

ADMISSION REQUIREMENTS -POLICIES - STUDENT SERVICE

ADMISSION REQUIREMENTS:

PBI, in its admission, instruction, and graduation policies, practices no discrimination on the basis of age, race, color, ethnic origin, religion, sex, financial status, country or area of origin or residence.

PRIOR TO ADMISSION- Non US residents must submit either an alien registration card or a recognized Visa(I94), applicants must be beyond the compulsory school age, minimum of 16 years of age.

A student qualifies if he/she provides one of the following:

-has a high school diploma (this can be from a foreign school if it is equivalent to a US High School diploma);

-has the recognized equivalent of a high school diploma, such as a GED certificate, or other state-sanctioned test or diploma-equivalency certificate;-provides a sealed or official transcript;

-has completed homeschooling at the secondary level as defined by state law; or-has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a home-schooled student to receive a credential for their education.

Applicants must possess an understanding of the English language , which will be assessed during the entrance interview, they must sign a contract/ enrollment agreement with the school and obtain a class start date.

POLICY ON DIPLOMA VERIFICATION

Should Premier Barber Institute question the validity of a potential students' diploma, it must take additional steps to prove it is valid.-Check to see if the school they graduated from exists and if they have a record of the student graduating.-Contact the Dept of Education in the state the high school is located to determine the existence of the school and any record of the student.-Ask the student for the transcripts stating all the courses they took along with the diploma.-Use these same rules for out of the country graduates along with the translation and the evaluation of out of country high school diplomas.

RE-ENTRY POLICY:

If for any reason a student must withdrawal temporarily due to illness, pregnancy, personal reasons, etc., and if they are a student in good standing(making satisfactory progress) the student may re- enter the school. If the student receives In-House Financing, payments will be postponed and will be resumed when the student r e t u r n s to school. If the student is absent for an extended period of time, the loan will be cancelled and the student may re-apply upon re-entry. Re-entry students will re-enter in the same progress status as when they left.

POLICY ON THE HANDICAPPED: PBI complies with all provisions of Section 504 of the Rehabilitation Act of 1973 in that no qualified, handicapped person, by reason of the handicap or disability, will be excluded from enrolling in a course of instruction.

However, any handicapped or disabled person seeking admission should be aware that the course requires a high level of dexterity and coordination. Our facility is handicapped accesable and has restrooms adequate for handicapped people.

TRANSFER POLICY: A student must submit a transcript of hours from the previous institution. PBI has the right to accept all, part, or none of the transfer hours accumulated at said institution.

LEAVE OF ABSENCE POLICY: A leave of absence (LOA) is a t e m p o r a i y interruption in a student's program of study. It does not include non-attendance for an institutionally scheduled break in a student's program. A leave of absence must meet certain conditions

to be counted as an LOA instead of being counted as a withdrawal. If a leave of absence does not meet the conditions, the student is considered w i t h d r a w n from the school, and the school will perform a return calculation (see Refund Policy). Conditions to qualify for a LOA are as follows: 1, There must be a reasonable expectation that the student will return from the LOA 2. A student returning from an LOA must resume training at the same point in the academic program and in the payment period or period of enrollment t h a t s h e / h e would have been in if s h e / h e had not been on leave; 3. PBI will not assess the student any additional institutional charges as a result of the LOA 4. The student must follow the schools policy in requesting the LOA. Student must apply in advance, in writing, for a LOA unless unforeseen circumstances prevent the s t u d e n t from doing so, e.g.: if a student was injured in a car accident and needed a few weeks to recover before returning to institution. PBI may grant a LOA to a s t u d e n t who did not provide the request prior to the LOA due to unforeseen circumstances. PBI will document the reasons for decision to grant the LOA, will collect the documentation, and get proper signatures from the student at a later date. 5. PBI will approve a student's request for a LOA in accordance with the school's policy; 6. A LOA and any additional leaves may not exceed a total of 180 days in any 12 month period; 7. If the student has a Direct Loan, PBI will explain to the student, prior to granting the LOA, t h a t the student's failure to return from an LOA will reduce the repayment grace period by the amount of time spent on the LOA; 8. The school has the right to approve or disapprove the LOA request. PBI will

extend the student's contract period by the same number of days taken in the LOA.

LEAVE OF ABSENCE POLICY CONTINUED

Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

A student granted a leave of absence that meets the criteria in this section is not considered to have withdrawn, and no return

calculation is required. However, if a student does not return by his/her scheduled return date of the LOA, the student will be dropped and a withdrawal calculation will be performed using their last day of attendance. Upon the student's return from the leave, she/he continues to earn In-House financing previously awarded for the period.

Addendum to Admissions Policy

To receive FSA funds, a student must be qualified to study at the postsecondary level. A student qualifies if he or she:

- has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma);
- has the recognized equivalent of a high school diploma, such as a general educational development or GED certificate or other state- sanctioned test or diploma-equivalency certificate;
- has completed homeschooling at the secondary level as defined by state law; or
- has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a home- schooled student to receive a credential for their education.

*Premier Barber Institute will collect this documentation during the enrollment process.

Policy on Diploma Verification

Should Premier Barber Institute question the validity of a potential students' diploma it must take additional steps to prove it is valid.

- 1) Check to see if the school they graduated from exists and if they have record of the student graduating.
- 2) Contact the Department of Education in the state the high school is located to determine the existence of the school and any record of the student.
- 3) Ask the student for transcripts stating all the courses they took along with the diploma.
- 4) Use these same rules for out of the country graduates along with the translation and evaluation of out of country high school diplomas.