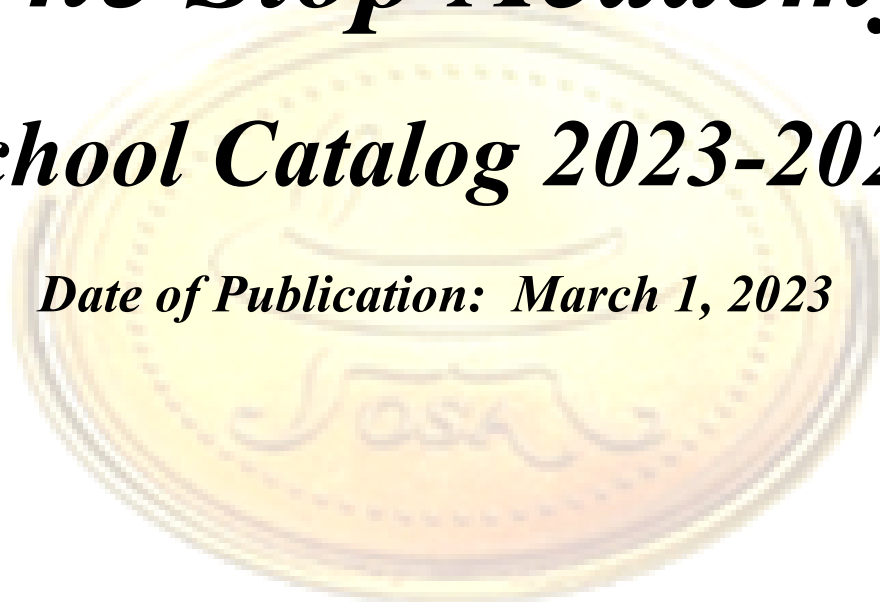


One Stop Academy

School Catalog 2023-2024

Date of Publication: March 1, 2023



Location

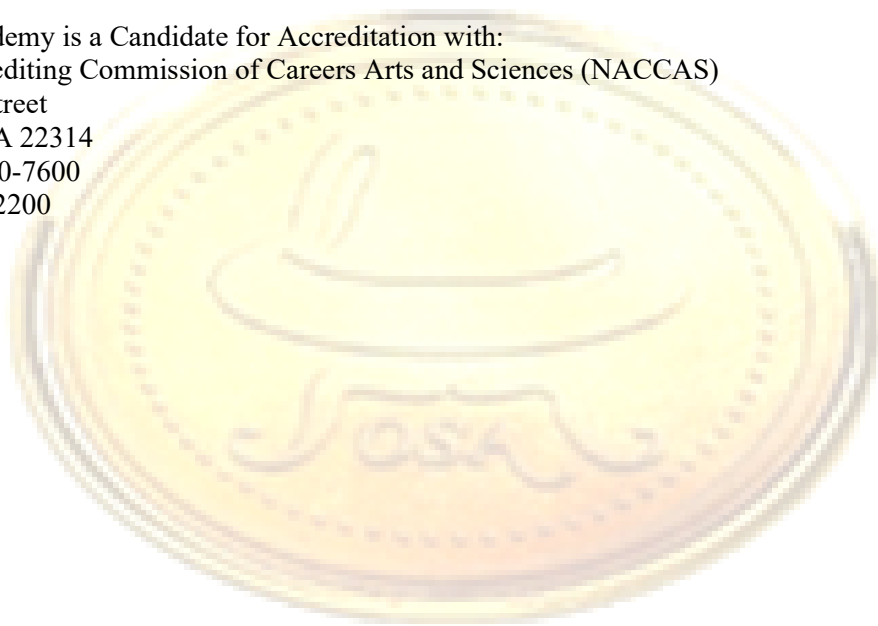
Elwood Crossing Shopping Center
2653 Hope Mills Road Units 14 & 15
Fayetteville, NC 28306
Tel: 910-229-3677
onestopacademy@outlook.com

Licensure

One Stop Academy is licensed by:
North Carolina State Board of Barbering Examiners
5809-102 Departure Drive
Raleigh, NC 27616
Phone: 919-981-5210
Fax: 919-981-5068

Accreditation

One Stop Academy is a Candidate for Accreditation with:
National Accrediting Commission of Careers Arts and Sciences (NACCAS)
3015 Colvin Street
Alexandria, VA 22314
Phone: 703-600-7600
Fax: 703-379-2200

***DISCLAIMER:***

The institution's accrediting agency has allowed flexibility in the publication of its student outcome rates if the COVID-19 Pandemic has significantly impacted the ability of students to graduate successfully, sit for licensure or obtain employment. Accordingly, any rates reported below that have been modified per these flexibilities have been adjusted as indicated in one of the following manners.

General Statement

All statements in this publication are the announcements of present policies and are subject to change at any time and without prior notice. One Stop Academy LLC owns the school (Michael Swinney – 100%) and reserves the right to make changes in program requirements and offerings, and in regulations and fees. The academy reserves the right to discontinue any program or course described in this publication at any time. While every effort will be made to give advance notice of any changes to a program or course, such information is not guaranteed or required. Italicized statements were taken from the North Carolina State Board of Barber Examiners Barbering Board's Administrative Code Book.

Statement of Philosophy

One Stop Academy is dedicated to the proposition that every aspiring student with necessary qualifications shall receive the individual training which will prepare them to take their place among the many talented professionals in the barber styling and beauty industry.

Mission Statement

We aim to effectively enhance and educate our students in Barber Styling and beyond. Our vision is to improve the lifelong educational opportunities for students and provide a quality of education strategically appropriate to their needs, interests, and abilities. The academy will achieve its mission by committing to quality educational programs and student support services that permit individuals to pursue their educational goals in a student-centered environment. The academy also seeks to strengthen its mission by providing multicultural, social, economic, and community/public service opportunities for the citizens of Cumberland County and surrounding regions. At One Stop Academy, our mission is: To prepare students in the art of barber styling, enabling them to graduate, pass state licensing exams, and become gainfully employed in the field of barbering.

Company History

One Stop Academy was established with the vision of providing a barbering school for students that would provide education and training on a 360-degree level. Our goal was always to have our student's future and best interest at heart. Not only did we want to offer some of the very best in Barber Styling training, but we also wanted to implement and integrate our training with the latest hairstyles and fashion trends. In addition, we wanted to provide inclusive training on financial and money management skills and assist those students through business planning and marketing workshops who would like to potentially own and establish future barbershops after the completion of our barbering program. Our barbering school is a model from our first barbershop, established in 2005. Its name is One Stop Barbershop. Our first physical location was in a shed behind the back of our residence in Gibson, N.C., with one barber. As the business grew, in 2006, we secured a location in the Broad Street Square complex in Rockingham, N.C. As the company continued to grow, in 2012, we remodeled another suite in the same area to allow additional stations for three barbers and one cosmetologist/natural hair care stylist. In 2017, we were presented with another opportunity to expand our business again and establish a second location in the Stone Gate Village Shopping Center in Raeford, N.C. This led us to earnestly seek after establishing a barbering school in the Hope Mills area of Fayetteville, N.C. We were pleased to say our vision was able to come to reality, with our school officially opening its doors in January 2018. Instruction for our students began on March 18, 2018.

The Campus

Our campus is in the Elwood Crossing Shopping Center at 2653 Hope Mills Road, Suite 14 & 15, Fayetteville, NC 28306. A total of 2400 square feet with two administration offices, sixteen barbering chairs, and a classroom that can seat at least thirty students. Not only are we being able to provide an opportunity for students to obtain a barbering career, but we are also able to be of service to the community by offering regular discounts and incentives to our clients who come to our school to support our student by receiving hair cutting and styling services.

An Open Invitation

Congratulations on your decision to explore the unlimited opportunities available in the ever-growing profession of "Professional Barber Styling." You can come in anytime and speak with our career counselors about your future objectives. You may begin by attending one of our classes or meeting with our staff, who will be eager to answer any questions you may have. You can observe our students and instructors creating new styles on our clinic floor or sit in on one of our theory classes. We believe in our motto that "The Training and Education" always makes a difference, making One Stop Academy an incredible school of choice! We recommend that you read this catalog carefully. It explains the laws of Barber Styling in the State Boards of North Carolina. It answers all your questions concerning eligibility, tuition and fees, refunds, rules and regulations, holidays, faculty, enrollment, absences, and more.

Administration and Staff and Faculty

Michael T. Swinney: Chief Executive Officer and Director of Education: Mr. Swinney is a Governor appointed member of the North Carolina Board of Barber Examiners. He is an alumnus of the University of North Carolina, Pembroke. He holds a Bachelor of Science in Business Administration, focusing on marketing. He has been a licensed barber in North Carolina as a Master Barber for 17 years, coupled with five years as a barber instructor.

Ammiel Y. Swinney: Director of Human Resources and Admissions. Mrs. Swinney is a retired Army Veteran with over 13 years of experience in human resources. She is qualified in matters that pertain to Veteran benefits. She holds a Bachelor of Science in Business Administration focusing on entrepreneurship from Liberty University.

Mr. Kenneth Neal (Barber Styling Instructor): 21 years as a licensed barber and over a year as a certified barber instructor. He also has nine years of experience as a barber shop manager.

Mr. Neal Stanback (Barber Styling Instructor): Mr. Stanback has been a licensed barber for the State of North Carolina 27 years. He has been licensed instructor for 18 years with 15 years' experience instructing and training students in barber-styling.

Admissions Requirements

To be considered for enrollment, an applicant must:

1. Be at least 16 years of age. If the applicant is under 18 years of age, then written approval from parents and secondary school must be provided. Applicant must have proof of completion of Postsecondary Education in order to be eligible for Title IV, federal financial aid.
2. Prospective students must provide proof of completion of secondary education such as:
 - A copy of a High School Diploma
 - General Education Development (GED) Certificate
 - Official High School Transcripts showing high school completion.
 - Official College Transcripts. Please note that the college transcript must show a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
 - In the event of a foreign diploma, evidence must be provided that an equivalency evaluation has been done by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma.
3. Complete One Stop Academy's Application for Admission.
 - a. Provide a copy of (2) forms of Identification:
 - State ID
 - Social Security Card
 - Driver's License
 - Birth Certificate
 - Military ID
4. Evaluation of the validity of a High School Diploma
 - Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures.
 - to confirm the authenticity of high school diplomas if the school or the
 - The Secretary of the U.S. Department of Education has reason to question the validity of a
 - student's high school diploma. The school may require further documentation in the form.
 - A certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign certificate) and translates them into English. One Stop Academy will then confirm that the student is eligible for Postsecondary instruction. Student self-certification is not considered sufficient proof of validity. In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state where the certificate was administered to determine if the school listed on the certification is on the state list of recognized schools.
 - The school maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills some known and some not currently known. It is also understood that the list of schools in the FAFSA drop-down box online does not guarantee that a high school is legitimate. The school makes every reasonable effort to verify the validity of questionable high school diplomas.

The current student-teacher ratio is 20:1. We reserve the right to place an accepted student on a waitlist to ensure the legal teacher student ration is adhered to for inspection compliance from The North Carolina Board of Barber Examiners

Transfer Students

The school accepts transfer hours from other schools on a discretionary basis. In addition to the admissions requirements listed, the following additional requirements must be met for all transfer students:

1. One Stop Academy reserves the right to evaluate transfer credit from other schools and under any applicable State Board Rules on transfer credit. The evaluation aims to determine whether the applicant's prior training is equivalent to the proficiency expected of One Stop Academy students at the same clock hours point in their training. The applicants will be advised of the determination, and the applicant may accept the evaluation before signing an enrollment agreement.
2. Appropriate reduction in the course of instruction will be granted for transfer credit accepted. In addition, proper adjustments will be made in tuition and fees corresponding to receiving transfer credit for any institution program.
3. **Acceptance of Transfer Credit/Military Education and Training:** Evaluation of previous education and training will be conducted and granted appropriate credit, if applicable to our available program. If granted the duration of the program would be shortened appropriately and the Department of Veteran's Affairs and student will be notified. Credit will only be granted for eligible programs. Ref. Authority 38 CFR 21.4254(d)(3).

Re-Admission Policy

One Stop Academy strongly encourages former students who have withdrawn from their Course of Study at our school before they completed the requirements for graduation, to apply for re-admission. The following are the requirements for re-admission:

1. The applicant must submit a new Application for Admission and satisfy all current requirements for admission.
2. The applicant must interview with the Director of Education.
3. The applicant must demonstrate that the condition(s) or circumstances(s) which caused their previous withdrawal from The School have been satisfactorily resolved and will not be repeated.
4. The applicant must pay the applicable re-admission fee and must pay or make acceptable arrangements to pay any outstanding tuition and fees obligations.
5. The applicant must demonstrate that he/she will have all required equipment, textbooks, workbooks, and uniform.
6. The applicant must demonstrate that he/she will be able to effectively resume their training at the clock hour level which he/she earned during their prior period of enrollment. A former student

may be required to demonstrate that he /she can achieve a passing grade or evaluation on a final examination and/or subject examination. In certain instances, applicants who withdrew more than eighteen (18) months before the date of re- admission and /or attended One Stop Academy may be required to repeat all or part of the clock hours of credit previously earned.

Nondiscriminatory Policy

One Stop Academy recognizes the importance of equal opportunity in all phase's operation. The academy has officially adopted a position of nondiscrimination based on race, color, sex, age, religion, gender, disability, national origin, ethnic origin or other non-relevant factors. This policy applies to both students and employees at all levels of the academy's operations.

Disability Admission and Support

One Stop Academy admits, as regular students, individuals who satisfy the admissions requirements and:

1. Will not present during his/her training a health or safety risk to the individual student, fellow students or clinic patrons.
2. Will be able to benefit from the training in terms of the individual's participation in all aspects of the curriculum.
3. Demonstrate a reasonable potential for passing the state's licensing examination and securing employment in Barber Styling, teaching of Barber Stylist and/or salon management. The school is in a building which allows access to persons in wheelchairs or crutches. Parking for the physically handicapped is generally available close to the schools' entrances.

Terms and Methods of Payment Policy

At One Stop Academy payments for tuition and all other fees becomes an obligation at the time of registration. To comply with these regulations, One Stop Academy asks that students read carefully the following disclosures, terms and conditions before signing their Enrollment Agreement. **Payments may be made by cash, check, money order, credit card, or through non-federal agency or loan programs.**

Students promise to pay One Stop Academy all tuition and fees incurred by a student at One Stop Academy. Students will pay under the Standard Payment Plan/Promissory Note or, with the institute permission, under the Monthly Budget Plan through One Stop Academy.

If they're any questions/concerns, please call the Student Accounts Office at 1-800-832- 5626. Students that are on payment arrangements agrees to pay his/her obligations to One Stop Academy in accordance with the terms and conditions set forth in their Enrollment Agreement.

1. Credit Card Authorization

Students are required to authorize One Stop Academy to deduct monthly payment from his/her debt or credit card. We accept all major credit cards.

2. Term of Agreement

Students will be put on a 12-month or 18-month payment agreement or depending the length of program.

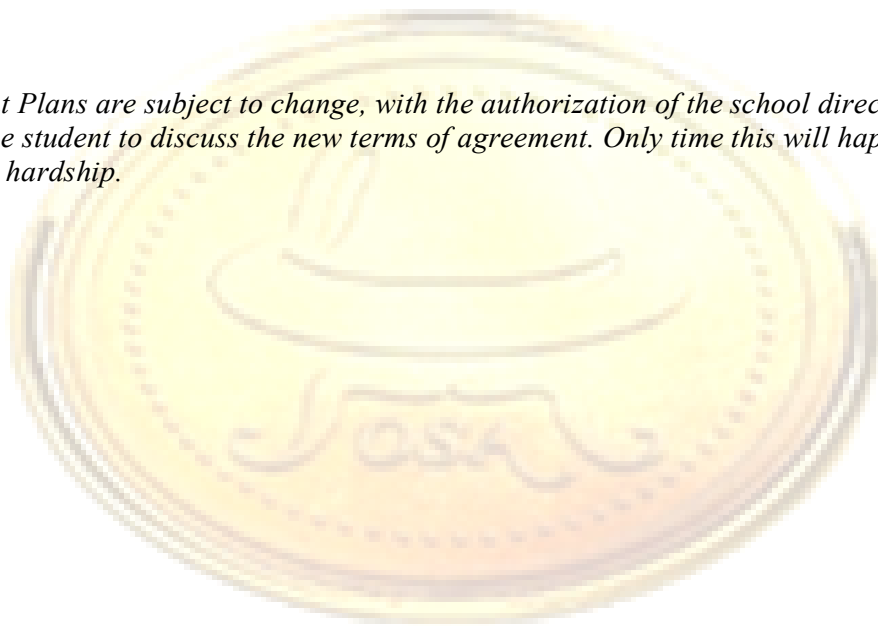
3. Prepayment

Students may prepay any amounts owing under this agreement, in full or in part, at any time.

4. Default-Collection-Remedies

Students will be in default if he/she do not make payments when due under this agreement. If students are in default, One Stop Academy may require immediate payment of all amounts owing under the agreement, including any finance charge. One Stop Academy has the right to take steps to collect the balance including but not limited to the following terms, withholding course credits, academic transcripts and diploma until the balance is paid; turning over the student's account to a collection agency; and taking legal action to collect the balance due. The student authorizes One Stop Academy to release financial information about his/her account to those concerned with collecting the balance owing. In the event One Stop Academy has to incur any expenses in collecting the student's account, the student agrees to pay all the school cost of collection. This includes, but is not limited to, a collection agency fee and/or a reasonable attorney's fee & court fees.

**Note: Payment Plans are subject to change, with the authorization of the school director and a meeting with the student to discuss the new terms of agreement. Only time this will happen if student is in default or hardship.*



Enrollment Dates

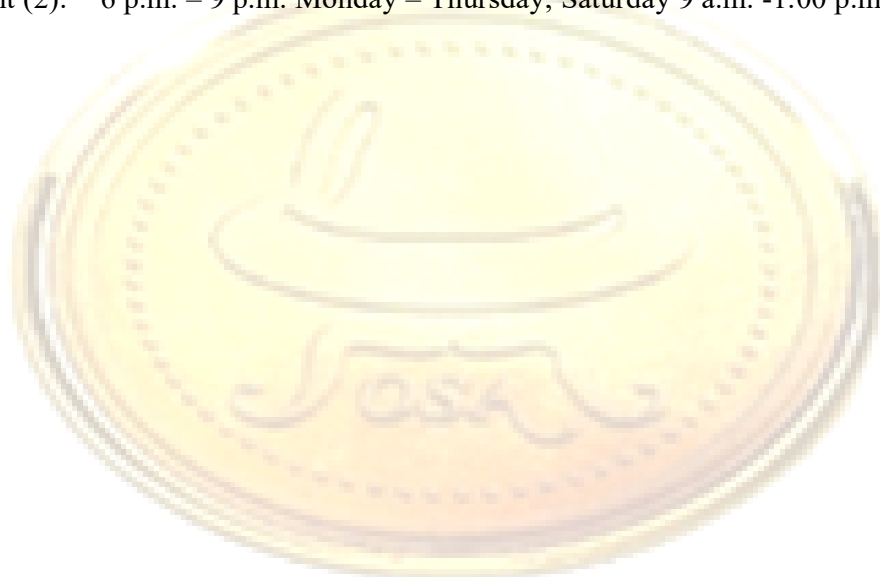
New students are generally accepted to begin classes monthly, on Mondays during the year, except when Monday is a holiday, or class starts are canceled. The school reserves the right to cancel, postpone or re-schedule any class or course due to insufficient enrollment or circumstances beyond our control. This catalog has a refund policy that provides additional information regarding canceled courses.

School Calendar

The school observes the following holidays: New Year's Eve & New Year's Day (Dec. 31 & Jan. 1), Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and the Friday after, Christmas Eve & Christmas Day (24-28), Martin Luther King Day, and Easter.

Programs Daily Class Schedule

Full-Time Day:	9 a.m.- 5 p.m. Monday – Thursday; Friday 9 a.m. -1:00 p.m.
Part Time Day:	9 a.m.- 1 p.m. Monday – Friday
Part Time Night (1):	5 p.m. – 9 p.m. Monday – Thursday; Saturday 9 a.m. -1:00 p.m.
Part-Time Night (2):	6 p.m. – 9 p.m. Monday – Thursday; Saturday 9 a.m. -1:00 p.m.



Barber Styling Program: 1528 Hours

(Course is taught in English)

1. Career Opportunity Includes, but not limited to:

Barber Styling
Shop Ownership
Platform Artist
Guest Speaker

2. Course Description

Barber-stylists possess specialized skills and knowledge that are in constant demand. Not only will graduates be practicing an art, there are also unlimited opportunities for success. Barber-stylists can advance in this field by becoming shop owner, state inspectors, chairmen of The Board of Barber Examiners, barber-styling instructor, school owners of a platform artist.

3. Course Objectives

To train students in haircutting, hair styling, permanent waving, hair coloring and all phases of theory outlined further in this catalog.

To prepare students to be able to complete the course, take the final exams given by the institute's instructors and receive a diploma.

To prepare students to take the exam given by the State Board of Barber Examiners upon completion of school. Students must pass a written and practical exam to receive a registered Apprentice Barber License. After one (1) year and no more than three (3) years, students must take an exam to become a registered barber which qualifies them to own and operate their own barber shop.

To prepare students to enter the ranks of the local and national work force as an entry level productive, contributing individuals by translating their newly acquired knowledge into usable, working and practical skills.

To prepare students to perform the duties and accept the responsibilities of the job for which they are trained in an efficient and professional manner.

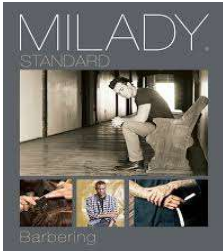
4. Instruction Methods

The barber styling program consists of theory and practical demonstration and instruction. Our theory class implements the use of visual aids, audio technology, Microsoft Office, classroom participation and management, workbook, student exam booklet and Milady's 6th Edition student textbook. The clinical floor utilizes practical demonstration and instruction through instructor demonstrations, workshops, Milady's student barber kit, student evaluations and client services.

5. Program Required Hours

Program hours for Barber-Styling are based on clock hours. Total required hours are 1528 clock hours of training per student, which consists of 60 minutes of training per hour, depending on class schedule and breaks. The school academic year is 900 hours.

6. Book Requirements



Milady's Standard Professional Barbering, 6th Edition

ISBN-I3: 9781435497153

List/Net Price: \$129.95/\$104.00

eBook Printed Access Card

ISBN- I3:978I285437910

List/Net Price: \$129.95/\$104.00

Previous Editions: 2006, 1999, 1993

Milady's Standard Professional Barbering Student Workbook, 6th Edition

ISBN-13: 9781435497139

List/Net Price: \$61.95/\$49.75

Spanish Edition

ISBN-13: 9781435497078

List/Net Price: \$68.95 /\$55.00

Milady's Standard Professional Barbering Exam Review Booklet

ISBN-13: 9781435497122

List/Net Price: \$42.95/\$34.50

Spanish Edition

ISBN-13: 9781435497061

List/Net Price: \$53.95 /\$43.25

Student CD

ISBN- I 3: 9781435497092

List/Net Price: \$80.95 /\$ 64.95

Video clips demonstrate procedures

Computerized test bank

Games

Audio glossary

Barber Styling Curriculum

Students attending One Stop Academy are required to meet the minimum categories and course required hours as stated in the guidelines by the N.C. State Board of Barber Examiners.

Classroom Lecture and Study Periods

	<u>Hours</u>
Hygiene and Good Grooming, Professional Ethics	25
Bacteriology, Sterilization, Sanitation	50
Implements, Honing, Stropping, and Shaving	30
Men's Haircutting	20
Cutting and Styling Curly Hair, Mustaches and Beards	10
Shampooing and rinsing, Scalp and Hair Treatments	10
Theory of Massage and Facial Treatments	5
Men's Razor Cutting, Women's Razor, Shear Cutting	30
Finger Waving Men's Hair, Air Waving, and Curling Iron Techniques	5
Permanent Waving for Men, Chemical Hair Relaxing, Blow Drying	25
Hair Coloring	10
Men's Hair Pieces	5
The Skin, Scalp and Hair	30
Disorders of the Skin, Scalp, Hair Anatomy & Physiology	15
Anatomy and Physiology	10
Electricity Therapy, Light Therapy and Chemistry	10
Barber Styling, Shop Management and Product Knowledge	70
Licensing Laws & Rules/History of Barbering	20
	380.00 Hours

Supervised Practice in Barbering

	<u>Hours</u>
Shampooing and Scientific Hair and Scalp Treatments Shaving	55
Shaving	50
Tapered Hair Cutting	250
Hair Styling of Men and Women	400
Facials, Massages and Packs	10
Bleaching, Frosting, Hair Calming and Body Permanents	90
Cutting and Fitting Hair Pieces	5
Hair Straightening	5
The Analyzing and Treatment of Hair and Skin Disorders	10
	875.00 Hours

Lectures and Demonstrations on Practical Work

	<u>Hours</u>
Shampooing and Scientific Hair and Scalp Treatments	15
Shaving	20
Tapered Hair Cutting	70
Hair Styling of Men and Women	100
Facials, Massages, and Packs	5
Bleaching, Frosting, Hair Coloring, and Permanent Waving	30
Cutting and Fitting Hair Pieces	5
Hair Straightening	3
The Analyzing and Treating of Hair and Skin Disorders	10
Men's and Women's Razor Cutting	15
	273.00 Hours

Total Curricula Hours: 1528.00

Testing and Grading

Written tests are given throughout classroom study, typically right after each unit of study. Subject matter for written tests is theory and state law. An average grade of 70% represents minimum satisfactory progress.

Practical grades are determined from practical project sheets completed by the students. Each completed project must be approved and initialed by an instructor. The projects may be performed on a student salon client, another student, or a mannequin. Project sheets are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the records keeping system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated.

At least two comprehensive practical skills evaluations will be conducted during the course of study. A comprehensive final examination is given prior to graduation and prior to taking the state board examination. **An overall average of 70% is required for graduation.**

The grading scale for all tests, evaluations, and assignments (excluding project sheets) is based on a numerical system as provided below:

100% - 90%-Excellent
89% - 80%-Very Good
79% -70%-Satisfactory
69% and below Unsatisfactory

Students are required to retake any failed examinations. The highest score possible for re-taking a failed exam is a 70%. In addition, if a student misses their assigned test date, the exam must be made up by arrangement with the instructor. A passed examination may not be retaken in order to achieve a better score.

Tuition and Cost Schedule

Tuition	\$14,538.58
Registration	\$150.00
Student Kit	\$897.42
Books and Supplies	\$324.00
Malpractice Insurance	\$60.00
Technology Fee	\$44.00
Student Insurance	\$5.00
Barber Board Student Permit	<u>\$25.00</u>

Grand Total \$16,044.00

Payments may be made by cash, check, money order, credit card, or through a non-federal agency or loan program.

OTHER COSTS:

- ☐ \$10.00 transcript fee
- ☐ \$175.00 transfer or re-enrollment fee

Dress Code

One Stop Academy and the North Carolina State Board of Barbering Examiners stresses the neatness, cleanliness, and appropriateness of attire. Students are always to be in professional business attire as it pertains to the student dress code.

All students enrolled in the Barber Styling program must wear a clean, washable uniform, smock, or similar professional attire along with a self-identifying nametag or pin always during instructional hours.

1. A clean pressed collard dress shirt (guys only)
2. Shoes and shirts must always be worn while on campus.
3. Pants must be pressed and fitted around the student's waistline. No baggy or saggy pants are allowed. If pants are loose fit, students are required to wear a belt.
4. Blue jeans are not permitted. Clean dress slacks are required.
5. Dress shoes are required (no athletic shoes, timberland boots, sandals, work boots, flip flops bedroom shoes etc....) this applies to all students, male and female.
6. Students must always wear socks with their shoes.
7. No form of head gear such as hats, caps, toboggans, wraps, rags, or bandana's will be allowed while in class or inside of campus buildings.
8. Sunglasses are not permitted in the classroom or inside campus buildings.
9. Ladies must wear top/blouse that covers the entire chest/breast area.
10. Ladies' dresses must be knee length, no shorter.
11. No open toe shoes or open heel shoes are allowed.
12. No large dangling necklaces will be permitted.
13. Students who do not adhere to the dress code will be asked to clock out and leave class and it will be considered as an absence.

Visitors

Social visitations are not allowed during class/campus hours. Students are not allowed to have visitors while on the campus, only in the case of emergency situations. Any unauthorized personnel on campus

can be requested to leave the academy's premises. Refusal to leave the campus when requested will result in the intervention of Law Enforcement personnel. Trespassing charges may also be filed.

Attendance Standards

General

In addition to developing the professional skills of its students, one of the primary goals of the training is to develop the overall employment readiness of each student. The school gives significant weight and importance to its role in the student school to work transition process." The "Process" involves many areas. However, of particular importance is the process of developing acceptable standards of time and attendance" habits. Many of our students have become accustomed to the attendance procedures and standards of elementary and secondary schools. None the less, these are not acceptable by current employment standards in the barber styling industry. Most employers would view as excessive and cause for termination, an employee who was late more than twice a month or absent more than 6 to 9 days a year. (90 to 95% attendance rate)

One Stop Academy staff recognizes that the school is engaged in a "Transition Process" and that the organization is not going to be able to fully achieve its employment readiness, skills, and goals with every student. Therefore, we have set a 70% attendance standard as our immediate goal. The school also recognizes that even this standard may require significant changes and sacrifices on the part of certain students. As a post-secondary/college student we believe that most students should be able to achieve the 70% standard.

This agreement covers the time between the start date and the target scheduled completion date. The target Scheduled completion date is attained by not missing any days. Extra instructional charges of \$10.00 per hour will be charged if student exceeds contract end date. The student understands that or if they take a leave of absence, this freezes their account and does not count against them. However, the target scheduled completion date will still not remain the same.

Attendance Records

One Stop Academy is required to maintain daily and cumulative records which document and summarize student attendance. These records are the basis for certifying that a student has completed the instructional hours required to qualify to take the state's licensing examination.

Daily sign in sheets are used as its primary record of entry for student attendance. Each student is responsible for signing the sheet each day and recording their arrival and departure times. Any student who does not fully comply with these procedures may not receive proper credit for the instructional hours attended for any given day.

Lateness

Regular class attendance is expected of students. Faculty will keep accurate records of class attendance and tardiness and these records become part of the official records of the academy. The academy is committed to the principle that regular and punctual class attendance is essential to the student optimizing his/her scholastic achievement and that it is the responsibility of the student to attend class regularly without being tardy. As students are adults with many responsibilities, an occasional absence might be necessary. However, such absences in no way lessen the student's responsibilities for meeting the requirements of the class.

Each student is expected to be in his/her classroom or laboratory (clinic) prepared to begin instruction at/or before the scheduled starting time for each class period (for example) 9:00 a.m., 4:30 p.m. A student is considered "late" if he/she arrives at 9:20 am. Students who arrive "late" disrupt the other students in the class as well as the instructor. In addition, late students miss portion of the curriculum and or practical experience.

The academy recognizes that in certain instances a late arrival maybe unavoidable because of conditions or circumstances beyond the control of the student. However, the school believes that students should and can arrive on time if the student adequately plans their time and/or transportation.

One Stop Academy may permit a student who has otherwise maintained satisfactory he/she can enter class between 20 and 45 minutes late, or may be permitted to enter class at the beginning of the next class period, if the student has not been late more than three (3) times during the month. The Director or School Manager may at their sole discretion, modify the above noted standards based on the specific needs of the student or the school. No late student may receive any instructional clock hours until the late student is permitted to enter his/her classroom laboratory.

Notifying the School

A student who is absent from class must call the school Director or designated person within two (2) hours of the scheduled class starting time each day that the student is absent, unless the School Director has approved alternate notification procedures for the student. A student who fails to call each day they are absent, may be subject to disciplinary action up to and including the termination of enrollment. Absent students are expected to speak directly with the Director of Operations. Leaving a message is generally not acceptable. In the event that leaving a message is the only alternative, the student should provide the following information: name, reason and duration of absence, telephone number where student can be contacted and name of their instructor.

Requesting Permission to Be Absent or Leave School Early

In certain specific instances, a student will know in advance that they must be either absent from class or will need to leave class before the scheduled ending time. In those instances, the student should request prior approval from the Compliance Officer and/or Director. The request should be in writing and contain the student's name, the dates and time involved and the reason for the request. Students will be informed whether the request is approved by the School Supervisor or Instructor. Also, see separate requirements for leave of absence.

Student Complaint Procedure

When a prospective student, enrolled student or former student has a grievance which pertains to One Stop Academy and/or its stated mission or policies the school would like to assist these individuals in resolving their concerns through a four (4) step process.

Step 1: Informal Conference - Discuss the problem or grievance with the school supervisor. The school supervisor may require a "cooling off period" of up to 5 days when the student has been suspended from class before the informal conference is scheduled. However, in most circumstances the conference will be held within one (1) class day. The school supervisor will normally respond to the grievance within five (5) days. If the school supervisor is unable to conduct the informal conference, a staff member will be designated to conduct the conference.

Step 2: When a student is dissatisfied with the results of step 1, the student may, within five (5) class days present the grievance in writing to the Director of Operations or Chief Compliance Officer, if the matter involves a current or former student, or an applicant for re-admission.

Step 3: When the student is dissatisfied with the results of Step 2, the student may within five (5) class days after the conclusion of Step 1, present the grievance in writing to The School's Grievance Committee. The committee will consist of the Director of Operations, the school supervisor, an instructor, and a graduate student of the school the committee will normally respond within ten (10) working days after receipt of the written notice.

Step 4: If the student is dissatisfied with the results of step 3, the student may, within five (5) days after the conclusion of step 3 present a written petition to the President of The School for final resolution. The president or their designate will respond to the student in writing within twenty (20) class days after receipt of the petition.

All grievances and petitions at steps 2, 3, and 4 must in writing and should address in a very specific manner the factual matters, which are in dispute. It is also suggested that the student making the petition, review the standards, rules and regulations contained in this catalog and furnish very detailed information in terms of any dates, times, witnesses, etc. which are relevant to the grievance. At steps 2, 3, and 4 written materials should be mailed to One Stop Academy, 2653 Hope Mills Rd Suite 15, Hope Mills N.C., and be clearly labeled as GRIEVANCE OR PETITION.

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting The State board. All complaints considered by the School must be in written form, with permission from the complainants for the commission to forward a copy of the complaint to the school for a response. The complainant will be kept informed as to the status of the complaint as well as the final resolution by the school.

Please direct all inquiries to:

North Carolina State Board of Barbering Examiners
5809-102 Departure Dr • Raleigh, NC 27616
P: (919) 981-5210 • F: (919) 981-5068

Rules of Conduct

When the academy offers a class, the faculty and staff shall work together to develop an accurate electronic class roster listing all students enrolled in the class

Once a student is officially enrolled in a class, regular class attendance is expected. Absences are a serious deterrent to good scholarship, and it is impossible to receive instruction, obtain knowledge or develop skills when absent from class.

Arriving for class late or leaving class early can be a disruption for both the faculty member and the students, hence tardiness is strongly discouraged.

A student withdrawal shall occur when a student officially withdraws or drops from the program. The withdrawal/drop shall be effective as of the date the student takes his/her official action.

An administrative withdrawal shall occur when a student routinely fails to adhere to the school rules or clocks another student in or out.

Students who attend One Stop Academy program must meet all the course work, practices and demonstrations required by the North Carolina State Board of Barber Examiners.

In as much, the faculty member is responsible for the official class attendance and tardy records. Students who have a grievance requiring class attendance or tardies shall resolve them with the instructor.

Students enrolled in the Barber Styling program will be expected to attend class as scheduled. The North Carolina Board of Barbering Examiners requires that students have a minimum of 1528 hours in order to complete the barbering program. The academy does not employ faculty for student make-up hours. Therefore, students are required to be in class in order to fulfill curriculum obligations.

Students are required to clock in at the beginning of class day, and clock out for lunch, early dismissals and at the end of the class each day. Instructors will not be allowed to “write in” time. If a student fails to clock in or out, the student will not receive any credit for that day.

Electronic Devices

Due to electronic devices such as cell phones, headphones, cameras, games and other similar devices may disrupt the learning experience of students, students are not permitted to have any electronic devices audible in the classroom, unless it is a part of the learning environment. During class all devices must be turned off or on vibrate. In addition, too, such devices should only be answered during class breaks or a completion of the class session. If a student brings these items into class or on the clinical floor, the Barbering Instructor or Director has the right to confiscate the device and return it to the student after class or ask the student to clock out and leave class.

Smoking, Eating Drinking and Radio's

Smoking is not permitted in any building on campus. Ash trays and are located at the building entrances to dispose of cigarette butts. No smoking will be allowed in front of any campus door facilities. Eating and drinking are not allowed in the classroom or clinical floor. The student break room is available during lunch and breaks. Please use the trash containers located throughout the campus to properly dispose of trash. Radios and recorders are not permitted in the classrooms or buildings except for instructional purposes. Car radios played on the outside of the campus should have volume set as not to cause a disturbance to others.

Rights and Responsibility of Students

All students are entitled to the basic rights of citizenship recognized and protected by law for persons of their age and maturity. Student's responsibilities for achieving a positive learning environment as school or school-related activities shall include:

1. Attending all classes daily and on time.
2. Being prepared for class each day.
3. Observing all school rules, including safety rules.
4. Cooperating with administration and staff to prevent and deter serious offenses.
5. Dressing and appearing in accordance with the Barber Program dress code.
6. Being aware of all rules and regulations for student behavior.

7. Knowing and following One Stop Academy Policies Governing Student Conduct.

Policies Governing Student Misconduct

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of the goals. As members of this academic community, students are encouraged to develop the capacity of critical judgment and to engage in a sustained and independent search for truth and understanding. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the clinical floor, on campus and in the community. Students should exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the academy is apart, students are entitled to all rights and protection afforded them by the laws of that community. By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. In such instance, discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the academy. However, when a student's violation of the law also adversely affects the academy's pursuit of its recognized educational objectives, the academy may enforce its own regulations. When students violate academy regulations, they are subject to disciplinary action by the academy whether or not their conduct violates the law. If a student's behavior simultaneously violates both academy regulations and the law, the academy may take disciplinary action independent of that taken by legal authorities.

Student Code of Conduct

The academy maintains the right to maintain a safe and orderly educational environment for students and staff. Therefore, when in the judgement of the academy's board and officials, a student's conduct disrupts or threatens to disrupt the academy, appropriate disciplinary action will be taken to restore and protect the sanctity of the community. Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of this code is to restrict student rights but to protect the rights of individuals in their academic pursuits. The following academy standards are expected to be observed while on campus or at academy sponsored off-campus events. Violations of these standards will result in disciplinary actions which may include suspension or expulsion from One Stop Academy.

Rule 1. The academy reserves the option to refer cases involving violations of local, state and/or federal laws to appropriate law enforcement officials off campus.

Rule 2. Academic Dishonesty – Cheating and plagiarism are dishonest, deceiving and both are considered serious offenses. Extreme care should be taken to ensure that all work completed measures up to a standard of honesty. Alleged violations of academic dishonesty are handled following the processes outlined in the academic honor code.

Rule 3. Alcohol – The primary goal of One Stop Academy is to provide an atmosphere where students can achieve their educational goals. As a result, the possession or use of alcohol is prohibited on campus and at academy-sponsored events off campus. Alcohol abuse which results in public intoxication, destruction of property, abuse of or personal injury to an individual, litter or misconduct of any kind, is a violation of the alcohol policy. Being under the influence of alcohol is not a valid reason for inappropriate behavior.

Rule 4. Animals – A student may not have an animal of any kind on campus. This includes animals left in a vehicle. Working dogs, such as Seeing Eye dogs and police dogs and permitted.

Rule 5. Arson – Tampering with fire alarm systems and/or safety equipment or intentionally lighting a fire on academy property is strictly prohibited.

Rule 6. Assault – Malicious assault, physical abuse or verbal harassment of any person on campus will not be tolerated. This includes physical or verbal actions which threaten or endanger the health and/or safety of any such persons.

Rule 7. Complicity in Standards Violations – Any student who is aware that a violation of any standard, regulation, law or ordinance is about to occur or is taking place shall make some reasonable efforts to stop the offense or notify an academy staff member immediately.

Rule 8. Disorderly Conduct - One Stop Academy's students are expected to act in an orderly and responsible manner. Therefore, students may not be involved in such actions as physical restriction, coercion, or intimidation of any person on campus; participation in or encouragement of any effort to disrupt any class or other function within the facility; disrespect, belligerence or racial prejudice toward any academy staff member (instructional or non-instructional), any student in a supervisory capacity, or fellow student. Indecent or obscene language or behavior will result in disciplinary action.

Rule 9. Failure to Comply with Judicial Action – Students who are notified of judicial related appointments and who fail to attend the scheduled meeting/hearing will be subject to disciplinary action. Students who cannot attend a scheduled meeting or hearing should contact the Campus Director at least twenty-four (24) hours in advance. Violations of penalties rendered by One Stop Academy will be considered very serious violation of the Campus Standards.

Rule 10. Forgery – Forgery, alteration or misuse of college documents. Deceiving records or instruments of identification with intent to deceive, will be considered a violation of the Campus standards.

Rule 11. Gambling – Gambling is not permitted on campus property or at academy sponsored events off campus.

Rule 12. Internet and Computer Network Usage - The College has detailed guidelines outlining the appropriate use of the Internet and Computer Resources. Users of the academy's network agree to follow established guidelines. Computer usage should be for academic purposes only.

Rule 13. Narcotics, Stimulant Drugs – The possession use or sale of illegal drugs, stimulants, hallucinogens, depressants or any other illegal substance will be a violation of One Stop Academy's Campus Standards. The definition of possession of dangerous drugs includes the presence of such material so the student's person, among the property owned by the student or among such school property as is being used by the student.

Rule 14. Responsibility – Each student is responsible for his/her own actions on the academy's campus or at academy sponsored events off campus. Students are required to carry identification cards issued by the academy and must identify themselves to academy officials upon request. All visitors to the campus are required to observe these standards of the academy. Hosts/Hostesses visitors are responsible for the actions of their guest on the One Stop Academy campus or at academy sponsored events off campus.

Rule 15. Sales, Solicitations or Distributions - No sales, solicitations or distributions of any kind shall be made on academy property or at any academy-sponsored events except those which are approved in advance by the Director or his/her designee.

Rule 16. Sexual Harassment – A student may not sexually harass either verbally or physically any member of the academy’s community, including other students. Academy employees or other persons on the College campus.

Rule 17. Theft – Theft of academy property, property of a member of academy community, a campus visitor on academy property or attending an academy’s function off campus is strictly prohibited.

Rule 18. Tobacco – Smoking and/or using other forms of tobacco products are not permitted in classrooms, shops, labs or other unauthorized areas.

Rule 19. Unauthorized Programs – Participating in or conducting an assembly demonstration or gathering in a manner which threatens or causes injury to persons or property; which interferes with free access to, ingress or egress of college facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the academy; and/or remaining at the scene of such an assembly after being asked to leave by a representative of the college staff is strictly prohibited.

Rule 20. Vandalism – Malicious destruction of public or private property on campus will be considered a violation of the academy’s Standards.

Rule 21. Weapons – Possession or use of any firearms, incendiary devices or explosives are prohibited on academy’s property. Prior permission must be obtained where weapons are authorized for possession/use in an academy approved activity. This standard includes possession in a vehicle located on college property.

Student Code of Conduct Process

All violations of One Stop Academy Campus Standards will be handled by administrative action and when necessary through judicial procedures. When a student violates a Barber Program Campus Standard, he/she is expected to accept responsibility for his/her actions. The establishment, interpretation and enforcement of Campus Standards are designed to assist each student in the realization of educational goals and to assist in providing an environment in which every student may achieve his or her potential. Hence, disciplinary actions vary according to the situation. Each action taken as a result of campus Standards violations must be tailored to fit the circumstances of the situation. The disciplinary history of any individual student remains active throughout his/her period of enrollment at One Stop Academy. Thus, disciplinary violations carry over from semester to semester and may impact on determining appropriate sanctions after a decision of guilt has been rendered in reviewing an incident. Under normal conditions, the following principles, guidelines and procedures prevail in dealing with violations of academy standards.

Enforcement

Students violating the academy’s Student Code of Conduct are subject to disciplinary action. Any member of the campus community may initiate a report of an alleged violation. In order to ensure an orderly process for addressing alleged violations of the Student Code of Conduct, the following procedures will be followed:

Alleged violations of any local, State or Federal regulation will be reported to the appropriate local law enforcement agency.

Classroom Disruptions – Inappropriate classroom behavior resulting in an instructor requesting a student to leave the classroom will be reported to the Lead Instructor or Director of Education responsible for class.

Disruptive incidents occurring in the public areas on campus (parking lots, lounge areas, hallways, bathrooms, etc....) will be investigated by the Director of Education.

Disruptive incidents occurring at off-campus academy sponsored activities, events and classes will be reported to the Director of Education.

Alleged violations of the academy's Student Code of Conduct should be reported immediately, but not later than three school days after the date of the incident to the academy official designated above. Students will be accorded due process in all disciplinary proceedings. Members of the academy's community reporting alleged violation must complete an incident report detailing the names of the individual(s) involved; the date, the time and the location of the incident and any action initiated as a result of the incident; names of witnesses; a summary of the incident; and any action initiated as a result of the incident. Upon receipt of the completed incident report, the designated academy official will complete an investigation of the incident. The incident report, investigative findings and a description of the Student Code of Conduct charges will be forwarded by the designated academy official to the Director of Education for review and action. The investigation of the incident should be completed within five school days of receiving the completed incident report. Upon receipt of these materials, the Director of Education will notify the student(s) of the report and of alleged violations of the Student Code of Conduct.

Conference Notification

Based on information gathered during the investigation of the alleged violation, the Director of Education or his/her designee will notify the student in writing of the specific charges, conference guidelines, and information regarding student rights/privileges. The Director of Education or his/her designee will initiate the written notification to the student charged with alleged violation(s). Within five school days of the receipt of the information from the designated academy official. The student must schedule a conference appointment with the director of Education or his/her designee following instructions outlined in the written notification.

Conference Guidelines

It is the responsibility of the Director of Education or his/her designee to act as a reviewer for the alleged violation(s). He/she will review all written materials related to the incident, talk with witnesses, staff and faculty involved, etc., who have clarifying information. During the conference, the Director of Education or his/her designee will review the evidence with the student charged with the violation. Upon completing the review of evidence with the student and discussing the incident with the student, the Director of Education will have the following options to consider:

1. Dismiss the alleged violation(s) because of insufficient evidence, obvious innocence of charges, etc.
2. Find the student guilty of the violation(s). Then, considering any extenuating circumstances, issue a sanction appropriate for the violation.

3. Due to the complexity of the alleged violation(s) or due to previous incidents involving the student, refer the student to the Campus Standards Committee for review and action.
4. Due to the seriousness of the alleged violation(s) and/or the possible threat to the welfare of the academy's community, the student may be suspended from the academy immediately

PENALTIES

Written Notice

A written notice communication that gives official notice to the student that any subsequent offense against the student code of conduct will carry heavier penalties because of this prior infraction. The written notice will be initiated by the student's instructor or the Director of Education.

Disciplinary Probation

A student placed on disciplinary notification will:

Meet with a counselor or other designated person on a regular basis.

Not be guilty of any further violation of academy standards

Removal from campus facilities

Other stipulation may be added to tailor the sanction to meet the needs of the institution and/or student.

Suspension

Suspensions means that a student is dropped from the academy. The minimum length of suspension is the remainder of the current year. Based on the seriousness of the violation, a longer suspension may be implemented. The student may apply for readmission after the specified time and may return if his/her application is approved by the Director of Education. Notice of suspension will be placed in the student's official record file but will be removed at the end of the suspension period.

Expulsion

Expulsion means that the student is separated from the academy. The student loses indefinitely his/her student status. Notice of expulsion will be placed in the student's official record file. The student may be readmitted to the academy only with approval of the Director of Education

Corrective Procedures for Discipline

This section is developed so that students may have a point of reference for the rules and regulations stated above. At One Stop Academy our corrective procedures for student discipline are developed to teach students that situations arising from group experiences may be handled in a positive manner. An experience handled in a positive manner in school, may also develop a process for individuals to handle situations in a work environment. The practicality of the corrective action is to provide adult students with information concerning their violation, as well as the opportunity to correct their actions. As indicated above, disciplinary actions may be administered in accordance with the institute's policies. That are

occasions that the results of being involved in the process may result in termination of enrollment of a student without prior warning. This is especially true when the action may be considered in the best interest of the school or other students. As may be expected, students are expected to immediately and professionally comply with any directive or instruction given by the school or any staff member. During the delivery of an instruction, if the student is under the impression that the request is inappropriate or inadequate, they should comply, and then request an informal meeting with instructor or Director of Operations. It may be appropriate to sign out for the day and request a meeting. At no time, and under no circumstance is it permissible to refuse to follow a directive from a teacher or supervisor. An appropriate time and place will be determined for the conference.

Advising/Counseling:

Verbal reprimands, documented and presented by an instructor, school supervisor or administrator for one or more violations.

Other Penalties and Sanctions

Other sanctions may be imposed for various violation. These sanctions will be reviewed by the Director of Education. For example, a student found guilty of vandalism to the academy property will be required to pay the academy to repair/replace vandalized item(s) withholding transcript, diploma, certification or right to register, imposed when financial obligations are not met; loss of academic credit or grade imposed as a result of academic dishonesty.

Temporary Suspensions

If the Director of Education or his/her designee determines that the behavior of an individual is dangerous to the welfare of the person and/or property of the academy campus and that immediate removal from campus is necessary, the Lead Instructor or designated official, in consultation with the Director of Education, may implement a temporary suspension. A student who is temporarily suspended must leave campus immediately. The student will not be allowed to return until the date and time of a scheduled review initiated by the Director of Education has been made. Students are considered absent from class during temporary suspensions.

Withdrawals

A student may choose to withdraw from the academy when confronted with disciplinary action. If a student withdraws from the academy or leaves the academy, the investigation will be completed. Based on the completion of the investigation, appropriate judicial action will be initiated. In situations where an investigation results in judicial proceedings, the former student will be notified and will be allowed to participate in the proceedings. However, in cases where the former student is unable to participate in the judicial proceedings, the proceedings will be completed in the absence of the individual.

Student Conduct Rules

One Stop Academy reserves the right to maintain a safe and orderly educational environment for students and staff. Students enrolling in the One Stop Academy program are expected to conduct themselves in accordance with generally accepted standards of scholarship and moral. Students enrolling in the program are asked to sign below as proof they understand the expectations of the program and agree to follow the conditions/rules listed below:

A student is expected to follow the highest standard of honesty and integrity in their academic studies.

A student is expected to display appropriate behavior and refrain from the use of vulgar and offensive language in the classroom, hallways and designated break areas.

A student is expected to display proper respect for the academy property. No student will deface school or personal property with gang related graffiti, symbols or slogans.

A student is always expected to conduct him/herself properly and dress appropriately for school/class.

A student is expected not to engage in fighting with another student. A fight is defined as physical contact.

A student is expected not to engage in any game of chance (gambling). A student is prohibited from using personal cell phones, radios, beepers, cameras, electronic games and CD players during instructional class time.

A student is expected to refrain from the use of crude or vulgar language and profanity while at school.

A student is expected not to knowingly possess any object that can reasonably be considered a weapon or dangerous instrument on campus.

A student is expected not to possess, use, transmit, or be under the influence of any narcotic drug or controlled substance or any alcoholic beverage or other intoxicating liquor, beer or wine while on campus or on a transporting van or off campus sponsored activity.

A student is expected to clock in and out of class.

A student is expected to conduct breaks in designated break or smoking areas, return to class at the appropriate time and not stand around in the halls or roam around the campus.

A student is expected to familiarize him/herself with the student handbook and adhere to all appropriate policies.

CRIME AWARENESS ON CAMPUS

The Director of Operations will file a report whenever a staff member, student, patron or visitor suspect that a "crime" has taken place on the school campus. In addition, whenever there is reasonable cause to believe that a "crime" may have taken place, local police will be contacted to investigate the matter.

With the exception of the main entrance of the school, all other doors should be secured, and any installed alarms activated. Only employees, current students, clinic patrons and invited guests may enter the school facility. Clinic patrons and invited guests must report to the main office or have specific approval to remain in the institute. Non-authorized persons should be reported to a staff member who should escort the individual to an exit immediately.

The School does not have its own security personnel. However, it is the policy of One Stop Academy is to promptly and accurately report criminal matters to local police.

The School Staff will maintain data by occurrence of the following crimes which may have occurred on school property during the most recent calendar year, murder, rape, robbery, aggravated assault, burglary and motor vehicle theft.

During the orientation period the School will describe security procedures and practices to all students and encourage students and employees to be responsible for their own security and safety.

One Stop Academy does not have knowledge of, nor does it approve of any off-campus student organization.

The School policies are contained in the Catalog and in the Drug Free School and Workplace Policy Statement.

All instances should be recorded and filed for statistical purposes



Drug Free Campus and Work Environment

In accordance with the Drug Free Schools and Communities Act amendments of the 1989, Public Law 101-226 One Stop Academy is hereby declared a drug and alcohol-free school and workplace.

Students and Employees are prohibited from the unlawful manufacturing, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to One Stop Academy, including grounds, parking areas, anywhere within the building or while participating in school-related activities. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination of employment.

As a condition of enrollment or employment, students and employees must abide by the terms of the policy or The School will take one or more of the following actions within thirty (30) days with respect to any student or employee who violates this policy by:

1. Reporting the violation to law enforcement officials.
2. Take appropriate disciplinary action against such student or employee, up to and including expulsion or termination of employment.
3. Requiring such student or employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement or other appropriate agency.

In conformance with the law, The School will make a good faith effort to maintain a drug and alcohol-free school and workplace through the implementation of the preceding policy and will establish and maintain a drug and alcohol-free awareness program.

In Accordance with The State Law The legal drinking age is twenty-one (21); persons under the age of twenty-one may not consume, purchase, or possess alcohol. It is unlawful to sell or furnish alcoholic beverages to person under the age of twenty-one. It is unlawful for person under the age of twenty-one to misrepresent one's age for the purpose of purchasing alcoholic beverages. It is illegal to possess, consume and or sell illicit drugs, including marijuana, narcotics, hallucinogens, amphetamines, and barbiturates. Drug prevention program information is distributed to all employees and students on an annual basis. Illegal drugs include but are not limited to the following non-prescription substances:

Narcotics, opium, heroin, morphine, and synthetic substitutes,
Depressants, chloral hydrate, barbiturates, and methaqualone,
Stimulants, cocaine and derivatives, such as crack and amphetamines,
Hallucinogens, LSD, mescaline, PCP, peyote, psilocybin, ADMA, and
Cannabis, marijuana and hashish.

Alcohol includes, beer, wine, grain alcohol and liquor. Persons convicted for violations of the Drug.

Free Schools and Communities Act, Law# IO 1-226 may have legal sanctions imposed against them.

The school is dedicated to the advancement and well-being of the population we serve. As such, all students and employees are encouraged to abstain from the use of illegal drugs and irresponsible use of alcohol.

The school recognizes that drug and alcohol abuse and dependence can cause harmful effects to virtually every aspect of a person's life, i.e. relationships, family, job, school, physical and emotional health.

Any student or employee who suspects they may be at risk or who knows someone who is invited to seek services, which can help.

The school maintains drug and alcohol education information and a list of counseling treatment and support services which can be obtained in the school's office.

The school supervisor has also been designated as a contact person who is available to hear concerns regarding drug and alcohol use, offer referrals, advise and inform on drug and alcohol education and services in the community. Issues discussed with the contact person will be kept confidential.

Inclement Weather/School Closing Policy

School closings of all types are posted on the bulletin board. In instances of weather-related closings, we utilize the standard most often related to the profession. Therefore, most shops and salons are opened, or open late during inclement weather. As a result, when there is a weather-related problem, the school will cancel or delay classes as appropriate.

The snow policy is posted on the bulletin board, and the radio or television station broadcasting school closings will be indicated. In instances where blizzards or other weather-related problems arise overnight, the President or Director of Operations place a recorded announcement on the communications telephone system.

During periods of inclement weather, there may be times in which the academy may close if the weather conditions present a safety hazard to students and academy personnel. The following radio and television stations will be notified of official closings for the academy:

RADIO

Fairmont	WSTS
Fayetteville	WKML, WQSM, WFNC, WZFX
Laurinburg	WFLB-FM
Red Springs	WTEL-AM

TELEVISION

Durham	WTVD (Channel 11)
Raleigh	WRAL (Channel 5)
Fayetteville	WUCV (Channel 40)
Wilmington	WECT (Channel 9)
Florence	WBTV (Channel 13)

Evacuation Instructions

Numerous natural and made-made conditions could make it necessary to evacuate the building from time to time. Plans have been formulated to provide for the orderly and rapid evacuations of the One Stop Academy units. Evacuation instructions and diagrams are posted in each building. Each student is encouraged and expected to read, be knowledgeable of, and comply with these instructions and directions. Copies of the Emergency Procedures/Safety Plan Handbook are available from the Main Office of the academy. The content of this handbook are covered by the instructors in the classroom.

Facility and Equipment

The campus is located in the Elwood Crossing shopping center. Our facility is well lit, ventilated and comfortably heated and air-conditioned. The Barber-Styling school is equipped with 13 new comfortable styling chairs and Smart Flat Screen TV's. The school occupies a minimum of 2400 square feet.

Financial Assistance Program

Qualified students enrolled in and eligible program (course) may make application to participate in the following financial assistance programs:

Lumbee Regional Developmental Association
Division of Vocational Rehabilitation Services
Cumberland County Work Force Development Center

**** One Stop Academy does not offer Federal Financial Aid (Title IV Funds) at this time ****

All student payments for tuition are due on a monthly basis. Arrangements will be made at the time of enrollment. Upon termination, completion of required hours and prior to receiving a diploma all students must attend an exit interview.

Applying for Financial Assistance

If a prospective student indicates on their application for admission that they are interested in applying for financial aid, the student should inform the Finance Officer in order to receive the relevant applications.

All financial assistance will be listed on the financial assistance worksheet and may be subject to change or cancellation from funding sources, if funds are limited, restricted, or not available.

Continuing Eligibility

Generally, a student is eligible, and will continue to be eligible to receive financial assistance as long as they are enrolled in an eligible class, maintains satisfactory academic progress performance, and maintains acceptable class attendance.

In other words, when a student is failing in their course of study, or not meeting SAP, you are in jeopardy of losing any and all financial support received in the financial categories listed above. At the point of not making satisfactory academic progress, the student will be billed and must pay for their education. Dissatisfaction in your education is not a reason for not paying loans and obligations due to the school, or its financing sources.

Leave of Absence Policy

1. A Leave of Absence (LOA) is a temporary interruption in a student's program of study and refers to a specific time when a student is not in attendance.
2. Our institute has a formal written policy regarding leaves of absence that all students must following requiring that all requests for leaves of absence be submitted in advance in writing, include the reason for the student's request, and include the student's signature.
3. A student must apply in advance for a LOA unless unforeseen circumstances prevent the student from doing so. Our institute may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances; our institute will document the reason for its decision and collect the request from the student at a later date. The start date of the approved LOA in this instance will be the first date the student was unable to attend.
4. There must be a reasonable expectation that the student will return from the LOA. Approval of the student's request for a LOA is in accordance with the institution's policy. Our institute may not assess the student any additional institutional charges as a result of the LOA.
5. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
6. A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. Our institution will extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement will be addendum and signed and dated by all parties.
7. A student will be withdrawn if the student takes an unapproved LOA or does not return by the exploration of an approved LOA. The student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

Requirements for Graduation

- **Students must complete all contracted hours**
- **Upon completion of required hours, the student must have accomplished the following:**
Minimum grade of 70% on all tests and practical coursework.
Satisfactory arrangement must be made for tuition and charges.
- **When the above is documented, the student will receive a diploma and be eligible to take the North Carolina State Board examination for their respective area of study.**

Job Placement:

Will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is ***not guaranteed.***

REFUND POLICY

This policy applies to all terminations for any reason, by either party, including student decision, course cancellation or school closure. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant not accepted by the institute will be entitled to a refund of all monies paid.
2. A student (or in the case of a student under legal age, his or her parent or guardian) cancels his / her enrollment and demands his/her money back in writing within 3 business days of signing the Enrollment Agreement, all monies collected by the school will be refunded, regardless of whether or not the student has actually started training.
3. A student cancels the contract after three business days of signing, but prior to entering classes. In this case, the student is entitled to a refund of all monies paid to the school less the registration fee of \$150.00. This amount is refundable with a 3 business day written cancellation.
4. A student notifies the institution of his/her withdrawal.
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 they will not be returning.
6. A student is expelled by the school.
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.
8. For students who fail to notify the school in writing and /or verbally, unofficial withdrawals will be determined by the school by monitoring attendance at least every 30 days.
9. Any refund due is calculated based on the student's last date of attendance.
10. Any monies due will be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially.
11. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair withdrawal/settlement calculation which exceeds this policy may be made.
12. Students who withdraw or terminate prior to course completion are charged a cancellation fee of \$150.00. This withdrawal/settlement policy applies to the tuition and fees charged in the enrollment agreement. Other charges the student may have incurred at the institution (EG: kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and enrollment agreement.
13. For students who enroll and begin classes but withdraw or are expelled prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All calculations are based on **scheduled** hours.

<u>Percentage of Scheduled Hours/Total Time of Course</u>	<u>Percentage of Tuition Owed to the School</u>
.01% to 4.99%	20%
5.00% to 9.99%	30%
20.00% to 14.99%	40%
15.00% to 24.99%	45%
25.00% to 49.99%	70%
50% and over	100%

14. If a course or program is canceled subsequent to a students' enrollment, and before instruction in the course or program has begun, the school will, at its option: a) Provide refund of all tuition monies paid or b) Provide for completion of the course at a later time.
15. If a course is canceled and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option: a) provide a pro –rata refund for all students transferring to another school based on the hours accepted by the receiving school; or b) provide completion of the course; or c) participate in a Teach-Out agreement.
16. If the school is permanently closed or no longer offering instruction after a student has enrolled and instruction has begun, the school will, at its option a) Provide a pro rata refund to the student or b) Participate in a teach out agreement with another institution.

Return to Title IV (R2T4) for Federal Student Aid

The law specifies how a school must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Direct Student Loans, PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

All R2T4 calculations are completed within 30 days from the Date of Determination (DOD) and all refunds back to the US Department of Education are returned within 45 days from the DOD. Any credit balances currently on the students account, will be disbursed within 14 days of withdrawal.

Order of Returns

- Federal Direct Unsubsidized loans
- Federal Direct Subsidized loans
- Federal Direct Parent Loan for Undergraduate Students (PLUS)
- Federal Pell Grant

When a student withdraws during the payment period the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student's behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if the student completed 30% of the scheduled hours in their payment period, the student earns 30% of the assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of the scheduled hours in his/her payment period, the student earns all the assistance that he/she was scheduled to receive for that period.

If the student did not receive all the funds that he/she earned, the student may be due a Post withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, the academy must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she doesn't incur additional debt. The academy may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). If the student is eligible for any

post-withdrawal disbursements, they will be notified in writing of that eligibility within 30 days. All post-withdrawal funds are credited to the students account first and any resulting credit balance will be disbursed within 14 days of the credit being created.

The school needs the student's permission to use the post-withdrawal grant disbursement for all school charges over and above Tuition and Fees.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to him/her upon withdrawal because of other eligibility requirements. For example, if the student is a first-time borrower for student loans and has not completed 30 days of school. That student would not be eligible for any student loan disbursements.

SATISFACTORY ACADEMIC PROGRESS POLICY

1. The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school and is applied consistently to all students enrolled in a program and scheduled for a particular category of attendance (part-time/full-time). It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The 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.

2. EVALUATION PERIODS

The course is 1528 hours, and the academic year definition is 900 hours/26 weeks. Students are evaluated for Satisfactory Academic Progress on quantitative and qualitative elements that are evaluated on a cumulative basis as the following intervals:
Barbering 450, 900, 1214 (**ACTUAL**) hours.

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

3. ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 70% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

4. MAXIMUM TIME FRAME

The maximum time (which does not exceed 143% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	HOURS PER WEEK	TOTAL WEEKS	MAXIMUM TIME ALLOWED	
			WEEKS	ACTUAL HOURS
Barber Styling (Full Time)	32	48	68	2185 Hours
Barber Styling (Part-Time) Day	20	77	109	2185 Hours
Barber Styling (Part Time 1)	20	77	109	2185 Hours
Barber Styling (Part Time 2)	16	96	136	2185 Hours

Students who have not completed the course within the maximum timeframe shall be terminated from the program and would thereafter be permitted to re-enroll in the program on a cash pay basis in a manner consistent with the reenrollment provisions of the admissions policy.

5. ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90-100	EXCELLENT
80-89	VERY GOOD
70-79	SATISFACTORY
69 and BELOW	UNSATISFACTORY

6. DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to making satisfactory academic progress until the next evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status probation.

7. WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

8. PROBATION

A probation period for students not considered meeting minimum standards for satisfactory academic progress may be allowed if:

- The institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period; and
- The student appeals the decision, and prevails upon appeal of a negative progress determination prior to being placed on probation; and
- The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
- The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

9. RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

10. LEAVES OF ABSENCE AND RE-ENROLLMENTS

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

11. APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeals are reviewed and decided on by a team involving the Director, Financial Aid and Academics. A response to the Appeal will be provided to the student within 10 days. The appeal decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be changed to the status of Probation and federal financial aid, will be reinstated for the next payment period, if applicable.

12. COURSE INCOMPLETES, REPETITIONS AND NON-CREDIT REMEDIAL COURSES

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

13. TRANSFER HOURS

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

Safety and Physical Requirements

****THIS INFORMATION WAS TAKEN FROM THE DEPARTMENT OF LABOR, OCCUPATIONAL HANDBOOK****

Persons employed in the Barber Stylist profession generally must be on their feet during a substantial part of the workday and after work evenings, Saturdays, and occasional Sundays. They must possess considerable manual dexterity, as the effective use on one's hands as well as mobility is essential in the profession. In addition, barber- stylists, cosmetologists and manicurists use a variety of chemical products. Prolonged exposure to certain hair and nail products may be hazardous and cause irritation. Therefore, special care must be taken when working with these chemical products. It is advisable to wear protective clothing, facemask and/or gloves when working with certain products. Persons who have respiratory ailments or limitations and/or allergies should consult their physician in terms of the possible risk involved with exposure to products and materials used in Hair & Nail Salons and Schools of Barber-Styling as well as Cosmetology.

Sexual Harassment

The sexual harassment policy in its entirety may be found in the policies and procedures manual for the institute. However, the school does not condone harassment in any form, by any party towards any person.

Student Advising/Counseling

Student advising is administered through progress reports, and personal evaluation interviews. Career advising is also offered to students and graduates. In the event a student is having problems with satisfactory academic progress or the rules and regulations, they are scheduled for an appointment with the Director of Operations, instructor or another staff member.

*Professional counseling is available if required through referrals to qualified community-based programs or licensed counselors. *

Student Confidentiality and Records

The institute will show trust in all private matters relating to the maintenance of student records. Student records include academic, attendance and financial assistance information, and will be maintained for a period of six (6) years. Students (and parents/guardians of dependent minors) are permitted to request copies of their files, and make copies of selected documents, and will receive an unofficial copy of their school transcript at no charge. In addition, official transcripts will be provided upon request at no charge. At the time of the request, students must pay for each page copied from the files, that are not an official or unofficial transcript. As in all matters that relate to students receiving information or services from the school, it is imperative that the student be in good standing, and all fees and tuition paid in full, before submitting written requests for copied information, official transcripts or diplomas.

All students or former students will have access to their files within five (5) days of the school receiving a written request or online request; by clicking on "request info." located on school website home page. Students or former students will be permitted to have one representative with them at the time they wish to view their file.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Exceptions to the above rule are:

School officials with legitimate educational interest.
Other schools to which a student is transferring.
Specified officials for audit or evaluation purposes.
Appropriate parties in connection with financial aid to a student.
Organizations conducting certain studies for or on behalf of the school.
NACCAS staff, commissioners and evaluators for NACCAS.
U.S. Department of Education.
Persons who need to know in case of health and safety emergencies.
State and local authorities, within a juvenile justice system, pursuant to specific state law.
Subpoenas by court order.

Parents or eligible students have a right to inspect and review their records at any time during normal business hours. Records must be inspected in an administrative office and will not be taken to any other area of the school or leave the school building. Parents and eligible students have the right to request an amendment of their records and if denied may make a written request for a hearing.

Records will include, but not be limited to:

Required enrollment applications and supporting documents.
Progress reports.
Student financial aid reports.
Payments and tuition evaluation data balances; and
Other evaluation data.

Student school records are safeguarded and maintained in fireproof file cabinets. Student academic records are kept in files located in the administrator offices.

Parents of dependent minor students may obtain additional copies of documents for a fee of \$5.00 per copy. Student school records are maintained for a minimum of six years.

One Stop Academy may disclose directory-type information such as name, address, telephone number, date and place of birth, honors and awards, and dates of attendance and attendance percentages. Parents or eligible students may opt out by completing a One Stop Academy "opt out" form at any time.

Federal Financial Aid

The Federal Pell Grant and Federal Direct Loans are an important source of aid for students. The amount of the award depends upon the determination of the student's eligibility based on the U.S. Department of Education guidelines. Pell grants do not have to be repaid.

Financial need is based on an analysis of information provided by the student on a Free Application for Federal Student Aid (FAFSA) form.

WHO QUALIFIES FOR FINANCIAL AID

To be considered eligible for and receive Title IV aid, a student must meet the following specific requirements:

- Be a U.S. citizen or eligible non-citizen
- Be a “regular student” – that is, enrolled in an eligible program that leads to a degree, certificate, or a degree-with- transfer program.
- Not be enrolled simultaneously in elementary or secondary school Have a valid Social Security Number
- Be registered with Selective Service, if required
- Sign a Statement of Educational Purpose certifying that federal student financial aid will only be used to pay educational costs.
- Not be in default on a Title IV loan; or if in default, have made satisfactory repayment arrangements with the loan holder have Not obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV loan program.
- Not have been convicted of an offense involving the possession or sale of illegal drugs that occurred while the student was enrolled and receiving Title IV aid
- Have completed repayment of funds to either Department of Education or the holder of a loan, if applicable
- Not have been convicted of, or plead nolo contendere or guilty to, a crime involving fraud in obtaining Title IV aid Not be liable for an overpayment of a Title IV grant.

APPLYING FOR FINANCIAL AID

The application process used by the school to perform the need analysis is the Free Application for Federal Student Aid (FAFSA). The FAFSA can be completed online by logging on to www.fafsa.gov. When completing the FAFSA, please use the Federal school code #043059.

A student's income tax form (if filed) and/or parent's tax form(s) for the appropriate year are needed to complete the FAFSA. Students are encouraged to use the IRS Data Retrieval Tool when completing the FAFSA. This tool allows students and parents to access the IRS tax return information needed to complete the FAFSA and transfer the data directly to their FAFSA. If students need a copy of their tax return, they can call 1-800-829-1040 and request IRS tax transcript or go to the IRS web- site at www.irs.gov.

All students requesting federal loans must complete an Entrance Counseling and a Master Promissory Note (MPN) which can be found at <https://studentloans.gov>.

The student will also need to meet with a Financial Aid representative to fill out the Financial Aid forms and provide documentation for information entered on their FAFSA.

STUDENTS RESPONSIBILITIES WITH THE OFFICE OF FINANCIAL AID

Protecting, maintaining, and renewing financial aid is a very important responsibility for all students. A student's financial aid responsibilities include the following:

- Acknowledging and meeting all deadlines for applying reapplying for Financial Aid Providing complete and accurate information on the FAFSA and financial aid forms.
- Responding to all requests for additional documentation in a timely manner
- Providing updated information when changes occur such as a withdrawal from university, a change in enrollment status, name, marital status or expected date of graduation.
- Being in good Academic Standing with the University as well as maintaining Satisfactory Academic Progress (SAP) Reading all documents, the Office of Financial Aid sends to the student.

Misreporting information for Federal Financial Aid is a violation of the law and is considered a criminal offense.

