



## NOTICE OF INSTITUTIONAL AND FINANCIAL AID INFORMATION

This publication contains brief descriptions of information relating to Texas Barber College (“TBC”) and includes statements of the procedures required to obtain the information. Much of this information is also available in the TBC Student Handbook and School Catalog. For help in obtaining institutional or financial aid information, all enrolled or prospective TBC students may contact the individuals designated below at the following TBC campuses:

### **Admissions:**

<b>Campus Number – Location</b>	<b>Representative</b>	<b>Phone Number</b>	<b>Email</b>
1 – <i>Dallas</i> : 5148 S. Lancaster Rd	Camron Redd Admissions Rep.	214.943.7255 x1101	camron@txbarber.edu
2 – <i>Dallas</i> : 9888 Ferguson Rd	Bridget Skinner-Wilson Admissions Rep.	214.943.7255 x1201	bridget@txbarber.edu
Main – <i>Houston</i> : 8201 S. Gessner Rd., Ste. A	Luis Acevedo Director of Admissions	713.953.0262 x1402	luis@txbarber.edu
Main – <i>Houston</i> : 8201 S. Gessner Rd., Ste. A	Craig Hunte Admissions Rep.	713.953.0262 x1401	craig@txbarber.edu
5 – <i>Houston</i> : 610 W. Cavalcade St.	Joshua Bell Admissions Rep.	713.953.0262 x1502	joshua@txbarber.edu
<i>Serving all campuses from:</i> 8201 S. Gessner Rd., Ste. A	Lori Wilson Administrative Receptionist	713.953.0262 x1426	lori_wilson@txbarber.edu

### **Bursar's Office:**

<b>Location</b>	<b>Representative</b>	<b>Phone Number</b>	<b>Email</b>
<i>Serving all campuses from:</i> 8201 S. Gessner Rd., Ste. A Houston, TX 77036	Robert Cashion Bursar	713.953.0262 x1420	rob@txbarber.edu

### **Education Department:**

<b>Campus Number – Location</b>	<b>Representative</b>	<b>Phone Number</b>	<b>Email</b>
<i>Serving all campuses from:</i> 8201 S. Gessner Rd., Ste. A Houston, TX 77036	Anthony Reed Director of Barbering/Vice President	713.953.0262 x1403	anthony_reed@txbarber.edu
Main – <i>Houston</i> : 8201 S. Gessner Rd., Ste. A	Fred Reed Campus Director	713.953.0262 x1410	fred_reed@txbarber.edu
1 – <i>Dallas</i> : 5148 S. Lancaster Rd	Michael Lowe Campus Director	214.943.7255 x1113	michael_lowe@txbarber.edu
2 – <i>Dallas</i> : 9888 Ferguson Rd	Elizabeth Cuevas Campus Director	713.953.0262 x1210	elizabeth_cuevas@txbarber.edu
5 – <i>Houston</i> : 610 W Cavalcade St	Deconda Kendall Campus Director	713.953.0262 x1501	deconda_kendall@txbarber.edu

**Financial Aid Department:**

Campus Number – Location	Representative	Phone Number	Email
5 – Houston: 610 W Cavalcade St	Crystal Mendoza Financial Aid Manager	713.953.0262 x1701	crystal_mendoza@txbarber.edu
Serving all campuses from:  8201 S. Gessner Rd., Ste. A Houston, TX 77036	Yumaira Vela Financial Aid Rep.	713.953.0262 x1411	yumaira_vela@txbarber.edu
	Michelle Villa Financial Aid Rep.	713.953.0262	michelle_villa@txbarber.edu
	Lori Wilson Administrative Receptionist	713.953.0262 x1426	lori_wilson@txbarber.edu

**Student Services Department:**

Campus Number – Location	Representative	Phone Number	Email
1 – Dallas: 5148 S. Lancaster Rd 2 – Dallas: 9888 Ferguson Rd	Daniel Clinton Student Services Rep	214.943.7255 x1106	daniel_clinton@txbarber.edu
Main – Houston: 8201 S. Gessner Rd., Ste. A	Fredio LeBlanc Student Services Rep Lori Wilson Student Services Rep.	713.953.0262 x1436 713.953.0262 x1426	fredio@txbarber.edu lori_wilson@txbarber.edu
5 – Houston: 610 W Cavalcade St	Fredio LeBlanc Student Services Rep	713.953.0262 x1436	fredio@txbarber.edu
Serving all campuses from:  8201 S. Gessner Rd., Ste. A Houston, TX 77036	Bob de Leon Director of Student Services/Vice President	713.953.0262 x1416	bob_deleon@txbarber.edu

**1. Student Financial Aid Information**

**A. Financial Aid**

Prospective and enrolled students shall have access to information about:

- All need-based and non-need-based Federal, state, local, private and institutional student financial assistance programs available to students who enroll at TBC;
- Terms and conditions of loans obtained per Title IV of the Higher Education Act of 1965 (“Title IV, HEA”);
- Criteria for selecting recipients and for determining amount of award;
- Eligibility requirements and procedures for applying for aid;
- Methods and frequency of disbursements of aid;
- Rights and responsibilities of students receiving Title IV, HEA student financial aid, including criteria for continued student eligibility and standards for satisfactory academic progress;
- Terms of any loan received as part of financial aid package, sample loan repayment scheduled, and the necessity for repaying loans;
- Loan counseling – both entrance and exit interviews; and

- The criteria for measuring satisfactory academic progress and how a student who has failed to maintain satisfactory academic progress may reestablish eligibility for Federal financial aid.

For assistance in obtaining financial aid information, all enrolled or prospective TBC students may contact the individuals in the Financial Aid Department named on page 2 of this notice.

**B. Federal Student Financial Aid Penalties for Drug Law Violations**

Federal law provides that a student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving financial aid shall not be eligible to receive any Federal or institutional grant, loan, or work assistance. For questions about this law, please contact the Financial Aid Department.

**2. General Institutional Information**

**A. Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA)**

TBC annually provides a notice to all enrolled students about:

- The right to review their education records, to request amendment of records, to consent to disclosures of personally identifiable information, and to file complaints with the Department of Education;
- Procedures for reviewing education records and requesting amendment of the records; and
- If applicable, information about TBC’s policy regarding disclosures to school officials with a legitimate educational interest in the education records.

For more information, see the annually distributed FERPA notice attached hereto as Exhibit A and also published in the *TBC Student Handbook and School Catalog*. Questions regarding FERPA and general information about TBC can be directed to the Student Services Department (see page 2 of this notice) or TBC’s General Counsel at 713-953-0262, ext. 1407.

**B. Facilities and Services Available to Students with Disabilities**

For assistance in obtaining information about facilities and services available to students with disabilities, including students with intellectual disabilities, students can contact the TBC Student Services and Education Departments as identified on pages 1 and 2 of this notice. Also, please see section entitled, “Special Services to the Disabled” in the *TBC Student Handbook and School Catalog* for more details.

**C. Student Body Diversity**

TBC makes available to current and prospective students information about student body diversity, including the percentage of enrolled, full-time students who are male, female, self-identified members of a major racial or ethnic group, and those receiving a Federal Pell Grant. These percentages are set forth in the chart below.

**TBC Student Body Diversity Data for Fall 2016**

Group Description	Percentage
Male	84%
Female	16%
Self-identified member of a major racial or ethnic group:	
• American Indian/Alaskan Native	0%
• Asian/Native Hawaiian/Pacific Islander	0%
• Black/African American	73%
• Hispanic/Latino	23%
• White	3%

<ul style="list-style-type: none"><li>• Two or more races</li><li>• Race/ethnicity unknown</li><li>• Non-resident alien</li></ul>	0% 0% 0%
Pell Grant Recipients (2015-2016)	65%

Students with questions regarding this data should contact the TBC Student Services Department.

TBC student body diversity data can also be accessed online at the U.S. Department of Education's College Navigator website, as follows:

<http://nces.ed.gov/collegenavigator/?q=texas+barber+colleges&s=all&id=440989>

This information is located under the web page's Financial Aid and Enrollment tabs.

#### **D. Cost of Attendance**

Information about the cost of attendance, including tuition and fees, books and supplies, room and board, transportation costs, and any additional costs for a program in which the student is enrolled or expresses an interest can be provided by TBC's Admissions or Financial Aid Department. (See page 1 and 2 of this notice.) See also the *TBC Student Handbook and School Catalog* for this information.

#### **E. Refund Policy, Requirements for Withdrawal, and Return of Financial Aid Obtained Per Title IV, HEA**

The Financial Aid Department provides information about TBC's (i) refund policy, (ii) requirements and procedures for official withdrawal, and (iii) requirements for return of Title IV, HEA grant or loan aid. (See page 2 of this notice.) See also the *TBC Student Handbook and School Catalog* for this information. Students may cancel or terminate their enrollment at any time by completing and submitting a withdrawal request form to a TBC Student Service Representative via hand delivery or via facsimile at (713) 574-2731. Withdrawal Request forms are available at all campuses and administrative offices.

#### **F. Academic Program (Educational Program, Instructional Facilities, and Faculty)**

The Admissions Department provides information about TBC's academic program, including: (i) current educational and training program, (ii) instructional and other physical facilities that relate to the academic program, and (iii) any plans of TBC for improving the academic program. (See page 1 of this notice for information on contacting a TBC Admissions Representative.) See also the *TBC Student Handbook and School Catalog* for information relating to TBC's barbering program.

#### **G. Institutional and Program Accreditation, Approval or Licensure**

TBC's accrediting body, the Council on Occupational Education (COE), assesses TBC's programs through a formal program review process on a regular basis. TBC is licensed by the Texas Department of Licensing and Regulation (TDLR). TBC makes available (i) names of associations, agencies or governmental bodies that accredit approve or license TBC and its programs, and (ii) procedures for obtaining or reviewing documents describing accreditation, approval or licensing and/or approval for the same. This information can be obtained by submitting a written request to TBC's General Counsel, Kathleen B. Colt, at 8201 S. Gessner Rd., Suite A, Houston, TX 77036 or by calling the Corporate Office at phone number 713.953.0262, ext. 1407. See also the *TBC Student Handbook and School Catalog* for this information.

#### **H. Copyright Infringement Policies and Sanctions (Including Computer Use and File Sharing)**

TBC makes available its policies and sanctions related to copyright infringement, including (i) a statement that explicitly informs students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject infringing students to civil and criminal liabilities; (ii) a summary of the penalties for violation of federal copyright laws; and (iii) TBC's policies with respect to

unauthorized peer-to-peer file sharing, including disciplinary actions taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using TBC's information technology system. (See TBC's copyright infringement policy and sanctions set forth in Exhibit B attached hereto and in the *TBC Student Handbook and School Catalog*.)

Questions concerning these policies and sanctions should be submitted to TBC's General Counsel, Kathleen B. Colt, at 8201 S. Gessner Rd., Suite A, Houston, TX 77036 or at phone number 713.953.0262 x1407.

### **I. Statement of Non-discrimination**

TBC provides equal opportunities in education for all prospective and enrolled students, and does not discriminate on the basis of race, color, sex, age, disability, national origin, or any other characteristic protected by law, in its education programs and activities.

TBC prohibits sexual harassment, which is a form of prohibited sex discrimination and includes any acts of sexual violence. Title IX of the Education Amendments of 1972 ("Title IX") is a federal civil rights law that prohibits discrimination on the basis of sex in federally funded education programs and activities. This protection against sex discrimination also applies to employment in and admission to TBC programs. The following person has been designated to handle inquiries regarding the non-discrimination policies, including, but not limited to, Title IX inquiries and complaints:

Anthony Reed, 8201 S. Gessner Rd., Suite A., Houston, Texas 77036; (713) 953-0262, ext. 1403; [titleixreports@txbarber.com](mailto:titleixreports@txbarber.com).

Questions regarding Title IX may also be referred to the Office for Civil Rights – U.S. Department of Education (OCR) at its Dallas office, 214-661-9600. The web address for OCR is <http://www2.ed.gov/about/offices/list/ocr/index.html>.

### **J. Voter Registration**

Pursuant to the Higher Education Act, TBC must provide students with the opportunity to register to vote. Voter registration forms are available at every TBC campus. In addition, students may obtain an application to register to vote on the Texas Secretary of State's website at: <http://www.sos.state.tx.us/elections/voter/reqvr.shtml>.

## **3. Health and Safety**

### **A. Health and Safety Plan**

An appropriate plan for assuring the health and safety of TBC students is made available to all students. Students can request a copy of the *Health and Safety Plan and Emergency Procedures Manual* from the Student Services Department, their Campus Director, or the Corporate Office at 713-953-0262, ext. 1407. (See page 2 of this Notice.) The School has an Emergency Response Team ("ERT") that oversees the safety of the students, employees and guests. The ERT consists of the Director of Barbering, the Director of Admissions, the Director of Student Services, Lead Admissions Representatives, the Bursar, all Campus Directors, and the Executive Assistant. In the event of an emergency, the ERT will move into action. You will be notified by the ERT member at your location as to the evacuation plan for your area as well as the designated meeting area. Please follow the instructions of the ERT member immediately. Remain calm. Do not try to handle the situation yourself. More information about TBC emergency and health and safety procedures at TBC are contained in the above-referenced manual and in the *TBC Student Handbook and School Catalog*.

### **B. Vaccination Policies**

Current state regulations do not require vaccinations for TBC students. Students will be notified of any changes to this policy. Any questions concerning vaccination policies should be addressed to the individuals in the Student Services Department named on page 2 of this notice.

**C. Security Report**

Information regarding safety at TBC is distributed by October of 1 each year to students and employees. It contains crime statistics for the prior three years, policy statements regarding various safety and security measures, TBC's drug and alcohol abuse prevention program, campus crime prevention program descriptions, emergency response and evacuation procedures, and procedures to be followed in the investigation and prosecution of alleged sex offenses, including without limitations, stalking, domestic violence, sexual assault, and dating violence. Copies of the report are made available at all TBC campuses and administrative offices. Questions concerning the TBC Security Report, including requests for a copy of the report, can be submitted to Kathleen B. Colt, General Counsel, at 8201 S. Gessner Rd., Suite A, Houston, TX 77036 or at phone number 713.953.0262 x1407. See also the *TBC Student Handbook and School Catalog* for excerpt from this report.

**D. Drug/Alcohol Policy**

The annual TBC Security Report and the TBC Student Handbook and School Catalog provide information about alcohol and other drug health risks, drug and alcohol laws and penalties, and campus alcohol and other drug education and counseling resources.

**4. Student Outcomes**

**A. Retention Rate**

The retention rate for first-time students who began in the Fall of 2015 was 51%. Questions concerning retention rates of certificate-seeking, first-time full-time students should be addressed to the individuals in the Student Services Department named on page 2 of this notice.

**B. Completion/Graduation and Transfer-out Rates**

TBC makes the completion or graduation rate of its certificate-seeking, first-time full-time students available in the *TBC Student Handbook and School Catalog*. These rates are also set forth in the chart below. Students with questions regarding these rates should contact the Student Services Department. (See page 2 of this notice.)

The following includes all TBC programs:

**Institutional Completion, Placement, and Licensure Rates\***

Outcome	2016-2017	2015-2016	2014-2015
Completion (Graduation)	70%	66%	64.52%
Placement	86%	86%	83.33%
Licensure	75%	82%	83.33%

\*As reported to TBC's accreditor, The Council on Occupational Education (COE)

**4-Year Average Student Right-to-Know Rates**

Outcome	Rate
On-time Completion (Graduation)	26%
Transfer Out	0%

### **C. Placement in Employment**

Information regarding the placement in employment of and types of employment obtained by graduates of TBC's programs can be obtained by contacting the Student Services Department. (See page 2 of this notice.) TBC cannot and will not guarantee a job to any student.

## **5. Leave Of Absence (LOA) Policy**

A leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period when a student is not in attendance.

**What procedures must a student follow to request approval for an LOA?** Approval of LOA requests is subject to the discretion of TBC. A student who desires an LOA must request approval from the Student Services Department. This request must meet the following requirements:

- The request must be made in writing, using the official LOA request form. (See sample LOA form attached hereto as Exhibit C.)
- The form must be completed in its entirety, which includes providing the reason for the LOA request.
- The form must be signed and dated by the student requesting the LOA.
- The request must be made *before* the LOA begins.
- In some cases, such as unforeseen circumstances due to a medical emergency, a student might request that the LOA beginning date be retroactively applied. These requests will be considered by the Director of Student Services on a case-by-case basis. Students will be required to provide a completed LOA request form and could be required to provide documentation of the unforeseeable incident causing their absence.

In order to go into effect, an LOA request must be approved by a TBC Student Services Representative. Approval of LOA requests is subject to the discretion of TBC. Students cannot assume that their LOA request has been approved unless they receive confirmation from a TBC Student Services Representative. It is the responsibility of the student requesting the LOA to contact a Student Services Representative to find out if his/her LOA request has been approved and to provide the contact information necessary to obtain confirmation of the same. All absences taken without official LOA approval will count against a student's attendance percentage. Students who fail to return by the end of their LOA are subject to possible termination from their program of study. Students may return early from an LOA, but they will be held to regular attendance requirements if they choose to do so.

Students seeking approval for an LOA must complete an LOA Request Form and submit it to a Student Services Representative or their Campus Director prior to the Beginning Date stated on page (1) of the form. Subject to written approval by an authorized Student Services Representative, LOAs will start only on the Tuesday identified as the Beginning Date on page one (1) of the LOA Request form. There are three (3) exceptions to this rule: (i) if an LOA request is submitted on a Tuesday with a Beginning Date that same day, the start date of the LOA, if approved, will be the next day (i.e, Wednesday); (ii) if, due to unforeseen circumstances, such as a medical emergency, which prevent the student from providing a written LOA request prior to the leave start date, the Director of Student Services approves a retroactive Beginning Date for an LOA; or (iii) if an unexpected event, such as the death of a relative, causes the student to have to begin his/her LOA on a day other than a Tuesday. In the event a student writes a Beginning Date on an LOA Request form that is not a Tuesday [and the request does not qualify for the above exceptions], the Beginning Date for the LOA will be the following Tuesday, and all absences between the LOA submission date and that following Tuesday will count against the student's attendance percentage.

**What criteria will be used to determine approval for LOA requests?** The main criteria for approval will be whether or not there is a reasonable expectation that the student will return to School from the LOA and complete his/her program of study. Because we must ensure that there is a reasonable expectation of return, we must know the reason why the student desires an LOA. Further, students must be enrolled with TBC for at least ten (10) weeks prior to requesting an LOA.

### **Time Period of LOA**

The maximum time limit for a single approved LOA is 90 calendar days. The maximum amount of total time on any number of LOAs is 110 calendar days for the duration of the student's enrollment. The minimum duration of an LOA is five (5) consecutive school days.

An approved LOA extends a student's contract period and maximum time by same number of days taken in the LOA.

TBC will not accept a student's request for an LOA that extends past TBC's scheduled winter break. Thus, any student who requests an LOA after winter break must have attended TBC for at least one (1) day after the break in order to be eligible for an LOA. Further, even if the student was on an LOA immediately prior to winter break, he or she must submit a new LOA request and obtain TBC approval upon return from the break. An LOA is not required if a student is not in attendance only for an institutionally scheduled break period.

**How does a LOA affect student aid?** TBC will not disburse any loan funds while a student is on an approved LOA. Pell funds will be disbursed at the discretion of a Financial Aid Representative.

A student who is granted an approved LOA retains his/her status as an enrolled student for Title IV loan repayment purposes, and thus no refund calculation is required.

However, if a student fails to return from an LOA, TBC must report the student's change in enrollment status to the loan holder as of the withdrawal date, which is the student's last date of attendance. Thus, if a student does not return from an approved LOA, the grace period of his/her loans will have started on his/her last date of attendance, which could result in the student's grace period being totally exhausted by the time he/she is dropped from the program.

When a student fails to return from an LOA, institutional refunds are calculated from the student's last date of attendance and are made within thirty (30) days from that date.

**Institutional Charges and Aid Packaging:** There will be no additional institutional charges or aid packaging as a result of an approved LOA. Further, a student's need may not increase and thus, the student will not be eligible for any additional Federal Student Aid while on an approved LOA.



## EXHIBIT A

### **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords 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 Texas Barber College ("School" or "TBC") receives a request for access. A student should submit to a Student Services representative or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. (Forms to request records can be obtained from the Student Services Department.) 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 School discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

TBC 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 TBC 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 TBC official also may include a volunteer or contractor outside of TBC who performs an institutional service or 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 School.

Upon request, TBC also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by TBC 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

#### Disclosures that postsecondary institutions may make without a student's 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 instructors, within TBC 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, including without limitation financial aid processing companies and default management companies, 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 School'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))

## **EXHIBIT B**

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities.

The making of an electronic or paper copy of a copyrighted work by any means (photocopying, electronic reproduction, scanning, digitizing, etc.) constitutes reproduction that is governed by copyright law. The copyright principles that apply to the use of copyrighted works in electronic environments are the same as those that apply to such use in paper environments.

The reproduction or copying of a work subject to copyright protection typically requires the permission of the copyright owner. However, the copyright law recognizes that in certain situations, copyrighted work may be reproduced without the copyright owner's consent. One such situation is where the doctrine of "fair use" applies. The following four factors must be considered for determining "fair use":

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
- The nature of the copyrighted work.
- The amount and substantiality of the portion used in relation to the copyrighted work.
- The effect of the use upon the potential market for or value of the copyrighted work.

Information about the appropriate use of copyrighted materials is included in the TBC Student Handbook, in addition to e-mail and/or paper disclosures.

Allegations of copyright infringement, including without limitation unauthorized peer-to-peer file sharing, by TBC students will be investigated. Any student involved in a copyright infringement situation will be referred to the student's Program Director and the proper authorities. The Program Director may call a disciplinary hearing, and if TBC determines that a student has violated any copyright laws, including without limitation, illegal downloading or unauthorized distribution of copyrighted materials using TBC's information technology system, the offending student's access to online services may be terminated or the student's enrollment at TBC may be terminated.

TBC presently has a firewall web-filtering appliance, which provides web filtering and fire wall protection. Students have very limited access to computers at TBC. For those students who do use TBC computers, their access is limited to approximately 20 websites. While it is impossible to ensure 100% access restriction, TBC does disable all devices pertaining to copying computer-generated information, including blocking all USB connections. In addition, TBC prohibits student users from downloading restricted information without the consent of the administrators in charge of the program.

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:**

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 not 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 and 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 U.S. Copyright Office website at [www.copyright.gov](http://www.copyright.gov), especially their Frequently Answered Questions (FAQ's) at [www.copyright.gov/help/faq/](http://www.copyright.gov/help/faq/)

**EXHIBIT C**

**I. Sample Leave of Absence (LOA) Request Form**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>SOCIAL SECURITY NUMBER</b>
<b>CAMPUS (CHECK ONE)</b> <input type="checkbox"/> MAIN CAMPUS <input type="checkbox"/> BRANCH CAMPUS #1 <input type="checkbox"/> BRANCH CAMPUS #2 <input type="checkbox"/> BRANCH CAMPUS #5	<b>PROGRAM</b>	

**RELATIVE CONTACT INFORMATION**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>PHONE NUMBER</b>
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**CLOSE FRIEND CONTACT INFORMATION**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>PHONE NUMBER</b>
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Please check the box below that accurately states your reason for requesting an LOA. If the circumstances listed below do not explain your reason for requesting an LOA, please check "Other" and explain your reason on the lines provided below:

- Health Reasons (Personal)
- Health Reasons (Relative- caring for ill family member)
- Unexpected/Temporary Employment Issues
- Unexpected/Temporary Travel Needs
- Death/Disability of Family Member
- Other – Explanation Required:

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Do you have *any reason* to believe that the circumstance(s) identified above will prevent you from returning to Texas Barber College ("TBC") from an LOA and completing your program of study?

- No
- Yes – Explanation required on the lines provided below

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**Requested Leave of Absence\***

- Beginning Date:      Tuesday, \_\_\_\_/\_\_\_\_/\_\_\_\_
- End Date:              \_\_\_\_/\_\_\_\_/\_\_\_\_

\*Duration must be a minimum of five (5) consecutive school days.

**NOTICE\*\***

An LOA request must be approved by a TBC Student Services representative. The duration of an LOA must be at least five (5) consecutive school days. Approval of LOA requests is subject to the discretion of TBC. Students cannot assume that their LOA request has been approved unless they receive confirmation from a TBC Student Services representative. It is the responsibility of the student requesting the LOA to contact a Student Services representative to find out if his/her LOA request has been approved and to provide the contact information necessary to obtain confirmation of the same. (See request for contact information under “Contact Options” on Page 3 of this form.) All absences taken without official LOA approval will count against a student’s attendance percentage. Students who fail to return by the end of their LOA are subject to termination from their program of study – see additional information below about consequences for failing to return from an LOA. Students may return early from an LOA, but they will be held to regular attendance requirements if they choose to do so.

Students seeking approval for an LOA must complete an LOA Request Form and submit it to a Student Services Representative or their Campus Director prior to the Beginning Date stated on page (1) of the form. Subject to written approval by an authorized Student Services Representative, LOAs will start only on the Tuesday identified as the Beginning Date on page one (1) of the LOA Request form. There are three (3) exceptions to this rule: (i) if an LOA request is submitted on a Tuesday with a Beginning Date that same day, the start date of the LOA, if approved, will be the next day (i.e, Wednesday); (ii) if, due to unforeseen circumstances, such as a medical emergency, which prevent the student from providing a written LOA request prior to the leave start date, the Director of Student Services approves a retroactive Beginning Date for an LOA; or (iii) if an unexpected event, such as the death of a relative, causes the student to have to begin his/her LOA on a day other than a Tuesday. In the event a student writes a Beginning Date on an LOA Request form that is not a Tuesday [and the request does not qualify for the above exceptions], the Beginning Date for the LOA will be the following Tuesday, and all absences between the LOA submission date and that following Tuesday will count against the student’s attendance percentage.

A student who is granted an approved LOA retains his/her status as an enrolled student for Title IV loan repayment purposes. However, if a student fails to return from an LOA, TBC must report the student’s change in enrollment status to the loan holder as of the withdrawal date, which is the student’s last date of attendance. Thus, if a student does not return from an approved LOA, the grace period of his/her loans will have started on his/her last date of attendance, which could result in the student’s grace period being totally exhausted by the time he/she is dropped from the program.

**Acknowledgement**

By signing my name below, I certify that I have read and understand the LOA policy set forth in the TBC Student Handbook and the above Notice. I further acknowledge that I have been given sufficient opportunity to ask questions about all policies and procedures relating to LOAs and LOA requests, and that those questions have been answered. I hereby request an approved LOA and agree to return to TBC on or before the first scheduled school day immediately following the End Date identified on page one (1) of this form.

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\*\*For additional policies and procedures concerning TBC's Leave of Absence Policy, see the section entitled, "Leave Of Absence (LOA) Policy" in the current TBC Student Handbook and School Catalog.

**Contact Options**

Please contact me via (check one and provide requested information)

- email at the following email address: \_\_\_\_\_
- text at the following number: \_\_\_\_\_
- regular mail at the following address: \_\_\_\_\_
- phone at the following phone number: \_\_\_\_\_

**Consent to Contact References**

As the End Date approaches, or in the event I have not returned to TBC from an LOA immediately after the End Date, by signing my name below, I hereby authorize TBC and its affiliates to contact any of the persons identified herein under "Relative Contact Information" and "Close Friend Contact Information" for the purpose of locating my whereabouts and expected date of return to TBC.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

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TBC OFFICE USE ONLY  
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This LOA request has been ( ) approved ( ) rejected.

\_\_\_\_\_  
Student Services Signature

\_\_\_\_\_  
Date

Student record updated to reflect the following:

Beginning Date: \_\_\_\_\_

End Date: \_\_\_\_\_

- Student has been notified of these dates and whether or not his/her LOA request has been approved.
- DD input
- Bursar email