request will be terminated from the program, and the school will apply the refund policy as applicable. As required by federal statute and regulations, the student's last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the school earned and may make any refunds that may be required under federal, state, or institutional policy.

POSSIBLE EFFECTS OF LOA

Students who are thinking of a LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate:

- Students returning from a LOA are not guaranteed that the segment required to maintain the normal progress in their training program will be available the time of reentry.
- They may have to wait for the appropriate segment to be offered.
- They may have to wait for an opening in class if the class is full to capacity.
- Financial aid may be affected

Please Note: Each individual situation will be handled privately. The school will make every effort to help students meet their education goals. Since tuition costs and course syllabi may have changed, it will be necessary to meet with the Administrative officer, director, and instructor before returning to class. Students who return from a leave of absence may have to wait for availability in a class, may be required to complete additional work before being admitted, and may be responsible for additional fees.

EXTENSION OF LOA

A student on an approved Leave of Absence may submit a request to extend the leave of absence without returning to class. This request may be approved by the school if the student adheres to the following:

- The student must submit an extension request before the end date of the current leave of absence.
- There is a reasonable expectation the student will return from the leave of absence.
- The number of days in the leave when extended, does not exceed 180 calendar days in the 12- month period.
- There is a class taking place that the student can join.



SATISFACTORY ACADEMIC PROGRESS POLICY

(THE FOLLOWING POLICIES WILL BE APPLIED TO ALL STUDENTS.)

The Higher Education Act requires students to maintain SAP toward completion of their program in order to receive financial aid. The SAP standards require that students successfully maintain a specified grade average and proceed through the program at a pace leading to completing within a specified time frame.

SAP is the qualitative (grade point average) and quantitative (attendance) measure of a student's progress toward completing a program of study.

In order to be making satisfactory academic progress toward a diploma or certificate, you must maintain specified grade averages and proceed through the program at a pace leading to completion in a specified time frame (One and one-half times the length of the program).

The Barber Program (1500 clock hours and 49 weeks),
Industry Related: Barbering (500 clock hours 20.... weeks)

Satisfactory Academic Progress (SAP) must be maintained while attending the College to continue to receive federal or private financial funds. Prospective students and their parents/spouses are encouraged to visit with the Midwest Barber College's Financial Aid Office for detailed information about financial assistance programs available. A student who needs financial assistance is urged to contact the College as early as possible. A student's financial package may be certified up to the cost of attendance at Midwest Barber College and once disbursed, federal funding is applied to the student's account. The policy complies with guidelines established by our accreditation agency (COE) and the federal regulations established by the United States Department of Education.

The Director reviews the Title IV SAP policy to ensure that it meets all federal requirements. The Director notifies the financial aid office if the school changes its academic policies.

EVALUATION PERIODS

Midwest Barber College defines its academic year for the Barbering, Industry Related: Barbering programs as 900 hours and 26 weeks. The student's first evaluation for Satisfactory Academic Progress occurs at the midpoint of the academic year of the program, whichever occurs sooner, based on actual hours as follows:

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

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



ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 80% 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 80% 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.

MINIMUM / MAXIMUM TIME FRAMES

MAXIMUM TIME FRAME

To ensure the student is making sufficient progress both quantitatively and qualitatively, MBC's SAP policy divides the maximum time frame into equal evaluation periods called increments.

These increments generally coincide with payment periods, but in any case, it cannot be longer than half the program or one academic year, whichever is less.

For example, in a 900 clock-hour program, an increment must not exceed 450 clock hours.

See sections 668.16(e) (2) (ii) (B) and 668.34(e) of HEA 1965 for details on the federal regulations.

The student will be evaluated and measured for satisfactory progress quantitatively and qualitatively at the end of each increment. A determination is then made of whether or not the student is making satisfactory progress. There are three instances when a student may be evaluated earlier than the end of each increment. They are as follows:

1. Student attendance falls below the minimum 66.67% of scheduled hours
2. There has been no attendance or contact with MBC's from the student in 14 days
3. Student Grade Point Average falls below 80%

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 80% of the scheduled contracted hours.

MAXIMUM TIME FRAME FOR COMPLETION

The maximum time frame in which a student must complete the program is no longer than 1.25x (80% attendance) times the normal duration of the program: 29 hours per week Unless a student is in the military and called for active duty or deployed.



MINIMUM

Barbering1500 hours/12 months
 Industry Related: Barbering500 hours/ 5 months

MAXIMUM

Barbering1875 hours/15 months
 Industry Related: Barbering..... 625 hours/ 6 months

REQUIRED COMPLETION RATE

In addition to the grade averages listed above, you must also be progressing toward successful completion of the program within the maximum time frame, 75 weeks, at the following rate:

After this number of weeks	22.5	45	60	75
You must have completed at least this number of clock hours	450	900	1200	1500

ACADEMIC PROGRESS EVALUATIONS

As per sections 668.16(e) (2) (I) and 668.34 of HEA 1965, the school conducts a qualitative measure of a student’s progress. The measurement is graduated. The following table illustrates the grading system:

The following table illustrates the grading system:

- A.....90-100%
- B.....80-89%
- C.....75-79%
- F.....74% and below – Failing As below,

at the end of each payment period or increment, grades are evaluated. Any student whose cumulative average is below a “B” 80% GPA will not be deemed making satisfactory progress. In addition, students are making satisfactory progress as long as the program objectives for graduating are completed within 1.25% times the stated program length. All students must maintain satisfactory academic progress (SAP) by maintaining a specific cumulative grade point average and making forward progress towards completing a program. Monthly Progress Reports are generated by SMART School Management software monthly and used as a counseling tool to inform students of their academic and attendance progress as well as a host of other useful information.



QUALITATIVE MEASURE OF SATISFACTORY ACADEMIC PROGRESS (SAP)

The qualitative standard includes maintaining a minimum Grade Point Average (GPA) of 80% or a “B” at the end of each evaluation point. The student must indicate why they failed to make satisfactory academic progress and what has changed in the student’s situation that will allow the student to demonstrate satisfactory academic progress at the MBC’s satisfactory academic progress policy contains a quantitative measure. The policy specifies a maximum time frame not to exceed federally required 1.25% of the published length of the program in which a student must complete his/her academic program. The time frame is measured in clock hours completed, divided into increments (noted above) and is based upon the student’s enrollment status. At the midpoint of the maximum time frame, students must have successfully completed 1/2 of the program’s clock hours.

FOR EXAMPLE:

The maximum timeframe for the Barbering full time student is 64 weeks. The total clock hours needed for completion of this program is 1500. By the time the student has been in the program for 32 weeks (1/2 of the maximum time frame), he/she must have attended at least 750 clock hours. This time frame is applicable for all students including those who did not receive financial aid.

In order to be making satisfactory academic progress toward a diploma or certificate, you must maintain specified grade averages and proceed through the program at a pace leading to completion in a specified time frame (One and one-half times the length of the program).

The satisfactory academic progress (SAP) policy applies to all students enrolled in Council of Occupation and Kansas Board of Barbering Licensure and Requirement approved program whether receiving Federal Title IV, HEA funds or not.

Satisfactory Progress in attendance and academic work is a requirement. Academic work is evaluated on a cumulative basis. Students must maintain SAP to continue eligibility for Title IV funding. To determine SAP, all students are evaluated in academics and attendance at the evaluation points listed below. Students are advised of their academic and attendance status via a progress report.

Measurement Standards To be considered eligible for the financial aid programs named below, a student must be meeting all of the following conditions:

Qualitative – GPA Students must maintain a grade point average (GPA) of at least 80% at each payment period as well as a cumulative GPA of 80 % or higher.



REQUIRED GRADE AVERAGES

You must achieve an 80% grade average throughout the entire program.

Program Length: Barbering 1500 clock hours, 52 weeks,

Program Length: Industry Related: Barbering (500 clock hours 20/weeks)

QUANTITATIVE PACE of PROGRESS (SAP)

Students must successfully complete at least 67% of the cumulative attempted clock each payment period to meet satisfactory academic progress standards and to stay on pace with the Maximum Timeframe requirements. Satisfactory progress will be measured in clock hours and at the point when the student successfully completes the scheduled clock hours for that payment period. A student's training may be interrupted for unsatisfactory progress under the following conditions:

Student is making poor or failing grades if:

Absent for more than 14 consecutive class days.

Advancement and progress in the course are not acceptable

Student does not have the ability to make satisfactory progress in the work.

All students must attend 80% of their scheduled hours per month in order to be considered on progress to making satisfactory progress and on pace to complete the course within the maximum time frame of 125% of the length of the course.

Students who do not attend 80% of their scheduled hours during a month are required to meet with the Director or Financial Aid Administrator to discuss their overall satisfactory academic progress status, the consequences of not meeting satisfactory academic progress, as well as the requirements for making up missed hours.

Students may miss up to 20% of required hours, based on academic year each pay period without making up hours. Any time over 20% per pay period must be made up to stay on track to meet hours and weeks required to move into the next pay period.

MAKEUP WORK

A students may be granted the privilege of makeup at the convenience of the school and with the permission of the Director, At the completion of the program determined by the scheduled graduation date on the enrollment Agreement, students will be charged the hourly rate listed on his/her enrollment Agreement for the hours needed to complete the program after subtracting allowed absences of 125 clock hours and written excused absences.



DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation.

Frequent evaluations will help determine if the student is on track to meet the minimum requirements for SAP by the next payment period. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements and if not then allow those students to receive guidance in time to correct their attendance or academic progress.

At minimum the student will receive a progress evaluation monthly when they sign their reconciled hours. Students meeting the minimum requirements for academics and attendance at the end of each evaluation period (end of payment period) will be considered making SAP until the next scheduled evaluation. Students will receive a hard copy of their SAP determination at the time of each of the evaluations. Student's hours are submitted to Kansas Board of Barbering every month and we use the Smart program software. The program shows that the student is to complete 92.5 hours per month and calculates the percentage of hours completed toward the maximum time frame each month.

TREATMENT OF INCOMPLETES, WITHDRAWALS, REPEATS AND REMEDIAL

The following grades received from the course taken will not be considered as successful completion:

- "F" Grades,
- "W" Withdrawal,
- "I" Incomplete, "
- X" Unofficial withdrawal.

The following conditions must be met for incomplete work, withdrawal from the program, repeating a subject, and remedial work:

If you have an "incomplete", you will be given two weeks in the following evaluation period to make up work not completed during the prior evaluation period, in addition to the regular work for the current evaluation period. Your financial aid will not be affected if the incomplete is corrected as stated. If the incomplete is not corrected as stated, you will be placed on Financial Aid Warning at the end of the evaluation period.

If you wish to change programs, you must get approval from the Midwest Barber College Director. MBC will determine the amount of credit that will be given for the previous completed (if any). Your financial aid will be recalculated, and a determination will be made to either increase or decrease the eligibility depending on the type of course change



All remedial work must meet the same standards set for other course work; and must be satisfactorily completed before graduation. You will not be given credit for remedial work and will be ineligible for financial aid until the remedial work is completed

You will be given to a “W” if you withdraw before the end of a particular unit. Refund calculations will be performed according to the stated refund policies. An “I” will be given to you if you miss three or more days in any week. Progress records will be provided at the end of each evaluation period.

(See “incompletes” in Item No. 1, and the following Financial Aid Warning section.)

HEA FINANCIAL AID WARINING

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.

Midwest Barber College programs and no more than 8 total absences for Barbering and Industry Related: Barbering program and 80% GPA attendance and academic progress at the end of a payment period will be placed on a Financial Aid Warning.

A student on Financial Aid Warning may continue to receive assistance under the Title IV HEA programs for one payment period. At the end of the payment period if the student has met the minimum grade and attendance requirement the student is considered to be meeting Satisfactory Academic Progress.

If the student is not meeting Satisfactory Academic Progress at the end of the Financial Aid Warning Period. A student will be placed on Academic Probation development Status and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV eligibility. During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status. Students who fail to meet minimum requirements (67% cumulative attendance and a B or 80% GPA) for attendance and academic progress at the end of a payment period will be placed on a Title IV, HEA Financial Aid Warning the first time. Any student on Title IV, HEA Financial Aid Warning may continue to receive assistance under the Title IV, HEA programs for one payment period only.

At the end of that payment period if the student has met the minimum grade and attendance requirement the student is considered to be meeting SAP.

If the student is not meeting SAP at the end of the Financial Aid Warning Period; there will be a loss of Title IV, HEA eligibility; with the right to appeal.

The student will be placed on a Title IV, HEA Academic Development Status, with a loss of Title IV, HEA funding and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility. During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan.



If a student is making SAP at the end of the Financial Aid Warning, they shall be returned to normal SAP status with no loss of Title IV, HEA eligibility

Arrangements for payment must be approved within 10 school days of notification of development status

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

TITLE IV, HEA FINANCIAL AID PROBATION STATUS:

A student placed on Financial Aid Probation may receive Title IV, HEA programs funds for one payment period. Any student that prevails upon the appeal process shall be placed on financial aid probation and will be eligible to receive Title IV, HEA funding during this period. The student may also be placed on an individual development plan to assist the student in regaining SAP at the end of this payment period. Those who are not making SAP at the end of the Financial Aid probation period will be ineligible to receive Title IV, HEA funds for the following payment periods. A student must meet SAP prior to having eligibility reinstated.

If the student is not granted a Probation they will remain on Academic Warning with a loss of Title IV, HEA funding for at least one payment period, at which time they must be making SAP in order to regain Title IV, HEA funding for the next payment period.

A student who losses their financial aid eligibility due to not making SAP at the end of a financial aid warning has the right to file an appeal regarding their Satisfactory Academic Progress Evaluations.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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



INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. A Leave of Absence and/or failure to return from a Leave of Absence may affect your loan interest rates and/or repayment timeline. *Please see your Financial Aid representative for more information.*

TRANSFER HOURS

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.

APPEALS PROCEDURES

APPEALS AND DOCUMENTATION

A student may appeal a determination that he/she is not making satisfactory academic progress at MBC's by submitting a signed, dated "Satisfactory Academic Progress Appeal Form" to the school's business office within 14 days of the determination that s/he is not making satisfactory academic progress. The school's business office will issue a "Satisfactory Academic Progress Appeal Decision" to the student within 14 days of the student's appeal.

The decisions of MBC's business office concerning SAP appeals are final. As with any use of professional judgment, adequate documentation is critical. Since third parties may sometimes be used to document the mitigating circumstances surrounding an SAP appeal, the following provides some acceptable documentation that may be submitted in support of an appeal. Some examples might include but are not limited to:

- A. Newspaper obituaries or death certificates to substantiate deaths
- B. Physician's statement to substantiate illness or accident
- C. Statement from clergy or family member who knows the student's situation
- D. Statement from instructor

A student who losses their financial aid eligibility due to not making SAP at the end of a financial aid warning has the right to file an appeal regarding their SAP Evaluations.



TITLE IV, HEA FINANCIAL APPEAL GRANTED:

Should the student prevail upon their appeal they will be placed on a Financial Probation for that payment period. The student will then be eligible for Title IV, HEA funds for that payment period. While on Financial Aid Probation, the student must meet the institutions Satisfactory Academic Progress standards and complete the requirements of the Academic Improvement Plan, which was developed by the institution to assist the student in regaining their Title IV, HEA eligibility.

A student on Financial Aid Probation because of a successful appeal is eligible for Title IV, HEA funds for ONE payment period.

A student, who wished to appeal Academic Development Status and loss of Title IV, HEA eligibility, must submit a written request to the Director within five (5) business days of being notified that they are in a non-satisfactory progress status.

The student must describe any unusual circumstance(s) that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or other special circumstance. The student must provide a written statement and information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

Once the College Director receives the appeal, they will evaluate the appeal and provide a decision within five (5) business days. The Director will notify the student in writing of the decision and all decisions are final. If the student wins the appeal they will then be placed on Financial Aid Probation, which is a status assigned by the Federal regulations to a student who fails to make SAP, who has appealed and has had their Title IV, HEA eligibility for aid reinstated for one payment period only.

STUDENTS RIGHT-TO-KNOW GRADUATION RATES

The Student Right-to-Know Act requires institutions eligible for Title IV funding to calculate completion, graduation rates of certificate or degree seeking, full-time students and disclose this information to current and prospective students. MBC displays this in our main office and will be published in the end of this report.

The overall graduation rate is also known as the “Student Right-to-Know” or Integrated Postsecondary Education Data System (IPEDS) graduation rate. It tracks the progress of students who began their studies as full time, first-time degree or certificate seeking students to see if they complete a degree or other award such as a certificate within 125% of **“normal time” for completing the program in which they are enrolled**”

MBC displays this in our main office and will be published in this report. For more information, refer to the link below.

Graduation rates for the MBC’s each respective cohort year for which these data are provided are outlined here: <https://nces.ed.gov/collegenavigator/?id=493831>



Program Name: Barbering: 7/1/2016 – 6/30/2017

5	Beginning Enrollment (The number shown in row 8 from the last reporting period.)	10
6	New Enrollees (Those new students added to the roll anytime during this reporting period. Certain subtractions may apply here – see instructions.)	16
7	Cumulative Enrollment (Sum of Rows 5 and 6)	26
8	Students Still Enrolled (Students who were still enrolled in their program at the end of this reporting period.)	14
9	Non-Graduate Completers (Students who left the program without a credential to work in the field/related field of training.)	0
10	Graduate Completers (Including those graduates waiting for examination results.)	9
11	Total Completers (Sum of Rows 9 and 10)	9
12	Non-Graduate Completers Employed in Positions Related to Field of Instruction (This number must be identical to that in row 9.)	0
13	Graduate Completers Employed in Positions Related to Field of Instruction (Employed in Field/Continuing Education/Enlisting in Military)	9
14	Total Completers Employed in Positions Related to Field of Instruction (Sum of Rows 12 and 13)	9
15	Graduate Completers Employed in Positions Unrelated to Field of Instruction	0
16	Graduate Completers Waiting to Take Licensure Exam (Including those graduates waiting for examination results.)	0
17	Graduate Completers Who Took Licensure Exam (Students who have received latest exam results.)	9
18	Graduate Completers Who Passed Licensure Exam	9
19	Graduate Completers Unavailable for Employment (Due to health issues, incarceration, death, etc.)	0
20	Graduate Completers Who Refused Employment (Graduates who refused interviews, employment, or took program for personal reasons.)	0
21	Graduate Completers Seeking Employment/Status Unknown	0
22	Withdrawals (Students who left the program without earning a credential AND without gaining employment in the field/related field of training.)	2
23	Sum of Items 16, 19, and 20 (These students do not affect placement percentages.)	0
24	Difference - Row 10 minus Row 23	9
25	*Difference - Row 11 minus Row 23	9
26	Graduation Rate (%)	75.00 %
27	Total Completion Rate (%)	75.00 %
28	Graduate Placement Rate (%)	100.00 %
29	Total Placement Rate (%)	100.00 %
30	Licensure Exam Pass Rate (%)	100.00 %



Program Name: Industry Related: Barbering: 7/1/2016 – 6/30/2017

5	Beginning Enrollment (The number shown in row 8 from the last reporting period.)	0
6	New Enrollees (Those new students added to the roll anytime during this reporting period. Certain subtractions may apply here – see instructions.)	1
7	Cumulative Enrollment (Sum of Rows 5 and 6)	1
8	Students Still Enrolled (Students who were still enrolled in their program at the end of this reporting period.)	1
9	Non-Graduate Completers (Students who left the program without a credential to work in the field/related field of training.)	0
10	Graduate Completers (Including those graduates waiting for examination results.)	0
11	Total Completers (Sum of Rows 9 and 10)	0
12	Non-Graduate Completers Employed in Positions Related to Field of Instruction (This number must be identical to that in row 9.)	0
13	Graduate Completers Employed in Positions Related to Field of Instruction (Employed in Field/Continuing Education/Enlisting in Military)	0
14	Total Completers Employed in Positions Related to Field of Instruction (Sum of Rows 12 and 13)	0
15	Graduate Completers Employed in Positions Unrelated to Field of Instruction	0
16	Graduate Completers Waiting to Take Licensure Exam (Including those graduates waiting for examination results.)	0
17	Graduate Completers Who Took Licensure Exam (Students who have received latest exam results.)	0
18	Graduate Completers Who Passed Licensure Exam	0
19	Graduate Completers Unavailable for Employment (Due to health issues, incarceration, death, etc.)	0
20	Graduate Completers Who Refused Employment (Graduates who refused interviews, employment, or took program for personal reasons.)	0
21	Graduate Completers Seeking Employment/Status Unknown	0
22	Withdrawals (Students who left the program without earning a credential AND without gaining employment in the field/related field of training.)	0
23	Sum of Items 16, 19, and 20 (These students do not affect placement percentages.)	0
24	Difference - Row 10 minus Row 23	0
25	*Difference - Row 11 minus Row 23	0
26	Graduation Rate (%)	0.00 %
27	Total Completion Rate (%)	0.00 %
28	Graduate Placement Rate (%)	0.00 %
29	Total Placement Rate (%)	0.00 %
30	Licensure Exam Pass Rate (%)	0.00 %



Program Name: Barbering: 7/1/2016 – 6/30/2017			
<u>ETHNICITY</u>	<u>AGE</u>	<u>GENDER</u>	<u>STUDENTS ENROLLED</u>
African American	19 & Under	Male	0
	21-26		3
	27-32		3
	33-39		4
	40 & Older		2
African American	19 & Under	Female	0
	21-26		0
	27-32		0
	33-39		1
	40 & Older		0
Caucasian	19 & Under	Male	1
	21-26		2
	27-32		3
	33-39		0
	40 & Older		0
Caucasian	19 & Under	Female	1
	21-26		0
	27-32		0
	33-39		0
	40 & Older		0
Hispanic	19 & Under	Male	2
	21-26		1
	27-32		1
	33-39		2
	40 & Older		0
Hispanic	19 & Under	Female	0
	21-26		0
	27-32		0
	33-39		0
	40 & Older		0
Other	19 & Under	Male	0
	21-26		0
	27-32		0
	33-39		0
	40 & Older		0
Other	19 & Under	Female	0
	21-26		0
	27-32		0
	33-39		0
	40 & Older		0



Program Name: Industry Related Barbering: 7/1/2016 – 6/30/2017

<u>ETHNICITY</u>	<u>AGE</u>	<u>GENDER</u>	<u>STUDENTS ENROLLED</u>
African American	19 & Under	Male	0
	21-26		0
	27-32		1
	33-39		0
	40 & Older		0
African American	19 & Under	Female	0
	21-26		0
	27-32		0
	33-39		0
	40 & Older		0
Caucasian	19 & Under	Male	0
	21-26		0
	27-32		0
	33-39		0
	40 & Older		0
Caucasian	19 & Under	Female	0
	21-26		0
	27-32		0
	33-39		0
	40 & Older		0
Hispanic	19 & Under	Male	0
	21-26		0
	27-32		0
	33-39		0
	40 & Older		0
Hispanic	19 & Under	Female	0
Hispanic	21-26	Female	0
	27-32		0
	33-39		0
	40 & Older		0
Other	19 & Under	Male	0
	21-26		0
	27-32		0
	33-39		0
	40 & Older		0
Other	19 & Under	Female	0
	21-26		0
	27-32		0
	33-39		0
	40 & Older		0



RETURN OF TITLE IV FUND & COURSE CANCELLATION POLICY

RETURN OF TITLE IV, HIGHER EDUCATION ACT (HEA) POLICY

When a student applies for financial aid, the student agrees that financial aid funds will be used for educational purposes only. Therefore, if a student withdraws before completing their program, a portion of the funds received may have to be returned. Midwest Barber College (MBC) will calculate the amount of financial aid to be returned to the Title IV, HEA programs according to the policies listed below.

The law requires that when you withdraw during a payment period, the amount of SFA program assistance that you have earned up to that point is determined by a specific formula. If you received (or the school received on your behalf) less assistance than the amount you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned. For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs:

- a. You notify school of your withdrawal or the actual date of withdrawal.
- b. the School terminates your enrollment.
- c. You fail to attend classes for a 14-day period,
- d. You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

The amount of assistance that you have earned is determined on a pro-rata basis. That is, if you complete 30 percent of the payment period, you can earn 30 percent of the assistance you were originally scheduled to receive. Once you have completed more than 60 percent of the payment period or period enrollment, you earn all of your assistance.

If you received excess funds that must be returned, your school must return a portion of the excess equal to the lesser of:

- Your institutional charges multiplied by the unearned percentage of your funds, or
- The entire amount of excess funds. If the amount paid is more than the amount owed, then a refund will be made within 45 days of withdrawal. If the amount owed is more than the amount paid, then you will have to make arrangements to pay it.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.



RETURN OF TITLE IV (R2T4) POLICY

This policy applies to students who officially withdraw, unofficially withdraw, fail to return from a leave of absence, or are dismissed from enrollment at Midwest Barber College. The Federal Return of Aid Policy is mandated by the U.S. Department of Education.

The amount of Title IV (federal) aid earned is based on the amount of time a student spent in academic attendance and the total aid received; it has no relationship to student’s incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

THE INSTITUTIONAL REFUND POLICY IS AS FOLLOWS:

If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands their money back, within three (3) business days of the signing of the enrollment agreement or contract, all monies collected by the school shall be refunded.

The cancellation date will be determined by the postmark or written notification, or the date said information is delivered to the school administrator in person.

If a student cancels his/her enrollment after three (3) business days but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school, less the application fee (which shall not exceed \$100).

PERIODS OF OBLIGATION (SCHEDULED HOURS)	AMOUNT OF TOTAL TUITION & FEES OWED TO THE SCHOOL
0.01% - 10%	10%
10.01% - 25%	50%
25.01% - 50%	75%
50.01% and over	100%



TIMELINE FOR RETURNING TITLE IV FUNDS

Midwest Barber College will return any unearned Title IV funds it is responsible for returning within 45 calendar days of the date MBC determined the student withdrew and offer any post-withdrawal disbursement of funds within 30 calendar days of that date.

Students are asked to notify the school immediately upon withdrawal. Any student absents without contact with the school for a period of 14 consecutive calendar days will automatically be dropped and the cancellation and settlement policy will take effect. All required refunds are made within 45 days from the date of determination.

Students who receive financial assistance from Title IV Programs (Federal Pell Grants, Stafford loans, PLUS loans) and withdraw from school are subject to the Return to Title IV Funds (R2T4) requirements of the U. S. Department of Education.

Once a student has completed 60% of the scheduled hours for any payment period, no refund is due. Prior to the 60%, the R2T4 calculation is based on a pro-rated number of scheduled hours over the payment period hours. Once the R2T4 calculation is completed, students are then subject to the school's institutional refund policy.

Examples of R2T4 and institutional refund calculations are published in the school's consumer information and are also available in the financial aid office for student review.

TITLE IV CREDIT BALANCE:

Credit balance occurs after a student Ledger show a balance of zero (\$00.00). All Credits are given to students after Mid-Point Review of Clock Hours in the payment period. SAP (Satisfactory Academic Progress) report must be Yes on Smart School Management Software or No if you appealed and the appeal was granted

If the student has a Title IV credit balance when s(he) drops, no funds are returned prior to performing the Return calculation, even if Midwest Barber College would otherwise be required to release them to the student. Midwest Barber College return policy is applied to determine if it creates a new or larger Title IV credit balance.

The existing Title IV credit balance is included in the calculation as disbursed aid.

Any Title IV credit balance is allocated as follows:

A. Is allocated first to repay any grant overpayment owed by the student as a result of the current withdrawal. Midwest Barber College returns this credit balance to the Title IV grant account within 14 days of the date the calculation is performed.

B. Any credit balance from a prior period is not included in the Return calculation. However, any balance remaining from a prior period when the student drops is included as Title IV funds when the amount of the final Title IV credit balance is determined. Midwest Barber College uses the final credit balance first to satisfy any current student grant overpayment.

C. Within 14 days of the date the Return calculation was made, the remaining Title IV credit balance are paid in one or more of the following ways:



EXCESS FUNDS PROCEDURE

If a credit balance exists after the disbursement of Title IV aid, the student/parent is given the choice:

- o to credit the excess back on the principle balance of the loan (signature required) or
- o Refund given to the student and/or parent (for plus loans) to be used for educational purposes, following the FSA Handbook guidelines.

- If the student or parent chooses a refund from the credit balance, the FAA notifies the CFO of the amount and to whom the check is to be written.

- The CFO then writes the appropriate credit balance check to the student.

- The credit balance check is given to the student as soon as possible within 14 days of disbursement.

- If the student/parent requests credit balance loan money to be paid back on the principle balance of a Federal Direct loan, the credit balance will be deposited into the Direct Loan account and the Third Party Servicer will be notified to send the credit balance back on the principle balance of the student's loan(s).

- o The FAA will notify the servicer of the student's / parent's request.

- o Servicer will administer repayment to the Direct Loan Servicing Center and provide documentation for the student's file.

- o This will be completed within the 14-days from date of COD disbursement

WHEN A STUDENT IS CONSIDERED A WITHDRAW:

The student is considered to have withdrawn from the program when the student does not complete all of the clock hours and weeks of instructional time in the payment period or period of enrollment that the student was scheduled to complete.

A. OFFICIAL WITHDRAWAL

When the student gives formal notification of his/her intention to withdraw, the last date of attendance (LDA) is the date the school determined the student withdrew. For purposes of returning title IV funds, refunds will be made within 45 calendar days from the LDA.

B. UNOFFICIAL WITHDRAWAL

In the case of unexplained consecutive absences, the school will determine withdrawal no later than 14 days after the students last date of academic attendance as determined by the school from attendance records. This date (day 14) is recorded as the date the school determined that the student withdrew. For purposes of returning Title IV funds, refunds will be made within 45 calendar days from the date the school determined the student withdrew. If the student provides notification to the school of his or her withdrawal prior to the date that the school normally would determine that the student withdrew, the date of determination is the date of the student's notification.



EXPELLED STUDENT

The student that is expelled by the school is considered to have not completed all the clock hours and weeks of instruction time in the payment period or period of 14 enrollment that the student was scheduled to complete. The LDA is the date the school will use to determine termination. For purposes of returning title IV funds, refunds will be made within 45 calendar days from the LDA.

DETERMINING AID EARNED

To determine the amount of aid you earned up to the time of withdrawal, MBC will calculate the percent of scheduled hours earned in the payment period. The resulting percentage is then used, along with your institutional costs and total federal funds that you received (funds that were disbursed directly to your student account and possibly refunded to you) or that you were eligible to receive (disbursement owed) to determine the amount of aid that you are allowed to keep. In the case of a program that is measured in clock hours, the percentage of the payment period or period of enrollment completed is determined by dividing the total number of clock hours in the payment period or period of enrollment into the number of clock hours scheduled to be completed as of the student's withdrawal date.

The scheduled clock hours used must be those established by the institution prior to the student's beginning class date for the payment period or period of enrollment and must be consistent with published materials describing the institution's programs, unless the schedule was modified prior to the student's withdrawal.

WITHDRAWAL BEFORE 60% POINT OF THE PROGRAM

Barber College must perform a R2T4 calculation to determine the amount of earned aid up through the 60% point of scheduled hours earned in the payment period of enrollment.

MBC will use the U.S. Department of Education's prorate schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal.

WITHDRAWAL AFTER 60% POINT OF THE PROGRAM

For a student who withdraws after the 60% point of scheduled hours earned in the payment period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. Thus, there are no unearned funds. Midwest Barber College must still perform a R2T4 to determine the amount of aid that the student has earned and whether or not the student is eligible for a post withdrawal disbursement.

Payment Periods are defined according to the following hours:

Payment Period 1 = 0 -450 hours,

Payment Period 2 = 451 -900 hours,

Payment Period 3 = 901 – 1200 hours,

Payment Period 4 = 1201 -1500 hours



Order of Return In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 funds is retracted in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct Plus Loan 4. Pell Grant

After the Return of Aid has been completed it may result in the student owing for tuition that was once awarded from Title IV Aid. In addition, the student may be required to refund monies back to the Title IV Program.

POST-WITHDRAWAL DISBURSEMENT

A student may be eligible for a post-withdrawal disbursement if, prior to withdrawing, the student earned more federal financial aid than was disbursed. If a student is eligible for a post-withdrawal disbursement for Title IV funds, it will be processed for the student and a refund will be issued within 14 days of the credit balance.

Midwest Barber College may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees. However, the college needs the student's permission to use the post-withdrawal grant disbursement for all other college charges.

If the student does not give his/her permission, the student will be offered the funds. However, it may be in the student's best interest to allow the college to keep the funds to reduce the student's debt. Additionally, accepting the disbursement of grant funds will reduce the remaining amount of grant funds available to the student should the student continue his/her education at a later time.

RETURN TO TITLE IV QUESTIONS

If you have questions regarding Title IV, HEA program funds after visiting with or emailing SFAS, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913.

Information is also available at Student Aid on the Web www.studentaid.ed.gov.



COURSE CANCELLATION

BUYER'S RIGHT TO CANCEL:

The student (or in the case of a student under legal age, his/her parent or guardian) has the right to cancel the initial enrollment agreement and demand his/her money back in writing until midnight of the fifth business day after the student has been enrolled; and if notice of the right to cancel is not given to any prospective student at the time of the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a full refund of all monies paid to date within ten days of cancellation. The official cancellation date or withdrawal will be determined by the post mark on written notices, or the date said information is delivered in person.

- a. An applicant not accepted by the Midwest Barber College shall be entitled to a refund of all monies paid.
- b. If the school cancels or discontinues a course, the student shall be entitled to receive from the school such refund or partial refund of the tuition, fees, and other charges paid by the student or on behalf of the student as is provided under rules promulgated by the Department.
- c. If the school is permanently closed and no longer offering instruction after a student is enrolled, the student shall be entitled to a pro-rata refund of tuition.
- d. In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of student, the school makes a settlement which is reasonable and fair to both.
- e. A student must give formal notice of cancellation to the school. Midwest Barber College shall mail a written acknowledgement of a student's cancellation or withdrawal within 15 calendar days of the postmark date of notification.
- f. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation by the student, or within 45 days of the date of formal termination as determined by the institution which may occur according to the termination policy stated in the Midwest Barber College Catalog.

REFUND OF BOOKS & EQUIPMENT

Chromebook with MindTap program / Uniform T-shirts - apron - pants / Kits Pricing Information

Students are required to purchase new Chromebook with MindTap, student uniform T-shirt, apron & pants, and a barber kit necessary for training purposes upon enrollment. These items are non-refundable and non-returnable, if used. The school cannot sell used books due to outdated materials or curriculum changes.

Uniforms are customized with the student name and therefore cannot be used for re-sale to a new student. The barber kit cannot be re-sold for sanitation reasons.

Textbooks and smocks will be issued to students during their first 30 days of their program. During the first 30 days of the program, each new barbering student will be issued a complete kit of equipment with carrying case. The kit contains tools necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost and/or broken articles. The college is not responsible for a student's equipment if it becomes lost or stolen. Students must learn to be responsible for the tools of their trade. For more information regarding textbooks, uniforms and equipment refer to the MBC Catalog located at

www.midwestbarbercollege.com



SCHOOL CLOSURE POLICY

If Midwest Barber College is permanently closed, a list of all students who were enrolled at the time of closure & pro-rata refund will be submitted to accrediting body.

NOTE TO STUDENT:

If your tuition account received excess funds that must be returned, Midwest Barber College must return a portion of the excess equal to the lesser of: MBC charges multiplied by the unearned percentage of your funds, or the entire amount of the excess funds. If a portion of the excess was disbursed directly to you for living related expenses, you are responsible for returning those funds in full at the time of termination.

If MBC is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS loan) must repay the loan in accordance with the terms of the promissory note

TITLE IV APPEAL PROCESS:

A student, who wished to appeal Academic Warning Status and with a loss of Title IV, HEA eligibility, must submit a written request to the School Director within ten (10) business days of being notified that they are in a non-satisfactory progress status.

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.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

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.



THE STUDENT MUST DESCRIBE ANY UNUSUAL CIRCUMSTANCE(S)

- A. that the student believes deserve special consideration. The basis on which a student may file an appeal:
- B. death of a relative, an injury, or illness of the student or other special circumstance.
- C. The student must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

If the student is granted an appeal they will then be placed on Financial Aid Probation, which is a status assigned by the institution to a student who fails to make SAP. Note the appeal has been granted for one payment period only.

DISTRIBUTION OF THE ANNUAL SECURITY REPORT

All students are required to maintain civility throughout their tenure at Midwest Barber College. Any student conducting criminal activity is subject to immediate dismissal and may be prosecuted by the Topeka Police Department.

Any instances will be brought in fronts of the entire staff with the final decision to be made by the director. Midwest Barber College conducts an annual security report with the entire year’s crime statistics which can be viewed by anyone as it is posted in student lounge.

The reporting of privileged information is limited. MBC is to withhold information when the release would jeopardize the investigation or the safety of an individual until the damage would no longer occur as a result of the release of information.

In the event that outside assistance (such as local Police, Sheriff’s Department, Federal Officers, etc.) should be called in, MBC will cooperate with the agencies and investigations to the best of their abilities and within the scope of school policies.

1. Certain areas of MBC’S facilities are not open to the public and are considered to be restricted. Individuals who wish to visit restricted areas or persons in such areas must first obtain permission through the administration office. Visitors to MBC’S classrooms or laboratories must check in with MBC’S Director.
2. MBC’S Administration has the authority to check all persons on the school property to determine their legitimate presence, and to:
 - a) Escort unauthorized persons to the proper office or off school property.
 - b) Report any suspicious activity or criminal activity to their supervisor.
 - c) Control the actions of persons violating company rules or local, State or Federal laws – so long as these actions by the Director do not in themselves violate any local, State or Federal laws.
 - d) Cooperate with local, State or Federal Law Officers should that become necessary.



3. Students and employees are given a copy of MBC'S Security Policies upon entrance. These policies are discussed and reviewed at staff meetings on a regular basis and during school safety meetings. Information is also provided for:

- a) Several assault and rape awareness programs.
- b) Procedures to follow when a sex offense occurs.
- c) Disciplinary action procedures.
- d) Locations for counseling opportunities for alcohol and drug abuse education and crime prevention education;
- e) Policies on the use, possession and sale of alcoholic beverages and illegal drugs.

4. While on school property, students are encouraged to:

- a) Travel in groups or pairs.
- b) Stay or walk in well lighted areas.
- c) Report suspicious activities or persons.
- d) Lock vehicles and personal belongings.
- e) Know where MBC'S Director can be reached at any time.

5. MBC prohibits the possession of weapons while on the school property or when involved in any school sponsored activity.

Documentation of criminal offenses is maintained in the Administrative Office. The "Campus Crime Awareness Report" documents criminal offense statistics. This document may be obtained by request, from the school director.

- Annually, on or before October 1st of each year. Students and employees are notified of a written description of Drug & Alcohol Abuse Prevention programs and a website link to the updated Security Report.

Prospective students are provided with a website to MBC's Security Report and a written description of Drug & Alcohol Abuse Prevention programs during their initial interview and are required to sign acknowledging they have received and reviewed the information.

New employees receive the website link to the Security Report and a description of the Drug & Alcohol Abuse Prevention programs.

SECURITY POLICY & PROCEDURES

Every person must assume responsibility for his/her own safety both on and off campus. MBC strives to offer its students and employees a secure and safe environment in which to learn and teach. Through compliance with applicable federal, state and city building codes as well as the board of health and fire marshal regulations.



SECURITY & ACCESS POLICIES

MBC does not utilize a campus security person or department, the responsibility for security and campus access is assumed by the school director. MBC keeps proper lighting in the main hallways, entrances, exits and parking area of the building. Additional security features such as surveillance cameras are used for quality assurance and safeguarding of students, employees, or school property.

Criminal incidents are reported to the local police who have jurisdiction over the campus. Victims and witnesses are strongly encouraged to immediately report any crime to the Director or other officials of the school as well as the local police, in accordance with the reporting procedures listed below. Prompt reporting will assure timely warning notifications to the campus community and timely disclosure of crime statistics.

HOURS:

Normal hours of operation are
Tuesday – Friday 8:30am – 5:00pm and
Saturday 8:30am – 4:00pm.

Students may not enter MBC during any time other than normal operating hours unless special permissions have been granted by the Director or other official and is being supervised by an available staff or faculty member.

SECURITY CONSIDERATION IN MAINTENANCE OF CAMPUS BUILDINGS

Responsibility for locking/unlocking doors is with MBC officials committed to safety and security.

LOCKS/LIGHTS/OTHER

Exterior lights a critical part of safety and security. Routine checks of lighting on the college grounds is done on a regular basis. Malfunctioning lights are reported for prompt repair. We encourage everyone to report any deficient lighting right away.

Locking systems are both monitored and inspected on a regular basis. MBC urges everyone to report any problems with these systems right away. The owners/Director are available to respond to calls concerning unsafe conditions or for personal safety and property maintenance. These conditions may include but no limited to, unsafe steps, handrails, roadways on campus and equipment.

INFORMATION ABOUT SECURITY

Information about security is given to the students quarterly as well as during new student orientation.

SECURITY AWARENESS PROGRAMS

Each prospective student and employee may request the policies regarding MBC Campus Crime Reporting. Revisions will be distributed, as necessary. MBC works with local law enforcement to bring resources and education to the students and employees. Brochures, flyers, and resource information are available in our administrative office.



The Police Community Service Department also provides a presentation to employees of MBC periodically to update them on current crime prevention techniques and solutions, how to communicate these techniques and solutions to students, as well as respond to students who may have potential problems.

PREVENTION

- Periodically examining its grounds keeping practices from a security perspective.
- Monitor on a regular basis, the adequacy and operation of its indoor and outdoor lighting.
- Access to the building and master keys is appropriately restricted.
- MBC has established effective communications with the state and local police.

REPORTING CRIMINAL ACTIVITY AND EMERGENCIES

Students, faculty and staff are encouraged to promptly and accurately report all criminal activity and emergencies to the Director for immediate action. Information in writing, orally or electronically will be addressed: Prompt reporting will ensure response and solution in the event of an emergency. MBC does not employ private security personnel, or campus police. For an emergency or crime related matter, please call the Police Department at 911 or report it to the campus director for immediate action.

CONFIDENTIAL REPORTING

Victims would do not want to pursue action with the criminal justice system, should still consider filing a confidential report. The Director can file the report with the details of the incident without revealing your identity. These reports are counted and disclosed in the annual crime's statistics for the institution.

CRIMINAL ACTIVITY OF MBC STUDENTS OFF CAMPUS

MBC does not offer off-campus student organizations such as housing, and other organizations. Therefore, MBC does not monitor campus crime statistics for environments which students may frequent off-campus.

EMERGENCY NOTIFICATION & EVACUATION

If an emergency arises either on or off MBC's campus, in the judgement of the Director, is a continuing threat a school wide Emergency Notification will be announced. The notification to students, faculty and staff will include information about the emergency: (i.e., tornado, gas leak) and will direction regarding how to respond (i.e., take cover, vacate). The Director considering the safety of the students, faculty and staff will determine content of the notification and will in the professional judgement of the responsible authorities make efforts to assist a victim or otherwise mitigate the emergency.



Notifications may be issued to students, faculty, and staff by using any of the combination of the following for communication: verbal, phone, email or text message.

It is important to remember that electronic communications may fail due to a disaster before warnings can be issued. Alternate methods must be available for these situations.

Situations that require notification are:

- Armed intruder / active shooter / hostage
- Fire
- Tornado -
- Earthquake
- Bomb threat
- Hazardous leaks / spill: on and off campus

Depending on the circumstances of the emergency, in situations that could pose an immediate threat to the community, the Director may post a notice of MBC's website. www.midwestbarbercollege.com

MBC urges students, faculty, and staff to assume responsibility for their own security and to utilize community resources to aid in an emergency (i.e., tornado, police officer directions, news reports). MBC conducts emergency response and evacuation procedures on at least a monthly basis. Procedures may be announced or unannounced.

TIMELY WARNING NOTIFICATION PROCEDURES

Upon notification and identification of a 'reportable' crime under the guidelines of *The Jeanne Clery Disclosure Act*, if the Director constitutes a serious/continuing threat to the students, faculty and staff both on and off campus, will issue a Timely Warning notice to MBC personnel as quickly as possible.

Every attempt will be made to issue the warning within a reasonable amount of time: however, the release is subject to the availability of accurate information regarding the incident and investigation limitations. Should emergency services be required the Director will initiate.

Timely Warnings may be issued to students, faculty, and staff by using any of the combination of the following for communication: verbal, phone, email, or text message.

It is important to remember that electronic communications may fail due to a disaster before warnings can be issued. Alternate methods must be available for these situations.

MBC will follow the provisions under *The Jeanne Clery Disclosure Act* which mandates that crimes considered a threat to students, faculty, and staff, that victim's names are withheld.

Depending on the circumstances of the emergency, in situations that could pose an immediate threat to the community, the Director may post a notice of MBC's website.



CRIME PREVENTION PROGRAMS

MBC does not have on-campus police/security personal. However, Crime Prevention programs on personal safety and theft prevention are sponsored by various agencies and groups throughout our community. Students and staff are encouraged to attend these programs as a part of self-education and to help students and staff have an active part in their education to enhance personal safety regarding protection and awareness.

CAMPUS SECURITY STATISTICS

Documentation of criminal offenses is maintained in the Administrative Office. The “Campus Crime Awareness Report” documents criminal offense statistics. This document may be obtained by request, from the school director.

TOPEKA POLICE DEPARTMENT

320 S Kansas AVE #100
Topeka, KS 66603
785-368-9551

CRIME AWARENESS

Students are given information about crime awareness during new student orientation. Security measures are discussed to make students aware of the steps and precautions that need to be taken for them to protect themselves.

PREVENTION

- Lock all vehicle doors when getting to school
- Store valuables in the trunk – do not leave out in the open
- Leave in groups when leaving the school after dark
- Avoid lingering after dismissal
- Have keys ready to unlock your vehicle

DRUGS AND ALCOHOL ABUSE PREVENTION PROGRAM

In compliance with the Drug -Free schools and Communities Act Amendments of 1989, Public Law 101-226, Midwest Barber College hereby give notice to all employees and students to prevent the use of illicit drugs and the abuse of alcohol to keep the workplace drug free. MBC is dedicated to providing a drug and alcohol-free learning environment. We strive to make our facilities safe and healthy for all students.

MBC prohibits the public display, possession, use or distribution of drugs and alcohol by students or employees on school property, or during student involved school activity.

Behaviors that are inappropriate, disruptive, and/or endangering as a result of the consumption of alcohol or other drugs are prohibited.



STANDARDS OF CONDUCT

Midwest Barber College students and employees are prohibited from the unlawful manufacture, distribution, possession, or use of controlled substance and alcohol while on school property or at school sponsored events. Students found in violation will face disciplinary actions. Furthermore, students violating MBC drug fee policy also risk violating additional legal sanctions and penalties under local, state, and federal laws. If MBC believes the student is involved in alcohol or drugs, Midwest Barber College reserves the right to search any containers or the person if conditions warrant such actions.

PENALTIES AND SANCTIONS

Students found in violation of the drug and alcohol policy will face disciplinary actions that can lead to disciplinary probation, suspension, and can result in expulsion from MBC. Any violation of this policy will result in adverse action up to and including dismissal and referral for criminal prosecution. The Sheriff's Department, Weslaco PD or any legal drug enforcement officials are welcome at Midwest Barber College any time for investigations or to make an arrest of a suspect. Penalties or punishment will depend upon the crime, each case will be determined by the individual's records. A list of legal sanctions is at the end of this policy.

ALCOHOL

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Extremely high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol can also lead to permanent damage to vital organs such as the brain and the liver. Females who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are a greater risk than other youngsters of becoming alcoholics.

TOBACCO (NICOTINE)

The smoking of tobacco products is the chief avoidable cause of death in our society. Smokers are more likely than nonsmokers to contract heart disease. Some 30 percent of cancer deaths (130,000 per year) are linked to smoking. Chronic obstructive lung diseases such as emphysema and chronic bronchitis are 10 times more likely to occur among smokers than among nonsmokers. Smoking during pregnancy poses serious risks such as spontaneous abortion, preterm birth, low birth weights, and fetal and infant deaths. Perhaps the most dangerous substance in tobacco smoke is nicotine. Because nicotine is highly addictive, addicts find it exceedingly difficult to stop smoking. Of 1,000 typical smokers, fewer than 20 percent succeed in stopping on the first try.



DESIGNER DRUGS

Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate. Many of the so-called designer drugs are related to amphetamines (MDMA, X). Bootleg manufacture creates overdose and contaminated risks. These substances can produce severe neurochemical damage to the brain. The narcotic analogs (fentanyl, china white) can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations, and impaired perception.

COCAINE

Cocaine stimulates the central nervous system. The use of cocaine can cause death by cardiac arrest or respiratory failure. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or a runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with contaminated equipment can cause AIDS, hepatitis, and other diseases. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly. Crack or freebase rock is extremely addictive, and its effects are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, and paranoia.

OTHER STIMULANTS

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety.

Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever or heart failure. In addition to the physical effects, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions, and paranoia.

ANABOLIC STEROIDS

Anabolic steroids are a group of powerful compounds closely related to the male sex hormone testosterone. Steroid users subject themselves to more than 70 side effects ranging in severity from liver cancer to acne and including psychological as well as physical reactions. The liver and the cardiovascular and reproductive systems are most seriously affected by steroid use. In males, use can cause withered testicles, sterility, and impotence. In females, irreversible masculine traits can develop along with breast reduction and sterility. Psychological effects include overly aggressive behavior known as "roid rage" and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years.



NARCOTICS

Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users also may experience constricted pupils, watery eyes, and itching. An overdose may produce slow shallow breathing, clammy skin, convulsions, coma, and possible death. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

MARIJUANA

All forms of cannabis have negative physical and mental effects. Use of cannabis may impair or reduce short-term memory and comprehension, alter the sense of time, and reduce the ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are “high.” Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco smoke. Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.

HALLUCINOGENS

Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. Sensations and feelings may change rapidly. It is common to have bad psychological reactions to LSD, mescaline, and psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects or flashbacks can occur even after use of ceased. Users of PCP report persistent memory problems and speech difficulties. Some of these effects may last 6 months to a year following prolonged daily use. Mood disorders-depression, behavior-also anxiety, behavior also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior. Large doses may produce convulsions and coma, as well as heart and lung failure.

DEPRESSANTS

The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death.



INHALANTS

The immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain damage.

Deeply inhaling the vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops. Long-term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system.

LEGAL SANCTIONS

Students or employees found in violation of any local, state or federal law regarding the use, possession or distribution of alcohol or other drugs (as defined by the Kansas Health and Safety Code, Subtitle C. Substance Abuse Regulations and Crimes) may receive the full legal penalty in addition to any appropriate college disciplinary action.

The most common legal violations and their consequences are found in the link below.

Legal sanctions (city/state/federal) may result in fine and/or imprisonment up to life. The U.S. Department of Justice Drug Enforcement Administration <http://www.usdoj.gov> shows a breakdown of Federal trafficking penalties.

Illicit use of drugs and prolonged use of alcohol causes inevitable physical and mental deterioration. Symptoms range from nausea, anxiety or mental disorientation to possible convulsion and death. Uses & effects of drugs and alcohol can be found at http://kidshealth.org/kid/grow/drugs_alcohol/know_drug.html

DISCIPLINARY ACTION (MBC)

Any possession, use, or distribution of drugs and alcohol by a student on school/property or at any school activity will result in the student's termination from training and/or referral to a drug and alcohol counseling center in the community and/or referral to the local authorities.

DANGERS OF DRUG ABUSE IN THE WORKPLACE

The use of drugs and alcohol effects a person's physical and mental state. Alcohol and drug use cause various side effects such as unsteady movement, short term memory problems, slurred speech, aggressive behavior, drowsiness, and mood changes.

In some cases, death may even occur when using alcohol, drugs, or prescription drugs. Although these effects may be pleasant, alcohol and drug use in school places other students, and customers in a dangerous environment.



Midwest Barber College will review the drug abuse prevention policy each year to determine its effectiveness and implement changes if it appears the program can be more effective.

Each student/employee is continually made aware of the disciplinary actions involved if student is found to be in possession or under the influence of drugs or alcohol.

Students are given a copy of drug abuse policy during the entrance interview and signed copy is placed in their file.

Student Signature _____ Date _____

COUNSELING AGENCIES

TOPEKA, KS - ALCOHOL & DRUG ABUSE ASSISTANCE:

Sims-Kemper

1701 SW Medford Ave
785-233-0666

Alcoholics Anonymous

2100 SW Central Park Ave
785-235-2226

Alcohol Information & Treatment Prevention & Recovery Services

2209 SW 29th ST
785-266-8666

Al-Anon/Alateen

813 SW 6th Ave
785-357-8725

THE CAMPUS SEXUAL VIOLENCE ELIMINATION ACT (SAVE)

The Campus Sexual Violence Elimination Act amends the *Clery Act* to encourage greater transparency and adds additional requirements for institutions to address and prevent sexual violence on campus. Campus SAVE is enforced by the U.S. Department of Education's Office for Civil Rights and applies to all colleges and universities that receive federal funding, including student financial aid.

DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, STOCKING AWARENESS

MBC will not tolerate domestic violence, dating violence, sexual assault, or stocking of any kind.

Domestic Violence means a felony or misdemeanor crime of violence committed by

- Current or former spouse or intimate partner of the victim
- A person who shares a child in common
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA)
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic family violence laws of the jurisdiction



Dating Violence means violence committed by a person

- That has been in a social relationship of a romantic or intimate nature with the victim
- Where the existence of such a relationship shall be determined based on a consideration of:
 - o The length of the relationship
 - o The type of relationship
 - o Frequency of interaction between the persons in the relationship

STALKING

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- Fear for his/her safety or the safety of others
- Suffer substantial emotional distress

Sexual assault is a general term that includes a variety of actions: rape, acquaintance rape, forcible and non-forcible sex offenses. Consent cannot be given while intoxicated or medicated since these states inhibit an aware state of mind.

REPORTING REQUIREMENTS

The Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act (formerly the Campus Security Act) requires that all college officials with significant responsibility for campus and student activities report any incident of alleged domestic violence, dating violence, sexual assault and stalking. Survivors must be apprised immediately of this requirement.

- If the survivor does not wish to be identified a third-party report that does not include the survivor's name may be made.
- While it is the final choice of the survivor to make decisions regarding his/her course of action, MBC strongly encourages survivors to make a full report to the Director to ensure that all resources can be made available as well as maintain the widest range of options to pursue adjudication of the incident.

REPORTING PROTOCOL

-
- Assault on campus should be reported to the Director immediately
- Assault off campus should be reported in the jurisdiction where the incident occurred. Upon request MBC officials will assist students, staff and faculty in completing a police report.
- Individuals should immediately obtain medical treatment at the hospital for injuries, sexually transmitted diseases and pregnancy. An exam preserves evidence of rape for use in court however, the exam must be performed as quickly as possible. Be advised to preserve as much evidence as possible do not eat, drink, smoke, bathe, shower, douche or urinate.
- Any student and/or employee who believes they are subjected to assault or have witnessed an assault should report the incident to the Director immediately.
- Reports will be considered confidential unless further action is required. Retaliation of any type is prohibited against any student or employee filing a harassment complaint.



ACTION/NOTIFICATION

- Violations of local, state, or federal laws that occur within the school appropriate legal action will be through local law enforcement.
- MBC does not sponsor on campus counseling, mental health, or other student services for victims of violent acts or assault. MBC will inform victims of off campus counseling, mental health, or other services for victims.

REPORTING ABUSE OR ASSAULT:

Kansas Coalition Against Sexual & Domestic Violence

634 SW Harrison ST
Topeka, KS 66603
785-232-9784

Family Service & Guidance Center

325 SW Frazier AVE
Topeka, KS 66606
785-232-5005

Child/Adult Abuse Hotline

1-800-922-5330
Topeka, KS

Kansas Department for Children and Families

500 SW Van Buren ST
Topeka, KS 66603
785-296-2500

Topeka Police Department

320 S Kansas AVE #100
Topeka, KS 66603
785-368-9551

- Proceedings shall provide a prompt, fair and impartial investigation and solution and will be performed by campus Director.
- The accuser and the accused are entitled to the same opportunities to have others present during disciplinary proceedings.
- MBC will change a victim's academic situation after and alleged offense. Modifications may include modification of course sequence or session.
- Should the charge be confirmed, the Director will pursue appropriate disciplinary action. Possible action may include, but not limited to reprimand, suspension or expulsion of the offender based on the seriousness of the offense. If there is a strong indication of unacceptable behavior but not convincing proof a written warning will be issued to the accused party and documentation of the compliant and investigation placed in the student or employee file.
- The accuser and the accused with both be informed of the outcome of any disciplinary action(s) regarding an alleged offense at the same time.
- The outcome of a disciplinary action means only MBC's final determination with respect to the alleged offense and any punishment that is imposed against the accused.



- Student, faculty or staff that is found to be responsible for violating this policy following a final determination of MBC's disciplinary proceeding in regards to domestic violence, dating violence, rape, acquaintance rape or other forceable or non-forceable sexual assault or stalking is subject to reprimand including but not limited to warning, suspension and permanent dismissal.
- After completing an investigation, if no substantial proof of assault is evident no further action will be taken.

SEXUAL HARASSMENT

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct of a sexual nature:

- Submission is made a term or condition, explicitly or implicitly of obtaining an academic or employee advancement.
- Submission to or rejection being used as a factor in decisions affecting education or employment.
- The conduct or communication has the purpose or effect of substantially or unreasonably interfering with someone's position or creating and intimidating, hostile or offensive environment.

Sexual harassment includes but not limited to:

- Verbal harassment of a sexual nature or abuse.
- Pressure for sexual activity.
- Sexually motivated or inappropriate patting, pinching or physical contact.
- Sexual behavior or words including demands for sexual favors or threats about a person's position.
- Behavior either written or verbal including symbols directed at a person based on gender.
- Use of authority to emphasize the sexuality of a student which prevents the student full enjoyment of education benefits, atmosphere, or opportunities. Harassment based on disability is defined as any verbal or physical conduct related to an individual's physical or mental impairment.

Unwelcome harassment based on disability occurs:

- When conduct is severe, persistent, or pervasive and effect is a student or employee's ability to participate in or benefit from the educational program, work environment or activity and/or creates an intimidating, threatening or abusive environment.
- The conduct has the purpose or effect of substantially of interfering with a person's work or academic performance.
- The conduct adversely effects an individual's learning opportunities.



Examples of conduct that could constitute harassment because of disability include but are not limited to are:

- Graffiti containing offensive language derogatory to physical or mental disability.
- Threatening and/or intimidating conduct directed to another person due to physical or mental disability.
- Jokes, rumors and/or name calling due to a person's physical or mental disability.
- Slurs, negative stereotypes, and hostile acts based on physical or mental disability.
- Graphic material consisting of comments or stereotypes posted or circulated and aimed at degrading people or members of protected classes.
- A physical act of aggression or assault based on a person's physical or mental disability.
- Types of aggressive conduct such as theft and/or damage to property motivated by the person's physical or mental disability.

REPORTING PROCEDURES

Students and employees who believe they have been subjected to harassment or have witnessed harassment should report to the Director immediately. Reports will be confidential unless further action is needed to be taken. Retaliation of any kind against student's or employees filing a complaint is prohibited.

INVESTIGATION

The Director and one (1) another person (male or female) will meet with the complainant immediately. This meeting will be performed objectively in a sensitive and non-accusatory manner to establish the facts. The accused party will be interviewed along with any other parties referred by the accused/complainant as having knowledge of the situation. All persons will be cautioned as to their personal responsibility to maintain strict confidentiality of the compliant. The investigation will take place by communication of both compliant and accused.

Three (3) courses of action will be taken

1. Investigation
2. Determination
3. Notification

Employees and students questioned in the course of the investigation, including the complainant will not be adversely affected until a decision or result of their participation in the investigation has been determined.

To learn more about Violence Against Women (VAW) visit: <https://www.justice.gov/ovw>



ACTION/NOTIFICATION

If the charges are substantiated, MBC's Director will pursue appropriate disciplinary action. Possible action may include, but not limited to, reprimand, transfer, suspension, or permanent dismissal of the offender based on the seriousness of the offense. If there is strong indication of inappropriate behavior but no conclusive proof, a verbal warning will be issued to the accused party and notification documentation of the complaint and investigation placed in the employee or student file. After completion of an investigation, no confirmed proof of harassment is apparent, no further action will be taken.

Copies of all complaints of harassment and investigations conducted will be maintained for a period of two (2) years at the main administrative office. The Director will follow up to ensure no further offenses occur and that the complainant is subjected to retaliation.

POLICY ADDRESSING SEX OFFENDER REGISTRATION

In accordance to Campus Sex Crimes Prevention Act of 2000, which amends The Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, The Jeanne Clery Act and The Family Educational Rights and Privacy Act of 1974 and the Kansas Bureau of Investigation are providing links to the Kansas Sex Offender Registries.

These Acts require institutions of higher education to issue a statement advising the campus community where law enforcement information by a state concerning registered sex offenders may be obtained.

Sex offenders are required to register in a state to provide notice to each institution of higher education in the state at which the person is employed, carries a vacation or is a student.

In Topeka Kansas convicted sex offenders must register with the Sex Offender Registry. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children.

Unlawful use of the information for the purpose of intimidating or harassing another is prohibited and willful violation shall be punished with a Class 1 misdemeanor.

Kansas Bureau of Investigation: <http://www.kbi.ks.gov/registeredoffender/>



DISCIPLINARY ACTIONS

Any person that violates the School Policy Prohibiting Crime, Sexual Assault & Harassment as well as Drugs & Alcohol will be disciplined up to and including termination. If an incident occurs requiring a disciplinary action by the institution the Director may document the action in a crime log.

Disciplinary actions noted in the crime log are included in the Annual Security Report published each year to comply with the *Jeanne Clery disclosure of Campus Security Policy and Crime Statistics Act*. Depending on the violation(s) the individual may be referred to Law Enforcement. Student reinstatement after termination will require reapplication and demonstration that all violations have been corrected. Students may be required to participate in a substance abuse rehabilitation program approved for purposed by a federal, state, local health department, law enforcement or other appropriate agency before being allowed to return. MBC will work closely with law enforcement, state approved counseling and/or rehabilitation agencies. Employees in violation of this regulation will be permanently terminated.

COUNSELING AND TREATMENT HOTLINES AND RESOURCES

Sims-Kemper

1701 SW Medford Ave
785-233-0666

Alcoholics Anonymous

2100 SW Central Park Ave
785-235-2226

Alcohol Information & Treatment Prevention & Recovery Services

2209 SW 29th ST
785-266-8666

Al-Anon/Alateen

813 SW 6th Ave
785-357-8725

KANSAS COALITION AGAINST SEXUAL & DOMESTIC VIOLENCE

634 SW Harrison ST
Topeka, KS 66603
785-232-9784

Family Service & Guidance Center

325 SW Frazier AVE
Topeka, KS 66606
785-232-5005

Child/Adult Abuse Hotline

1-800-922-5330
Topeka, KS

Kansas Department for Children and Families

500 SW Van Buren ST
Topeka, KS 66603
785-296-2500

Topeka Police Department

320 S Kansas AVE #100
Topeka, KS 66603
785-368-9551



STUDENT GRIEVANCE PROCEDURE
For
COMPLAINTS ALLEGING DISCRIMINATION BASED ON
RACE, COLOR, NATIONAL ORIGIN, SEX,
DISABILITY OR AGE

Discrimination is prohibited by statutes and regulations enforced by the Office of Civil Rights and state regulations. Therefore, it is the policy of MBC that unlawful discrimination against students is prohibited. “Discrimination” is the illegal treatment of a person or a group of persons based on a prohibited factor, such as race, color, national origin, sex, disability, or age.

“Harassment” is unwelcome conduct that is based on race, color, national origin, disability, sex, and age, or any other basis protected by federal, state, or local law, ordinance, or regulation. Harassment is physical, verbal, and visual conduct that creates an intimidating, offensive or hostile environment which interferes with an individual’s education.

“Sexual harassment,” as prohibited under federal and state law, is defined as unwelcome conduct of a sexual nature, and may include unwelcome sexual advances, sexual assaults, or requests for sexual favors. This and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- A. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s academic standing/student status.
 - B. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; or
 - C. such conduct is sufficiently serious that it has the purpose or effect of unreasonably interfering with an individual’s academic performance or creating an intimidating, hostile, or offensive academic environment.
- MBC applies these definitions in and out of the classroom.

The procedures described below are to be used to address complaints alleging discrimination and/or harassment carried out by employees, other student or third parties.

No student is required to report or make a complaint of discrimination to the person who is allegedly engaging in the problematic conduct. Complaints should be presented as promptly as possible after the alleged incident occurs through the following avenues for this institution.

The school has designated a Discrimination Coordinator (listed below) to assist applicants and students with problems regarding possible discrimination based on race, color, national origin, sex, disability, or age.



STUDENT GRIEVANCE PROCEDURE

Title: Student Grievance

Purpose: The purpose of the grievance is to provide an orderly and efficient method by which students may communicate and resolve their complaints about conditions and policies within the school.

Policy: Every student has the right to voice concerns about policies, conditions, or personnel at the institution which creates an adverse effect on the education being pursued.

General Provision

DEFINITION OF GRIEVANCE

A grievance is a student complaint about the conditions or policies within an Occupational School or a complaint about the actions of employees, students, or instructors within the college that affect the college environment for the aggrieved student. A disciplinary action taken by the college administration against the student is not considered a grievance. ALL grievances should be presented within 30 days from the date the grievant became aware of the cause of such grievance.

PROCEDURE:

A student grievance may consist of a variety of issues. This procedure addresses grievances concerning discrimination and/or harassment or grievances concerning other issues related to the college. The following procedures address both types of grievance issues as indicated in each section:



Title: Nondiscrimination Coordinator and Counselor
Location: Administrative Office / Shawna Phifer
901 SW 37th Street, Topeka, Kansas - Contact Number: 785-266-2500

All grievances should be presented within **(30) days** from the date the grievant became aware of the cause of such grievance. *MBC will not coerce, intimidate, threaten, retaliate against, or interfere with any person who attempts to assert a right protected by the laws above or cooperates with investigation and enforcement proceedings under these laws - Title VI (Race, Color, National Origin), Section 504 (Disability) and Title IX (Sex).*

INFORMAL PROCEDURES: (COMPLAINTS)

The grievant should try, if possible, to resolve the problem first by discussing the problem with the individual who is the cause of the complaint. If it is inappropriate to present the complaint directly to that individual, then the grievant should discuss the complaint with the appropriate individual as follows: If the complaint is against a student, discuss the problem with the student's instructor or department head in which the student is enrolled. If the complaint is about an instructor or other college employee, discuss the problem with that individual's immediate supervisor.

1. Any student who believes he/she has been a victim of discrimination, including but not limited to sexual harassment, or other, harassment by another student enrolled in the same program area should discuss this with
2. his/her instructor or the department head of that department. If the student is uncomfortable discussing this with these individuals, he/she should discuss the matter with the Nondiscrimination Coordinator.
3. Any student who believes he/she has been the victim of discrimination, including but not limited to sexual harassment, or other, harassment by another student in a different department or by an instructor or an employee of the college or a third party should discuss the matter with the Nondiscrimination Coordinator.
4. The student should present the complaint as promptly as possible after the alleged incident occurs. Every effort will be made to keep the discussion confidential.
5. Steps will be taken, in an attempt to alleviate the problem so no further action will be required. A brief synopsis of the complaint will be noted in case the matter is not resolved at this level and filed with the Nondiscrimination Coordinator. The synopsis should include the name of the complainant(s), the name(s) of the alleged offenders, the date, time, and discrimination and/or harassment reported.



FORMAL PROCEDURES (FILING A FORMAL COMPLAINT):

If a satisfactory solution to a complaint of discrimination and/or harassment is not reached using informal procedures, or should the student wish, a formal complaint can be filed for resolving the matter through the Student Grievance Procedure as follows:

1. The grievant submits, in writing, to the School Director, a detailed narrative of the problem. This narrative included the following:
 - a. Name of the grievant submitting the grievance and date submitted.
 - b. Date(s), time(s), and location(s) when problem occurred.
 - (c.) Name(s) of individual(s) involved.
 - (d) Witness (es) who observed activity, if applicable.
 - (e) Problems caused by this activity.
 - (f.) Any steps taken prior to this formal grievance to stop problem, and
 - (g.) Solution to the problem the student is seeking.

Upon receiving the grievance, the School Director will try to resolve the issue to the students' satisfaction. If not resolved to the students' satisfaction the student is advised to contact the Kansas Board of Barbering and/or the Council on Occupational Education.

2. Within three (3) school days of receiving the grievance, a certified letter will be sent to both parties and to any witnesses being called by the committee. This letter will include the date and time of the hearing, a copy of the written grievance and notification to each party of the right to call witnesses.

Within seven (7) school days of receiving the grievance, the committee will conduct an inquiry, call witnesses, and gather whatever information it deems necessary in reaching a determination as to the merits of the allegations.

After the hearing has been completed, the findings and recommendations of the committee will be submitted, in writing, to the school Director the day after the hearing.

The School Director will submit his/her decision, in writing, by certified mail to both parties within ten (10) school days of receiving the report from the committee. If the complainant or respondent wishes to appeal the findings of the committee and/or the ruling of the School Director, the complainant or respondent must file his/her appeal, in writing, within five (5) days of being notified of the findings and ruling.

This appeal must be made to the Administrator Within five (5) days of receiving the appeal, the Administrative notifies, in writing, all parties to the grievance **and the School Director** of his/her ruling on the appeal.

A copy of the first-level appeal and the Administrator's ruling is to be filed in the appellant's file and in the Grievance, Files maintained by the **Administrative** Office.

If the complainant or respondent wishes to appeal the ruling of the Administrator -, the complainant or respondent must file his/her final appeal to the MBC **Board of Trustees** in writing within five (5) days of being notified of the Administrative ruling. A final appeal may be filed for the following reasons **only**: new evidence has been brought to light – not available by duly diligent effort at the time of the hearing or established procedures have not been followed. Within ten (10) days of receiving the appeal, the Administrator **notifies, in writing, all parties** to the grievance, the committee members, the School Director, and the **Instructor of Record** of her ruling on the appeal.

Copies of the second-level appeal and the Administrator's ruling are filed in the Grievance Files.



**Board of Trustees
Midwest Barber College**

901 SW 37th Street
Topeka, Kansas 66611

www.midwestbarbercollege.com

Kansas Board of Barbering

700 SW Jackson Suite #1004
Topeka, KS 66603
785-296-2211

www.kbob.kansas.gov

Kansas Board of Regents

1000 SW Jackson Suite #520
Topeka, KS 66612

www.kansasregents.org

Council on Occupational Education

7840 Roswell RD Building 300, Suite 325
Atlanta, GA 30350
800-917-2081/T-770-396-3898/F-770-396-3790

www.council.org

State of Kansas - Vocational Rehabilitation Services

Contact your VR counselor

Veteran's Administration - Vocational Rehabilitation Services

Contact your VR counselor

Veteran's Administration - GI BILL

www.Gibill.va.gov

United States Department of Education

400 Maryland AVE, Southwest Washington, D.C. 20202
1-800-872-5327



Midwest Barber College, Topeka, Kansas
Student Grievance Form

Student name: _____

Program /department: _____

Please use this form to describe the nature and desired resolution of your grievance. Midwest Barber College will attempt to resolve this issue as quickly and fairly as possible. Students and employees must complete the grievance form within five (5) business days of when the allegation occurred and provide this and any supporting information to the instructor of the class, or director of the program in which the complaint originated, as set forth in the grievance procedure. Attach additional pages or supporting documentation as appropriate. No complainant shall be retaliated against for participating in any grievance procedures brought against Midwest Barber College concerning alleged discrimination.

Please describe the nature of your grievance:

Please list any other parties who have knowledge of this situation:

Please describe your desired resolution of this situation:

Please direct this form to the instructor of the class, program Director, or placement officer of the school as set forth in the Grievance Procedure.

Student Signature

Lucy Opit-Administrator of College

Date

November 18, 2017

Date

Remember - For assistance with any of the consumer information discussed herein, prospective, and current students may contact the School Director during regular business hours.