

Veterans Information Bulletin
for
Riggins Urban Barber College

2022

220 Euclid Ave. Suite 120

San Diego, CA 92114

Tel: 714-701-7032

www.urbanbarbercollegesd.com

This Veterans Information Bulletin (VIB) is written for those admitted to Riggins Urban Barber College for training of veterans and eligible persons under the provisions of Title 38, United States Code.

This VIB supersedes any contradictions between this Bulletin and the college catalog.

Name of Institution: RIGGINS URBAN BARBER COLLEGE

Physical Address: 220 Euclid Ave. Suite 120
San Diego, CA 92114

Telephone Number: (619) 701-7032

Riggins Urban Barber College is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means Riggins Urban Barber College is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

The following courses are approved:

Course	Clock Hours	Months	Inst. Weeks	Award
Barber	1500	9-20	40-80	Certificate
Barber/Cosmo Crossover	200	2.5-3.75	10-15	Certificate
Barber 1000	1000	8.5-12.5	34-50	Certificate

Our programs are also approved by the California Board of Barbering and Cosmetology and accredited by the National Accrediting Commission for Career Arts & Sciences:

Course	CIP	SOC	O*NET	Occupations
Barber and Barber/Cosmo Crossover	12.0413	39-5011	39-5092	Barbers, Stylist and Master Barber, Shop Manager, Shop Owner

Approved for training of Veterans and eligible persons under the provisions of Title 38, United States Code.

Bulletin is effective January 31, 2022 through December 31, 2022.

The information contained in this Bulletin is true and correct in content and policy.

Signature of School Official

December 31, 2021

ORGANIZATIONAL CHART

CEO/CFO/COO Director
 Mr. Jerry Riggins
Compliance Administrator
 Dr. Adrienne Wright
Financial Aid Officer
 Tanya Allison
Academic & Disability Counseling
 Mr. Jerry Riggins

Instructor	Course	Instructor Qualifications
Jerry Riggins	Barber Barber/Cosmo Crossover	Licensed Barber Has 20 years of experience Has 5 years of experience teaching subjects
Mr. Glen Mayhorn	Barber Barber/Cosmo Crossover	Licensed Barber 10 Years
Mrs. Gail Fennell	Barber Barber/Cosmo Crossover	Licensed Cosmetology 30 Years

Entrance Requirements

Enrollees are admitted as regular students under the following criteria:

- Government issued picture identification; **and**
- Social Security **or** ITIN Card; **and**
- High School or College Diploma **or** High School or College Transcript (that clearly states you have met all graduation requirements), **or** GED, California State Proficiency Test **or** its equivalent,
OR
- If Home Schooled, a valid certification document provided by the state in which you were home schooled must be provided and it must be equivalent to a High School Diploma,
OR
- For a student that graduated high school outside the United States s/he must have the High School Diploma translated into English by an outside agency qualified to translate documents into English and confirm the academic equivalence to a U.S. High School Diploma.
- For licensed cosmetologists: a valid cosmetology license, in addition to the above listed requirements are required for admissions

DISABLED STUDENTS: Access for disabled students to the institution's facilities is available. This institution does offer programs for the disabled student depending on the physical ability of the potential student.

STATEMENT-NON-DISCRIMINATION: Riggins Urban Barber College does not discriminate on the basis of race, color, religion, ethnic origin, sex, handicap, financial status, age, area of origin or residence in its admissions, instruction, or graduation policies.

TRANSFER POLICY/CREDIT EVALUATION: Appropriate credit will be granted for prior training or experience upon review and verification by college officials of its validity under the Board of Barbering and Cosmetology Act & Rules and Regulations. Occasionally, a student's acceptance by the college will depend entirely on the Board of Barbering and Cosmetology approval of prior training.

Assessment policies and procedures - Prior hours will be granted to students with training from a licensed Barber or Cosmetology school in California with proper documentation for training obtained that is identical to training provided by Riggins Urban Barber College. We reserve the right to determine the amount of credit we will accept. Prior hours must be accepted and applied prior to signing an enrollment agreement.

Provisions for appeal: Students may appeal the institution's decision not to accept transfer credits by submitting a written appeal for reconsideration to the owner, Jerry Riggins, at 220 Euclid Ave. Suite 120, San Diego, CA 92114.

Student charges - Students that are accepted for enrollment with prior hours will be charged as follows: registration fee, fees for transfer of credits, kit/books/supplies, and tuition based on hours needed multiplied by the current hourly rate. A Transfer fee of \$1,000.00 is applied to all transfer students.

Riggins Urban Barber College does not give credit nor hours for experiential learning.

Courses of Study

Barber - 1500 Clock Hours

The course of study for students enrolled in a Barbering course shall consist of fifteen hundred (1,500) clock hours of technical instructional and practical operations covering all practices constituting the art of barbering. Educational Goals: The Barbering course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber (D.O.T. #332.371-010, CIP # 12.0402). A Barber must be licensed to practice in the state of California

Barber/Cosmo Crossover - 200 Clock Hours

The course of study for students enrolled is to provide barber training for the cosmetologists and shall consist of four hundred (200) clock hours of technical instruction and practical operations covering barber practices that are not a part of the required training or practice of a cosmetologist. The Crossover course of study is designed to prepare students for the state Barber licensing examination and for profitable employment as a Barber (D.O.T. #332.371-010, CIP # 12.0413). A Barber must be licensed to practice in the state of California.

Barber - 1000 Clock Hours

The course of study for students enrolled in a Barbering course shall consist of one thousand (1,000) clock hours of technical instructional and practical operations covering all practices constituting the art of barbering. Educational Goals: The Barbering course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber (D.O.T. #332.371-010, CIP # 12.0402). A Barber must be licensed to practice in the state of California

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Barbering with a GPA of "C" (70%) or better, completed the final examination and student's tuition account is paid in full, he or she is awarded a Certificate of Completion certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering and Cosmetology Licensing Examination.

LICENSING REQUIREMENTS

Applicant must be 17 years of age or older and have completed the 10th grade, A Barber license will be granted by the State of California only after the student has successfully completed and graduated from the Barber course as described above and passed the Board of Barbering/Cosmetology Licensing Exam with an overall average of 75%.

Maximum Enrollment

The maximum class size per the state of California is thirty (30) students per one (1) instructor. The maximum amount of students receiving VA educational benefits is 85% of total student enrollment at any given time period.

Tuition Policy

We do not charge Veterans upfront for tuition. Certificates of Eligibility (COE) are required. We will not certify until COE is received. You will be required to pay cash if you do not have enough eligibility to cover your enrolled program. Riggins Urban Barber College accepts cash, checks and credit cards for payments.

Course Charges

Tuition and fees are disclosed and agreed upon at the time of enrollment. All terms and obligations are reflected in the enrollment agreement. For VA students, your entire costs for the program are covered, if you have sufficient VA Benefits.

COURSE	TUITION	REGISTRATION (nonrefundable)	KIT (non-refundable)	BOOKS (non-refundable)	STRF* (non-refundable)	TOTAL
Barber Course	\$18,000.00	\$250.00	\$2,100.00	\$800.00	\$52.50	\$21,202.50
Barber/Cosmo Crossover	\$2,400.00	\$250.00	\$2,100.00	\$800.00	\$15.00	\$5,565.00
Barber 1000	\$12,000.00	\$250.00	\$2,100.00	\$800.00	\$37.50	\$15,167.50

***Registration Fee:** Non-Refundable

***STRF is the Student Tuition Recovery Fund Fee:** Non-Refundable

****Books/Supplies:** These charges include all applicable sales tax. Once issued and accepted by the student, books and supplies are not refundable due to sanitary considerations.

Additional Costs of Attendance (annually):

- Room and Board: \$13,419.00**
- Transportation: \$714.00**
- Personal: \$2,989.00**
- State Board Examination Fee & License - \$125.00**

EXTRA INSTRUCTION CHARGES: Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge will be made for the balance of the hours required or the completion of course. An addendum to the enrollment

contract will reflect the hours to complete and rate per hour as follows: \$20.00 per hour or any part thereof. VA Benefits may not fund these additional costs. A determination will be made at the time of your request. Riggins Urban Barber College accepts cash, checks and credit cards for payments.

FINANCIAL AID: All students who are scheduled to complete 600 or more clock hours of study with Riggins Urban Barber College are recommended to apply for Federal Student Aid. Using the FAFSA online is fast and easy to apply to determine eligibility of federal aid available. Riggins Urban Barber College's **school code is 042916** and should be input as one of the school choices to determine eligible funding to complete the barber program.

Many VA students qualify for Pell Grants while attending Riggins Urban Barber College. Pell Grants can fund up to \$6,495.00, for those who qualify.

Occasionally, a VA student seeks a student loan. Riggins Urban Barber College offers subsidized and unsubsidized loans for up to \$9,500.00 for those who qualify.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Refund Policy

After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 99 percent or less of the period of attendance, **including absences**.

\$10.00 of the \$250.00 registration fee and STRF fee are non-refundable items.

Equipment, books, supplies, tools, uniforms, kits and any other items issued and accepted by the student would not be returnable. Once received by the student the items will belong to the student and will represent a liability to the student.

If you cancel the agreement within cancellation period, the school will refund any money that you paid, less any deduction for registration fee and equipment received.

If you withdraw from school after the cancellation period, the refund policy described above will apply. There is a Termination fee of \$500.00 for all terminations and drops, for any reason, by either party. The college will perform refund calculation within two weeks of official withdrawal. If the amount that you have paid is more than the amount that you owe for the time you were scheduled to attend, then a refund will be made within 30 days of the official withdrawal determination date. If the amount that you owe is more than the amount that you have already paid, then you will need to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS

For information or for resolution of specific payment problems, the Veteran should call the DVA nationwide toll-free number at 1-888-442-4551.

VA ATTENDANCE POLICY

VA Students are required to attend a minimum of **80%** of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each calendar month. Monthly attendance reports will be run for VA students to ensure 80% attendance is maintained.

PROBATION

Students who fail to meet minimum requirements for attendance – 80% and/or academic progress – 70% are placed on probation and are provided with continued stipends during the probation 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 probation period, the student has still not met both the attendance and academic requirements, he/she WILL LOSE VA Educational Benefits.

Students who fail to meet minimum requirements for attendance or academic progress after the probation period will lose their monthly stipends until satisfactory attendance and academics requirements are met

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and VA benefits, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

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.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for determining when the allowable maximum time frame has been exhausted.

ATTENDANCE STATUS: Full time: Any Veteran scheduled to attend 30 hours or more per week is considered to be a full-time student.

LEAVE OF ABSENCE (LOA): Students may experience extended personal, medical or other problems which make it difficult to attend class. This institution may allow a student under such circumstances to take a Leave of Absence (LOA), from the program when more than 10 consecutive days of absence are needed. Students needing a LOA for medical, health, welfare or travel must follow the procedures and request for a leave in writing and submit it in advance of the leave, include the reason for the request and sign the request form.

Occasionally, unforeseen circumstances prevent the student from requesting a LOA in advance (i.e. an injury in a car accident which requires extended hospitalization). When certain exceptions apply, as with the example given, notification to the administration office by phone text, email or fax must be done as soon as possible for documentation purposes. The beginning date of the approved LOA is determined by the institution to be the first date that the student was unable to attend the institution because of the event. The College will document the reason why a LOA was given and why it wasn't requested in advance of the leave. The College will determine the start date of the approved LOA, as the first date that the student was unable to attend.

In such cases, upon return, documentation to verify the need for the LOA may be requested, and signatures will be required in order to extend the anticipated completion date equally to absences.

There must be a reasonable expectation that the student will return from the LOA in order for a LOA to be approved. Students who are granted LOAs who meet these criteria will not be assessed any additional charges while they are on LOAs. No refund calculations will be performed during the LOA. Additionally, the student's contract will be extended by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

A student may request more than one LOA during his/her contracted time frame, however, the cumulative total (number of days) of extended absence days must not exceed one hundred eighty (180) days in any 12-month period.

A student who fails to return from a LOA will be considered dismissed (dropped), as of the class of last attendance prior to the start of the LOA.

Riggins Urban Barber College
220 Euclid Ave., Suite120
San Diego, CA 92114

I have received a copy of the Veterans Information Bulletin and school Catalog, which contains the rules, regulations and course completion requirements, and costs for the specific course which I have enrolled.

Print Name (Veteran or Eligible Person):_____

Signature:_____

Enrolled by:_____

Date:_____

Revised 4/22/2022