

INSTITUTE OF HAIR DESIGN

1601 1/2 N. HARRISON

SHAWNEE, OK 74804

(405)275-8000

CATALOG

July 1, 2012

INSTITUTE OF HAIR DESIGN

Developing Barbering Professionals with Determination and a will to Succeed.

Institute of Hair Design has earned an excellent reputation since opening its doors in 1978. Institute of Hair Design is owned and operated by Bob Trousdale, Susan Kinkade, Freda Poe and Debbie Ailey. The school is conveniently located in the heart of downtown business district.

Institute of Hair Design is licensed by the Oklahoma State Barber Board. offers the community Institute of Hair Design has a well trained staff that can assist you in instruction, enrollment, and placement.

Institute of Hair Design is located in one-story building with 1,500 square feet and can accommodate 30 students. The facility consists of 1 major clinic area, 30 workstations, 1 large classroom, Break-room area, 2 restroom facilities, a library, and an administrative and counseling office.

Students will graduate with current techniques in the multifaceted field of Barbering. Financial assistance may be available for those who qualify.

Institute of Hair Design does not discriminate on the basis of sex, age, religion, race, color or ethnic origin.

National Accrediting Commission of Cosmetology
Arts and Sciences
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
(703) 600-7600 Fax (703) 379-2200

Oklahoma State Barber Board
1000 N.E. 10th St.
Oklahoma City, Oklahoma 73107
(405) 271-5600

Office of the State Accrediting Agency of the State of Oklahoma
Veterans Memorial Building
2311 N. Central
P.O. Box 53067
Oklahoma City, OK 73152
(405) 521-3807 Fax: (405) 522-4551

Instructor

Instructor and all of the above

OPPORTUNITIES FOR BARBERS

Basic Barber

- HAIR STYLIST
- SELF-EMPLOYED BARBER
- WIG STYLIST
- OWNER OR MANAGER OF SALON CHAIN
- SALON MANGAGER
- MANUFACTURER REPRESENTATIVE
- COLOR ANALYST
- PERMANENT WAVE TECHNICIAN
- WIG SALON OWNER
- PLATFORM ARTIST
- SALON SUPERVISOR
- STYLES DIRECTOR
- WIG SPECIALIST
- MAKE-UP ARTIST
- SALON OWNER
- BEAUTY PRODUCTS
- SALESPERSON
- SALES MANANGER FOR BEAUTY
- PRODUCTS DEMONSTRATOR OF BEAUTY PRODUCTS
- MANUFACTURES OF DIVERSIFIED BEAUTY PRODUCTS
- MANANGER OF OWNER OF BEAUTY SUPPLY ESTABLISHMENT

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ADMINISTRATIVE STAFF

Cherie Trousdale	Owner
Susan Kinkade	Enrollment/Owner
Debbie Ailey	Owner
Freda Poe	Financial Aid & Enrollment/Owner
Leah Longest	Managing Instructor
Sheenia Ford	Instructor

MISSION STATEMENT

Institute of Hair Design is dedicated to providing each student with a well-coordinated educational program. Students will gain invaluable experience while attending school. Students will graduate Institute with the latest techniques in the multifaceted field of Barbering. Institute of Hair Design is dedicated to Developing Barbering Professionals with Determination and a Will to Succeed.

SCHOOL CALENDAR

Institute of Hair Design will be closed on the following days:

New Years Day	January 1
Independence Day	July 4
Thanksgiving Day	Last Thursday of November
Christmas Day	December 25
Labor Day	First Monday of September

Students will be notified by television media of school closing due to inclement weather.

Students may start class Monday of each week.

ADMISSION POLICY

Have a High School diploma or High School transcript showing a graduation date.
Have a recognized equivalent of a High School Diploma such as a home schooled certificate by the state where the student resided during home school or a General Education Diploma (GED)
We do not accept the Ability to Benefit criteria
Are not currently enrolled at a primary or secondary institution
Has a correct social security number.

In order to determine eligibility for Title IV funds, student must:
Comply with our Satisfactory Academic Progress (SAP) policy included in the student catalog.
Not be in default on a loan made under any Title IV, HEA loan program
Must not have obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV, HEA loan program
Not have property to a judgment lien for debt owed to the U.S.
Is not liable for a grant from the Federal Perkins loan overpayment
Be enrolled at least half time to receive assistance from the Direct Loan program. (The Pell Grant program does not require half time enrollment, but the student's enrollment status does affect the amount of Pell a student may receive).

CODE OF ETHICS

1. This school has as its principal objective the training of qualified cosmetologists to render the best possible service to patrons.
2. This school strives continuously to improve its operations in order to keep abreast with the ever-changing developments and new techniques in cosmetology.
3. This school observes all rules and regulations issued by the State Board of Cosmetology and Health Department.
4. This school encourages its instructors to keep abreast of the latest teaching methods in cosmetology in the way of reading educational books and attending teachers' refresher or advanced courses, workshops, and instructor's seminars.
5. This school takes part in educational conferences and regional meetings in order to advance the cosmetology profession.
6. This school makes use of acceptable teaching techniques and training aids (such as textbooks, workbooks, films, and other audio-visual aids) in order to provide the best possible training for its students.
7. This school purchases only high grade standard equipment, cosmetics, and supplies to be used for the instruction of its students.
8. This school maintains honest and fair relationships with its staff, students, patrons, state board and other schools.
9. This school advertises truthfully, and makes honest representation to its students.
10. This school refrains from any criticism, which reflects unfavorably on other schools and the cosmetology profession.

SCHOOL RULES

1. All instruction will come from the instructor. One student is not to advise another in any phase of his/her training.
2. Students must not leave the school at any time without first notifying the school personnel and checking out.
3. Students may not check in and out for each other.
4. Students are assigned weekly duties. Students will perform all duties specified by school personnel.
5. Students must comply with all instruction, direction, and responsibilities at all times.
6. The lunch period is for 1 hour. Students must check in and out. Lunch time is from 11:30-1:00 pm.
7. Gum chewing, eating, etc., is permitted only in the break room.
8. Students must keep work stations and other areas clean and sanitary at all times.
9. School phones are for business purposes only. Personal calls should be limited. Messages will be taken for incoming calls.
10. Students may visit with each other in the break room and not in the presence of patrons.
11. Students may not take anything from the school without permission from the school personnel.
12. Personal items must be kept in your locker. The school is not responsible for stolen items.
13. Students must have hair neatly styled and make-up on before class.
14. Students are allowed one permanent wave or tint free of charge while in school.
15. Students will pay student prices for products used on their hair. Services must be paid for the same day.
16. Absolutely no PROFANE or VULGAR language at any time.
17. Students' children will be allowed in school for services only. Any family member will be expected to pay full prices for any services.
18. Personal items will be kept for 6 weeks after the student has left school. After that period they will be disposed of.
19. Professional ethics shall be practiced at all times.
20. The use of illegal drugs or alcohol before or during school hours is strictly prohibited. Students found in violation of this rule will be terminated immediately.
21. Smoking is allowed in designated area only.

Conviction for possession or sale of illegal drugs

The college 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 not received when the student was a juvenile, unless he or she 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 the sale of drugs includes convictions for conspiring to sell drugs.)

	Possession of illegal drugs	Sale of illegal drugs
1 st offense	1 year from date of conviction	2 years from date of conviction
2 nd offense	2 years from date of conviction	Indefinite period
3 rd offense	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 or she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him or her ineligible again.

When a student regains eligibility during the award year the college may award Pell for the current payment period

Standards for a qualified drug rehabilitation program:

A qualified drug rehabilitation program must include at least 2 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

Incarcerated Applicants:

An applicant is considered to be incarcerated if he or she 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).

An applicant is not considered to be incarcerated if he or she is in a half-way house or home detention or is sentenced to serve only weekends. Incarcerated applicants will not be admitted to Institute of Hair Design . Applicants who have been convicted of a felony, but are not currently incarcerated can potentially be admitted after a review by the college. They may receive a license by the state of Oklahoma.

Selective Services Registration:

To be eligible to receive Title IV, HEA program funds, a male student who is subject to Registration with the Selective Services must register with Selective Service (a male Student does not have to register with the Selective Service if the student is below the age of 18 or was born before January 1, 1960).

Citizenship and residency requirements:

Except as provided in paragraphs (b) and (c) of section 668 of Title 34-Education, to be eligible to receive Title IV, HEA program assistance, a student must:
Be a citizen or national of the United States or
Provide evidence from the US Immigration and Naturalization Service that he or she is a permanent resident of the US or
Be in the US for other than a temporary purpose with the intention of becoming a citizen or permanent resident or
Be a citizen of the Federated States or Micronesia, Republic of the Marshall Islands, or the Republic of Palau. (These students are eligible under FWS, FSEOG, and Pell programs.

These students must be enrolled as a regular student in an eligible program in order to Participate in Title IV.

An applicant must complete the entire admissions process as outlined in our catalog. To receive federal aid the applicant must meet the criteria outlined in this policy.

TRANSFER STUDENT

Students transferring to another Barber school may request a written release from Institute of Hair Design. The student will be charged \$10.00 for the transfer.

Institute of Hair Design accepts all students that are registered with the State Board of Barbering. All hours are accepted.

Course	Enrollment Fee	TUITION		Tuition	Total Tuition
		Equipment & Supplies	Lab Fee		
Basic Barbering :	\$100.00	\$600.00	\$2,400.00	\$6,200.00	\$9,300.00
Instructors:.....	\$100.00	\$325.00	\$0.00	\$5,075.00	\$5,500.00

Other Fees:
Transfer Fee: \$10.00

Convenient terms are arranged for students who wish to make monthly payments. The Barbering course takes a total of 12 months or 50 weeks to complete. Students who are in school more than 13 months or 54 weeks will be charged \$5.00 per hour until course is completed. The Instructor course takes a total of 6 months or 24 weeks to complete. Students who are in school more than 5 months or 28 weeks will be charged \$5.00 per hour until course is complete

STUDENT SERVICES

Counseling, group tutoring sessions, private tutoring sessions, referral to available service help organizations or substance abuse counseling

RE-ENROLLMENT PROCEDURE

Upon request for re-enrollment a check will be made to see if student is enrolled in any other school and a check about status. A check of any hours accrued at another school and a call to the State Board for the number of hours. All hours logged with the State Board will be accepted. A student who re-enrolls receives the same status they withdrew with.

SETTING GOALS

These are some of your educational objectives! What you choose to do with your vast education will be up to you and your goals in life. As a cosmetologist you could qualify for most any of these positions.

As a manicurist, your choices relate directly to the hands and feet, as a facialist, your career moves are very versatile.

As an instructor, teaching, supervising, and possibly owning your own school, are only a few of the many choices in the Cosmetology field.

If you love working with people and are willing to devote the time and energy necessary for real success, then this is the field for you!

Knowledge combined with determination, devotion, and energy will make your dreams come true!

PLACEMENT

Institute of Hair Design offers placement assistance for graduates. The graduate is responsible for providing the school personnel office with current information as long as placement assistance is necessary. There is no guarantee of employment provided by this service.

**OKLAHOMA STATE BOARD OF
BARBERING CURRICULUM FOR
PRIVATE BARBER SCHOOLS**

Instructor--600 Clock Hours

Barber Licensing Act & Rules.....	30 hours
Preparatory Theoretical Instruction, Including Teaching Techniques, Lesson Planning, Methods of Instruction, Evaluation of Instruction, Student Recordkeeping, State Recordkeeping, and School Operation	120 hours
Supervision of Desk, Booking Appointments, & Assigning Students for Clinic Services.....	30 hours
Clinic Floor Supervision Under Direct Supervision of Licensed Instructor.....	60 hours
The Remaining Three Hundred Sixty Hours (360) hours shall be Completed as Scheduled as Scheduled by the School and Includes:	
Presentation of Theoretical Subject in Classroom Situation.....	40 hours
Presentation of Practical Subjects in a Classroom Situation.....	40 hours
Supervision of Clinic Floor.....	280 hours
Total:	600 hours

Objective:

To prepare licensed cosmetologists for licensure and as instructors of barbering as prescribed by Oklahoma State Law.

Diploma will be awarded upon completion of this course.

INSTITUTE OF HAIR DESIGN

SATISFACTORY PROGRESS POLICY

Satisfactory Progress in attendance and academic work is a requirement for all students. All students must maintain the required academic progress.

ATTENDANCE PROGRESS

FULL -TIME

MAXIMUM TIME: The maximum time a student has to complete this course, excluding any leave time, is 150% of the established program completion schedule.

ATTENDANCE: Full-time students, must attend at least 67% of all scheduled class time per month in order to be considered making satisfactory progress and to complete the course within the maximum time frame and 85% of all scheduled hours for veterans.

NOTE: A student not completing the course in minimum time will be charged \$5.00 Basic, and Instructor \$5.00, per hour of additional instruction needed to complete the course.

PART-TIME

MAXIMUM TIME: The maximum time a student has to complete this course, excluding any leave time, is 150% of the established program completion schedule.

ATTENDANCE: Part-time students must attend at least 67% of all scheduled class time per month in order to be considered making satisfactory progress and to complete the course within the maximum time frame and 85% of all scheduled hours for veterans.

NOTE: A student not completing the course in minimum time will be charged \$5.00 Basic, and Instructor \$5.00 per hour of additional instruction needed to complete the course.

ACADEMIC PROGRESS

The following factors will be a measure to determine academic progress.

Course	Length	Actual Hours
Basic Barbering	1500 hrs.	450, 900, 1250, 1500 hrs.
Instructor	600 hrs.	300, 600 hrs.
Theory Work		(test grades, homework, etc.)
	Practical Work	Laboratory Work

Theory Work will be graded according to the following scale:

95	A	Excellent
85	B	Good
75	C	Satisfactory

Practical and Laboratory Work will be graded as follows:

95	A	Excellent
85	B	Good
75	C	Satisfactory

STUDENTS MUST MAINTAIN A 75% AVERAGE IN THEORY AND PRACTICAL/CLINIC WORK IN ORDER TO BE CONSIDERED MAKING SATISFACTORY PROGRESS.

DETERMINATION OF PROGRESS

Evaluations of progress will be conducted as shown in Academic Progress

SATISFACTORY:

Students with a minimum of 75% in theory work and 75% in practical/clinic work, and at least 67% of hours for full time or part-time, and 85% of hours for full-time or part-time veterans.

Students meeting minimum requirements at evaluation will be considered making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress as of course midpoint. The student must meet both attendance and academic minimum requirements on at least one evaluation by the midpoint of the course.

Students failing to meet minimum progress requirements will be placed on probation for one month with the opportunity to meet requirements for the next evaluation period. During probation, students are considered to be making satisfactory progress and financial aid funds will be dispersed to eligible students.

At the end of the probationary period, the student’s progress will be re-evaluated. If the student is meeting minimum requirements, they will be determined as making satisfactory progress. If the student fails to meet minimum requirements, the student will be terminated from the school

APPEAL PROCESS

Students who are terminated after failing to achieve minimum requirements may appeal this determination. The student must submit a written appeal to the Director along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for a re-evaluation of progress. This appeal must be received by the Director within five (5) business days of termination. Should a student fail to appeal this decision, the decision to terminate will stand.

An appeal hearing will take place within five (5) days of receipt of the written appeal. This hearing will be attended by the student, parents/guardian (if the student is a dependent minor), the student’s instructor, and the Director. A decision on the student’s appeal will be made within three (3) business days by the Director and will be communicated to the student in writing. This decision will be final.

Should a student prevail upon their appeal and be determined making satisfactory progress, the student will be automatically re-entered in the course and financial aid funds will be reinstated to eligible students.

LEAVE OF ABSENCE

A student returning from a leave of absence or other official interruption of training must return to school in the same satisfactory progress status as prior to their departure.

WITHDRAWALS/COURSE INCOMPLETE

Any student who withdraws from their contracted course or fails to complete their training will have notice placed in their student file as to progress at point of withdrawal. Incomplete grades will convert to a F-Failure if work is not completed within the scheduled time and will impact their GPA.

REPETITION

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry.

TRANSFER

The college will count the transfer hours that apply towards the student current program in determining satisfactory academic progress. A student that transfers into another program will be considered a transfer student into the new program. Should a student prevail upon their appeal and be determined making satisfactory progress, the student will be automatically re-entered in the course and financial aid funds will be reinstated to eligible students.

F-Failure if work is not completed within the scheduled time and will impact their GPA.

**OKLAHOMA STATE BARBER BOARD
CURRICULUM FOR
PRIVATE BARBER SCHOOLS**

Basic Barbering - 1500 Clock Hours

Sanitation & Sterilization	75 hours
Licensing Laws	20 hours
Salesmanship& Job Search	100 hours
Shop Management.....	100 hours
History of Barbering.....	35 hours
Facial Massage Treatment.....	40 hours
Hair Cutting & Styling	555 hours
Electricity & Light Therapy	25 hours
Chemistry	15 hours
Properties & Disorders of Skin, Scalp & Hair.....	35 hours
Hair & Scalp Treatment	60 hours
Chemical Hair Relaxing & Soft Curl Permanents.....	40 hours
Men’s Hairpieces.....	35 hours
Shaving 5 hours	
Mustache & Beard Design	15 hours
Bacteriology	15 hours
Professional Image	50 hours
Anatomy & Physiology.....	40 hours
Implements, Tools & Equipment	70 hours
Hair Coloring	150 hours
Permanent Waving	20 hours
 Total:.....	 1500 hours

Objective:

To prepare the student in the basic skills for licensure and practice of barbering as prescribed by Oklahoma State Law.

Diploma will be awarded upon completion of this course.

When Title IV funds are returned, the student may owe a balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution must send written notification to the student (or parent for PLUS loan funds) to offer a post-withdrawal disbursement for any amount not credited to the student's account no later than 30 calendar days after the date that the school determines that the student withdrew. The institution is required to make a post-withdrawal disbursement within 45 days of the student's date of determination that they withdrew for grants and 180 days of the student's date of determination that they withdrew for loans.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Parent (PLUS) Loan
- Federal Pell Grant
- Federal Supplemental Opportunity Grant
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The student

The following is a step-by-step process that is followed in all Return to Title IV funds calculations

- Step 1:** Determine the percentage of aid earned by calculating the percentage of the scheduled hours that the student completed.
- Step 2:** Determine the amount of earned aid by applying the percentage to the total Title IV aid that was or could have been disbursed.
- Step 3:** Determine the amount of unearned aid by subtracting earned aid from disbursed aid *or* determine the amount of a post-withdrawal disbursement by subtracting disbursed aid from earned aid.
- Step 4:** If unearned funds must be returned, determine the schools and the student's shares; *or* if a post-withdrawal disbursement is due, determine the sources from which it will be funded.
- Step 5:** If unearned funds must be returned, allocate unearned aid to programs from which student was funded; *or* if a post-withdrawal disbursement is due, send student applicable notification.
- Step 6:** Return the institution's share and any funds repaid by the student or refer the student to ED; *or* make the post-withdrawal disbursement.

The department of Education provides return of Title IV funds worksheets in Volume 2, Chapter 6 of the FSA Handbook. It has also developed software that automates the calculation. This software can be downloaded via <http://www.sfadownload.ed.gov/ReturnT4Funds.htm>. These are used to calculate all R2T4 calculations. A copy of the worksheet in the event of manual calculation and a computer printout in the event of automated calculation is placed in student's file for records. The office of financial aid performs all R2T4 calculations as it has all Title IV award and institutional charges information which are required in the calculations.

POST WITHDRAWAL DISBURSEMENTS

In the event a student is eligible for a post-withdrawal disbursement based on student's budget, awarded financial aid and Title IV funds and R2T4 calculations, a post-withdrawal disbursement must be made only after the following conditions are met.

Student and parents were in most cases verbally notified of the availability of post-withdrawal disbursements by the Office of Financial Aid within one week from the date of R2T4 calculation was performed.

Student and parents in most cases verbally notified the Office of Financial Aid within a reasonable time indicating their acceptance of available post-withdrawal disbursement amounts. The reasonable time refers to allowing sufficient time to school to process a post-withdrawal disbursement within the deadlines set by the Department of Education.

Student has outstanding institutional charges that are due and wants to pay off those charges by applying his/her post-withdrawal disbursement.

Student/Parents completed all necessary paperwork related to such post-withdrawal disbursement within a reasonable time.

CANCELLATION – SETTLEMENT POLICY

An applicant rejected by the school shall be entitled to a refund for all monies. If a student (or in case of a student is under legal age, his parents or guardian) cancels enrollment and demands money back in writing or in person within 3 business days of the signed enrollment agreement or contract, all monies collected by Institute of Hair Design shall be refunded if an initial payment has been made. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator or owner in person. This policy applies regardless of whether or not the student has actually started. If a student cancels enrollment 3 days after the signed contract, but prior to classes, the student shall be entitled to a refund or all monies paid to the school, minus registration fee of \$100.00 for all courses.

For student who enrolls in and begins classes, the following schedule of refunds is authorized:

Percentage of Time to Total Time of Course	Amount of Tuition School Shall Retain or Receive
0.01 to 4.9%	20% Retained or Received
5.0 to 9.9%	30% Retained or Received
10.0 to 14.9%	40% Retained or Received
15.0 to 24.9%	45% Retained or Received
25.0 to 49.9%	70% Retained or Received
50.0% or More	100% Retained or Received

REFUND POLICY FOR VETERANS

The school has and maintains a refund policy for veterans and other eligible persons enrolled under the provisions of Title 38 that provides a refund for the unused portion of tuition in the event the Title 38 student fails to enter the course or withdraws or is discontinued there from at any time prior to completion. Such policy provides that the amount charged to the Title 38 student for tuition for a portion of the course shall not exceed the approximate portion of the total charges for tuition that the length of the completed portion of the course bears to its total length. An amount not in excess of ten dollars for an established registration fee is not subject to refund.

ATTENDANCE POLICY FOR VETERANS IS 85% OF ALL SCHEDULED CLASSES.

EXPENDABLE SUPPLIES

Institute of Hair Design furnishes all expendable supplies to the student, excluding supplies for personal use. Students are charged for the use of personal expendable supplies at a reduced rate.

UNIFORMS

Students must look professional. Black smock, hose or socks, and closed toe, low-heeled rubber soled shoes are permitted. Shirts must be tucked in. No sweat shirts, knit material, or sleeveless tops will be allowed.

LICENSING REQUIREMENTS

All graduates are required to pass the Oklahoma Barber Board exam to receive a license to practice in the state of Oklahoma. The exams are administered in Oklahoma City, Oklahoma as scheduled by the Oklahoma State Barber Board. The registration form is completed by the school certifying the graduation requirements are complete. The graduate is responsible for all costs related to the licensing requirements. In case of student illness or disabling accident, death in the immediate family or other medical circumstances beyond the control of the student, Institute of Hair Design will make a settlement which is reasonable to both, if authorized documents are presented by the student or are in the students file and payment arrangements have been made by the student with the administration office prior to the collection proceedings being initiated. Completion of transcription will not exceed \$10.00. If a course is canceled subsequent to a student enrollment, the school shall provide a full refund or all monies paid. If the school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a refund of tuition. Institute of Hair Designs collection policy requires that arrangements be made for payment of accounts.

RECORD OF ATTENDANCE

A time sheet with the student's name is used for general attendance records. Attendance records are kept in a permanent file by the school. Any records promulgated by the Oklahoma State Barber Board of will also be kept by the school.

ATTENDANCE POLICY

1. Students are expected to attend school Tuesday-Saturday, 9:00-4:00 p.m. Students are allowed a 1-hour lunch period.
2. Students are expected to check in by 8:59 a.m. and be in class before 9:00 a.m.
3. Students are expected to notify the school personnel before roll call in the event of expected tardiness or being absent.
4. Students who miss 2 unexcused academic class periods (9:00-10:00 a.m.) in 1 week will be suspended 1 day as decided by school personnel.
5. If 5 calendar days are missed in 1 month, the student will be suspended from school 3 consecutive days as decided by the school personnel.
6. Students absent from school on Thursday or Friday, the day before or after a holiday, will be suspended for 3 consecutive days as decided by the school personnel. Half days missed will follow the same policy.
7. Students who know in advance that they will need to be absent from school must work out some type of arrangement prior to being absent.
8. The barber course takes a total of 12 months or 50 weeks to complete. Students who are in school more than 13 months or 54 weeks will be charged \$5.00 per hour until course is completed. Instructor course takes a total of 5 months or 20 weeks to complete. Students who are in school more than 6 months or 24 weeks will be charged \$5.00 per hour until course is completed.

EXCUSED ABSENCE

The only excused absence is for medical reasons, jury duty, military duty, and death in immediate family.

TARDY POLICY

Any student who is habitually tardy will be placed on probation and could be suspended from school as decided by the school personnel. At 9:05 a.m. a student is tardy and may not return to class until 10:00 a.m.

STUDENT RIGHTS

Institute of Hair Design guarantees the rights of the students to have access to their records. The school will provide proper supervision and interpretation of records. Information about a student is released only by written instruction from the student or parent or guardian of a minor student. Students are informed of all calls or requests for information. Students or parents or guardians of a minor student must provide a signed release if they want information released to third parties. The school provides and permits access to students and other school records as required for an accreditation process initiated by the institution or by the National Accrediting Commission of Cosmetology Arts and Sciences, or in response to a directive of the Commission or other government agencies.

GRADUATION REQUIREMENTS

Completion of the course, the required clock hours are earned, and a final exam with a grade of no less than 75% will earn the student a diploma. The graduate will then be eligible to register with the Oklahoma State Barber Board to take the state exam for a license to practice in the state of Oklahoma.

RETURN TO TITLE IV

The Office of Financial Aid calculates the return of Title IV funds using federal formulas, in writing to complete recovery of Title IV funds to specific program funds, notifies the student of his or her obligation to repay funds if applicable tracks the repayment and refers overpayments to ED. It also offers the student any earned post-withdrawal disbursement and follow procedures and policies pertaining to this indicated in the award notification part of the manual.

The date of Institute of Hair Design determination that a student withdrew is identified through faculty input, student's failure to return from an approved leave of absence, student's verbal or written notification to any office.

In the event of any unofficial withdrawals, Return to Title IV refund must be done within 45 days from the date of determination of such withdrawal. The date of determination must occur within two weeks from the last day of attendance.

All students are notified through Institute of Hair Design orientation about the withdrawal process and the student's rights and responsibilities including how a student reports the intent to withdraw and how the student begins the withdrawal process.

WITHDRAWAL DATE

The office monitors attendance of all enrolled students. It will contact student via email, phone call and letter. If no response is received within the following week, the school will assume the student has unofficially withdrawn. The office will determine the withdrawal date which would be no later than two weeks from the last day of attendance. However, if the student responds, the official withdrawal date will be the date on which the student notifies the school via any mean of communication. A student who wishes to withdraw from school for compelling personal reasons should notify the college in writing stating the reasons for withdrawal and whether or not the student intends to return at a later date to pursue a program of study. For all clock hours programs attendance roster is mandatory. All documentations for a withdrawn student will be kept on student's file in the office of financial aid.

Institute of Hair Design grants Leave of Absence (LOA) as per regulation of Higher Education Reconciliation Act (HERA) 2006. Students who requires a leave of absence from the program must do so in writing and be approved by the Director prior to leave of program. If a student does not return from his/her LOA, the office will notify the Office of Financial Aid. The school will assume the student has unofficially withdrawn on the following day of the date of return from his or her LOA. This begins the withdrawal process. The office of Financial Aid will complete the Return to Title IV process as per regulations as described in the manual.

FORMULA CALCULATION

Institute of Hair Design Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations. If a student leaves the college prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of aid earned = the number of scheduled hours in the payment period completed up to the student's last date of attendance as per the school's attendance records, divided by the total clock hours in the payment period.

If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed.

If this percentage is less than 60%, then the percentage earned is equal to the calculated value.

Funds are returned to the appropriate federal program based on the percent of Percentage of aid earned = the number of scheduled hours in the payment period completed unearned aid using the following formula:

Aid to be returned = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew.