

# ***NORTHERN TECHNICAL COLLEGE***



## ***HAIR CATALOG***

Northern Technical College  
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\*National Accrediting Commission of Cosmetology Arts and Sciences  
3015 Colvin Street  
Alexandria, VA 22314  
703.600.7600

Licensed by the Arkansas State Board of Barber Examiners  
501 Woodlane – Room 311C  
Little Rock, AR 72201-4512  
501.682.4035

Owner: Travena Jefferson

\*Disclaimer: The school is licensed to operate in the state of Arkansas.

\*\*All classes are written and taught in English only at this present time

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### Mission Statement

The mission of Northern Technical College is to excel in presenting educational knowledge, practical and technical skills and services in a professional manner, in an enjoyable atmosphere, and with tuition that is feasible for our students. Our endeavor is to cultivate our skills and services to ensure our students not only qualify for licensure with the Arkansas State Barber Board of Examiners, but also to facilitate graduates in embarking on a successful career in the industry.

### Admission

Prospective students interested in admission to Northern Technical College should contact the school at:

Northern Technical College

2215 E. Harding Ave.

Pine Bluff, AR 71601

Phone 870.536.6852

For information and/or to schedule an interview appointment, please provide your name and include a contact number.

Admission Requirements for Barber:

1. Northern Technical College admits as regular students:
  - persons who are at least 17 years of age,
  - are beyond the age compulsory education,
  - have high school diploma or a General Education Development (GED) certificate,
2. A personal interview and visit to the school is required.

Admission Requirements for Cosmetology Crossover:

- persons who are at least 17 years of age,
  - are beyond the age compulsory education,
  - have high school diploma or a General Education Development (GED) certificate,
  - Have a current license in cosmetology
3. A personal interview and visit to the school is required.

Admission Requirements for Teacher, Manager, Instructor:

4. Northern Technical College admits as regular students:

- persons who are at least 17 years of age,
  - are beyond the age compulsory education,
  - have high school diploma or a General Education Development (GED) certificate,
  - Have a completed the barber program \*The institution admits a limited number (no more than 10%) of students who meets minimum state requirements for admission.
5. A personal interview and visit to the school is required.

### General Admission Policy

This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at Northern Technical College as a regular student. Northern Technical College must adhere to the U.S. Department of Education, Arkansas Board of Barbering and National Accrediting Commission of Career Arts and Sciences guidelines.

### General Admission Requirements

Northern Technical College is an equal opportunity employer and follows the same policies in accepting applications from potential students. Northern Technical College is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability or marital status. The admission policy is in compliance with the U.S. Department of Education, AR State Board of Barber Examiners, National Accrediting Commission of Career Arts and Sciences guidelines and the Veterans Administration Education Department.

### PRIOR TO ENROLLMENT

- Before enrolling a prospective student for admission, Northern Technical College provides the prospective student a copy of Northern Technical College Catalog, Student Handbook, all required consumer pre-enrollment information, knowledge that accurately reports the certification or licensing requirements of the jurisdiction for which it is preparing graduates and provides access to materials that accurately reflect the most recent accreditation annual report statistics.
- The prospective student’s educational background is considered prior to enrolling a student.
- Northern Technical College does not admit ability-to-benefit students.
- All students admitted are beyond the compulsory age of attendance for the State of Arkansas.
- All students must be enrolled as a regular student in an eligible program.

### VACCINATION POLICY

- Northern Technical College does not require vaccination records for admittance.
- Because we respect the rights and decisions of all parties concerning childhood vaccines, we do not require these records for admittance.

### ADMISSIONS REQUIREMENTS

In order to be admitted on the first day of class for an educational course and/or program, the student must have completed / provided the following documentation:

- Enrollment Application
- **Valid Proof of Successful Completion of High School** as evidenced by any of the items as listed under “Educational Requirements Prior to Starting Classes.”
- (2) 2 X 3 pictures
- Copy of Social Security Card or Government Document with last 4 digits of Social Security Number and name on it (i.e. Tax form, letter from social security office, etc.)
- Academic Achievement:
  - Copy of the student’s high school or college transcript(s)
- Personal Identification / Proof of Age:
  - Copy of the student’s identification, such as driver’s license, passport, or government-issued identification, or birth certificate

- Required Pre-Enrollment Forms / Policies, signed when applicable
- Enrollment Agreement, completed, signed and dated
  - The enrollment agreement must be fully executed prior to the enrollee starting classes
  - A copy of the signed agreement is provided to the enrollee and/or parent, legal guardian (when applicable)

#### HOW TO APPLY

- Complete the enrollment application and return it to Northern Technical College Admissions office via email, mail, or in person.
- Have your high school completion and post-high school official transcripts sent to Northern Technical College address.
- Have a copy of Your State Issued Driver's License or Identification Card sent to Northern Technical College
- Along with (2) 2x3 Pictures of Yourself
- \$20.00 (Non-Refundable Application Fee)
- Contact Northern Technical College admissions office once all documents are turned in to schedule an admissions interview meeting. During the meeting information concerning curriculum books and kit, apparel code, and available Title IV Aid / payment plans will be shared.

#### EDUCATIONAL REQUIREMENTS PRIOR TO STARTING CLASSES

Students must also be able to provide proof of appropriate educational requirement such as;

- Valid Proof of Successful Completion of High School as evidenced by any of the items on the following non-exhaustive list:
- Copy of the student's valid high school diploma or G. E. D. certificate (or equivalent) showing completion of high school
  - In mitigating circumstances, as an alternate to show proof of completion of high school, an official high school transcript (bearing signature of a high school official) listing the student's graduation date.
- Northern Technical College does not accept online diplomas
- Homeschooling
 

Have evidence of completion of homeschooling that state law treats as a home or private school; or a copy of state-issued credential for secondary school completion if homeschooled (if applicable). Though homeschooled students are not considered to have a high school diploma or equivalent, the student can be eligible to receive FSA funds if their secondary school education was in a homeschool that state law treats as a home or private school. Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, the student must obtain this credential to be eligible for FSA funds. The student can include in their homeschooling self-certification that they received this state credential.
- Foreign High School diploma or transcript - Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a U.S. high school diploma; Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.)
- Northern Technical College does not accept Ability to Benefit (ATB).

[Diploma mill definition - An entity that:](#)

1. Charges someone a fee and requires him to complete little or no education or coursework to obtain a degree, diploma, or certificate that may be used to represent to the general public that he has completed a program of secondary or postsecondary education or training; and

2. Lacks accreditation by an agency or association that is recognized as an accrediting body for institutions of higher education by the Secretary (pursuant to Part H, Subpart 2 of Title IV) or a federal agency, state government.

### TRANSFERS

- All accepted transfer hours will be credited at the beginning of the program. A possibility exists that no transfer credit will be granted. Students transferring from another franchise location of Northern Technical College will be placed into an existing class based on level of completion recorded on their transcript. Tuition balances do not transfer from one school to another.
- A student wishing to transfer may be accepted to the Barber program with a maximum of 500 clock hours. Each transfer is evaluated on an individual basis.
- Students will be required to complete theory and practical training that are unique to our franchise. Transfer students will be subject to over contract fees, if applicable.

### SATISFACTORY ACADEMIC PROGRESS (SAP)

All students are required to meet SAP at all times during their program. Please refer to Northern Technical College SAP Policy located in the student handbook for more consumer information.

### Americans with Disabilities Act of 1990

The school complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. If enrolled under training with a government agency, institution district, and/or other entity, students must meet the admission requirements set out in the training agreement and/or applicable state licensing or certifications requirements. \*Students may not be accepted for enrollment if they cannot prove credit worthiness.

### READMISSION REQUIREMENTS FOR SERVICE MEMBERS

- An institution may not deny readmission to a person who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform, service in the uniformed services on the basis of that membership, application for membership, performance of service, application for service, or obligation to perform service.
- Northern Technical College will promptly readmit any service member with the same academic status as the student had when the student last attended Northern Technical College or was last admitted to Northern Technical College, but did not begin attendance because of that service membership, application for membership, performance of military service, application for service, or obligation to perform military service.
- “Promptly readmit” means that the institution must readmit the student into the next class or classes in the student’s program beginning after the student provides notice of his or her intent to reenroll, unless the student requests a later date of readmission or unusual circumstances require Northern Technical College to admit the student at a later date.

### Financial arrangements

The student must make financial arrangements with the Financial Aid Office in regards to FAFSA application, Scholarships and/or Cash payment plan prior to enrolling.



## Enrollment Requirements

Prior to admission the prospective student is given an enrollment requirements form, an interview with a school official and is given a pre-enrollment questionnaire packet, which they are required to read, understand and sign. The interview will elaborate on course description, the career opportunities and the physical demands of the job, the school and State Board requirements.

## Attendance and Academic Requirement

An explanation on attendance and academic requirement will be given to the prospective student and how those requirements can affect the student's satisfactory performance requirements. The prospective student will be informed that attendance hours may be withheld for non-payment of tuition.

A staff member or instructor will give the prospective student a tour of the school facilities. Any questions from the prospective student will be answered truthfully, promptly and in sufficient detail to eliminate confusion.

## Transfer Students

Enrollment is available for students wishing to transfer to Northern Technical College after they have withdrawn from other barber schools both in and out of state. The school does not recruit students already attending or admitted to another school offering similar programs of study. The student must submit certification of hours prior to signing the enrollment agreement. Credit for previous training and education in licensed barber programs may be granted. The acceptance of transfer hours is at the discretion of the School and there is a possibility that no such credit will be granted. Note: All hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements not just the hours that were accepted as transfer hours.

The student must meet all regular entrance and registration requirements. A transferring barber student may be required to enroll for a minimum of 500 hours and a transferring Teacher, Manager, Instructor student may be required to enroll for a minimum of 300 hours. Before a transferring or returning student can be enrolled, they will be evaluated according to the Satisfactory Academic Progress policy (see policy listed in the school catalog on page 17). Students accepted for admission may be required to purchase the school's current kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

## ADMISSIONS PROCESS

- Tour the facility and attend an Informational Interview. Parents or spouses are encouraged to be present.
- Submit the proof of age, diploma
- Complete the Enrollment Agreement.
- Pay the \$20.00 Application Fee

## How Eligibility is determined for TITLE IV, HEA

To be Eligible to receive Federal Student Aid, you will need to:

1. Qualify to obtain a college or career school education, either by having a high school diploma or [General Educational Development \(GED\) certificate](#), or by completing a high school education in a [homeschool](#) setting approved under state law.
2. *Career pathway program*- For students who do not have a high school diploma or its recognized equivalent or have not completed a secondary school education in a homeschool setting, the law now provides for the option for a student who is enrolled in an “eligible career pathway program” to become eligible for Title IV aid by meeting an ATB alternative provided the institution has applied and has been approved to participate in the ATB process.
3. Be enrolled or accepted for enrollment as a *regular student* in an eligible degree or certificate program.
4. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).  
Men exempted from the requirement to register include;
  - Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
  - Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
  - Males born before 1960;
  - Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia\*;
  - Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
5. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
6. Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
7. Sign certifying statements on the *FAFSA* stating that:
  - you are not in [default](#) on a [federal student loan](#)
  - do not owe a refund on a [federal grant](#)
  - Sign the required statement that you will use federal student aid only for educational purposes
8. Maintain *satisfactory academic progress (SAP)* while you are attending college or a career school.
9. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
10. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

In addition, you must meet one of the following:

- 1) Be a U.S. CITIZEN or U.S. NATIONAL
  - a. You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
- 2) Have a GREEN CARD
  - a. You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
- 3) Have an ARRIVAL-DEPARTURE RECORD
  - a. You're Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
  - b. Refugee

- c. Asylum Granted
- d. Cuban-Haitian Entrant (Status Pending)
- e. Conditional Entrant (valid only if issued before April 1, 1980)
- f. Parolee
- 4) Have BATTERED IMMIGRANT STATUS
  - a. You are designated as a “battered immigrant-qualified alien” if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the Violence Against Women Act.
- 5) Have a T-VISA
  - a. You are eligible if you have a T-visa or a parent with a T-1 visa.
- 6) U-Visa” holders are not designated as qualified aliens under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA), and are therefore not eligible for Title IV, HEA program funds. However, U-Visa holders may convert to lawful permanent resident (LPR) status after they have physically been present in the United States for a continuous period of at least three years after the date of admission given on their U-Visa.
  - a. Once LPR status has been granted, the holder of LPR status becomes a qualified alien under the PRWORA (see above), and thus potentially eligible for Title IV, HEA funds (assuming they meet all other eligibility requirements, for example, being enrolled as a regular student in an eligible program, having a high-school diploma or its recognized equivalent, having a Social Security number.

Veterans Benefits/Other Funding Sources

Selected programs of study at Northern Technical College are approved by the Arkansas Veteran Commission for enrollment of those eligible to receive benefits under Section 3676, Chapters 30 or 32, Title 38. The determination for AVC funds are made directly through the Oklahoma Veterans Commission. Additional funding may be obtained for eligible candidates through many different programs including; Arkansas Workforce Commission, Department of Assistive and Rehabilitative Services (DARS), and Private Scholarship funds. The determinations for these funds are made through the respective organizations.

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 classed and practical studies are done at the school’s physical location; therefore, incarcerated students are not eligible for admissions.

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 for by using the FAFSA. Northern Technical College 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 drug
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1st Offense	1 year from date of conviction	2 year from date of conviction
2nd Offense	2 year from date of conviction	Indefinite period
3+ Offense	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 ineligible ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/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.
- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
  - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
  - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
  - Be administered or recognized by federal, state or local government agency or court.
  - Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Upon receipt of all 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.

#### Required Documentation (provided by School)

This is a list of required documentation provided to the student during enrollment and orientation;

- Enrollment Requirements Form
- Course Description
- Completion/Licensure Statistics form
- Physical Demands form
- Safety Requirements form
- Campus Consumer Crime Statistics information
- Student Handbook
- Consumer information

#### FAFSA Verification

Every year a number of students who are eligible for financial aid are randomly selected for verification by the U.S. Department of Education by the FAFSA Central Processing System (CPS). If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Office of Student Financial Planning) and must provide additional information before financial aid can be disbursed to the student account. This

documentation may include but is not limited to federal income tax transcript and W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc. Students will be notified in writing of all documents required to fulfill this federal requirement and what their verification code (V1 – V6) was so they can complete the required verification requirement. If after review by the Office of Student Financial Planning, there are any changes to the financial aid package the student will be notified in writing.

### Facilities/ Services for Student with Disabilities

The school complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. The school will provide reasonable modifications and/or accommodations for students with disabilities depending on the student's need.

If you are interested in attending Northern Technical College but are in need of accommodations, you should schedule an appointment with the Director. At this meeting, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations at Northern Technical College, and the types of accommodations available.

Please bring copies of current documentation of a disability to this meeting.

Documentation must be provided by a medical expert within the last three years and include:

- a diagnosis of the disability;
- how the diagnosis was determined (what tests were given and the results); and
- A clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the school. The school will respond to the request within 15 days of receipt. During this 15-day time frame, the school will consult with Arkansas Barber Board in order to ensure the accommodation will be granted during the state board-licensing exam. The initial meeting, formal request, and response from the school must take place prior to the pre-enrollment process.

Note: In order to be eligible for Title IV funding, you must be able to benefit from the reasonable accommodations and be able to take the state board-licensing exam.

### **CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION**

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

HEA Sec 485(a) (1)-(2), 20 U.S.C. 1092 (a) (1)-(2). Not changed by HEOA 34 C.F.R. 668.41 (a) – (d); 668.43 revised August 21, 2009 NPRM (revised 34 CFR 668.43 added 34 CFR 668.231)

Each institution must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a). This information is posted on Northern Technical College website and can be found in the student catalog. Paper copies are available upon request.

Institutional Contact Information

Name: Northern Technical College

Office hours: Monday –Saturday 10am-3pm

Phone number: (870) 329-5136

Fax number: (501) 734-8237

Email: [travena.jefferson@northerntechnicalcollege.net](mailto:travena.jefferson@northerntechnicalcollege.net)

### Admission Application Acceptance

Students accepted for enrollment are scheduled for a second interview. In preparation for the second interview, applicants interested in applying for financial assistance are requested to bring with them a copy of their Federal Tax Return (Admissions will specify the applicable tax year), if applicable and/or other sources of income. During this interview, students are provided the school's outcome rates for completion, passing licensure exam, and placement in the professional field for which he/she received training. This information is intended to enable the student to make a wise decision in selecting a school and students are asked to acknowledge in writing that they've received this information. Additionally, an enrollment agreement will be fully executed; if the student is a dependent minor, he/she must be accompanied by a parent or legal guardian (in such case, the enrollment agreement must be signed by both the student and the parent and/or legal guardian), and a state date is scheduled. The school reserves the right to request additional information as needed throughout the enrollment process.

Applicants not accepted for enrollment will receive a letter of non-acceptance and documentation will be kept on file.

### Non-Discrimination Policy

In accordance with regulatory requirements of the U.S. Department of Education, State Licensing Agency and Accrediting, Northern Technical College does not discriminate on the basis of financial status, race, color, national origin, ethnic origin, age, marital status, sex, disability, military status, or religion.

### Handicapped Policy

The school complies with the Rehabilitation Act of 1973 (Section 504) in that no qualified handicapped person, by reason of the handicap, will be excluded from enrolling in a program of instruction, though manual dexterity is required in the field of barbering/hairstyling.

### Facilities and Equipment

Northern Technical College facilities encompass a large break room which is used for the classroom and breakroom, media center is equipped with TV/DVD/CD capability for the technical support 21st century students require, and a small computer lounge area. The building is centrally heated and air conditioned, for the maximum comfort for students, staff, and patrons. There is ample parking, located directly in front and to the east side of the campus. The lobby area is spacious and restrooms are situated between the clinic floor, lobby, and classroom. Our clinic/training floor is equipped with 36 private work stations with mirrors. Our drying area has 6 hooded hair dryers that will also accommodate our patrons who have a physical handicap or special needs. Vending machines are available to students and patrons for their convenience.

### FERPA/Release of Information Policy

Northern Technical College complies with the Family Educational Rights & Privacy Act (FERPA) Policy. Students and the parents/guardians of dependent minors have the right to access their applicable student's educational records. If a request is denied, the school allows the student to request a hearing to challenge the contents of the education records, on the grounds that the records are inaccurate, misleading, or violate the rights of the student.

The school annually notifies students of their rights under FERPA. The school includes in that notification the procedure for exercising their rights to inspect and review the education records. A student must make an appointment with the appropriate school official to review student files. Additionally, there may be a fee associated with copies made from the student file.

The school requires written consent from the student and/or guardian (if the student is dependent minor) for release of student records to third parties. No information from student files will be released to any individual, business, or agency without written consent. Information may be released to student and/or parent or guardian if the student is a minor, the Arkansas State Board of Barber Examiners, US Government Officials, Third Party Servicers contracted

by the school to aid in timely accurate data reporting to state, accrediting agencies, and/or Federal Student Aid. The school maintains a record in the student's file listing to whom personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information.

### Student Services

#### Advising

Personal career advising is available as an aid to student motivation and as a means of maintains the productive attitudes and professional outlook through which students will be able to reach their fullest potential. Students may meet with an advisor and/or instructor on an as needed basis for evaluation of progress.

#### Housing/Transportation

Northern Technical College does not have on-campus housing nor does the institution provide transportation to or from the facility. Contact at for information on public transportation.

### Job Placement

Northern Technical College does not guarantee its students employment. However, due to the school's self-imposed high standards and the individual attention given to each student, school graduates are well qualified. Subsequently, quality job placement has been achieved for many graduates through a cross-filing system listing prospective employers who contact the school and student desiring placements. Information on job placement and career opportunities is available from the school office.

### School Rules and Regulations

#### Dress Code

Each student is required to dress in a clean, neat, and professional manner at all times. Smocks and/or an approved garment and name tags which identifies you as a student are required Tuesday through Saturday. Students will not be permitted in class without clean, proper attire and necessary equipment and supplies. Closed toes shoes are required at all time.

### Practical

All clinical floor services are provided under the supervision of an instructor. The student must give his/her full attention to the instructor during a final check. Grades on practical are counted towards evaluation when satisfactory. This evaluation is conducted at least twice during the program.

### Personal Services

Students may receive personal services with the permission of the instructor. All services must be paid for in advance. No personal services are permitted on Saturday or when at least 50% of students are with a client. No responsibility is assumed by the school for any negligence, carelessness, or lack by one or more students while practicing any part of the school course upon another. Students are responsible for their own equipment and personal property.

## Sanitation

Each student is responsible for cleaning their own station and performing their daily cleanup duty. An instructor will confirm satisfactory completion on or before the student clocks out at the end of the day. Sanitary inspection of student stations may be made by the instructor or any school official at any time. Hair, and other refuse, must be placed in the proper receptacles. Tools must be kept in the sterilizer and towels in the enclosed cabinet.

## Class Schedule

Theory class time begins promptly at 9:00 a.m. Tuesday through Friday. No theory class is held on Saturday. Theory class time consists of worksheet preparation, chapter tests, and any oral presentations given by an instructor.

Theory class ends promptly at 9:50 a.m. Bookwork is not to be continued when class ends unless approved by an instructor. You are to return to the styling area for practical work and/or practice on your mannequin or other students.

The following is prohibited during Theory Class time:

- Reading the newspaper or magazines
- Listening to music on a music player or phone
- Making social phone calls, or texting, that is not school related
- Talking in a manner that disrupts other students
- Sleeping
- Eating breakfast (This should be done before or after class.)

The classroom is also used as a break and lunch room. If a student is not in class or on a scheduled break or lunch, they are not allowed to be in the break room unless authorized by an instructor. A student's time should be spent on the styling floor gaining experience through practice or performing daily sanitation duties.

## Attendance and Absence Policies

Attendance is one of the utmost importance in order to achieve success in the school and professional work environment. Students are expected to attend all classes scheduled by their instructor. A daily report is accurately kept on student attendance. To enable the school to fulfill its obligations, the following guidelines have been established.

Full-Time Students- Classes are scheduled Tuesday through Friday, between the hours of 9:00 a.m. and 7:00 p.m., with a one hours break for lunch, and Saturdays between the hours of 8:00 a.m. and 4:00 p.m., with a fifteen minute break.

Students are allowed a ten minute break in the morning and one in the afternoon while on school property, depending on the amount of clients at the school. Students are to be on the school property at all times, unless excused by a school authority.

Part-Time Students- Classes are scheduled Tuesday through Saturday, as per enrollment agreement, with a one hour lunch break for full days and a fifteen minute break for 1-5 hour days. Special schedules may be arranged for persons that are employed. Decisions are based on a case-by-case review with the school Director. Part-Time students must attend a minimum of 16.5 hours per week, but may carry a maximum of 29.5 hours per week.



If you are Part-Time due to working another job and are unemployed for a period of 30 days, you will be asked to change your status to Full-Time.

1. Barber (1500 hours) attending:
  - a. Full-Time – 34 hours per week; usually completes the program in 11 months.
  - b. Full-Time – 30 hours per week; usually completes the program in 12.5 months.
  - c. Part-Time – 19.5 hours per week; usually completes the program in 18.5 months.
2. Teacher, Manager, Instructor (600 hours) attending:
  - a. Full-Time – 24 hours per week; usually completes the program in 6.5 months.
3. Cosmetology Crossover (600 hours) attending:
  - a. Full-Time – 24 hours per week; usually completes the program in 6.5 months.

The above times may vary depending on holidays and attendance.

Student attendance is kept by an electronic time clock. All students are required to clock in and out daily. In addition, students are required to clock out for lunch. Failure to do so does not alter the fact that one hour of the student's day is allocated for lunch. Clocking in and out for another student is prohibited.

Students are permitted (5) tardy's or (5) absences or combination of two but can not be more than (5) per attendance cycle. After the 5th tardy and or absence in each cycle the student will be processed a \$25 fee per tardy or absence thereafter, until the end of the cycle. Each cycle begins on the first day of each month and ends at the last day of the month. Exceptions are only given when approved by the School Director in writing or if the Student provides one of the following documents:

Doctor's Excuse

Obituary

When a student has clocked in for the day, they must notify their instructor if they plan to leave and come back during the day. Student are not allowed to leave without being on a standard break schedule (i.e.; 15-minute break or Lunch hour).

Students may request time off in advance for special events, but it must be approved by the School Director in writing. Student documents must be emailed to the school director or assistant director.

#### Friday and Saturday Attendance

All students are required to attend all day Saturday, unless written prior arrangements are made with a school official. Saturdays provide students the greatest learning experiences in becoming proficient in performing practical skills and gaining the vital people skills that are essential for dealing with the real world. Tardiness and unexcused absences on Saturday may be considered cause for possible interruption of training. The school will issue a fine for any of the following:

Students that arrived later than 9:15am and before 10:30 on a Saturday will be fined \$25.

Students that leave earlier than 3:30pm on a Saturday will be fined \$50.

Students that arrive after 10:30am and/or absent on Saturday will be fined \$100.

Students that arrived later than 9:45am and before 10:30 on a Friday will be fined \$25.

Students that leave earlier than 4:30pm on a Friday will be fined \$50. Students that arrive after 10:30am and/or absent on Friday will be fined \$100.

### Excused/Unexcused Absences

An excused absence is one that is due to personal illness, illness or death in the immediate family, or an emergency. All excused absences due to a lengthy illness must be accompanied by an approved doctor's note. All school missed must be made up.

A student who misses fourteen consecutive days of scheduled class time, has had no direct or indirect contact with school officials during the period, and has not been granted an official leave of absence, may be terminated.

### Approved Leave of Absence

Students requesting a Leave of Absence (LOA) from the institution must submit a written request to the school's Director indicating the reason an LOA is being requested. The request must indicate a beginning and ending date and be signed and dated by the student. Students will be provided written approval or disapproval of the request, signed by a school official.

The school will grant a Leave of Absence request for no more than sixty days with a 12-month period. The school's Director reserves the right to approve a leave of absence beyond the 60 days on a case-by-case basis, depending upon the nature of the request. In the event of unforeseen circumstances, such as medical reasons, which affect the student or a member of the student's immediate family, military service requirement or jury duty, etc. if the institution documents the known reason. The institution establishes the start date of the approved LOA as the first date the student was unable to attend. student may be granted a leave of absence, even if he/she has taken a prior leave of absence. In no case will combined leaves of absence exceed 180 days within the 12 month period.

A student on leave of absence will incur no additional chargers by the school. If a student is not back in class the day after the expiration date of a leave of absence, immediate termination may occur. Students beginning an approved leave of absence with Satisfactory Progress status will return Satisfactory Progress provided he/she complies with the terms of leave of absence, students beginning a leave of absence with an unsatisfactory progress status will return in unsatisfactory progress status. Student failing to return from a leave of absence as scheduled are not considered in satisfactory progress and must re-established satisfactory progress status according to the school's satisfactory progress policy. A copy of the leave of absence request will be maintained in the student's file.

Students failing to complete his/her program within the terms of the contract will be assessed a fee of \$250 per week for each week beyond the scheduled completion date. **If a student misses more than 5(day) unexcused without written documentation they will be charged \$25 per day missed.**

### Tardy Policy

**If you are going to be tardy and/or absent, in keeping with good business practices, you must call the school and**

speaking with school officials. A student is considered tardy if he/she is not ready for class within five minutes of their scheduled time. Excessive tardiness and absenteeism may be cause for suspension and/or dismissal. The school will issue a fine of \$25.00 per occurrence for any tardy in excess of three per month.

#### Academic Calendar

Northern Technical College operates on a continuous basis, 12 months a year. New classes begin on the last Tuesday of every month, or on an as needed basis.

#### Holidays

The school observes the following holidays: New Year's Day, Spring Break, Memorial Day, Summer break, Independence Day, Labor Day, Day before Thanksgiving, Thanksgiving (Thursday, Friday, and Saturday), Christmas Eve, Christmas, and the day after the Christmas.

### School Closures

The school will post a common bulletin board, thirty days in advance, a notice of closures for extended holidays, vacations, etc.

### Conduct Policy

Violation of the following conditions may subject the student to suspension or permanent dismissal:

1. The use of profanity, alcohol, and/or drugs during school hours, including lunch periods, on school property.
2. Improper or abusive behavior of other students, customer, or school officials.
3. Every patron must provide the student with a receipt before services are provided. If a student provides a service that is not listed on the receipt than the student must pay for the service provided.
4. No student may refuse a customer. If you cannot perform the service excuse yourself politely and ask the instructor for help.
5. Cell phones are allowed, but must be on silent or vibrate while in the building.
6. No student is allowed to use cell phones on clinical floor at any given time.
7. No student is allowed to have food, drinks, or snacks on clinical floors at any given time. NO EXCEPTIONS. Food, drinks, etc. is allowed only in the designated break room.
8. Personal music players are prohibited in the classroom and the clinic floor.
9. Cheating.
10. Stealing.
11. Willful destruction of property.
12. Smoking outside of designated areas.

All students must return school (loaner) supplies immediately upon completion of work, and under no circumstances may they be taken from the building.

Only authorized school officials are allowed in the cash register area. Students shall not be permitted to gather around the cash register or waiting area (lobby). Lead Floor Instructor is responsible for orderly rotation of customers.

There will be no loud conversations to the extent of disturbing students or clients. This includes the classroom, clinic floor, and waiting areas.

All customers must be treated with courtesy and respect. If any customer harasses a student, the student will ask the instructor to handle it.

Emergency telephone conversations are allowed on the office phone for a limit of three minutes with approval of the Lead Floor Instructor.

No negative talk or gossip is allowed in the school.

### Attitude

Students are obligated contractually to conduct themselves in a manner compatible to the school's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the school reserves the right to maintain order within the school and to exclude those who are disruptive of the educational process. If a student's attitude is deemed intolerable by a school authority, that student will be given a written disciplinary notice and/or suspension. After three (3) written disciplinary notices, the student will be withdrawn from the school.

### Termination Policy

Grounds for termination by the school as determined by the School Director are as follows:

1. The student misses 10 consecutive school days, without communicating with a school official, or without being on an official leave of absence.
2. Failure to meet all financial obligations to the school.
3. Failure to maintain satisfactory progress.
4. Failure to comply with the school's attendance policy.
5. Refusal to follow directions as given by instructors.
6. Cheating, swindling, or stealing from the school, students, or patrons.
7. Defacing school property.
8. The use of profane language, terrorist threatening, and fighting.
9. Excessive tardiness and/or absenteeism without a valid excuse.
10. Bring or the use of alcoholic beverages or drugs (except those prescribed by a physician) on school premises or coming to school under the influence of alcohol or drugs.
11. Violation of any of the conditions set forth in the Student Handbook or the Enrollment Agreement.

In the event of a violation of any of the above mentioned criteria, the student may forfeit all rights to further instructions, receive notice of termination, and enrollment contract will be cancelled. Fees owed to the school shall become due and payable immediately.

Student wishing to withdraw from Northern Technical College are required to provide the school with a written request. Also, refer to Re-Admission and Change of Curriculum Policy,

### Programs Curriculum:

#### Barber Program

The curriculum to prepare a student for the examination for the registered barber license will consist of 1,500 hours to include the following:

Hygiene and Sanitation: Sanitation, sterilization, hygiene, lighting and ventilation.....	80 hours
Related Sciences: Study of the basic sciences including physiology of the hand, arm, head, and face, applying to areas which barber work is done. Structure of hair and nails, anatomy, osteology, neurology, myology, and skin histology, recognition of conditions and abnormalities, sterilization, bacteriology and sanitation.....	175 hours
Shaving: Students learn the fundamentals of shaving, positions and strokes and the application of these fundamentals are practiced through preparation of the patron's face .....	50 hours
Barber Chemistry: Specialized subject in chemistry of cosmetic products used in the barber field. Includes studying the basic theory of molecular structure, simple organic chemistry, and the application of various compounds to cold waving, hair relaxers, chemical processing, shampoos, rinses, dyes, and various hair preparations .....	325 hours
Shop Management: Designed for persons interested in managing and owning a salon. Topics included are: local, state and federal regulations, mathematics, accounting and taxes, inventory control, customer relations, salesmanship, advertising, record-keeping, and equipment, time utilization and Professionalism.....	100 hours
Salesmanship and Product Knowledge: Resume Development, Customer Based Software, Interview Preparation, Job Search Skills and Professionalism.....	50 hours
Hairstyling: Study in styling hair, shampooing, hair design, scalp massage, curling, brushing and combing, reconditioning hair, thermal pressing, iron curling, and hairpiece fitting and care.....	300 hours
Haircutting: Fundamentals in haircutting for both male and female. Important steps for a complete basic haircut. Procedures for cutting hair with clippers, shears, and razors. Manipulative skills are developed in correct methods of razor and scissor hair	
Shaping.....	410 hours
Shop Department: This course will teach the manner of conducting oneself or behavior in the shop. Also, dramatization of situations, which will come up in a shop, will be discussed. Finally, conversational English for the shop will be reviewed as well as telephone techniques and proper greeting of patrons .....	10 hours
<b>TOTAL HOURS</b>	<b>1500 HRS</b>

Teacher, Manager, Instructor Program

Teacher, Manager, Instructor (TMI) Program

The curriculum for students enrolled in a TMI course shall consist of six hundred (600) clock hours of technical instruction and practical operations in teaching the art of barbering. For the purpose of this section, technical instruction shall mean instructions by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the instructor trainee of teaching techniques and principles.

Instructor Performance Objectives

Graduates will qualify for entry-level positions as Barber Instructor, Teacher, or Manager. Graduates of this program are expected to:

Teach related information, manipulative operations, and techniques.

Use various teaching aids, such as instruction sheets, visual aids and test.

Provide information about specific teaching techniques used by the vocational teacher in the working area and in the classroom.

#### Skills To Be Developed

Develop personal characteristics that will upgrade the barbering profession by producing quality barbers.

Develop lesson plans, outlines, procedures and tests that will insure student comprehension and instill the will to learn in even the most difficult student.

Development of a course content reflecting a comprehensive, correlated unit of study.

Development of instructional materials that will facilitate set-up and preparation of class.

Use of teaching aids to give the student a variety of ideas from which to maintain motivation.

Teacher, Manager, Instructor (TMI) Curriculum for a total of 600 hours

Required preparatory training..... 50 hours

Teaching of theory and practical operation. Selecting subject matter for class lecture. Preparing class lectures. Conducting a review of all subjects taught. Preparing and grading examinations. Demonstrating practical operations. Teaching practical operations.

Class attendance to be conducted by a licensed instructor to prepare instructor-trainee to properly lecture and demonstrate on all subjects of barbering..... 100 hours

Conducting Theory Classes in all aspects of barbering..... 50 hours Classes to be conducted under the supervision of a licensed instructor.

Conducting Practical Classes in Haircutting, Shaving, Massage, Chemical Services ... 300 hours

Method of Keeping Student Records: Teach students how to maintain documents..... 10 hours

Instructor's Discretion... 90 hours

Training in subjects in which the individual may be deficient.

#### PROGRAM TITLE: Cosmetology Crossover 600 Total Clock

#### Hours

#### Cosmetology Crossover Program

A cosmetology licensed professional may enroll in this crossover program.

The following barber/cosmetology curriculum must be followed:

History of Barbering: Barbering and Hairstyling is one of the oldest professions in the world. With the advance of civilization, barbering developed into an important and necessary profession. The study of this program is

necessary in order to understand the high privilege it is for Barbers to serve the public today ..... 10 Hours

Implements and Tools: Implements and Tools shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions ..... 50 Hours

Shaving: Students learn the fundamentals of shaving; positions, strokes and movements and the application of these fundamentals are practiced on patrons, (includes use of strop, application of facial creams, lotions, astringents, towels) ..... 70 Hours

Haircutting: Shall include the use of the razor, scissors, electric clippers, and thinning shears for wet and dry cutting to include neck and side taper .....425 Hours

Arkansas Barber Laws: A good understanding of the laws governing our profession is a necessary part of the training of the barber ..... 15 Hours

Hygiene and Sanitation: Shall include procedures to protect the health and safety of the consumer as well as the technician ..... 30 Hours

**Credit for Previous Training/Transfer**

Credit for training may be given to students for previous training at the discretion of the school Director and in compliance with the Arkansas Barber Board. **In consideration of students desiring to transfer certified hours, the school will issue an entrance assessment of practical skills and may not accept more than 500 clock hours towards a Barber program without prior approval of the school Director or Owner.** The school does not accept any previous hours toward the Teacher, Manager, Instructor Program.

**Tuition Information**

Course	Barber	Teacher, Manager, Instructor	Cosmetology Crossover
Total Required Hours	1500	600	600
Tuition	\$17995	\$19580	\$17995
Student License	\$20	\$20	\$20
Tool Kit	\$1500	\$400	\$1500
Miscellaneous Barber License Permit and Other Applicable Fees	\$125	\$120	\$120
Total Course Cost	\$19640	\$20120	\$19640

\*((\$20.00) Application fee Non-Refundable

\*\*\* Charges of the Arkansas State Barber Board of Examiners

**Extra Expenses**

Northern Technical College does not charge for housing, board, student activities, service chargers, or rentals. The institution does charge \$20.00 application fee per program application (which is non-refundable) and may be waived



depending on the circumstances and extra- instruction which is \$250 per week over the contract end date. Any other chargers that may be incurred by the student are identified in the enrollment agreement, catalog, and in other published data furnished to the student before enrollment. When items of major expenses are separately identified for this purpose, the school also states its policy for reasonable settlement of such chargers in the event of early termination.

#### Scholarship and Fee Waivers

Scholarships and/or fee waivers may be offered solely at the discretion of the school administrator, to the student based on merit or need. Awarding of scholarship/fee waiver will be considered after packaging from all sources private, federal, and/or otherwise have been applied. If student drops, the scholarship and fee waiver become void.

Payments

Payments may be made by cash, check, money order, credit card, Title IV funding, VA Benefits, wire transfers, or through non-federal agency or loan programs.

Grading System

The Grading System is as follows for Academic and Practical:

	100 – 90%	Excellent
	80 – 89%	Good
	75 – 79%	Satisfactory
	74-Below	Unsatisfactory

The student must have a minimum attendance of 67%. Students are required to maintain a minimum of 75% grade point average in both theory and practical work assigned. Although theory and practical work are monitored periodically, verification of academic progress will be complete on each student at scheduled periods for the Barber, Teacher, Manager, Instructor and Cosmetology Cross Over Program. The periods are quarterly and are scheduled on the first full week of each quarter.

Distance Education Policy

The institution is currently offering distance education to all students as apart of the program. The students must complete assignments via online as well as video conferencing in groups lead by the instructor. The interaction with the instructor is measured by the starting time and ending time in clock hour. All assessment that will be used in calculating the student’s GPA will be executed while the student is physically on campus. The student participates in learning activities while physically present at the contracted campus at least once every 10 business days for the length of a scheduled class day as outlined in the enrollment contract. All transcripts or other documents listing academic attainment received will identify how many hours were obtained via distance education component. Prior to enrollment, students are provided with a disclaimer that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this disclosure must be in every student file.

Satisfactory Academic Progress

**SATISFACTORY ACADEMIC PROGRESS POLICY**

All students (cash and Title IV aid) attending Northern Technical College, (herein after known as “Northern Technical College”) must maintain Satisfactory Academic Progress (SAP).

- This policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.
- The SAP Policy is given to all students prior to signing the enrollment agreement and is applied with consistency, regardless of part time / full time status.
- SAP is defined as reaching each checkpoint of training with a cumulative 75% theory and practical grade average, as well as attended a minimum of 67% of the scheduled hours at their designated checkpoints.
- Checkpoints are listed below:
  - Teacher, Manager, Instructor 600 clock hour program: checkpoints for Evaluation 300 hour
  - Cosmetology Crossover 600 clock hour program: checkpoints for Evaluation 300 hours
  - Barber 1500 clock hour program: checkpoints for Evaluation 450 hours, 900 hours and 1200 hours

- Students who meet these requirements are considered to be making SAP until the next scheduled evaluation.
- A student whose attendance rate is 66.67% would complete within 150% of the program length.
  - Maximum time frame in hours to complete divided by the hours in the program=150%
  - Example: 1500-hour program times 150%=2250 maximum hours to complete. 2250 hours divided by 1500 hours=150%
    - The maximum time frame for each student is monitored by the Financial Aid Administrator to ensure each student is within the allowable guidelines to complete the program within 150% of the scheduled attendance. Students who are behind in attendance are counseled regarding consequences of failure to meet maximum time frame necessary in order to graduate. Consequences resulting from failure to complete within the maximum time frame include dismissal as soon as the Financial Aid Administrator becomes aware of the student's inability to complete within the maximum time frame.

- All students will be notified of any evaluation that impacts the student's eligibility for financial aid, if applicable, through means of their Report Card, which is signed at each checkpoint of training.
  - A copy is given to the student and one placed in their permanent student records file.
- If at any time new/ conflicting information is made available that affects the student's SAP, Northern Technical College will go back and re-evaluate SAP for the payment period in question.
- If the newly presented information changes the student's SAP level from satisfactory to unsatisfactory or from unsatisfactory to satisfactory, adjustments will be made to any affected Title IV aid pending the results of the newly found conflicting information.

## GRADING

- Northern Technical College utilizes a 100-point grading scale of which 100-90% is equivalent to an "Excellent", 89-80% is equivalent to a "Good", 79-75% is equivalent to a "Satisfactory", and 74 and below is Unsatisfactory in academic and practical.
- Grades are given for classroom theory and practical work, projects, and student salon training area performance.
- A student must be at an 75% or higher on academics to graduate.
- The student salon training area grading scale is based on a rubric quantitative worksheet with a total of 3 recorded grades for program. That is one recorded grade per payment period.
- An Incomplete (I) will be given in each step for refusal of a guest or service.

## ADDITIONAL INFORMATION

- Theory or practical incompletes may have an effect on the student's SAP but has no effect on Northern Technical College Satisfactory Academic Progress Policy in regard to 75% grades in academics and 67% attendance requirement.
  - An incomplete grade in the classroom may prolong the student's educational experience as it could cause over contract fees. The student is required to complete the work for which the incomplete was given prior to graduation. Incomplete grades can affect max time frame.
  - Zeros are not given for a classroom incomplete; therefore, no grade will be given until the work has been completed.
  - An incomplete in any part of the guest service in the student salon training area could result in a lower percentage grade give for that service.
- Transfer hours / credits that are accepted from another institution will count as both attempted and completed hours / credits. **However, all hours attempted whether accepted or not will count** for the purpose of determining when the allowable maximum time frame has been exhausted and will not be included in the student's SAP calculations.
- SAP evaluation periods are based on scheduled contracted hours at Northern Technical College.
- The student and educator will evaluate the report card at each evaluation point to verify the student's SAP.
- Quantitative and qualitative standards used to judge academic progress are based on a cumulative basis and include all periods of the student's enrollment, including payment periods in which the student is not eligible for Title IV funding.
- Inadequate grades may indicate a lack of student inability or motivation.
- When a student is struggling in one or more areas of study or skill level, the educator will immediately advise the student after the grading period on how the deficiency can be successfully completed and determine a deadline for the work to be completed satisfactorily.
- Students may receive an incomplete from an educator when the student is attempting to learn a skill or subject but needs additional time to complete the work successfully.

### Title IV, HEA Quantitative (150%) Requirement:

All students must complete their educational program in no longer than 150% of the published length of the program. A leave of absence will extend the student's contract period, and maximum time frame, by the same number of days in the leave of absence.

Students who are re-entering after a period of withdrawal and indicate that those students re-enter in the same progress as when they left. Course incompletes, repetitions, and non-credit

remedial courses have no effect on the institution's SAP standards.

All attempted instructional clock hours earned either at this Institution or attempted hour from other institutions must be counted toward the 150% Title IV, HEA funding eligibility, whether

a student received Title IV, HEA federal student aid or not in order to graduate within the maximum allowed 150 % Quantitative time frame. Students must also meet the attendance requirements as outlined in this catalog.

#### Academic Year Definition:

Northern Technical College academic year is defined as, 900 clock hours (34 hours per week) and 26 weeks, for Title IV, HEA purposes.

For Title IV, HEA payments the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV, HEA payments. Title IV, HEA WARNING / DEVELOPMENT STATUS / APPEAL / PROBATION

Students who fail to meet minimum requirements (67% cumulative attendance and a C or 75% GPA) for attendance and academic progress at the end of a payment period will be placed on a Title IV, HEA Financial Aid Warning. Any student on Title IV, HEA Financial Aid Warning may continue to receive assistance under the Title IV HEA programs for one payment period. At the end of the payment period if the student has met the minimum grade and attendance requirement the student is considered to be meeting Satisfactory Academic Progress.

If the student is not meeting Satisfactory Academic Progress at the end of the Financial Aid Warning Period, that student will then loss of Title IV, HEA eligibility. The student will be placed on a Financial Aid Suspension and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility. During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

A student who loses their financial aid eligibility due to Title IV, HEA Financial Aid Suspension after a financial aid warning has the right to file an appeal regarding their Satisfactory Academic Progress Evaluations.

If the student is granted an appeal they will then be placed on Title IV, HEA Financial Aid Probation, which is a status assigned by the institution to a student who fails to make SAP, who has appealed and has had their Title IV eligibility for aid reinstated for one payment period.

#### Appeal Process:

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination.

1. The school will send to the student within 10 days following the action of the school, a written statement of fact, which is the basis of the action of the school.
2. The student may appeal the action of the school by requesting such appeal – in writing- to the School Director along with supporting documentation showing the reasons why the decision should be reversed and request a re-evaluation.
3. The Appeal must be done within 10 days of the receipt of such written notice. Students choosing to remain in school while requesting an appeal will be responsible for charges accrued whether or not the appeal is granted.
4. The student has a right to make a personal appearance before the School Director.
5. An appeal for the purpose of obtaining Title IV, HEA Financial Probation must include an explanation stating:
  - o Why he/she failed to make SAP (Appeals for Financial Probation are limited to death of a relative, injury or illness of a student, or other special circumstances).
  - o What has changed that will allow the student to make SAP at the next evaluation point.
6. Should a student fail to appeal the decision, the decision will stand.
7. Notification of the school's action on the appeal including reason, if the appeal is denied, will be sent to the student within 5 days.

Title IV, HEA Financial Appeal Granted:

Should the student prevail upon their appeal they will be placed on a Title IV HEA Financial Probation for that payment period only. The student will then be eligible for Title IV, HEA funds for that payment period. While on Financial Aid Probation, the student must meet the institutions Satisfactory Academic Progress standards and complete the requirements of the Academic Improvement Plan, which was developed by the institution to assist the student in regaining their Title IV eligibility.

#### Requirements for the Academic Improvement Plan: EXAMPLE

- Maintain an attendance percentage that will ensure the student will meet Satisfactory Academic Progress by the next payment period.
- Maintain a (c) 75% grade point average. (The higher grade point is required to raise the standard to help the student make up for areas that may have been previous lacking.
- Attend theory class regularly (student must attend an average of 4 out of the 5 hours required for theory class each week).
- Complete all required test and projects assigned (test and projects must be completed and turned in when requested).
- The academic improvement plan will be monitored by the School Director (or designate).
- The school will notify the student each month on their academic improvement status during the monthly progress report/advising session. Status of the students report will be written on the progress report form for the student to sign.
- Students choosing to remain in school while requesting an appeal will be responsible for charges accrued whether or not the appeal is granted.

#### FINANCIAL AID PROBATION / APPEAL PROCESS

- If the student does not reach SAP by the checkpoint following Financial Aid Warning / Cash Payment Warning, the student will lose their Title IV, HEA funding, with the right to appeal.
  - A student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has succeeded upon appeal of the determination that has resulted in the status of probation which reinstates the student's aid until the checkpoint following probation.
  - The student must provide documentation to substantiate the appeal and the appeal must include why the student was unable to meet SAP standards and what has changed that will allow the student to meet SAP standards by the next checkpoint.
    - Documentation examples may include, but not limited to: a doctor's note, documentation from a counselor, etc.
  - The student may continue to attend classes during the appeal process, however; if the student must withdraw due to loss of an appeal, the student's refund calculation will be based on the student's last day of attendance.
  - The length of the program limits the number of appeals.
  - No two appeals can be consecutive, as the student must regain SAP at the next checkpoint between appeals.
  - The student's aid eligibility will be reinstated after a successful appeal.
  - Appeal approval is acknowledging that because of documented unusual circumstances the student continues to be eligible for aid even though she/he fell below the standards.
  - No appeal will be allowed for any student who is ineligible to graduate due to lack of completion within the maximum time frames.
  - Appeals will be reviewed on a case-by-case basis.
  - Appeals may be granted for a student due to injury; illness; death of relative; family difficulties such as a divorce; financial difficulties; interpersonal problems; difficulty balancing work and family responsibilities and school; or a special circumstance beyond the student's control.
    - An example of a mitigating circumstances beyond the student's control may be but not limited to: student living in an environment with a significant other who is abusive / controlling which has affected the student's attendance / ability to study.
- The owner / director, financial aid administrator and /or an educator will review the student's appeal and the owner/director will make the appeal determination within 5 business days of receipt of the appeal.

- Northern Technical College staff will notify the student of the results of the appeal, as soon as possible, but no later than 5 business days following the decision of an appeal.
- A portion of the successful appeal will include determining if the student will be able to meet cumulative SAP standards by the end of the subsequent payment period (evaluation period) and develop a plan to meet SAP before the end of the next payment period that, if followed, will result in the student achieving SAP by the following checkpoint.
- If the student's appeal is accepted and the student fails to meet the outlined plan, the student immediately loses aid, even if prior to the next checkpoint.
- The appeal decision and all appeal related documents will be placed in the student's file.
- If the student who is attempting to follow the outlined plan does not achieve cumulative minimum SAP by the checkpoint following Financial Aid Probation, the student will lose Title IV eligibility and can only continue if the student is attempting to comply with cumulative SAP standards and pays cash for their next payment period's tuition.
  - The student must take action that brings her/him into compliance with the qualitative and quantitative components of Northern Technical College's standards including maximum time frame to complete the program.
  - If the student achieves SAP by the checkpoint following financial aid ineligibility, the student may have their financial aid reinstated for the next payment period included in the student's training.

#### TEMPORARY INTERRUPTIONS

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

**WITHDRAWAL – Students should refer to the Return to Title IV, HEA funding, for the official and unofficial withdrawal process.**

- A student may only be enrolled in one course / program of study at a time.
- A student may not withdraw from individual classes, such as haircutting, and still continue on with the barber program.
  - A student must complete all classes and state required hours within the course / program of study, and complete with a minimum 70% grades and 67% attendance in order to graduate from the barber program.
  - If a student withdraws prior to completion of the program of study, their only option is withdraw from the entire program of study.
  - There is no differentiation in SAP between a situation of withdrawal / passing and withdrawal / failing.

Cash paying student **should refer to the Northern Technical College refund policy.**

#### RE-ENTRY

- All students who are approved for re-entry enter at the same satisfactory academic progress level as when they withdrew.
- Students who drop and re-enter within 180 days will enter at the same tuition rate as when they withdrew until the student reaches the next checkpoint as listed on the SAP Policy.
  - For the remaining period of enrollment beyond the closest checkpoint at time of re-entry, tuition will be at the current level as per stated in the applicable catalog at the time the student re-enters.
- Students who re-enter after 180 days will pay the current tuition rate for the amount of contracted hours at the time of re-entry.
- Tuition costs under the enrollment agreement are reflective of the program hours (credits) that must still be taken, after giving hours (credits) for work performed in the student's earlier enrollment.



## TRANSFER HOURS

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-free has been exhausted. SAP evaluation are based on scheduled contracted hours at the institution.

## CHECKPOINTS / EVALUATIONS

- If at one of the below checkpoints / evaluations, the student is not making SAP, the student will follow the **Title IV, HEA Financial Aid Warning / Cash Payment Warning and Title IV, HEA Financial Aid Probation** requirements as established in this policy.
- Checkpoints / Evaluations are based on scheduled **completed hours and instructional weeks and not contract hours** as follows:  
Teacher, Manager, Instructor **600 clock hour program**: checkpoints for Evaluation 300 hour  
Cosmetology Crossover **600 clock hour program**: checkpoints for Evaluation 300 hours  
**Barber 1500 clock hour program**: checkpoints for Evaluation 450 hours, 900 hours and 1200 hours

The maximum time frame in which a full-time barber cash paying or financial aid student (to receive Title IV Aid can complete the program is no more than 2250 hours within 66 maximum instructional weeks to complete the total program hours.

Full Time Barber based on Scheduled Hours completed (34 clock hours per week)

Scheduled Hours of Attendance	Scheduled Weeks	Maximum weeks to maintain SAP	Maximum Scheduled Hours	Minimum Grade
450 clock hours	13	22	562.5	70%
900 clock hours	26	33	1125	70%
1200 clock hours	35	49	1687.5	70%
1500 clock hours	44	66	2250	70%

## OVER CONTRACT FEES/ EXTRA ACADEMY CHARGES

- Over contract fees does not negate any current payment plans for tuition.
- Over contract charges are not covered by Title IV, HEA funding.
- Any student in the above program who attends beyond the contract end date once the contract period has been exhausted, will pay additional fees for over contract charges as stated in the student's enrollment agreement (contract).
- This cost per hour is clearly stated on the student's enrollment agreement and tuition and fees information is provided to the student prior to enrollment.
- Over contract fees are calculated the day after the student's contract graduation date expires.
- Payment arrangements must be agreed upon by Northern Technical College the student at that time.
- All over contract fees must be paid in full prior to completion of hours / credits.

## DISMISSAL DUE TO UNSATISFACTORY PROGRESS

- A student, who was dismissed from Northern Technical College due to unsatisfactory progress, may appeal the dismissal to an Travena Jefferson in writing within 5 business days of the dismissal date.
- Travena Jefferson will make a determination within 10 business days of receipt of the appeal and will respond to the dismissed student in writing.
- If the appeal is approved, the student will be re-admitted to Northern Technical College, however; the student will follow the same Financial Aid Warning / Cash Payment Warning and Financial Aid Probation policies if applicable, upon re-entry.
- The student must achieve cumulative SAP by the next checkpoint in order to be eligible for Title IV aid in the next payment period and to remain enrolled at Northern Technical College.

## LEAVE OF ABSENCE POLICY

- An authorized Leave of Absence (LOA) is a temporary interruption in the student's program of study.
- The LOA refers to a specific period of time in which a student is not in attendance.
- An LOA is not required during an institutional break, however; a scheduled break may occur during an LOA.
- An LOA must meet certain conditions to be counted as a temporary interruption (LOA) instead of being counted as a withdrawal, which would then require Northern Technical College to perform a withdrawal calculation.
- Northern Technical College will not assess the student any additional charges as a result of the LOA.
- A student who must take an approved Leave of Absence (LOA) or must withdraw from training for nonacademic reasons may return to The SCHOOL NAME with no loss of SAP if the student was making SAP when the student left.
- To qualify for an authorized LOA:
  1. The student must follow Northern Technical College's Leave of Absence Policy when requesting an LOA.
  2. There must be reasonable expectations that the student will return from the LOA.
  3. The LOA must be requested and approved in writing according to Northern Technical College's LOA Policy and prior to LOA occurring unless there is an unforeseen circumstance that would prevent the student from requesting in advance.
  4. The LOA must be dated and signed by the student.
  5. The student must provide documentation to substantiate the LOA.
  6. The student is required to list the reason for the LOA.
  7. Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to The SCHOOL NAME via mail or in person within a reasonable resolution of the emergency.
    - The first date of the LOA would be the beginning date of the approved LOA where the student, due to an emergency situation, was unable to attend Northern Technical College.
    - A student granted an LOA that meets the criteria is not considered to have withdrawn, and no refund calculation is required at that time.
    - A student may be granted a LOA for any of the following reasons:
      - 1) Emergency Medical Issues
      - 2) Military Requirements
      - 3) Jury Duty
      - 4) Mitigating Circumstances beyond the Student's Control
      - 5) Northern Technical College Staff recommendation
- The day the student returns from a LOA the student is required to inform staff in the financial aid office and education office of their return.
- A leave of absence extends the students contract period and maximum time frame by the same number of days taken in the leave of absence without penalty to the student.
  - All parties must initial changes to the contract period on the enrollment agreement or an addendum must be signed and dated by all parties to reflect the new contract end date.
- If the student takes an unapproved LOA or does not return from an approved LOA, at the expiration of the LOA:
  - Northern Technical College is required to take attendance, therefore; the withdrawal date to calculating a refund is always the last date of attendance as listed in the student's attendance records.
- Northern Technical College permits more than one LOA provided the total number of days of all LOA's does not exceed 180-calendar days in any 12-month period.
- If a student needs an extension to their LOA, pending all 180-calendar days have not been used in prior LOA(s), the student must complete a new LOA request form, prior to concluding the current LOA, outlining the details for the requested extension.
- If the student is receiving consumer loans and/or federal funding, no aid (consumer or federal aid funding) will be disbursed during the LOA.
- If the student does not return from the LOA, the student will be dropped from Northern Technical College
  - The student's Title IV loans (if applicable) will enter into repayment 6 months from the students last date of attendance.

- Any consumer loan repayment will be per the terms of the consumer loan.
- repayment will be per the terms of the consumer loan.

#### RE-ESTABLISHMENT OF Title IV , HEA SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements at the next evaluation point, which is at the end of the next payment period.

#### REINSTATEMENT OF Title IV, HEA FINANCIAL AID

Title IV, HEA funds will be reinstated to qualified students who have received a Title IV , financial aid probation as a result of a successful appeal or who have re-established satisfactory academic progress by meeting the minimum cumulative attendance and academic requirements at the end of a payment period and are able to complete their program within the maximum time frame.

#### NONCREDIT AND REMEDIAL COURSES

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

#### [Graduation and State Licensure Requirements](#)

Northern Technical College and the Arkansas Barber Board require successful completion of 1500 hours of training for Barber program, 600 hours of training for the Cosmetology Crossover program, and 600 hours of training for the Teacher, Manager, Instructor program including completion of services as stated in this catalog for examination before he/she may graduate. Upon satisfactory completion and payment of all monies (unless there are extenuating circumstances noted in a written agreement between the student and school director) due to the school, a diploma will be awarded. Should a student fail the state board examination, Northern Technical College will permit the student to return to school at no charge to continue training in the area the student failed on the exam.

#### [Institutional Refund Policy](#)

##### REFUND POLICY – NOTICE OF CANCELLATION

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 are stated below:**

1. An applicant is not accepted by the school. The applicant shall be entitled to a full refund of all monies paid except non-refundable application fee.
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 except the non-refundable application fee, 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 starting classes. In this case a student is entitled to a refund of all monies paid to the school less an application fee, if applicable.
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 the institution 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:

<b>PERCENT OF SCHEDULED TIME SCHOOL</b>	<b>TOTAL</b>	<b>TUITION</b>
<b>ENROLLED TO TOTAL COURSE/PROGRAM RECEIVE/RETAIN</b>	<b>SHALL</b>	
0.01% to 04.9%	20%	
5% to 09.9%	30%	
10% to 14.9%	40%	
15% to 24.9%	45%	
25% to 49.9%	70%	
50% and over	100%	

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws 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 mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, and instruction has begun 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 cancelled after students have enrolled and before 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 \$150.00. 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.

**Record Retention**

All school records must be maintained for a minimum of six years.

**Drug-Free Schools and Communities Act (Public Law 101-226)**

I certify that as a condition of the policies of this school, I will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during my enrollment at school.

I have received, reviewed, and do comprehend the rules, regulations, and policies as set forth by the school and the Public Law 101-226 of the Drug Free schools and Communities Acts.

I certify that I do understand that the use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful to one's health and the use or distribution of illicit drugs and alcohol by student on school premises may ensure immediate suspension and/or termination of my enrollment at school. Information and professional advising/counseling relating to drug and alcohol treatment or rehabilitation is posted in a conspicuous location making it available to students and staff.

Students disciplined for failure to comply with the above code of ethics may be suspended and/or terminated. A transcript of accrued hours noting whether tuition fees have been tendered will be provided in a timely manner. Locating another school in which he/she may continue to study is the sole responsibility of the student.

These rules and regulations and others, which may be added, are designed to help the students and instructors carry out our training program. Adoption and implementation of new and/or amended rules and regulations may occur and become effective immediately by the posting of such to the school bulletin board. Failure to adhere to the above rules and regulations may result in dismissal from one (1) to ninety (90) days or indefinitely.

## **RETURN OF TITLE IV, HEA POLICY**

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. NORTHERN TECHNICAL COLLEGE will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

## **RETURN TO TITLE IV FUNDS POLICY**

This policy applies to students' who **withdraw official, unofficially or fail to return from a leave of absence or dismissed from enrollment** at Northern Technical College. It is separate and distinct from the NORTHERN TECHNICAL COLLEGE refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

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

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

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

### “Official” Withdrawal from the School

A student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1. Date student provided official notification of intent to withdraw, in writing or orally.
2. The date the student began the withdrawal from NORTHERN TECHNICAL COLLEGE, records. A student is allowed to rescind his notification in writing and continue the program. If the student subsequently drops, the student’s withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the official withdrawal information, NORTHERN TECHNICAL COLLEGE, will complete the following:

1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the school’s attendance record;
2. Two calculations are performed:
  - a. The students ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
  - b. Calculate the school’s refund requirement (see school refund calculation):
3. The student’s grade record will be updated to reflect his/her final grade.
4. NORTHERN TECHNICAL COLLEGE, will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
5. The will provide the student with a letter explaining the Title IV, HEA requirements:
  - a. The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
  - b. Any returns that will be made to the Title IV, HEA Federal program on the student’s behalf as a result of exiting the program. If a student’s scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
  - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student’s file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to



attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

#### Unofficial Withdrawal from School

In the event that the school unofficially withdraws a student from school, the School Director and/or Admissions Director must complete the Withdrawal Form using the last date of attendance as the drop date.

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, will be subject to termination and considered to have unofficially withdrawn.

Within one week of the student's last date of academic attendance, the following procedures will take place:

1. The education office will make three attempts to notify the student regarding his/her enrollment status;
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence;
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
5. NORTHERN TECHNICAL COLLEGE, calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation);
7. NORTHERN TECHNICAL COLLEGE, Executive Financial Director will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made and note return on the student's ledger card.
8. If applicable, NORTHERN TECHNICAL COLLEGE, will provide the student with refund letter explaining Title IV requirements:
  - a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
  - b. Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
  - c. Supply the student with a final student ledger card showing outstanding balance due the school and the available methods of payment.
9. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

#### Leave of Absence:

An authorized Leave of Absence (LOA) is a temporary interruption in the student's program of study. The LOA refers to a specific period of time in which a student is not in attendance. An LOA is not required during an institutional break, however; a scheduled break may occur during an LOA. An LOA must meet certain conditions to be counted as a temporary interruption (LOA) instead of being counted as a withdrawal, which would then require Northern Technical

College to perform a withdrawal calculation. Northern Technical College will not assess the student any additional charges as a result of the LOA. A student who must take an approved Leave of Absence (LOA) or must withdraw from training for nonacademic reasons may return to Northern Technical College with no loss of SAP if the student was making SAP when the student left. To qualify when authorized LOA:

1. The student must follow Northern Technical College's Leave of Absence Policy when requesting an LOA.
2. There must be reasonable expectations that the student will return from the LOA.
3. The LOA must be requested and approved in writing according to Northern Technical College's LOA Policy and prior to LOA occurring unless there is an unforeseen circumstance that would prevent the student from requesting in advance.
4. The LOA must be dated and signed by the student.
5. The institution may grant an LOA to a student who did not provide the request prior to the LOA due to the unforeseen circumstances if: The institution establishes the start date of the approved LOA as the first date the student was unable to attend.
6. The student is required to list the reason of the LOA.
7. Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to Northern Technical College via mail or in person within a reasonable resolution of the emergency.

The first date of the LOA would be the beginning date of the approved LOA which is the first date the student was unable to attend due to the emergency situation. A student granted an LOA that meets the criteria is not considered to have withdrawn, and no refund calculation is required at that time. A student may be granted a LOA for any of the following reasons:

1. Emergency Medical Issues
2. Military Requirements
3. Jury Duty
4. Mitigating Circumstances Beyond the Student's Control
5. Northern Technical College Staff Recommendation

The day the student returns from a LOA the student is required to inform staff in the financial aid office and education office of their return. A leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence without penalty to the student. All parties must initial changes to the contract period on the enrollment agreement or an addendum must be signed and dated by all parties to reflect the new contract end date. If the student takes an unapproved LOA or does not return from an approved LOA, at the expiration of the LOA: Northern Technical College is required to take attendance as listed in the student's attendance records. Northern Technical College permits more than LOA provided the total number of days of all LOA's does not exceed 180-calender days in any 12-month period. If the student needs an extension to their LOA, pending all 180-calender days have not been used in prior LOA(s), the student must complete a new LOA form, prior to concluding the current LOA, outlining the details for the requested extension. If the student is receiving consumer loans and/or federal funding, no aid (consumer or federal aid funding) will be disbursed during the LOA. If the student does not return from the LOA, the student will be dropped from Northern Technical College. The student's Title IV loans (if applicable) will enter into repayment 6 months from the student's last date of attendance. Any consumer loan repayment will be per the terms of the consumer loan. Repayment will be per the terms of the consumer loan.

If enrollment is temporarily interrupted for a Leave of Absence (LOA), the student will return to School in the same progress status as prior to the LOA. Hours elapsed during a LOA will

extend the student's contract period by the same number of days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation.

Students who fail to return from and LOA will have an Unofficial Withdrawal on the date they were scheduled to return from the LOA

#### Disbursement Restrictions – 30 Day, First time, First Year Undergraduate Students

There are some Title IV, HEA funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements.

For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

#### Earned AID:

Title IV, HEA aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the payment period. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

#### Withdraw Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdraw.

#### Withdraw After 60%

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

NORTHERN TECHNICAL COLLEGE measures progress in Clock Hours, and uses the payment period for the period of calculation.

#### The Calculation Formula:

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

Calculate the percentage of Title IV, HEA aid earned:

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

HOURS SCHEDULED TO COMPLETE

TOTAL HOURS IN PERIOD = % EARNED

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

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

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

100% minus percent earned = UNEARNED PERCENT

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

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

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

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

NORTHERN TECHNICAL COLLEGE will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to NORTHERN TECHNICAL COLLEGE or Sign a repayment agreement with the U.S. Department of Education.

### Order of Return

NORTHERN TECHNICAL COLLEGE is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Parent Plus loans – received on behalf of the student
- Direct PLUS loans - received on behalf of the student
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Other Title IV, HEA assistance

### Consumer Information

#### **Readmission and Change of Curriculum Policy**

Students who have been dismissed may apply for re-entry to the institution after waiting a period of 60 days. Such students will be enrolled under the same SAP status they were in when they previously attended. All hours and grades a student received during a prior enrollment will be credited to the student when re-entering. This procedure applies to any student dismissed by the school for any reason and any student who voluntarily withdrew while on probation. For all others, a 30-day waiting period is required. After the initial start, should termination of enrollment occur for any reason, the student may be allowed to re-enter the program (3) additional times. However, if the prior two re-entries resulted in termination for the same reason, request for re-entry can be denied. Although, it is not likely that a request for re-entry will be accepted after the 3rd time, management reserves the right to consider any request for re-entry, review all circumstances surrounding prior drops and make a professional judgment accordingly.

Any student, who is terminated for defacing school property, terroristic threatening, sexual harassment and or bodily harm to any individuals (i.e., staff, students), while on the campus of Northern Technical College, will not be allowed to re-enter the program.

When a student applies for financial aid, the student must sign a statement that they will use the funds for educational purposes only. Therefore, if they withdraw before completing their program, a portion of the funds they received may have to be returned. Northern Technical College will calculate the amount of tuition to be returned to the Federal fund programs according to the policy listed below. This policy applies to students' who withdraw officially, unofficially or fail to return from a leave of absence or dismissed from enrollment at Northern Technical College. It is separate and distinct from the Northern Technical College Institutional Refund to Student Policy. (Refer to institutional *Refund to Student* policy).

Northern Technical College measures progress in Clock Hours, and uses the payment period for the period of calculation.

#### *Unofficial Withdrawal - EXAMPLE*

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the Northern Technical College contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within one week of the student's last date of academic attendance, the following procedures will take place:

1. The education office will make three attempts to notify the student regarding his/her enrollment status;
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;
3. The student's withdrawal date is determined as the date the day after 10 consecutive calendar days of absence
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
5. Northern Technical College calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation);
7. Northern Technical College will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.

8. If applicable, Northern Technical College will provide the student with a refund letter explaining Title IV requirements.
  - b.i.1.a.1.1.a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
  - b.i.1.a.1.1.b. Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
    - ai.1a9.1a. Supply the student with a final student ledger card showing outstanding balance due the school and the available methods of payment.
    - ai.1a9.1b. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

#### Post-Withdrawal Disbursement

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school).

The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

#### Time frame for returning an unclaimed Title IV, HEA credit balance

If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check.

If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned, or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

#### Institution Responsibilities in regard to return of Title IV, HEA funds

NORTHERN TECHNICAL COLLEGE's responsibilities in regard to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV, HEA funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV, HEA programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

#### Overpayment of Title IV, HEA Funds

Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangement with NORTHERN TECHNICAL COLLEGE or Department of Education to return the amount of unearned grant funds.

#### Student Responsibilities in regard to return of Title IV, HEA funds

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdrawal should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

#### Refund vs. Return to Title IV, HEA Funds

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that NORTHERN TECHNICAL COLLEGE may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. NORTHERN TECHNICAL COLLEGE may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what NORTHERN TECHNICAL COLLEGE refund policy is, you may ask your Schools Financial Planner for a copy.

#### Return to Title IV, HEA questions?



If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

#### Re-Admission and Change of Curriculum Policy

Students who have been dismissed may apply for re-entry to the institution after waiting a period of 60 days. Such students will be enrolled for a probationary period upon re-entry. See Probation Policy. All hours and grade a student received during a prior enrollment will be credited to the student when re-entering.

This procedure applies to any student dismissed by the school for any reason and any student who voluntarily withdrew while on probation. For all others, a 30-day waiting period is required.

All students re-admitting will re-enter under the same Satisfactory Academic Progress status as in place at the time the individual left.

After the initial start, should termination of enrollment occur for any reason, the student may be allowed to re-enter the program (3) additional times. However, if the prior two re-entries resulted in termination for the same reason, request for re-entry can be denied. Although, it is not likely that a request for re-entry will be accepted after the 3<sup>rd</sup> time, management reserves the right to consider any request for re-entry, review all circumstances surrounding prior drops and make a professional judgment accordingly. Any student, who is terminated for defacing school property, terroristic threatening, sexual harassment and or bodily harm to any individuals (i.e., staff, students), while on the campus of Northern Technical College, will not be allowed to re-enter the program.

#### Private-Payment Policy

The student agrees to pay Northern Technical College a monthly payment that shall be applied to the total educational cost. Any extra charges will be added to the total education cost before financing is complete. Students are not charged interest while enrolled in school. If at any time during or after completion of the course, it is determined that information has been falsified or not provided for the determination of the correct financial aid for the student, any refunds shall be charged back to the student's account.

#### STUDENT RIGHTS

A student has the right to ask the school:

- The names of its accrediting organizations
- About programs, facilities and faculty
- The cost of attending and the school's refund policy for students who drop out
- The school's method of determining satisfactory progress and what happens if a student does not make satisfactory progress.
- About specific facilities and services available to the handicapped.

### Transcripts

The transcript or certificate of completion is to be withheld until all fees and charges have been met (unless there are extenuating circumstances noted in a written agreement between the student and school director). Students may obtain a transcript from the school office upon request if he/she has fulfilled his/her financial obligation to the school.

### Make-Up Work

Students are required to make up all assignments, exams, or other work missed as the result of an excused or unexcused absence. The student must make arrangements with the instructor for scheduling to ensure that all work is made-up within a reasonable period as outlined by his/her instructor.

### Enrollment Time

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school.

### Truth-In-Lending Statement & Collection Policies

All prices for courses are printed herein. There are no carrying charges or service charges connected or charged with any of these programs. Contracts are not sold to a third party at any time. Cost of credit is included in the price cost for the goods and services. The school may use any means it deems necessary to locate and collect overdue balances. Students are billed for 90 consecutive days. If after this period, payment or payment arrangements have not been made, the account will be turned over to a collection agency for collection.

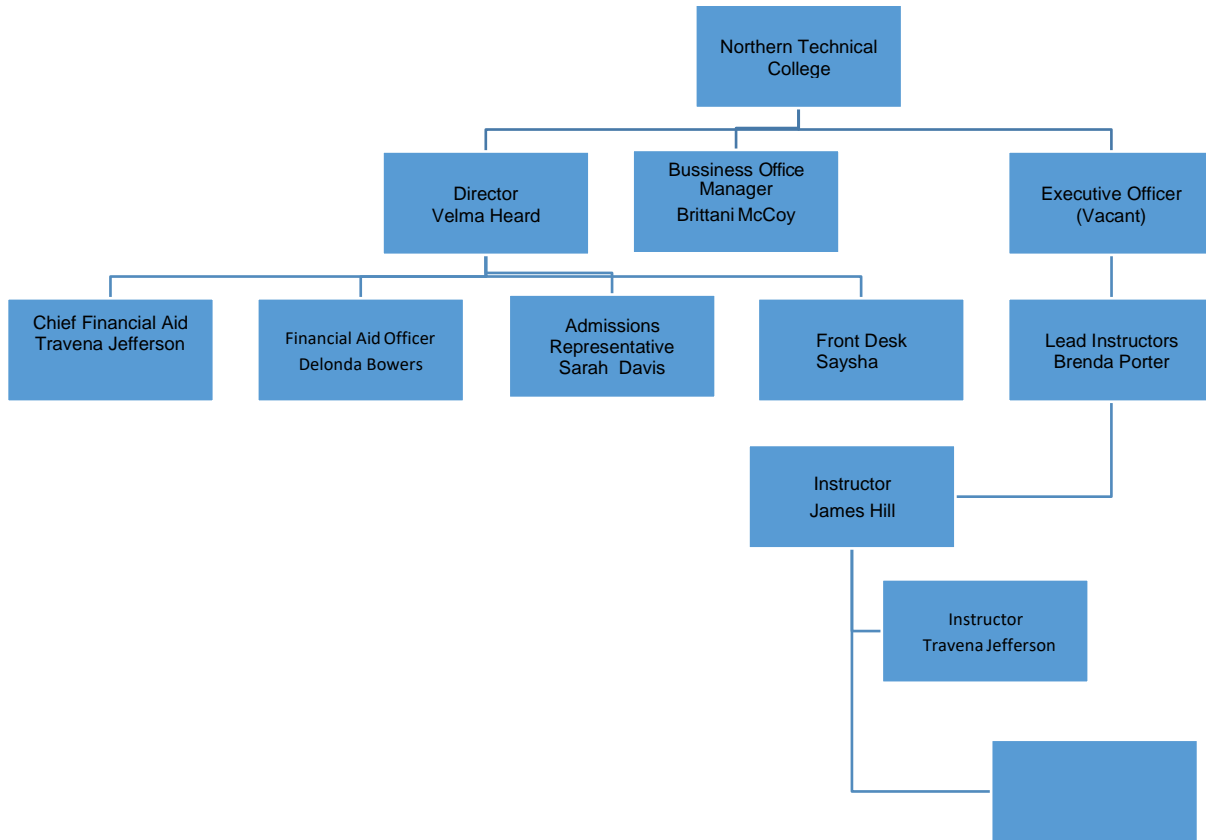
### Student Complaint/Grievance Procedure

**The school practices an open-door policy; encouraging students, staff, or clients to bring areas of misunderstanding, confusion, complaint, or dissension to school administrator's attention in written format. It is the intent of school personnel to practice the art of good listening skills. All complaint/grievances are taken very seriously, reviewed carefully, and a written response is provided to the complaint. If someone feel that the school has inadequately addressed a complaint or concern, they may consider forwarding a copy of the original complaint document to the licensing agency, if the matter is not resolved to their satisfactory, the original document may be forwarded to the Accrediting Commission and/or the Arkansas State Board of Barbers, in that sequence.**

**A copy of the COMPLAINT/GRIEVANCE FORM is available at the school and may be obtained by contacting Travena Jefferson or the admissions office.**

**I further agree to comply with the following stipulations: No change or representation in the contract will be recognized unless made in writing. No responsibility is assumed by the school for any negligence, carelessness, or lack by one or more students while practicing any part of the school program upon another. Students are responsible for their own equipment and personal property. Students must obey all rules and personal hygiene sanitation while in school. Students will not be permitted to class without clean, proper attire, and necessary equipment and supplies.**

Organizational Chart



Northern Technical College  
103 Brenda Street Hot Springs, AR 71913  
2215 East Harding Pine Bluff, AR 71601  
Telephone: 870.536.6852  
Fax: 870.536.6802

Licensed by the Arkansas State Board of Barber Examiners

501 Woodlane – Room 311C  
Little Rock, AR 72201-4512  
501.682.4035

\*National Accrediting Commission of Cosmetology Arts and Sciences

3015 Colvin Street  
Alexandria, VA 22314  
703.600.7600

\*Disclaimer: The school is licensed to operate in the state of Arkansas

I hereby certify that I have received a copy of this catalog prior to enrollment and have reviewed its contents, understand all policies contained herein, and agree to comply with the same.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_