



Catalog

BARBER TECH ACADEMY

1650 Russell Street

Orangeburg, SC 29115

(803)937-5730

CATALOG

2020

Although the publisher of this catalog has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical or printing errors or errors occasioned by mistakes. The publisher has attempted to present information which, at the time of preparation for printing, most accurately describes the course offerings, faculty listings, policies, procedures, regulations, and requirements of Barber Tech Academy. However, it does not establish contractual relationships.

Barber Tech Academy reserves the right to alter or change any statement contained herein without prior notice.

Volume 1: PUBLISHED BY BARBER TECH ACADEMY, Orangeburg, SC – REVISED OCTOBER 2020

table of contents

• Date of publication	2
• Mission Statement	4
• Licensing/Accrediting agency information	4
• Administrative Staff	5
• Name of Program	5
• Name of owners	5
• Facilities and Equipment	5
• Class Schedule	6
• Non-discrimination statement	6
• Employment assistance policy	6
• School calendar with closures, holidays, start dates	7
• Misrepresentation Policy	7
• Admissions	8
• Graduation Requirements	10
• Award for completion	10
• Attendance Policy	10
• VA Attendance policy	10
• Textbook Information	11
• Copyright Infringement Policy	11
• Make Up Policy	12
• Privacy policy	14
• Student file access	14
• Program Length	17
• Voter Registration Information	18
• Student Support Services	18
• Tuition and Fees	18
• Verification policy	20
• Refund Policy	21
• R2T4 Policy	23
• SAP Policy	26
• Leave of Absence	30
• Termination policy	31
• VA Satisfactory Academic Progress	31
• General Conduct Policy	33
• Campus Security	34
• Emergency Evacuation Procedure	57
• Contact Numbers-Campus Security	69
• VA Addendum to Catalog	72

about us

VISION

The Vision of Barber Tech Academy is threefold yet simple:

1. Develop Entrepreneurs
2. Create Industry Professionals
3. Promote Interactive learning

MISSION

“Being a Trusted leader in providing quality education to the industry.”

STATE APPROVING AGENCY

South Carolina Department of Labor, Licensing and Regulation

South Carolina Board of Barber Examiners

110 Centerview Drive

PO Box 11329

Columbia, SC 29211

(803)896-4300

INSTITUTION'S ACCREDITING AGENCY

Barber Tech Academy is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS). The contact information is listed below.

National Accrediting Commission of Career Arts & Sciences

3015 Colvin Street

Alexandria, VA 22314

(703)600-7600

OWNERS/ STAFF

Barber Tech Academy

Dashaun West – Managing Partner, Instructor

Leonard Pelzer – Managing Partner, Instructor

Carolyn West - partner

Juanita Livingston – Admissions/ Assistant

Cori Williams – Financial Aid/Assistant

Otis Pelzer – Financial Aid

PROGRAM TITLE

The program of study that is offered by Barber Tech Academy is Barbering.

FACILITIES AND EQUIPMENT

Barber Tech Academy is located in downtown Orangeburg, SC. Our facilities house office for administrative purposes, classroom facilities, restrooms, and clinical area for practical learning. Barber Tech Academy's new location boasts over 4000 square feet for educational purposes. Barber Tech Academy has barber stations which include modern equipment to help with student practical learning.

VISIT US ON THE WEB

Barber Tech Academy is also on the web. Visit www.barbertechacademy.com to find out more information.

EMPLOYMENT OPPORTUNITIES

The personal service industry is becoming of the fastest growing industry sectors to date. Graduates can enjoy a lucrative career in the barbering industry. These occupations are available to graduates of Barber Tech Academy:

- Barber
- Master Hair Care specialist
- Barber shop manager
- Barber shop owner
- State Board member
- Barber Instructor

JOB PLACEMENT POLICY

While Barber Tech Academy cannot guarantee employment for graduates, assistance in finding suitable employment is provided. The school assists by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

NON-DISCRIMINATION STATEMENT

Barber Tech Academy does not discriminate on the basis of sex, race, age, color, ethnic origin, religion, political views, sexual preference, marital status, physical or mental handicap, or family obligation in the admission of students.

CLASS SCHEDULE

Theory classes will take place Tuesday - Thursday for 1 hour 40 minutes per day. Friday and Saturday hours are dedicated to practice and clinic work. Students are expected to attend all class hours on their enrolled schedule. The administration reserves the right to change or modify class schedules at any time as the need for instruction and training requires.

Classes	Class Days	Levels 1,2,3	Hrs
FULLTIME			
Theory	Tues-Thurs	9:10-10:50	5
Practical	Tues-Thurs	11-5	15
Practical	Friday	9:00-5:00	7
Practical	Saturday	9:00-12:00	3
			30
PARTTIME			
Theory	Tues-Thur	9:10 to 10:50 or 12:10-1:50	5
Practical	Tues-Thurs	11:00 to 1:00 or 2:00-4:00	6
Practical	Friday	12:00-4:00	4
Practical	Saturday	11:00-4:00	5
			20

Hours of Operation

Tues – Fri: 9am – 5pm

Sat: 9am – 4pm

SCHOOL CALENDER

Barber Tech Academy operates on a continuous basis. Classes usually begin on Tuesdays. Barber Tech Academy observes most Federal holidays. These holidays do not count as absent days for students. The holidays that the institution will be closed are: July 4(Independence Day break), November 26-November 28 (Thanksgiving break), December 24-26, December 31-January 2, 2021 (Winter break). Barber Tech Academy reserves the right to be closed additional days as deemed necessary. Students will not be penalized for such closings and their enrollment contract will be extended accordingly (e.g. closing for bad weather).

MISREPRESENTATION POLICY

Barber Tech Academy is prohibited under federal regulations from making any false, erroneous, or misleading statement directly or indirectly to a student, prospective student, member of the public, accrediting agency, state agency, or to the Department of Education. Misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. A statement is any communication made in writing, visually, orally, or through other means. This includes student testimonials given under duress or because such testimonial was required to participate in a program. Federal regulations further provide that substantial misrepresentation is any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment.

The regulations regarding misrepresentation describe misrepresentation with respect to:

- Nature of the education program
- Nature of financial charges
- Employability of graduates
- Relationship with the Department of Education.

A Title IV eligible school may not describe its participation in a way that suggests approval or endorsement by the Department of Education of the quality of its educational programs. The business/Admissions Office maintains electronic copies of all promotional materials. The Director is responsible for the training of personnel regarding misrepresentation of admissions requirements, financial aid requirements and other college information. Any violation of this directive will be taken seriously and the institution will ensure that it is not repeated.

admissions

Barber Tech Academy does not discriminate on the basis of sex, race, age, color, ethnic origin, religion, political views, sexual preference, marital status, physical or mental handicap, or family obligation in the admission of students. Barber Tech Academy's program is taught in English.

Barber Tech Academy does not recruit students for transfer who are already participating in a similar program of study at another barber school.

To apply for admission in Barber Tech Academy, applicant must have at least a high school diploma, GED, or its equivalent. Barber Tech Academy does not accept students with Ability-to-Benefit.

Applicant must be a US citizen or an eligible non-citizen.

TRANSFER OF HOURS FROM ANOTHER INSTITUTION

Any student transferring clock hours over to Barber Tech Academy will be subject to an evaluation. Barber Tech Academy will not guarantee that any clock hours, along with training and education received from another institution will be applied to requirements for completion of The Barbering Program at Barber Tech Academy. Each transfer will be handled by on a case by case basis.

VA Transfer of Hours Policy: All previous experience(hours earned)/ prior credit will be evaluated. Applicants who wish to transfer from another barbering school to this institution may do so provided that the prior school is approved by its respective state licensing board and will furnish to this school a transcript stating the number of hours, theory subjects completed. Transfer students will be given full credit for their prior experience/hours if they are capable of performing the same skills and possess the knowledge of students at the school with similar amount of hours. All supporting documents for arriving at the academic determination will be placed into the student's file for state and federal review.

ADMISSION PROCESS

1. Obtain a Barber Tech Academy School Application from Barber Tech Academy.
2. Submit completed application package to Barber Tech Academy. Application packages are accepted on a continuous basis.
3. A completed application package includes:
 - A completed Barber Tech Academy Application
 - Copy of high school diploma, GED, equivalent
 - Letter(s) of recommendation
 - A valid photo ID (driver's license or state ID card) to verify applicant is at 16 years old
 - Completed financial aid forms (for all who qualify)
4. Barber Tech Academy will then contact applicant to schedule interview
5. Upon acceptance, Barber Tech Academy will then issue applicant catalog and also Pre-Enrollment Admissions Packet, which also would include SC Barber Permit Application.
6. Once student is accepted attendance to New Student Orientation is required, where school's policies are reviewed and Pre-Enrollment receipt of information must be signed.
7. Student will receive the Barber Tech Academy Enrollment Agreement, which must be signed prior to starting classes.

RE-ADMISSION POLICY

Barber Tech Academy will allow the student two (2) re-admissions.

To be eligible for re-admission after termination or voluntary withdrawal a student must wait a minimum of 30 days before requesting re-admission. All regular admission procedures will apply.

Once accepted for re-entry, the student will be credited for hours previously earned and will be charged the current rate for tuition on any hours remaining to be completed. The student might be eligible for financial aid, depending on Satisfactory Academic Progress.

Re-enrolling students must purchase book(s), uniform(s) and equipment that are missing from the student kit or not in professional working order.

KIT POLICY

Each student will obtain a kit after completing 275 clock hours. Once the student is given a kit, the kit's up keeping then becomes the responsibility of the student. It is mandatory that each student purchases their kit from the institution.

academic policies

GRADUATION REQUIREMENTS

A candidate for graduation must satisfy the following requirements:

- Must complete all theory and practical work with a grade average of at least 70%
- Complete the required 1500 clock hours
- Meet all financial obligations agreed upon with Barber Tech Academy

COMPLETION DIPLOMA

Upon successfully completing of all graduation requirements of The Barbering Program at Barber Tech Academy, the student will receive a diploma.

ATTENDANCE POLICY

Students attending Barber Tech Academy must maintain at least a 67% cumulative attendance average in order to meet the satisfactory progress policy requirements regarding attendance and to complete the program within the maximum time frame.

This institution uses the time clock as the metric to monitor attendance. It is the student's sole responsibility to clock in and out correctly. The institution will not add or deduct hours from a student. However, a student may not earn correct hours if he/she fails to clock in/out properly. Arrivals/clock-ins after the scheduled time will be classified as a tardy unless prior arrangements between the student and instructor have been made.

More than three (3) instances of tardiness in a month are considered excessive. The institution reserves the right to enforce disciplinary actions in these cases.

Barber Tech Academy reserves the right to request documentation to support any tardy, absence or early dismissal from the student before permitting the student to return to school.

VA ATTENDANCE POLICY

By authority of Title 38, United States Code 3676 ©(14), the State Approving Agency may set any additional reasonable criteria for approval of programs for veterans and other persons eligible for VA education benefits (wherever the word 'veteran' is used, it is intended to include all persons receiving VA education benefits). The following Attendance Policy has been established to set minimum standards of attendance for students enrolled in non-college degree (NCD) programs and receiving VA education benefits, and Veterans enrolled in NCD programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of class contact hours. The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (use VAF 22-1999b).

A veteran may be re-enrolled for benefits at the end of the of suspension period of 90 days following interruption only when the cause of unsatisfactory attendance has been removed. Once re-enrolled, a veteran will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of the remaining contact hours. The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (use VAF 22-

1999b). Veterans interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of mitigating circumstances.

Mitigating circumstances are issues which directly hinder a veteran's pursuit of a course/program of study, and which are judged to be beyond the student's control. General categories of mitigating circumstances include but are not limited to:

- Serious illness of the veteran.
- Serious illness or death in the veteran's immediate family
- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the program/course
- Active duty military service, including active duty for training.

Institutions having a published 'Leave of Absence' Policy should discontinue VA educational benefits (use VAF 22-1999b) while that student is on 'official leave of absence'.

TEXTBOOK USED FOR THE PROGRAM

The required textbook used for this program is as follows:

Milady's Standard Barbering, 6th Edition

ISBN-13: 978-1305100558

List/Net Price: \$145.95

STATEMENT OF COPYRIGHT INFRINGEMENT

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and nor more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the US Copyright Office at: www.copyright.gov.

MAKE-UP POLICY

Students are encouraged to stay up to date on all assignments, tests, etc. Students will be required to make up all assignments, exams or other work missed as the result of any excused or unexcused absence. The student must make arrangements with the instructor to ensure that all work is made-up. The instructor may assign additional outside make-up work if deemed appropriate. Arrangements to take a missed exam must be made with the Instructor. All arrangements are subject to approval by the instructor.

	<u>Hours</u>
1. Hygiene and Good Grooming – the hair, nails, skin, and posture	45
2. Professional Ethics – ethical conduct and attitudes	30
3. Bacteriology, sterilization and Sanitation-types of bacteria, methods	35
4. Implements – Introduction and use	8
5. Shaving – fundamentals and preparation	10
6. Men’s Haircutting – fundamentals, implements, preparation, tapered Cuts, clipper techniques, shear and comb, thinning, facial types, modern Trends	450
7. Cutting and styling curly and over-curly hair – Hair structure, special Problems and methods	150
8. Mustaches and Beards – designing and techniques of cutting	15
9. Shampooing and Rinsing – methods, positions, and types	50
10. Hair and scalp treatments – recommended treatments and massage Methods	35
11. Facial treatments – theory of massage, benefits and results, procedures And nerves	15
12. Razor haircutting – men’s and women’s, principles, types of razors, safety	45
13. Air waving and curling – blow drying and curling iron technique	50
14. Permanent waving – men and women, types of perms, sectioning and Blocking, special problems and aftercare	150
15. Men’s hairpieces – fitting, types of hairpieces and service	25
16. Disorders of the skin, scalp, and hair – diseases and treatments	35
17. Anatomy and physiology – the body and its functions	10
18. Shop Management	35
19. Retailing	35
20. Licensing Laws	5
21. History of barbering	5
22. Orientation and introduction of school staff and policy	5
23. Honing and stropping	8
24. Chemical hair relaxing – introduction, chemical processing and safety precautions	40
25. Hair coloring – temporary, permanent, semi-permanent Application, lighting	90
26. Electricity and light therapy – usage and precautions	5
27. Chemistry – product knowledge, organic and inorganic chemistry reaction To hair and skin	90
28. Testing	24

TOTAL CLOCK HOURS 1500

ACCESS TO STUDENT’S FILES

Student (or parent or guardian if the student is a dependent minor) is allowed to view his/her files by first making appointment with Barber Tech Academy school official.

PRIVACY ACT INFORMATION RELEASE

Student records are only readily available to agencies covered under Family Education Rights and Policy Act (FERPA). Examples of these agencies are the US Department of Education, SC State Barber Board along with any accrediting agencies. Student information to all other parties is not given without the written consent of students. The institution guarantees each student (or parent or guardian if the student is a dependent minor) access to that student's records. Barber Tech Academy does not publish a directory of or for its students.

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Barber Tech Academy receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the [School] in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and

health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the [School] who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

[Optional] Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO POSTSECONDARY INSTITUTION: FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the school states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

[Optional] See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within the [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled

substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

COMPLAINT PROCEDURE

The student, staff or interested party must file a written complaint (addressed to an institution administrator) against the institution and should specify the nature of the complaint. The administrator will meet with the complainant within ten business days of receipt of the complaint. If the complaint cannot be resolved then the complaint will be addressed with management and a decision will be made and a letter of notification will be sent. If the complainant is not satisfied with the decision they are encouraged to contact the SC Department of Labor, Licensing and Regulation (approving agency) and/or NACCAS (accrediting agency). Students should submit a written complaint/grievance regarding actions taken by Barber Tech Academy or the institution's policies which they feel is in violation of state and/or federal laws to:

South Carolina Department of Labor, Licensing and Regulation

PO Box 11329

Columbia, SC 29211

(803)896-4300

LENGTH OF PROGRAM

The Barbering Program offered at Barber Tech Academy consists of a 1500-clock hour course which will include an extensive study of barbering and will prepare student for a career in the barbering industry, as well as pass the SC State Board Examination.

Length of program is as follows:

50 weeks at 30 hours per week, Full-time student

75 weeks at 20 hours per week, Part-time student

STUDENT SUPPORT SERVICES

Barber Tech Academy does not provide housing, transportation or childcare for students. Barber Tech Academy provides academic advising to all students to aid with satisfactory progress throughout the program. Attention is given to those students that need additional assistance. Barber Tech Academy also provides students with counseling services. Academic advising is available to each student to help improve or maintain satisfactory progress. Advising is also available to assist students in other school related areas, such as monitoring and supervising attendance. A student may schedule an advising session with the appropriate school official during regular business hours or as the staff's schedule permits.

- Barber Tech Academy does not have housing and therefore cannot assist student in this area
- Barber Tech Academy will arrange interviews and provide placement assistance, which will consist of identifying employment opportunities after graduation. However, the school does not make any guarantees of employment, or salary. The final decision regarding accepting or rejecting the student and/or employer must make a job.
- A library containing books, periodicals, reference and instructional material on barbering, hair styling and related subject is available for use by students and staff during class hours.

VOTER REGISTRATION INFORMATION

Please visit the following websites for voter information and deadlines.

http://www.scvotes.org/south_carolina_voter_registration_information

<http://www.orangeburgcounty.org/depts/voterReg/voterReg.asp>

You can also contact this number for the Orangeburg County Voter Registration Clerk. (803)533-6210

TUITION AND FEES

Cost for attendance of Barber Tech Academy is as follows:

Tuition:	\$16,825
Books*:	\$265
Tools, Supplies, and Uniforms*:	\$2100
SC Student Barber Permit*:	\$35
Registration fee*:	\$100
Testing Fees:	\$175
TOTAL:	\$19,500

***These FEES are NON-REFUNDABLE**

****Transfer students will be charged tuition on a pro-rated cost of \$11.22 per clock hour needed.**

Methods of payment include full payment at time of signing the Enrollment Agreement in the form of certified check, money order or credit card. Student may qualify for financial aid, that which will be contingent upon qualifications from the provider of said financial aid.

ADDENDUM TO TUITION CHARGES

As of July 1, 2016, each student will be charged per payment period. The costs of tuition will be separated with payment period 1 beginning the first 450 hours, payment period 2 from 451 to 900 hrs, payment period 3 is 901 to 1200 clock hours, and payment period 4 from 1201 to 1500 clock hours.. All fees are assessed on the first payment period. The new breakdown is below:

1st Payment Period Costs (1-450 Clock hours)

Tuition:	\$5049
Books:	\$265
Tools, Supplies, and Uniforms:	\$2100
SC Student Barber Permit:	\$35
Registration fee:	\$100
TOTAL COSTS, 1st Payment period	\$7549

2nd Payment Period (451-900 clock hours)

Tuition:	\$5049
----------	---------------

3rd Payment Period (901-1200 clock hours)

Tuition:	\$3364
----------	---------------

4th Payment period (1201-1500 clock hours)

Tuition:	\$3363
Testing Fees:	\$175

Total Costs of Tuition, Payment Periods 1-4	\$19,500
----------------------------------------------------	-----------------

Barber Tech Academy Policy on Extra Instructional Charges

Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately ten percent has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of \$15 per hour, payable in advance, until graduation. Students will not be allowed to clock in until applicable daily payments are made.

VERIFICATION POLICY

The institution has developed the following policies and procedures for the verification of information provided by applicants for Federal Title IV student financial aid.

1. Only those students selected for verification by the U.S. Department of Education (ED) or those with conflicting information in their records will be required to submit supporting documentation. In most cases, the required documentation consists of a completed Verification Worksheet and if the IRS DRT is not used then a Federal Tax Return Transcript (and an IRS Form 1040X if an amended tax return was filed) from the prior, prior year (e.g., 2015 calendar year for the 2017-2018 processing year, etc.). Any conflicting information in the student's file must be resolved before any financial aid may be disbursed, regardless of the student's verification status.
2. No Federal Pell Grant, Campus-Based aid, or Subsidized Direct Stafford Loan funds will be disbursed prior to the completion of verification.
3. A Direct Stafford Loan will not be originated until all verification has been completed.
4. Students eligible to receive a Pell Grant, Campus-Based aid or a Subsidized Direct Loan will have until 120 days after their last day of attendance or by the deadline published in the Federal Register each year (deadline is usually around the end of September) whichever is earlier, to complete verification. However, in the interim, the student must have made arrangements with the school for payment of all tuition and fees due, or risk termination from the school. After the aforementioned period, all financial aid that might have been due is forfeited.
5. All students will be notified on a timely basis if they were selected for verification and what supporting documentation is required. At that time, the student will be informed of the time parameters and the consequences of not completing the verification process. The institution will notify the student of the results of the verification process and any other documentation needed. The institution will assist the student in correcting any information that is inaccurate and will notify the student via award letter if an award changes. The institution will use as its reference the most recent Verification Guide supplied by ED.
6. If the student receives an overpayment based on inaccurate or conflicting information on any application and refuses to correct the information or repay the Federal funds after being counseled by the institution, the school will refer the case to ED for resolution. Unless required by ED, no further Federal financial aid will be disbursed to the student.
7. The financial aid file must be documented with the date that verification is completed.

REFUND POLICY

This refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. This complies with the mandated refund policy by the

institution. In the event a refund must be made, proper refund calculations will be performed and the refund will be made in a timely manner.

- All refund calculations will be based on scheduled clock hours of student’s last day of attendance.
- Any monies due the applicant or student shall be refunded within 45 days of formal cancellation date.

Official cancellation or withdrawal shall occur on the earlier of the dates that:

- An applicant is not accepted by the school and is entitled to a refund of all monies.
- A student or legal guardian cancels the contract and demands his/her money back in writing, within three business days of signing the enrollment agreement regardless of whether the student has actually started training. All monies collected by the school are refunded.
- A student cancels the contract after three business days of signing, but prior to entering classes. In this case student is entitled to a refund to all monies paid less a registration fee of \$100.
- A student notifies the institution of his/her withdrawal.
- A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning. The date of withdrawal is the student’s last day of attendance.
- A student is terminated by the school.
- The "formal cancellation date" will be determined by the postmark on written notification; the date said notification is delivered to the school in person, the date of expulsion by the school, or 14 days after the last day of attendance or the expiration date of an approved Leave of Absence. If student is on an approved Leave of Absence and notifies the institution he or she is not returning before the expiration date of the Leave of Absence, the withdrawal date will be the earlier date of the two.

- All refunds are based on scheduled hours:

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

- Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every 14 days.
- Refunds are calculated based on the student’s last day of attendance.
- Any monies due a student who withdraws from the institution shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially.
- In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

- Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All non-refundable items are identified in catalog and enrollment agreement.

Program Cancellation/School Closure Policy:

- If institution cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall:
 - provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school, or
 - provide completion of the course and/or program, or
 - participate in a teach-out agreement with another institution.
- If permanently closed or no longer offering instruction after a student has enrolled and instruction has begun, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, and before instruction has begun, the school will either provide a full refund of all monies paid or completion of the course at a later time.
- In the event of a school closure, a list of all students who were enrolled at the time of school closure including the amount of each pro rata refund will be recorded.
- If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal PLUS loan, fourth to the Pell Grant Program; fourth fifth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

RETURN TO TITLE IV POLICY

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period. If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

For official withdrawals a student's withdrawal date is the date the school received notice from the student that they are withdrawing.

Official Withdrawal Process: If a student wishes to withdraw from school, they must notify the School Director of the school. The notification may be in writing or orally. The date the notification is received is the date of determination. The School Director (or its designee) must begin the withdrawal process.

For unofficial withdrawals a student's withdrawal date is their last day of physical attendance.

The school's determination that a student is no longer in school for unofficial withdrawals is determined after 14 days of non-attendance.

For aid received post Last day of Attendance and prior to Date of Determination is aid that could have been disbursed.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Direct Loans or Direct Plus loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours scheduled to have been completed in the payment period as of the withdrawal date divided by the total hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is a post withdrawal disbursement. Post withdrawal disbursements will be made from Pell grant funds first if eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell grant post withdrawal disbursement will be credited to the student's account. Any Pell grant funds in excess of current educational costs will be offered to the student. Any federal loan program funds due in a post withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account.

If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.

The following Title IV refund distribution is used for all FSA students due a refund:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan (Parent)
4. Federal Pell Grant
5. Iraq Afghanistan Service Grant

Refunds will be made to the federal programs within 45 days of the student's date of determination.

The statute requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

satisfactory academic progress policy

The Satisfactory Progress Policy is consistently applied to all students enrolled at the school. 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 accrediting agencies for beauty and barber institutions and the federal regulations established by the United States Department of Education. The Satisfactory Academic Progress Policy evaluates both the quantitative (attendance) and qualitative (academic) standards are reviewed at each payment period. Students must successfully complete the clock hours and weeks in each payment period before receiving a subsequent disbursement.

EVALUATION PERIODS

Students are evaluated for Satisfactory Progress as follows:

Barbering: 450,900,1200 clocked(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.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the scheduled hours in order to be considered to have met the quantitative factor of 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 completed 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 67% 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. In order to meet the attendance requirements, the student must successfully complete the clock hours and weeks in each payment period before receiving a subsequent disbursement. The breakdown of clock hours/weeks for each payment period is as follows:

1-450 actual hours (payment period 1) – 15 weeks

451-900 actual hours (payment period 2) – 15 weeks

901-1200 actual hours (payment period 3) – 10 weeks

1201-1500 actual hours (payment period 4) – 10 weeks

The institution operates the Barbering program according to a schedule of 900 hours per academic year of instruction.

MAXIMUM TIME FRAME

The maximum time frame a student has to complete the Barbering Program is 150% of the program length.

COURSE	MAXIMUM TIME ALLOWED
	WEEKS
Barbering(Full time, 30 hrs/wk) – 1500 hours	75 Weeks
Barbering(Part time, 20hrs/wk) – 1500 hours	112.5 Weeks

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

ACADEMIC PROGRESS EVALUATIONS

Students must maintain a cumulative grade point average (GPA) of 70% at the end of each evaluation period.

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 the course of 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% or better 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 (A)
80 – 89	Very Good (B)
70 – 79	Satisfactory (C)
65-69	Below Standards (D) – Unsatisfactory
64 and below	Failing (F)
0	Incomplete

DETERMINATION OF PROGRESS STATUS

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

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. These students are still eligible to receive Title IV funds 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 will be placed on probation.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. 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. The student will be advised in writing of the actions required to attain satisfactory academic progress 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 satisfactory academic progress, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

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 with supporting documentation of the reasons why the determination should be considered. 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. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

RE-ESTABLISHMENT OF TITLE IV ELIGIBILITY

Students may re-establish Title IV aid, as applicable, by meeting minimum attendance and academic requirements for satisfactory academic progress by the end of the next evaluation period. The student will return in the same status as they were in prior to the loss of eligibility.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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. Course incompletes are not applicable to this institution; they have no effect upon the institution's satisfactory academic progress standards.

VA INCOMPLETE POLICY

Students who have requested an extension on their assignment will make arrangements with the instructor to request additional time. If the instructor grants the additional time to the student to complete his/her assignment, they will have three additional days to complete the assignment. Failure by the student to complete the assignment in the allotted time will result in the 'I' grade becoming a failing grade 'F'. In the event of mitigating circumstances the student will be granted additional time to complete the assignment. The timeline will be discussed and agreed upon between the instructor and the student. The timeline will not exceed 30 days from the agreed upon date. The additional timeline will be a written agreement signed by the instructor and the student. Failure by the student to complete the assignment in the allotted will result in the 'I' grade becoming a failing grade 'F'.

NONCREDIT AND REMEDIAL COURSES

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

TRANSFER HOURS

With regard 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.

LEAVE OF ABSENCE

Throughout the section **Leave of Absence will be referred to as **LOA***

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

In the event a student of Barber Tech Academy finds it necessary to leave the institution for an extended period of time, the student should request an official Leave of Absence. In order for an LOA to qualify as an approved LOA from the institution:

1. All requests for LOA must be submitted in advance in writing, and must include the reason for the student's request, and must include the student's signature.
 - a. The student must apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning from the institution, the student would not have been able to request the LOA in advance.
 - b. The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances. The institution, in this case, will document the reason for its decision and collect the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.
2. The student must follow the institution's policy in requesting an LOA. The student must submit written request to the institution for LOA, and must submit reason for request. This request must also be signed and dated. Request will be approved by institution official.
3. There must be a reasonable expectation that the student will return from the LOA.

4. Approval of the student's request for an LOA is in accordance with the institution's policy.
5. The institution may not assess the student any additional institutional charges as a result of the LOA.
6. Scheduled LOA, together with any additional leaves of absence, must not exceed a total of 180 days in a 12-month period.
7. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
8. The institution will extend the student's contract period by the same number of days taken in the LOA. An addendum to the enrollment agreement must be signed and dated by all parties.
9. The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA. The withdrawal date if a refund must be calculated will be the student's last day of attendance (if applicable).
10. For a student who is a student loan borrower and does not return from an LOA their loan grace period may be reduced by the days taken in an LOA. See your financial aid administrator for more details.

TERMINATION POLICY

Students must comply with all rules and policies of Barber Tech Academy. Barber Tech Academy shall have the right to terminate a student's contract and the student's enrollment at any time for violation of the rules and policies that presently exist, or which may exist in the future. Termination may result for fighting, obscenities, and use of illegal drugs and/or concealed weapons on school property, and/or disrespecting school authorities. Barber Tech Academy reserves the right to change the rules and regulations. Termination of student will be handled by the authorities of Barber Tech Academy.

VA STANDARDS OF ACADEMIC PROGRESS

Academic progress will be measured at the end of each evaluation period. The evaluation periods are as follows: 450, 900, and 1200 actual clock hours. Failure by a student to maintain a cumulative GPA of at least a 70 at the end of the first evaluation period will result in the student being placed on academic probation for the next evaluation period. Failure by the student to achieve at least a GPA of 70 after the probationary period will result in academic suspension (termination of the veteran's benefits) for three (3) months. The interruption will be reported to the Veteran's Administration within 30 calendar days of the change in status using VA Form 22-1999b. Veterans who are reinstated for benefits after academic suspension who fail to attain a GPA of at least 70 during that evaluation period will be placed on academic dismissal for three(3) months. Reinstatement after dismissal will be granted only if mitigating circumstances exist.

Mitigating circumstances are those which directly hinder pursuit of a course and which are judged to be beyond the student's control. The following are some general categories of mitigating circumstances. This list is not all-inclusive.

- Serious illness of the veteran
- Serious illness or death in the veteran's immediate family

- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the course
- Unanticipated changes in child-care responsibilities
- Active duty military service, including active duty for training

general policies

CONDUCT

Students are responsible for conducting themselves in a manner which reflects that of a professional work environment while in the facilities of Barber Tech Academy. Violations of the code of conduct at Barber Tech Academy include, but not limited to:

- use, sale, or possession of any illegal drugs, concealed weapons, or any other illegal contraband while on the premises of Barber Tech Academy
- destroying or damaging Barber Tech Academy property
- any violent act, disrespect, insubordination, or inappropriate language directed to any school official
- cheating on any school assignment
- attending class under the influence of illegal drugs and/or alcohol
- fighting

DRESS CODE

Students are encouraged to dress in a manner that is suitable for a professional work environment. Students are required to wear a barber jacket. Also, shoes that completely cover the foot are required. Barber Tech Academy reserves the right to modify the dress code at its discretion.

Campus security

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and the Safe and Drug-Free Institutions and Communities Act (DFSCA): Policies, Reporting, Warnings, Notifications, and Sanctions

What is the Clery Act?

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, is contained (along with other security-related disclosure requirements) in section 485 of the Higher Education Act, codified at 20 U.S.C. § 1092. It requires all postsecondary education institutions to keep records and report annually on the nature, date, time, and place of crimes occurring on campus, including hate crimes. It also prescribes a number of security-related protocols for emergency response procedures, timely notifications for on-campus crimes, etc. The Clery Act was championed by Howard & Connie Clery after their daughter Jeanne was murdered at Lehigh University in 1986.

History of the Clery Act

In April 1986, Jeanne Clery's life ended tragically when another student raped and murdered her in her residence hall room. Alarmed at the lack of transparency around crime and violence on college campuses, Jeanne's parents, Connie and Howard, committed themselves to create enduring change.

For your information, a copy of Barber Tech Academy's Annual Campus Safety and Security Report (also known as our Annual Security Report, or ASR) is attached. This report is distributed in compliance with the Clery Act. Also included is a copy of information relating to Barber Tech Academy's Drug and Alcohol Abuse Prevention Programs.

Obligations of the Institution

To ensure compliance with the Clery Act, the institution must meet obligations in the following categories:

- Collect, classify, and count crime statistics
- Issue campus alerts; which includes timely warnings and emergency notifications
- Provide educational programs and campaigns that promote the awareness of dating violence, domestic violence, sexual assault and stalking, the institution must:
 - Provide primary prevention and awareness programs to all incoming students and new employees
 - Provide ongoing prevention and awareness campaigns for students and employees
- Have procedures for institutional disciplinary action in cases of dating violence, domestic violence, sexual assault and stalking. Disclose these policy and procedures in the ASR. Also gather accurate data from local police authorities
- Publish the annual security report containing safety and security related policy statements and crime statistics. The institution must distribute it to all current students and employees. Schools also must inform prospective students and employees about the availability of the report.
- Submit crime statistics to the Department by participating in a web-based data collection survey to disclose crime statistics by type, location, and year in the fall.

Annual Disclosure of Crime Statistics

Barber Tech Academy Campus Safety and Security Report is published by October 1 each year. This is the compliance document to the Federal Student Right to Know and Campus Security Act of 1990 also known as the Clery Act, with Higher Education Amendments. Crime statistics as listed in this document reflect reported crime only and are for calendar months January through December.

'CSA' stands for Campus Security Authority

Barber Tech Academy's commitment to safety and security includes:

- Providing a secure and crime free environment for students, faculty and staff.
- Performing regular evaluation of security programs.
- Monitoring and following up on each crime reported at the institution's location.

We believe student, faculty, and staff behavior which promotes security awareness is important in all aspects of our lives and we encourage all students, faculty and staff to accept responsibility for their own security as well as the security of other members of the Barber Tech Academy community.

As you read the following report, comments, questions or concerns may be addressed to:

Barber Tech Academy
1650 Russell Street
Orangeburg, SC 29115

STATEMENT OF CURRENT POLICIES REGARDING PROCEDURES FOR STUDENTS AND OTHERS TO REPORT CRIMINAL ACTIONS AND POLICES CONCERNING THE INSTITUTION'S RESPONSE TO SUCH REPORTS

Students, faculty or staff who wish to report criminal actions, should immediately contact the academic administrator or other responsible supervisory personnel at their campus. The criminal action should then be immediately reported by students, faculty or staff to the local authorities for assistance and /or investigation. An incident report is completed with the assistance of the person reporting the criminal action. The report should be filed as soon as possible with the President/Vice President who will follow up on the report personally or assign responsibility to another appropriate administrator to follow up and report on the outcome as well as any preventative or other actions taken to ensure the safety and security of all staff, faculty and students.

Additional copies of the Barber Tech Academy Accident / Incident Report Form may be requested from the Administration Office.

Crime Reporting

Efforts are made to inform members of the campus community on a timely basis about campus crime and crime-related issues. These efforts include the following:

- Crime Alerts – Crime Alerts are published when a crime occurs on or near campus that potentially threatens the campus community. The crime alerts are distributed in a variety of methods, depending upon the incident. (See Timely Campus Warnings below.)

Daily Crime Log

This institution does not have a campus police department or security office, and therefore it is not required to create and maintain a daily crime log. This institution uses the services of the Orangeburg Public Safety and the Orangeburg County Sheriff's Office to handle any criminal activity that may occur on campus.

How to Report Crimes on Campus

Students and employees are cautioned never to attempt to apprehend or pursue a suspected criminal. Crimes or suspected criminals should be reported to the CSA or other designated staff member or, if appropriate, to 911. Immediately report any crimes or suspicious activity by:

- Calling 803-533-6047, Orangeburg Public Safety
- Stopping by the Administrative Offices

If you have any doubts about whether to report something that has occurred, report it. Victims of, or witnesses to, crimes may disclose them on a voluntary, confidential basis to the CSA, which can then determine whether the event constitutes a crime that has to be collected and statistically reported. Your cooperation in timely reporting assists the institution in issuing equally timely warnings to the campus community. All crimes must be reported immediately.

Always use your eyes, ears, and telephone to keep campus officials advised of what you see and hear. Call the Administrative Office when you see:

- Strangers loitering in office areas, hallways, classrooms, or lounge areas, etc.
- Unsecured doors or windows in campus buildings that are supposed to be locked
- Anyone tampering with a motor vehicle or loitering in a parking lot
- Persons publicly displaying a weapon
- Persons loitering in dark or secluded areas
- Suspicious persons carrying articles, equipment, luggage, or other packages out of campus buildings

Crime is a serious problem with no easy solutions. Therefore, all members of the institution campus community are encouraged to assist one another by taking responsibility for personal safety and assisting with the security needs of others. While institution staff and security measures may offer assistance regarding safety and security concerns, ultimately the primary responsibility for your personal safety rests with you.

CSA for crime reporting: Dashaun West (803)937-5730

STATEMENT OF CURRENT POLICIES CONCERNING SECURITY AND ACCESS TO CAMPUS FACILITIES

The security of the educational and work environment is a high priority at Barber Tech Academy. As an effort to demonstrate this, the institution utilizes the local law enforcement by having them provide random checks near the building. Access of the building is secure during non-business hours to prevent unauthorized individuals from lawfully entering the building. During normal business hours and hours in which the building is accessible, all entrances are monitored carefully. All students must sign in and all patrons are required to sit in the wait area for clinical services.

REPORTABLE OFFENSES UNDER THE CLERY ACT

The Clery Act requires reporting on the following offenses:

- murder;
- manslaughter (non-negligent)
- sex offenses, forcible and non-forcible;
- robbery;
- aggravated assault;
- burglary;
- motor vehicle theft;
- arson;
- arrests, or persons referred for campus disciplinary action for liquor law violations;
- arrests, or persons referred for campus disciplinary action for drug-related violations;
- domestic violence**
- dating violence**
 - stalking**
 - arrests, or persons referred for campus disciplinary action for weapons possession; and
 - hate crimes, [which for Clery Act purposes include any crime listed in the preceding points and, as of 2008, larceny-theft; simple assault; intimidation; and destruction, damage, or vandalism of property in which the victim is intentionally selected because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.]

****On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA). Among other provisions, this law amended the Clery Act to require postsecondary institutions to include in their Annual Campus Security Report all instances of domestic violence, dating violence and stalking; and instances of gender identity and national origin crimes which fall under the category of Hate Crimes. These new reportable items must be included in the ASR released by October 1, 2014, using a good faith effort to comply with the law until the final regulations are published with an effective date of July 1, 2015 for the October 1, 2015 ASR reporting deadline.**

GEOGRAPHICAL AREA

The Clery Act requires each institution to disclose crime statistics that occur on three types of property: campus, non-campus buildings or property, and public property areas.

“Campus” is defined as buildings or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in a manner related to the institution’s educational purpose. It also includes property in that contiguous area owned by the institution but controlled by another person, if that property is used by students and supports institutional purposes (e.g. a food or retail vendor). Branch campuses and geographically disconnected administrative divisions or institutions would be considered separate campuses for the purposes of reporting.

“Public property” is property that is located within the same reasonably contiguous geographic areas of the campus, like a sidewalk, street or public parking lot, that is adjacent to a facility owned or controlled by the institution for purposes related to the institution’s educational purposes. Crimes occurring on “public property” must also be reported in the crime statistics.

A “non-campus building or property” is one that is owned or controlled by a institution recognized student organization, or one that is owned or controlled by the institution and used by students or by the institution for education-related purposes and that is not within the same reasonably contiguous geographic area of the campus. Crimes occurring on “non-campus property” must be reported. However, incidents occurring on public property adjacent to “non-campus buildings or property” do not have to be included. Our institution does not have such property in this category for which we must report.

TIMELY CAMPUS WARNINGS or ALERTS

A timely warning to the campus community is distributed regarding any of the above listed crimes (see Reportable Offenses under the Clery Act) which are deemed to represent a threat to the students and employees, and which are reported to campus officials or to local police agencies. The campus crime alert is issued in a manner that is timely and will aid in the prevention of similar crimes. The manner of dissemination to alert the campus community may include one or more of the following methods: e-mail, voice mail, and/or text messages. In addition, the CSA or other campus officials will post relevant warnings, updates and advisories on the campus bulletin boards. Campus officials may decide to issue an alert about a crime occurring off-campus but in a location frequented by students, even though such a crime would not be included in the annual report.

A STATEMENT OF CURRENT POLICIES CONCERNING CAMPUS LAW ENFORCEMENT AND POLICIES THAT ENCOURAGE PROMPT REPORTING OF ALL CAMPUS CRIME TO THE CAMPUS AUTHORITIES AND LOCAL POLICE

Barber Tech Academy is essentially a non-residential Institution, and does not have a campus police force. Therefore, all crimes are reported to local authorities as described in the first section regarding policies and procedures to report crimes. All crimes should be reported immediately in order to enhance the opportunity for a quick resolution.

The Barber Tech Academy Accident / Incident Report Form (referenced above) may be requested from the Administration Office to assist in the description and recording of an incident of crime or emergency.

Voluntary confidential reporting: As Barber Tech Academy is essentially a non-residential institution, and does not have a campus police department, all crimes must be reported to local authorities. Local law enforcement will allow a victim or witness to report crime on a voluntary and confidential basis. All victims are encouraged to report all crimes to the appropriate campus administrator and local law enforcement. In the event the victim is unable to make such a report, the campus administrator or third-party witness is encouraged to report the crime promptly.

Crime is a serious problem with no easy solutions. Therefore, all members of the institution campus community are encouraged to assist one another by taking responsibility for personal safety and assisting with the security needs of others. While institution staff and security measures may offer assistance regarding safety and security concerns, ultimately the primary responsibility for your personal safety rests with you.

Safety Tips

- Stay alert of your surroundings, wherever you are.
- If you feel uncomfortable in a place, leave right away.
- Keep eyes and ears open, hands free.
- Choose busy streets and avoid going through deserted areas.
- At night, walk in well-lit areas whenever possible.
- Try not to walk or jog alone. Take a friend or walk in group.
- Avoid carrying large sums of cash.
- When in public spaces, keep valuable items including jewelry, mobile phones and wallets out of sight.
- Carry a pepper or mace spray as a precautionary measure.
- Avoid returning to campus after dark, or walk in groups to and from buildings.
- Communicate suspicious behavior immediately to a staff or faculty.

A STATEMENT OF PROGRAMS AVAILABLE TO STUDENTS AND EMPLOYEES RELATED TO CAMPUS SECURITY, PERSONAL SAFETY, AND CRIME PREVENTION

Barber Tech Academy provides information on personal safety and crime prevention. The Institution provides this information at new student and new employee orientation. During the orientation of students, faculty, and staff, procedures are also outlined to cover the reporting of all criminal acts.

Additionally, the Administrative office has a directory of services that are available, within the community, to assist those who have suffered from a criminal act. These services are usually free and are provided by organizations or agencies within the community. The office also has available resource materials that address Domestic Violence, Dating Violence, and Stalking.

A STATEMENT ADVISING OF AVAILABILITY OF INFORMATION ON REGISTERED SEX OFFENDERS

The federal Campus Sex Crimes Prevention Act that became effective October 27, 2002 requires eligible institutions participating in the Title IV Federal Student Aid programs to issue a statement advising the campus community where the State law enforcement agency information concerning registered sex offenders/predators may be obtained. Sex offenders are required to be registered according to the State law in the State in which they reside and are also required to notify appropriate State officials of each postsecondary institution at which the offender is employed or is a student. Any such offender is also required to give notice to the appropriate State authorities of any changes in enrollment or employment status at the postsecondary institution.

In the State of South Carolina, information concerning registered sex offenders and predators may be obtained from:

South Carolina Law Enforcement Division
PO Box 21398
Columbia, SC 29221
www.sled.sc.gov

Information is also available in the United States Department of Justice national sex offender registry at <http://www.nsopw.gov/Core/Portal.aspx>

TITLE IX POLICY STATEMENT

Title IX of the Education Amendments of 1972 ("Title IX") protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Barber Tech Academy not only complies with the letter of Title IX's requirements but also endorses the law's intent and spirit. The Institution is committed to compliance in all areas addressed by Title IX, including access to higher education, career education, math and science, standardized testing, athletics, education for pregnant and parenting students, learning environment, and technology, as well as sexual harassment.

The purpose of this policy is to ensure that the Institution's policies are applied and interpreted in ways consistent with Title IX and other applicable law.

It is the policy of the Institution to provide educational, preventative and training programs regarding sexual or gender-based harassment; to encourage reporting of incidents; to prevent incidents of sexual and gender-based harassment from denying or limiting an individual's ability to participate in or benefit from the Academy's programs; to make available timely services for those who have been affected by discrimination; and to provide prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent its recurrence. Violations of this policy may result in the imposition of sanctions up to, and including, termination, dismissal, or expulsion, as determined by the appropriate officials at the institution.

Discrimination

Barber Tech Academy prohibits discrimination and harassment based on race, color, creed, religion, sex, gender, national origin, citizenship, ethnicity, marital status, age, disability, sexual orientation, gender identity and gender expression, genetic information, veteran status, or any other status protected by applicable law to the extent prohibited by law.

Barber Tech Academy's TITLE IX Officer

The institution appoints Title IX Officers. The Institution's Title IX Officer is:

Dashaun West, Administrator
803-937-5730
barbertechacademy@yahoo.com

Sexual Harassment

The institution defines sexual harassment as unwelcome behavior of a sexual nature that relates to the gender or sexual identity of an individual and that has the purpose or effect of creating an intimidating, offensive or hostile environment for study. This policy applies to all interactions between students and Institution's faculty members and other faculty, staff, and administrative personnel, and other students.

Conduct alleged to be sexual harassment will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context, and duration of the questioned behavior. Repeated incidents or a pattern of harassing behavior may be cause for serious corrective action. However, a more serious incident, even if isolated, may be sufficient cause for action under this policy including referral to law enforcement when applicable.

Quid pro quo sexual harassment can occur whether a person resists and suffers the threatened harm, or the person submits and avoids the threatened harm. Both situations could constitute discrimination on the basis of sex. A hostile environment can be created by persistent or pervasive conduct or by a single severe episode. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment. Sexual violence, including rape, sexual assault, and domestic and dating violence, is a form of sexual harassment. In addition, the following conduct may violate this policy:

1. Observing, photographing, videotaping, or making other visual or auditory records of sexual activity or nudity, where there is a reasonable expectation of privacy, without the knowledge and consent of all parties.
2. Sharing visual or auditory records of sexual activity or nudity without the knowledge and consent of all recorded parties and recipients.
3. Sexual advances, whether or not they involve physical touching.
4. Commenting about or inappropriately touching an individual's body.
5. Requests for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits, or continued employment.
6. Lewd or sexually suggestive comments, jokes, innuendoes, or gestures.
7. Stalking

Other verbal, nonverbal, graphic, or physical conduct may create a hostile environment if the conduct is sufficiently persistent, pervasive, or severe so as to deny a person equal access to the institution's programs or activities. Whether the conduct creates a hostile environment may depend on a variety of factors, including: the degree to which the conduct affected one or more person's education or employment; the type, frequency, and duration of the conduct; the relationship between the parties; the number of people involved; and the context in which the conduct occurred.

Unwelcome Conduct

Conduct is unwelcome if a person (1) did not request or invite it and (2) regarded the unrequested or uninvited conduct as undesirable or offensive. That a person welcomes some sexual contact does not necessarily mean that person welcomes other sexual contact. Similarly, that a person willingly participates in conduct on one occasion does not necessarily mean that the same conduct is welcome on a subsequent occasion.

Whether conduct is unwelcome is determined based on the totality of the circumstances, including various objective and subjective factors. The following types of information may be helpful in making that determination: statements by any witnesses to the alleged incident; information about the relative credibility of the parties and witnesses; the detail and consistency of each person's account; the absence of corroborating information where it should logically exist; information that the Respondent has been found to have harassed others; information that the Complainant has been found to have made false allegations against others; information about the Complainant's reaction or behavior after the alleged incident; and information about any actions the parties took immediately following the incident, including reporting the matter to others.

In addition, when a person is so impaired or incapacitated as to be incapable of requesting or inviting the conduct, conduct of a sexual nature is deemed unwelcome, provided that the Respondent knew or reasonably should have known of the person's impairment or incapacity. The person may be impaired or incapacitated as a result of drugs or alcohol or for some other reason, such as sleep or unconsciousness. A Respondent's impairment at the time of the incident as a result of drugs or alcohol does not, however, diminish the Respondent's responsibility for sexual or gender-based harassment under this policy.

Gender-Based Harassment

Gender-based harassment is verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on sex, sex-stereotyping, sexual orientation or gender identity, but not involving conduct of a sexual nature, when such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the institution's education or work

programs or activities. For example, persistent disparagement of a person based on a perceived lack of stereotypical masculinity or femininity or exclusion from an activity based on sexual orientation or gender identity also may violate this policy.

Investigations of Complaints

A complaint that a student, staff or faculty member has committed sexual harassment or engaged in nonconsensual sexual activity may be made to the Title IX Compliance Officer, or a staff or faculty member. The institution will conduct an investigation, as appropriate under the circumstances.

The investigative process involves interviewing the parties involved and any witnesses while gathering documentary or other evidence. In cases involving alleged criminal conduct, the complainant may file a criminal complaint with the local police department. A complainant need not pursue a criminal complaint in order to seek or to hold the accused responsible through the institution Student Code of Conduct. As soon as possible, the complainant and the accused will be offered appropriate assistance, and our Education department will be contacted if course adjustments are required.

Based on the outcome of the investigation, the Title IX Officer or their designee will determine if there is sufficient cause to proceed with the complaint. If so, the Title IX Officer or their designee will arrange for an informal resolution conference with the accused. (Complainants do not attend informal resolution meetings but are apprised of the meeting's outcome.) If the accused does not accept responsibility for the allegations and/or the proposed sanction, the Title IX Officer or their designee will determine if the evidence warrants a formal hearing before the an administrator.

The exact nature of the responsive action depends on the circumstances, but may include discipline up to and including suspension or dismissal from the Institution for a student, staff or faculty who is found to have violated Institutional policies.

Implementing Provisions/Policies

The Institution will take appropriate action (i.e., an investigation, adjudication and disciplinary and remedial/corrective steps) in response to a complaint made pursuant to the complaint policies/procedures listed above. The Institution will make every effort to handle complaints and investigations with sensitivity to both the rights of the person who complains and the rights of the accused.

The Institution handles complaints discreetly and attempts to maintain privacy throughout the investigative process, to the extent practicable and appropriate under the circumstances. However, in order to conduct an investigation, it is generally necessary to discuss the allegations with the accused and other potential witnesses. Additionally, the institution may have legal obligations to disclose information to law enforcement or in the context of legal proceedings.

Complaints may be made anonymously. While the Institution endeavors to investigate all complaints, including anonymous complaints, the nature of anonymous complaints makes investigation, determination, and remediation more difficult and, at times, impossible. Further, while the Institution attempts to protect the identity of complainants who do not wish to be identified, this may not always be possible.

In appropriate cases as determined by the institution, conflict resolution may be possible. This is permitted only where both the complainant and accused voluntarily agree to participate, and either

party may terminate informal resolution attempts and commence formal Grievance procedures at any time prior to reaching a mutually acceptable resolution. Depending on the circumstances, a mediated resolution may not necessarily involve face-to-face discussions between the complainant and the accused. Certain cases are not appropriate for conflict resolution, such as complaints of particularly egregious sexual harassment or cases involving sexual assault or violence.

Occasionally, an individual makes a complaint and later wishes to revoke or discontinue the investigation or adjudication process. Similarly, it may occur that someone other than the victim reports an incident, and the victim declines to participate in the investigation or adjudication process. In other instances, complaints may be received anonymously and/or the victim may not wish to be personally identified. The Institution endeavors to respect the wishes of a victim to either not be identified and/or not participate in the process. In these situations, the institution attempts to investigate and address complaints in accordance with the victim's wishes.

If a victim wishes to talk about an incident with the assurance that the discussion will be confidential and will not result in an investigation or follow up action, the Institution offers confidential resources through the President. Contact with the President that does not result in a complaint being filed with the institution or result in action being taken by the institution. Anyone wishing to have an incident investigated, mediated or adjudicated must make a complaint either orally or in writing in accordance with the procedures described above.

In determining whether sex discrimination, sexual harassment or sexual misconduct occurred, the institution does not apply the criminal standard of "beyond a reasonable doubt," nor do formal court rules of evidence apply. Instead, the institution uses a "preponderance of the evidence" standard, and the institution may consider any evidence it deems relevant. A "preponderance of the evidence" means the evidence which is of greater weight or is more convincing than opposing evidence such that it is "more likely than not" that an act occurred.

If the applicable investigative or adjudication process allows for parties to offer witnesses and evidence, the complainant and the accused will have an equal opportunity to do so. The complainant and the accused will be informed in writing of the outcome of the complaint, to the extent permitted by law. An accused that is a student may appeal the outcome to an impartial decision maker. An employee who is deemed guilty shall have whatever rights granted under law. The particular method and grounds for appeal are explained in the student policies listed above.

The Institution endeavors to resolve complaints promptly. Ordinarily, the investigative stage will take no longer than 60 calendar days from the time the complaint is received. In exceptional circumstances (including but not limited to especially complex cases or when the Institution is not in session), it may be necessary to extend these timelines. If that occurs, the parties will be informed of the expected timeline for completion.

The Institution prohibits retaliation against any individual who in good faith makes a complaint of sex discrimination, sexual harassment, or sexual misconduct or participates as a witness in a proceeding under this or any other Institution policy. Retaliation is also unlawful pursuant to Title IX and other laws.

A STATEMENT OF CURRENT POLICIES CONCERNING THE SEXUAL ASSAULT PREVENTION PROGRAM AND THE PROCEDURES THAT ARE FOLLOWED

The new Campus Sexual Violence Elimination Act of 2013 (SaVE Act) requires institutions to educate students, staff, and faculty on the prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. As part of Barber Tech Academy's compliance with the SaVE Act requirements for prevention and awareness programs that address the specified areas above, the institution has several relevant brochures available on display in the administrative office. These brochures are from nationally recognized organizations and include awareness and preventive information. These brochures also include help hotlines related to these specific topics.

Male Victims

While most victims of sexual assault are women, some men are also victims and will be treated the same as a female victim and have the same rights, resources and access to help.

Institutional Notice of Petitioners Rights Under the Violence Against Women Act

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Barber Tech Academy not only complies with the letter of Title IX's requirements but also endorses the law's intent and spirit. The Institution is committed to compliance in all areas addressed by Title IX including access to higher education, career education, math and science, standardized testing, education for pregnant and parenting students, learning environment, and technology, as well as sexual harassment.

Sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and include dating violence, domestic violence, and stalking. As such should you report a form of sex-based discrimination, The Institution wants to inform you of our policy and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus as well as your rights, and the institution's responsibilities.

As a petitioner of sexual assault, dating violence, domestic violence or stalking, you will receive a full copy of our institution's Title IX Policy. This policy has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking. These procedures include our right to inform you of your rights to file criminal charges as well as the availability of medical, counseling, and support services. We also offer additional remedies to prevent contact between a complainant and an accused party. The policy also addresses possible sanctions and interim and/or long-term protective measures that the Institution may impose.

Definitions

Consent is defined in South Carolina as "intelligent, knowing, and voluntary consent and does not include coerced submission. Consent shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender."

- Sexual battery includes vaginal, anal, and oral sexual intercourse, or any intrusion - such as a touch - of any part of a person's body or of any object into the genital or anal openings of another person's body.
- The legal age of consent in South Carolina is 16. However, individuals as young as 14 years old are able to consent to have sex with a partner who is 18 years old or younger.
- Submitting to coercion, especially of an aggravated nature, is not consent. If a person threatens to use force or violence to overcome the victim, and the victim has reason to believe that the assailant has the ability to carry out that threat, then he or she may comply with the assailant's demands out of fear. The assailant, if convicted, may receive up to 20 years in prison for using aggravated coercion.
- A person can receive up to 30 years in prison for forcing a victim to submit to sexual battery in the context of kidnapping, forcible confinement, robbery, burglary, extortion, or a similar offense.
- Consent cannot legally be given by someone who is intoxicated. A person can also receive up to 30 years in prison for sexually assaulting the victim after giving him or her a controlled or intoxicating substance, such as alcohol or a "date rape" drug.
- A person may receive a sentence of up to 10 years in prison for sexually assaulting a victim despite knowing that the victim is mentally defective or incapacitated or physically helpless, meaning the victim may be intoxicated or have a mental or physical disability.
- Consent should never be assumed, even in the context of a marital relationship. An individual must have consent from his or her spouse in order to engage in sexual activity with him or her. If a person is convicted of spousal sexual battery, he or she may spend up to 10 years in prison.

Sexual Assault is defined as an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Sexual violence includes any one incident of:

1. Sexual battery, as defined in a lewd or lascivious act, as defined in upon in the presence of a person younger than 16 years of age.
2. Luring or enticing a child, as described in SC Constitution, Section 33 **SECTION 16-3-655**. Criminal sexual conduct with minors.
 - (1) A person is guilty of criminal sexual conduct in the first degree if the actor engages in sexual battery with the victim who is less than eleven years of age.
 - (2) A person is guilty of criminal sexual conduct in the second degree if the actor engages in sexual battery with a victim who is fourteen years of age or less but who is at least eleven years of age.
 - (3) A person is guilty of criminal sexual conduct in the second degree if the actor engages in sexual battery with a victim who is at least fourteen years of age but who is less than sixteen

years of age and the actor is in a position of familial, custodial, or official authority to coerce the victim to submit **or is older than the victim**. [*Emphasis added*].

SECTION 16-3-659.

Criminal sexual conduct: males under fourteen not presumed incapable of committing crime of rape.

The common law rule that a boy under fourteen years is conclusively presumed to be incapable of committing the crime of rape shall not be enforced in this State. Provided, that any person under the age of 14 shall be tried as a juvenile for any violations of Sections 16-3-651 to 16-3-659.1.

3. Sexual performance by a child, as described in SC Constitution, Section 33

SECTION 16-15-140. Committing or attempting lewd act upon child under sixteen.

- It is unlawful for a person over the age of fourteen years to wilfully and lewdly commit or attempt a lewd or lascivious act upon or with the body, or its parts, of a child under the age of sixteen years, with the intent of arousing, appealing to, or gratifying the lust or passions or sexual desires of the person or of the child.
- A person violating the provisions of this section is guilty of a felony and, upon conviction, must be fined in the discretion of the court or imprisoned not more than fifteen years, or both.

4. Any other forcible felony wherein a sexual act is committed or attempted regardless of whether criminal charges based on the incident were filed, reduced, or dismissed by the state attorney.

Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Domestic violence means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member of another family or household member. A family or household member means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

Dating Violence means violence committed by a person—

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2. where the existence of such a relationship will be determined based on a consideration of the following factors:
 - a. The length of the relationship
 - b. The type of relationship
 - c. The frequency of interaction between the persons involved in the relationship

Dating violence means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

1. A dating relationship must have existed within the past 6 months.
2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties.
3. The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time, and on a continuous basis during the course of the relationship.

The term does not include violence in a casual acquaintanceship or violence between individuals who have engaged in ordinary fraternization in a business or social context.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

“**Credible threat**” means a verbal or nonverbal threat, or a combination of the two, including threats delivered by electronic communication or implied by a pattern of conduct, which places the person who is the target of the threat in reasonable fear for his or her safety, or the safety of his or her family members or individuals closely associated with the person, and which is made with the apparent ability to carry out the threat to cause such harm. It is not necessary to prove that the person making the threat had the intent to actually carry out the threat. The present incarceration of the person making the threat is not a bar to prosecution under this section.

“**Cyber stalk**” means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose. A person who willfully, maliciously, and repeatedly follows, harasses, or cyber stalks another person commits the offense of stalking, a misdemeanor of the first degree, punishable as provided in SC State Constitution, [SECTION 16-3-1700](#). A person who willfully, maliciously, and repeatedly follows, harasses, or cyber stalks another person and makes a credible threat to that person commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in SC State Constitution, [SECTION 16-3-1700](#).

Bystander Intervention: A bystander is someone other than the victim who is present when an act of dating violence, domestic violence, stalking, or sexual assault is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent sexual assault, dating violence, domestic violence, or stalking. Bystanders, if active, can prevent harm or intervene before a situation gets worse.

Reporting sexual assault, dating violence, domestic violence, or stalking

After an incident of sexual assault or domestic violence, the victim should consider seeking medical attention as soon as possible at a local hospital that will supply a physical evidence recovery collection kit. In South Carolina, evidence may be collected even if you chose not to make a report to law enforcement. A victim's name and identifying information will be withheld from the public and press in accordance with the Public Records Law. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to the Institution's hearing boards/investigators or police. Although the institution strongly encourages all members of its community to report violations to law enforcement, it is the victim's choice whether or not to make such a report, and victims have the right to decline involvement with the police.

To report an incident involving a sexual assault, domestic violence, stalking or dating violence, contact a Campus Administrator, Barber Tech Academy (803)937-5730. The purpose and authority of the institution staff is limited to the enforcement of campus rules and regulations. Incidents that go beyond this scope are referred and investigated by the City of Orangeburg Police Department.

A victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

1. A law enforcement officer who investigates an alleged sexual battery shall:
 - (a) Assist the victim in obtaining medical treatment, if medical treatment is necessary as a result of the alleged incident, a forensic examination, and advocacy and crisis-intervention services from a certified rape crisis center and provide or arrange for transportation to the appropriate facility.
 - (b) Advise the victim that he or she may contact a certified rape crisis center from which the victim may receive services.
 - (c) Prior to submitting a final report, permit the victim to review the final report and provide a statement as to the accuracy of the final report.
2. The law enforcement officer shall give the victim immediate notice of the legal rights and remedies available to a victim on a standard form developed and distributed in conjunction with the SLED. The notice will include the resource listing, including telephone number, for the area certified rape crisis center as designated by the State.

A person who is the victim of sexual violence or the parent or legal guardian of a minor child who is living at home who is the victim of sexual violence has standing in the circuit court to file a sworn petition for an injunction for protection against sexual violence on his or her own behalf, or on behalf of the minor child if:

1. The person has reported the sexual violence to a law enforcement agency and is cooperating in any criminal proceeding against the respondent, regardless of whether criminal charges based on the sexual violence have been filed, reduced, or dismissed by the state attorney; or

2. The respondent who committed the sexual violence against the victim or minor child was sentenced to a term of imprisonment in state prison for the sexual violence and the respondent's term of imprisonment has expired or is due to expire within 90 days following the date the petition is filed.

Further, the Institution complies with State law in recognizing orders of protection for dating violence, domestic violence, repeat violence, and sexual violence. Any person who obtains an order of protection from the State or any reciprocal state should provide a copy to the Administrative Office. A petitioner should then meet with an Administrator to develop a Safety Action Plan, which is a plan to reduce risk of harm while on campus, or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, or other measures to assist the petitioner.

Below are details on how to file a restraining order

There are two types of orders: the emergency temporary order and the final extended order (which lasts for approximately one year).

Within twenty-four hours after you file for the restraining order, the judge can hold an emergency hearing. If at that hearing, the judge believes your allegations, the judge can issue a temporary restraining order without first informing the defendant (abuser). Then this temporary restraining order would be served upon the defendant along with what is called a "Rule to Show Cause." The Rule to Show Cause must provide the date and time of the hearing where the defendant would have to convince the judge that the temporary order should not be extended for the full one-year period.*

If the judge does not give you the temporary order, the judge can still set a date for a hearing to decide if you will get the final order. This hearing will generally take place within fifteen days of the date that you file for the order.**

* S.C. Code § 16-3-1760(A), (B)

** S.C. Code § 16-3-1760(C), (D)

The Hearing is considered a trial and is applicable to South Carolina Rules of Evidence. Non-authenticated statements and hearsay are not allowable at the hearing.

To the extent of the victim's cooperation and consent, all Institutional offices will work cooperatively to ensure that the petitioner's health; physical safety, work and academic status are protected, pending the outcome of a formal Institution investigation of the complaint. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The Institution does not publish the name of crime victims nor publish any identifiable information regarding victims in the crime logs.

It is strongly recommended for anyone dealing with sexual harassment, assault, or any serious offense to seek professional help. The institution has a designated CSA for any of these matters a student would like to address. Below are some important numbers:

CSA - Dashaun West 803-937-5730

The Regional Medical Center – 803-533-2200

City of Orangeburg Public Safety – 803-561-4654

CASA Family Systems – 803-534-2448

Department of Social Services – 803-531-3101

SC Department of Mental Health – 803-898-8581

Rape Crisis Hotline – 803-534-2272

Disciplinary Procedures Following a Complaint

The investigative process involves interviewing the parties involved and any witnesses while gathering documentary or other evidence. In cases involving alleged criminal conduct, the complainant may file a criminal complaint with the local police department. A complainant need not pursue a criminal complaint in order to seek, or to hold the accused responsible through the Barber Tech Academy Student Code of Conduct. As soon as possible, the complainant will be offered appropriate assistance.

Based on the outcome of the investigation, the assigned Title IX Officer or their designee will determine if there is sufficient cause to proceed with the complaint. If so, the Title IX Officer or the designee will arrange for an informal resolution conference with the accused. Complainants do not attend informal resolution meetings but are apprised of the meeting's outcome. If the accused does not accept responsibility for the allegations and/or the proposed sanction, the Title IX Officer or their designee will determine if the evidence warrants a formal hearing before the Administrative Office/Grievance Committee. The exact nature of the responsive action depends on the circumstances, but may include discipline up to and including suspension or dismissal from the Institution for a student, staff or faculty who is found to have violated Institutional policies.

The Institution will take appropriate action i.e., an investigation, adjudication and disciplinary and remedial/corrective steps in response to a complaint made pursuant to the complaint policies/procedures listed above. The Institution will make every effort to handle complaints and investigations with sensitivity to both the rights of the person who complains, and the rights of the accused.

The Institution handles complaints discreetly and attempts to maintain privacy throughout the investigative process, to the extent practicable and appropriate under the circumstances. However, in order to conduct an investigation, it is generally necessary to discuss the allegations with the accused and other potential witnesses. Additionally, the Institution may have legal obligations to disclose information to law enforcement or in the context of legal proceedings.

Complaints may be made anonymously. While the Institution endeavors to investigate all complaints, including anonymous complaints, the nature of anonymous complaints makes investigation, determination, and remediation more difficult and, at times, impossible. Further, while the Institution attempts to protect the identity of complainants who do not wish to be identified, this may not always be possible.

In appropriate cases as determined by the Institution, conflict resolution may be possible. This is permitted only where both the complainant and accused voluntarily agree to participate, and either party may terminate informal resolution attempts and commence formal Grievance procedures at any time prior to reaching a mutually acceptable resolution. Depending on the circumstances, a mediated resolution may not necessarily involve face-to-face discussions between the complainant and the accused. Certain cases are not appropriate for conflict resolution, such as complaints of particularly egregious sexual harassment or cases involving sexual assault or violence.

Occasionally, an individual makes a complaint and later wishes to revoke or discontinue the investigation or adjudication process. Similarly, it may occur that someone other than the victim reports an incident, and the victim declines to participate in the investigation or adjudication process. In other instances, complaints may be received anonymously and/or the victim may not wish to be personally identified. The Institution endeavors to respect the wishes of a victim to either not be identified and/or not participate in the process. In these situations, the Institution attempts to investigate and address complaints in accordance with the victim's wishes.

If a victim wishes to talk about an incident with the assurance that the discussion will be confidential and will not result in an investigation or follow up action, the Institution will also proceed in this regard.

In determining whether sex discrimination, sexual harassment or sexual misconduct occurred, the Institution does not apply the criminal standard of "beyond a reasonable doubt," nor do formal court rules of evidence apply. Instead, the Institution uses a "preponderance of the evidence" standard, and the Institution may consider any evidence it deems relevant. A "preponderance of the evidence" means the evidence which is of greater weight, or is more convincing than opposing evidence such that it is "more likely than not" that an act occurred.

If the applicable investigative or adjudication process allows for parties to offer witnesses and evidence, the complainant and the accused will have an equal opportunity to do so. The complainant and the accused will be informed in writing of the outcome of the complaint, to the extent permitted by law. An accused that is a student may appeal the outcome to an impartial decision maker. An employee who is deemed guilty shall have whatever rights the law grants. The particular method and grounds for appeal are explained in the student policies listed above.

The Institution endeavors to resolve complaints promptly. Ordinarily, the investigative stage will take no longer than 60 calendar days from the time the complaint is received. In exceptional circumstances (including but not limited to especially complex cases, or when the Institution is not in session), it may be necessary to extend these timelines. If that occurs, the parties will be informed of the expected timeline for completion.

The Institution prohibits retaliation against any individual who in good faith makes a complaint of sex discrimination, sexual harassment, or sexual misconduct or participates as a witness in a proceeding under this or any other Institution policy. Retaliation is also unlawful pursuant to Title IX and other laws.

The Institution engages in educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and faculty that:

1. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
2. Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;

3. Defines what behavior and actions constitute consent to sexual activity in the State of South Carolina.
4. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;
5. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
6. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

This educational campaign will consist of but not be limited to the distribution of educational materials to new students, participating in and presenting information and materials during student/employee orientation and through newsletters among other means of distribution through the year. The President also has a directory of services that are available to victims within the community to assist those who have suffered from a criminal act.

Risk Reduction/Warning Signs of Abusive Behavior

No victim is ever to blame for being assaulted or abused. Unfortunately, a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, to recognize warnings signs of abusive behavior and how to avoid potential attacks.

Warning Signs of Abusive Behavior

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

1. Being afraid of your partner.
2. Constantly watching what you say to avoid a “blow up.”
3. Feelings of low self-worth and helplessness about your relationship.
4. Feeling isolated from family or friends because of your relationship.
5. Hiding bruises or other injuries from family or friends.
6. Being prevented from working, studying, going home, and/or using technology (including your cell phone.)
7. Being monitored by your partner at home, work, or institution.
8. Being forced to do things you don’t want to do.

Help Reduce Your Risk and Avoid Potential Attacks

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

1. Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners.
2. Consider making a report with the Campus President and ask for a “no contact” directive from the Institution to prevent future contact.
3. Consider getting a protective order or stay away order.

4. Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.
5. Trust your instincts—if something doesn't feel right in a relationship, speak up or end it.

Sexual Assault Prevention (From Rape, Abuse and Incest National Network - RAINN)

- Try not to leave your drink unattended.
- Only drink from un-opened containers, or from drinks you have watched being made and poured.
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle.
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible.
- If you suspect you have been drugged, go to a hospital and ask to be tested.
- Keep track of how many drinks you have had.
- Try to come and leave with a group of people you trust.
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours.

Traveling around campus

- Make sure your cell phone is easily accessible and fully charged.
- Take major, public paths rather than less populated shortcuts.
- Avoid dimly lit places and talk to campus services if lights need to be installed in an area.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- Carry a noisemaker on your keychain.
- Carry a small flashlight on your keychain.
- ***Barber Tech Academy currently does not include multiple buildings.

Barber Tech Academy has a sexual assault prevention program that includes, but is not limited to the following:

- If an assault occurs, notify the Campus President immediately
- Do not disturb the crime scene
- Notify local law enforcement officials
- Secure counseling for the victim
- Change the academic schedule if victim requests
- Disciplinary actions include dismissal from the Institution

The nature of sexual assault, particularly when perpetrated by an acquaintance, makes it difficult for many survivors to report their experience. For this reason, there are local and state resources that victims are encouraged to take advantage of; they are primary places where individuals may seek assistance in complete confidentiality.

Important Phone Numbers

Barber Tech Academy strongly recommends that any student or employee who has a drug or alcohol addiction or problem, seek counseling, treatment, or rehabilitation. Also if any was a victim of sexual assault, counseling, treatment is encouraged. Here are some resources for treatment.

State-Wide

South Carolina Department of Alcohol and Other Drug Abuse Services

2414 Bull Street

Columbia, SC 29201

(803)896-5555

www.daodas.state.sc.us

[SCCADVASA – South Carolina Coalition against domestic violence and Sexual Assault](#)

[PO Box 7776](#)

[Columbia, SC 29202](#)

[803-256-2900](#)

www.sccadvasa.org

Local

Tri-County Commission on Alcohol and Drug Abuse

910 Cook Road

PO Box 1166

Orangeburg, SC 29118

(803)536-4900

Alcoholics Anonymous

590 Louis St.

Orangeburg, SC 29115

(803)534-4682

aa.org

Alcohol and Drug Abuse

3190 Cook Road

Orangeburg, SC 29118

(803) 536-4900

William J McCord Adolescent Treatment Facility

910 Cook Road

Orangeburg, SC 29118

(803) 536-4900

Orangeburg Coalition against Sexual Assault

803-531-6211

As the institution learns of new resources, the list will be updated.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES – STATEMENT OF POLICY

Barber Tech Academy has in place at each campus facility a campus response protocol. In an emergency or a dangerous situation, upon confirmation with the Campus President, or designee, of the need for mass notification, the Campus President, or designee, will without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Emergency or dangerous situations may include, but are not limited to, gas leaks, tornadoes, contagious viruses, etc.

EMERGENCY NOTIFICATIONS

In the event of an emergency or a dangerous situation that poses an immediate threat to the campus community, the institution may utilize some or all of its mass notification capabilities to notify its campus community. These capabilities may include e-mail, voice mail and text messages to alert the campus community. In addition, members of the administration will post relevant updates and advisories on bulletin boards. The Campus President, or designee, will simultaneously use the local means at her disposal to notify the campus students, staff and faculty of the situation, as well as disseminate pertinent information to relevant public entities.

This emergency notification requirement does not replace the timely warning requirement described earlier. They differ in that the timely warning applies only to Clery reportable crimes while the emergency notification requirement addresses a much wider range of threats (i.e., gas leaks, tornadoes, contagious viruses, etc.). However, an institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances but must provide adequate follow-up information to the community as needed.

Training, exercises and tests will be conducted annually by management on the campus level and by the individuals relevant to mass notification. Management will document each test conducted by all relevant entities.

Student Must Know – Emergency Information

The campus takes various precautionary measures to protect the students, staff, faculty, and campus visitors. Nevertheless, unavoidable emergencies may occur in extreme situations. The Campus Director implements and oversees the campus response to a crisis situation.

In order to make this program effective, students are to familiarize themselves with the following emergency procedures.

Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger.

*** In case of emergency - dial 911***

Department of Homeland Security:

“Active shooter awareness- options for consideration”

<http://www.dhs.gov/video/options-consideration-active-shooter-training-video>

Student Emergency Responses

There is potential for students to be involved in a variety of emergency situations for which appropriate actions must be taken. These possible situations include incidences that may require emergency evacuation, emergency lockdown, external lockdown, or to shelter in place.

Emergency Evacuation

Evacuation is the movement of campus occupants from a dangerous or potentially dangerous location to a safe location. There are two types of evacuation: fire evacuation and non-fire evacuation.

Fire evacuation:

- Evacuation is mandatory when a fire alarm is activated.
- Follow authorized personnel’s (e.g., faculty, staff, or fire department personnel, etc.) instructions if given.
- Do not use the elevators.
- Assist people with disabilities, if possible.
- Ensure all doors and windows are closed as a room and building are evacuated. (Do not lock doors.)
- Do not attempt to reenter the facility unless and until directed to do so by authorized personnel.
- Evacuate to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

Non-fire evacuation

- A non-fire evacuation will be initiated by campus director, or designee.
- Follow instructions if given.
- Do not use the elevators.
- Assist people with disabilities if possible.
- Do not attempt to reenter the facility unless directed to do so

Emergency Lockdown

Emergency Lockdown is used to dramatically and rapidly enhance the level of security of the campus. By locking all exterior, interior and classroom doors, staff can make it more difficult for dangerous person(s) in the vicinity of the campus and in the campus to gain access to staff and students;

- Lock or barricade doors of classroom and internal student areas of congregation.
- Close blinds, turn off lights.
- Remain quiet and out of sight.
- If gunshots are heard, lie on the floor and try to use available resources for additional cover and concealment.
- If you are outside when a lockdown is declared, seek shelter away from danger.
- If a fire alarm is activated during a lockdown, proceed with extreme caution.

- Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.

External Lockdown

External lockdown creates a physical layer of security between the internal and external dimensions of the campus. In addition to locked entrances, this may also include a supervised entry and exit to campus facilities, and/or barricade to campus property (e.g., barricades or chains restricting access to campus parking and grounds). This lockdown allows staff and students to continue activities while maintaining access control to the campus and remain in an elevated state of security.

- Remain in classroom.
- Follow faculty and staff instructions
- Remain attentive to any change in status.

Shelter in place

Sheltering in place procedures are traditionally utilized when:

1. A tornado has been spotted.
 2. There has been a chemical or biological incident outside of, but in proximity to a campus and available information indicates that there is no adequate time to evacuate building occupants to another safe location before the dangerous contaminants reach the facility.
- Follow staff and faculty instructions.
 - Assist people with disabilities if possible
 - If you are outside when a shelter in place is declared, immediately seek an interior room or hallway with no windows.
 - Close windows and doors – do not lock doors.
 - Remain in shelter until an all clear is given.

Staff and Faculty Must Know – Emergency Information

The campus takes various precautionary measures to protect the students, staff, faculty, and campus visitors. Nevertheless, unavoidable emergencies may occur in extreme situations. The campus director implements and oversees the campus response to a crisis situation.

In order to make this program effective, all staff and faculty are expected to familiarize themselves with the following emergency procedures.

Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger.

Staff and Faculty Emergency Responses

***** In case of emergency: dial 911 *****

There are a number of different potential situations that may occur that have capability to impact students or staff and faculty. The following possible scenarios are described below with steps to be taken.

- Emergency evacuation for a fire incident
- Emergency evacuation for bomb threat or other non-fire situation
- Emergency lockdown
- External lockdown
- Shelter in place

Emergency Evacuation for a Fire Incident

Definition

A fire emergency evacuation is initiated when a fire incident occurs. Depending upon the campus size, it may require an evacuation of a single particular building affected by the fire incident, rather than the entire campus.

The objective: all building occupants are safely evacuated to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

Staff Response

Staff/faculty responsible for the affected areas should conduct a sweep of the building(s) to ensure all students are aware of and appropriately responding to the fire alarm and safely evacuated.

Fire evacuation procedures:

- Evacuation is mandatory when a fire alarm is activated.
- Designated staff or faculty check the affected building(s) to ensure all personnel are appropriately evacuating.
- Do not use the elevators.
- Assist people with disabilities if possible.
- Ensure all doors and windows are closed as a room and building are evacuated.
- Do not attempt to reenter the facility unless and until directed to do so by authorized personnel.
- Evacuated persons are directed to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

Emergency Evacuation for Bomb Threat or Other Non-Fire Situation

Definition

Non-fire emergency evacuation is used for any emergency evacuation not related to a fire incident. It is important to remember that evacuation distances significantly expand, up to hundreds of yards, for suspicious object evacuations. Nevertheless, not all bomb threats will necessarily result in evacuation, depending upon the individual event circumstances.

The objective: move all campus occupants to a remote, predefined and controlled location.

Staff Response

Team members who are designated to sweep evacuation routes and sites should locate a staff member to take responsibility for students under their supervision, and should then sweep the evacuation route and evacuation site for secondary hazards. They should immediately report their findings to the lead administrator.

Note: The lead administrator will typically direct that this step be completed before making the general announcement for evacuation of the building.

Other staff:

1. Gather all students and visitors in your area of responsibility and evacuate using the route and site designated by the lead administrator or designee.
2. Ensure that all special needs persons are provided assistance by their designees as per the site evacuation plan.
3. Remain alert to your surroundings. Be particularly alert to any people or conditions that might pose a danger to evacuees. If you encounter a significant hazard, quickly evaluate the situation; adjust your evacuation route and attempt to notify the lead administrator or the appropriate public safety officials.
4. Once you reach the designated evacuation site, search the site for suspicious objects and adjust accordingly.
5. On evacuation site - develop a written list of all evacuees and provide the list to the lead administrator or his/her designee. Also indicate the presence or lack of any suspicious objects in your room/work area.
6. Supervise students under your care.
7. Do not attempt to reenter the facility unless the lead administrator or his/her designee directs you to do so.

Emergency Lockdown

Definition

Emergency Lockdown is used to dramatically and rapidly enhance the level of security in the facility. By locking all exterior, interior and class doors, staff can make it more difficult for dangerous person(s) in the vicinity or in the facility to gain access to staff and students.

Note – locking doors should not eliminate immediate egress possibilities from the facility.

The objective: create as many physical layers of separation between you and the potential aggression.

Staff Response:

1. Make sure entrance points to the building near your location are locked immediately.
2. If you are located in an area with a door that can be locked, gather all students in the vicinity into the room and lock the door.
3. Improvise additional door blocking if possible.
4. Close blinds and cover additional windows, e.g., with a shirt, up-turned table, paper, etc.
5. Turn off lights in the room.
6. If possible, report your status to the lead administrator or designee by telephone or intercom.
7. Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.

Department of Homeland Security:

- **“Active shooter awareness - options for consideration”**
<http://www.dhs.gov/video/options-consideration-active-shooter-training-video>

External Lockdown

Definition

External lockdown creates a physical layer of security between the internal and external dimensions of the campus. By locking all exterior doors and supervising these doors, staff can make it more difficult for a possible external intruder or a potentially dangerous person in the vicinity of the facility to gain access to staff and students. In addition to locked entrances and supervised entry and exit to campus facilities, this step may include barricades to campus property (e.g., barricades or chains restricting access to campus parking lots and grounds). This lockdown allows staff and students to continue with productive activities while maintaining access control to the facility.

Objective: create a physical layer of security between the external environment and internal campus operation while elevating the overall level of security.

Staff Response:

1. Make sure the designated entrance points to the building near your location are locked immediately.
2. If you are in an external classroom to the main building move students to alternative internal classrooms.
3. If possible, report your status to the lead administrator or designee by telephone or intercom.
4. Continue with normal activities as much as the situation allows.
5. If students or staff have a need to move about in the building, obtain permission first from the lead administrator or designee.
6. Be prepared to rapidly implement an emergency evacuation or emergency lockdown – if directed to do so or if circumstances indicate you should do so.

Shelter in Place

Definition

Sheltering in place procedures are traditionally utilized when:

1. A tornado has been spotted.
2. There has been a chemical or biological incident outside of, but in proximity to, a facility and available information indicates that there is no adequate time to evacuate building occupants to another safe location before the dangerous contaminants reach the facility.

Objective: seek immediate shelter away from doors and windows and remain there during an emergency

Staff Response:

1. All staff that is outdoors should quickly gather all students and adults in the area and instruct them to go inside the facility immediately. Once inside, if possible instruct everyone to move to an interior area without windows and doors.
2. Close all windows and doors.
3. In chemical spills / biological incident - if available, use tape to cover all windows and doors with sheets of plastic to help reduce airflow into the area. Wet towels can be used to reduce airflow under doors. Close all outside air vents. Turn off all heating or ventilation systems. Use damp towels or cloths to cover any openings in walls or doors. Tape can also be used to cover any cracks,

crevices, electrical outlets, cable television connections or other openings that might allow air to flow into the shelter area.

4. Listen to local radio or television news for instructions from emergency management and public safety officials.
5. Review emergency evacuation protocols

***Barber Tech Academy does not allow concealed weapons on campus.

Missing Student Notification Procedures

In the case of a missing student, once the institution is made aware it will notify the authorities. Also the institution will notify the student's emergency contact person(s) if they are not made aware. In addition it will post a missing person's notification on its bulletin board.

*This institution currently does not provide any on-campus housing.

Sharing Emergency information to the larger community

The institution disseminates emergency information to individuals and/or organizations outside of the campus community in the following ways:

- Cell phone alerts to students' parents and guardians
- Use of radio and/or TV alerts for the neighboring community
- Email notification

The Compliance office is responsible for developing the information to be disclosed and for overseeing the dissemination of pertinent information to the larger community.

Dashaun West (803)937-5730 barbertechacademy@yahoo.com – responsible for sharing emergency notifications to larger community

Dashaun West (803)937-5730 – responsible for sharing emergency information, ex. Threats to campus, etc

City of Orangeburg Public Safety: 803-531-4654

Orangeburg County Sheriff's Department: 803-531-4647

Call 911 for Emergency

Alcohol and Drug Prevention Program

Federal and State drug laws as well as Institution policy prohibit the sale, unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, or of illicit drugs, on Institution property or as part of any Institution activity, in compliance with the Drug Free Schools and Communities Act and the Drug-Free Workplace Act. The Institution enforces all federal, state, and local drug laws. This prohibition applies to all students and to all employees.

Drug Prevention Program

The Institution has adopted and implemented a drug prevention program for its students and employees. This program includes annual distribution in writing to each student, regardless of the length of the student's program of study, and to all employees the following information:

- (1) The standard of conduct expected of students and employees in relation to the possession, use, or distribution of drugs and alcohol
- (2) The standard of conduct related to the misuse of prescription drugs, alcohol, and tobacco
- (3) A description of the applicable legal sanctions under state and Federal law that may arise from the unlawful possession or distribution of drugs
- (4) A description of the health risks associated with the use of illegal drugs
- (5) A description of Institution and local substance abuse counseling and treatment resources available to students and employees.
- (6) A clear statement of the disciplinary sanctions that may be imposed upon students and employees for violations of the Institution's Drug-Free School Policy.

Standards of Conduct

Alcohol Policies and Guidelines

Alcohol policies apply to the campus. Administrators, alumni, faculty, guests, staff, and students must adhere to all applicable state and local laws and Institution regulations related to the sale, possession, and use of alcoholic beverages. The most common laws related to alcohol use and sales are as follows:

1. The sale of alcoholic beverages is prohibited except in designated areas at times and dates licensed by the South Carolina Department of Revenue.
2. In the State of South Carolina, it is against the law for persons under 21 years of age to possess or consume malt beverages, fermented malt liquor or vinous or spirituous liquor. The Institution enforces all federal, state, and local laws concerning possession and/or consumption of ethyl alcohol. However, enforcement options may include criminal charges as well as a referral The Institution Administration team for possible disciplinary sanctions.
3. The furnishing of alcoholic beverages to underage persons is also against the state law.
4. Alcohol cannot be consumed or carried in open containers on any street, sidewalk, alley, automobile, or public area.
5. Alcohol is not permitted on campus.
6. No person under legal drinking age or any obviously intoxicated person shall be furnished, served, or given an alcohol beverage.

Any employee who acts in violation with the above policy, which also results in a criminal conviction, must report the conviction in writing to the employee's supervisor within five days. The Institution, in turn, is obliged by law to report certain convictions to the federal government. Institution sanctions for violation of this policy may include, but are not limited to, mandatory participation in a rehabilitation

program, or disciplinary action such as reprimand, suspension, salary reduction, demotion, or termination of employment for employees, and for students a warning, probation, suspension, ineligibility for financial assistance, or dismissal or expulsion from The Institution..

Many of the acts which violate this policy also violate criminal law and must be referred for prosecution. In such cases, law enforcement authorities may administer a separate penalty such as a fine or imprisonment. In addition to the legal and financial consequences associated with the abuse of drugs and alcohol, the physical and psychological effects of such abuse can have a devastating effect upon the ability to perform physical and intellectual skills required of a student or employee. It can also impair the ability to develop and maintain the interpersonal skills and the working relationships essential to an effective working and learning environment.

DISCIPLINARY SANCTIONS

The Institution will impose penalties and sanctions against individuals who violate this policy, consistent with local, state and federal law. Consequences are severe and include disciplinary action, up to and including termination from employment, referral for prosecution, academic sanctions, referral to voluntary/mandatory treatment, and removal/expulsion from campus.

Employees: It is a violation of this policy for any employee to jeopardize the operation or interests of The Institution through the unlawful manufacture, dispensation, possession, use, or distribution of any controlled substance, including illicit drugs, marijuana or alcohol. Sanctions for employees who are found to be in violation of this policy may include discipline up to and including termination of employment. Compliance with this policy is a condition of employment for all employees.

Students: Students found in violation of this policy shall be subject to sanctions or consequences as follows: The student may be required to perform a specific number of hours of community service, complete a reflection or research paper, attend a class, workshop, program, or lecture, or be involved with the community in a way that brings about a new understanding of the community and how his/her behavior may have impacted others. This is not an exhaustive list but should serve as a reference for the types of educational sanctions that may be levied. Students are also subject to termination.

The Institution may adjudicate violations of standards occurring both on and off-campus that are determined to have caused, or may have threatened to cause, an impact on The Institution's activities, or on the health, safety and/or security of The Institution, its members, or the community. This decision is made at the discretion of The Institution's Administration team.

Criminal Sanctions: Violations of this policy may also violate local, state and federal criminal law and will be referred to the local police department for investigation which may result in separate penalties such as monetary fines or imprisonment. Individuals concerned about specific circumstances should seek the advice of their personal attorney.

SANCTIONS: Federal, State, Local Law

The use of illicit drugs by any person is illegal under both the state and federal statutes. The use of alcohol by persons under 21 years of age is illegal under state law. Penalties and sanctions for conviction under state and federal law include incarceration and fines. Federal student loans and grants may be denied to those convicted for a violation of a criminal drug statute. State legal sanctions for violations of drug and alcohol laws can be found at www.scstatehouse.gov/code/t44c053.php.

Health Risks

Specific serious health risks are associated with the use of illicit drugs, tobacco and alcohol. Some of the major risks include:

- Alcohol and other depressants (barbiturates, sedatives, and tranquilizers): Addiction, accidents as a result of impaired ability and judgment, overdose when used with other depressants, damage to a developing fetus, heart and liver damage
- Marijuana: Addiction, panic reaction, impaired short-term memory, increased risk of lung cancer and emphysema (particularly in cigarette smokers), impairment of driving ability.
- Stimulants: (Cocaine, Methamphetamines) Addiction, heart attack, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants such as speed and uppers. Amphetamines increase the heart and respiration rates, increase blood pressure, dilate the pupils of the eyes, and decrease appetite. Other side effects include anxiety, blurred vision, sleeplessness, and dizziness. Abuse of amphetamines can cause irregular heartbeat and even physical collapse.
- Hallucinogens (acid, LSD, PCP, MDMA, etc.): Unpredictable behavior, emotional instability, violent behavior, organic brain damage in heavy users, convulsions, coma.
- Narcotics (Heroin, Demerol, Morphine, Codeine, etc.): Addiction, accidental overdose, risk of hepatitis and AIDS from contaminated needles. Inhalants (harmful gases and aerosols, glue, nitrous oxide, etc.): Loss of consciousness, suffocation, damage to the brain and central nervous system, sudden death, nausea and vomiting, nosebleeds, impaired judgment.
- Tobacco: Tobacco use remains the leading preventable cause of death in the United States, causing more than 440,000 deaths each year and resulting in an annual cost of more than \$75 billion in direct medical costs.

Alcohol and Drug Treatment Programs

Numerous options exist for alcohol and drug abuse treatment, and individuals are encouraged to voluntarily seek help. The Operations office provides literature and information for programs about prevention and the harmful effects of alcohol and other drugs. It also offers local resources offering education programs on topics such as alcohol and other drugs, sexually transmitted diseases, date rape and smoking cessation

Students may meet with the CSA for assistance in a referral to off campus resources.

Community Resources

City of Orangeburg Public Safety: 803-531-4654

Orangeburg County Sheriff's Department: 803-531-4647

Call 911 for Emergency

South Carolina Department of Alcohol and Other Drug Abuse Services- (803)896-5555

SCCADVASA – South Carolina Coalition against domestic violence and Sexual Assault-803-256-2900

Tri-County Commission on Alcohol and Drug Abuse- (803)536-4900

Alcoholics Anonymous - (803)534-4682

Alcohol and Drug Abuse- (803) 536-4900

William J McCord Adolescent Treatment Facility- (803) 536-4900

The Regional Medical Center – 803-533-2200

City of Orangeburg Public Safety – 803-561-4654

Department of Social Services – 803-531-3101

SC Department of Mental Health – 803-898-8581

Re-Entry

If a student or staff is not terminated according to The Institution’s disciplinary policy, the staff/student who successfully completes a rehabilitation program, prescribed by the substance abuse professional, shall be approved to return after completing required elements associated with discipline policy and submitting the appropriate documentation. The staff/student may be subject to random follow-up testing in the first 12 months following return. The substance abuse professional may terminate the requirement for follow-up testing at any time, if the substance abuse professional determines that such testing is no longer necessary. Refusal to take a follow-up test is cause for termination. The recurrence of misuse of prohibited items will result in termination.

DISTRIBUTION PROCEDURES

Annual Notifications

In order to comply with the Drug-Free Schools and Campuses Regulations, Part 86, procedures for distributing annual Alcohol and Other Drug (AOD) notifications to all enrolled students and all employees The Institution performs the following:

- Safe Colleges: The Institution give to *all* employees and students acknowledgment of receipt of AOD notifications through the annual security report crime statistics.

If requested, The Institution will make available, to the Secretary and the public, a copy of each requested item in the drug prevention program and the results of the biennial review.

ORIENTATION

New students and employees are provided with access to the institution’s Annual Security Report which includes the Drug and Alcohol prevention program, which includes information addressing campus safety, drug and alcohol awareness, sexual harassment, assault prevention and emergency procedures. The Institution’s goal is that all new students and employees are informed of local laws, Institution policies and general campus conduct information.

Distribution of the Annual Security Report

The annual security report (ASR) is distributed to all currently enrolled students and all employees by October 1 each year. Distribution is done via email. The institution notifies all students of the updated ASR and an updated one is kept on the school's website. The institution also provides a hard copy of the ASR which is kept on file.

The emails are sent on or before October 1 each year. Each student and prospective employee receives the notice which contains the report's availability, and a link to the URL where the report is posted. The ASR is provided free of charge to the campus community.

The institution provides prospective students and prospective employees with a notice of the ASR containing:

- A statement of the report's availability
- Where the report is available

Please note that the ASR will include the most recent crime statistics. When revised, all applicable parties will be notified via email of the updated ASR.

Retaining Records

The institution retains the ASR and information used to compile the statistics from the local police department for three years from the latest publication of the report to which they apply – in effect, seven years.

Records to be kept include, but are not limited to, the following:

- Copies of crime reports
- Records for arrests and referrals for disciplinary action
- Timely warning and emergency notification reports
- Documentation, such as letters to and from local police for crime statistics
- Copies of notices to students and employees about the availability of the ASR

Documents should be dated; the institution would ensure they are easily retrievable. The institution would use its internal record keeping scanning system to maintain copies, along with any backup retrieval methods.

Contact Numbers

Dashaun West, President(803)937-5730

Dashaun West, CSA (803)937-5730

City of Orangeburg Public Safety: 803-531-4654

Orangeburg County Sheriff's Department: 803-531-4647

Call 911 for Emergency

South Carolina Department of Alcohol and Other Drug Abuse Services- (803)896-5555

SCCADVASA – South Carolina Coalition against domestic violence and Sexual Assault-803-256-2900

Tri-County Commission on Alcohol and Drug Abuse- (803)536-4900

Alcoholics Anonymous - (803)534-4682

Alcohol and Drug Abuse- (803) 536-4900

William J McCord Adolescent Treatment Facility- (803) 536-4900

The Regional Medical Center – 803-533-2200

City of Orangeburg Public Safety – 803-561-4654

CASA Family Systems – 803-534-2448

Department of Social Services – 803-531-3101

SC Department of Mental Health – 803-898-8581

Rape Crisis Hotline – 803-534-2272

Domestic Violence Hotline - 803-531-6211

Crime Statistics

OFFENSE	YEAR	GEOGRAPHIC LOCATION				
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING	NONCAMPUS PROPERTY	PUBLIC PROPERTY	HATE CRIMES
MURDER/NON-NEGLIGENT MANSLAUGHTER	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
RAPE	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
FONDLING	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
INCEST	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
STATUTORY RAPE	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
ROBBERY	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
AGGRAVATED ASSAULT	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
BURGLARY	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
MOTOR THEFT	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
ARSON	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2018	0	0	0	0	0

UNFOUNDED CRIMES	2019	0	0	0	0	0
	2020	0	0	0	0	0

OFFENSE	YEAR	GEOGRAPHIC LOCATION				
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING	NONCAMPUS PROPERTY	PUBLIC PROPERTY	HATE CRIMES
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
ARRESTS:LIQUOR LAW VIOLATIONS	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0

OFFENSE	YEAR	GEOGRAPHIC LOCATION				
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING	NONCAMPUS PROPERTY	PUBLIC PROPERTY	HATE CRIMES
DOMESTIC VIOLENCE	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
DATING VIOLENCE	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
STALKING	2018	0	0	0	0	0

Title 38 United States Code Section 3679(e) School Compliance Form

As part of the Veterans Benefits and Transition Act of 2018, section 3679(e) of Title 38, United States Code was amended. Educational Institutions are required to sign this compliance form to confirm your compliance with the requirements as outlined.

Effective August 1, 2019 the State Approving Agency, or the Secretary when acting in the role of the State Approving Agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with the areas below:

NOTE: A *Covered Individual* is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill benefits.

- **Your policy must permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:**
 1. **The date on which payment from VA is made to the institution.**
 2. **90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.**

- **Your policy must ensure that your educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.**

In addition, statute allows your policy to require the covered individual to take the following additional actions:

- 1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.**
- 2. Submit a written request to use such entitlement.**
- 3. Provide additional information necessary to the proper certification of enrollment by the educational institution.**
- 4. Your policy may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.**

Waivers of this requirement may be granted by VA. If you have a waiver, please send that documentation to the SAA so we may correctly document your compliance. VA will send communication about obtaining waivers at a later date.