

**Houston Barber School  
Institutional and Financial Aid Information Notification**

This document contains information related to Houston Barber School. Much of this information is also available in the Houston Barber School Catalog, as well as on the website at <https://www.htxbarberschool.com/required-disclosures.html>.

For assistance in obtaining additional information about Houston Barber School or about financial aid, prospective or enrolled students may contact the individuals below:

David Breda, Director: [houstonbarberschool@gmail.com](mailto:houstonbarberschool@gmail.com)  
Jessica Breda, Chief Financial Officer/Financial Aid Director: [houstonbarberschool@gmail.com](mailto:houstonbarberschool@gmail.com)  
Carolyn Northern, Assistant Director Finance/Compliance: [hbsfinancial01@gmail.com](mailto:hbsfinancial01@gmail.com)  
Tonja Williams, Financial Aid Coordinator: [hbsfinancial02@gmail.com](mailto:hbsfinancial02@gmail.com)  
Carolina Olivos, Admissions Manager: [hbsadmissions01@gmail.com](mailto:hbsadmissions01@gmail.com)  
Aubrey Ramsey, Admissions Coordinator: [hbsadmission3@gmail.com](mailto:hbsadmission3@gmail.com)

Houston Barber School staff can also be reached by calling Houston Barber School at (281) 821-0681

**1. Student Financial Aid Information**

Prospective and enrolled students shall have access to information about:

- All need-based and non-need-based Federal, state, local, private, and institution student financial assistance programs available to students who enroll at Houston Barber School;
- Terms and Conditions of loans obtained per the Title IV of the Higher Education Act of 1965 ("Title IV, HEA")
- Criteria for selecting recipients and for determining the amount of the award;
- Eligibility requirements and procedures for applying for aid;
- Methods and frequency of disbursement of 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 schedule. 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 with obtaining financial aid information, all enrolled or prospective Houston Barber School students may contact the Financial Aid Department.

### **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 of 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 institution grant, loan, or work assistance. For questions regarding this law, please contact the Financial Aid Department.

## **2. General Institutional Information**

### **Privacy of Student Records- Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) limits the disclosure of personally identifiable information from school records and defines students' rights to review their records and request a change to those records.

FERPA generally gives postsecondary students the right to review their education records, to seek to amend inaccurate information in their records, and to provide consent for the disclosure of their records.

These rules apply to all education records a school keeps, including admissions records (only if the student was admitted), academic records, and any financial aid records pertaining to the student.

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 at any age.)

FERPA does permit a school to disclose a student's educational records to his or her parents if the student is a dependent student under IRS rules. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns.

FERPA regulations include a list of exceptions where the school may disclose personally identifiable information from the student's file without prior written consent, such as Disclosures to school officials, Disclosures to government agencies, Disclosures in response to subpoenas or court orders. The school must maintain documentation of the information disclosed and to whom, or what agency.

These rights include:

1. The right to inspect and review the student's education records within 45 days after Houston Barber School receives a request for access. A student should submit to the Director 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. Houston Barber School is required to provide the student with copies of education records or make other arrangements to provide the student access to the records. The school may charge a reasonable fee for providing copies of the records, provided that the fee would not prevent access to the records.

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

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

Houston Barber 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 typically includes a person employed by Houston Barber 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 Houston Barber School 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 typically 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 Houston Barber School.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. Houston Barber School will make a reasonable attempt to notify each student of these disclosures. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Houston Barber 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

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 [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)(3) 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)).
- Information in connection with a health or safety emergency, under the conditions described in § 99.36.
- Information authorized under Section 507 of the US Patriot Act.

Students may review their files and records at any time that the school is open for operations by making a request to do so to the Director.

Houston Barber School provides required reports to regulatory oversight agencies annually. These reports may contain information related to student completion, placement, and/or licensing. If the student is a dependent minor (dependent on a parent or guardian for tax purposes), Houston Barber School must provide the parent or guardian access to the student's records. However, release of student information to any other 3<sup>rd</sup> party results only when the student has provided written permission for specific information to be released to a specific party.

Houston Barber School maintains student records for six years.

### **Services for Students with Disabilities**

Houston Barber School has designed facilities and programs have been designed for the accommodation of all our employees, students, and clients. We do realize, however, that all needs may not be met for those who are disabled, including without limitation, those with intellectual disabilities. If there is an unmet need that we can remedy, please contact the School Director during regular business hours to discuss measures to make our facilities and services more accessible for all people.

If a prospective or current student has a disability requiring an academic adjustment, he or she should notify the Admissions Representative and/or School Director. Upon receiving a request for an academic adjustment, Houston Barber School will require the student to provide documentation prepared by an appropriate professional, such as a medical doctor, psychologist, or other qualified diagnostician, which should include the following:

- a diagnosis of the student's current disability;
- supporting information, such as the date of diagnosis, how the diagnosis was reached, and the credentials of the diagnosing professional;
- information on how the student's disability affects a major life activity;
- information on how the disability affects the student's academic performance; and
- requested accommodation(s).

Houston Barber School may request additional information, if necessary.

While Houston Barber School will try its best to honor the requested accommodations, it may not always be possible. Therefore, students are expected to engage in an interactive process with Houston Barber School to help determine the most appropriate and effective accommodation(s), including without limitation, suitable auxiliary aids. Accommodations will be determined on a case-by-case basis, based on the documentation, the student’s history and specific functional limitations.

Service animals are welcome in all Houston Barber School facilities. A “service animal” is defined any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability.

**Student Body Diversity**

Houston Barber School makes available to current and prospective student 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 reflected in the chart below:

Student Body Diversity Data for Fall 2021

Group Description	Percentage
Male	73%
Female	27%
Self-Identified member of a major racial or ethnic group	
• American Indian/Alaskan Native	0%
• Asian/Native Hawaiian/Pacific Islander	1%
• Black/African American	48%
• Hispanic/Latino	49%
• White	2%
Pell Grant Recipients (2021-2022)	59%

Commented [JB1]: This entire chart is to be updated with 2021 numbers

Students with questions regarding this data should contact Houston Barber School’s Admissions Department.

In addition, student body diversity data for Houston Barber School can also be accessed online at the US Department of Education’s College Navigator website at the following link: [www.nces.ed.gov/collegenavigator.com](http://www.nces.ed.gov/collegenavigator.com)

**Cost of Attendance**

Information about the cost of attendance, including tuition and fees, books and supplies, room and board, transportation costs, and any additional cost for a program in which the student is

enrolled or expresses an interest can be provided by Houston Barber School's Admissions or Financial Aid Department. Please also refer to the school's catalog or the school's Net Price Calculator for this information.

**Refund Policy, Requirements for Withdrawal, and Return of Financial Aid Obtained per Title IV, HEA**

The Financial Aid Department provides information about Houston Barber School's refund policy, requirements and procedures for official withdrawal, and requirements for return of Title IV, HEA grant or loan aid. Please also refer to the school's catalog for this information. Students who terminate or cancel their enrollment at any time by completing and submitting a withdrawal request to the Admissions Office.

**Academic Program (Educational Program, Instructional Facilities and Faculty)**

The Admissions Department provides information about Houston Barber School's academic programs, including current educational and training programs, instructional and other physical facilities that relate to the academic programs and any plans for Houston Barber School for improving the academic program/ Please also refer to the school's catalog for more information regarding the school's programs offered.

**Institutional and Program Accreditation, Approval or Licensure**

Houston Barber School's accrediting body, National Accrediting Commission of Career Arts & Sciences, NACCAS, assesses Houston Barber School's programs through a formal review process on a regular basis.

Houston Barber School is licensed by the Texas Department of Licensing and Regulation (TDLR).

Houston Barber School makes available the names of associations, agencies, or governmental bodies that accredit, approve, or license its programs, and procedures for obtaining or reviewing documents describing accreditation, approval, or licensing and/or approval for the same.

The information can be obtained by submitting a request to Jessica Breda, Chief Financial Officer.

Please also refer to the school's catalog for this information.

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

Houston Barber School makes available its policies and sanctions related to copyright infringement, including a statement that explicitly informs students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may be subject to civil and criminal liabilities. A summary of the penalties for violation of the federal copyright laws and Houston Barber School's policies regarding unauthorized peer-to-peer file sharing, including disciplinary actions taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using Houston Barber School's technology systems. Please refer to the school's catalog for details.

Questions regarding these policies and sanctions should be submitted to Jessica Breda, Chief Financial Officer, at 313 Rankin Road, Suite G, Houston, TX 77073 or at phone number 281-821-0681.

### **Statement of Non-Discrimination**

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

Houston Barber School 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 Houston Barber School programs. Jessica Breda has been designated to handle inquiries regarding the non-discrimination policies, including, but not limited to, Title IX inquiries and complaints. She can be reached Jessica Breda, Chief Financial Officer, at 313 Rankin Road, Suite G, Houston, TX 77073, phone number 281-821-0681, or via email at houstonbarberschool@gmail.com.

In addition, questions regarding Title IX may also be referred to the Office for Civil Rights- US 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>

### **Voter Registration**

Pursuant to the Higher Education Act, Houston Barber School must provide students with the opportunity to register to vote.

To vote in Texas, you must be registered. Simply pick up a voter registration application, fill it out, and mail it at least 30 days before the election date.

The application, and additional information, can be found online at:

<https://www.votetexas.gov/register-to-vote/>

### **Health and Safety Plan**

An appropriate plan for ensuring the health and safety of Houston Barber School students is made available to all students. Students may request a copy of the Health and Safety Plan and Emergency Procedures Manual from the Admissions Department or from the school Director. The school has Safety Coordinators and an Emergency Response team (ERT) that oversees this safety of the students, employees, and guest. In the event of an emergency, the ERT will move into action. Please refer to the school's catalog for more information regarding the school's emergency and health and safety procedures.

### **Vaccinations Policy**

Current state regulations do not require vaccinations for Houston Barber School students.



Students will be notified of any changes to this policy. Any questions concerning vaccination policies should be addressed to the School Director.

### **Annual Security Report**

Under the Crime Awareness Campus Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), we are required to provide all students and faculty with the following safety information about our campus. This Annual Security Report has also been updated to reflect recent changes in crime reporting, policies and procedures required by the Violence Against Women Reauthorization Act of 2013 (VAWA) effective July 1, 2015.

Houston Barber School is committed to providing safety to all of its students, faculty, and staff. If a crime happens to the student or the student's property or if there is an emergency occurring on campus, report the incident to Director immediately. That Director will assist the student or guest in reporting the crime to the local police or other appropriate security force.

Houston Barber School will provide students, faculty, and staff with a copy of this crime report from the previous calendar year by October 1st of the following year. Statistics will be gathered from the local police and compiled in the annual report.

The report will show the number of incidents on campus, including housing facilities, parking lot, and adjacent streets. At any time, statistics can be accessed from Houston Barber School's Admissions Office or on its website, [www.htxbarberschool.com](http://www.htxbarberschool.com).

Although Houston Barber School does not employ security personnel, Houston Barber School has a working relationship with the local police who are able to support and provide services promptly in the event of an incident. We encourage accurate and prompt reporting of all crimes to the local police.

The Director and/or Chief Financial Officer of Houston Barber School, 313 Rankin Road, Suite G, Houston, TX 77073, 281-821-0681 are responsible for the Campus Safety and Security Compliance.

### **Drug and Alcohol Policy**

The annual Houston Barber School Security Report and the school catalog provides information regarding alcohol and other drug health risks, drug and alcohol laws and penalties and campus alcohol and other drug education and counseling resources. Questions regarding the Houston Barber School drug and alcohol policy can be submitted to the Director of Chief Financial Officer.

### **Student Outcomes**

Questions regarding the retention rates of certificate seeking first time full-time students should be addressed to the Admissions Department

Completion/Graduation and Transfer Out Rates

Houston Barber School makes the completion or graduation rates of its certificate-seeking, first-time full-time students available in the school's catalog. The rates are also indicated in the chart below. Questions regarding these rates should be directed to the Admissions Department

The following includes all Houston Barber School Programs

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

Outcome	2021-2022	2020-2021	2019-2020	2018-2019	2017-2018	2016-2017	2015-2016
Completion (Graduation)	80.11%	95.00%	92.86%	72.30%	63.37%	68.75%	63.64%
Placement	78.32%	94.74%	97.44%	71.03%	82.81%	90.91%	85.71%
Licensure	100.0%	100%	100%	98.31%	100%	97.92%	100%

- As reported to Houston Barber School's Accreditor, NACCAS

**Commented [JB2]:** This is to updated when we submit the NACCAS Annual Report in early January, 2023. You will need to add a column to the beginning of the chart for the 2021-2022 numbrs

**5-year average Student Right to Know Rates**

Outcome	Rate
On-Time Completion (Graduation)	80.73%
Transfer-Out	0%

**Placement in Employment**

Information regarding the placement in employment and the types of employment obtained by graduates of Houston Barber School programs can be obtained by contacting the Admissions Department. Houston Barber School cannot and will not guarantee a job to any student.

**Leave of Absence (LOA) Policy**

There may be legitimate reasons such as extended illness, extended illness of close family members, planned vacations, or military service, in which a student needs an interruption in his/her training program. In such cases due to specified and approved reasons, the student may request a leave of absence. The leave of absence is considered a temporary break in a student's attendance during which s/he is considered to be continuously enrolled. In order to obtain a leave of absence, the following policy must be adhered to prior to approval of the leave:

- The leave-of-absence is limited to 180 calendar days in any 12-month period or 1/2 of the total program clock hours converted into days, whichever is shorter. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.
- The same number of calendar days taken in the leave of absence will be added to the contract end date using a Contract Addendum, which will be signed by all parties.
- The leave of absence must be requested in writing in advance of the beginning date of the leave unless circumstances prevent the student from doing so. If the student does not

request a leave of absence within a timeframe consistent with the 10 consecutive class day absence policy, the student will be withdrawn.

- If unforeseen circumstances prevent the student from requesting the leave of absence prior to its start, Houston Barber School may still grant the leave of absence. In this case, the school will document the reason for its decision, obtain the request from the student at a later date, and establish the first day that the student was unable to attend as the start date of the leave.
- The student must sign and date the leave of absence request and specify a reason for the leave so that the institution may have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested. The request must specify the specific date of return following the leave.
- The leave of absence request must be approved and signed by the school Director.
- Houston Barber School will not grant a leave of absence if it does not have a reasonable expectation that the student will return from the leave of absence.
- Houston Barber School will not assess the student any additional institutional charges as a result of the leave of absence.
- A student granted a leave of absence that meets these established criteria is not considered to have withdrawn. There will be no refund calculation required.
- A leave of absence has no effect on the Satisfactory Academic Progress policy.
- If student was deemed maintaining Satisfactory Academic Progress prior to a leave of absence or withdrawal of training, upon his/her return, the student is deemed in good standing and may continue the program of study from the point of interruption.
- Any student taking an unapproved leave of absence or failing to return from an approved leave of absence by the expiration date on the written request will be withdrawn from their program of study.
- As Houston Barber School is required to take attendance, the withdrawal date for students not returning from a leave of absence for purposes of refund calculation is the student's last day of attendance.

Documentation of requests for leaves of absence will be maintained in the student file and monitored by the institution to ensure that the student returns by the scheduled end of the leave or terminated from the institution should the student not return on schedule.

#### Leave of Absence Impact on Title IV Funds

- While on a leave of absence, the student is not eligible for any additional Federal Student Aid.
- Total number of days allowed for a leave of absence may not exceed 180 days in a 12-month period.
- Students on approved leave of absence need to be aware that said leave of absence may affect financial aid. Therefore, before final consideration is given to grant the requested leave of absence, a Financial Aid Advisor will meet with the student and provide information regarding the following:
  - loan obligations

- possible revisions in his/her aid package
- deferment options
- notification to lending institutions
- deferments may be canceled
- if veteran-benefits may be affected
- grace periods exhausted
- consequences of not returning to Houston Barber School at the expiration of the leave of absence
- Students receiving Title IV funds must adhere to all policy guidelines. Failure to do will result in the student being terminated from the program.
- A student who has been granted a leave of absence will be considered withdrawn if he/she does not return to school at the end of the leave of absence. In said case, the student's the last day of physical attendance is used for the purpose of calculating the Return of Title IV funds.
- Should withdrawal result, a student's grace period for a Title IV loan program might be exhausted.

#### Deployed Military Leave of Absence Policy

A student required to take a leave of absence (LOA) due to military deployment will not have a loss of clock hours completed or application/registration fees paid when returning from deployed status. Under the 180-day LOA limitation (Subsection (a)(2)(B) of 484B, Higher Education Act of 1965 (20 U.S.C. 1091b) the student shall not be treated as withdrawn unless the student fails to return upon the completion of the leave of