

# STUDENT

2020-2021

# HANDBOOK



**LEGACY**  
BARBER COLLEGE



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# STUDENT HANDBOOK

Legacy Barber College General Student Handbook 2020-2021  
Revision 1.5 07/09/2021



## Location

Legacy Barber College  
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# Welcome to Legacy Barber College

Hello parents and students of 2020-2021 School Year

You are about to begin an exciting adventure in the barber school that will help you achieve your greatest expectations. We are excited to be a part of the road map for your personal journey to success. Legacy's Barber College will take you on a path that will provide you the skills and personal confidence to realize your dream of becoming a successful professional in the barbering field.

In the versatile "World" of barbering, the opportunities are endless. As a licensed barber, you have a diversity of job choices within the industry and within related areas of barbering. You may choose to enter in exciting competitions that will be great for building your portfolio. The related fields offer various exciting and challenging career paths which include platform artistry, manufacturers sales consultant of educator, salon manager, owner, school instructor, school director, school owner or state board representative.

## Our Mission

The mission of Legacy Barber College is to provide an education from instructors who are working in the barber / cosmetology field. We provide classroom theory and practical training so you can be prepared to enter the field of barbering. It is the mission of Legacy Barber College to ensure that each student is given the individual help needed to successfully complete the program. Once you have completed the program you will have developed creative skills that will take you on a journey to a professional career. Legacy Barber College is educating you on how to be your own boss and start your own legacy.

Thanks for joining us!!!



## **Purpose of this Handbook**

This Student Handbook serves as a basic guide for students and contains descriptions of the policies, procedures, and expectations, which apply to all Legacy Barber College students. Each section is a summary of school policies or operating procedures and is provided to give the student general information. Specific questions should be addressed with LBC management. This handbook, along with the enrollment agreement, represents the contractual agreement between LBC and the student, specifying the rights and responsibilities of the student and LBC. It is recommended that students read all documents in their entirety. In addition, it is recommended that students visit the LBC website at [www.legacybarbercollege.net](http://www.legacybarbercollege.net) for more information.

## **Right to Changes**

Review of this Student Handbook will be conducted on a regular basis and are subject to change at any time. Legacy Barber College reserves the right to modify or rescind the terms of the policies described in this handbook for any reason at any time. Any changes will be communicated through the Student Handbook Addendum which will include an effective date of necessary changes.

## **Alternative Names**

Legacy Barber College, Inc. may hereinafter be referred to as “Legacy Barber College” or “LBC” in this Student Handbook.

## **Licensure**

Illinois Department of Financial and Professional Regulation (Licensing Agency)  
320 W. Washington, 3rd Floor  
Springfield, IL 62786  
(888)473-4858  
[www.idfpr.com](http://www.idfpr.com)

# COVID-19 Response Addendum

Adhering to COVID Protocols / Acknowledgment of Student Responsibilities:

In response to the novel coronavirus pandemic (“COVID-19”), Legacy Barber College has developed and implemented its plan to limit or reduce the spread of COVID-19 by attending school and school activities in accordance with the guidance issued by our State and local departments of public health.

However, it is imperative that you understand that even with this plan in place, Legacy Barber College cannot guarantee that you will not contract COVID-19 as there are no known measures at this time to completely eliminate the possibility of infection. As a result, attending school and/or participating in any school activities exposes you to risk of contracting COVID-19. Legacy Barber College has developed an online learning option for students who do not wish to take such risk.

As indicated in the Code of Conduct, students who choose to attend Legacy Barber College “assume the obligations (including standards for conduct) imposed by the LBC.” These obligations and standards extend to the guidelines put in place in the LBC’s response to the COVID-19 pandemic.

By choosing to come to campus, students agree to abide by the LBC’s guidelines to mitigate the risk of spreading COVID-19. These policies may change as new information becomes available or situations at LBC change, and students are responsible for remaining up to date and following all procedures. Those students who violate or refuse to abide by the LBC’s COVID-19 guidelines will participate in the campus conduct process.

The principles and guidelines set forth in this addendum to the Code of Conduct asks you, as a member of the community, to commit to a strong regimen of personal hygiene, including hand washing, cleanliness in one’s common spaces, and the wearing of personal protective equipment, such as masks, in common and public areas on campus. Legacy Barber College has developed plans to support your actions with a commitment to sanitizing booths and cleaning classrooms, other spaces. LBC will also help protect its students, staff, and faculty by providing PPE and posting signage that reinforces the expectations around personal health and safety.

We must all work together to ensure the safety, health, and well-being of our community and school in these trying times. This guide for Student Conduct is one element of our ongoing mission to build and sustain a culture that makes the health and safety of others its top priority.

This COVID-19 Code of Conduct remains effective as an addendum to the Legacy Barber College Student Code of Conduct starting November 16, 2020 until otherwise noted by LBC. LBC reserves the right to update and make edits to this document to be in line with the guidance that comes from local, state, and national public health agencies as well as government officials. All material updates to the document will be communicated to the LBC community.

# Admissions to Legacy Barber College

## Academic Calendar

Legacy Barber College delivers courses in a session format, with two eight-week sessions offered each semester. Months corresponding to LBC's summer, fall and spring semesters are designated in two overlapping calendar cycles. At the time a student matriculates, he/she is assigned to either a Cycle 1 or a Cycle 2 calendar schedule. Additional information including holidays and break periods is available in this handbook.

## Academic Freedom

Legacy Barber College supports development of autonomous thought and respect for others' ideas. As such, members of the LBC community, including students and faculty, should feel free to discuss their questions and express their opinions both publicly and privately within the boundaries of the Code of Conduct and other reasonable behavioral expectations, noting in their expressions or demonstrations that they speak for themselves only.

## Admission Requirements and Procedures

To enroll into any of the post-secondary programs offered at Legacy Barber College, each prospective student must:

- Meet with a LBC Admissions Advisor to interview and tour the campus. A follow up interview may be required for the applicant.
- Complete an Application for Enrollment.
- Complete and sign an Enrollment Agreement.
- Acceptance is on an individual basis. To be accepted into the institution, the following requirements must be met:
  - Age Requirement: Proof of age may be documented by various means, including, but not limited to, birth certificate, driver's license, government issued identification, birth registration, passport, etc. In Illinois, the applicant must be at least 16 years of age by the first day of class.
  - Education Requirement: To be accepted at Legacy Barber College, a student must have successfully completed high school or its equivalent as evidenced by any of the following forms of documentation:
    - A transcript or diploma showing high school graduation; or
    - A General Education Development (GED) Certificate or transcript; or
    - Have evidence of completion of home schooling that state law treats as a home or private school. If the State issues a credential for home schooling, the student must obtain this credential in order to be eligible for enrollment. A diploma or certificate must be signed by a parent or guardian authorized by the State to conduct home schooling.
    - An academic transcript of a student who has successfully completed at least a two-year program that is acceptable towards a full credit toward a bachelor's degree.

- Licensing and Other Requirements (for Teacher/Instructor Training programs): Applicants enrolling in any of the Teacher/Instructor Training programs must have and provide evidence of a current license as a barber before enrolling in the specialized program. The applicant must have a minimum of three (3) years of experience. All applicants for the Teacher/Instructor Training program are required to do a technical interview with the Campus Director or their designee. These additional steps are essential in assessing the level of readiness for the program of study.

Applicants must be able to speak, read, and write in English. Students seeking admission from a foreign institution must have an equivalency evaluation completed as well as a translation if in any language other than English. Legacy Barber College will rely on the expertise of an outside agency that is qualified to translate documents into English and confirm the academic equivalency to a US high school diploma. The student or candidate seeking admission is solely responsible for the cost of foreign transcript translation and evaluation by an outside agency.

## **Readmission Policy**

Students that request to be readmitted into any Legacy Barber College campus after termination or withdrawal must submit an Application for Readmission, which may be provided by campus management or the Re-admissions Specialist. The Re-admissions Specialist will evaluate the student's application to determine eligibility for readmission. Students seeking readmission after being out of school for more than five (5) years will need to attempt an entrance exam that will consist of a written exercise to assess knowledge of the concepts. This assessment will help determine at what phase of education the returning student will fit into the curriculum. If the applicant is not eligible for readmission, the Re admissions Specialist will notify the applicant in writing within ten (10) business days of receipt of the application. If the student is eligible for readmission, the Re admissions Specialist will schedule a meeting with the applicant and campus management to determine a final decision, within ten (10) business days of receipt of the application. After a readmission meeting occurs, the student will be notified within fifteen (15) business days of the decision regarding readmission or conditions to be met prior to readmission. Prior to readmission into Legacy Barber College, the student must agree to adhere to current school policies. In order to be eligible for readmission, the applicant must be able to successfully complete the program according to the completion and graduation requirements, as outlined in the Student Handbook. Regardless of the length of time elapsed, readmitted students returning to the same program version must return with the same academic and attendance status as when he or she withdrew or was terminated. Legacy Barber College reserves the right to have a student repeat coursework if necessary for success. Students that are readmitted more than 180 calendar days past their last date of attendance may be charged for and provided with a new kit and will be subject to current campus tuition. Finally, a formal record of the written request for readmission and the outcome/decision will be retained in the student's permanent record.

## **Student Withdrawal Procedure**

Withdrawal from a program must be done in writing in all cases and a letter of withdrawal submitted the management. Legacy Barber College will calculate the student's tuition obligation and require

payment of any owed tuition, prior to the release of transcripts. Any unclaimed personal property and/or equipment items left after withdrawal will be disposed of after five (5) days.

## **Schedule of Tuition and Fees**

Tuition charges are different for each program of study. Applicants should review the Student Handbook Addendum for the breakdown of tuition and fees for the program they are interested in attending.

## **Termination of Enrollment**

Legacy Barber College reserves the right to terminate a student from the institution for the following violations or reasons:

- Student exhausted the disciplinary action steps listed above
- Failure to maintain satisfactory academic progress
- Academic Honesty Policy
- Drug and Alcohol Abuse Prevention Program
- Smoke-Free Environment Policy
- Weapons Policy
- Harassment and Bullying Policy
- Punctuality Standards Policy
- Essentials Attendance Policy
- Attendance Policy
- Leave of Absence Policy
- Dress Code Standards
- Vandalism or theft
- Student violates the time-clock procedures
- Student purposely misrepresents information on applications, contract, or other documents
- Student fails to meet timely tuition payments owed to the institution
- Student has exhausted three (3) attempts to satisfactorily pass the Essential Practical, Graduate Written, and/or Graduate Practical Exams
- Student fails to complete the Completion Requirements Policy
- Failure to adhere to behavior expectations
- Other reasons as found to be necessary by campus management

## **Cancellation, Withdrawal, and Settlement Policy**

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

1. If an applicant is not accepted by Legacy Barber College, the student is entitled to a refund of all monies paid to the institution.
2. **BUYER'S RIGHT TO CANCEL:** A student (or parent/legal guardian for student under legal age) has the right to cancel their Enrollment Agreement, by giving notice in writing to the Admissions Advisor, prior to midnight of the fifth business day after signing the Enrollment Agreement and

receive a refund of all monies paid to date. If notice of the right to cancel is not given to any prospective student at the time the Enrollment Agreement is signed, student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 10 days of cancellation. This policy applies regardless of whether or not the student has actually started the program.

3. When written notice of student cancellation is given after the fifth business day following the date the Enrollment Agreement was signed, but before completion of the student's scheduled first day of his/her program, the student is entitled to a refund of all monies paid to the school.
4. If a student's enrollment is terminated after beginning the program and after the fifth business day following the date the Enrollment Agreement was signed, Legacy Barber College will retain the kit fee and charge a portion of the student's tuition, based on their actual program hours completed on the student's last date of attendance. For students completing less than 5% of the total program hours, the tuition owed is calculated as the lesser of \$300 or 10% of total tuition for the program. Once a student completes 5% of total program hours, the tuition owed calculation is based on the hours completed in the payment period in which the student withdraws, per the Tuition Adjustment Schedule below; all previous payment periods will be charged in full. The refund, if any, is the difference between tuition payments applied through the withdrawal payment period and the tuition owed to the institution.
5. Official withdrawal will occur when the student notifies the LBC admissions that he/she will not return, either by the postmark date for written notification, or the date said information is delivered to the institution's Campus Director in person.
6. Unofficial withdrawal may occur immediately should the student exceed fourteen (14) consecutive calendar days of absence, as determined by the institution through monitoring clock hour attendance at least every thirty (30) days. In these cases, the official withdrawal date will be the student's last date of attendance.
7. If the program is canceled after a student's enrollment and before instruction in the program has begun, the student shall be entitled to receive from the institution a full refund of tuition, fees, and other charges paid by the student or on behalf of the student as is provided under rules promulgated by the Department. The institution may make refunds which exceed those required by the state.
8. If the program is canceled after a student's enrollment and after instruction in the program has begun, the student shall be entitled to receive from the institution such refund or partial refund of the tuition, fees, and other charges paid by the student or on behalf of the student as is provided under rules promulgated by the US. Department of Education. The institution may make refunds which exceed those required by the state.
9. If the institution closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the institution must make arrangements for students. Each student shall be given a refund prorated to at least reflect the percentage of time remaining to complete the course of instruction and will be provided an official transcript of all hours earned while enrolled in the program.
10. The institution shall mail a written acknowledgment of a student's cancellation or written withdrawal to the student within fifteen (15) calendar days of the date of notification. Written acknowledgment is not necessary if the refund has been mailed to the student within 15 calendar days.
11. In Illinois, monies due the applicant or student shall be refunded within forty-five (45) days, whether official or unofficial cancellation or withdrawal.
12. Deposits or down payments shall become part of the tuition.

13. If a student on an approved leave of absence does not return, the official withdrawal date is the earlier of the scheduled date of return or the date the student gives notice of not returning.
14. In the case of a student's disabling injury, death in the immediate family, or other documented mitigating circumstances, a reasonable and fair settlement will be made.
15. Collection Policy: Legacy Barber College will work with each student to ensure that all balances are fully paid or a satisfactory payment plan is in place. If a student's enrollment is terminated, outstanding balances may be forwarded to a collection agency or other third party, which will follow the above Cancellation, Withdrawal and Settlement Policy.

# Student Code of Conduct

## Conduct Policy

Legacy Barber College expects mature and responsible behavior from students and strives to create and maintain an environment of social, moral and intellectual excellence. Legacy Barber College reserves the right to suspend or permanently expel students whose work or conduct is deemed Unsatisfactory.

Ideas and learning form the core of the academic community. In all centers of education, learning is valued and honored. No learning community can thrive if its members counterfeit their achievements, or seek to establish an unfair advantage over their fellow students. The academic standards at Legacy Barber College are based on a pursuit of knowledge and assume a high level of integrity in each of its members. When this trust is violated, the academic community suffers and must act to ensure its standards remain meaningful. The vehicle for this action is the Academic Integrity Policy.

## Violation of Code of Conduct

Violations of academic integrity are those which permit a student to gain an unfair advantage over other students. The academic integrity policy applies to every aspect of coursework including threaded discussions, exams, quizzes, essays, assignments, and any other assigned Work.

### 1. Plagiarism

Examples of plagiarism include, but are not limited to:

1. Any act of copying information from another student or alumni by any means to obtain an advantage for one's self.
2. Any act of conveying information to another student for the purpose of providing unfair advantage to that student.
3. Any act of representing another's work, whether copyrighted or not, as one's own. Another's work includes, but is not limited to, homework, written papers, examinations, laboratory assignments, published works, graphics, images, software, etc.
4. Purchasing any academic papers, discussion threads, final exams, quizzes, etc. from an internet site or commercial service whether it is a prewritten paper or having a paper written for you.
5. Submitting a paper or other written assignment that contains word-for-word passages of others' work without proper acknowledgment.
6. The paraphrasing of others' works which contains specific information or ideas and which is not properly acknowledged.
7. Self-plagiarism; Current use of any work previously submitted for credit or other recognition unless the use of such previously completed work is expressly authorized.

### 2. Collaboration

The following are examples of collaboration violations:



1. Any act of two or more students actively cooperating on any assignment when the instructor has not expressly permitted such cooperation. This may include, but is not limited to, homework, papers, threaded discussions, assignments, laboratory exercises or reports, and examinations.
2. The actions of any individual representing another student or being represented by another person for the purpose of taking the course; an examination; authoring a paper or assignment, including homework, for another student; or in any other way fulfilling the obligation of another student.
3. Students who collaborate with others by sharing their work when not permitted are subject to the same sanctions and review processes as students who use others' work
3. Proprietary Material  
This includes, but is not limited to the following examples: examinations; problem solutions; copyrighted or patented materials; computer piracy; or unauthorized use of any other material regulated by federal, state, or local law.
4. Offering of Money or Other Incentives  
The following are examples of offering money or other incentives:
  1. Offering money, items of value, or acts or services to an instructor, student, or any other person to gain academic advantage for one's self or another.
  2. Offering, giving, receiving, or soliciting any unauthorized information in exchange for anything of value
  3. Paying others or hiring a service to complete your course or any specific course assignments, discussion threads, final exam, quizzes, etc.
5. Lying  
The following are examples of lying: lying is the deliberate misrepresentation by words, actions, or deeds of any situation or fact, in part or in whole, for the purpose of enhancing one's academic standing or for the purpose of avoiding or postponing the completion of any assignment, quiz, examination, or other duties in a course, internship, or cooperative education assignment or program.
6. Other Violations  
The following are examples of other types of violations:
  1. Misrepresenting the facts regarding an absence, or work that has not been completed, for the purpose of gaining an extension of an established due date or for taking a make-up examination
  2. Entering online discussion threads under false pretenses or not complying with instructor or Legacy Barber College authorship rules.
  3. Current use of any work previously submitted for credit or other recognition unless the use of such previously completed work is expressly authorized.
  4. Stealing, as theft of grade books or other documents, from instructor offices or elsewhere
  5. Knowingly using, buying, selling, stealing, or unauthorized transporting or soliciting, in whole or in part, any Legacy Barber College content.
  6. Intentionally or knowingly helping, or attempting to help, another to commit any act of academic dishonesty.
  7. Inappropriately accessing, or attempting to access, students' academic records
  8. Posting Legacy Barber College content from your course on the Internet or giving content such as papers, discussion posts, answer keys, etc. to Internet sites and others constitutes a violation of copyright infringement.

# Completion and Graduation Requirements

## Completion Requirements:

To complete a program at Legacy Barber College, you must:

- Meet the minimum course requirements
- Complete the required clock hours for the program
- Meet the minimum Grade Point Average (GPA) standard of 85%
- Meet the minimum Attendance standard of 85%
- Achieve an 85% or better score on each written test
- Achieve an 85% or better score on each Essentials Practical Examination
- Achieve an 85% or better score on the Final Written Examination
- Achieve an 85% or better score on each Final Practical Examination
- Complete the State Practical Progress Requirements - Indiana only

## Graduation Requirements:

To graduate from Legacy Barber College with a Certificate, you must:

- Achieve all Completion Requirements
- Satisfy all financial obligations of tuition, fees, and any other institutional charges

Please note: Any student who fails to satisfy the Completion Requirements within fourteen (14) calendar days of completion of their required hours for that program will be officially withdrawn from the institution and not considered completed with their program.

Satisfactory progress in attendance and academic work is required for all students enrolled with Legacy Barber College regardless of source of funding (i.e. cash pay, private loans, Federal Title IV Funding, etc.). It is printed in the Student Catalog to ensure that all students receive a copy prior to enrollment. Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds. The elements of the policy are outlined below. Please note, changes in major, pursuit of second degree or summer terms do not apply to LBC.

## Attendance Progress

- **Maximum Time Frame:** The maximum time frame during which students are to complete any program is 118% of the regular program length (based on a 100% attendance schedule) measured in clock hours completed. Students who are determined to not be able to, or have not completed the program, within the maximum time frame will be withdrawn from the institution.
- **Attendance Progress Evaluation:** All students must earn at least an 85% cumulative attendance average in order to be considered making satisfactory progress.

## Academic Progress

- The following factors will be measured to determine academic progress: Theory Work (test grades, homework, etc.), Practical Work, and Clinic Work
- Theory, Practical, and Clinic Work will be graded according to the following scale:
  - 96%-100% Excellent
  - 90%-95% Good
  - 85%-89% Satisfactory
  - 0%-84% Failing
- At each Determination of Progress point (see table below), students must have an aggregate minimum 85% Grade Point Average (GPA) in Theory, Practical, and Clinic work in order to be considered making satisfactory progress.

## Determination of Progress

Satisfactory Academic Progress (SAP) will be evaluated at the mid-point and end-point of each academic year based on the student's actual hours completed. At that time, students will receive their Satisfactory Academic Progress (SAP) Evaluation report. Those students who are not meeting SAP will be required to meet with campus administration and sign their Satisfactory Academic Progress (SAP) Evaluation report to evidence an understanding of their academic standing and financial aid eligibility.

## Satisfactory Progress

Students with a minimum of 85% cumulative attendance and 85% GPA at each evaluation will be considered to be making satisfactory progress until the next scheduled progress evaluation. SAP

evaluations will determine if the student has met the minimum requirements for attendance and academic progress. See Determination of Progress Table for evaluation periods.

## **Warning**

Students failing to meet minimum cumulative attendance and/or academic progress requirements will be placed on warning, with the opportunity to meet requirements by the next evaluation period. During the warning period, students are considered to be making satisfactory progress and financial aid funds will be disbursed to eligible students. At the end of the warning period, the student's progress will be re-evaluated according to the Determination of Progress Table. If the student is meeting minimum attendance and academic progress requirements, he/she will be determined to be making satisfactory progress. If at the end of the warning period, the student's cumulative attendance progress is below 85% and/or academic progress is below 85% GPA, he/she may be placed on probation. If applicable, students may be deemed ineligible to receive Title IV funds.

## **Probation**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress during the probationary period, if the student appeals the decision, and prevails upon appeal (see Appeal Procedure below). Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making SAP. The student will be advised in writing of the actions required to attain SAP by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for SAP or by the academic plan, he/she will be determined as NOT making SAP. If applicable, students will not be deemed eligible to receive Title IV funds.

## **Appeal Procedure**

If a student is determined to not be making SAP, the student may appeal the determination within ten (10) 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 timely written appeal to the campus' Student Success Advisor on the designated form describing why they failed to meet SAP standards, along with supporting documentation 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 SAP by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within five (5) business days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the SAP determination will be reversed and federal financial aid will be reinstated, if applicable.

## Behavior Expectations

Legacy Barber College expects students to conduct themselves in a professional manner at all times and support our effort to provide a quality adult learning environment. Therefore, there are several behavior expectations that all students should adhere to while a student at Legacy Barber College. Students in violation of the following may be subject to disciplinary actions:

- Negative, rude, or profane language.
- No Food/beverage/candy/gum in the classroom or clinic areas (bottled water is allowed).
- Mobile Phone usage is limited to the break room or outside the building and must be turned off during classroom and clinic hours.
- Personal items such as purses/backpacks/mobile phones must be stored in the locker during class and clinic hours.
- Follow instructional guidance and assignments.
- Clinic services assigned throughout your education are for your professional development and should not be a refused. You are required to perform all assigned services.
- Receiving or performing a service without authorization.
- All services must be conducted under the supervision of a licensed teacher including:
  - Consultations and service protocols
  - Formulation
  - Preparation of chemicals
  - Evaluation of service(s) performed
- Sanitation is critical to the well being of you and your client and should be complete as assigned.
- Students must receive permission before leaving an assigned work area for breaks, lunches, etc.

## Student's Rights

As a student enrolled in an approved school in the state of Illinois, you have the following rights:

1. You have the right to a completed enrollment agreement (student contract) before you sign it. This means there should be no blank spaces on the agreement.
2. If the enrollment agreement is negotiated orally in a language other than English, you have the right to receive a copy of all disclosures written in the language in which the agreement was negotiated prior to signing the enrollment agreement.
3. You have the right to receive an exact copy of the enrollment agreement (student contract) which you sign.
4. You have the right to know the scheduled starting and calculated completion date of your course of study.
5. You have the right to know the total cost of the course of instruction including any change made by the school for tuition, books, materials, supplies, and other expenses.
6. You have the right to cancel your initial enrollment agreement up to midnight of the fifth business day after you have been enrolled.
7. Should you use your right to cancel your initial enrollment agreement, cancellation must be in writing and given to the registered agent, if any, or managing employee of the school.

8. You have the right to know the number of students who did not complete the course of instruction for which they enrolled for the past calendar year as compared to the number of students who enrolled in the school during the school's past calendar year.
9. You have the right to keep all hours earned during your course of study. Once hours are earned they cannot be taken away.
10. You have the right to receive an official transcript upon your graduation or other permanent exit from the school provided you have met all financial obligations set forth in your enrollment agreement.
11. You have the right to a refund for certain unearned tuition, fees, and other charges. The refund policy is contained in the Illinois Barber, Cosmetology, Esthetics, Hair Braiding and Nail Technology Act of 1985.
12. You have the right to register complaints against the school with the Department of Financial and Professional Regulation. Direct your written complaint to either COMPLAINT INTAKE UNIT, Department of Financial and Professional Regulation, Division of Professional Regulation, The James R. Thompson Center, 100 West Randolph Street, Suite 9-300, Chicago, Illinois 60601. You may also submit a complaint on the Department's website at [www.idfpr.com](http://www.idfpr.com) or call the COMPLAINT INTAKE UNIT at 312-814-6910.
13. You may obtain a copy of the Illinois Barber, Cosmetology, Esthetics, Hair Braiding and Nail Technology Act of 1985 and the Rules for the Administration of the Act by calling 1-800-560-6420, TTY: 1-866-325-4949.

## Student Clinic

Individuals who enroll in a program of study at Legacy Barber College are students. Students of LBC will learn in a variety of settings, including classrooms and the student clinic. Each learning environment is designed to advance and reinforce students' knowledge of their program of study in a different way.

The student clinic offers students the opportunity to learn by doing in a simulated clinic environment. Students will practice their skills on real, paying customers of the clinic under the supervision of instructors. Practical skills learned in the clinic include, but are not limited to, providing services for clients relating to hair, skin, and nails; light cleaning and sanitation; laundry related to client services; and practicing product knowledge and sales techniques.

Students are not employees of Legacy Barber College and will not be paid for any time spent learning by performing tasks in the student clinic. A student's relationship with LBC can only be changed from student-school to associate-employer by way of a formal offer letter signed by the Campus Director following the campus' ordinary application, interview, and hiring process. If a student believes that they are performing services for LBC for which they should be paid, they should immediately contact their campus' Campus Director or by following the Grievance Policy within this Student Catalog.

## School Calendar and Other Important Dates

Legacy Barber College campuses are closed for Winter Vacation (typically the last week of December), Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. No scheduled hours are accrued during campus closure. Class start dates and

graduation dates vary by student enrollment and will be reflected on the Enrollment Agreement. LBC reserves the right to change scheduled dates and hours without prior notice.

# Barbering Program and Curriculum

Our barbering program has unique characteristics and elements, but the general approach that Legacy Barber College is outlined below. The program offered is regulated by State agencies whereas licensure is also required to work as a barber or barber instructor. Upon graduation, students will have earned a Certificate in their program of study. The Certificate makes graduates eligible to pursue their State's required test and license.

## Instructional Method

Legacy Barber College offers the most advanced in educational materials, equipment and facilities. Our facilities were designed and educational materials were chosen to cultivate an engaging learning experience.

Upon completing the program, your education has been supported through the use of digital and video materials, demonstrations, guest artists, visual/practical presentations, lecture and hands-on experience. We monitor your education through practical and written examinations, making sure that you are well versed and prepared for the state board examinations.

## Barbering

Legacy Barber College is dedicated to providing the most current, technically precise and versatile education available in the Barber field today. Upon completion of our course, our students will have a secure foundation in all aspects of the barber field. You will learn the scientific building blocks for hair, skin and nails. We will provide you with the necessary education theoretically, practically and artistically to perform hair sculpture, texture, color and design services. Our sculpting and coloring methodology far surpasses the barber school requirements and solidifies your ability to make your mark as a barber professional. We firmly believe in providing our students proper safety and sanitation practices to ensure a healthy and professional industry career. At LBC, we strive to exceed the expectations of the industry needs and ensure that our students are educated in the industry standards of sanitation practices and build integrity in client communication and relationships, offering our students the ability to become the very best the beauty school industry has to offer.

### **Barber** (1500 hours) Curriculum – Illinois

The barber program in Illinois includes the following categories of training, for the number of hours listed:

**Basic Training** (150 hours)—General theory and practical application of subject areas: orientation to barbering; study skills; the history of barbering; professional image.

**Barbering Science** (500 hours)—Classroom and hands on experience of subject areas: Bacteriology, infectious control and safe work practices; facial hair design; haircutting and styling; tools and equipment; anatomy; chemistry; physiology; electricity and light therapy; properties and disorders of the skin; properties and disorders of the hair and scalp.



## **Barber Teacher (1000 hours) Program – Description**

This program will prepare a new generation of licensed Barbers for a career as a Barber Teacher. The Barber Teacher student will learn ethical leadership, advanced skills, workplace safety and teaching methodology to obtain licensure as well as an entry level position in their chosen career.

### **Program Objective**

Legacy Barber College is dedicated to providing the most current, technically precise, versatile teaching methodology and education available in the teaching field today. Upon completion of our program, our students will have a secure foundation in all aspects of the teaching field including developing teaching aids, student motivation and learning, curriculum development and record management. We will provide you with the necessary education.

## **Barber Teacher (500 hours) Program – Description**

This program will prepare a new generation of licensed Barbers for a career as a Barber Teacher. The Barber Teacher student will learn ethical leadership, advanced skills, workplace safety and teaching methodology to obtain licensure as well as an entry level position in their chosen career.

### **Program Objective**

Legacy Barber College is dedicated to providing the most current, technically precise, versatile teaching methodology and education available in the teaching field today. Upon completion of our program, our students will have a secure foundation in all aspects of the teaching field including developing teaching aids, student motivation and learning, curriculum development and record management. We will provide you with the necessary education.

# LBC Policies and Procedures

## Alcohol

Legacy Barber College forbids unauthorized possession, distribution, sale or consumption of alcoholic beverages by a student anywhere on campus premises or at LBC-sponsored activities. LBC expects all students to comply with federal, state and local laws regarding use of alcohol. Infraction of the alcohol policy on campus premises may result in disciplinary action. A student organization should be aware that it may be held responsible for the actions of individuals, including nonmembers, in the event alcoholic beverages are made available by the organization at any of its functions, whether on or off University premises.

## Drugs and Controlled Substances

Legacy Barber College considers possession, distribution, sale and unauthorized use of drugs, including but not limited to hallucinogens, narcotics, stimulants and depressants, contrary to the welfare of the LBC community. (Prescription medications taken according to doctors' instructions are considered authorized substances.) Legacy Barber College specifically prohibits the use, possession, distribution or sale of marijuana (for any purpose) on its premises or at any LBC-sponsored event. Students in violation of state, federal or other local laws or regulations with respect to unauthorized substances may be subject to both criminal prosecution and LBC disciplinary action.

## Network and Computer Usage Policy

Legacy Barber College-provided technology resources – including, but not limited to, computers (e.g., desktop and portable computers, servers, networks, printers, software and data storage media), email, and Internet use (collectively, technology resources), are available for exclusive use of authorized, registered students, faculty and staff (users). To better serve the needs of users and emulate a corporate computing environment, the following policies are enforced by the Director of Tech and Operations. Users must familiarize themselves with and abide by the following policies:

- A. Network and Workstation Security is Strictly Enforced Users have no expectation of privacy in connection with use of the University's technology resources, including creation, entry, receipt, storage, access, viewing or transmission of data. LBC, through the Director of Tech and Operations or staff, may search, monitor, inspect, intercept, review, and/or access all data created, entered, received, stored, accessed, viewed, or transmitted on or through the University's technology resources, or other University-provided technology to maintain system integrity and ensure users are using the system responsibly.

The Director and staff may also implement workstation management software, allowing them to monitor for or prevent users from attempting to change settings or circumvent workstation security.

Users may not attempt to alter workstation settings including, but not limited to, network

configuration, Windows® registry, virus checker settings or any other setting that might compromise security or performance of the University computer system. The Director or Staff may implement workstation security software to monitor for, and/or prevent users from, making inappropriate changes to their workstations.

Any attempt by a user to breach workstation or network security, or to tamper with University technology resources, will result in loss of computer access. Downloading material relating to hacking or malicious code creation will be considered an attempt to breach network security.

Further disciplinary action may be pursued as described below in section F

B. . Guidelines for use of the LBC's technology resources

1. The privacy of other users must be respected.
2. Users are responsible for all activities conducted under their user login and password, whether intentional or unintentional, on LBC's technology resources.
3. Students will not use LBC's technology resources to intentionally or unintentionally violate any local, state, federal, or international civil or criminal law. This includes:
  - a) Making statements or transmitting data that is threatening, malicious, tortuous, defamatory, libelous, vulgar, obscene or invasive of another's privacy.
  - b) Violating copyright, trademark, patent or any other intellectual property laws. This would include transmitting, posting or copying another user's work without express consent of the intellectual property owner. Exercise caution with respect to works/materials found on the Internet, because though they are available on the Internet, for the most part they are copyrighted. Therefore, you should seek and obtain permission to copy or distribute those materials/works. Attributing the source is not a substitute for permission.
  - c) Running or participating in lotteries, raffles, betting, gambling for anything of value and participating or facilitating in the distribution of unlawful materials.
  - d) Gaining unauthorized access to other computers or databases.
4. Users of LBC's technology resources must abide by the same principles of fairness, decency and respect that would be expected in any other LBC or business environment. Users are forbidden from using LBC's technology resources in any way that may be reasonably including its non-discrimination and nonharassment policies. This prohibition includes, but is not limited to, sexually explicit or offensive images, messages, cartoons, jokes, ethnic or religious slurs, racial epithets, and using abusive and offensive language.
5. Computer technology resources may not be used to transmit junk mail, SPAM, pyramid schemes of any kind or chain letters.
6. Users must minimize the possibility of transmitting viruses or programs harmful to other users' data or equipment by using an appropriate virus checker.
7. Users may not install, store or download software programs including freeware and shareware or hardware on LBC computers. Any unauthorized software or hardware modifications will be removed.
8. Internet chat rooms and online games are permitted if this use does not cause disruption to normal academic-related lab use or cause network congestion. Local or network game play is permitted under limited circumstances. Students should seek permission to do so by contacting the Director of Tech and Operations. Determination of appropriate use is at the sole discretion of LBC faculty and the Director. Failure to comply with requests to cease inappropriate or disruptive activity results in revocation of this privilege.

Off-campus web sites and email accounts created or accessed over LBC network or with the help of LBC resources are subject to these policies and regulations.

Students are not allowed to install or utilize peer-to-peer file, music, video applications, or other digital media services on LBC computers, nor utilize peer-to-peer software on student-owned computers while connected to LBC's wireless network. These peer-to-peer services have inadequate controls to prevent the illegal spread of copyrighted material, viruses, malware and other malicious software. In addition, these sites heavily utilize network bandwidth, which may negatively impact other students' ability to access legitimate LBC-related web content.

## **Dress Code Enforcement**

Maintaining a professional appearance is vital to your success in this industry. Legacy Barber College has the following standards for our education programs. All clothing/uniform must be kept clean, neat and worn during all classroom and clinic floor hours. Students must arrive at school in the approved dress code. If the attire is not in acceptable condition, it must be corrected immediately or the student will be sent home until the student meets the dress code standards.

- Professional attire which includes solid black bottoms and a black and/or white top.
- Pants or skirts must be solid black. Skirt must be no shorter than the knee.
- Pants must not be sheer, torn, have holes or have frayed bottoms.
- White button up (Men) / White blouse women
- LBC apron/smock
- Only closed shoes are permitted. Black gym shoes in good condition will also be allowed
- The clothing should not be torn or stained. Shorts, sweatpants, sleeveless tops, halter-tops, tube tops, tank tops and hoodies are not allowed. Exposed midriiffs are not allowed.
- All clothing must be professional and proper fitting.
- No visual name brand or logos are allowed on tops or bottoms.
- Hands and nails must be kept clean, polish on or off - not chipped. Artificial nails need to be in good repair.
- Hair should be dry, styled, and stylishly maintained throughout the school day. Proper hygiene is required.
- Make-up (if worn) needs to be applied tastefully.

A high degree of personal hygiene and cleanliness is mandatory.

## **Sanitation**

Proper sanitation, as set forth by State requirements, is critical in the continued and safe education of students, safety of clients and associates, and continued licensing of the school. All sanitation rules must be followed by students and LBC associates in their entirety every day. All sanitation will be assigned according to a specific list of sanitation duties by program/area and monitored by an instructor. Failure to comply with the sanitation standards will result in disciplinary action. Any unsafe conditions should be reported to an instructor or Administrator. We are committed to providing a safe environment for associates, students, and guests. All students should use care in keeping their work area as clean and safe as possible, in order to prevent accidents or hazardous situations. Any injury

occurring on the school premises should be reported to the instructor or Administrator, even if the injury does not require first aid or medical attention.

## **Educational Materials**

Legacy Barber College uses a combination of proprietary and third party educational content, all of which is copyrighted. This content has been integrated and is delivered via an online application. In addition, other educational material is required to complete the program (e.g., shears for the cosmetology program). All of the educational materials are included in the Student Kit, which is typically delivered on the first day of class. Some of the third party content may be available commercially outside of the Student Kit. Use the following link to learn more about what might be available and current co

## **Student Kits**

Student Kits are distributed on the first day of class for those students that are eligible. Students are provided with the necessary professional tools and textbooks to successfully complete their education. All items, including textbooks, barber kits, etc. must be available on campus during class hours every day. During the distribution of kit items, items will be automatically warranted for 1-year from date of issue. In the event that a piece of warranted equipment malfunctions or is broken, it is the student's responsibility to contact the equipment provider. Legacy Barber College is not responsible for any items that are lost, stolen, or broken. Any missing or damaged kit items will have to be replaced by the student, at the student's expense, within 24 hours.

## **Internet Policy Use and Agreement**

Legacy Barber College will provide students access to the internet for educational purposes only. Legacy Barber College has placed restrictions on the material students may access and/or post through the internet. A student's access may be revoked if any laws are violated. Please note that students are subject to disciplinary action for utilizing Legacy Barber College internet for non-educational purposes.

## **Access to Student Educational Records (FERPA) Policy**

Legacy Barber College guarantees each student (or parent or guardian if the student is a dependent minor) access to that student's records. The institution requires written consent from the student or Student Handbook parent/guardian of a dependent minor before releasing any student information in response to third party requests, other than a request by NACCAS, unless otherwise required by the Family Educational Rights and Privacy Act (FERPA; 20 U.S.C. § 1232g; 34 CFR Part 99). FERPA is a Federal law that protects the privacy of student education records and provides students an opportunity to review their records. Legacy Barber College guarantees the rights students and parents of dependent minors to gain access to their files. FERPA gives students certain rights with respect to their education records:

- Students have the right to inspect and review the student's education records maintained by Legacy Barber College. To request to review your records, you may contact the Campus

Director. Institutions are not required to provide copies of records unless, for reasons such as great distance, it is impractical for students to review the records at the school. Note, there may be fees for copies.

- Students have the right to request that Legacy Barber College correct records which they believe to be inaccurate or misleading. If Legacy Barber College decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if Legacy Barber College still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.
- FERPA allows schools to disclose, without consent, personally identifiable information to the following parties (34 CFR § 99.31):
  - School officials with legitimate educational interests;
  - U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education;
  - State and local officials;
  - Authorized organizations conducting educational research;
  - Accrediting agencies;
  - Alleged victim of a crime;
  - Students and parents of a dependent minor as defined by the IRS;
  - Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse; and
  - In a case of an immediate threat to the health or safety of the student or associated individuals, to appropriate parties in connection with the emergency if knowledge of the information is necessary to protect the health or safety of the student or associated individuals.

Legacy Barber College may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Students may opt out of having directory information disclosed by providing written notice to the Campus Director. Legacy Barber College will notify students annually of their rights under FERPA.

## **Students with Disabilities Policy**

Legacy Barber College does not discriminate on the basis of disability. Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the School's educational resources, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA"), their related statutes and regulations, and corresponding state and local laws. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the ADA Compliance Coordinator, or his/her trained designee who has been designated to coordinate the efforts of the school to comply with Section 504 and ADA.

Individuals with disabilities wishing to request an accommodation must contact the ADA Compliance Coordinator or Campus Director. A disclosure of a disability or a request for accommodation made to any staff, faculty, or personnel other than the ADA Compliance Coordinator or Campus Director will not be treated as a request for an accommodation. However, if a student discloses a disability to such an individual, he or she is required to direct the student to the ADA Compliance Coordinator or trained

designee. Upon request, the ADA Compliance Coordinator (or his/her trained designee) will provide a student or applicant with a Section 504 Accommodations Request Form, which is also available on the School's website. To help ensure timely consideration and implementation, individuals making a request for an accommodation are asked to contact the ADA Compliance Coordinator and/or submit a Request for Accommodations form at least two (2) weeks prior to when the accommodation is needed.

Individuals requesting reasonable accommodation may be asked to provide medical documentation substantiating his/her physical and/or mental impairment(s) and/or the need for the requested accommodation(s), including but not limited to when the limitation or impairment is not readily apparent and/or a requested accommodation does not clearly relate to the impairment(s). Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated less than three (3) years from the date a student requests a reasonable accommodation, and must be completed by a qualified professional in the area of the student's disability, as reflected below:

## **Sexual Misconduct Policy Overview**

Legacy Barber College fully supports the objectives of the Federal Campus Sex Crimes Prevention Act and the Violence Against Women Act (VAWA). These Acts require Legacy Barber College to follow compliance requirements and establish protections for victims of sexual discrimination, including: sexual harassment and/or assault (non-consensual sexual contact and non-consensual sexual intercourse), domestic or dating violence, sexual exploitation, intimidation, retaliation and stalking. By policy, these and related actions are expressly prohibited by Legacy Barber College. As part of this policy, Legacy Barber College is committed to prevent such offenses from occurring and take appropriate steps to address any violations of sexual misconduct that occur within Legacy Barber College's jurisdiction. Legacy Barber College is committed to ensuring all students and employees feel safe in their learning and work environment so they have the opportunity to benefit fully from their experience. Within the Annual Security Report, the full Sexual Misconduct Prevention, Interpersonal Violence, and Response Policy is made available. Included are greater definitions of types of violations; Notice of Nondiscrimination; Scope; Title IX Coordinator Role; Confidentiality; Options for Assistance; and Investigation Procedures.

## **Smoke-Free Environment Policy**

In support of a smoke-free environment, smoking is not permitted at Legacy Barber College campuses. A designated outside smoking area may be provided, depending on building location, logistics, and city ordinances.

## **Weapons Policy**

Other than in the possession of official on-duty officer of the law, prohibited and/or dangerous weapons are not permitted on any Legacy Barber College property or in a facility. A permit to carry a firearm or concealed weapon does not supersede this policy. Students or associates in possession of a weapon will be immediately terminated and the police contacted. Some examples of prohibited

and/or dangerous weapons include: • Firearms (pistols, revolvers, shotguns, rifles and bb guns) • Knives (switchblades, gravity knives, etc.) • Metal knuckles • Bows and arrows • Tasers

## **Harassment & Bullying Policy**

Legacy Barber College is an environment that is free from intimidation or harassment. Harassment of associates and/or students by any associate, student, guest, or outside vendor is prohibited and may result in disciplinary action, up to and including termination from Legacy Barber College. Harassment is defined as behavior that is offensive to an individual or group, including unwelcome sexual advances, uninvited suggestive remarks, verbal, written or graphic communication that is sexist, racist, contains religious slurs, or ethnic jokes, etc. If you observe this type of behavior, you should immediately address the issue by advising the individual that it is unwelcome, unwanted and inappropriate. If the behavior does not cease, report it to a member of the campus management team immediately.

Verbal and/or written threats to any individual(s) will be taken seriously, perceived as credible and turned over to the local police for investigation. It is not the responsibility of Legacy Barber College to evaluate the validity of a perceived threat. We view this as a serious matter and will not tolerate any threats, joking or not, regarding the safety of our associates and/or students.

"Bullying" often refers to verbal, physical, or other acts committed by a person to harass, intimidate, or cause harm to another person. The behaviors attributed to bullying may include verbal threats, menacing, harassment, intimidation, assaults and disruption of the institution environment, associated disorderly conduct, and related behaviors. Should a student or associate feel that any of these situations apply, and could not be (or could not comfortably attempt to be) resolved directly, he/she is directed to immediately seek the help of campus management. At the minimum, all cases of student bullying will be turned over to the campus management team for investigation.

## **Record of Hours**

It is a state requirement that LBC provide a controlled and accurate process for recording all student hours. LBC is equipped with a time clock system. It is the student's responsibility to clock in at the beginning of the day and out again at the end of the day. A thirty (30) minute meal period is automatically deducted each day for students who attend five (5) hours or more per day. The teacher's manual attendance records do not affect the official time clock system. The attendance taken in class is for academics and will not be adjusted on the students' record of hours.

Failure to follow the proper procedures will result in a miscalculation of hours. Legacy Barber College is not responsible for manually adjusting a student's hours if he/she neglects to clock in or clock out correctly. Legacy Barber College reserves the right to deem miscalculated hours as unofficial hours and reflect the student as absent. Should a student believe the hours did not register correctly in the time clock system then he/she has 24 hours from the date of the punch to report the possible error to campus management, who will investigate the possible discrepancy.

Theft of hours occurs when a student is not present at Legacy Barber College or not participating in institution-related activities when clocked in. We do not tolerate dishonesty.



## **Attendance Policy**

Students are expected to attend Legacy Barber College as scheduled. Students should contact the campus prior to the scheduled start of class if unable to make it to school. In the event a student encounters a situation that mandates missed hours, such as an emergency, illness, vacation, or bereavement, the student is held accountable for any/all education missed as a result of being absent. It is solely the students' responsibility to obtain the missed information and missed assignments.

Legacy Barber College may determine that any student with fourteen (14) consecutive calendar days of absences to be withdrawn from the program of study and institution. The determination may be made regardless of the student's notification of absence. Please note, school breaks and holidays that are reflected in the School Calendar will not count against students when calculating the consecutive dates due to campus closure.







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