



# Klassic Transformations Barber Academy

## Student Catalog

Beginning Date: January 1 , 2023  
Ending Date: December 31, 2023

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Lee's Summit, Missouri 64063

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## **Table of Contents**

To Our Prospective Students	pg. 3	Leave of Absence Policy	pg. 15
Business Hours	pg. 3	Clock Hour Policy	pg. 16
Disclosure Statement	pg. 3	Make-Up Policy	pg. 16
Statement of Non-Discrimination	pg. 4	School Closure Policy	pg. 16
Mission Statement	pg. 4		
Educational Objectives	pg. 4		
Approvals / Accreditation	pg. 4	Student Complaint / Grievance Procedure	pg. 16
Admission Policy / Requirements	pg. 4	Grievance / Complaint Form	pg. 18
Credit for Previous Training	pg. 5	Student Services	pg. 19
Re-Enrollment Policy	pg. 5	Campus Security Policy	pg. 19
Transferability	pg. 5	Scholarship Information	pg. 19
Class Start Day	pg. 5	Disabled Students	pg. 19
Calendar / Holidays	pg. 6	Career Counseling	pg. 19
Foreign Students / ESL	pg. 6	Job Placement	pg. 19
Books / Tools / Uniform	pg. 6		
Instructional Facilities	pg. 6	Lockers	pg. 20
Library	pg. 7	Controlled Substance Policy	pg. 20
Orientation	pg. 7	Domestic Violence Services	pg. 20
Courses Offered	pg. 8		
Class Schedule	pg. 8	Copyright Infringement Policy	pg. 20
Health and Physical Considerations	pg. 8	Conduct Policy	pg. 20
Industry Earnings and Requirements	pg. 8	School Rules and Regulations	pg. 20
Distance Training	pg. 9	Tuition and Fees	pg. 20
Curriculum - Barbering	pg. 9	Registration Fee (Non-Refundable)	pg. 21
Course of Study	pg. 9	Tuition Fees	pg. 21
Description of Study	pg. 9		
Course Outline	pg. 9	Books / Tools / Supplies	pg. 21
Grading System	pg. 10	Method of Payment	pg. 21
Requirements, Licensing, Graduation	pg. 11	Fee Options	pg. 21
Curriculum - Barber Crossover	pg. 11	Returned Checks	pg. 21
Course of Study	pg. 11	Financial Assistance Policy	pg. 21
Course Outline	pg. 11	Unpaid Balances	pg. 21
Grading System	pg. 11	Third Party Payments	pg. 22
Requirements, Licensing, Graduation	pg. 11	Student's Right to Cancel	pg. 22
Satisfactory Academic Progress	pg. 12	Right to Hold Transcripts	pg. 24
Evaluation Periods	pg. 12	Refund Policy	pg. 23
		Title IV Funds Refund Policy	pg. 24
Grading Systems	pg. 12	Veteran Refund Policy	pg. 26
Warning	pg. 12	Administration	pg. 26
Academic Probation	pg. 12	Signature Page	pg. 26
Appeal Procedures	pg. 13		
Interruptions / Course Incompleteness	pg. 13		
Withdraws	pg. 13		
Transfer Hours	pg. 14		
Access to Student Files	pg. 14		
Attendance Policy	pg. 14		
Absences, Tardies, Interruption	pg. 14		

## **To Our Prospective Student:**

**As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Prior to enrollment, KTBA will provide a prospective student, either in writing or electronically with a school catalog containing all the minimum requirements set forth by the Missouri Board of Barbering.**

**Our Instruction is taught in English only.**

## **To our prospective students:**

Thank you for considering our school for your educational needs to become a licensed barber by the State of Missouri. You are now entering into an industry that could provide you excellent opportunities for a successful career in the hair industry. Our school emphasizes on how to be successful in the barber industry and how to succeed in all your professional barbering goals. This means hard work, dedication and preparation on your part. Klassic Transformations Barber Academy welcomes everyone interested in a barber career. We are happy to have you visit our school at any time. We will be pleased to answer all of your questions.

## **Preparing to Attend**

Complete our enrollment application and call our school's office to make an appointment with our admission staff. Please bring your high school diploma (or its equivalent), social security card, and valid photo identification.

## **Administration Business Hours**

Applicants for admission can get additional information at our school's office located at 298 SW Blue Parkway, Lee's Summit, Missouri 64063. Our office is open Tuesday - Friday from 9:00am to 5:30pm.

## **Notice:**

This catalog and its contents are valid through December 2023. KTBA reserves the right to modify and change its programs, tuition and fees, admission and graduation requirements, schedule and other policies and regulations as stated in the catalog as necessary, with the approval of the Missouri State Board of Barbering. If changes in educational programs, educational services, procedures or policies are required to be included in our school catalog by statute or regulation implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

## **Approval Disclosure Statement**

KTBA is a private school and is approved to operate by the Missouri State Board of Barbering. The board's approval means that the school and its operation comply with the minimum standards established under the law for occupational instruction by private post-secondary educational institutions. Courses must be renewed annually and are subject to continuing review. Approved are the following courses:

Barber - 1500 Clock Hours

Barber Crossover - 45 Clock Hours

### **Statement of Non-Discrimination**

KTBA does not discriminate on the basis of Race, Ethnic Origin, Color, Religion, Sex, Age, Handicap, Financial Status, Sexual Preference, or Residence on its Admissions, Instruction, or Graduation policies.

### **Mission Statement**

It is the mission of Klassic Transformations Barber Academy to provide students with a quality post-secondary education, while enriching the lives of those who we come in contact with.

### **Education Objectives**

Our primary objective is to provide each enrolled student with a high-quality barber educational program in an environment that is conducive to attaining barber shop skills by adopting a straightforward, pragmatic methodology. It is our goal that each of our students are able to become successful barbers in the state of Missouri by being able to provide quality barbering services to the consumer.

### **Approvals**

The following National and State agencies have set minimum standards for our program of studies:

Board of Cosmetology and Barber Examiners

3605 Missouri Blvd

P.O. Box 1062

Jefferson City, Missouri 65102

### **ADMISSIONS POLICY**

#### **ADMISSIONS REQUIREMENTS**

Klassic Transformations Barber Academy (KTBA) admissions office is located at 298 SW Blue Parkway, Lee's Summit, Missouri 64063. Regular admission office hours are Tuesday through Friday 9:00am to 4:00pm. Appointments are recommended. New and returning students need to apply in person. Faculty members can schedule interviews for applicants.

It is our institutional policy that prior to enrollment (signing the enrollment agreement) the institution will provide and encourage prospective students to review the student catalog, the School Performance Fact Sheet and other disclosures which are also posted on the institution's website at [www.ktbarberacademy.com](http://www.ktbarberacademy.com). These documents will assist the student to make an educated selection of the programs of study offered by the institution. The Student Catalog and Disclosures are updated annually by the dates on the cover page.

State and school required documents (Barber Program):

Enrollees that are admitted in the Barbering course (1500 Hours) must meet the following criteria:

- A. Students must be at least 16 years old at the time of enrollment.
- B. Students must show valid legal photo identification or a birth certificate.
- C. Should post secondary funds become available, students wishing to access post secondary funds must also have a high school diploma or G.E.D.

State and school required documents: (Barber Crossover Program):

Enrollees that are admitted in the Barber Crossover course (45 Hours) must meet the following criteria:

- A. Applicants must provide a copy of his/her Cosmetology license.
- B. Applicants must provide a physical on the state approved form.
- C. Students must show valid legal photo identification or a birth certificate.

### **CREDIT FOR PREVIOUS TRAINING**

Appropriate credit may be granted for prior training hours at the discretion of the college and upon verification by college officials of its validity of any transcripts submitted under the Cosmetology & Barber Act and Board of Barbering and Cosmetology Rules and Regulations. Students transferring from another school of Barbering in Missouri must furnish a valid Proof of Training document from a licensed Missouri Barbering school. The college may not elect to accept all or any of the previous hours of training and operations. All out of state applicants must furnish the FORM C of credit hours from the Missouri Board of Barbering/Cosmetology and it must be notarized from the previous school attended. The transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted.

### **RE-ENTRY / RE-ENROLLMENT POLICY**

All students who withdrew may re-enter into the program without the loss of credit program hours provided it is within six (6) years from the date of their withdrawal. All student records are kept only for six (6) years and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment and to verify the student was in good standing with the tuition account paid up to the last date of attendance before the student is accepted for re-enrollment. A re-enrollment fee will be charged.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at KTBA is at the complete discretion of an institution to which a student may seek to transfer. Acceptance of the diploma/credit, or proof of training certificate you earn in the educational program at KTBA is also at the complete discretion of the institution to which you may seek to transfer. If the diploma/credit or proof of training certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending KTBA to determine if your credit will transfer. The college has not entered into an articulation or transfer agreement with any other college or university.

### **CLASS START DAY**

All students must attend orientation prior to starting class. Students may submit by mail or in person an application for enrollment on any day of the school calendar; however, each applicant must apply in person to make a reservation for orientation. If the application is mailed, you will be contacted by email or telephone within 14 days to confirm receipt of your application. At that time, the applicant will receive an appointment time to meet our office manager to answer questions and submit a deposit for enrollment. After the deposit is made,

accepted applicants will receive an orientation date. If space is available, all applications are due the Wednesday before orientation.

Orientation dates are scheduled for the first day of school. Starting dates are scheduled for the Second Tuesday of the month.. The practical training floor is open Tuesday from 11am-5pm, Wednesday 11am-8pm, Thursday and Friday from 9am-8pm and Saturday 8am-3pm. Theory aspects of training will run according to the class calendar from 9:00am-11:00am Tuesday through Friday.

### **CALENDAR/ HOLIDAYS**

KTBA is closed on Sundays and Mondays and the following holidays:

New Year's Day - January 1st

Independence Day -July 4th

Thanksgiving Day (Also the Friday after Thanksgiving)

Christmas Day - December 25th

A special holiday may be declared for emergency or special reasons. Holy Days of all religious beliefs are respected and allowed.

### **FOREIGN STUDENTS**

All students must have proof of identity. If the proof of identity requires translation by the Missouri barbering board, an additional translation fee may apply. Our school does not provide English Language Services. Our college does not provide Visa Services. The level of English language proficiency is that of the equivalent of passing high school. Instruction does not occur in any other language than English. The Board of Barbering and Cosmetology will allow an interpreter to accompany the student to the exam for the test. Please contact the Board of Barbering and Cosmetology or see the school office manager for information on taking an interpreter to the exam.

### **ENGLISH AS A SECOND LANGUAGE**

This institution does not offer English as a Second Language ("ESL") course. All prospective students that are accepted for enrollment must be proficient in the English language.

### **BOOKS/ TOOLS/ UNIFORM**

For Barbering - 1500 hour students, it is mandatory that you purchase the tool kit as it is listed in this catalog. You will be issued your books, your beginner tools and uniform the first day of class. You will be issued the majority of your tool kit with a carrying case after you have made your kit payment.

The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost and/or broken articles. The college is not responsible for a student's equipment, lost or stolen. Students must learn to be responsible for the tools of their trade.

For Barber Crossover - 45 hour students, you will be issued a binder with study material included. You will also be required to purchase a kit.

### **INSTRUCTIONAL FACILITIES**

The practical learning facility is located at 298 SW Blue Parkway Lee's Summit, Missouri 64063. Our school is a spacious, air-conditioned modern facility. Our practical floor accommodates 30 students and is 2500 square feet. Our practical facility consists of 15 barber chairs and 6 washbasins. Behind each chair is a tool

cabinet. Each station consists of a barber chair, wall mirror, and tool cabinet. There are separate soiled linen receptacles, filtered drinking water, lunchroom, 12 student lockers and one A.D.A. restrooms for men and women. There is also the manager's office that is equipped with desks, cabinets, computer system, and copier.

The theory learning facility is located at 298 SW Blue Parkway Lee's Summit, Missouri 64063. The theory facility accommodates 30 students and is approximately 2600 square feet. The theory learning facility consists of student chairs and desks, a student computer, television monitor, a dry erase board, reference desk, one A.D.A. restrooms for men and women.

Both facilities and the equipment utilized fully comply with all building safety and health regulations. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with the school personnel prior to enrolling or signing enrollment agreements.

## **LIBRARY**

Our library is located in our theory facility at 298 SW Blue Parkway, Lee's Summit Missouri 64063. Our library contains textbooks and digital content for resourceful information. All students are allowed to access the resources in our library during school hours while the student is clocked in. We ask that NO library materials or equipment leave the facility at any time.

## **ORIENTATION CLASS**

All new students, transfers and re-enrollment students are required to attend orientation class prior to beginning coursework. At orientation, you will be informed of school policies, regulations, taken on a tour of the facility and be given the opportunity to ask questions about the college and your program of study. Students are issued a binder filled with information, class schedule and supplemental material. At this time the student must be prepared to complete/sign all required enrollment documents. The students will also learn about the time clock and have their fingerprint scanned. The student will be issued a student number. Orientation can last anywhere from 45 minutes to 2 hours, depending on how many students are attending. Students will receive their barber shirts and binder at orientation. Students enrolled in the Barber Crossover Course will be allowed to purchase any necessary tools/books or uniform at orientation. Once orientation is completed the students will be asked to sign the enrollment agreement.

## **CALENDAR**

**BARBERING** - Classes begin on the second Tuesday of the month. The first day of class is the second Tuesday of the month (excluding holidays). Students will receive their barber shirts and digital book on the first day of class. Students enrolled in the Barber Crossover Course will receive their tool kits and instructional equipment.

**BARBER CROSSOVER** - Classes begin on the second Monday of the following months: March, May, July, and October.

## **COURSES OFFERED**

**BARBERING 1500 CLOCK HOURS.** The course of study for students enrolled in the Barbering Course shall consist of fifteen hundred (1,500) clock hours of technical instruction and practical operations covering all practices and constituting the art of barbering.

**Educational Goals :** The Barbering Course of study is designed to prepare students for the state licensing examination and for profitable employment as a Missouri licensed barber.

**BARBER CROSSOVER 45 CLOCK HOURS.** The course of study for students enrolled in the Barber Crossover course shall consist of forty- five (45) clock hours of technical instruction and practical operations to provide barber training not a part of the required training or practice of a cosmetologist (hours exceed State Requirements).

**Educational Goals:** The Barber Crossover course of study is designed to prepare students for the state licensing examination and for profitable employment as a Missouri licensed barber.

## **CLASS SCHEDULE**

Our school is open for instruction: Tuesday from 9am-5pm, Wednesday through Friday from 9:00am – 8:00pm, and Saturday from 8:00am – 3:00pm. We offer evening classes Wednesday through Friday from 4:00pm -7:00pm. Per state guidelines, a student can not accrue more than 10 hours per day.

## **HEALTH AND PHYSICAL CONSIDERATIONS FOR BARBERING:**

Prospective students should be aware of the physical demands required of a beauty and wellness industry professional. Occupations in the beauty and wellness industry generally require continued standing or sitting and constant use of the upper torso, shoulders, arms, wrist and hands, upper back and neck. Certain individuals may have allergies or sensitivities to the typical chemical products used in beauty and wellness occupations. A student must be physically capable of performing all required activities conducted at the school and complying with all safety policies and procedures. Per the state of Missouri barbering board, all prospective students must complete a physical examination before attending barber school.

## **HEALTH WARNING**

Exposure to chemicals used in the barber industry may cause cancer and birth defects or other reproductive harm to you and your unborn child. In addition, the physical demands required by the school curriculum could place unwanted stress on the mother and child during pregnancy. Please consider this and consult with your physician regarding these issues prior to enrolling and signing the enrollment agreement.

## **INDUSTRY EARNINGS**

As with any career, the amount of income one can earn in the beauty and wellness industry is directly related to the amount of effort one applies to their career. Minimum efforts most likely will result in minimum earnings, while maximum efforts can lead to much higher levels of compensation. One's ability to earn income in the beauty and wellness industry is very dependent upon one's ability to communicate, present oneself professionally, develop great people skills, and maintain a positive attitude. The KTBA curriculum is designed to teach students these skills to help them obtain an entry level position upon graduation and licensing, but the effort students put forth to learn these skills is solely up to them. In addition to the above earning considerations, earnings levels can depend on work location, tipping habits, competition, the discretion of your



employer and/or the position held. Accordingly, since earnings are dependent on the efforts of the individual and other factors, KTBA does not make any express or implied claim about the salary or wages that you may earn after completing your designated educational program. Please see our School Performance Fact Sheet as it relates to the outcomes in the educational program you select.

## **CURRICULUM**

### **BARBERING 1500 CLOCK HOURS**

#### **COURSE OF STUDY**

The course of study for students enrolled in the Barbering Course shall consist of fifteen hundred (1500) clock hours of theory instruction and practical operations covering all practices constituting the art of barbering. For the purpose of this section, theory instruction shall mean instruction by demonstration, lecture, classroom participation or examination; practical operation shall mean the actual performance by the student of a complete service on another person or mannequin. Our institution uses a direct method of instruction.

#### **COURSE OBJECTIVE**

The Barbering Course educates each student in the arts and sciences of barbering. Each student who successfully completes the Barbering Course and passes the State Board Exam will be licensed in barbering to do barber service for pay in any establishment licensed by the Missouri Board of Barbering and Cosmetology. Career opportunities may include: employment in a Barber Shop, independent Barber renting a station, Barber Shop owner, eligible for cosmetology cross training.

All practical services are taught by the following procedure:

- Identify service to be taught
- Read in the textbook about the implements, sanitation and application of the service.
- Students take a written test in Milady Textbook on practical service.
- After successfully passing the written test, a video is shown on the service
- The service is performed and explained in a live demonstration by the instructor.
- Students are then allowed to perform the service on a client and/or mannequin under the supervision of the instructor.

Haircut/Hairstyles: Students are shown a live demonstration and after completion of 200 hours in classroom theory, students are allowed to proceed to the practical floor to perform haircutting on client's hair under supervision of instructor. As the student progresses they are taught different hairstyles. Short hairstyles, medium hairstyles, long hairstyles are included in the training.

Shaving: The student is taught the safety and proper sanitation of the razor. This includes the proper preparation of the beard and the proper protection for the client, which includes draping. The student first practices in a classroom setting on a mannequin to learn the 14 steps of the shave. Once the student is proficient on the shave after a minimum of 40 hours of classroom instruction, the instructor will allow the student to perform a shave service on a client under instructor supervision.

Rest Facials, Curling, Waving, Coloring, Tinting, Relaxing and Processing The students are required to attend lectures, demonstrations and watch videos on the safe and sanitary performances of these services.

These services are all completed in a classroom setting on a mannequin prior to practicing these services on clients.

### **GRADING SYSTEM**

Students are evaluated on a regular basis in theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a minimum of 75% cumulative grade average or the practical evaluation to maintain satisfactory academic progress status. The system detailed below is the system utilized in the school.

### **ACADEMIC GRADING**

#### **POINT GRADES FOR THEORY AND PRACTICAL WORK**

100%-90%	Excellent
89%-80%	Above Average
79%-75%	Average
74%-60%	Unsatisfactory
59%-00 %	Fail

### **REQUIREMENTS FOR A SATISFACTORY COMPLETION OF THE COURSE**

The student shall have completed Theory and Operations required by the Board of Barbering & Cosmetology with a grade average of 75% or better.

### **REQUIRED TEXTS**

Milady's Standard Digital Professional Barbering Textbook, Workbook and Exam Review ISBN# 9781305664005

### **GRADUATION REQUIREMENTS**

When a student has completed 1500 clock hours, the required theory hours and practical operations with a GPA of 75% or better, a simulated (mock) program and has fulfilled all of his/her financial obligations in full, than student will be awarded a diploma certifying his/her graduation and a Proof of Training Document. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering & Cosmetology License Exam.

### **LICENSING REQUIREMENTS**

A barber license will be granted by the State of Missouri only after the student has successfully completed and graduated from the Barbering course as described above and passed the written and practical exam from the Board of Barbering and Cosmetology Licensing Exam with an overall score of 75% or higher.

### **CURRICULUM**

#### **BARBER CROSSOVER: 45 CLOCK HOURS**

## **COURSE OF STUDY**

The course of study for students enrolled in the Barber Crossover course shall consist of forty- five (45) clock hours of theory instruction and practical operations covering all practices. For the purpose of this section, theory instruction shall mean instruction by demonstration, lecture, classroom participation or examination; practical operation shall mean the actual performance by the student of a complete service on another person or mannequin. Our institution uses a direct method of instruction. The course of study for the Barber Crossover course is 40 hours of practical training and 5 hours of theoretical instruction.

## **COURSE OBJECTIVE**

This course will allow the Missouri licensed cosmetologist to practice barbering related activities in the state of Missouri

## **REQUIREMENTS FOR A SATISFACTORY COMPLETION OF THE COURSE**

The student shall have completed Theory and Operations required by the Board of Barbering & Cosmetology with a grade average of "C" (75%) or better.

## **REQUIRED TEXTS**

Milady's Standard Professional Barbering Textbook ISBN# 9780538457644

## **GRADUATION REQUIREMENTS**

When a student has completed 45 clock hours, the required theory hours and practical operations with a GPA of "C" (75%) or better, a simulated (mock) program and has fulfilled all of his/her financial obligations in full, than student will be awarded a diploma certifying his/her graduation and a Proof of Training Document. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering & Cosmetology License Exam.

## **LICENSING REQUIREMENTS**

A barbering license will be granted by the State of Missouri only after the student has successfully completed and graduated from the Barber Crossover course as described above and passed the written and practical Board of Barbering and Cosmetology Licensing Exam with a score of 75% or higher.

## **GRADING SYSTEM**

Students are evaluated on a regular basis in theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a minimum of "C" (75%) cumulative grade average or practical evaluation to maintain satisfactory academic progress status. The system detailed below is the system utilized in the school.

### **ACADEMIC GRADING**

#### **GRADES FOR THEORY AND PRACTICAL WORK**

100%-90%	Excellent
89%-80%	Above Average

79%-75%	Average
74%-60%	Unsatisfactory
59%-00 %	Fail

## **APPLICATION PROCESS**

Barber Crossover Students are allowed to receive their Proof of Training Document at the time that they complete 45 clock hours, successfully pass all written and practical exams at 75% or higher and have paid the tuition balance in full. At that time, we will assist the student in applying for their State Exam.

## **SATISFACTORY ACADEMIC PROGRESS (SAP)**

### **Evaluation Procedures**

Students' compliance with the Satisfactory Academic Progress is divided into evaluation periods listed below. SAP evaluation periods are based on actual completed hours. Each student will receive a printed copy of their SAP at each evaluation point. A copy will also be kept in the student's file.

- Barbering: When a student completes 320, 800, 1280 and 1500 clocked scheduled hours.
- Barber Crossover: When a student completes 45 clocked scheduled hours.

### **Grading System**

Students are evaluated on a regular basis in theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students upon completion of each increment of the course hours as explained above for student's review. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a minimum of 75% cumulative grade average or practical evaluation to maintain satisfactory academic progress status. The system detailed below is the system utilized in the school.

90% - 100%	89% - 80%	79% - 75%	Below 75%= Failing.
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Theory work is tested on all chapters of the textbook. Practical work is graded as each service is completed. An instructor will notify you immediately if the service resulted in failing work.

### **Determination of Progress Status**

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

**WARNING:** If a student fails to meet SAP standards for either attendance or academics at any evaluation point, the student will automatically be placed on a warning, and will remain in that status until the next evaluation point. After this warning a written academic plan will be agreed to by the student and director (if both parties cannot agree on the academic plan, enrollment may be terminated). The student will be counseled regarding the actions required. A student placed on a SAP Warning status may continue to receive Title IV funds. The student will be counseled on the potential loss of eligibility of Title IV funds, if applicable, and will be advised on steps necessary to correct the academic deficiency and be reinstated to good academic standing.

## **APPEAL / REINSTATEMENT AND REESTABLISHING ELIGIBILITY PROCEDURES**

A student may appeal the determination of unsatisfactory SAP if they have a reason as to why they did not make satisfactory progress and if they can document the circumstance(s) which caused them to have an unsatisfactory progress. The basis for filing an appeal, such as death of a relative, injury or illness of the student, or other special circumstances must be documented. The written appeal must also include a statement of what has changed in the student's situation that will allow the student to meet the standards for SAP by the beginning of the next evaluation period. The student must submit a written appeal as to why he/she failed to make SAP to the school administration within five (5) business days of not making satisfactory progress or termination. If the student fails to appeal this decision, the decision will stand. If a student is terminated for gross misconduct, which includes, but is not limited to, reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, and threats and/or bullying, such termination is final and may not be appealed.

## **SATISFACTORY ACADEMIC PROGRESS (SAP) (cont.)**

An appeal hearing will take place within five (5) business days of the receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is a dependent minor), the student's instructor, and Director. A decision on the student's appeal will be within three (3) business days by the Director of Education and will be communicated to the student in writing. This decision will be final. If the student's appeal is approved, eligibility for Title IV Funds will be reinstated for one evaluation period and the student will continue in Probation status until the beginning of the next evaluation point. Students who do not appeal a determination of unsatisfactory progress and termination of Title IV Funds, or whose appeal has been denied, may continue school on Probation status for one assessment period as a cash pay student. At the end of the Probation period, all students on Probation status will be required to have satisfied all standards for SAP. Students who fail to meet the standards for SAP by the end of the Probation period may be terminated from school. Students who successfully meet the standards for SAP by the end of the Probation period will be reinstated to good academic standing and will regain their previous eligibility for Title IV Funds. Results of the appeal will be documented in the student's file.

## **DETERMINATION OF WITHDRAW**

KTBA will determine a student's withdrawal as per the following: 1) a student who did not return from an approved Leave of Absence; 2) those who were terminated from enrollment by the school; 3) those who withdrew from the program and notified the school ; 4) those who fail to attend classes for 14 calendar days.

## **LEAVE OF ABSENCE, INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

The Leave of Absence will extend the student's contract period by the same number of days taken in the leave and will result in no additional charges to the student. Students who withdraw prior to completion of the course of study, and wish to re-enter within six months of the original formal withdrawal date will re-enter at the same progress status as applicable at the time of withdrawal. Course incompletes, repetitions, and noncredit remedial courses have no effect upon the school's satisfactory progress standards.

## **RE-ENTRY POLICY**

All students who withdraw may re-enter into the program without the loss of clock hours and at the same status as they left provided it is within six (6) years from the date of their withdrawal. All student records

are stored for six (6) years only and it is the responsibility of the student to maintain all documents received from the institution beyond the six-year period. The school reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment. If accepted by the college, the student will re-enter the same progress status as he/she left. All re-entry students will be charged a re-registration fee.

### **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purposes of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the school.

### **ACCESS TO STUDENTS FILES**

It is the policy of KTBA to guarantee each student access to that student's record. A student can have access to his/her files during office business hours by appointment. The office business hours are Tuesday thru Friday from 9:00am – 4:00pm. To request an appointment, please call the business office at (816) 944-4080 or email KTBA at [klassictransformations@gmail.com](mailto:klassictransformations@gmail.com). The school's policy requires written consent from the student and parents or guardians of dependent minors each time before releasing any student information in response to a third party request, other than a request by COE (Council on Educations), unless otherwise required by law. The school provides access to student and other school records as required for any accreditation process initiated by the school or by the COE or in response to a directive of the Commission. For current students enrolled, the files will be made available immediately. For graduated and withdrawn students, please specify the year of graduation and the files will be made available within 3 business days. It is the policy of Klassic Transformations Barber Academy to retain all student records for 5 years and transcripts are kept permanently. The records are the property of Klassic Transformations Barber and Training Academy and will be kept at 298 SW Blue Parkway, Lee's Summit, Missouri 64063.

### **ATTENDANCE POLICY**

The student's attendance in class is vital to your successful completion of the program. Each student is asked to commit to a schedule prior to signing the enrollment agreement. This schedule will create the student a completion date on the contract. Good attendance will ensure graduation by the completion date. Students will be expected to give at least 24 hours notice of an expected absence Tuesday-Friday. Students shall be expected to give at least one week notice for an expected absence on a Saturday. The notice shall be in writing on forms provided by KTBA. Students will receive written notification of the approval of their absence.

### **ATTENDANCE**

#### **A. Absence**

(1.) Absence of three days or more without notification shall be considered cause for suspension. Any student absent more than 14 calendar days without notifying the director will be withdrawn from enrollment.

(2.) A student enrolled in the Barbering Course 1500 hours will be allowed 100 hours of excused absences within his/her 1500 hour course and are expected to complete their training within the time specified and agreed upon in the Enrollment Agreement. A 400 hour student will be allowed 25 hours of excused absences within his/her 400 hour course and are expected to complete their training within the time specified and agreed upon in the Enrollment Agreement.

(3.) Excused absence is at the discretion of the school's administrative officials and includes illness, death or birth in the immediate family and any other valid reasons substantiated in writing. All other absences are unexcused unless you contact school personnel the day (or before) of your absence AND bring written documentation from your doctor, court worker or attorney. All unexcused absences are recorded and the following consequences can take place: 3 unexcused absences = 5-day suspension, 3 suspensions = termination/drop. Students who have more than two (2) consecutive weeks of absences (14 calendar days) will be dismissed from the college.

(4.) An unexcused Saturday absence will result in a 2-day suspension, solely at the instructor's discretion.

A. Tardiness If a student is late, a valid excuse will be required. 3 unexcused tardies = 1 unexcused absence. If a student is late a \$10 fine will be levied. Unauthorized tardiness results in class interruptions and lost time. Repeated, unexcused tardies are cause for probation.

B. Interruption for Unsatisfactory Attendance Three (3) unexcused absences will result in a 5-day suspension. The school will suspend students for unsatisfactory attendance. Three (3) suspensions will result in termination/drop.

### **LEAVE OF ABSENCE**

Occasionally, students may experience extended personal, medical or other problems that make it difficult to attend class. The school may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. The student must submit a written request for leave of absence in advance unless unforeseen circumstances prevent the student from doing so. The request must include the reason for the student's request, the dates of the requested LOA and the student's signature. Each leave of absence request will be considered on an individual basis and may be granted to a student at the discretion of the school. The student will not be charged any additional school charges as a result of the approved LOA. Students may be granted one leave in a twelve month period, for a minimum of two (2) weeks. The total time for Leave of Absence may not exceed 180 calendar days. Do not request a LOA unless you absolutely need one. Students returning from a LOA will be returned to the academic progress standing they held prior to the start of the leave. Students who fail to return from an LOA on the approved date of return will be considered dismissed as of the last class day of attendance prior to the start of the leave. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance. A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. With an approved LOA, the student's contact period will be extended by the same number of days taken in the LOA. An addendum to this change will be signed and dated by all parties.

### **CLOCK HOUR POLICY**

Students must clock themselves in/out daily using the scan. It is the student's responsibility to adhere to the clock hour policy. Violation of this could result in immediate suspension. The Board of Cosmetology and Barber Examiners will only recognize clock hours of attendance, which as a result the school can only give clock hour credit to students who record their attendance by using the scan to sign in and out at the start and end of their class day and lunch period. Each student MUST clock out when taking a lunch break. A thirty (30) minute lunch break shall be taken when a student attends a 5 hour or more class day. If the student attends less than a 5 hour class day and desires to take a lunch break (30 minutes), then the student must have permission from an instructor. Once theory classes have been started, no one will be allowed to enter the

theory classroom. After clocking in, you are required to maintain applied effort and refrain from personal grooming, leaving the building, reading material or activities not related to your training. If this occurs, you will be asked to stop such activity or to clock out for the remainder of the day. Continued activities of this nature could result in your termination. Attendance records are retained in their entirety for 6 years by the school.

### **ATTENDANCE, TARDY AND MAKE-UP POLICIES**

Attendance must be maintained at an average of 67 percent of the scheduled attendance if the student is expected to complete the course of study within the maximum time frame of 150% of the program length. Students are required to make-up for the lessons, and exams missed due to absenteeism with homework studies. If the student is absent during two (2) consecutive calendar weeks, the school will withdraw him/her. The instructor in charge will review excessive tardiness or absences with the student to determine possible corrective action to the issue on hand.

### **SCHOOL CLOSURE POLICY**

The School Closure policy shall be considered in default of the enrollment agreement when an educational program is discontinued or canceled or the institution closes prior to completion of the educational program. If KTBA is in default, student institutional charges may be refunded on a pro rata basis if the bureau determines that the school has made provision for students enrolled at the time of default to complete a comparable educational program at another institution at no additional charge to the students beyond the amount of the total charges in the original enrollment agreement. If KTBA does not make that provision, a total refund of all institutional charges shall be made to students. Prior to closing, KTBA shall provide the bureau with the following: (1) Pertinent student records, including transcripts, as determined by the bureau, pursuant to regulations adopted by the bureau. (2) If KTBA is an accredited institution, a plan for the retention of records and transcripts, approved by the institution's accrediting agency, that provides information as to how a student may obtain a transcript or any other information about the student's coursework and degrees completed. (b) Subdivision (a) applies to all private postsecondary institutions, including institutions that are otherwise exempt from this chapter pursuant to Article 4 (commencing with Section 94874).

### **STUDENT COMPLAINT / GRIEVANCE PROCEDURE**

KTBA has an established procedure for addressing student complaints. A copy of the institution's complaint form is attached and additional copies are available at the school and/or may be obtained by contacting Terrell Ford, the school's director. Students may at any time during school hours approach a member of the instructional or management staff with his/her complaints or concerns. All concerns and complaints must be submitted in writing and signed by the student. Anonymously signed complaints will not be accepted. To complete a complaint form, do as follows:

1. List all complaints and grievances.
2. Deliver all forms to the instructor in charge. (If you are unable to deliver the form to an instructor, you may mail the form to: Mr. Terrell Ford 298 SW Blue Parkway, Lee's Summit, Missouri 64063.) All grievances/complaints regardless of the nature will be given to the owner and reviewed.
3. The director will evaluate the grievance/complaint and set an appointment with the person within 5 business days from the receipt of the complaint form. If the grievance/complaint is an emergency, it will be addressed within 24 hours.



4. If the student is not satisfied with the results of the grievance/complaint resolution at the institution, the student should contact the Missouri Board of Cosmetology and Barber Examiners at the following address:

3605 Missouri Blvd

Jefferson City, MO 65109

(573)-751-1052

4. Any grievance/complaint that cannot be resolved with the personnel of the institution should be directed to:

Council on Occupational Education

7840 Roswell Rd.

Bldg 300, Ste. 325

Atlanta, GA 30350

(800)-917-3790

All complaint forms filed with the school will be maintained in the student's records. The school would appreciate the opportunity to adequately address the student's concerns before the student contacts the Missouri State Board of Barbering. If the student feels that the school has not addressed a grievance/complaint adequately, they may consider contacting the state board.

## KLASSIC TRANSFORMATIONS BARBER ACADEMY/COMPLAINT FORM

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

1. Please provide a one or two sentence description of your complaint.

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2. Please describe the nature of your complaint in full detail indicating what happened, when the event occurred and who was involved. If additional space is needed, use the reverse side.

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3. Indicate when and with whom you have already spoken regarding this grievance and what attempts have been made toward resolution.

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4. Indicate what specific resolution you are seeking or recommending.

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I hereby certify that the statements made pertaining to my complaint are truthful and accurate.

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Signature of Complainant

Date

## **STUDENT SERVICES CAMPUS SECURITY POLICY**

KTBA does not have security personnel. KTBA encourages students to report criminal activity immediately to the police and then to school officials at KTBA. Each student is issued our Campus Safety and Security Policy which states our policy on reporting a crime and the crime statistics on campus and near campus.

## **SCHOLARSHIPS**

KTBA does not award any institutional scholarships at this time.

## **DISABLED/SPECIAL NEEDS STUDENTS**

In compliance with the Americans Disabilities Act (ADA), KTBA provides "Reasonable Accommodations" for students with disabilities that may affect their ability to learn the required curriculum set by the State of Missouri Board of Barbering and Cosmetology. It is the student's responsibility to notify KTBA if reasonable accommodation is needed. KTBA is not required by the ADA to provide accommodations if the student does not inform KTBA of their needs. Access for disabled students to the institution's facilities is available at our school.

## **CAREER COUNSELING AND PERSONAL ATTENTION**

Students are counseled individually, formally and informally as often as necessary, but minimally every other month to review the student's progress and adjustment. Students are given personal attention and assistance at every stage of training from the first day of enrollment. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given to the preparation of the Board of Barbering Examination. Successful Barbers, Shop/Salon Owners and Stylists are scheduled to give demonstrations and to discuss career goals, etc., with the students. These activities supplement the daily counseling carried out by the instructors and supervisors. Students may request additional counseling sessions at any time.

## **JOB PLACEMENT**

Job placement assistance is provided to graduate students at no additional charge, but the school gives no guarantee of employment for does the school use placement data as an incentive to entice prospective students to enroll. Notices are posted on the student bulletin board of jobs available from neighboring Barber establishments. Prior to graduation each student is given an exit interview. During this interview the student is provided the opportunity to review a current listing of employers who have positions available. Students are advised that the school maintains a current listing of job opening opportunities and the graduate is encouraged to check back with the school at any time after the graduate has passed the State Board exams and received their license for assistance with employment. The graduate is also encouraged to keep in contact from time to time with the school to keep us informed of his/her progress, employment status, and provide feedback on the scope of the training the student received at the school. The school does not guarantee job placement and makes no claims as to wages or level of income; however, instructors teach interviewing techniques and assist graduates in locating employment.

## **LOCKERS**

Our school provides each student with a locker should the student request a locker. We will assign each student a locker with a key. One key will be retained by the school. The student is responsible for the assigned key at all times. If the assigned key is lost there will be a replacement fee. On graduation day, please clear out the locker and return the key to the director.

## **CONTROLLED SUBSTANCE POLICY ALCOHOL AND DRUG ABUSE AND NOTICE TO ALL EMPLOYEES AND STUDENTS**

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the College is strictly prohibited. Employees and students violating this rule will be subject to immediate termination.

## **DOMESTIC VIOLENCE SERVICES**

All students and employees are notified of the following locations to assist with domestic violence victims.

## **COPYRIGHT INFRINGEMENT POLICY**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner. These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. KTBA responds promptly to legitimate notices or letters of illegal copyright infringement based on the requirements of the Digital Millennium Copyright Act and directs both our President/CEO, Vice President/CFO and Financial Aid Director to investigate and respond.

## **CONDUCT POLICY**

The school requires that a student conduct himself/herself in a courteous manner at all times. Refusal to conduct themselves in an orderly and considerate manner and comply with all rules and regulations of the school will be sufficient cause for interruption of training. Our rules for student conduct are for successful Barbers. They are gathered from employers with many years of experience and are common in all successful barber establishments. KTBA defines sexual assault as “any attempt or actual unwanted sexual contact, physical or nonphysical, in the absence of clear and voluntary consent. Clear and voluntary consent that is given freely and actively in mutually agreed upon sexual activity. Consent is not clear or voluntary if it results from the use of physical force, threats, intimidation, or coercion. It is a violation of policy to have sex or sexual contact with someone who is known to be, or should be known to be incapable of making a rational, reasonable decision.”

## **FIREARM FREE FACILITY**

KTBA is a firearm free facility. No student shall possess a firearm while in the facility. Any student that brings a firearm into the facility shall be dismissed from the school immediately.

## **SCHOOL RULES AND REGULATIONS**

Please see attached document

## **TUITION AND FEES**

KTBA reserves the right to change the tuition and fees and make subject changes without prior notice when necessary; any change will not affect current (attending) students.

## **MANDATORY FEES**

(Non-Refundable):Barbering Registration Fee - \$125.00, Re-Enrollment Fee-\$75.00. Barber Crossover Registration Fee - \$50.00 Enrollment Fee are due at time of enrollment.

## **TUITION**

(Total tuition including fees, kit, and book charges for the entire educational program): Barbering- \$11,000. Barber Crossover- \$1,000.00 The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program are the same.

## **BOOKS / TOOLS / UNIFORM**

Books are required for the Barbering program at KTBA. The Barbering Course includes a digital textbook. For the Barber Crossover Course, we suggest that you obtain a digital textbook, Milady's Standard Professional Barbering Textbook (ISBN# 9781305664005). We will provide a copy of the content needed to pass the Barbers Crossover Exam. Additional books can be required and/or recommended. Tools and uniforms are required for the Barbering course. A list of the tool kit is included as an insert. Barbering- \$875.00 Barber Crossover - \$100. This student will be required to bring all tool items on KTBA's tool list that the student is currently using for the valid cosmetology license. If the student does not have an item on the tool list or an item is not in proper working condition, then the student will be required to purchase the item at orientation.

## **METHOD OF PAYMENT**

Students are expected to contribute from their own family resources toward the student's cost of attendance. Payment plans are available from (KTBA) and/or private lenders. All school charges must be paid in full before graduation and before the credits may be released. Unpaid clock hours will be retained by the school until payment in full is complete. Full payment of all school charges is a graduation requirement.

## **FEE PAYMENT OPTIONS**

Payments can be made using your credit/debit card, check, money order, cash, venmo, and cash app. Check/Money Order payable to Klassic Transformations Barber Academy. Write your name and student ID number on the check/money order. Submit in person or by mail to: Klassic Transformations Barber Academy 298 SW Blue Parkway Lee's Summit, Missouri 64063

## **RETURNED CHECKS**

Any check returned unpaid (stop payment or insufficient funds) is subject to a \$35.00 service charge. A hold will be placed on student records for any financial obligation until the obligation is cleared. After one returned check from a student is received, no more checks will be accepted from the student. The student will be required to make all future payments via credit card, cash, money order or cashier's check.

## **CASH PAYMENTS**

Cash payments may be paid in the Admissions office in person only.

### **THIRD PARTY PAYMENTS**

If your tuition is going to be paid by a Third Party (i.e. Dept. of Rehabilitation, Workforce, etc.), please submit your paperwork to the Admissions Office within 48 hours once you have registered.

### **Section 103/VA Funds**

Klassic Transformations Barber Academy will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31 or 33 of this title.

### **UNPAID BALANCES**

Unpaid balances will be forwarded to Collections and the student will be charged a \$25.00 collection fee in addition to the balance due.

### **NON-PAYMENT DROP SCHEDULE**

Students who do not have their accounts paid according to their individual contracts are subject to late fees after the tenth day that payment is due. For two months of the nonpayment, the student will be subject to suspension until the account is brought current. If the account is not brought current by the third month, the student can be dropped.

### **STUDENT'S RIGHT TO CANCEL**

1. The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

2. After the end of the cancellation period, you also have the right to stop at any time, and you have the right to receive a pro-rata refund if you have completed sixty percent or less of scheduled clock hours in the payment period. Your refund rights are described in the contract and on page 23 of this catalog. If you have lost your contract, ask the school for a description of the refund policy.

3. Cancellation occurs when the student gives written notice of cancellation to Klassic Transformations (KTBA), 298 SW Blue Parkway, Lee's Summit, Missouri 64063. You can do this by mail, in person, or email.

4. The cancellation date will be determined by the postmark date, if mailed, or the delivery date if delivered or electronically sent.

5. This written notice does not need any particular form, it needs only to state you wish to cancel your enrollment agreement. If a student is rejected for training or if a course is canceled, the student will receive a refund of all money paid.

6. If the Enrollment Agreement is canceled before the seven day cancellation period, KTBA will refund the student any money he/she paid, less the registration fee of \$125.00 and less any cost for books/tools/supplies that the student has received (signed for). REMEMBER: you must cancel in writing. You do not have the right to cancel by telephone.

## **RIGHT TO WITHHOLD TRANSCRIPTS AND GRADES FOR NON-PAYMENT OF TUITION**

A school may withhold a student's transcript or grades if the student is in default on a student tuition contract. If the course of study consists of only one course, the school may withhold the grades or the transcript until the tuition obligation is paid in full.

## **REFUND POLICY**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$125.00.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

### **PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM**

### **TOTAL TUITION SCHOOL SHALL REFUND**

0.0% to 10%	90%
10.01% to 25%	50%
25.01% to 50%	25%
50.01% and over	0%

- All refunds will be calculated based on the student's last date of attendance. Any monies due a student who withdrawals shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented circumstances, a reasonable and fair refund statement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is canceled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$125.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and enrollment agreement.

#### **TITLE IV REFUND POLICY**

If a student withdraws from or has their enrollment terminated at Klassic Transformations Barber Academy, the school and/or the student may be required to return a portion of the Federal Student Aid received. The last date of attendance is used to calculate the amount of any federal student aid that must be returned. The amount of Federal Student Aid a student has earned at the time of withdrawal or termination is equal to the percentage of the payment period completed. The percentage of the payment period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period, as of the last date of attendance, by the total number of clock hours in the payment period. For that payment period, if the number of hours scheduled to complete in the payment period is greater than 60% of the clock hours in the payment period, the student has earned 100% of the Federal Student Aid, no return is due. If the number of clock hours scheduled to complete in the payment period is less than 60% of the clock hours in the payment period, a return of Federal Student Aid may be necessary. The amount of Federal Student Aid to be returned is calculated by subtracting the amount of earned Federal Student Aid from the total amount of Federal Student Aid received. The student is required to return any unearned Federal Student Aid less the amount returned by Klassic Transformations Barber Academy. If a student needs to return loan funds, the funds are repaid as required by the normal loan repayment phases. If the student is required to return Federal Student Aid, Klassic Transformations Barber Academy will notify the student of the repayment amount within thirty days of determining the student withdrawal or termination. If the student fails to return the grant aid as instructed, the student is considered to be in overpayment and thus ineligible for any additional Federal Student Aid at any school until that amount is repaid to the U.S. Department of Education or satisfactory repayment arrangements are agreed to by the student and the U.S. Department of Education. Klassic Transformations Barber Academy returns unearned Federal Student Aid within forty-five (45) calendar days of the date the School becomes aware the student is no longer enrolled. If a student has earned more Federal



Student Aid than has been posted to his/her account, the student may be entitled to a post withdrawal disbursement of Federal Student Aid. The post withdrawal disbursement is first used by the School to pay outstanding charges; any remaining amount is offered to the student or parent borrower. Klassic Transformations Barber Academy will send the borrower a written notice of any loan funds returned to the lender as a result of the withdrawal calculation. A student borrower who fails to attend in-person exit counseling prior to or at the time of withdrawal or termination will be mailed loan counseling materials. The borrower should complete the exit counseling form and return it to the School. The Return of Federal Student Aid Policy applies only to the Federal Student Aid Programs. Assistance received from other aid programs will be returned to those programs in accordance with the funding source's refund policies. The Return of Federal Student Aid calculation is performed to determine the amount of Federal Student Aid that must be returned to the U.S. Department of Education. It is not used to calculate the amount of tuition and fees a student will owe the School upon withdrawal or termination. A separate refund policy is provided to assist students in determining the amount of tuition and other charges owed to Klassic Transformations Barber Academy. If the student has a remaining balance owed to Klassic Transformations Barber Academy after all refund calculations are completed, whether the student withdraws or their enrollment is terminated by the school, Klassic Transformations will send an invoice to withdrawn and/or terminated students if a balance is owed the School. Any balance due will be calculated by determining earned charges using the institutional refund policy, and then subtracting the amount of earned aid as determined using the return to federal student aid policy.

#### CANCELLATION & SETTLEMENT POLICY/ REFUND POLICY

(a) Termination Date: Termination date is determined by the postmark date on written notification or the date student notifies the School Director (or designate) in person of his/her intent to withdraw or the date of withdrawal specified in writing by student. Legal guardian/guarantor of students under eighteen (18) years of age must provide such notice of cancellation. A withdrawal does not relieve student and legal guardian/guarantor, if any, of financial responsibilities under the phases of Enrollment Agreement. For an unofficial withdrawal, the termination date is when the school recognizes the student is no longer in attendance. (b) Refund Calculations: For the purpose of refund calculations, a refund is based on the period of student's enrollment computed on the basis expressed in scheduled hours. The effective date for refund purposes is the earliest of: the last date of attendance (if student is withdrawn/terminated by the school), or the date the license holder receives the notice of withdrawal or the date the school recognizes that the student is no longer in attendance. Refunds of tuition and fees will be paid not later than the 30th day after the date the student becomes eligible for the refund. (c) Rejection, Three-Day Cancellation, and Course Cancellation: If student is rejected by school or if student cancels the enrollment agreement not later than midnight of the third day after the date the agreement is signed by the student, excluding Saturdays, Sundays and legal holidays, all amounts paid will be refunded, regardless of training. (d) Other Cancellations:

1. If student reasonably demonstrates that they entered into the Enrollment Agreement because of a misrepresentation made in the advertising or promotional materials of the school; or by an owner or representative of the school, all amounts paid will be refunded, regardless of training or;

2. If school is permanently closed and is no longer offering instruction after course commences, school will refund the unused portion paid by student or;

3. If student or school cancels this Enrollment Agreement more than three (3) business days after signing Enrollment Agreement, but on or before the fifth (5th) scheduled course day, student is entitled to a refund of all tuition fees paid or;

4. In cases of cancellation of this Enrollment Agreement, either by student or school, after the student has commenced the course and after the fifth (5th) scheduled course day, a percentage of the tuition is retained by school and/or refunded to student per school's tuition adjustment schedule. (e) Student Financial Aid Refund Allocation: Refund and repayment amounts must be distributed according to a specific order of priority prescribed in law and regulations. School's refund or repayment allocation may not deviate from the prescribed order. Refunds on behalf of Student Financial Aid recipients must be distributed in the following order: 1) Direct Unsubsidized Stafford Loans; 2) Direct Subsidized Stafford Loans; 3) Direct PLUS Loans; 4) Federal Pell Grants; 5) FSEOGs; 6) Other SFA Programs; 7) The Student. Refunds of Financial Aid funding will be made within forty-five (45) days of the date the student withdraws, as defined in section (a).

### **VETERAN REFUND POLICY**

The amount charged for tuition, fees, and other charges for a portion of the course does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to the total length.

### **ADMINISTRATION**

School Administration and Faculty: The School is owned by Klassic Transformations Barber Academy and Training Center, INC. which is a Missouri corporation whose board of Directors and facility are:

- Terrell D. Ford - Owner/Instructor
- Kannice L. Ford - Owner/Instructor
- Lashiya Rushing - Cosmetology/Barber Instructor

Student Name: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ I have received a copy of Klassic Transformations Barber Academy Student Catalog prior to signing the school's enrollment agreement. \_\_\_\_\_.