



2023-2024 CATALOG

1211 EAST DOUGLAS AVENUE
WICHITA, KANSAS

67211

14133 US HWY 40
KANSAS CITY, MISSOURI 64136

www.otbcollege.com

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The catalog may be updated through the 2022-2023 award year. Old Town Barber College reserves the right to change the contents of this catalog at any time.

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Welcome!

Old Town Barber College, an acknowledged leader in the education of Barber Stylists, welcomes you and your desire to achieve your fullest potential in the barbering profession.

Old Town Barber College invites prospective students to visit our facilities. You will find our friendly administration and faculty pleased to give you a tour of our school and answer any questions you may have concerning the dynamic barbering industry. We look forward to serving you.

Old Town Barber College is successful only when our students have been successfully placed in the field related to their training. True Success involves a balance of a marketable skill, knowledge to support that skill, and the attitude traits of the individual to facilitate progress toward the realization of a worthy ideal. Our primary goal is to provide each enrolled student quality training along with an environment conducive to acquiring real-world skills by adopting a straightforward, pragmatic methodology.

Our students are provided the opportunity to learn Barber Hair Styling. Old Town Barber College prepares students to become “shop/salon ready” and have the ability to pass the Kansas licensing exam for an entry level position in the barber industry. Students are equipped to move into positions such as Barbering, Barber Shop Manager and BarberShop Owner. Education occurs in the classroom as well as in our full- service barber styling customer service area providing services to clients.

Our staff are here for our students, our goal is your success!

Management

OLD TOWN BARBER COLLEGE HISTORY AND INFORMATION

History

Old Town Barber College opened in Wichita, Ks in March of 1955 and is one of the oldest continually operating schools in the State of Kansas. Old Town Barber College is incorporated under the name of Kansas School of Barbering, Inc.; a Kansas corporation. The main campus opened a new branch campus located at 14133 US HWY 40, Kansas City, Mo in September of 2018.

Current ownership has a combined 50 years of experience in higher education. This experience includes school ownership, director, admissions director, student services director, and instructor. The current owners are engaged in daily school operations and oversight.

Mission Statement

Our mission is to provide an educational environment that is based on quality professional training; fulfilling all State and US Department of Education compliance requirements for entry-level licensure, with the goal of producing highly trained, dedicated and fully qualified professionals for the barbering industry.

Educational Objectives

From day one the student will receive practical, theory class and instruction. We will use the Theory of Barbering to support the essential knowledge of the industry using the classroom, videos, library, and textbooks. The student will learn to apply what was learned and incorporate these ideas when doing their practical services on real customers in the Lab. This teaching environment mimics that of a real barbershop, helping students practice barbering with confidence. Students will be taught using proper and modern techniques in haircutting, shaves, scalp massage, facials, perms, hair coloring and shop management.

Description of the School

Wichita: Old Town Barber College at 1112 E. Douglas, has over 2,500 square feet of space with modern facilities and equipment. The College includes two classroom areas and a large customer service area. The customer service area has a total of 23 barber chairs each equipped with a back bar. Old Town Barber College is wheelchair accessible. The current facility is equipped to accommodate a maximum of 46 total students. Introductory classes on average consist of 5–10 students.

Kansas City: Old Town Barber College at 14133 E. 40 Hwy, has over 6,000 square feet of space. This facility is equipped with two classrooms. Each classroom has a capacity for 30 students. The classrooms are equipped with overhead projector and screens, white boards, video player and sound system for instruction.

The student area is in the rear of the building and contains a student locker area, lunch and break room equipped with kitchen amenities such as refrigerators, microwaves and study area. The Learning Resource Center is located outside of the student classrooms.

The Lab training area has 26 individual student stations, and a shampoo area with 5 stations. The campus business area is separate from the student education area and contains administration offices and work area. The reception area has the capacity to hold 8 – 10 guests with two employee workstations.

Accreditation and Approvals

Old Town Barber College has been granted accreditation by the Accrediting Commissions of Career Schools and Colleges (ACCSC), an agency recognized by the United States Department of Education since 1965. In 1967, the commission received recognition from the U.S. Department of Education as a non-profit, independent accreditation agency which confirmed the commission's status as a reliable authority for the establishment of educational standards. A student or any member of the public may file a complaint about this institution with ACCSC.

Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
P: 703.247.4212
www.accsc.org

Old Town Barber Colleges are approved by the Kansas State Board of Regents, the Kansas Board of Barbering, the Missouri Board of Cosmetology and Barber Examiners, the US Department of Education, the US Department of Veterans' Affairs, and Vocational Rehab.

Kansas Board of Regents (Wichita) 1000
Southwest Jackson Street, Suite 520
Phone: 785-430-4240
Topeka, Kansas 66612

Kansas State Board of Barber Examiners
(Wichita)
700 Southwest Jackson, Site 2001
Topeka, Kansas 66603

Vocational Rehabilitation
Services (Wichita)
2601 South Oliver
Wichita, Kansas 67202
316.337.7000

Kansas Commission on Veterans'
Affairs
(Wichita)
700 S.W.
Jackson
Suite 1004
Topeka, Kansas 66603

Missouri Board of Cosmetology and
Barber Examiners (Kansas City) 3605
Missouri Boulevard
P.O. Box 1062
Jefferson City, MO 65102-1062

Vocational Rehabilitation Services
(Missouri)
Phone
573-751-3251
Toll Free
1-877-222-8963
info@vr.dese.mo.gov

Kansas City Veterans Center
4800 Main St Ste 107, Kansas City ·
(816) 753-1866

United States Department of Education
400 Maryland Avenue, Southwest
Washington, D.C. 20202

ADMISSIONS

Admissions Procedures

Old Town Barber College Admissions Office is located at 1211 E. Douglas Avenue, Wichita, Kansas. The Kansas City office is located at 14133 US HWY 40, Kansas City, Missouri. Regular business hours are Tuesday through Friday 8:00 am-6:00 pm and Saturday 8:00 am to 4:00 pm. Appointments can be made if you are unable to meet during regular hours.

As part of the formal enrollment process, prospective students are required to visit the school, participate in a tour of the facility, and complete the necessary application material for admission with the Director of Enrollment, interview with financial aid, and pay a \$50 non-refundable enrollment fee.

A student is considered enrolled at OTBC once they sign their enrollment agreement and accepted by an OTBC official. Prior to the signing of the enrollment agreement, the school will provide and encourage prospective students to review the school catalog along with gainful employment performance disclosures. These materials are also posted on the institution's website at www.otbcollege.com. These documents will assist the student to make an educated selection of the program of study offered by this College. The institutional catalog and disclosures are updated annually. The catalog is subject to change without notice.

Admission Requirements

Applicants are admitted as students once they have met the following criteria:

1. Be 16 years of age.
2. Meet all requirements for State Application for Missouri or Kansas.
3. Provide evidence of following: high school graduation, passing General Educational Development (GED) scores, or other equivalent.
4. OTBC reserves all rights to review all applicant requests for admissions. With cause, the College Administration and/or the Campus Director may deny admission.

Non-Discrimination Policy

OTBC does not discriminate based on race, color, religion, sex, sexual orientation, handicap, financial status, age, ethnic origin or residence, or any other protected class of persons by law in its admissions, staffing, instruction, and/or graduation policies.

Orientation

Orientation for students is held on the first day of each class start. All new students, transfers and re-enrolled students are required to attend orientation prior to beginning coursework. At orientation, students will be informed of school policies, regulations, provided a tour of the facility and provided the opportunity to ask questions about the college and their program of study. Students are issued an orientation packet with information along with required documents that must be signed and placed into their student files. Students must have visited the school prior to orientation, turned in all required preliminary documents for enrollment, and selected a course schedule. Students will learn how to use the college's fingerprint computer time-clock system for attendance. For the computer time-clock system, students will use their fingerprint for identification. When clocking in or out, the student must confirm that the time clock transaction was completed before walking away from the time clock computer.

Credit for Previous Training

At a minimum, 25% of the clock hours required for non-degree and undergraduate degree programs must be completed at the school awarding the degree. Appropriate credit may be granted for prior training hours at the discretion of the college and upon verification by college officials of its validity of any transcripts submitted. The college may not elect to accept all or any of the previous hours of training and operations. The transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress (SAP) evaluation periods are based on actual contract hours at the institution.

Notice Concerning Transferability of Clock Hours and Credentials Earned at OTBC

The transferability of clock hours a student earns at Old Town Barber College is at the complete discretion of an institution to which the student may seek to transfer. OTBC does not guarantee transfer of credits, this is solely up to the receiving institution. Acceptance of the certificate a student earns for completing any program at OTBC is also at the complete discretion of the institution to which the student may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all the coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending OTBC to determine if you will receive credit for the classes you complete at OTBC.

Re-Enrollment Policy

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

ACADEMIC INFORMATION

Certificate Barber Program

The program shall consist of twelve hundred (1,200) clock hours (10 months;40 weeks) of technical instruction and practical operations covering all practices and the art of barbering. The Barbering program is designed to prepare students for the state licensing examination and for entry-level employment as a barber.

1200 Hour Barbering Program Outline

Hours	Description
280 Hours	History of Barbering and Scientific Fundamentals, Professional Ethics, Hygiene Grooming and First Aid, Study of the Hair, Skin, Scalp and Structure of the Head, Elementary Chemistry, Sanitation, Sterilization, Bacteriology, and Economics of Shop Management
800 Hours	Barbering Practical Work, Shaving, Facials, Massage Honing and Stropping, Male and Female Haircutting and Styling, Permanent Waving, Hair Tinting, Temporary, Semi-Permanent and Permanent
120 Hours	Shop Management, Business Management and Laws Relating to State Barber Boards
1200 Total Hours	

Grading System

Instructors record all grades on each student's written and practical work. Examinations are given to determine student's comprehension and instructor's success. At the end of each month, the instructor will confer with their students for the purpose of reviewing the past month's activities (grades, attendance, etc.).

The following grade scale is used to grade in both theory and practical work:

Letter Grade	Percentage	Points
A	93% - 100%	4 Points
B	85% - 92%	3 Points
C	77% - 84%	2 Points
D	70% - 76%	1 Point
F	Below 70%	Failure

Graduation Requirements

Students must complete the required theory hours and practical operations with a GPA of "C" (80%) or better, attendance of 67% and have cleared all financial obligations to the school in order to be awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering License Exam.

Licensing Requirements

To become licensed as a barber, an applicant must be 16 years of age. However, per the Board of Barbering, students who attend OTBC must have either a high school diploma, documentation of passing the General Education Development (GED) test, or another equivalency. A barbering license will be granted by the appropriate state board of barbering only after the student has successfully completed and graduated from their respective program and passed the Board of Barbering Licensing Exam with a score of 80% or better in both the Theory and the Practical parts of the exam.

Tuition and Fees:

Tuition	\$15,300.00
Barber Kit and Clinic Supplies	\$1,800.00
Books	\$200.00
State Fees	\$200.00
Administrative Fees	\$300.00
Application Fee	\$50.00

OTBC reserves the right to change the tuition and fees and make subject changes without prior notice when necessary; any change will not affect current attending students. OTBC may offer special tuition rates to eligible individuals associated with affiliated businesses or agencies. For a complete list contact your financial aid office. Cash discounts on tuition may also be available, please contact your financial aid office.

Students are required to purchase new textbooks, student uniforms and a barber kit necessary for training purposes upon enrollment. These items are non-refundable and non-returnable, if used. The school cannot sell used books due to outdated materials or curriculum changes. Uniforms are customized with the student's name and therefore cannot be used for re-sale to a new student. The barber kit cannot be re-sold for sanitation reasons.

Textbooks, Equipment and Supplies

Textbooks and smocks will be issued to students during their first 30 days of their program. During the first 30 days of the program, each new barbering student will be issued a complete kit of equipment with carrying case. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost and/or broken articles. The college is not responsible for a student's equipment if it becomes lost or stolen. Students must learn to be responsible for the tools of their trade.

FINANCIAL ASSISTANCE

Financial Aid Application Procedure

Old Town Barber College provides financial aid to those who qualify. Abiding by federal and institutional guidelines, Old Town Barber College seeks to meet our students' financial need and help students make responsible financial decisions. The College is committed to providing our students with information they need to make college as affordable as possible. Old Town Barber College's Financial Aid Office is available to help make educational goals obtainable. Students must file a Free Application for Federal Student Aid (<http://www.fafsa.ed.gov>) to determine financial need. All applicants must be United States Citizens or eligible non-citizens. Satisfactory Academic Progress must be maintained while attending the College to continue to receive federal or private financial funds.

Prospective students and their parents/spouses are encouraged to visit with the Old Town Barber College's Financial Aid Office for detailed information about financial assistance programs available. A student who needs financial assistance is urged to contact the College as early as possible. A student's financial package may be certified up to the cost of attendance at Old Town Barber College and once disbursed, federal funding is applied to the student's account. The College has the right to deny any student Federal Loans if the loans are deemed to be detrimental to the student's financial situation.

A financial aid administrator is available during the designated hours of operation to assist any prospective student in determining their financial need.

Student financial aid at Old Town Barber College is calculated at full-time status, which is defined as completing a minimum of 900 clock hours. If students attend less than full-time status, their financial assistance may be recalculated.

Student Eligibility Requirements

To be eligible for and receive Title IV financial assistance at OTBC College, an applicant must meet certain eligibility requirements, such as the following requirements:

- Meet enrollment requirements
- Be accepted forenrollment
- Be an active student in an eligible program
- Have a high school diploma, the recognized equivalent of a high school diploma such as the general educational development certificate (GED) or has completed homeschooling at the secondary level as defined by state law.
- Be a U.S. citizen or eligiblenon-citizen.
- Cannot be in default on a Title IV loan.
- Cannot owe a refund on a Title IV grant.

Financial Aid Programs Available

The College participates in the following programs: Federal Pell Grant, Federal Direct Subsidized Loans, Federal Direct Unsubsidized Loans, Federal Direct PLUS Loans and Veteran Education Benefits. Students must meet the institution's standards of satisfactory academic progress to remain eligible for Federal

financial assistance.

Terms and Conditions for Financial Assistance Programs Available

- **Federal Pell Grant** - This is a federal student assistance program which does not require repayment. Students must file a Free Application for Federal Student Aid. Awards are based on enrollment status and the demonstration of financial need. Yearly amounts may vary based on federal appropriations.
- **Federal Subsidized Stafford Loan Program** - This program provides low-interest loans to qualifying students enrolled in Old Town Barber College at least half time. Loan amounts vary according to financial need and grade level. Interest payments are made by the government while the student is enrolled in school at least half time. ***THIS IS A LOAN AND REPAYMENT IS REQUIRED.***
- **Federal Unsubsidized Stafford Loan Program** - This program provides low-interest loans to qualifying students enrolled in Old Town Barber College at least half time. This loan may be used in conjunction with the Federal Subsidized Stafford Loan. The student is responsible for interest payments while attending school. Interest payments may be deferred upon request. ***THIS IS A LOAN AND REPAYMENT IS REQUIRED.***
- **Federal PLUS Loans** - Federal PLUS loans are credit-based loans for parents who wish to borrow funds to help pay for their dependent child's/children's education. This loan provides additional funds for educational expenses. Parent Plus loan deferments may be available to parents, and they may contact the Department of Education or their Financial Assistance Office for more information. ***THIS IS A LOAN AND REPAYMENT IS REQUIRED.***

More information regarding federal student loan programs can be found at www.studentaid.gov/

The Rights and Responsibilities of the Borrower

The borrower is responsible for:

- Repaying your loan, including accrued interest and fees regardless of whether you complete your education, obtain employment, or are satisfied with your education.
- Completing exit counseling before you leave school or drop below half-time enrollment.
- Notifying your lender or the current holder of your loan if you change your name, address, or phone number; drop below half-time status; withdraw from school or transfer; or change your graduation date.
- Directing all correspondence to your current loan holder, which could change during the life of the loan.
- Making monthly payments on your loan after leaving school, unless you have been granted a forbearance or deferment.
- Informing your lender or your current loan holder of anything that might change your eligibility for an existing deferment or forbearance.

The borrower has a right to:

- Receive a copy of your promissory note before or after the loan is made.

- Before repayment of your loan begins; receive a disclosure statement, including information on interest rates, fees, loan balance, and the size and number of payments.
- Benefit from a six-month grace period after you leave school or drop below half- time enrollment before your loan payments begin.
- Prepay all or part of your loan without a prepayment penalty.
- Receive written notice if your loan is sold to a new holder.
- Apply for a deferment (if eligible) of your loan payments for certain specified periods.
- Request forbearance from the holder of your loan if you are unable to make payments and do not qualify for a deferment.
- Receive proof of discharge when your loan is paid in full.

Please refer to the Federal Student Guide for more information on student assistance and repayment: www.studentaid.gov

Please refer to the National Student Loan Data System (NSLDS) for more information on student specific federal loans and grants: <http://www.nslds.ed.gov>

Entrance and Exit Counseling Requirements

Entrance Interview: As part of the Financial Aid process, the Financial Aid Administrator conducts entrance counseling as required by the Department of Education for student loan borrowers. Entrance counseling may be conducted in one-on-one interviews, a group session and/or electronically. Student loan borrowers must complete the required entrance counseling documentation.

Exit Interview: At the completion of or withdrawal from a program, the Financial Aid Administrator conducts exit counseling as required by the Department of Education for student loan borrowers. Exit counseling may be conducted in one-on-one interviews, a group session and/or electronically. Student loan borrowers must complete the required exit counseling documentation. In the event the student loan borrower does not complete exit counseling with the Financial Aid Administrator, required exit counseling documentation will be mailed to the student.

For more information contact the OTBC Financial Aid Office.

State Financial Assistance

State funding organizations provide funding to help qualified students meet the costs of post-secondary education. Awarding of funds is determined by the individual organizations. State funding programs include:

- Veteran’s Education Training
- Workforce Innovation and Opportunity Act (WIAO)
- Workforce Development
- Trade Readjustment Allowance (TRA)
- Social Rehabilitation Services (SRS)
- Vocational Rehabilitation

Veteran Affairs Benefits (VA) –

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at: <https://www.benefits.va.gov/gibill/>

- Chapter 33—Post 9/11 GI Bill® – Active Duty
This education benefit is available to eligible veterans and service members. For more information regarding Chapter 33, please visit the VA website at <http://www.gibill.va.gov>

- Chapter 30 - Montgomery GI Bill® – Active Duty
This education benefit is available to any man or woman who is active duty or honorably discharged from the military and completed his/her high school education. The VA office determines eligibility for this program. Current monthly entitlement amounts are listed at <http://www.gibill.va.gov>

A student may qualify for increases above the basic monthly rates. The additional money is referred to as a “kicker.” The VA office and the VA website have information regarding who qualifies for “kicker.”

- Chapter 1606 - Montgomery GI Bill® – Selected Reserves
This program is for members of the Selected Reserve, including the Army, Navy, Air Force, Marine Corps and Coast Guard Reserves, the Army National Guard and the Air Guard. The selected Reserve component decides who is eligible for the program.

- Chapter 35 - Dependent Educational Assistance Benefits
This program provides education benefits for the spouse and dependent children of veterans who are permanently and totally disabled from service-connected causes, veterans who died in service or who died of service-connected causes, and certain other veterans and service persons, such as those currently missing in action or captured in the line of duty. The VA determines eligibility for these benefits.

Students who do not meet the institution's standards of satisfactory progress, or those students who withdraw from school, forfeit all future Federal financial assistance funds for which they previously were eligible until reinstated by the College.

Veterans Benefits and Transition Act of 2018

In accordance with Section 103 of the Veterans Benefits and Transition Act of 2018, Kansas School of Barbering; dba Old Town Barber College ensures that we will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirements that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

SATISFACTORY ACADEMIC PROGRESS (SAP)

The Higher Education Act requires students to maintain SAP toward completion of their program to receive financial aid. The SAP standards require that students successfully maintain a specified grade average and proceed through the program at a pace leading to completing within a specified time frame. All students must maintain satisfactory academic progress (SAP) in both attendance and academics. Satisfactory Academic Progress is defined as follows:

Students must maintain qualitative (grade-based) and quantitative (time-based) standards and these standards must be reviewed at specific evaluation points.

The qualitative standard includes maintaining a minimum Grade Point Average (GPA) of 80% at the end of each evaluation point.

The quantitative standard includes maintaining minimum attendance to progress towards program completion. To meet minimum quantitative standards, OTBC students must attend at least 67% of the scheduled hours on a cumulative basis during each evaluation period.

Official evaluations occur at the end of each payment period. Evaluation periods are in actual hours. Students achieving the minimum percentages specified in the chart below will be meeting SAP until the next evaluation point.

Barbering Program, 1200 Hours, 40 weeks, 10 months

Completed Hours	450	900
Cumulative GPA	80%	80%
Attendance	67%	67%

Maximum Time Frame

All program requirements must be completed within a maximum time frame of 150% of the program length, as measured in calendar time. The Barbering program, 1200 hours/40 weeks in length must be completed within 60 weeks/1800 hours (15 months). Time spent on an approved leave of absence is not counted against the maximum timeframe.

Financial Aid Warning

Any student failing to maintain the minimum SAP standard at their evaluation point is placed on academic and financial aid warning and may be eligible to receive financial aid. A financial aid warning status may be assigned without an appeal or other action by the student. The warning period is equal to one payment period. The student will be notified in person, through email or text and counseling to improve attendance to enhance their educational experience and limit over contract fees.

Financial Aid Probation

At the end of the warning period, any student failing to meet minimum satisfactory academic progress standards is placed on academic probation and is not eligible to receive financial aid. The student may file an appeal. If the appeal is approved, the student may receive financial aid during the probationary period. While a student is on financial aid probation, OTBC may require the student to fulfill specific terms and conditions as outlined in an academic plan. At the end of one payment period on financial aid probation, the student must meet the institution's satisfactory academic progress standards or meet the requirements of the academic plan developed by the institution and the student to qualify for further Title IV, HEA program funds. OTBC does not limit the number of times a student may appeal a probationary period for academic or financial aid purposes, however filing an appeal does not guarantee approval of additional probationary periods and failure to meet Satisfactory Academic Progress may result in dismissal.

Financial Aid Appeal

The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as injury or illness of the student or death or severe illness in the immediate family. Before an appeal may be granted, a written academic plan must be provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum time frame allowed.

Students reinstated upon appeal are on a probationary status for the next evaluation period. The student may continue on probation if he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until satisfactory academic progress status is regained.

Interruption, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence (example: sickness of self, jury duty, military duty, or extenuating circumstances), 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 and maximum time frame 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.

The school does not issue "incomplete" grades. Student failing to complete an assignment within the designated time will have 10 points per day deducted from the earned assignment grade until the work is submitted or the grades become a "0" whichever occurs first. Students failing to take a test on the designated test date will have the opportunity to make up the test on the designated test makeup date only. A grade of "0" will be entered if the student fails to meet this requirement.

Students who withdraw prior to completion of the program and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

Noncredit, Remedial Courses, and Repetitions

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

The recorded grade for a student required or choosing to repeat an assignment will be calculated by

averaging the two grades together. In no case will a student be permitted to repeat an assignment more than once. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame. Students who withdraw from the program will receive a grade of 0% in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution.

Transfer Hours

Transfer hours from another school that are accepted toward the student's education program are counted as both attempted and completed hours in determining when the allowable maximum time frame has been exhausted. SAP evaluations are based on actual contract hours. The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll.

Reinstatement of Financial Aid

Students may be terminated for not maintaining satisfactory academic progress. A terminated student may apply for re-admission after a 6-month waiting period and a personal interview with the director. The student may reestablish their eligibility to receive assistance under the Title IV programs by meeting minimum SAP standards as indicated in the OTBC catalog. A student's Title IV aid eligibility will be reinstated if the student prevails upon appeal or regains satisfactory academic progress status by meeting the qualitative and quantitative requirements.

ATTENDANCE POLICY

Old Town Barber College views class attendance as an individual student responsibility. Students are expected to attend their scheduled classes each day for the full number of hours scheduled weekly per their enrollment agreement. All absences and class attendance are regularly recorded. It is the responsibility of the student to contact in advance the administrative personnel and/or the academic personnel if they will be absent or late. Students who do not meet the requirements and have not provided valid documentation for excusing absences (i.e. doctor's note, court documents, etc.) within 1 week (7 calendar days) will have those absences count as *unexcused*.

Attendance must be maintained at an average of 67 percent of the scheduled attendance if the student is expected to complete the course of study within 1.5 times of the period stated in the enrollment agreement. Students are required to make up the lessons and exams missed due to absenteeism. The Director of Academics will review excessive tardiness or absences with the student to determine possible corrective action to the issue on hand.

Time Clock

Students must clock in/out using their fingerprint on the school's time clock system for accurate punches. Students must be present when clocking in/out. A thirty (30) minute lunch break shall be taken when a student attends over a 6-hour class day. If you are attending a 6-hour class day or less and desire to take a lunch break (no more than 30 minutes), then the break must be deducted from your daily total and you must record the clock in/out on your time card for the lunch break. Since the time clock is the official method of verification for time spent in the program, no student will receive credit for any hours that do not appear on the time clock records.

Students who fail to clock in or out are required to meet with the Director of Academics and complete a revision sheet. This revision sheet will be signed and dated by the student and Director of Academics and placed in the student's file. Excessive revisions to a student's timecard due to the negligence of the student will result in disciplinary action. In the event of electrical failure or computer malfunction, sign-in sheets will be utilized. Students will not be given credit for clocking in early or clocking out late without prior permission. Clocking another student in or out is grounds for immediate withdrawal from the school.

Absence

Students who have more than two consecutive weeks of absences (14) consecutive calendar days will be withdrawn from their program. Pre-arranged absence(s) must be approved in advance at least two (2) days prior to the requested absence. The student is responsible for providing satisfactory evidence to the Director of Academics to substantiate the reason for the absence within one 1 week (7 calendar days) of the last date of attendance. Absences will be either *excused* or *unexcused*. Any unexcused absence cannot be considered for Make- Up time. A student shall be excused from school when the absence is due to illness, medical appointments, funeral of immediate family, jury duty, or other circumstances outside of the student's control. Other reasons that are requested in writing will be considered for approval by the Director of Academics.

Students who provide the necessary documentation to excuse their absences will be allowed to

complete make-up hours for the time they were absent (see Make-Up Hours). Students who request time off in advance must schedule make-up time at the time they submit their request. This does not apply to students requesting a Leave of Absence. Failure to submit documentation to excuse absences will result in the student remaining unexcused for those days and they will not be able to complete make-up hours on the days or times they are not scheduled to help them graduate on time. Instead, their enrollment may be extended for them to complete their missing hours and overtime charges may be accrued.

After a student accrues three (3) consecutive unexcused absences, the student must meet with the Director of Academics. The Director of Academics may impose disciplinary actions as appropriate to the student's situation. If the student fails to correct their attendance problem, the student may face additional disciplinary action such as termination from the college. In the case of suspension these days are treated the same as unexcused absences and cannot be considered for make-up time.

Tardiness

For students to be successful and productive, they must develop habits of punctuality. Since tardiness is neither responsible nor productive, and since it is disruptive to the educational process, students will be held accountable for punctuality. A student is considered tardy for arriving any time after their approved scheduled start time.

Students are given one (1) hour to get into their designated class on time. Students arriving one (1) hour after their start time will not be allowed to clock in. This loss of hours will result in the student not meeting his/her contracted course end date and could be charged additional fees. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the Director of Academics. If the student's attendance behavior does not change after being given counseling or disciplinary action, they may be withdrawn. Unexcused tardiness will also constitute a student ineligible for Make-Up requests.

Class Truancy

Cutting class shall be considered equal to an unexcused absence. A student who cuts class will lose the hours for that day that they were not present. Students who are clocked-out/sent home for the day will also be considered as an unexcused absence. All practical applications and theory hour requirements must be completed before the end of the contract and before a student can be considered a graduate from their program.

Make-Up Hours

A student absent from school shall be allowed to make up hours and all assignments and tests missed for the excused absence. Students may not make-up hours missed during an unexcused absence. If a make-up day is approved and scheduled, the student will be held responsible if he/she does not attend the scheduled make-up day and will not be able to make-up that time; it shall be deemed as an unexcused absence and could result in overtime charges or loss of privileges to make up time. A student must make up hours during days/times not scheduled. The Make-Up Time Form can be used to make up one (1) shift/schedule of missed time. The form must be submitted to the Director of Academics for approval prior to making up time. Students must clock in/out for make-up hours. Separate Make-Up

Time Forms must be made and approved for each week. Students approved for make-up time will not be allowed any other unexcused absences/tardy during the week the make-up time is scheduled. If after approval the student has an unexcused absence or tardy your requested makeup will be cancelled, and you won't be eligible to make up the original excused absence.

Maximum Time Frame

The maximum timeframe in which a student shall be allocated to complete the course of study shall be one and one half (1.5) times the length of the program. This does not include time in which a student took a leave of absence.

Leave of Absence

Students may receive a leave of absence for emergency and extended unforeseen circumstances beyond their control only. Situations which may be considered for an emergency leave of absence are the following: Medical or health condition, military and any unforeseen or uncontrollable circumstance. A leave of absence will be approved only after receiving authorized documentation of the situation and the signature of the student. Under no situation may a student receive more than 180 days of leave during a twelve-month period. The student must return from the leave of absence on the day following the leave of absence. If the student does not return, the student will be dropped without notice, federal assistance will be terminated, and the Return of Title IV Funds (R2T4) requirements of the U. S. Department of Education and the institutional refund policy will be used to close the student account.

Termination

In addition to the responsibility of maintaining Satisfactory Academic Progress, a student must also be aware of the potential for termination due to the following reasons:

1. Lack of attendance.
2. Noncompliance with school rules and regulations; and
3. Nonpayment of tuition and fees.
4. A student interrupting, canceling, or terminating training must notify the school immediately.

CANCELLATION AND SETTLEMENT POLICY

If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands their money back, within three (3) business days of the signing of the enrollment agreement or contract, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark or written notification, or the date said information is delivered to the school administrator in person. If a student cancels his/her enrollment after three (3) business days but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school, less the application fee (which shall not exceed \$150).

The institutional refund policy is as follows:

% HOURS COMPLETED	% RETAINED	% HOURS COMPLETED	% RETAINED
.01% - 4.9%	20%	15% - 24.9%	45%
5% - 9.9%	30%	25% - 49.9%	70%
10% - 14.9%	40%	50% - & OVER	100%

Students are asked to notify the school immediately upon withdrawal. Any student absents without contact with the school for a period of 14 consecutive calendar days will automatically be dropped and the cancellation and settlement policy will take effect. All required refunds are made within 45 days from the date of determination.

Students who receive financial assistance from Title IV Programs (Federal Pell Grants, Stafford loans, PLUS loans) and withdraw from school are subject to the Return to Title IV Funds (R2T4) requirements of the U. S. Department of Education. Once a student has completed 60% of the scheduled hours for any payment period, no refund is due. Prior to the 60%, the R2T4 calculation is based on a pro-rated number of scheduled hours over the payment period hours. Once the R2T4 calculation is completed, students are then subject to the school's institutional refund policy. Examples of R2T4 and institutional refund calculations are published in the school's consumer information and are also available in the financial aid office for student review.

Students are required to purchase new textbooks, student uniforms and a barber kit necessary for training purposes upon enrollment. These items are non-refundable and non-returnable, if used. The school cannot sell used books to new students if they have been highlighted/written in or are outdated due to curriculum changes. Uniforms are customized with the student's name and therefore cannot be used for re-sale to a new student. The barber kit cannot be re-sold for sanitation purposes.

STUDENT SERVICES

Career Advising and Personal Attention

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

Placement

Old Town Barber College has an individual able to assist in the search for employment following satisfactory program completion and graduation. This person also maintains ongoing records of graduation and employment. Old Town Barber College, like all credible training institutions, does not guarantee employment to its graduates.

Disabled Students

Access for disabled students to the institution's facilities is available at the college. This institution does offer programs for the disabled students depending on the physical abilities of the student.

Housing

Old Town Barber College maintains no dormitories. Students are responsible for finding their own housing. The College is not required to find housing for students or assist them in their search for housing.

Transportation

Student should be able to make use of public transportation to travel to and from school at both locations.

Library Resource Center

Periodicals, texts, computers, internet access, electronic resources, other similar resources, and equipment are available for students to use. These materials are housed in the learning resource center. We provide a video library for the student's use. Electronic Video Files, DVD's and demonstrations are performed in all classrooms, as well as on the salon floor. Please ask the instructors to locate any needed resource.

Transcripts

One copy of a student's transcript will be provided free upon graduation. Additional copies may be obtained at a cost of \$15.00. All requests for transcripts must be made in writing and addressed to the applicable campus:

Transcripts, Old Town Barber College, 1211 E. Douglas - Wichita, KS 67211 OR

Transcripts, Old Town Barber College, 14133 US HWY 40 – Kansas City, MO 64136

STUDENT COMPLAINT AND GRIEVANCE POLICY AND PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org**

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting (name/position) or online at www.accsc.org.

Kansas (main campus)

In addition, for the Main campus is the contact information for The Kansas Board of Regents.

**Kansas Board of Regents
1000 SW Jackson Street Suite 520
Topeka, Kansas 66612-1368
(785) 430-4240**

https://kansasregents.org/academic_affairs/private_out_of_state/complaint_process

PUBLICATION INFORMATION

This catalog is an official publication of Old Town Barber College (OTBC) and is subject to revisions at any time. The College reserves the right to revise courses, textbooks, instructional methods, faculty, staff, provisions, or requirements described within this catalog. Such changes will not conflict with those specific areas governed by state and federal regulations. All students should read and fully understand the rules, regulations, and policies in the Old Town Barber College catalog.

The policies included in this catalog supersedes any handbook or policy statements verbal or written. The most recent versions of policies are available here. Any subsequent revisions will substitute and replace prior policy or procedure statements and become a part of this catalog. Check the OTBC web site for the latest copy of the catalog.

The catalog can be downloaded at: www.otbcollege.com

For more information about Old Town Barber College graduation rates, the median debt of students who completed our programs, transferability of credits and other important information, please visit our website at www.otbcollege.com. Requests for print copies of the catalog, supplement, addenda and/or any other consumer information published by the College may be made to the Campus Director at any time.

ADDENDUM A: INSTRUCTORS & STAFF

WICHITA INSTRUCTORS

All barber instructors have a minimum of three years barber experience (ACCSC standard).

Instructors	Credential	Year of Barber Experience
Jerry Wyatt	Barbering Certificate/Instructor License	22 Years
Franklin Boyd	Barbering Certificate/Instructor License	27 Years
Jason Cook	Barbering Certificate/Instructor License	11 Years
Atwood Williams	Barbering Certificate/Instructor License	15 Years

KANSAS CITY INSTRUCTORS

All barber instructors have a minimum of three years barber experience (ACCSC standard).

Instructors	Credential	Year of Barber Experience
Atwood Williams	Barbering Certificate/Instructor License	19 Years
Jacquelyn Emery	Barbering Certificate/Instructor License	23 Years
Lana Jones	Barbering Certificate/Instructor License	45 Years
Michael Pardoe	Barbering Certificate/Instructor License	46 Years

WICHITA STAFF

Robert Hoffman

Director of Enrollment

The Director of Enrollment has over 27 years in enrollment and student services as well as graduate placement verification.

Paulette Foster

Campus Director/Financial Aid Administrator

The Campus director is instrumental in setting parameters to judge how efficiently and effectively the school is operating and reports to owners.

The Financial Aid Administrator has been in her position for 9 years with over-site by the KC Director of Financial Aid. OTBC also engages a third-party servicer for Financial Aid processing.

KANSAS CITY STAFF

Wayne Major

Campus Director / Academic Director/Career Services

The Campus Director has over 25 years of administrative management and ensures that everyday activities on campus run smoothly. The director sets parameters to judge how efficiently and effectively the school is operating. He also oversees the Academic operations at the campus.

Daniel Carter

Director of Admissions

The Director of Admissions oversees all aspects of the admissions process.

Cathy Wetzel

Director of FinancialAid/ Student Services

The Financial Aid Director has over 30 years in higher education financial aid experience. OTBC also engages a third-party servicer for financial aid processing.

ADDENDUM B: ACADEMIC CALENDAR

Academic Year Definition

An academic year for OTBC is a minimum of 26 week and 900 clock hours.

Clock Hour

A clock hour is defined as sixty (60) minutes of theory, demonstration, floor practice, application, or customer service experience.

Class Start Dates

OTBC has one scheduled start date each month. The college has the right to make exceptions to start dates.

Projected Start and Graduation Dates	
Start Date:	End Date:
7.5.2023	4.13.2024
8.8.2023	5.11.2024
9.5.2023	6.8.2024
10.10.2023	7.13.2024
11.7.2023	8.10.2024
12.5.2023	9.14.2024
1.9.2024	10.12.2024
2.6.2024	11.9.2024
3.5.2024	12.7.2024
4.9.2024	1/11/2025
5.7.2024	2.8.2025
6.4.2024	3.8.2025

Class Schedule

Day: Tuesday – Friday 8:00a – 3:30p

10 min Break

1-hour Lunch Break

10 min Break

Saturday - 8:00a – 12:00p

Evening:

Tuesday - Friday 10: 30a – 6:00p

10 min Break

1-hour Lunch Break

10 min Break

Saturday - 12:00p – 4:00p

Holidays

The college is closed on the following holidays:

- New Year’s Day
- 4th of July
- Thanksgiving (2 days)
- Christmas (2 days)

Additional holidays may be declared for emergencies or special reasons. No program hours are awarded to students on Holidays.

ADDENDUM C: BARBER STUDENT RULES & POLICIES

Old Town Barber College's Barber Student Rules & Policies

Students are expected to adhere to the following OTBC rules while enrolled and attending

Old Town Barber College

1. Students must Clock in and clock out each day. The Clock is open at all hours and is set to only award hours that have "Clock in and a Clock out "times posted. The Clock will provide "0" hours for that day if the student does not clock in and/or clock out. At any time, it is necessary to leave the OTBC campus, you **must** clock out. Students can check their attendance at any time on the Student Portal by using any mobile device or the Student Library Resource Center.
2. Students are required to adhere to all schedules. Students must inform the instructor and/or Staff Member, prior to non-attendance.
3. Students must take all required breaks. Lunch breaks are not permitted on the clinic/lab floor, nor will food and drinks be prohibited on the clinic/lab floor.
4. At the beginning and end of each day, students must have their stations customer ready; equipment sanitized, station clean, jars satisfactory, and other required equipment as needed. Call for an Instructor to check your station once you are set up and prior to leaving your station for the day.
5. Students are always expected to be at their station or in class under supervision of an instructor; you must communicate with your instructor prior to leaving your station for any reason. Students are also required to inform the instructor prior to leaving and returning to their stations for any reason. Failure to not communicate with your instructor may result in disciplinary action.
6. Instructors will bring you the customer's service ticket. You will go to the waiting area, call your customer by the name on the ticket, and once your customer approaches you will introduce yourself while shaking the customer's hand.
7. When a customer sits in your chair for service, write your name on the ticket, and place it on the back-bar for collection by the Barber Instructor. The Barber Instructor will check your service prior to the customer leaving and collect your service ticket at that time. Do not put tickets in your pocket. Students will not perform services on customers that are not offered by OTBC, no exceptions.
8. Consult with the customer in detail prior to beginning the service to secure a complete understanding of their request. Consult with your Instructor as necessary for clarification. Always ask your instructor to "Check" the service prior to the customer leaving your chair. Always inform your instructor if the customer is unhappy in any way prior to the customer leaving the facility.
9. Upon the customer leaving, immediately begin sanitizing your station and barbering tools. Always maintain cleanliness in your area; your station must be swept around your chair along with cleaning your chair after each service. All trash and hair must be placed in the trash receptacle, no piles on the floor are permitted. Clean your mirror and sink as needed.

Upon leaving your station after completely cleaning it, place your stool in the appropriate location. Students may be asked to clean additional areas by the instructor as needed.

10. Students are only permitted to sit in the barber chairs to receive a student service that has been approved by the instructor.
11. The use of cell phones, blue tooth devices, personal music, and all other electronic devices (not approved for training), are not permitted on the floor. You may use these devices and make personal calls on your schedule breaks.
12. Smocks will be worn at all times during attendance at OTBC. No jackets or aprons are permitted over uniform smocks. Students are permitted to wear denim jeans and hats worn properly. Your jeans CAN NOT have holes or tears in them, no exceptions. **Hoodies, sweat pants, shorts, tights, and open toed shoes are NOT permitted.**
13. Appropriate language will be used at all times, no exceptions. You will use a professional tone and volume, no disrespectful, coarse language, racial slurs, or profanity will be tolerated. This is a school and place of business, and our customers will always come first and be respected at all times.
14. You are responsible for your equipment. Theft of any kind will not be tolerated. Any student caught stealing from the school, staff, or classmates may be withdrawn from the college. Appropriate authorities may be contacted if necessary.
15. To receive an OTBC diploma you must meet all OTBC graduation requirements.