



STUDENT CATALOG

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REGULATORY AND ACCREDITATION AGENCIES

The following institutions license, regulate, and accredits our institution:

South Carolina Board of Barber Examiners

South Carolina Department of Labor, Licensing, and Regulation
Synergy Business Park; Kingstree Building
110 Centerview Dr.
Columbia, SC 29210
(803) 896-4588

Council On Occupational Education (COE)

7840 Roswell Road
Bldg. 300, Suite 325
Atlanta, GA 30350
(800) 917-2081

**The Council on Occupational Education (COE) is recognized by the United States Department of Education as a national accrediting agency for postsecondary school. If you are interested in reviewing or receiving a copy of the school's state license/approval or a copy of the school's letter of accreditation, please contact the school's chief administrator.*

MISSION STATEMENT

Williams Barber Training School is dedicated to student success by cultivating highly educated and skilled students to become successfully licensed in the barber industry.

VISION STATEMENT

To be a progressive leader in barber education and improve the way barbering services are delivered.

EDUCATION GOALS

Williams Barber Training School strives to provide a quality educational system that prepares students to pass the state board examination and gain employment within their chosen field of study. Our quality education system includes an outstanding facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise. Our education goals are:

1. To educate students to be professional, knowledgeable, and skilled in their field for marketability within the industry.
2. To maintain a constantly updated program that provides students with the knowledge to compete in their field of study.
3. To promote the continuing educational growth of our faculty and students, using current teaching methods and techniques.
4. To teach courtesy and professionalism as the foundation for a successful career in their chosen field of study.
5. To prepare students to successfully pass the state licensing exam for entry-level employment.
6. To train and graduate students while empowering them to become confident and excited to enter a successful career within the salon and beauty industry.

COMMITMENT

Williams Barber Training School is passionate about producing high quality hair care professionals. Our graduates are skilled in hair care maintenance, infection and sanitation control, product knowledge, barber shop management, marketing and promotions, client retention, business building, appropriate barber attire, communication skills, etc.

EDUCATION

We believe that continuing education and training are necessary to stay at the forefront of one's craft. Through extensive education we can empower our students by giving them the confidence they need to successfully pass the State Board Exam, build their clientele, and grow their business.

SCHOOL FACILITIES

Williams Barber Training School is comprised of approximately 4500 square feet. The buildings house the administrative and staff offices, classroom facilities, clinical areas, lounge, and restrooms. The clinical area has individual barber stations and is equipped with modern equipment. The building is located in the downtown area of Mauldin, SC.

FACULTY & STAFF

Cindate Williams	Instructor/General Manager
Sheila Williams	Instructor/Chief Administrator
Shiquita Murray	Instructor/Director of Administration
Raven Williams	Human Resource Manager

**Under the direction of prestigious designers, you will receive a quality education in the exciting and changing industry of barbering. Our instructors are licensed by the state and are successful professionals who continue to work in salons and spas as time permits.*

ADMINISTRATION/OWNERSHIP

Williams Barber School, LLC, dba Williams Barber Training School, is an independently owned and operated institution.

NONDISCRIMINATION

Williams Barber Training School in its admission, instruction, and graduation policies and practices, does not allow or tolerate harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth, or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information, or any other basis protected by the federal, state, or local law. The school does not condone discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed, in any way, he or she is required to report the matter to the school's director, Sheila Williams, in person or by calling 864-263-3801 or by mail at 417 N. Main Street, Mauldin, SC 29662 immediately so appropriate action can be taken.

HOURS OF OPERATION

Monday	Closed
Tuesday – Friday	9:00 AM to 5:30 PM
Saturday	9:00 AM to 12:00 PM
Sunday	Closed

Enrollment periods

Williams Barber Training School begins a new barbering class every eight (8) weeks, depending upon space availability. The start dates for the 2022-2023 academic year are as follows:

- ❖ August 23, 2022
- ❖ October 18, 2022
- ❖ December 13, 2022
- ❖ February 7, 2022
- ❖ April 4, 2022
- ❖ June 7, 2022

Prior to beginning class, potential students will be required to attend a mandatory new student orientation. During orientation the student handbook, policies, and procedures are reviewed, and all program curriculums and requirements are explained.

Holidays and school closure

Williams Barber Training School allows the following holidays off:

- ❖ New Year's Eve
- ❖ New Year's Day
- ❖ Memorial Day
- ❖ Independence Day
- ❖ Labor Day
- ❖ Veteran's Day
- ❖ Thanksgiving Day
- ❖ Christmas Eve
- ❖ Christmas Day

**Occasionally, the school will be closed for staff personal development. See academic calendar for Holidays and School Closings*

Inclement Weather

WBTS does NOT necessarily follow Greenville County School closings or delays during inclement weather. If weather conditions are such that staff cannot get to the institution, an announcement will be made on WYFF-TV (Channel 4). Please look specifically for Williams Barber Training School. Information will also be posted on the school website: www.wbts.edu. Please be sure to watch for information regarding icy conditions and delays. We will not risk the safety of our students and faculty if we feel conditions are unsafe for travel. News stations will not air school openings, only delays or cancellations. School days missed due to snow and/or ice

may need to be made up, depending on the number of school days missed. We will keep you posted on these make-up days. We do not prorate or refund tuition on days shortened or missed due to inclement weather

ADMISSIONS POLICY

ADMISSION REQUIREMENTS

Williams Barber Training School admits as regular students those who are high school graduates or holders of high school graduation equivalency certificates. Williams Barber Training School does not accept ability to benefit (ATB) students at this time.

To be accepted into the school all applicants must meet the following criteria:

1. Must have a High school Diploma or GED or show proof of minimum 9th grade education.
2. Ability to learn in the English Language. All textbooks, videos, reference materials, training materials, product labels, and institutional publications are provided in the English Language.
3. Be approved for acceptance by the school.

ADMISSION PROCEDURE

1. **Complete an interview and tour with the admissions team.**
2. **Complete a WBTS Application Form:** Complete and submit the application form to the school prior to registration. All forms may be obtained online or by requesting them from Williams Barber Training School.
3. **Complete the South Carolina Board of Barber Examiners Student Permit Application** and submit a check or money order for \$35 .00 made payable to South Carolina Dept. of Labor, Licensing, and Regulation (SC LLR). **The school may provide assistance with the application and required notary signatures.*
4. **Submit Application Fee:** Action will not be taken on admission or any student loan application until an application fee of \$100.00 is received. Please submit the fee in the form of a check or money order, payable to Williams Barber Training School.
5. **Submit the following verification documents:**
 - a. Valid photo ID
 - b. Birth certificate
 - c. Copy of Social Security Card
 - d. TB Test or Chest X-ray results (within the past year)
 - e. Four (4) passport photos
 - f. Copies of your high school diploma or high school transcripts showing high school completion or minimum 9th grade education. We are required to verify that your proof of education comes from a valid high school or high school equivalency program. If we determine that your diploma or high school equivalency certificate is not valid, you will be denied admission to the school.

****Foreign Diplomas or Transcripts:** The school will accept a foreign diploma or transcript; however, the diploma or transcript **MUST** be equivalent to a U.S. high school diploma and must be translated into English by a certified translator and evaluated by a credentialed evaluation service. ***It is the student's responsibility to have the foreign diploma or transcript translated and evaluated as part of the admissions process.*** Because the cost of evaluating a foreign diploma or transcript must be incurred as a charge of admissions prior to enrollment in an eligible program, the fee cannot be included in the cost of attendance (COA). Guidance on who to contact to secure an official translation and evaluation can be obtained from the school Financial Aid Director.

Williams Barber Training School does not recruit students who are already enrolled in a similar program at another institution.

If you have a disability and need an academic adjustment, please notify the admissions officer as soon as possible so the school can review your request. If you are interested in attending our school and you do not have a high school diploma or high school equivalency diploma, please contact our admissions office for a list of high school equivalency programs located near the school. Williams Barber Training School does not require a student to have immunizations/vaccinations to enroll in our school.

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory academic progress (SAP) evaluation periods are based on actual contracted hours at the institution. *Please refer to the school Transfer policy for additional information.*

ACCEPTANCE

After a prospect student has completed the enrollment application process, the admissions team and directors review each applicant and his or her required admissions materials and personal interview to determine acceptance. Upon the decision of the admissions team and director, the applicant receives written notification of acceptance or denial. *Note: All applicants must go through the entire enrollment application process (detailed in the enrollment application) which includes re- entry students (withdrawals) and transfer student.*

TRANSFER STUDENTS

Students seeking enrollment at Williams Barber Training School who have previously attended another post-secondary barbering program and desire credit for previously earned clock hours must request official academic transcripts from all schools previously attended. The school must receive the transcripts **directly from the previous school(s)** and they must be received **prior to the enrollment of the student**.

Transfer students are advised:

1. Upon receipt, the transcript(s) will be evaluated, appropriate credit granted, and the program length shortened proportionately. Intuition charges will be prorated based on the length of the program left to complete.
2. Williams Barber Training School will **not** accept “Safety and Sanitation” from schools which are out-of-state of South Carolina.
3. Williams Barber Training School will **not** accept previously earned training hours that are older than 5 years.

Williams Barber Training School cost for transfer students is \$13.83 per hour; this does not include the cost of a complete and current WBTS student kit. Transfer students are responsible for purchasing the education kit at an additional cost from the tuition.

****Please note that students transferring to another school may not be able to transfer all the hours they earned at Williams Barber Training School. The number of transferable hours depends on the policy of the receiving school.***

TRANSFER OF CREDIT POLICY

A maximum of 500 hours may be accepted. To determine how many transfer hours the school accepts is based on passing a practical and written test and what is allowed by state board. All barber transfer students must complete a minimum of 1000 hours. A student transferring from a high school barbering program must complete a minimum of 1200 hours at Williams Barber Training School.

1. Pass a practical test with a minimum of 75% on the following criteria:
 - a. Demonstrate State Board Sanitation and Disinfection
 - b. Finger Wave with 6 pin-curls
 - c. Color and Lightener Applications (Must perform four)
 - d. Permanent Wave (10 rods)
 - e. Chemical relaxer applications (virgin, re-touch)
 - f. Marcel iron work demonstrating the three base curl placements.
 - g. Haircut, style and finish of your choice (to complete on a doll head or model)
2. Pass a written exam with a minimum of 75% passing

RE-ENROLLMENT POLICY

A student who withdraws from the school may re-enroll only if mitigating circumstances are determined on a case-by-case basis. To be eligible for re-enrollment the student must wait 60 days from the last date of attendance. Students who re-enroll in the program must complete the following:

1. Pay a \$100.00 re-entry fee and submit a new application.
2. All outstanding tuition, fees, and overtime expenses must be paid in advance, or the student must make satisfactory arrangements with the Financial Assistance Director.
3. Previous tuition payments will be credited to the student's balance based upon the original contracted cost for the course if re-enrolling **within 180** days of last date of attendance. If student is re-enrolling **180 days after** the last date of attendance, the student will be contracted at the current tuition hourly rate
4. If a re-enrolling student has previously used all of their excused absences provided under their original contract, the student will not receive any additional time for excused absences under the new contract addendum.
5. Students must purchase book(s) and equipment that are missing from the student kit or not in professional working condition.

Re-admission is reserved to the sole discretion of Williams Barber Training School and may require special conditions. The school does not deny re-admission to any service member of the uniformed services for reasons relating to that service.

Re-admission for a student requires a personal interview with school administration. Once accepted for re-enrollment, the re-entry student will be credited for the hours previously earned and will be charged for the current rate of tuition on any remaining hours to be completed. This policy applies to both voluntary and administrative withdrawals. The re-entering student will be placed on a 30-day evaluation. During the 30-day evaluation period the student must demonstrate for that period that they can meet the school's minimum attendance and academic requirements for Satisfactory Academic Progress. The student will then be evaluated for Satisfactory Academic Progress at the next scheduled evaluation period to determine their new status. Students who fail to meet the minimum attendance and academic requirements for that 30-day evaluation period may be terminated. Students who re-enter the program are placed in the same Satisfactory Academic Progress standing as when they left.

TUITION AND FEES

Because of inflationary cycles, and because we must occasionally change equipment to remain current, the school reserves the right for the following tuition information to be subject to change.

	Payment Period #1 (450 hrs)	Payment Period #2 (450 hrs)	Payment Period #3 (300 hrs)	Payment Period #4 (300 hrs)	Totals (1500 hrs)
Registration Fee	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
State Board Application Fee	\$35.00	\$0.00	\$0.00	\$0.00	\$35.00
Tuition	\$5,626.75	\$5,626.75	\$3,565.75	\$3,565.75	\$18,385.00
Student Kit & Uniform	\$1,575.00	\$0.00	\$0.00	\$0.00	\$1,575.00
Textbook	\$650.00	\$0.00	\$0.00	\$0.00	\$650.00
Total	\$7,986.75	\$5,626.75	\$3,565.75	\$3,565.75	\$20,745.00

All charges are calculated based upon payment period. All costs are combined for tuition, kit(s), books and fees. All cost is combined for tuition and require a minimum initial payment of \$500.00. Night program classes require a minimum initial payment of \$2,000. The remainder of the tuition balance will be calculated on a 12-, 15-, or 18-months payment plan. A student may pay the full tuition amount at the time of registration via certified check. Williams Barber Training School will pay for your application fee to take the licensing exam the first time as long as it is within six months of eligibility.

Please contact the school's Financial Assistance Director for payment options. The school accepts cash, credit card, and personal check payments. In extraordinary circumstances, the school may adjust tuition and kit fees for students that transfer from a school that has suddenly closed without notice.

**Any used and/or opened items in the Williams Barber School Student Kit are considered unreturnable equipment.*

Enrollment contract: Williams Barber Training School clearly outlines the obligation of both the school and the student in the enrollment contract. Each student will be required to sign an enrollment agreement before beginning school. Students who are under 18 are required to have their parent, guardian, or sponsoring institution's signed permission. A copy of the enrollment contract and information covering costs and payment plans will be furnished to the student before the beginning of class attendance. All fees due to the school must be paid in full, or financial arrangements made, before the school will release any final transcripts or final papers for licensing purposes.

Students requesting a transcript of clock hours and academic grades will be given the first one free of charge. Each additional transcript is \$35.00.

INSTITUTIONAL REFUND/DROP POLICY

1. Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
 - a. An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid to the school except a non-refundable application fee.
 - b. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within three (3) business days of signing the enrollment contract. In this case all monies collected by the school shall be refunded except a non-refundable application fee. This policy applies regardless of whether or not the student has actually started training.
 - c. A student who cancels his/her contract after three (3) business days of signing the contract but prior to entering classes is entitled to a refund of all monies paid to the school less a non-refundable application fee of \$100.00.
 - d. A student notifies the institution of his/her official withdrawal in writing.
 - e. A student is expelled by the institution.
 - f. For official cancellations as defined in paragraphs b, c, d, or e, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.
 - g. Monies paid for student kit is nonrefundable unless the student cancels within three (3) business days of signing the enrollment contract or the student cancels prior to entering class.
2. Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are monitored every 30 days and a determination is made to withdraw a student who has been absent from school for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.
3. When situations of mitigating circumstances are in evidence, such as serious illness, a disabling accident, or death in the immediate family, the school may make a settlement that is reasonable and fair to both parties.
4. All extra costs, such as books, equipment, graduation fees, application fee, rentals, and other such charges, are not considered in the tuition adjustment computation if the charges are itemized separately in the kit purchase agreement.
5. If a course and/or program is cancelled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
6. If a course and/or program is cancelled and ceases to offer instruction after the student has enrolled and instruction has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
7. For students who terminate prior to completion, an administration fee in the amount of \$100 .00 will be assessed.
8. A student's account may be sent to collections for nonpayment.
9. If the school closes permanently and no longer offer instruction after a student has enrolled and instruction has begun, the school will provide a pro rata refund of tuition to the student.
10. A student' on a leave of absence date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the school that the student will not be returning.

The following refund table distribution is used for all students due a refund. Upon withdrawal, drop or termination, a student may owe tuition or be entitled to a refund based on his/her scheduled hours:

Percentage Length Scheduled to Complete to Total Length of Course and/or Program	Amount of Total Tuition Owed to the School
Up to 10% (150 hours)	10%
10.1 to 25% (151 to 375 hours)	50%
25.25 to 50% (376 to 750 hours)	75%
>50% (>750 hours)	100%

FEDERAL RETURN OF TITLE IV FUNDS POLICY

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period. If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

Official Withdrawal Process

If a student wishes to withdraw from school, they must notify the Financial Aid Director of the school. The notification may be in writing or orally. The date the notification is received is the date of determination. The Financial Aid Director must begin the withdrawal process.

Unofficial Withdrawal Process

For unofficial withdrawals a student's withdrawal date at a school that is required to take attendance is their last day of physical attendance. The date of determination is 14 days after they cease attendance. **In both cases the last day of attendance will be used in the return to Title IV calculation.*

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, and Direct Loans or Direct PLUS Loans during the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. After the 60% point of the payment period (or period of enrollment depending on what the school uses) the student is considered to have earned 100% of the aid for the period. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%. The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period. The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

Post Withdrawal Disbursement

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account. The authorization is required to be sent to the student within 30 days of the date the school determined the student's last date of attendance.

Credit Balance

If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.

The following Title IV return distribution is used for all FSA students.

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan (Parent)
4. Federal Pell Grant

Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination. (Unless the school uses less days based on a state, accrediting agency, or institutional requirement) The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

Overpayment of Title IV, HEA Funds

Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. A student who owes an overpayment remains eligible for Title IV, HEA program funds through and beyond the earlier of 45 days from the date the school sends a notification to the student of overpayment, or 45 days from the date the school was required to notify the student of the overpayment if, during those 45 days the student:

1. Repays the overpayment in full to the school.
2. Enters into a repayment agreement with the school in accordance with repayment arrangements satisfactory to the school; or
3. Signs a repayment agreement with the Department, which will include terms that permit student to repay the overpayment while maintain his or her eligibility for Title IV, HEA program funds.

Within 30 days of the date of the school's determination that the student withdrew, an institution must send a notice to any student who owes a Title IV, HEA grant overpayment as a result of the student's withdrawal from the school to recover the overpayment.

If the student does not repay the overpayment in full to the school or enter a repayment agreement with the school or the Department within the earlier of 45 days from the date the school sends notification to the student of overpayment, or 45 days from the date the school was required to notify the student of the overpayment.

At any time, the student fails to meet the terms of the repayment agreement with the school:

1. The student chooses to enter into a repayment agreement with the Department.
2. The student who owes an overpayment is ineligible for Title IV HEA program funds.
3. You must make arrangement with the school or Department of Education to return the amount of unearned grant funds.

STUDENT FINANCIAL AID RELEASE

The undersigned agrees that Williams Barber Training School does not guarantee the student loan process in any respect. A Federal Parent Plus loan requires a credit check and is based on the parent's credit. Pre-approval for a Parent Plus loan does not guarantee that the parent will receive a Federal Parent Plus loan. It is critical that the parent be able to pass a credit check when the loan is certified. The school has no control over the approval or decline of a parent's credit history. Nor does the school assume any responsibility for mistakes on any

Department of Education financial aid forms. It is up to the student to make sure all forms are accurate and complete. Federal loan information is available in the National Student Loan Database System (NSLDS) and will be accessible by Servicers and Schools, as authorized.

POLICY FOR VERIFICATION OF TITLE IV FUNDING

The school has policies and procedures that it follows for verification of Title IV funding. Verification is a requirement by the U. S. Department of Education. Students are randomly selected to provide additional information. The school provides students with a verification form so they can collect the necessary information. The school gives the student a 30-day deadline to return the form to the financial office with verification items attached. If verification documents are not submitted by the due date, the student will be placed on a monthly cash pay status until verification is completed. The corporate office sends to the school a change in EFC form for students to sign if their EFC changes. FAME handles our student overpayments and alerts the school so it can make changes to the award packet, which is reported to Common Origination and Disbursement (COD) for the Department of Education.

ELIGIBILITY OF FINANCIAL AID AFTER A DRUG CONVICTION

Students will be given written notice advising them that a conviction of illegal drugs, of any offense, during an enrollment period for which the student was receiving Title IV financial aid will result in the loss of eligibility for any Title IV per HEA Sec. 484(r)(1) and 20 U.S.C. 1091(r)(1). Students whose eligibility has been suspended due to a drug conviction may resume eligibility if they successfully pass two (2) unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established under HEA Sec. 484(r)(2) (20 U. S.C. 1091(r)(2))

STUDENT ACADEMIC POLICIES

FAMILY EDUCATIONAL RIGHTS/PRIVACY ACT/STUDENT FILE ACCESS (FERPA)

Students and parent/guardians of dependent minors are guaranteed the right to access and review the student's educational file. Students must submit a written request to review their file to the school director. The student will be granted supervised access to their records within five business days of the request. Williams Barber Training School fully complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). This act provides that students and former students may inspect and review their educational records maintained by the institution. All students are guaranteed the right to access their grades and records accumulated in their student file (a parent/guardian would afford the same right if the student were still a minor). At the time of such access and review, a school official shall be present for interpretation of the records. A student, parent/guardian must request in writing that the Campus Director make the file available for such inspection. Any third-party request for information will require written authorization from the student or parent/guardian of a dependent minor. Williams Barber Training School requires a release form to be completed for each third-party request of information. The institution maintains a record of all release forms and requests for information. Student records will be maintained for a minimum of five years.

STUDENT FILE ACCESS/DISCLOSURE INFORMATION

Williams Barber Training School will disclose personally identifiable information from the student's record without written consent if the disclosure is:

1. To Federal and State authorities as listed in the Family Educational Rights and Privacy Act of 1974
2. To accreditation organization to carry out their accreditation function.
3. To comply with a judicial order or subpoena if the college makes a reasonable effort to notify the student of the order or subpoena prior to the release of the information.
4. To persons responsible for determining eligibility for financial assistance for which the student has applied or received.
5. To protect the health or safety of another person.
6. To organizations sponsoring this student by paying the full cost of tuition directly to Williams Barber Training School.

The school will not disclose information to any third-party without the written consent of the student, (parent/guardian if the student is a minor) unless otherwise required by law. Each request must specify the person/organization to whom the disclosure may be made and information that may be disclosed. For further information concerning your FERPA rights, please contact the Business Office.

STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY

The Family Educational Rights and Privacy Act (FERPA) sets a limit on the disclosure of personally identifiable information from school records and defines the rights of students to review and request changes to the records. FERPA generally gives postsecondary students the rights to:

1. Review their education records,
2. Seek to amend inaccurate information in their records, and
3. Provide consent for the disclosure of their records.

Students (or parents or guardians, if the student is a dependent minor) are guaranteed access to their school records, with a staff member present, within 30 days from the date of the request. Copies of all records can be

requested at \$0.20 per page.

General Release of Information

Except under the special conditions described in this policy, a student must provide written consent each time before the school may disclose personally identifiable information from the student's education records. The written consent must:

1. State the purpose of the disclosure,
2. Specify the records that may be disclosed,
3. Identify the party or class of parties to whom the disclosure may be made, and
4. Be signed and dated.

FERPA Disclosures to Parents

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

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

A school may disclose information from a student's education records to parents in the case of a health or safety emergency that involves the student.

A school may let parents of students under age 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

A school official may share with parents' information that is based on that official's personal knowledge or observation and that is not based on information contained in an education record.

Release of Information to Regulatory Agencies

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

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

Williams Barber Training School provides and permits access to student and other school records as required for any accreditation process initiated by the school or by the Council on Occupational Education (COE), or in response to a directive of said Commission.

Disclosures in Response to Subpoenas or Court Orders

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

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

to notify the student if the court or issuing agency has prohibited such disclosure.

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

Disclosures for Other Reasons

There are two FERPA provisions concerning the release of records relating to a crime of violence. One concerns the release to the victim of any outcome involving an alleged crime of violence (34 CFR 34 CFR 99 .31[a][13]). A separate provision permits a school to disclose to anyone the final results of any disciplinary hearing against an alleged perpetrator of a crime of violence where that student was found in violation of the school's rules or policies with respect to such crime or offense (34 CFR 99 .31[a][14]).

Directory Information

Williams Barber Training School does not publish "directory information" on any student.

Record Maintenance

All requests for releases of information are maintained in the student's file as long as the educational records themselves are kept. Student records are maintained for a minimum of six (6) years for withdrawal students; transcripts of graduates are kept indefinitely.

Amendment to Student Records

Students have the right to seek an amendment to their school records. To seek an amendment, students must meet with the school director and bring any supporting documentation to show that the record is incorrect.

A parent or eligible student may file a written complaint with the Family Policy Compliance Office regarding an alleged violation under the Family Educational Rights and Privacy Act. The Office's address is:

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

ATTENDANCE

An attendance time clock is the official method of verification of time accumulated at Williams Barber Training School. It is solely the student's responsibility to correctly clock in/out for breaks and school attendance.

Students are expected to attend school every day, as per their contracted schedule and are encouraged to strive for an attendance rate of at least 80% out of 100%. Attendance is monitored monthly, and students will be informed of their missed hours and percentage of attendance on their monthly time sheets. If you are absent, or need to be absent from school, it is mandatory that you contact either the school Director or the appointed night staff person prior to class start time. An attendance rate of 80% or higher is the standard for your success. Your contracted graduation date is extended a specific number of hours, based on your program, for unexpected closings and staff in-service days. You will be notified of such closings.

Williams Barber Training School does not have any excused absence policy. Student must complete required clock hours. The administration will take corrective action on students who does not maintain 80% or higher attendance. Students that project poor attitude or show little or no effort to attend school or complete their assignments may be placed on probation, suspension or terminated from school before minimum satisfactory progress policy. Any action to be taken would be determined by the school administration.

Students abusing their contracted schedule may be terminated from the program. Any appeal to this decision because of mitigating circumstances would require Director approval/disapproval before a final decision is made. This school reserves the right to automatically terminate any student that fails to notify the school of absence for a period of 5 consecutive days. Notification will be delivered to the student in writing. Any student terminated by the school must reapply and pay all fees for re-admittance. Re- admission into the school is not guaranteed and will be at the school's discretion.

VA ATTENDANCE POLICY:

By authority of Title 38, United States Code 3676 © (14), the State Approving Agency may set any additional reasonable criteria for approval of programs for veterans and other persons eligible for VA education benefits (wherever the word "veteran" is used, it is intended to include all persons receiving VA education benefits). The following Attendance Policy has been established to set minimum standards of attendance for students enrolled in non-college degree (NCD) programs and receiving VA education benefits, and

Veterans enrolled in NCD programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed 300 class contact hours. The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (use VAF 22-1999b).

A veteran may be re-enrolled for benefits after 30 days from the date of termination/interruption of VA benefits only when the cause of unsatisfactory attendance has been removed. Once re- enrolled, a veteran will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed 6.67% of the remaining contact hours. The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (use VAF 22-1999b). Veterans interrupted a second time for unsatisfactory attendance shall not be allowed to re- enroll for VA education benefits in the absence of mitigating circumstances. Mitigating circumstances are issues which directly hinder a veteran's pursuit of a course/program of study, and which are judged to be beyond the student's control. General categories of

mitigating circumstances include but are not limited to:

- ❖ Serious illness of the veteran.
- ❖ Serious illness or death in the veteran's immediate family.
- ❖ Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the program/course.
- ❖ Active-duty military service, including active duty for training.

VA students receiving educational benefits can have their absences excused for extenuating or mitigating circumstances. These excused absences will be documented in the student's file. Documentation of excused absences must be turned into the VA Certifying Official within three (3) scheduled school days of your return. It is recommended that *both* excused and unexcused absent hour(s) be made up. Failure to make up time may result in a change in your graduation date and your VA benefits.

MAKEUP HOURS

Students can makeup hours during course times the student is not normally scheduled for attendance. (For example, night school, Monday, or Saturday). Students are allowed to make up absent hours during specified times. Once all absent hours have been made-up, the student is no longer eligible to make-up hours. Permission may be granted for make-up time, at the discretion of the school, within federal and state guidelines

MAKEUP WORK

Students must complete all required assignments and tests. To accommodate students, makeup test days and worksheet periods are scheduled. Students must complete makeup work at the scheduled time. Students will be required to make-up all assignments, exams or other work missed as the result of any absence. The student must make arrangements with the instructor to ensure that all work is made-up. The instructor may assign additional outside make-up work if deemed appropriate. Arrangements to take missed exams must be made with the instructor. The instructor reserves the right to deduct points for missed assignments. All arrangements are subject to approval by the instructor.

TARDINESS

Class begins each morning, Tuesday – Friday at 9:00 a.m. Saturday clinical classes start at 9:00 a.m. Students are expected to be in place at that time. Student will be considered tardy 5 minutes after class starts. Corrective action will be taken towards any student who is tardy (2) or more times within a month. Attending class on time as scheduled helps you demonstrate your commitment to the program and keep you in good standing with the institution.

LEAVE OF ABSENCE POLICY

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. Leaves of Absence can be granted in cases of emergency or medical problems with doctor notification, which cause attendance to be impossible or impractical. Leaves of Absence will be granted in the case of pregnancy or new mothers. A leave of absence will be permitted with a letter from the student's doctor. If a student is called into active duty for the military the school will grant a leave of absence. These are the only times leave of absences are granted. 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.

In order to be placed on Leave of Absence, the student must:

1. Complete and sign the school's Leave of Absence Request Form in advance, unless unforeseen circumstances prevent the student from doing so.
2. Must state the reason for the Leave of Absence (LOA) request
3. Be approved by the Financial Assistance Office
4. Leaves must be a minimum of 14 days and a maximum of 90 days and must not exceed a total of 180 days in a 12-month period.

A student on a leave of absence date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the school that the student will not be returning. 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. Student's may not arbitrarily decide to "take" a leave of absence.

There will be no additional charges for a LOA. If the student fails to return, takes an unapproved LOA or fails to contact the School Financial Aid Director on the documented return date, the student will be considered to have withdrawn from school as of that date the student began the LOA. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to student while on a Leave of Absence. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period. A contract addendum will be completed upon return from the LOA to extend the contract end date by the applicable number of days.

In special circumstances, the school may grant a leave of absence to a student in the case of an emergency, such as a car accident or other medical issue that would prevent the student from requesting the leave of absence prior to the incident occurring, the school will document the reason for its decision and then the school will then collect the request from the student at a later date. The beginning date of the leave of absence will be based on the first date it has been determined that the student cannot come to class due to the accident or medical situation.

In order to grant a Leave of Absence there must be the expectation that the student will be returning to school. A student who is granted a LOA that meets these criteria is not considered to have withdrawn and no refund calculation is required at that time. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties to reflect the new contract end date. Students receiving VA Education Benefits will have their benefits discontinued while on an official leave of absence. A Leave of Absence will affect his/her contracted date of completion.

LEVEL OF CORRECTIVE ACTION

A student may be advised by administration regarding attendance, academic grades or conduct by the following actions.

- ❖ **Verbal Warning:** A student will be verbally informed of the violation he/she committed. Discontinuance of the action will be discussed. The student will be briefed about further repercussions should the behavior continue.
- ❖ **Probation:** A written warning may be given prior to a suspension and/or action-based termination of the student. The student chooses the action which he/she will take. He/She will either correct the action or be terminated from the program. Additionally, an in-school suspension may be chosen as part of the corrective action.
- ❖ **Suspension:** An immediate withdrawal of the student from Williams Barber Training School or an in-house suspension may be assigned based on poor performance of standards or violation of policies. In-house suspension may include tasks issued by administration that would not be a part of the daily schedule. An out-of-school suspension may be for a period of time not less than one (1) day but no longer than two (2) years.
- ❖ **Termination:** This disciplinary action occurs when all other mechanisms and warnings have failed. A copy of the Termination notice is delivered to the student. The reasons for termination are clearly listed and an intuitional earns/refund calculation is attached. The notice advises the student they retain the right to appeal their termination.

Any student seeking to appeal an academic, administrative, or disciplinary action by this institution, **must do so in writing within 10 calendar days. The student's written appeal must be delivered to the administrative office.**

STUDENT GRIEVANCE PROCEDURE

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

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date the act that is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. **Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.**
8. If after completely exhausting the process listed above, the complainant may then choose to take the concerns to South Carolina Department of Labor, Licensing and Regulation or Council on Occupational Education.

South Carolina Department LLR
Board of Barber Examiners
110 Centerview Dr
Columbia, SC 29210
(803) 896-4588

Council on Occupational Education (COE)
7840 Roswell Road
Bldg. 300, Suite 325
Atlanta, GA 30350
(800) 917-2081

PROGRAM OFFERINGS

Williams Barber Training School offers the following courses:

Master Hair Care Specialist	1500 hours
Continuing Education/Barber Refresher Course	3-day seminar

BARBERING PROVIDES OPPORTUNITY

Hair Stylist	Related Jobs in Educational Field
Teacher of Barbering	Beauty Schools Owner
Make-up Artist	Instructor of Barbering
Shop Manager/Supervisor	Distributor/Salesperson
Shop Owner	State Board Inspector
Hair Care Product Developer	State Board Member
Platform Artist	Celebrity Stylist

PROGRAM OUTLINE

MASTER HAIR CARE SPECIALIST

1500 HOURS

DESCRIPTION: Barber Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in barbering or a related career field.

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

- ❖ Project a positive attitude and a sense of personal integrity and self-confidence.
- ❖ Project professionalism, visual poise and proper grooming.
- ❖ Communicate effectively and interact appropriately with colleagues, supervisors and clients.
- ❖ Respect the need to deliver worthy service for value received in an employment environment.
- ❖ Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
- ❖ Perform the basic analytical skills to advise clients in the total look concept.
- ❖ Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.
- ❖ To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in barbering and related fields.

REFERENCES: Audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

MASTER HAIR CARE SPECIALIST REQUIREMENTS

Subject	Minimum Hours
1. Hygiene and Good Grooming - hair, nails, skin and posture	45
2. Professional Ethics - ethical conduct and attitudes	30
3. Bacteriology, Sterilization and Sanitation - types of bacteria, methods of sterilization	35
4. Implements - introduction and use	8
5. Shaving - fundamentals, implements, preparation	10
6. Men's Haircutting-fundamentals, implements, preparation, tapered cuts, clipper cuts, clipper techniques, shear and comb, thinning, facial types and modern trends	450
7. Cutting and Styling Curly and Over-Curly Hair - hair structure, special problems and methods	150
8. Mustaches and Beards - designing and techniques of cutting	15
9. Shampooing and Rinsing - methods, positions and types	50
10. Hair and Scalp Treatments - recommended treatments and massage methods	35
11. Facial Treatment - theory of massage, benefits and results, procedures and nerves	15
12. Razor Haircutting - men's and women's principles, types of razors and safety	45
13. Hair Waving and Curling - blow drying and curling iron techniques	50
14. Permanent Waving - men and women, type of perms, sectioning and blocking, special problems and aftercare.	150
15. Men's Hairpieces - fitting, types of hairpieces and service	25
16. Disorders of the Skin, Scalp and Hair - diseases and treatments	35
17. Anatomy and Physiology - the body and its functions	10
18. Shop Management	35
19. Retailing	35
20. Licensing Laws	5
21. History of Barbering	5
22. Orientation and Introduction of School Staff and Policy	5
23. Honing and Stropping	8

24. Chemical Hair Relaxing - introduction, chemical processing and safety precautions	40
25. Hair Coloring - temporary, permanent, semi-permanent, application and lighting	90
26. Electricity and Light Therapy- usage and precautions	5
27. Chemistry - product knowledge, organic and inorganics chemistry reaction to hair and skin	90
28. Testing	24
TOTAL HOURS	1500

****The instructional program of Williams Barber Training School meets or exceeds these requirements:**

The institution offers employment assistance to help graduates' efforts to secure education-related employment that includes, but is not limited to training in professionalism, resume' development, job interview preparation and job search skills.

Instruction in practical work, consisting of the study:

1. Dressing the hair, consisting of
 - a. Men haircutting
 - b. Children haircutting
 - c. Women haircutting
 - d. Cutting and processing curly and over-curly hair
 - e. Razor cutting
2. Shaving
3. Styling
4. Shampooing and rinsing
5. Bleaching and dyeing of the hair
6. Waving hair
7. Straightening
8. Cleansing
9. Professional ethics
10. Barbershop management
11. Hair weaving and hairpieces
12. Processing
13. Clipping
14. Beards and mustaches
15. Shaping
16. Dressing
17. Curling
18. First aid and safety precautions
19. Scientific fundamentals of barbering
20. Barber implements
21. Haircutting or the process of cutting, tapering, trimming, processing, and molding and scalp, hair treatments, and tonics
22. Massage and facial treatments
23. Arranging
24. Beautifying
25. Singeing
26. Manicuring

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. Students enrolled in programs approved by COE must meet formal standards that measure their satisfactory progress toward graduation. The Satisfactory Academic Progress Policy is provided to all students prior to enrollment. The policy is consistently applied to all applicable students. Evaluations are maintained in the student file. The school will develop an academic and/or attendance plan to address the specific needs of those students who fail to meet the academic and/or attendance requirements at specific SAP evaluation points. 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.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress at 450, 900, and 1200 hours. 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.

Transfer Students are evaluated midpoint of the contracted hours or the established evaluation periods, whichever comes first.

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.

QUANTITATIVE AND QUALITATIVE FACTORS

Factors for measuring the student's progress toward satisfactory completion of the program include maintaining:

1. A minimum cumulative Theory grade level of 70% or higher.
2. A minimum cumulative academic level of 70% or higher on practical worksheet completion. *
3. To determine whether a student meets the academic requirements for Satisfactory progress, theory and practical grades are averaged together to give a cumulative academic grade of 70% or higher.
4. A minimum cumulative attendance of 80% of their scheduled hours**

**To meet the state practical requirements for graduation, students must eventually complete monthly practical worksheets.*

***To determine your rate of attendance, divide the cumulative number of hours completed by the scheduled hours to date.*

A student who has not achieved the minimum cumulative GPA of 70% and/or who has not successfully completed at least a cumulative rate of attendance of 80% is not eligible for Title IV assistance, if applicable,

unless the student is on warning or has prevailed upon appeal of the determination that resulted in a status of Financial Aid Probation.

COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME

SCHEDULES			
Full Time Day School	Tuesday – Friday Saturday	9:00 AM to 5:30 PM 9:00 AM to 12:00 PM	35 hours per week
Part Time Day School	Tuesday – Saturday	9:00 AM to 2:00 PM 9:00 AM to 12:00 PM	23 hours per week
Part Time Night School	Tuesday – Friday Saturday	5:00 PM to 10:00 PM 9:00 AM to 12:00 PM	23 hours per week

The state of South Carolina requires 1500 clock hours for the barbering course. Students are expected to complete the course in no more than 125% of the program length. If a student is never absent, he/she should complete the course within 43 weeks for a full-time student and 65 weeks for a part-time student.

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 125%-time frame allowed.

MAXIMUM TIME FRAME

Students must complete the educational program within the maximum time frame, which is based on attending at least 80% of the scheduled hours.

COURSE	LENGTH	MAXIMUM TIME FRAME
Barbering – Full Time	43 Weeks	54 Weeks
Barbering – Part Time	65 Weeks	83 Weeks

The maximum time frame allowed for transfer students who need less than full course requirements or part-time students will be determined based on 80% of the scheduled contracted hours. If any student enrolled fails to complete the program within the maximum time frame they will lose their eligibility for Title IV programs and will be terminated from the program. Students who exceed the maximum time frame will be permitted to re-enroll in the program on a cash-pay basis. Whether a student pays out of pocket or receives Title IV Financial aid all hours attempted and completes are considered part of the Satisfactory Academic Progress calculation. For students with a disability that appeal, the student's disability will be considered as a factor towards maintaining Satisfactory Academic Progress.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum

attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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

APPEAL PROCEDURE

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

The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

INTERRUPTIONS, COURSE INCOMPLETES, AND WITHDRAWALS

If the student needs to take off more time than allotted in the contract or more than 14 consecutive calendar days, he/she must take a leave of absence or withdraw and reenroll when ready to return. If a student needs more than 14 consecutive calendar days of time off due to pregnancy/new mother, and/or military duty then the student should take a leave of absence. Students who withdraw prior to completing the course of study and who wish to reenter will reenter at the same progress status as applicable at the time of withdrawal.

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.

GRADUATION REQUIREMENTS

When a student completes 1500 hours, passes all exams with a score of 70% or better, successfully completes the final written and mock practical exam, and has met all financial obligations, the instructor will then sign the SC Board of Barber Examiners Transcript. At this point, the student is eligible to work and take the state board exams. A diploma is awarded upon graduation.

JOB PLACEMENT POLICY

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while

they are in school. Job referrals are made known to interested graduates as available.

STANDARDS OF CONDUCT & REGULATIONS

These rules serve as guidelines to establish the necessary knowledge, technical skills, personal habits and attitude for a successful career in the beauty profession. These regulations will allow you to exist with a minimum of problems and a maximum of enjoyment in your educational process. The third violation of any rule may result in a one-day suspension.

1. This institution strives to maintain an environment that is harassment-free. In order to achieve this goal, threatening language, gestures, or actions that a responsible person would agree would result in intimidation of or raising fear in another person are prohibited. Foul language, sexual harassment, physical and/or verbal abuse of any kind of a personal or of a group of persons is prohibited. If the incident is deemed to be a “hate crime” offenders will be persecuted.
2. Obscene, indecent, or grossly inconsiderate behavior, exposure of others to highly offensive conditions, gossip, disregard for privacy of self and others are prohibited.
3. Disruption of class or training, failure to follow the reasonable request of a staff member, refusal to discontinue any behavior that is judged to be offensive, disruptive or threatening is grounds for immediate dismissal
4. Students must attend all required scheduled classes and must report to the classroom in a prompt fashion. Student may not be excused from class to work on a client.
5. “Cutting Class is not allowed. If a student leaves during the day to attend to personal business; a staff member must be notified. The student’s name will be deleted from the appointment schedule. When a student leaves the school for any reason that student must clock out.
6. Theft or malicious damage to the school, its property, of the property of any staff member, student or client is grounds for immediate dismissal.
7. Unauthorized use of school property or facilities, inclusive or unauthorized entry into school facilities is grounds for immediate dismissal.
8. Deliberate or reckless endangerment, tampering with fire alarms or equipment, violations of safety regulations and laws, failure to render reasonable cooperation in an emergency situation are grounds for immediate termination.
9. Possession of firearms, weapons of any sort, fireworks, explosives, or any item that might be utilized to threaten, harm or endanger the safety of another while on school property, are grounds for immediate termination. Offenders will be prosecuted.
10. Gambling or games of chance are not allowed on school property.
11. Possession of, distribution of, or being under the influence of illegal drugs, non-prescribed controlled substances or alcohol on school property, or while representing the school is ground for dismissal. Offenders will be prosecuted.
12. Dishonesty, inclusive of but not limited to provision of false information, alteration or misuse of a document, plagiarism and other forms of cheating, impersonation, misrepresentation, or fraud are grounds for dismissal.
13. Failure to maintain this institution’s published standards of satisfactory progress in academic, theory, and attendance is grounds for dismissal.
14. Failure to maintain this institution’s published Attendance Policy is grounds for dismissal.
15. Students are not allowed to clock in/out for another student.
16. Workstations and work areas must be kept clean and orderly at all times. All stations and work areas must

satisfy standards of the State of South Carolina. All sanitation and disinfection of implements and areas must be completed.

17. Each service performed on a client must be checked by a licensed instructor. There are no exceptions to this rule.
18. Free service is a benefit that is earned. Instructors have the authority to deny free service for students based on attendance, behavior, and academic standing. Students need to also understand that the main goal for salon floor is to ensure that walk-in clients are serviced. Students that are receiving free services may be asked to discontinue receiving their personal service to help a client that enters the salon. Students are asked to remain professional and take care of the client and complete their personal service as soon as they are available.
19. **Non-payment of institutional charges or failure to arrange for satisfactory payment of institutional charges is ground for dismissal.** Academic Transcripts are not released on non-paid accounts.
20. Student's children do not belong in the school unless they are scheduled for service and have a valid appointment. People who are scheduled for service and have valid appointments are permitted.
21. In the case of an emergency or illegal activity occurring at the school, a student is expected to immediately notify a staff member or contact 911 for emergency situations. The student is not to engage a perpetrator and should not place themselves or others in danger.
22. Deliberate incitement or encouragement of others to commit the acts listed in the Institutional School Rules and Regulation; or involvement as an accessory to commit any prohibited acts by providing assistance, encouragement, or covering up for other engaged, is grounds for dismissal.

GENERAL RULES FOR CONDUCT OF STUDENTS

1. If a student elects to borrow or lend tools or other materials, it is the sole responsibility of the student owning the items to replace or repair all broken or lost items within a 2-week period. Keep tools in proper working order, sanitary and properly marked for identification. All tools are to be brought to school every day.
2. Each student is responsible for his/her own equipment and personal property. The school is not responsible for any items stolen or lost.
3. The classroom is to be used for theory, practice, and study only. It must be kept clean and orderly at all times.
4. Students must observe good habits of personal hygiene, sanitation and sterilization of tools and work area while in school.
5. Use of profane and unprofessional language is prohibited. If a situation occurs, the disciplinary action will be left to the instructor.
6. Racial remarks or comments between students, or staff, will not be tolerated. All students and staff are encouraged to work together to accomplish racial harmony among the student body.
7. Students are not allowed to have food or beverages on the student salon. Gum chewing is allowed unless it becomes disruptive. Disruptiveness is determined by the discretion of the staff. It is unprofessional to chew gum while practicing on clients.
8. Smoking/Vaping in the building is PROHIBITED for all students and staff. Smoking is only allowed in designated areas during break time.
9. It is the responsibility of the student to supply notebooks, pens, pencils, etc. and to bring all issued materials to perform all assignments (clinical, practical, and written). Students should bring their books and kits into the building before clocking in.
10. Students may not be called away from a client, demonstration, or class to answer the telephone. In case of an emergency, the student will be allowed to return the call as soon as possible. Cell phones cannot be used on the student salon floor while servicing a client. Bluetooth technology is also not allowed. Taking photos, video footage, and recordings are prohibited unless permitted by the school Director. Not adhering to the statements above may result in disciplinary action to include termination.
11. Students may not use iPod, MP3 players, or any other music playing device within the school unless permission is provided by the instructor.
12. Excessive visitation and/or loitering by visitors are not allowed during scheduled school hours; this includes family members. Any messages are to be delivered to the front desk and will be given to the student at break time.
13. Student Services are a privilege. Once a student has reached Design Level, they will be able to receive student services. Each student will be given a voucher, to receive a student service, each month. Students will be charged student prices and the Student Salon Supervisor must initial before beginning the service. One additional voucher (golden ticket), per month, may be given to students who meet/exceed specific criteria as determined by the school Director. Esthetics students may not receive cosmetology student services due to the scope of practice limitations while on the clock. They may receive hair services, while not on the clock, at the student service prices. Cosmetology students may only receive a skin care service upon approval of the School Director, the Esthetics Instructor, and receiving a golden ticket. Violation of this rule may result in
14. If a student is giving or receiving student services and is called for a client, the student is responsible for

- taking the client. If the student refuses the client, the student will be written up and may be sent home.
15. Soliciting of any nature is not permitted on school property.
 16. Students may take up to a 45-minute lunch break off the clock. All other breaks must be taken off the clock.
 17. Students are not to leave the building without permission, without clocking, or notifying your instructor. This may result in disciplinary action left to the discretion of the instructor. If a student leaves the premises without clocking out, the student will not receive their hours for the day and the disciplinary action is at the discretion of the instructor. Credit is only given for verifiable time.
 18. It is the student's sole responsibility to clock in and out. Student attendance policies are applied uniformly and fairly. The school will record the student's attendance in clock hours. The school will not add or deduct hours as a penalty. Attempting to falsify your time will result in disciplinary action.
 19. Refusing to complete salon management duties may result in disciplinary action.

***All rules herein and posted must be followed or suspension and/or termination may result. Williams Barber Training School reserves the right to make any changes in the rules and regulations at any time. Students will have access to the student handbook via the school's website.*

HARASSING, BULLING, AND DISCRIMINATION

Harassing, bullying, and discrimination may take many forms, including verbal acts and name calling graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment, bullying and discrimination do not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment, bullying, and discrimination creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offer by the school.

Such conduct or communication has a purpose or effect of substantially interfering with an individual's work or school performance or creates an intimidating, hostile or offensive work or school environment. Bullying, harassment, or discrimination can occur between staff to student, student to staff, student to student, staff to staff, female to male, female to female, male to male.

Administration will take prompt, equitable, and remedial action on reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Engaging in any of these acts will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone engaging in bullying, harassment or discrimination on school property or at school activities will have to school property and activities restricted or revoked, as appropriate.

The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations and the necessity to investigate the allegations and take disciplinary action when the conduct has occurred.

Retaliation is prohibited against any person who makes a complaint or is a witness under this policy and will

result in appropriate disciplinary action against the person responsible for the retaliation. Individuals who knowingly report false allegations or corroborate false allegation will be subject to appropriate disciplinary action. Each staff member is responsible for reporting alleged bullying, harassment, or discrimination to his/her supervisor or other appropriate school personnel immediately, Staff members who fail to take prompt action to report allegations or violations(s) of this policy may be subject to disciplinary action up to and including termination.

STUDENT SERVICES

All persons (students, clients, instructors, etc.) must have a service ticket in order to receive services on the clinic floor and to ensure that the student providing the service receives graduation credits. Persons receiving services must sign in and pay for services before a ticket is issued and services are provided. Students who provide services without a ticket or provide services that are not listed on a ticket will not receive service credits and may be required to pay for the services that were not paid for. **TO AVOID THIS, DO NOT PROVIDE SERVICES WITHOUT A PROPER TICKET.** Students should cross reference service tickets with the client sign in sheet daily to ensure that you have been assigned to the correct client(s)/service(s). Before leaving each day, tickets should be stapled together, with your name on the top ticket and are to be submitted to your instructor along with your portfolio at the end of your shift. The instructor will use them to validate your service credits in your portfolio.

CLINIC FLOOR RULES AND REGULATIONS

Station Presentation – The student's station is the first impression that a client has of that student.

1. The station shall be clean, sanitary, and well maintained- in full compliance of all State of South Carolina Rules and Regulations.
2. Nothing allowed on student's mirror. The mirror must be clean of all dust, drips, etc.
3. Food is not allowed at any time on the clinic floor, at the station drawers, or in roll about containers.
4. Drink is **ONLY** allowed if it is in a covered and spill-proof, and unbreakable container. This means no glass containers for drinks.
5. High-grade disinfectant must comply with South Carolina State Law. The disinfectant must be clean with no dirt or particles and must not be "cloudy".
6. Students are not allowed to possess on school property, nor store at their stations any type of profanity or profane documents, whether that material is commercial, or handwritten by the student. Violation is grounds for immediate termination.
7. The floor surrounding the station must be swept and free of hair and all dirt.
8. Equipment and supplies must be off the floor area surrounding the station, with the exception of a roll-about-cart or kit.
9. Stations shelves and cabinets may not contain any type of flammable/combustible product.
10. Station and chair must be cleaned and wiped at the end of each service and at the end of the day.
11. Station countertop must be clean, dust free, and have no clutter.

Patron Assignments

1. Students will accept the patron assigned to them and **ONLY** work with that patron.
2. Students who refuse or ask another student to take their patron will be asked to sign out and leave the Institute.
3. Students will not exchange patrons unless approved by an instructor.
4. Student assignments will be made in sequence according to the sign in sheet.

DRESS CODE

All students at Williams Barber Training School represent an image industry. Therefore, it is consistent with a student's training responsibilities to project an image that is clean, professional and fashionable. At the school's discretion, these dress code standards would be interpreted to be appropriate, reasonable, and safe; and intended to prepare the student for an image in the industry. Proper physical appearance is a primary force in establishing and maintaining a clientele. Your physical appearance is the first thing a patron sees when meeting you. therefore, your appearance must reflect a professional image. Instructors have the right to ask you to put on a long lab coat in the event that you are not meeting these guidelines. There may be variations to this Dress Code based on special events.

1. All students are required to be in proper uniform at the beginning of his/her scheduled hours and when clocking in. Students may not be allowed to attend school if he/she is not in compliance of the dress code. They may be asked to clock out and return the next day.
2. NO BARE SKIN is to be shown on the shoulders, back, belly, mid-drift, or derriere.
3. School issued shirts and black scrubs or scrub type pants must be always worn, with name badge visible, when a student is in the school. It must be clean and wrinkle free. Additional t- shirts and badges can be purchased for an additional fee.
4. When assigned to a station on the student salon, you may not wear a hoodie/coat. Pants: Black pants at least 3 inches below the knee. Sweatpants, denim, and torn ripped/pants are not acceptable. If leggings are worn, they must not see thru, and your top must be no shorter than approximately 4 inches above the knee.
5. Skirts/Dresses/Shorts: Black skirts/dresses/shorts may be worn instead of pants, but they may not be more than 3 inches above the knee. Hip Hugger or Low waist pants and skirts cannot expose a student's derriere, thong, or underwear at any time, specifically when the student bends over or sits down.
6. Shoes: Because of the profession in which you have chosen, the types of shoes you wear are critical to your health. You must wear rubber soled shoes with closed toes and heels. No heels over 1 inch. Footwear, shoes, and socks must be professional and designed to protect the student's feet. Lower black heels and non-skid soles are recommended. Footwear must be professional in appearance. Open toe shoes, flip-flops, or sandals aren't allowed. Students are allowed to wear clean solid black or white tennis style shoes.
7. Head Coverings: No head coverings, of any nature, are allowed unless worn for religious beliefs and pre-approved by the school Director.
8. All students are required to have a neat, clean, fashionable hairstyle while attending school.
9. All students are required to wear name badges. It is a STATE BOARD REQUIREMENT!!!!
10. Decisions on appropriateness of student's dress is left to the discretion of the staff. Appropriateness includes not showing cleavage, belly, buttocks, or backs. Failure to meet these rules may result in one of the following: being allowed to wear a full-length lab jacket or be clocked out and sent home to change clothes.
11. Under no circumstances may a bandana be worn, in any fashion, on school premises.
12. Body and facial jewelry must be removed while on campus (except for earrings in the ear) if it is excessive, disruptive, or brings undue attention.
13. Any offensive or inappropriate tattoos must be covered at all times.
14. If you are not professionally attired and looking your best every day with a positive attitude and smile on your face, you will not likely become a successful professional. When you are, you will gain the respect, the financial rewards and admiration of those around you.

ANTI-DRUG, CONTROLLED SUBSTANCE, AND ALCOHOL ABUSE POLICY

Williams Barber Training School insists upon the maintenance of a training and work environment that is **DRUG and ALCOHOL FREE**. For this reason, the school has adopted and strictly enforces policy that provides a **ZERO TOLERANCE LEVEL of any illegal drugs, controlled substances, non-prescribed drugs alcohol while on school property, or while representing the school.**

Persons under the influence of all drugs or alcohol while in attendance at this school, pose a substantial risk and hazard to all persons in the building

A person with illegal drugs or controlled substances in their possession while on school property or while representing this institution will be immediately terminated with cause and PROSECUTED to the fullest extent of the law. The school will contact local law enforcement and provide all statements and appearances necessary for persecution.

In the instance that a staff member or student has a **PRESCRIPTION** for a controlled substance, such as pain-killing drugs or medical marijuana, this institution **INSISTS** that these substances do not enter and are not present on school premises. Any staff member or student with a lawful prescription for these substances must take care of their health needs and store their prescribed substances – at their residence.

Should the situation arise that any staff member or student **IN POSSESSION** of any prescribed medication, illegal substance or alcohol while on school property – whether or not that person has a prescription, Williams Barber Training School will contact local law enforcement give permission to the responding authority to search the person(s) locker and any other located on institutional property.

Students and staff are reminded that in the State of South Carolina it is a crime for any person to give, or otherwise distribute medication to another person. This includes, but is not limited to, the distribution of prescribed medical marijuana, pain medication, allergy medication, and all other prescribed medications.

In the instance that any person has shared or otherwise distributed prescription medication with another person, this institution will contact local law enforcement and vigorously persecute the person or group of people who have any involvement in distributing prescription substances while at the institution.

Community assistance is available. This school will provide a confidential referral to any student requesting assistance to a local health care agency. Williams Barber Training School will attempt to maintain an environment that is supportive to any person who is recovering from an addiction to a controlled substance or alcohol. However, the school will **NOT** allow any student to compromise the health, safety, or endanger members of the academic community. Please see the school administrator for additional information.

GROUND FOR TERMINATION

The decision to terminate a student is not taken lightly. It is the actions and the decisions made by the student which causes the termination. Therefore, in essence, the student terminates himself/herself from the program. The following is a list of reasons, not all inclusive, that may lead to termination:

- ❖ A student who does not maintain satisfactory standard of attendance (85% or higher) and conduct
- ❖ Cheating in any form
- ❖ Theft to include tampering with guest tickets and not charging the full amount for services
- ❖ Racial remarks or comments
- ❖ Fighting / any type of physical attack or participation in such will result in immediate termination
- ❖ Drug and Alcohol usage per policy
- ❖ Threatening language or actions to include bullying
- ❖ Disruption of the educational environment
- ❖ Flagrant violation of any rules and/or policies within the school

**Any person who enters school property while in possession of illegal drugs, controlled substances, alcohol or weapon of any kind will be IMMEDIATELY TERMINATED with cause. There are no exceptions to this policy. The incident will be reported to law enforcement and the offender will be prosecuted. The offender will be legally restrained from reentering the facility.*

SAFETY AND SECURITY

Williams Barber Training School does NOT employ a private security force. In the event of any threatening criminal situation all students and staff members are directed to remove themselves to a safe area, if possible, and dial 911 for emergency assistance as soon as it is safe to do so. Do not attempt to be a hero. Students and staff members are expected to render reasonable assistance and cooperation with all responding law enforcement and emergency responders, including the provision of eyewitness statements if requested. This institution will report all violations of State of South Carolina underage drinking laws, and use of or possession of illegal drugs, or controlled substances occurring on the institutional property immediately and directly to the Mauldin Police Department.

Williams Barber Training School is private property. Access to the facility is limited to students, staff, patrons, and persons conducting legitimate business with the school. Trespassers and loitering are strictly prohibited. Security of the outside front entrance, the back entrance, and the parking lot adjacent to the building is monitored by video cameras.

FIRST AID, EMERGENCY AND EVACUATION

Should a First Aid, Emergency or Evacuation situation occur, all students and staff are expected to follow reasonable request of institutional representative or professional Emergency Medical Technicians.

1. First-Aid- All students are advised of the location of First Aid Kits and supplies on Orientation Day.
2. Evacuation Routes- are posted in all areas on the clinic floor and throughout the building.
3. Medical Emergency- students and staff are instructed to dial 911.
4. Emergency assistance- DO NOT administer Emergency Medical Assistance unless qualified to do so.
5. Fire- Students and staff are instructed to dial 911 and immediately evacuate the building

