

**WASHINGTON BARBER COLLEGE, INC.**  
**CONSUMER INFORMATION CATALOG 2011-2012**

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## **WASHINGTON BARBER COLLEGE, INC** **CONSUMER INFORMATION CATALOG**

The Washington Barber College, Inc. administrative staff is responsible for disseminating consumer information to students. Policies have been implemented to ensure that the information is disseminated accurately and timely.

### **How Our Students Are Doing**

To help you make a good decision about whether to enroll in our school. WASHINGTON BARBER COLLEGE, INC wants you to know our latest information for the calendar year of 2009.

### **Integrated Postsecondary Education Data System (IPEDS) Survey**

The IPEDS system is a core postsecondary education data collection program for the National Center for Education Statistics (NCES). The IPEDS system is designed to collect data from all primary providers of postsecondary education. It gathers data in areas such as school characteristics, enrolments, program completions, staffing patterns, faculty salaries, finances, and financial aid. The NCES and IPEDS website is <http://www.nces.ed.gov/IPEDS>.

The School Director and staff are responsible for completing the IPEDS survey.

### **STUDENT CONSUMER INFORMATION/COMPLETION RATES FOR 2009**

<b><u>COMPLETION RATES:</u></b>	<b>80%</b>
<b><u>LICENSURE/CERTIFICATION RATES:</u></b>	<b>40%</b>
<b><u>PLACEMENT RATE:</u></b>	<b>100%</b>
<b><u>TRANSFER OUT RATE:</u></b>	<b>1%</b>
<b><u>RETENTION RATE:</u></b>	<b>69%</b>

### **GRADUATION, PLACEMENT, AND JOB OPPORTUNITIES**

According to the US Department of Labor Statistics the Barber/Stylist industry is going to continue to grow over the next couple of years. Statistics show that the annual wage or salary 2009 for Barbers:

Occupational Title	Entry Level	Mean (average)	Experienced
Barbers/Stylist	\$21,200.00	\$27,500.00	\$35,590.00
Barber Instructor	\$37,430.00	\$44,000.00	\$71,897.00

### **COMPENSATION TO BE REASONABLY EXPECTED UPON GRADUATION**

Barber and other personal appearance workers receive income from a variety of sources. They may receive commissions based on the price of the service or a salary based on number of hours worked. All receive tips, and many receive commissions on products they sell. In addition, some salons pay bonuses to employees who bring in new business.

### **PHYSICAL DEMANDS OF THE PRACTICING PROFESSIONAL**

Good health and stamina are important, because these workers are on their feet for most of their shift. Because prolonged exposure to some hair care products may cause irritation, special care is taken to use protective clothing, such as plastic gloves and aprons.

Most full-time barbers/stylists, and other personal appearance workers put in a 40-hour week, but longer hours are common in this occupation. Work schedules may include evenings and weekends.

### **SAFETY REQUIREMENTS OF THE PROFESSION**

By following safety precautions you contribute to the health, welfare, and safety of the community. Always have good hygiene and be professionally dressed. Keep first aid kit on hand, follow safety regulations and keep equipment properly sanitized. The following precautions should always be taken with each client:

- ❖ Protect the client's clothing by appropriately draping them
- ❖ Ask the client to remove any jewelry, hair accessory, glasses, etc.
- ❖ Keep any and all chemicals away from the eyes, in case of eye contact with chemicals, thoroughly rinse eye with cold water
- ❖ Remember anything containing chemically active ingredients must be used carefully to avoid injury to you and your client

### **POST GRADUATION LICENSING REQUIREMENTS**

Once the student graduates from a training program, and has met all graduation requirements, students must complete the following in order to take the Arkansas State Licensing Examination.

- ❖ Submit all tuition payments to school for clearance

### **APPLICATION REQUIREMENTS**

- ❖ Pay a state licensing \$40 fee (make check money order to the Arkansas State Barber Board of Examiners)
- ❖ Pay exam \$75 fee
- ❖ Complete Application for State Exam
- ❖ Complete Examination

Once all application requirements have been completed, please send your complete application, documents and fees to:

**Arkansas State Board of Barber Examiners**  
**Charles Kirkpatrick, Executive Secretary** 501 Woodlane- Room 212N Little Rock, AR 72201  
 (501) 682-4035

### **STUDENT BODY DIVERSITY**

On student body diversity in the categories of gender and ethnicity of enrolled, full-time students who receive Federal Pell Grants as follow:

Ethnicity	Gender	Program	Status
Asian	%	Barber/Stylist	F/T
African American	85.2%	Barber/Stylist	F/T
Caucasian	14.8%	Barber/Stylist	F/T
Hispanic	%	Barber/Stylist	F/T

## **POLICY REGARDING THE FAMILY EDUCATION RIGHTS AND ACT ( FERPA )**

1. All parents and students will be notified of their rights through annual publication in the catalog of the fact that students and parents of dependent students have the right to review a student's educational records, to request amendment to a student's educational records, to provide consent prior to disclosure of personal identifiable information and to file a complaint with the U.S department of Education regarding the failure of an institution to comply with FERPA. Students or parents are also advised that a hearing can be requested to challenge the contents of a student's record, and the student will be given the opportunity to place a statement regarding contested information in the record stating the nature of the disagreement.
2. A parent or student must make a request in writing to review educational record.
  - B) Record will be made available in the appropriate institutional office on an appointment basis.

3. No personal identifiable information will be released to a third party without the written consent of parent or student unless it is:
  - A) to other school officials who have educational interest in the information
  - B) to officials of another school where the student seek or intends to enroll
  - C) to representatives of the Comptroller General of the United State, the secretary of Education or state and local educational authorities
  - D) Relating to financial aid and is necessary to determine conditions for aid, enforce the term and conditions of aid.
  - E) to State official if required by the State statute
  - F) To organizations conducting studies for educational agencies or institutions to develop, validate, or administer tests, administer student aid programs or improve instruction. No personally identifiable information will be provided to the organization will be destroyed when no longer needed for the study.
  - G) To accrediting agency to carry out accrediting functions
  - H) To parents of a dependent student
  - I) To comply with judicial order or subpoena
  - J) To meet a health or safety emergency
  - K) To an alleged victim of a crime of violence regarding the results of disciplinary proceedings against the perpetrator of the crime.
4. All disclosure of information will be recorded in the file and will include parties receiving information and the legitimate interests of the parties for inspection of the records.
5. Personally identifiable which is designated as directory information includes student's name addresses, telephone listing, date and place of birth, major field of study , participation in officially recognized activities, degrees and awards received and the most recent previous educational agency or institution attended.

## **STUDENTS WITH DISABILITIES:**

The Students with Disabilities Policy here at WBC provides a hospitable and convivial arrangement for the teaching and learning practices for students with disabilities. These services guarantee that all students can benefit their education in a supportive, yet productive, manner that values our goals here at WBC.

- A. **Standard for Curriculum:** All students are provided equal access to the general education curriculum. Students with disabilities shall acquire these skills with precedential training and preparation. WBC strives to assure that no qualified person with a disability shall be denied access, involvement, and achievement of any program within WBC. Each qualified student will be given suitable accommodations to provide efficient access to all opportunities and activities provided by WBC.

- B. **Facility Access:** Each program shall be accessible to all individuals, including students with disabilities. Facilities, such as classrooms, entrances, and parking are designed in ways that provide access to students with disabilities. **Handicapped parking shall only be provided to students who have proper documentation concerning the disability on file with WBC and a visible Disabled Parking Placard issued by the Arkansas Department of Motor Vehicles.** All program tuitions and financial amounts shall be provided at the same costs for both disabled and non-disabled students, and any other student who is qualified for entry into their respective program.
- **Coordination of Programs:** Determination to whether a student is qualified for disabled student accommodations will be based upon the requirements of faculty members and instructors within the limits of federal or state law. If a student disagrees with the proper accommodations, the disagreement shall be provided in written documentation to Mr./Mrs. Washington for resolution. It is the student's responsibility to provide proper documentation of his/her disability. Documentation of the disability must be provided within 2 weeks of identifying the appropriate issue. Prior to receiving the requested accommodations, the student shall provide WBC with current medical and other diagnostic documentation of the disability from a qualified physician. Determinations of disability include:
    1. Current documentation of the specific disability
    2. Proper request of accommodations and services provided for the disability
    3. Medical documentation

## **WASHINGTON BARBER COLLEGE**

### **Campus Security Act Disclosure Statement & Fire Safety**

Washington Barber College is a very attractive facility sitting in the heart of Southwest Little Rock. The general area is heavily patrolled by the local police department, which we believe has helped to be a deterrent for crime on campus.

The information in this report is intended to advise the students, as well as prospective students, their family and the community of the general security policies, crime occurrences, arrest data and crime prevention programs at WBC. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault and other matters. WBC has taken many safety precautions to deter crime activities and will continue to make campus safety a priority. In compliance with that law, the following reflects this institution's crime statistics for the period between 6/27/2008 through 11/12/2010. Please note that for the year of 2007, Washington Barber College was not in business and therefore, this year was not applicable to the campus.

Washington Barber College must upon request, disclose to the alleged victim of any crime of violence, or a non forcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim.

### Missing Persons

Law enforcement guidelines require that a reporting person must believe that a missing individual is a vulnerable adult or will harm himself or others before a police report can be taken.

Is the individual a vulnerable adult? This could be because of mental capacity, extreme age or life threatening physical illness.

Is the individual a threat to himself or others? Is there a mental health issue that if not addressed could lead the individual to commit suicide, injure self or injure innocent bystanders?

Note: The written request can be submitted in person or by mail. If by mail, send to: Washington Barber College, Attn: School Director, 5300 West 65<sup>th</sup> Street, Little Rock, AR 72209. If request is delivered in person, a date stamped copy of written request will be provided to requesting party.

### Report Distribution Date: Occurrences within the 2007, 2008 and 2009 Calendar Years

Crimes Reported	2008	2009	2010	Location:	*Hate Crime
				C=Campus N=Non-campus P=Public Area	
Murder (Includes non-negligent manslaughter)	0	0	0		0
Negligent manslaughter	0	0	0		0
Sex offenses (forcible)	0	0	0		0
Sex offenses non-forcible)	0	0	0		0
Robbery	0	0	0		0
Aggravated assaults	0	2	1	C	0
Burglaries	0	0	1	C	0
Motor Vehicle Thefts (on Campus)	0	0	0		0
Arson	0	0	0		0
Larceny	1	0	0	C	0

Number of arrest made for the following crimes	2008	2009	2010	Referred for campus disciplinary action? (Yes)(No)
Liquor Laws	0	0	0	N/A
Drug Laws	0	0	0	N/A
Illegal Weapons Possession	0	0	0	N/A

**\* Hate Offenses:**

**The above crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.**

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of an emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).
2. All students and employees are required to promptly and accurately report any crime or emergency to the School Director. In the absence of the School Director, all crime activity should be reported to the Assistant Director. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to an institutional official without signature. If the student wishes to maintain confidentiality, the student will contact his/her instructor or school official who in turn will contact the School Director or report criminal actions or emergencies to the appropriate agency by calling (911). The School Director will begin investigation into any reported crime the following business day of receiving notification of reported crime.

The Assistant Director works closely with the School Director in assuring all incidents, if applicable are maintained in the school's Daily Incident Log Record. Annually, the Assistant Director prepares the Annual Disclosure of Crime Statistics Report from statistical data obtained from both the correct police department district in which the school resides and from the school's "Daily Incident Log".

In addition to tracking incidents on campus, WBC maintains a Fire Safety Log of on campus fires detailing the nature, date, time and location of fire, if applicable. This information will be made available annually to the campus community and is also, available upon request.

3. Only students, employees and other parties having business with this institution should be on institutional property. **Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge.** For the protection of students, staff and our visitors, with the exception of an emergency, only students and staff are allowed to exit through the rear door. Upon exit, the rear door will automatically lock and re-entry is not allowed from the rear. Students and staff wishing to re-enter the building must do so from the front entrance door. When the school closes in the evening, the closing school official or supervisor will inspect each floor to see that it is empty, set the alarm and lock down the campus. Other individuals present on institutional property at anytime without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
4. Current policies concerning campus law enforcement are as follows:
  - a) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.

- b) Employees & students shall contact immediately the School Director, the Assistant Director or the nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the institutional official shall attempt to non-violently deal with the crime or emergency. Individual discretion must be used, as undue risk should not be taken.
  - c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid if needed.
5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in making good judgments concerning their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
  - a) Do not leave personal property in classrooms
  - b) Report to your institutional official, any suspicious persons.
  - c) Don't linger on the outside, if leaving the campus, go straight to car and exit parking lot
  - d) If you are waiting for a ride, wait within sight of other people
  - e) Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
  - f) The "Crime Awareness and Campus Security Act" is available upon request to students, employees (staff and faculty) and prospective students.
  - g) The School has no formal program, other than orientation, that disseminates this information. All information is available on request in the general office from the office clerk.
  - h) Information regarding any crimes committed on the campus or parking lot will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
7. All incidents shall be recorded in the Washington Barber College Daily Incident Log located on campus in the general office. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within one (1) business after it is reported to the school's official, unless that disclosure is prohibited by law, would endanger the confidentiality of the victim.
8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.

9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.
10. Information concerning drug and alcohol abuse education program are available in the office and is distributed annually to students and staff. WBC will make a biennial review of this program to determine its effectiveness and to ensure that its penalties are being enforced. Further information on assistance with drug and alcohol abuse education can be made by contacting the following agency: Mid Ark Substance Abuse, 4601 West 7<sup>th</sup>, Little Rock, AR 72205, (501) 686-9393. Other agency information can be obtained from the office.
11. Sexual assaults (criminal offences) on campus will be reported immediately to the School Director or the Assistant Director in the absence of the School Director, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest.
12. Washington Barber College encourages all students and employees to act responsibly and make good judgments concerning their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration.
13. Anyone with knowledge of sexual harassment activities has an obligation to report incident to the School Director or a staff member; if a staff member, he/she are obligated to report the incident to the School Director. Often failure to report incidents are based upon fear of retaliation, but be assured in no wise will WBC tolerate retaliation in any form, from a staff member or student. Retaliation is prohibited, will be prosecuted and is grounds for immediate termination/expulsion.
14. In the event a sex offense should occur on campus, the victim should take the following steps:
  - Report the offense to the school official.
  - Preserve any evidence as may be necessary to the proof of the criminal offense.
  - Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
15. On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.
16. Any information provided by the institution on crime victims about disciplinary hearings by the state of Arkansas is obtained from the Arkansas Crime Information Center and can be accessed at [www.acic.org](http://www.acic.org)
17. These records are available upon request through the administrative offices.

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note: In cases of emergency that requires immediate attention, report incident

to the appropriate agency by calling (911) and then report the incident to School Director or an authorized school official.

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Name of School Official number	Address	Phone
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## **VOTERS REGISTRATION**

At Washington Barber College, Inc we encourage all American Citizens to register to vote when it comes to an election day. Voter's registration forms are available at school office during regular business hours Tues- Sat 8am – 4:30pm or visit at [www.washingtonbarbercollege.com](http://www.washingtonbarbercollege.com)

## **DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM**

### **ATTENTION TO ALL STUDENTS AND EMPLOYEES**

#### **STANDARDS OF CONDUCT**

The Drug and alcohol Abuse Prevention Program policy applies to all students and employees. The unlawful possession or distribution of illicit drugs and alcohol are strictly prohibited at this institution. Students or employees not complying with this standard will be subject to institution sanctions.

The prohibitions for use, possession and distribution of illegal drugs or alcohol apply to all persons on school property or as part of any school activity.

#### **INSTITUTIONAL SANCTIONS**

Immediate termination from employment, or incase of a student from school, will be imposed for use, distribution, or possession illicit drugs and alcohol.

The institution will notify the student or employee in writing if the institution becomes aware of any violation of this policy. The student/ or employee may request a formal hearing after receiving said notice. Three (3) members from the faculty and staff will comprise the hearing board. If the student or employee fail to request a hearing within three- (3) business days then immediate termination will take place.

If a student or employee requests a hearing, the owner will notify the student/employee of when the hearing date will take place. The student/ employee have the right to be present by legal counsel for this purpose. The hearing board will take testimony from all individuals involved in the case.

The institution's administration will then be notified of the owner's decision. In all cases the hearing owner's will be final. The institution's administration will then notify the student/employee of the owner's decision.

If the student/ employee are found to have violated the institution's Drug and Alcohol Prevention Policy, then immediate termination from the school or employment will result.

**LEGAL SANCTIONS (FEDERAL, STATE AND LOCAL)**

Please see the list below.

**HEALTH RISK ASSOCIATED WITH USE AND ABUSE OF DRUGS AND ALCOHOL**

Please see the list below.

**DRUG AND ALCOHOL COUNSELING/ TREATMENT AVAILABILITY**

Please see the list below.

Those students or employees in violation of Federal, State and local Laws for use, possession or distribution of controlled substances or alcohol abuse are subject to any of the following sanctions or combination thereof:

1. Prison sentence
2. Probation
3. Monetary penalties
4. Substance abuse programs
5. Suspension of driving privileges
6. Driver's education program
7. Community service

An overview of Federal Sanction is enclosed. The State Sanction are included in RS40: 964, Section 202 of the Controlled Substance Act. The local Sanction only cover alcohol abuse and small amounts of marijuana.

**RESOURCES FOR TREATMENT AT LOCATIONS:**

**LITTLE ROCK, NORTH LITTLE ROCK, PINE BLUFF, BENTON**

<b>BCD Hoover Center</b>	Little Rock	<b>(501) 663-4774</b>
<b>Catar Clinic</b>	Little Rock	<b>(501) 664-7833</b>
<b>DBA Serenity Park Inc Serenity House</b>	Little Rock	<b>(501) 663-7627</b>
<b>Gyst House Inc</b>	Little Rock	<b>(501) 568-1682</b>
<b>Medical Sciences/Arkansas CARES</b>	Little Rock	<b>(501) 661-7979</b>
<b>Mid Arkansas Substance Abuse Services</b>	Little Rock	<b>(501) 686-9393</b>
<b>UAMS/Substance Abuse Treatment Clinic</b>	Little Rock	<b>(501) 686-9630</b>
<b>Behavioral Healthcare Inc Southeast Arkansas</b>	Pinebluff	<b>(870) 534-1834</b>
<b>Family Service Agency</b>	North Little Rock	<b>(501) 372-4242</b>
<b>Outpatient Substance Abuse Counseling Clinic Inc</b>	Benton	<b>(501) 315-4224</b>

## **EMERGENCY PROCEDURES**

### **Fire Hazards Procedure**

Instructor will direct students and clients out of the building through the nearest exit in an orderly and calm manner. The receptionist will call the fire department (911).

### **IN THE EVENT OF AN EXTREME WEATHER CONDITIONS:**

School will be closed in the event of extreme weather conditions. Students will refer to the local news informer and read the online posting on Washington Barber College, Inc. website.

### **IN THE EVENT OF HURRICANE:**

Students will be sent home to families and follow State and Local Police for further evacuation plan.

## **FINANCIAL AID POLICY AND PROCEDURE**

### **What is A Federal Pell Grant?**

A federal Pell Grant, unlike a loan, does not have to repaid. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. ( A professional degree would include a degree in a filed such as pharmacy or dentistry.) In some cases, you might receive a Pell Grant for attending a post-baccalaureate teacher certificate program.

For many students, Pell Grants are usually a foundation of financial aid, to which aid from other federal and nonfederal sources might be added.

### **How Do I Qualify?**

To determine if you're eligible financially, the U.S Department of Education uses a standard formula, established by Congress, to evaluate the information you report when you apply. The formula produces an Expected Family Contribution (EFC) number. Your Student Aid Report (SAR) contains this number, in the upper right of page 1. This number will determine you're eligible for a Pell Grant and how much.

### **STUDENT ELIGIBILITY REQUIREMENTS**

To be eligible for financial aid, a student must:

- . be admitted as a regular student.
- . be enrolled or accepted for enrollment in an eligible program on at least a half-time basis.
- . be a citizen or an eligible non-citizen.
- . not owe a refund on a Federal Pell Grant or FSEOG at any school
- . not be in default on f Federal Perkins Loan or Federal Stafford Loan/FSLs/FPLUS at any school.
- . have financial need.
- . be making satisfactory progress (as defined by the school's policy) in the course of study.
- . be registered for selective service (if a male born on or after January 1, 1960)
- . have signed a statement of educational purpose.
- . have signed a statement of updated information.
- . have a High School diploma, a GED, or have demonstrated the ability to benefit.
- . agree to use any Federal student aid received solely for educational purposes.

### **Conviction for possession or sale of illegal drugs.**

A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible; Washington Barber College, Inc. is not required to confirm this unless there is evidence of conflicting information.

A conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when the student was a juvenile, unless she/he was tried as an adult.

The Chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs).

	Possession of illegal drugs	Sale of illegal drug
1 <sup>st</sup> offense	1 year from date of conviction	2 years from date of conviction

2 <sup>nd</sup> offense	2 years from date of conviction	Indefinite period
3+ offenses	Indefinite period	

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him/her ineligible again.

When a student regains eligibility during the award year the institute may award Pell and Campus-based aid for the current payment period and direct for the period of enrollment.

### **Standards for a qualified drug rehabilitation program**

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company
- Be administered or recognized by federal, state or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

#### B. Incarcerated students:

A student is considered to be incarcerated if she/ he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution ( whether it is operated by the government or a contractor ). A student is not considered to be incarcerated if she/ he is in half-way house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classes and practical studies are done at the Institute's physical location; there for incarcerated students are not eligible for admissions.

### **FINANCIAL AID ELIGIBILITY/CITIZEN/ELIGIBLE NON-CITIZEN**

You must be one of the following to receive Federal student aid.

- . U.S. citizen
- . U.S. national
- . U.S. permanent resident who has an I-151 or I551 (Alien Registration Receipt card) Departure Record (I-94) from the U.S. Immigration and Naturalization Service (INS) showing one of the following designations:
  - . "Refugee"
  - . "Asylum Granted"

- . “Indefinite Parole” and/or “Humanitarian Parole”
- . “Cuban-Haitian entrant, Status Pending”
- . “Conditional Entrant” (Valid only if issued before April 1, 1980).
- . A suspension of deportation case pending before Congress.
- . “I-688” with valid expiration date

**IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:**

- . “F1” or “F2” student visa
- . “J1” or “J2” exchange visitor visa only.
- . “I-688a”, “I-688b” or “I-688c” (Amnesty applicant)

**STUDENT RIGHTS AND RESPONSIBILITIES**

The student has the right to ask the school:

- \* The name of its accrediting and licensing organizations.
- \* About its programs; it’s instructional, laboratory, and other physical facilities; and its faculty.
- \* What the cost of attending is, and the policy on refunds to students who drop out.
- \* What financial assistance is available; including information on all federal, state, local, private and institutional financial aid programs.
- \* What the procedures and deadlines are for submitting applications for each available financial aid program.
- \* How it selects financial aid recipients.
- \* How it determines financial need.
- \* How much of your financial need, as determined by the school, has been met.
- \* How and when you will be paid.
- \* To explain each type and amount of assistance in your financial aid package.
- \* What the interest rate is on any student loan you have, the total amount you must repay, when you must start repaying, and what cancellation or deferment (postponement) provisions apply.
- \* To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- \* How the school determines whether you are making satisfactory progress and what happens if you are not.
- \* What special facilities and services are available to the handicapped?

**It is the student’s responsibility to:**

- \* Review and consider all the information about the school program before enrolling.
- \* Pay special attention to the application for student financial aid, and complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.
- \* Know and comply with all deadlines for applying and reapplying for aid.

- \* Provide all documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
  - \* Notify the school of any information that has changed since you applied.
  - \* Read, understand, and keep copies of all forms you are asked to sign.
  - \* Repay any student loan. When you sign a promissory note you are agreeing to repay your loan.
  - \* Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- 
- \* Notify the school of a change in your name, address, phone number, or attendance status (full-part time student). If you have student loans, you must notify your lender of these changes.
  - \* Understand your school's refund policy.
  - \* Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
  - \* Understand that is your responsibility and your liability when errors are made and funds for which you are not eligible for are advanced to you or credited to you school account.

### **COMPLIANCE STATEMENT**

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state, or private programs. This school does not discriminate on the basis of race, religion, creed, color, nationality, sex, or age in their admission policies or in access to employment or the administration of their programs.

### **When Do I Apply?**

Apply as soon AFTER January 1. ( You can't apply before this date.) It's easier to complete the application when you already have your tax return for the year end, so you may want to consider completing your tax return early as possible.

Note: You must reapply for federal aid every year. Also, if you change schools, your aid doesn't go with you. Check with your new school to find out what steps you must take to continue receiving aid

**Pell Grants:** The student completes the Free Application for Federal Student Aid and our Institutional Financial Aid Application.

**OR**

Go to FAFSA website [www.fafsa.ed.gov](http://www.fafsa.ed.gov) follow step 1,2,3

### **LOAN COUNSELING**

Entrance and Exit Counseling

### **STUDENT LOAN INFORMATION PUBLISHED BY DEPT. OF EDUCATION**

<http://www.direct.ed.gov/>

## **NATIONAL STUDENT LOAN DATA SYSTEM**

[www.nslds.gov](http://www.nslds.gov)

### **Federal Subsidized**

**Stafford Loans:** Student may obtain an application from his or her local bank, complete the Free Application for Federal Student Aid, and our Institutional Financial Aid Application.

### **Federal Unsubsidized**

**Stafford and PLUS Loans:** Same as Stafford Loan.

**Federal SEOG:** Same as PELL.

## **PRINCIPLES**

1. This school will work with schools, community groups, and other educational institutions in support of the national goal of equality of educational opportunities.
2. Expected family contribution toward the student's cost of education. This school expects parents to contribute financially, according to their means. Taking into account their incomes, assets, number of dependents, and other relevant information. Students are also expected to contribute from their own earnings and assets, including borrowing against future earnings.
3. Financial aid will be offered after determining whether the family's resources are insufficient enough to meet the student's educational expenses. The amount of aid offered will not exceed the amount needed to meet the difference between the student's total educational expenses and the family's resources.
4. In awarding funds to eligible students, the amount and the type of self-help will be related to the circumstances of the individual and the largest amount of grant assistance will be offered to students with the least ability to pay.

## **DEPENDENT STUDENT**

An individual that does not meet the Independent student criteria. This student is required to submit with his/her application student, spouse (if applicable) and parents income and assets data.

## **INDEPENDENT STUDENT**

An individual who meets one of the following criteria:

1. An individual at least 24 years old by December 31 of the award year

2. An orphan or ward of the court.
3. A veteran of the armed forces of the United States.
4. An individual with legal dependents other than a spouse.
5. A graduate or professional student who will not be claimed as an income tax exemption by his/her parents for the first calendar year of the award year.
6. A married person who will not be claimed as an income tax exemption by his or her parents for the first calendar year of the award year.
7. A person whom has been determined by the aid administrator to be independent because of unusual circumstances.

### **PARENT(S)**

For purposes of the financial aid programs, “parent” is mother and/or father or adoptive parents or legal guardian. Not foster parents.

### **EXPECTED FAMILY CONTRIBUTION (EFC)**

The amount that has been calculated as expected family contribution to offset the student cost of attendance.

### **NEED**

Financial need is the amount left over after subtracting the expected family contribution from your cost attendance.

### **DETERMINING NEED**

The U.S. Department of Education approves the Effective Family Contribution formula. This school uses it to compute the ability of the family to contribute to the cost of the student’s training. Each year certain aspects of EFC are adjusted. This accounts for both actual inflation in the previous year and projects inflation for the next analysis year. The yearly Consumer Price Index (CPI) analysis determines inflation rates. Revision in FICA, federal, state, and local taxes reflect changes in the law and recently available IRS data.

The Federal Pell Grant uses the Federal Pell Grant Index (PGI) number on the Student Aid Report (SAR) to determine eligibility for the Family Contribution (FC) number obtained. This determines the student’s (or family’s) ability to contribute to the Cost of Attendance (COA). The EFC is subtracted from the COA, and the school awards financial aid to cover as much of the student need as possible. The EFC bases need on information furnished in the Application for Federal Student Aid (AFSA). The FC number produced is for nine months for Dependent students, and twelve months for Independent students. In application, the FC number is pro-rated to the length of the defined Academic Year.

### **TRANSFER OF CREDIT POLICIES**

The requirement to disclose transfer of credit policies does not create a legally enforceable right for a student to require a school to accept a transfer of credit from another school. school policies on transfer of credit, including the criteria it uses regarding the transfer of credit earned

at another school, and a list of any schools with which it has established an articulation agreement,  
HEOA section 488(g) HEA section 485(h), Effective date: August 14, 2008

### **ARTICULATION AGREEMENTS**

Washington Barber College, Inc. does not have any articulation agreements with any other institutions at this time.

### **TRANSFER STUDENT (FINANCIAL AID TRANSCRIPT REQUIRED):**

A student who attended another eligible institution on at least a half-time basis. A financial aid transcript must be obtained even if the student says he/she did not receive financial aid at the other institution. If a financial aid transcript is required no financial aid may be advanced until the financial aid office receives the completed transcript.

### **INTEGRATED VERIFICATION PROCESS**

Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986, executing legislation 20 U.S.C. 1094 governing the Title IV programs require schools to be sure of certain applicant-reported data. These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Advising process. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse Federal Pell or Campus-Based aid until completion of verification.

### **WHO MUST BE VERIFIED**

The policy of this school shall be to verify those students selected by the need analysis system for verification. In the absence of conflicting documentation, applications excluded from verification include:

- Legal residents of the Trust Territory of the Pacific Islands, Guam, American Samoa, and the Mariana Islands. This includes dependent students whose parents are also legal residents of one of these Islands.
- Dependent students whose parents are residing in a country other than the United States. This applies to other than the United States and only if the student cannot contact the parents by normal means.
- . Dependent students whose parents are dead, or are physically or mentally ill, or whose parents' address is unknown.
- . Immigrants who arrived in the United States during either calendar year in the Award Year.
- . Those submitted for an Award Year if the applicant dies during the Award Year.
- . Those submitted if the applicant is imprisoned at the time of verification.
- . Those submitted when the applicant does not receive financial assistance, for reasons other than their failure to confirm information on the application.
- . Other exclusions, on a documented individual case basis, at the discretion of the Financial Aid Officer.

An applicant need not document spouse information or provide a spouse's signature if:

- . The spouse is residing in another country and the student cannot contact the spouse by normal means of communication.
- . The student cannot locate the spouse because their address is unknown.
- . The spouse is dead, or mentally or physically ill.

### **VERIFICATION ITEMS**

Examine the data items listed in 34 C.F.R. 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used.

Data items include:

- . Adjusted Gross Income (AGI) or Adjusted Gross Family Income (AGFI) for the base year.
- . U.S. income tax paid for the base year.
- . Total number of family members in the household, if that number is greater than two for dependent students, and one for independent students.
- . The number of family members in the household now enrolled as at least half-time students in postsecondary educational institutions.
- . The factors relating to an applicant's independent student status.

Untaxed income and benefits for the base year, including:

- . Social Security benefits.
- . Child support, if the school has information regarding child support or has reason to believe the student-received support.
- . Income tax deduction for a payment made to an Individual Retirement Account or Keogh account.

The following other untaxed income and benefits:

- . Untaxed dividends and capital gains.
- . Foreign income omission, if the school has information regarding the omission or has reason to believe the student omitted foreign income.
- . Earned income credit.

The school shall resolve inconsistent application information for all applicants, in agreement with requirements of 34 C.F.R. Part 668.16 (f).

### **DOCUMENTATION REQUIRED**

To confirm adjusted Gross Income (AGI/AGFI), and Income Tax Paid, applicants shall provide the appropriate income tax return(s) (IRS 1040, 1040A, OR 1040EZ) of the applicant, his/her spouse, and/or his/her parents. The student must provide a signed copy of the income tax return. In certain specified cases, the student must provide the IRS Form W-2. For non-tax filers, the school's Financial Aid Officer must provide appropriate forms to update and certify items for the Federal Pell Grant, Campus-Based programs:

- . Number of family members in the household,
- . Number of family members in the household now enrolled as at least half-time students in postsecondary educational institutions, Independent student status.
- . Applicants shall complete the appropriate sections of the Verification Worksheet. There are two different worksheets: One for Dependent students and one for Independent students. Use the worksheets for update and verification of data.

Applicants shall follow the instructions in the Verification Worksheet. The school's Financial Aid Officer may require/provide other appropriate forms.

### **TIME PERIOD FOR PROVIDING DOCUMENTATION**

Applicants must provide the Admissions or Financial Aid Officer the IRS forms 1040, 1040A, or 1040EZ during the admissions and advising process and provide all required documentation no later than two weeks from the enrollment date.

If the student makes corrections to Part 2 of the Federal Pell SAR, they must complete and process them within two weeks from the enrollment date, or the date the school receives the SAR, whichever occurs first. If copies of the income tax returns are not available from the applicant, spouse, and/or parent(s) within two weeks from the enrollment date, request the "IRS listing of Tax Account Information" directly from the Internal Revenue Services. The school must allow no more than 60 days for its receipt.

### **APPLICANTS RESPONSIBILITIES**

To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the date items, as of the date of verification:

- . Number of family members in the household.
- . Number of family members the household now enrolled as at least half-time students in postsecondary educational instructions.
- . Change in dependency status.

Federal Pell Grant applicants whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage.

Campus-Based applicants whose dependency status changes during the Award Year must have their FC recalculated. This process does not apply if the change occurs due to marriage. The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

### **CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTATION WITHIN THE SPECIFIED TIME PERIOD(S)**

If the student cannot provide all required documentation, the school can not complete the verification process within two weeks from the date of enrollment. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:

- . The student may continue training on a cash payment basis.
- . The student may withdraw, and re-enroll at no additional charge. There will be no loss of credit earned, when the student provides all proof, and verification is complete.

If a Federal Pell Grant applicant has not processed Part 2 of the SAR within two weeks of enrollment, the school must advise them that they are not eligible for financial aid. The school will then provide applicants with the following options:

- . The student may continue training on a cash payment basis.
- . The student may withdraw, and re-enroll at no additional charge. There will be no loss of credit earned, when the student provides all proof, and verification is complete.
- . The applicant must repay any over award, or any award for which he/she was not eligible, discovered during verification.

### **INTERIM DISBURSEMENTS**

The school may not make any interim disbursements. The student must complete verification before disbursement of all Title IV funds.

### **NOTIFICATION OF RESULTS OF VERIFICATION**

The school shall notify the applicant of additional information/documentation needed for verification. This occurs through contact with the Financial Aid Officer, or by mailing to the applicant's resident address a VERIFICATION FOLLOW-UP form. This form indicates additional items needed. The school shall notify the applicant of any change in the originally computed Federal Pell Grant award.

The student shall sign and date the SAR certified for payment.

The school shall notify the applicant when they complete verification by:

- . Obtaining the student's signature and date on the SAR certified for payment.
- . Providing the student a receipt for any Campus-Based funds credited to their tuition account.

### **ADDITIONAL CONSUMER INFORMATION:**

It is the students' responsibility to comply with all obligations involved in the receipt of Federal and/or State Aid. For more information about these programs, including application procedures, eligibility requirements, amounts of eligibility, rights and obligations pertaining to each program including Loan consolidation consult the following sources: The federal pamphlet Federal Student Aid Fact Sheet has information about Federal Pell Grants, SEOG, Federal Perkins, and Stafford/GSL. The state pamphlet Louisiana Student Financial Aid Workbook has information about Cal Grants. Your local district rehabilitation office has information about vocational rehabilitation. Your local veteran's administration office has information about LA aid. Some of these handbooks are available at the financial aid office.

For more information regarding the specific requirements each Financial Aid Program. Please refer to the U.S.D.E. Student Guide, available at the Financial Aid Office.

## **FEDERAL PELL Deadline**

ASFA applications must be received by June 30 (award year). SAR's must be submitted to the financial aid office by June 30, or your last day of enrollment in award year whichever comes first. A valid SAR/ESAR requires signatures of student, spouse and parents as applicable.

## **RENEWAL PROCESS**

A Federal Pell Grant award received in one award year (July 1 to June 30 of the following year) is never automatically renewed in the next award year. A student must re-apply for the Federal Pell Grant and submit a copy of the new SAR to the financial aid office.

## **How Much Money Can I Get?**

Awards will depend on program funding. How much you will get will depend not only on your EFC but also on your **cost of attendance**, whether you're full-time or part-time student, and whether you attend school for a full **academic year** or less. You may receive only one Pell Grant in an award year and you may not receive Pell Grant funds from more than one school at a time

## **How will I be paid?**

Your school may credit the Pell Grant funds to your school account, pay you directly (usually by check), or combine these methods. The school must tell you in writing how and when you'll be paid and how much you're Pell Grant will be. Schools must pay you at least once per term (semester, trimester, or quarter). Schools that don't use formally defined, traditional, term must pay you at least twice per **academic year**.

## **DISBURSEMENT**

On the basis of per payment period via a check payable to the student or co-payable to the school and student. It is the students' responsibility to submit all forms and documentation to the financial aid office in accordance with the deadlines applicable to each program from which aid is requested.

## **ACADEMIC YEAR**

The definition of the Academic Year for this institution is 900 clock hours in 26 weeks.

## **AWARD YEAR**

The period of time between July 1 and June 30.

**CLOCK HOUR (AS DEFINED IN THE FEDERAL REGISTER)**

A 50 to 60-minute class, lecture or recitation: or  
a 50 to 60 minute faculty supervised laboratory, shop training, or internship.

**RETURN OF TITLE IV FUNDS**

When a FAFSA is completed, including required signatures and submitted to the U S Department of Education you've officially applied for financial aid and you've signed a statement of certification that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. **WASHINGTON BARBER COLLEGE** will calculate the amount of unearned funds to be returned to the federal fund program according to the policies and terms listed below.

Only the Title IV programs are to be included in this calculation. **WASHINGTON BARBER COLLEGE, INC** participates in the Federal Pell Grant and Direct Loan Programs. Students receiving Title IV funds will be subject to these regulations.

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

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

**Up through the 60% point** in each payment period the required pro-rata calculation is used to determine the amount of Title IV funds student has earned at the time of withdrawal. **After the 60% point** in the payment period, student has earned 100% of the Title IV funds specific to payment period.

**WASHINGTON BARBER COLLEGE, INC** measures progress in **Clock Hours**, and uses the **payment period** for the period of calculation.

**The Calculation Formula:**

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

Calculate the percentage of Title IV aid earned:

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

**HOURS SCHEDULED TO COMPLETE**

**TOTAL HOURS IN PRIOD = % EARNED**

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

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

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

100% minus percent earned = **UNEARNED PERCENT**

Unearned percent (multiplied by) total institutional charges for the period = **AMOUNT DUE FROM THE SCHOOL.**

If the percent of Title IV aid disbursed is greater than the percent unearned (times) institutional charges for the period, the amount disbursed be used in place of the percent unearned.

If the percent unearned (times) institutional charges for the period is less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

**Order of return of Title IV funds**

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

Unsubsidized Direct Stafford loans (other than PLUS loans).

Subsidized Direct Stafford loans.

Direct PLUS loans.

Federal Pell Grants for which a return of funds is required.

Students receive a written notice clearly identifying amounts returned and to which program.

**POST WITHDRAWAL:**

School must get authorization from student to apply post withdrawal funds to his/her account. Funds in excess of balance owed and payable to the school must be offered to student.

**WASHINGTON BARBER COLLEGE, INC** sends a grant overpayment notice to student within 30 days from the date the school determined that student withdrew or received official notice of withdrawal, giving student 45 days to either:

- 1) Repay the overpayment in full to **WASHINGTON BARBER COLLEGE, INC.**
- 2) Notify the Department of Education that the student is in an over payment status or sign a repayment agreement with the Department.

#### Procedures to follow: RETURN OF TITLE IV FUNDS AND REFUNDS

The adoption and full implementation of the policy is that of establishing a paper trail for future review. Each step in the process should be documented by signature or initials whether you're delivering or receiving information. A calculation of this type must be performed for all students that withdraw prior to completing the prescribed program noted in the enrollment agreement. The calculation for return of Title IV funds and or institutional refunds is to be performed by someone in the financial aid office or other person as designated by the school owner/administrator. Attendance and withdrawal information is provided to the financial aid office by personnel that track attendance and withdrawal for the purpose of performing calculations to determine earned and unearned tuition.

Students are provided with a School Catalog on or before the first day of class that includes terms and conditions relating to RETURN OF TITLE IV FUNDS AND REFUNDS. Students may not sign an enrollment agreement prior to having received consumer information; consumer information is intended to provide students with adequate and accurate information enabling them to make a wise choice in selecting a school that fits their needs. Consumer information may be provided to students through various means; printed, electronic, tic sheet, orally etc.; method used to convey the information and documentation that each student received it must be documented in the student's permanent file by means of signature and or initial of student and school official. There is absolutely no excuse for failure to have this documentation in each student's folder.

Familiarize yourself with policies for calculating both R2T4 and institutional refund calculations; recipients of Title IV funds must have both calculations in his/her file.

Calculations for Title IV Funds are to be performed in a timely manner and specific to student's current pay period only. All refunds will be made to applicable programs etc within 45 days from the student's withdrawal or date of determination.

Student's ledger card (payment history noting beginning and ending balance for each transaction including date) identifying all associated cost and each payment received, amount paid including source (Pell – Loan – Cash etc), for federal disbursement records, reflect award year, pay period and or 1<sup>st</sup> or 2<sup>nd</sup> disbursement. Details by federal program, amount disbursed, award year and specific disbursement information will guide will aid with accurately calculating earned and unearned funds.

Attendance records: Be aware that scheduled hours specific to pay periods are the basis for calculating return of funds for Title IV and or institutional calculation. Scheduled hours are determined by the terms of the student's enrollment agreement. Simply put, an enrollment agreement noting a student is scheduled to attend 7 hours each day, count the possible calendar days of a pay period a student could have attended and multiply by the hours scheduled each day. Days for which a student was on an approved Leave of Absence may not

be included in scheduled attendance. Document begin and end date for pay period; if the calculation is for a second or subsequent pay period document very carefully the date a student entered the pay period and the date the period is scheduled to end. Documentation should be clear and concise, perhaps including a page of calendar.

Cost specific to pay period: **WASHINGTON BARBER COLLEGE, INC** operates as a clock hour school and as such disburses federal funds according to pay periods. Each pay period has an established cost specific to pay periods.

Forms: **WASHINGTON BARBER COLLEGE, INC** uses forms for calculating Title IV (R2T4) provided on the U. S. Department of Education's web site. In addition to the R2T4, an institutional refund according to the school's institutional refund policy must be performed. Copies of both calculations must be kept in the student's permanent file.

Follow-up documentation: Copies of refund calculations must be delivered to the appropriate person responsible for making applicable refunds. Copies of refund checks including student name, ss#, specific program, check date and date funds deposited back to federal program are to be kept in each student's file. Student files are to be kept in Pending status (don't file them away) until all documentation has been placed in the student's file and the process is to be completed. Prior to filing, check to ensure that all steps have been documented.

## **ADDITIONAL FUNDING OPTIONS**

Additional funding for students who may not qualify for any of the Title IV programs offered, have these options of State Aid Programs available to prospective and current students. The following State Aid Programs available are listed below:

### **Central Arkansas Planning and Development**

902 N. Center  
Lonoke, AR 72086  
(501) 676-2721

### **Arkansas Department of Workforce Services (WIA)**

5401 South University  
Little Rock, AR 72209  
(501) 682-7719

**Arkansas Rehabilitation Services**  
26 Corporate Hill Drive  
Little Rock, AR 72205-4538  
(501) 686-2800

**TEA Program**  
Arkansas Department of Health and Human Services  
(501) 682-8269

**U.S. Department of Veterans Affairs**  
2200 Fort Roots Dr. #65  
North Little Rock, AR 72114-1756  
(501) 257-1000

**Department of Human Services (DHS)**  
618 Main Street  
Little Rock, AR 72201-4202

## **Frequently Requested Information**

FASFA Information Center .....1800-433-3243

FAFSA website .....[www.studentaid.ed.gov](http://www.studentaid.ed.gov)

