

# WASHINGTON BARBER COLLEGE ADMISSION POLICY

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This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at Washington Barber College as a regular student. The School must adhere to the U.S. Department of Education, Accrediting Bureau, and the State Agency guidelines

## General Admission Requirements

The School is an equal opportunity employer and follows the same policies in accepting applications from potential students. The School is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability or marital status.

To be eligible for admission, an applicant must be able to read and write English, and the student must meet the following requirements.

- Be at least 17 years of age (Age will be verified with Individual's ID)
- Have an initial interview with an Admissions Representative (student, spouse or parent)
- Provide a valid driver's license, state ID with photo, or valid passport.
- Student has verifiable Social Security Number
- 2 passport photos
- Students must also be able to provide proof of appropriate educational requirement such

As:

- 1) Copy of high school diploma, or
- 2) Copy of high school transcript showing graduation date.

(Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a US high school diploma; Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.)

3) Copy of GED certificate

4) Have a recognized equivalent of High School Diploma such as a home-schooled certificate by the state where the student resided during home school. The student must have completed homeschooling at the secondary level as defined by state law. Due to the passage of Consolidated Appropriations Act of 2012, students who do not have a high school diploma or equivalent and did not complete secondary school in a home-school setting can no longer gain eligibility for Title IV, HEA funds by passing an "ability-to-benefit" test.

- Be able to speak, read, and write fluently in English (all classes are taught in English).
- Provide documentation of eligibility to work in the United States.
- Pay the required Registration Fee.

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## **Procedures to evaluate the validity of a student's high school diploma:**

In efforts to protect the integrity of every students file and to ensure that all admissions requirements have been fulfilled and/or in the event that the admissions representative is in question of the validity of a student's high school diploma, the admissions representative will verify the high school diploma in question by first contacting the registrar of the High School and obtaining a certified copy of the High school diploma, second the admissions representative will check to see if the high school in question is regulated by a local school district or State Department of Education to verify that the school is recognized, in good standing and that the diploma is valid. In the event that diploma is from an online high school the admission representative will first look the school up to insure that it is a real school, second the admissions representative will contact the registrar of that high School and obtain a certified copy of the High school diploma, third the admissions representative will check to see if the high school in question is regulated by a local school district or State Department of Education to verify that the school is recognized, in good standing and that diploma is valid.

The School does not accept Ability to Benefit (ATB) students and does not offer a Comprehensive Transition Postsecondary Program.

## **Students with Disabilities:**

The school complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. If enrolled under training with a government agency, institution district, and/or other entity, students must meet the admission requirements set out in the training agreement and/or applicable state licensing or certifications requirements. The facility is equipped with ramp access from the parking lot, extra wide hallways and doors, A.D.A. required door handles and a restroom to accommodate disabled students.

If you are interested in attending WBC but are in need of reasonable accommodations, you should schedule an appointment with the Director. At this meeting, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations at the School, and the types of accommodations available.

Please bring copies of current documentation of a disability to this meeting. Documentation must be provided by a medical expert within the last three years and include:

- a diagnosis of the disability;
- how the diagnosis was determined (what tests were given and the results); and
- A clinical summary, which includes an assessment of how the disability will impact the

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individual in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the school. The initial meeting, formal request, and response from the school must take place prior to the pre-enrollment process.

**Note:** In order to be eligible for Title IV, HEA funding, you must be able to benefit with the reasonable accommodations

## **Financial Arrangements:**

\*Students may not be accepted for enrollment if they cannot prove credit worthiness. Please see “Method and Terms of Payment”.

The student must make financial arrangements with the Financial Aid Office in regards to FAFSA application, Scholarships and/or Cash payment plan prior to enrolling.

Prior to admission the prospective student is given an enrollment agreement form, an interview with a school official and is given a pre-enrollment questionnaire packet, which they are required to read, understand and sign. The interview will elaborate on course description, the career opportunities and the physical demands of the job, the school and State Board requirements.

An explanation on attendance and academic requirement will be given to the prospective student and how those requirements can affect the student’s satisfactory performance requirements. The prospective student will be informed that attendance hours may be withheld for non-payment of tuition.

A staff member or instructor will give the prospective student a tour of the school facilities. Any questions from the prospective student will be answered truthfully, promptly and in sufficient detail to eliminate confusion.

## **Transfer Students**

Enrollment is available for students wishing to transfer to the School after they have withdrawn from other schools both in and out of state. WBC does not recruit students already attending or admitted to another school offering similar programs of study. All requests for exemption or credit for prior education must be submitted prior to the starting of training. All new students may request exemption from a course(s) based on post-secondary education or training. Transcripts from national or regionally accredited colleges and universities may be submitted for credit. Credit may be given for related courses taken within the last 3 years with an earned grade of “C” or above. Transfer of credit will be limited to enrollment at the

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School and official transcript must be given to the school prior to starting class. Credit is limited to no more than 50% of the total School program and certain classes may not be eligible for credit.

**Note:** All hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements not just the hours that were accepted as transfer hours.

## ADMISSIONS PROCESS

1. Tour the facility and attend an Informational Interview. Parents or spouses are encouraged to be present.
2. Submit the proof of age, diploma and employability.
3. Complete the Enrollment Agreement.
4. Pay the \$300 Registration Fee

## How Eligibility is determined for TITLE IV, HEA

### To receive Federal Student Aid, you will need to:

1. Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a homeschool setting approved under state law.
2. Be enrolled or accepted for enrollment as a **regular student** in an eligible degree or certificate program.
3. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).

Men exempted from the requirement to register include;

- Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
  - Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
  - Males born before 1960;
  - Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia\*;
  - Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
4. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.

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5. Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
6. Sign certifying statements on the *FAFSA* stating that:
  - you are not in **default** on a **federal student loan**
  - do not owe a refund on a **federal grant**
  - Sign the required statement that you will use federal student aid only for educational purposes
7. Maintain *satisfactory academic progress (SAP)* while you are attending college or a career school.
8. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
9. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

**In addition, you must meet one of the following:**

1. Be a U.S. CITIZEN or U.S. NATIONAL  
You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
2. Have a GREEN CARD  
You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
3. Have an ARRIVAL-DEPARTURE RECORD  
You're Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
  - Refugee
  - Asylum Granted
  - Cuban-Haitian Entrant (Status Pending)
  - Conditional Entrant (valid only if issued before April 1, 1980)
  - Parolee
4. Have BATTERED IMMIGRANT STATUS  
You are designated as a “**battered immigrant-qualified alien**” if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the **Violence Against Women Act**.
5. Have a T-VISA  
You are eligible if you have a T-visa or a parent with a T-1 visa.

## **Veterans Benefits/Other Funding Sources**

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Selected programs of study at Washington Barber College are approved by the Veterans Commission for enrollment of those eligible to receive benefits under Section 3676, Chapters 30 or 32, Title 38. The determination for TVC funds are made directly through the (State) Veteran's Commission. Additional funding may be obtained for eligible candidates through many different programs including; Texas Workforce Commission, Department of Assistive and Rehabilitative Services (DARS), and Private Scholarship funds. The determinations for these funds are made through the respective organizations.

## **Incarcerated Applicants**

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classed and practical studies are done at the school's physical location; therefore, incarcerated students are not eligible for admissions.

## **Conviction for possession or sale of illegal drugs**

- A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible for by using the FAFSA. WBC is not required to confirm this unless there is evidence of conflicting information.
- The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

	Possession of illegal drugs	Sale of illegal drug
1st Offense	1 year from date of conviction	2 year from date of conviction
2nd Offense	2 year from date of conviction	Indefinite period
3+ Offense	Indefinite period	

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- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period
- A student regains eligibility the day after the period of ineligible ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.
- When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.
- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
  - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
  - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
  - Be administered or recognized by federal, state or local government agency or court.
  - Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Upon receipt of all required documents and in good order, the prospective student is eligible to enroll in WBC. When all admissions criteria and requirements are met, the prospective student is given the date of the next class. The prospective student is asked to bring their Student Permit Fee, if applicable, a color photo of themselves and is informed of the appropriate dress code. The first day of class will include financial aid and academic orientation, in which the students will sign their enrollment contract, student permit form and additional required paperwork.

## **Federal Financial Aid**

To be considered for Federal Financial Aid, a student must complete the Free Application for Federal Aid on line. The student and the parent (in the case of a dependent student) may sign the FAFSA on line by using a PIN number. Once the student completes the FAFSA, and it is processed by the government, the school will receive an ISIR which will contain the Estimated Family Contribution and let the student know if he/she is selected for verification.

## **Verification**

Each year at least 30% of financial aid recipients are randomly selected for verification by the U.S. Department of Education. If a student is selected for federal verification, they will be asked

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to complete a Verification Worksheet (provided by the Office of Student Financial Planning) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript and W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc.

Students will be notified in writing of all documents required to fulfill this federal requirement. If after review by the Office of Student Financial Planning, there are any changes to the Estimated Family Contribution and possibly the financial aid available, the student will be notified in writing.

### **Checking the validity of a high school diploma**

If your school or the Department has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education, you must evaluate the validity of the student's high school completion. In order to satisfy the requirements of the regulation on this issue (34 CFR 668.16(p)), your school may:

check with the high school to confirm the validity of the student's diploma; and

confirm with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education.

The above two-part description satisfies the high school validity requirement. Other approaches used by schools are also valid if they comply with the language of 34 CFR 668.16(p). Students who indicate on their FAFSA that they graduated high school must give the name, city, and state of the high school. FAFSA on the Web will not allow students to skip these items, and it will have a drop-down list of both public and private high schools populated by the National Center for Education Statistics (NCES). Inclusion on the list does not mean that a diploma from the school is valid, nor does exclusion from the list mean that the diploma is invalid. Acceptable documentation for checking the validity of a student's high school completion can include the diploma and a final transcript that shows all the courses the student took.

One resource that a school may consider using to determine if a high school diploma is valid is the department of education of the state in which the high school is located, if that agency has jurisdiction over the high school. Colleges are also free to consult with each other as they develop their procedures for checking the validity of high school diplomas. For students who completed their secondary schooling outside the United States, comparable documents can help, as can the services of companies that determine the validity of foreign secondary school credentials.

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## Homeschooling

Though homeschooled students are not considered to have a high school diploma or equivalent, they are eligible to receive Title IV funds if their secondary school education was in a homeschool that state law treats as a home or private school.

Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, he/she must obtain this credential to be eligible for Title IV funds if the state requires it.

## **CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION**

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

Each institution must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a). This information is posted on the School's website can be found in the student catalog. Paper copies are available upon request.

### **Institutional Contact Information**

#### **WASHINGTON BARBER COLLEGE**

**(501)568-8800**

**5300 W.65<sup>th</sup> St.**

**Little Rock, AR.**

**72209**