

ADMISSIONS POLICY

BARBER INSTRUCTOR TRAINING PROGRAM

The school does not discriminate in its employment, admissions, instruction, or graduation policies on the basis of race, color, creed, religion, national origin, ethnic origin, gender identity, marital status, disability, age, sexual orientation, public assistance status, or any other basis protected by law nor does it recruit students already attending or admitted to another school offering similar programs of study. The school requires that each student enrolling at LaBarberia Institute of Hair must:

- Complete an application for enrollment
- At least 17 years of age at enrollment

The following items are required for submission to the LaBarberia Institute of Hair and/or Ohio State Cosmetology and Barber Board:

- Driver's License or a Picture State ID
- Barber Instructor Training Program requires current Barber license issued pursuant to chapter 4709 Barbers of the Ohio Revised Code
- Tuition or payment plan in place
- One current identical photo (head and shoulders only) no less than two and one-half inches by three- and one-half inches, no more than three inches by five inches and must be signed on the front by the applicant (LaBarberia Institute requirement)
- Any name changes documentation/Marriage, Court Order, etc.
- \$185.00 Ohio State Board Enrollment Fee (*not* included in cost of program)
- Duffel bag, back-pack or rolling case recommended not required
- The institute does not accept ATB testing

BARBER PROGRAM

The school does not discriminate in its employment, admissions, instruction, or graduation policies on the basis of race, color, creed, religion, national origin, ethnic origin, gender identity, marital status, disability, age, sexual orientation, public assistance status, or any other basis protected by law nor does it recruit students already attending or

Admitted to another school offering similar programs of study. The school requires that each student enrolling at LaBarberia Institute of Hair must:

- Complete an application for enrollment
- Provide proof of secondary education such as a diploma, a GED certificate, an official transcript of secondary school completion, or state certification of home-school completion.
 - Should an enrolling student provide a foreign high school diploma, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency. We currently sent foreign high school diplomas to The Spanish Group LLC. A charge of \$49 will be added to the student's ledger.
- Financial Aid-Only students in the 1800 Hour Barber Program are eligible for Federal Student Aid's Pell Grant Program or Direct Subsidized and Direct Unsubsidized loan programs.

The admission requirements and procedures of Ohio State Cosmetology and Barber Board requires a Student Barber License while attending, therefore the following documents are

required for submission to the LaBarberia Institute of Hair and/or Ohio State Cosmetology and Barber Board:

- 17 years of age at enrollment and 18 years of age prior to state board testing
- Driver's License or a Picture State ID
- Barber Program W/Cosmetology License requires valid Ohio Cosmetology License
- Tuition or payment plan in place
- One current identical photo (head and shoulders only) no less than two and one-half inches by three- and one-half inches, no more than three inches by five inches and must be signed on the front by the applicant (LaBarberia Institute requirement)
- Copy of Birth Certificate
- All foreign birth certificates will be sent for translation to The Spanish Group LLC. A charge of \$49 will be added to the student's ledger.
- Any name changes documentation/Marriage, Court Order, etc.
- \$40.00 Ohio State Board Enrollment Fee (included in cost of program)
- Duffel bag, back-pack or rolling case recommended (Duffel bag included with kit)
- The institute does not accept ATB testing

Student requesting Financial Aid:

- Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. LaBarberia Institute of Hair school code is **042257**.

A school visit by the prospective student is required. Each applicant will tour the facility and have a personal interview with the principal administrator and/or school representative. At the time of the interview, the applicant will complete an interview questionnaire; in addition to reviewing the Student Catalog and Enrollment Agreement.

ADVANCED ESTHETICS PROGRAM

The school does not discriminate in its employment, admissions, instruction, or graduation policies on the basis of race, color, creed, religion, national origin, ethnic origin, gender identity, marital status, disability, age, sexual orientation, public assistance status, or any other basis protected by law nor does it recruit students already attending or admitted to another school offering similar programs of study. The school requires that each student enrolling at LaBarberia Institute of Hair must:

- Complete an application for enrollment
- Provide proof of secondary education such as a diploma, a GED certificate, an official transcript, or state certification of home-school equivalent to at least a tenth-grade education.
 - Should an enrolling student provide a foreign high school diploma, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency. We currently send foreign high school diplomas to The Spanish Group LLC. A charge of \$49 will be added to the student's ledger.

The following items are required for submission to the LaBarberia Institute of Hair and/or Ohio State Cosmetology and Barber Board:

- At least 16 years of age

- Driver's License or a Picture State ID
- Tuition or payment plan in place
- Any name changes documentation/Marriage, Court Order, etc.
- Duffel bag, back-pack or rolling case recommended not required – (back pack included with kit)
- The institute does not accept ATB testing

A school visit by the prospective student is required. Each applicant will tour the facility and have a personal interview with the principal administrator and/or school representative. At the time of the interview, the applicant will complete an interview questionnaire; in addition to reviewing the Student Catalog and Enrollment Agreement.

TRANSFERS

Students transferring to LaBarberia Institute of Hair: The student must complete a Request for Transfer of Clock Hours application found on the Ohio State Cosmetology and Barber Board website and send to the board.

The student transferring to LaBarberia Institute of Hair must remit:

- Application provided by the board
- 1 picture (signed across the front)-**BARBER PROGRAM AND BARBER INSTRUCTOR TRAINING PROGRAM ONLY** (LaBarberia Institute requirement)
- Enrollment documents that a new student would sign
- Tuition payment plan in place. Tuition for students transferring to LaBarberia Institute of Hair will be calculated based on the number of hours left to complete the course and the current rate of tuition.

Students transferring from LaBarberia Institute of Hair to another school: The student must complete a Request for Transfer of Clock Hours application found on the board website and send to the board. The administrator of institute must complete a Discontinuance Form found on the cosmetology and barber board website and send to the board. All fees due to the institute must be paid in full prior to release of hours to state board. All student transfers must have board approval.

RE-ENTERING

A student who withdraws and then reenters the same program within 180 calendar days is considered to be in the same payment period he or she was in at the time of the withdrawal. The student retains his or her original eligibility for that payment period and is treated as though he or she did not cease attendance. The student remains in the same period when he or she returns and is eligible to receive any Title IV, HEA programs for which he or she was eligible prior to withdrawal, including funds that were returned by the institution or student. If the withdrawal process has been completed the student will be charged a \$40 Enrollment Fee and a \$175 Registration Fee due prior to your reenter start date.

A student who withdraws and returns after 180 days will return in the same satisfactory academic progress status as at the time of withdrawal. The tuition rates current at the time of re-entry will apply to the balance of training hours needed.

Students receive credit for hours earned. The student starts a new payment period when he or she reenters. The institute will treat the students remaining hours in the program as if they are the student's entire program. The number of payment periods and length of each payment period are determined by applying the rules in the appropriate part of the definition of a payment period to the hours remaining in the program upon reentry. The student will be charged a \$40 Enrollment Fee

and a \$175 Registration Fee due prior to your reenter start date.