

WASHINGTON BARBER COLLEGE, INC
Admission Policy
OPEID #04183100

POLICY AND PROCEDURE
ADMISSION POLICY

Washington Barber College, Inc admits as regularly enrolled students only those persons who have:

1. Identification – current driver’s license or state issued photo identification.
2. Have a High School diploma or transcripts showing graduation date
3. 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)
4. Are at least 17 years of age, (beyond the age of compulsory education in the State in which the institution is physically located).
5. Are not currently enrolled at a primary or secondary institution
6. Programs are based on 35 clock hours a week.
7. Must provide a valid social security card
8. If the individual seeking enrollment is a dependent minor, a parent or legal guardian must accompany them on the visit and will be required to sign the enrollment contract/agreement

GED classes are available at the Arkansas Department of Workforce Services
Students seeking to transfer hours from another institution will be reviewed on a case by case basis.

TRANSFER STUDENTS :

WASHINGTON BARBER COLLEGE, Inc accepts transfer students with previous credit hours (not to exceed 500 hours) from another Licensed Barber College. All students enrolling in a program at WBC will be enrolled as a new student. Transfer hours (not to exceed 500 hours) must first be certified by the previous training institution and recognized by the Arkansas State Board of Barber Examiners. Students must pay a registration fee not to exceed \$250 and an additional clock hour cost identified before enrollment.

When Upon receipt of approved transfer hours, student account will be adjusted at the current tuition rate for each transfer hour. Student housing is not available, therefore out of town students are responsible for their own accommodations.

Please note that all hours attempted are used in calculating the 150% quantitative requirement, even if hours are not accepted for transfer into the program. (See SAP Policy)

Eligibility for Title IV Funds criteria:

Comply with the school’s Satisfactory Academic Progress (SAP) Policy, included in the school’s 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 under any Title IV, HEA Loan Program.

Not liable for grant overpayment.

Be enrolled at least halftime to receive assistance from the Direct Loan Program. (The Pell Grant Program does not require halftime enrollment, but the student’ enrollment status does affect the amount of Pell a student may receive.)

Attendance for full time student is 35 hours per week, part-time 20 hours per week. Enrollment status is stated on the student’s enrollment contract.

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. Buckner Barber School is not required to confirm this unless there is evidence of conflicting information.

- 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 conviction for conspiring to sell drugs)

	Possession of illegal drugs	Sale of illegal drugs
1 st offense	1 year from the date of conviction	2 years from the date of conviction
2 nd offense	2 years from the date of conviction	Indefinite period
3+ offenses	Indefinite period	

- If a 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 institute may award Pell and/or Loan for the current payment period.

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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:**

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 a halfway 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 school's physical location; therefore incarcerated students are not eligible for admissions.

- **Selective Services Registration:**

To be eligible to receive title IV, HEA program funds, a male student who is subject to registration with the Selective Service must register with the 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:**

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 U.S. Immigration and Naturalization Service that he or she- is a permanent resident of the United States or

- Is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident
- Be a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau is eligible to receive funds under Federal Pell Grant programs.

Students must be enrolled as regular students in an eligible program in order to participate in Title IV.

- Upon receipt of all the required documents and in good order, the prospective student is eligible to enroll in the school. When all admissions criteria and requirements are met, the prospective student is given the date of the next class. The prospective student is asked to bring their Student Permit fee, if applicable, a color photo of themselves and is informed of the appropriate dress code. The first day of class will include financial aid and academic orientation, in which the students will sign their enrollment contract, student permit form and additional required paperwork.

Admission procedures:

Students may contact admissions personnel by telephone, fax, email, or visit the facility. There is someone available during normal business hours to discuss available programs, consumer information – including outcome rates noting completion, licensure and placement, job market, reasonable income one may expect upon receiving a license to practice the art of cosmetology and or related fields, financial information including how they may apply for federal funds. Students are encouraged to complete the FAFSA on the web site using the school’s identification number, class schedule, program length, cost of attendance, books, campus crime report, and anticipated licensure fees. Students are given a tour of the facility, introduced to staff and students along the tour site, encouraged to ask questions, if the potential student is a dependent minor they must be accompanied by a parent and or legal guardian. Students are asked to initial and or sign upon receipt of consumer information to verify documents received. The above information is provided to ensure students are able to make a wise decision in choosing a school that meets their needs. If the potential student expresses a desire to become a student with **Washington Barber College, Inc** another appointment is scheduled, it is at the second appointment that matters of signing an enrollment agreement, class schedule etc is completed. Students are provided with copies of the enrollment agreement, catalog, consumer information etc. Students are apprised of requirement to attend orientation prior to commencing classes.

POLICY OF 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