VINCENZO FEDERICO SCHOOL OF BARBERING, LLC

1410 US-9, CLIFTON PARK, NY 12065

COURSE CATALOG

and

SCHOOL POLICIES

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Volume 1

TABLE OF CONTENTS

About the School 1
Approvals 1
Location 1
Mission, Goals and Objectives 2
Facilities, Student Services and Career Opportunities 2
Facilities and Equipment 2
Enrollment Information 3
Career Opportunities in Barbering 3
Career and Employment Information 3
Physical Demands 3
Salary and Compensation 3
Licensing 4
Hazards 4
Programs Offered 5
Class Schedules 5
Instructional Methods and Grading 6
Student Kit Contents 6
Barbering Courses 6
Orientation 6
Safety, Sanitation and Infection Control 6
Anatomy and Physiology 7
Hair Structure and Analysis 7
Shaving, Facials and Facial Hair Services 7
Applied Chemistry 7
Hair/Scalp Treatments/Shampoo/Tonic Applications 7
Facial Massage and Treatments 7
Shaving 8
Mustache and Goatee Design and Trimming 8
Haircutting 8
Hairstyling 8
Hair Pieces 9
Professionalism and Job Skills 9
Business Practices and Shop Management 9
Catalogue Disclosure Statement 9

School Policies 10
Admission Policy 10
Attendance Requirements 10
Tardiness 10
Scheduling Policy 11
Make-Up Policy 11
Transfer Student Policy 11
Leave Policy 11
Student Conduct Policies 12
Students with Disabilities 13
Termination/Re-Entry Policy 13
Appeals Policy 13
Graduation Requirements 14
Grading System and Criteria 14
Satisfactory Academic Progress (SAP) Policies 15
Standards of Satisfactory Academic Progress 15
Determination and Categories of Academic Progress 15
Probation 15
Required Withdrawal 16
Appeal Process 16
Effect of Leave of Absence on SAP 16
Effect of Repeated Courses on GPA Calculation and SAP 17
Academic Alert 17
Tuition and Fees 17
Refund Policy Guidelines 19
Privacy Policy 21
Internal Grievance Procedure 26
What to Do If You've Been the Victim of Harassment 26
Sexual Offense Prevention Policy 26
Agents 26
Academic Calendar 26
Notices 27
Catalogue Date 27
Non-Discrimination Notice 27
College Credit – Disclaimer Statement 27
Student Rights Pamphlet 28

ABOUT THE SCHOOL

Faculty and Staff

Vincenzo Federico, Master Barber, School Director, School Agent

Approvals

The Vincenzo Federico School of Barbering, LLC is licensed by the New York Education Department, Bureau of Proprietary School Supervision.

New York State Education Department
Bureau of Proprietary School Supervision
89 Washington Avenue, EBA 560
Albany, New York 12234

Location

1410 US-9, CLIFTON PARK, NY 12065

MISSION, GOALS, AND OBJECTIVES

Mission

The mission of the Vincenzo Federico School of Barbering, LLC (VFSB) is to provide an education that is learner centered, theoretically grounded, and practically rigorous in order to prepare students for their chosen career paths in the barber industry.

Goals and Objectives

- Train students to successfully pass the New York State barber exams;
- Encourage, through instruction, the use of critical thinking, problem solving and positive interpersonal communication that is vital to professional success;
- Prepare students for the expectations and demands of the industry;
- Instill a sense of ethical responsibility and professionalism in each student;
- Promote self-awareness and the development of individual creativity;
- Provide instruction that allows students to engage with skills and knowledge in a deep, meaningful way;
- Incorporate a variety of teaching methods that respect different learning styles and preferences;
- Promote an appreciation of diversity by including differing perspectives and recognizing the value of multiplicity in the learning environment;
- Encourage the development of life-long learning; and
- Afford opportunities for personal and professional growth and development.

FACILITIES, STUDENT SERVICES, AND CAREER OPPORTUNITIES

Facilities and Equipment

The Vincenzo Federico School of Barbering, LLC (hereinafter "VFSB") is located at 1410 U.S. Route 9, Clifton Park, New York. The facility consists of 1500 sq. feet and includes clinic area, specialized classrooms, a student lounge and locker room, restrooms and administrative offices. Individual stations are provided in the classrooms and the clinic area as a student workplace. The clinic floor is set up as a modern Barber Shop with 6 individual stations, 3 shampoo sinks and a reception area. In this setting and under the supervision of an instructor, students develop the skills, techniques and confidence to serve the needs of clients. This space is not handicapped accessible.

Enrollment Information

Students may enroll in the barbering program offered by VFSB in accordance with the School's academic calendar. The School retains the right to cancel a program start date, if necessary, based on enrollments and other operational factors. Enrolled students will receive notification of a cancellation by mail. Students who have enrolled for a start date that is cancelled will receive a full refund or may choose to have any monies paid applied to a future enrollment date.

Career Opportunities in Barbering

- Professional Barber
- Educator
- Sales
- Shop Owner/Manager

Career opportunities are excellent in Barber Shop related industries today, with some employers having difficulty finding enough qualified job applicants. It is a profession that requires creativity, style, talent, patience and good communication skills. For those who meet these requirements, the reward could be well-paying, flexible careers, with the additional bonus of making people feel great by making sure that they look their absolute best.

Good job opportunities for Barbers should continue, with an aging population trying to maintain a youthful appearance and teenagers, sometimes starting as young as junior high school, increasingly interested in services such as coloring and highlighting.

Please see the School Director to arrange an appointment for a career advising session.

Career and Employment Information

Physical Demands

Although careers in the Barber Industry are not considered physically demanding, you will find that barbering requires a certain amount of physical stamina. Due to the nature of the field of barbering, prolonged periods of standing, sitting and bending at the waist will be required. Lifting and periods of manual dexterity will be required in some cases.

Salary and Compensation

The salary structure within the field of barbering is very diverse. Actual income depends on such factors as the particular fields you have chosen, the area you choose to work in, whether you will work **full** time or part time, commission, salary, bonus or other incentive system, or whether you choose to own your own business. For current information in your area, please consult the United States Labor Department, Bureau of Labor Statistics Occupational Outlook Handbook, available at http://www.tils.gov/oco/.

According to the United States Department of Labor, Bureau of Labor Statistics, the median hourly wage for barbers was $13.44 in May 2018. That is, half of the barbers earned more than this amount and half earned less. The Department of Labor projected that the job outlook for the industry from 2016 to 2026 would grow at a rate of 13%, faster than average.

The National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS), in its *2007 Job Demand in the Cosmetology Industry Survey,* noted that:

- The supply of skilled professionals in the industry continues to fall short of the demand. This is a chronic shortage that has been reported in earlier surveys of the barbering industry.
- 53 percent of salon owners had job openings.
- Experienced salon professionals who changed positions accounted for 62 percent of the new hires; inexperienced professionals with less than one year's experience accounted for the other 38 percent. That translated to 182,331 newly trained professionals entering the field during 2006.
- In January 2007, 1,682,641 professionals were employed in the nation's 370,215 beauty salons, barber shops, skin care salons and nail salons.
- New York State accounted for 23,741 such establishments.
- The number of such establishment grew on average by 18.3 percent between 1996 and 2007.

Hazards

New York State has taken great care in ensuring that students will be provided with a safe working environment, including stringent sanitary procedures. Therefore, there are very few hazards to be encountered during training. Schools often adopt even more stringent rules and requirements to be followed by students, staff, employees and customers to en sure a safe learning facility.

PROGRAMS OFFERED

BARBERING (600 INSTRUCTIONAL HOURS)

Students graduating from the 600-hour *Barbering* program will be allowed to sit for the State Board Professional Barbering Licensing Exam. Students passing this exam will be issued a license to practice professional barbering in New York State.

Topics	Hours
Orientation……..	4
Safety, Sanitation and Infection Control…….	6
Anatomy and Physiology……...	20
Hair Structure and Analysis……..	20
Applied Chemistry……..	20
Hair/Scalp Treatments/Shampoo/Tonic Applications……..……..	20
Facial Massage and Treatments…….	30
Shaving…….	52
Mustache and Goatee Design and Trimming ……..…….	46
Haircutting……..…..	288
Hairstyling…….	34
Hairpieces……..	30
Professionalism and Job Skills……..	13
Business Practices and Shop Management……	17
TOTAL	**600**

Class Schedules

VFSB offers day schedules for the Barbering program:

Days:

Monday, Wednesday & Friday, 8:30 AM – 4:40 PM *or*
Tuesday, Thursday & Friday, 8:30 AM – 4:40 PM
(7.5 hours per day, 22.5 hours per week; 27 weeks)

Instructional Methods and Grading

Instructional methods utilized in this course of study include theory (lecture), lab (practical), and supervised clinic. The school emphasizes integration of theory and practical work throughout the course. Students' work is graded on a numeric scale that takes into account the following factors in assigning a grade to their work: motivation/participation; accuracy of work; following instructions; professional attitude; speed; correct use of implements; correct use of supplies; preparation for class; professional appearance; and proper techniques.

Student Kit Contents

Students receive a kit with instruments and supplies. Please refer to the School Director for updated information concerning materials included with the student kit.

Please note that schedules and student kit contents are subject to change at any time.

BARBERING COURSEWORK DETAILS

Orientation

This course orients the student to the barbering profession and introduces the student to basic techniques for client needs assessment, shampooing and conditioning, cutting hair, drying and styling hair, and mock shave. The student will be introduced to the contents of the barbering kits and the hair products used in barbering. , their chemistry and proper usage. Students will also be introduced to the state regulations relevant to barber licensing and practice, and safety and sanitation rules and regulations pertinent to the profession. Students will learn expectations of attendance, participation, and skills execution.

Safety, Sanitation and Infection Control

This course introduces students to safety and sanitation in the barbering salon, providing students with a set of practical skills and theoretical knowledge necessary to demonstrate proper sanitary measures and safe work practices. Students will learn general sanitation and safety precautions associated with shaving, shampooing and cutting hair. Students will learn, and be expected to demonstrate, best practices of safety and sanitation related to the practice of barbering and proper station setup for the state licensing examination.

Anatomy and Physiology
Students will examine the essentials of applied anatomy and physiology, with an emphasis on acquisition of relevant terminology and recognition of issues affecting daily functions of an appearance enhancement professional. Topics covered in this course generally include: cellular structures; tissues; organs and body systems; and other issues specific to skin, hair, and nails, with review of disorders and diseases.

Hair Structure and Analysis
This course teaches the fundamentals of the anatomy and growth cycles of hair and the practical skills for its analysis with focus on cosmetic applications. Students will learn the structure and chemical composition of the hair shaft; understanding the growth cycle to determine optimal treatment schedules; and understanding hair structure to guide hair coloring and other salon services.

Applied Chemistry
Students will examine the essentials of applied chemistry, with an emphasis on acquisition of relevant terminology and recognition of issues affecting daily functions of an appearance enhancement professional. Topics include: matter, physical and chemical property changes, pH, an overview of electricity, electrotherapy, and applications of electric and light therapy.

Hair/Scalp Treatments/Shampoo/Tonic Applications
Building on knowledge acquired from their study of applied chemistry, students will explore special topics in hair services in a classroom and clinical setting. Topics covered in this course include: chemical composition of commonly used hair products; their intended uses; their effect on skin, hair, and nails; understanding causes of certain scalp conditions, and treatments and aftercare of those conditions; and a review of hazards and potential reactions.

Facial Massage and Treatments
In this course, students will acquire an understanding of subdermal systems and the execution of facial massages and facial treatments. Students will focus on evaluating skin types and skin disorders of clients, while performing facial treatments, helping patrons select proper skin care treatments and recommending appropriate products. Other topics include, and students will demonstrate their understanding of, vibratory facial, rolling cream facial, facial for dry skin, oily skin, acne, hot oil mask and equipment used in advanced skin care. Students will demonstrate best practices of safety and sanitation related to the practice of facial massages and treatments.

Shaving
In this course, students will learn general sanitation and safety precautions associated with shaving; standard cutting positions and strokes with a straight razor; identification of the fourteen shaving areas of the face; neck shaves; and proper station setup for the state licensing examination. Students are introduced to facial hair design. Students will demonstrate best practices of safety and sanitation related to the practice of barbering. Students will apply demonstrated techniques to a mannequin and live models concentrating on acquisition of manual dexterity and correctness of technique.

Mustache and Goatee Design and Trimming
Students will learn the concepts of facial hair design and apply demonstrated techniques to a mannequin and live models concentrating on acquisition of confidence, manual dexterity , speed and correctness of technique. Students will continue to learn and refine shaving and wax techniques.

Haircutting
This course allows students to develop the skills in hair cutting techniques using shears, razor and clippers along with tool mastery, haircut finishing work (such as shaving outline areas), and safety precautions for hair cutting and styling. In addition, students will learn the purposes for using the various implements for cutting hair and their effects on the outcome of the style. Topics include advanced haircutting techniques such as texturizing and layers, haircuts for women and children, and finishing techniques. Students will apply demonstrated techniques to a mannequin and live models concentrating on correctness of technique, accuracy, speed and best practices of safety and sanitation related to the practice of barbering.

Hairstyling
In this course, students continue to explore special topics in hair services in a classroom and clinical setting. Students will master the use of blow dryers and the various styling tools such as brushes and combs to complete styling services. Students will apply demonstrated techniques to a mannequin and live models concentrating on acquisition of manual dexterity, correctness of technique, accuracy, and speed. Students continue learning the theories and techniques of barbering in classroom and lab environments and applying such knowledge on the clinic floor. An emphasis is placed on refining technique with accuracy and speed in the following: advanced hair cutting and styling, shaving, facials, facial hair design, communication skills with clients and colleagues, participation of shop and salon employee duties, and developing a portfolio of work for future employment and clientele. Students will demonstrate best practices of safety and sanitation related to the practice of barbering.This course provides the student with an additional opportunity to practice the skills, speed, and accuracy in advanced hair cutting and styling, facials, shaving and best practices of safety and sanitation in a student clinic setting. Students will be given the opportunity to gain additional practice in order to perfect their skills in client consultation and product recommendation. Students will complete portfolio of work for future employment and clientele.

Hairpieces
In this course, students will learn the application, styling, cutting , fitting and maintenance of hairpieces. The course includes hands-on practice with mannequins, hair systems and styling tools. The course also covers pricing of various hairpieces and effective consultation with hairpiece clients.

Professionalism and Job Skills
In this course, students will explore issues critical for future personal and business success in the barbering industry. Topics covered in this course include: career paths; ethics; study skills; communications skills; personal grooming, hygiene, and posture; building relationships with clients and colleagues; customer service management; entrepreneurship; and foundational knowledge in accounting, human resource, and personal/business financial planning. Students will review procedures and techniques required for successful passage of the state barbering licensure examination, and regulations that govern the practice of barbering in the State. Students will be given the opportunity to demonstrate mastery of key concepts through practical applications as well as through assessments which reflect the State licensure examination in format. Some field trips and/or guest speaker visits will be scheduled.

Business Practices and Shop Management
This course is designed to help students successfully transition from classes to career. The course focuses on building a career and discovering specific job opportunities. The refinement of interpersonal communication skills and development of job search skills (resume writing, correspondence, interviewing, and networking) are stressed. Students obtain and present up-to date material regarding job search strategies and opportunities. The student is better prepared to enter the job market and achieve his/her career goals. Students will take a pre-practical exam at the end of this course in preparation for the state licensure examination.

CATALOGUE DISCLOSURE STATEMENT

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enroll's in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

SCHOOL POLICIES

ADMISSIONS POLICY

The School requires its applicants for admission to:

- Participate in a personal interview with the admissions representative;
- Be at least of 17 years of age;
- Be a high school graduate, or hold a GED (General Equivalency Diploma),

Students are advised to apply at least six weeks in advance to secure a position in a desired class and to allow for completion of the application process. The School does not recruit students already attending or admitted to another school offering a similar program of study.

VFSB does not discriminate on the basis of color, race, creed, gender, gender identity, sexual orientation, religion, age, or country or area of ethnic origin or residence.

ATTENDANCE REQUIREMENTS

Regular attendance at VFSB is essential in maintaining satisfactory progress during the student's program. Accordingly:

- Students are expected to attend all classes regularly.
- Attendance will be taken at the beginning of class and every hour thereafter. If a student is late, not prepared or not in proper uniform, that student will be marked as absent for the hour.
- All students must complete all required hours of training to graduate. The student is allowed a certain number of uncharged (unexcused) absences from regularly scheduled class hours during their program. Hours beyond these absence allowances will be charged at an established hourly rate after the expected date of graduation.
- A limited number of excused absences may be allowed. An acceptable excused absence could be an illness documented by a note from a medical professional; documented attendance of jury duty or other court engagements; or a comparable serious issue.
- All students must maintain satisfactory academic progress throughout the program, as described in the Satisfactory Academic Progress (SAP) Policy.
- In order to receive a grade for the individual course, students must complete 80% of assigned clock hours. Students are permitted and strongly encouraged to make up all hours and other requirements before the course's scheduled end date.
- Incomplete hours must be made up within 30 days of the last day of the course. This deadline may be extended in cases of extenuating circumstances. Students who attend and/or make up less than 80% of hours required for the course will receive a grade of F and will be required to repeat the course at their own expense.

TARDINESS

When a student is late for class, he/she must start at the next available hourly time slot. Please keep in mind that due to its disruptiveness to the students and faculty, habitual lateness will not be tolerated.

SCHEDULING POLICY

The School generally organizes its instructional activities in two academic quarters of fourteen weeks and thirteen weeks each. More information about these courses is provided in course syllabi and other institutional materials. Classes begin the first Monday of the month unless its a holiday then classes start the following day and conclude 27 weeks after the start of class.

MAKE-UP POLICY

To avoid additional charges for absences, VFSB has a make-up policy. Students are required to make up absent hours before they can be awarded a passing grade for the course. In addition, students cannot make up time before the absences are actually accrued. There are designated make-up hours available. Students can attend school for a maximum of 8 hours per day and 40 hours per week.

TRANSFER STUDENT POLICY

VFSB does not offer transfer student credit.

LEAVE POLICY

In the case of a prolonged illness or accident, death in the family, or other special circumstances that make attendance impossible or impractical, a leave of absence may be granted to the student, if requested in writing by the student to the School Director. The approval of such leaves of absences shall be in writing by the School Director. No monetary charges or accumulated absences will be assessed to the student during a leave of absence.

If the student finds that his/her situation has improved sooner than expected, he/she may return earlier than planned.

Leaves of absence must be approved in advance by the School Director and cannot be retroactive under any circumstances. The length of a leave of absence will generally be up to 180 calendar days. For leaves over 30 days, the school may assess the student's level of retention of material with an oral or written evaluation. On the basis of this evaluation, students may be disallowed a number of hours previously completed, and be required to repeat hours so disallowed, or undergo additional remediation. A leave of absence will generally result in an extension of the projected graduation date.

STUDENT CONDUCT POLICIES

VFSB is committed to maintaining a safe and effective educational environment for the students, faculty, and staff members. There may be occasions when a student's conduct interferes with this and the student's behavior will be dealt with immediately. Instructors may dismiss a student from class for violations of the conduct policy. Instructors will make the School Director and/or other school officials aware when a student has been dismissed from a class.

Misconduct includes, but is not limited to:

1. Breaking of any federal, state, or local laws including, but not limited to, theft, willful destruction or damage of property, possession and/or sale of illegal substances or prescription narcotics; possession of firearms, weapons, explosives, or dangerous chemicals of any type; and others;
2. Aiding, abetting, or being party to another's misconduct;
3. Assault or threatening behavior towards students, faculty, staff, or any external clients;
4. Cheating and plagiarism.

Students are expected to:

1. Adhere to attendance requirements.
2. Be in proper uniform at all times.
3. Maintain a professional manner while working in the classrooms and on the clinic floor.
4. Maintain a clean station/table at all times.
5. Perform their assigned duties at the designated time.
6. Eat in specified areas only. Smoking is not allowed in the building.
7. Follow direction given by instructors or staff members.
8. Maintain the kit and tools originally issued; anything lost or stolen must be replaced immediately. The school is not responsible for lost or stolen items.
9. Show consideration for the property of others.
10. Be respectful of all members of the VBS community, including peers, school staff, and faculty members.

VFSB is first and foremost a learning community. Student conduct or behavior that impedes the ability of others to teach and learn will be subject to disciplinary action. Students failing to adhere to the conduct policies may be terminated per the School Director. In addition, students may be placed on disciplinary probation for a period of time to be determined by the School Director.

STUDENTS WITH DISABILITIES

VFSB is required to provide reasonable accommodations to all students who have a disability as defined by Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990 (the "Acts"). Students requesting reasonable accommodations based on a documented disability should contact the School Director to make arrangements.

TERMINATION/RE-ENTRY POLICY

The School reserves the right to place on disciplinary probation, suspend or withdraw any student for misconduct, infraction of the rules, non-payment of tuition, or lack of satisfactory progress.

A student who voluntarily separates from the school (withdrawal) may reapply for admission at the discretion of the school. A meeting with the School Director or other school official is required before a student will be allowed re-entry.

APPEALS PROCESS

Students who are terminated from VFSB may appeal the decision to the School Director. Students will receive written notification outlining the process and timeline for their appeal.

- An appeal must be made, in writing, to the School Director within two weeks of the termination date.
- Appeals are to be sent via certified US mail or other courier service with a signature required at delivery. We are not responsible for appeals that are not received when sent via regular mail. Appeals are not to be delivered in person.
- Appeals should contain facts that will help the appeals board decide if the termination decision was made in error.
- Appeals should be typed, or hand- written neatly. An appeal that is unreadable will be returned without action. The appeals board will meet within a week from receipt of the appeal; students will be contacted via mail regarding the decision that has been made within a week of the meeting.

GRADUATION REQUIREMENTS

Graduates will receive a Certificate of Completion for the Barbering Program after completing all requirements.

Graduation requirements include:

- Completion of all required hours for the program.
- Satisfactory completion of all practical assignments and examinations.
- Satisfactory completion of all written tests.
- Payment in full of student account balance or making satisfactory payment arrangements with the school.

All tuition (or satisfactory payment arrangements) will be due prior to final and practical examinations. The school reserves the right to suspend or administratively withdraw any student for misconduct, infraction of rules, non-payment of tuition, or lack of satisfactory progress.

GRADING SYSTEM AND CRITERIA

The faculty of the VFSB grade students on their theory, laboratory and practical work and expect that each student will show a measurable rate of progress at the end of each level. Written test grades less than 70% will be retaken after a review of material.

Students will be graded on the following criteria during their course:

1. Motivation/participation
2. Accuracy of work
3. Following instructions
4. Professional attitude
5. Speed
6. Correct use of implements
7. Correct use of supplies
8. Preparation for class
9. Professional appearance
10. Proper techniques

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICIES

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

All students pursuing a program of study at VBS must maintain satisfactory academic progress (SAP) toward graduation in their attendance and academic/practical work.

VBS reviews academic records of each student every quarter from the date of their enrollment at the school or approximately every eight weeks (exclusive of breaks). To be in good academic standing and maintain satisfactory academic progress toward graduation, a student must meet or exceed the qualitative standards in terms of cumulative grade point average for their theory, laboratory, and practical work and the quantitative standards in terms of attendance.

In order to complete the program, students must maintain a minimum cumulative grade point average (CGPA) of 70% for their theory, laboratory and practical work. Additionally, students must maintain at least a 80% cumulative attendance average in order to be considered making satisfactory progress and to complete the program within the maximum time frame.

Determination and Categories of Academic Progress

Evaluation of progress will be conducted by the Director periodically and at the midpoint and endpoint of each quarter. A student is classified as maintaining satisfactory academic progress if he/she meets or exceeds both minimum qualitative and quantitative standards outlined in the charts on preceding pages.

Probation

A student will be placed on Probation if he/she failed to meet one or both of the standards of satisfactory academic progress as described in the charts on preceding pages. The student will be required to: (1) regularly meet with the assigned advisor during the probation period to discuss his/her academic progress, receive referrals to other student services, and create a structure for enabling better student outcomes; and (2) maintain progress towards meeting the probation criteria at the end of the probation period. The school reserves the right to dismiss a student not meeting these requirements at the sole judgment of the school director.

The student's satisfactory academic progress following the probation period will be reviewed within two weeks following the last day of the two-month period on probation. A student meeting the minimum standards of satisfactory academic progress at the time of the review will be considered to be maintaining satisfactory academic progress. A student failing to meet the minimum standards of satisfactory academic progress will be placed on Required Withdrawal by the institution.

A student placed on probation mid-module as a result of I's converting to F's may be placed on Required Withdrawal by the institution at the end of the module if the student does not demonstrate improved performance.

Required Withdrawal

A student who has failed to improve his/her performance during the Probation period to meet the standards of satisfactory academic progress will be placed on Required Withdrawal. A required withdrawal for academic deficiency constitutes a complete severance of academic attendance. If a student who is notified that he/she has failed to meet the standards required believes that special circumstances in his/her situation should be taken into consideration, he/she may meet with the School Director. In addition, a student's appeal must be presented by a written statement of the circumstances and conditions affecting his/her academic performance. A student must contact the School Director within ten days of receiving notice of the required withdrawal if he/she wishes to appeal. When appealing a required withdrawal, a student must appear in person.

Appeal Process

A student who wishes to appeal an adverse decision by the School Director (e.g., being placed on *Required Withdrawal),* may appeal such a decision through a written petition to the School Director within two weeks of an adverse decision being communicated to the student. The petition may challenge the grade or attendance data or method of computation of such data that resulted in the adverse decision, by providing additional information substantiating the petition. The petition must be delivered to the School Director and will be considered within a week of its submission.

Financial Aid

No financial aid is available threw VFSB.

Effect of Leave of Absence on SAP, Length of Probationary Period, and Maximum Graduation Timeframe

If a student requests and is subsequently approved for a leave of absence (LOA) while on probation or continued probation, the probationary period will be extended by the number of days equivalent to the approved LOA. For example, if a student currently on probation requests and is granted a LOA of 30 days, the probationary period will be extended by 30 days as well.

Students who request and are subsequently approved for a leave of absence while in good academic standing, will continue to remain in good academic standing upon return from the LOA and until the next SAP evaluation period. Students taking a LOA will receive an extension in projected graduation date as well as the maximum timeframe of graduation.

Effect of Repeated Courses on the GPA Calculation and SAP

If a student who has previously failed a course or an examination retakes the course/examination and earns a passing grade, as defined in the catalogue, only the new grade will be counted in GPA for the purposes of determining SAP. However, both courses/examinations will count toward the calculation of the quantitative standard of SAP.

ACADEMIC ALERT

VBS will periodically review the students' records to identify the students at risk of being placed on probation or at risk of not meeting probation requirements within their current probation period. Students identified as being at risk will be placed on an Academic Alert. Students on an Academic Alert will be required to meet on a regular basis with their academic advisor to discuss strategies and techniques to improve their attendance and academic standing with the school.

While being placed on Academic Alert in and of itself is not a negative action, students are cautioned that being placed on an Academic Alert is a serious matter. However, it is ultimately designed to benefit the student in helping her or him prevent negative academic and occupational outcomes.

TUITION AND FEES

Program Cost - Barbering

Tuition - First Quarter	$ 5,000.00
Tuition - Second Quarter	$ 5,000.00
Registration Fee (Non-Refundable)	$ 100.00
Books and Student Kit (Non-Refundable)	$ 2,500.00
Total Cost of Instruction	$12,600.00
Absence Make-Up Fee (beyond scheduled completion date), per hour	$50.00

Student Kit Contents:

Patelai Comb set
(includes 5 different combs)

Cordless Barber Combo
(includes 5-star Cordless Magic Clip and Cordless Detailer)

Capes
(2 Borong Hair capes)

Other Clippers
(Wahl Professional 5 star series finale finishing tool, cordless scalp and face clipper)

Blow dryer
(wahl Professional 5 star barber hair dryer)

Straight edge razor
(Generic Straight Razor)

Razor Blades
(Doroco Prime Platinum double edge blades, case)

Water Bottle
(tolco spray bottle)

Clipper spray
(Andis Cool care 2 Bottles)

Mannequin
(Diane D390 Mannequin)

Barber Case
(Stylecraft Barber Case)

Scissors
(Smithking Scissors, 2 of them, one 7inch scissors, the other 7 inch thinning scissors

Attachment (guards) for clippers
(Wahl attachments guards for clippers)

Brush
(Diane Premium Brush)

Barber Jackets(required uniforms)
(PERFEHAIR Barber Jacket for Men, Hair Stylist Grooming Smock Vest Shirt)

Method of Payment

First term: Initial Down Payment of $1000 + Registration Fee+ Books/Tools; Weekly Payments (due before the first class of every week) of $300 until Total of $12,600 is paid in full. All major credit cards, Cash, and cashier checks accepted.

Refund Policy Guidelines

These guidelines are designed to facilitate an understanding of the refund policies set forth in the Amendments to Education Law Section 5002 passed in July 1990. On November 15, 1990 the Board of Regents approved final regulations defining an instructional week, quarter and term.

Week: The number of hours of instruction offered to a student within 7 consecutive days. This figure may range between 2 and 30 hours. Upon educational justification from the school, a week of more than 30 hours may be approved provided the students are offered at least a one hour break each day. For programs of six or less weeks of physical length, one week equals 15% of the total clock hours of the program.

Mini-Course: 1-6 weeks

Quarter: 7-14 weeks.
Term: 15-18 weeks inclusively.
Semester: See Term.

Schedule: Any schedule name used by a school to separate different weekly offerings of the same program (i.e., full tune, part time, evening, etc.).

Clock Hour: An instructional unit of time consisting of a minimum of 50 minutes and a maximum of 60 minutes.

REFUND POLICIES

There are three general New York State refund policies: (1) Quarters Refund Policy; (2) Terms Refund Policy; and (3) Mini Program Refund Policy. Besides these general policies, the federal government requires its own return to Title IV policy for all Title IV eligible programs.

DETERMINING QUARTER OR TERM BASED REFUND POLICIES

School owners or directors must determine the appropriate refund policy for each program and each schedule of each program. In many cases, schools may opt for one of a number of refund policies. To assist in making this determination, see the Refund Policy Calculations Worksheet.

Instructions for Completing The Refund Policy Calculations Worksheet

IMPLEMENTING THE STATE REFUND POLICY

Once you have determined your refund policy, tuition liability will be apportioned according to that schedule. For example, if you have two terms or quarters, students' tuition liability will be divided in half. The more terms or quarters you have, the more the tuition liability will be divided. The various refund policies are listed below.

Many proprietary schools are concerned about the incompatibility of the State refund policy with those required by various accrediting agencies. Part 126.7(e) of the Regulations of the Commissioner states in part that "a school accredited by a nationally recognized accrediting agency may use the refund policy of such agency only to the extent that such policy offers the student less tuition liability than the provisions of subdivision 3 of section 5002 of the Education Law and is approved by the commissioner." In order to comply with State and accrediting agency policies, schools must compute student liability from the student's last date of physical attendance by all applicable refund policies. Whichever results in less student liability is the policy to be used. Since the best refund policy will vary depending upon the date that the student last attends, enrollment agreements and catalogs must set forth the State policy and make reference to the possibility that a student may receive a larger refund if the accrediting agency provides for such as of the date of last physical attendance.

REFUND POLICY LANGUAGE-QUARTERS

1. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.

2. Thereafter, a student will be liable for
    - the non-refundable registration fee plus
    - the cost of any textbooks or supplies accepted plus
    - tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of quarters in the program. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed.

- For each of the two (2) Quarters: If termination occurs:
  Prior to or during the first week, student will be refunded 100% ($5,000.00);
  During the second week, student will be refunded 75% ($3,750.00) and the school will keep 25% ($1,250.00)
  During the third week, the student will be refunded 50% ($2,500.00) and the school will keep 50% ($2,500.00)
  During the fourth week, the student will be refunded 25% ($1,250.00) and the school will keep 75% ($3,750.00)
  After the fourth week, the student will receive no refund and the school will keep 100% ($5,000.00).

Any monies due the applicant or student shall be refunded within thirty (30) days of official cancellation or withdrawal. Applicants or students should contact the School Director to request a refund. **The failure of a student to immediately notify the School Director in writing of the student's intent to withdraw may delay a refund of tuition to the student pursuant to Section 5002(3) of the Education Law.**

3. The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.

PRIVACY POLICY

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

All VFSB students shall have the right to inspect and review their educational records, to request corrections or deletions, and to limit disclosure of the records in accordance with the Family Educational Rights and Privacy Act of 1974, also referred to as the Buckley Amendment. The detailed procedures for exercising one's rights under the Buckley Amendment are available upon request in the Registrar's Office. The school reserves the right to release to police agencies and/or crime victims any records or information pertinent to a crime which has occurred on campus, including the details of any disciplinary action taken against the alleged perpetrator of the crime. Students wishing to file a complaint concerning alleged failures of VFSB to comply with FERPA may be sent to: Family Policy Compliance Office; U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.
As an eligible student or as parent(s) or legal guardian(s) of a student under the age of eighteen, you have a right to: a) inspect and review your educational records; b) request that VFSB amend these records to ensure that they are not inaccurate, misleading or

otherwise in violation of your privacy or other rights; c) consent to disclosures of personally identifiable information contained in your records, except to the extent that VBS is authorized by law or regulation to disclose such information without your consent; d) file with the U.S. Department of Education a complaint under 34 CFR 99.63 and 99.64 concerning alleged failures by VBS to comply with the requirements of the Family Educational Rights and Privacy Act and 34 CFR 99.7; and e) obtain a copy of VFSB' Family Educational Rights and Privacy Policy from the Registrar or Coordinator of Student Services.

VFSB meets the requirements of the Family Educational Rights and Privacy Act through annual notifications to eligible students or the parent(s)/guardian(s) of a student under eighteen years of age by furnishing a copy of the Family Educational Rights and Privacy Act Notice in this catalogue.

Any eligible student or parent(s)/guardian(s) of a student under eighteen years of age may inspect and review the educational records of the student by submitting a written request for an appointment to review such records to the Registrar at least two weeks prior to the proposed appointment. The request shall contain the proposed date and time for the appointment and the student's name, address and social security number. The Registrar shall confirm the appointment or seek to reschedule it for a more convenient time within five business days of receipt of the request.

An eligible student or parent(s)/guardian(s) of a student under eighteen years of age shall have access to all of the student's educational records and may obtain a copy of any record desired, unless VFSB believes that such record is subject to a legal privilege. A request for documents must be made in writing to the Registrar or School Director.

The charge for copying any student record shall be $1.00 per page and shall be prepaid by the student or parent.

VFSB maintains all of its current student educational records at its offices at 1410 US-9, Clifton Park, New York 12065. An enrolled student's academic file and the academic and financial aid files for all graduated and terminated students are maintained in the Registrar's Office under the supervision of the Registrar. Financial aid files for all current students are maintained in VFSB Financial Aid Office under the supervision of the Financial Aid representatives. Personally identifiable information will not be released from the student's educational records without prior written consent from the eligible student or parent(s)/guardian(s) of a student under eighteen years of age, except where the disclosure:

- is made to another VFSB school official whom VFSB has determined to have a legitimate educational interest;
- is to other agencies or institutions which have requested the records and in which the student seeks or intends to enroll;

- is made to authorized representatives of the Comptroller General of the United States, the Secretary of Education or any State or Local authorities in connection with an audit or evaluation of Federal or State supported educational programs, or for the enforcement of or compliance with Federal legal requirements which relate to those programs;
- is made in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions for the aid or enforce the terms and conditions of the aid;
- is to State or Local officials or authorities, if a State statute adopted before November 19, 1974, specifically requires disclosures to those officials and authorities;
- is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests, administer student aid programs or improve instruction, only if the study is conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization and the information is destroyed when no longer needed for the purposes for which the study was conducted;
- is to an accrediting organization to carry out its accrediting functions;
- is to parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954;
- is to comply with a judicial order or lawfully issued subpoena, only after VBS has made a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance;
- is in connection with a health or safety emergency, if knowledge of the information is necessary to protect the health and safety of the student or individuals;
- is information which VFSB has designated directory information and neither the eligible student nor parent(s)/guardian(s) of a student under eighteen years of age notifies VFSB in writing within ten days of receipt of the Family Educational Rights and Privacy Act Notice;
- is to an alleged victim of any crime of violence, as that term is defined in Section 16 of Title 18, United States Code, of the results of any disciplinary proceeding conducted by VFSB against the alleged perpetrator of that crime with respect to that crime.

VFSB will disclose personally identifiable information to its School Officials (President, Vice Presidents, Directors, Assistant Directors, Managers, and other supervisory personnel) or their representatives for legitimate educational interests, which VFSB has determined to mean all issues which impact upon the student's successful completion of his/her course of study and/or upon the fulfillment of the student's obligation to VFSB.

VFSB will maintain a record of requests for and disclosures made of personally identifiable information and such record will be available for review by an eligible student or parent(s)/guardian(s) of an eligible student under eighteen years of age. This record shall be maintained in the student's academic file and shall contain the following information: a) the identity of the person requesting the information and b) the person's legitimate interest.

If the information is released to an individual with the understanding that it will be forwarded to another individual, the record shall also contain the identity of the additional individual(s) and their legitimate interest.
VBS has determined the following as "directory information":

1. Student's Name
2. Student's Home Address
3. Student's Home Phone Number
4. Student's Date and Place of Birth
5. Student's Course of Study, Dates of Attendance and Completion or Termination Date
6: Certificate Awarded and
7. Name and Address of Most Recent Previous Educational Institution

A parent or an eligible student has the right to refuse to allow VBS to designate any or all of the above as directory information but must do so in writing within ten (10) days of receipt of the Family Educational Rights and Privacy Act Notice.

VFSB permits parent(s)/guardian(s) or eligible student to request correction of the student's educational records where such records contain information which is inaccurate, misleading or in violation of the student's rights of privacy or other rights. VFSB shall determine whether or not to amend the records and notify parent(s)/guardian(s) or eligible student within thirty days of the receipt of such request. If the request is denied, VFSB will notify parent(s)/guardian(s) or eligible student of their right to a hearing to challenge the content of the educational records. As a result of such hearing, VFSB may either:

1. amend the records and in writing notify the parent(s)/guardian(s) or an eligible student; or
2. deny the request and inform the parent(s)/guardian(s) or an eligible student of the right to place a statement in the record commenting on the contested information or stating why they disagree with VBS' decisions or both.

This statement shall be maintained with that part of the record which is contested, subject to the school's record retention policies in effect at the time. If any part of the contested material is released, a copy of the statement is to be released simultaneously.

INTERNAL GRIEVANCE PROCEDURE

The VFSB complaint procedures provide for the prompt and equitable resolution of a complaint from an individual either currently or formerly associated with the School. Any person who files a complaint is assured that the School will not take action, either overt or covert, against that person for filing said complaint and that provision for the final determination of each formal complaint is to be made by a person or persons not directly involved in the alleged grievance.

The following grievance procedures have been developed for student use should a problem arise:

Academic Matters
A student with a grievance *related* to the classroom should discuss the matter with the instructor, Lead Program Instructor, or Coordinator of Instruction and Faculty. If the problem cannot be resolved, the student should then take the matter to the School Director. The School Director may arrange for a meeting of all involved parties and make a decision in regard to the grievance. As a final appeal, the student may petition the School's Curriculum and Policy Committee for a review of the grievance.

Non-Academic Matters
A student with a grievance related to non-academic matters should inform the School Director, The School Director will arrange an informal meeting with the staff member most closely associated with the problem.

Following receipt of the formal grievance, the School Director will take necessary action to resolve the matter. This will include arranging a meeting with the student, the accused, and the appropriate staff, if necessary. A formal response will be made to the student within 10 business days of the receipt of the formal grievance.

Any student with a grievance that he/she cannot resolve through the school should follow the steps addressed in the section below.

VFSB is committed to the fundamental belief that all people should be treated with dignity and respect. Harassment will not be tolerated in any context. All members of our higher education community have a basic right to work and learn in a comfortable environment, free from derogatory remarks, unwelcome sexual advances, or any other verbal or physical conduct constituting harassment on the basis of race, sexual orientation, religion, disability, veterans' status, or any other category covered under federal, state, or local law.

WHAT TO DO IF YOU FEEL YOU'VE BEEN THE VICTIM OF HARASSMENT

Students, faculty, or staff who feel they have been harassed should direct their complaint to the Director of Campus Operations. School officials will act on all complaints within ten business days after receipt of the report. Informal resolution including mediation may be attempted before formal proceedings occur.

Formal complaints will include a written complaint and an investigation by appointed school officials. Investigations may include talking to witnesses and taking written statements from all parties involved. At the conclusion of the investigation, a report will be filed that will include recommendations for actions regarding the complaint.

If it is determined that a party is responsible for such infractions, it is grounds for disciplinary action against that party, which may include the party's removal from the campus via expulsion or termination of employment, as applicable.

VFSB SEXUAL OFFENSE PREVENTION POLICY

VFSB has a strong commitment to the issue of respect, including respect for each person's personal and sexual boundaries. Sexual harassment may include the use of one's authority or power to coerce another person into unwanted sexual relations or to punish another person for his/her refusal; the creation by a member of the community of an intimidating, hostile, or offensive working/educational environment through repetitive verbal/physical conduct of a sexual nature. Such conduct is a violation of the policy of VFSB and will not be tolerated.

To make the school as safe as possible, all suspected violations of this policy should be reported directly to the Director of Campus Operations. When a suspected violation is reported, the following actions may be considered, as appropriate. These options include, in no particular order, but are not limited to, directly confronting the alleged offender; having the Director of Campus Operations talk to the alleged offender; having appropriate mediation with the alleged offender; filing a formal complaint; filing an anonymous or confidential complaint; filing a police report (if the alleged offense is against the law). It is strongly encouraged that suspected violations be reported, and that they be reported as soon as reasonable after an alleged violation has occurred.

AGENTS

Vincenzo Federico is the School’s Agent.

ACADEMIC CALENDAR

Academic calendars will be published periodically. New classes are enrolled approximately every thirty (30) days.

NOTICES

Statement of Ownership

The Vincenzo Federico School of Barbering (VFSB) is owned and operated by The Vincenzo Federico School of Barbering, LLC, 24 Maiden Circle, Malta, New York 12020.

Catalogue Date

This catalogue is effective as of January 1, 2026. The information in this catalogue is subject to change. Please inquire with the School about any possible changes to this catalogue.

Non-Discrimination Notice

VFSB appreciates and supports diversity among its students, faculty and staff. VFSB does not discriminate on the basis of color, race, creed, sex, sexual orientation, religion, age, or country or area of ethnic origin or residence in its admissions, employment, educational, and business practices.

College Credit – Disclaimer Statement

Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion (i.e., school diplomas) are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

Information for Students
Student Rights

Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school.

What is the purpose of this pamphlet?
All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school. Licensed private career schools which are licensed by the New York State Education Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department, at minimum, every four years, thereby helping to insure that all curriculum offered in the schools are educationally sound. In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

Who can file a complaint?
If you are or were a student or an employee of a Licensed Private Career School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

What can a student or employee complain about?
You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration,school and student records, and private school agents.

How can a complaint be filed by a student or employee?
You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.

2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.

3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

What is the Tuition Reimbursement Fund?

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

What is the tuition refund and cancellation policy?

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement. Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

What should students know about "private school agents?"

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

What should students know about "grants and guaranteed student loans"?
A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government). Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours--the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you. It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the interest charged on these loans.

Read and understand all the information and applications for financial aid grants and loans before signing.

Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?
Contact the New York State Education Department at:
New York State Education Department
116 West 32nd Street, 5th Floor
New York, New York 10001
Attention: Bureau of Proprietary School Supervision
(212) 643-4760

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Career Schools.