



# School Catalog

Cosmetology

Barbering

Instructor Training

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Hampton, Virginia 23666  
Main Line: 757-723-4809

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School Catalog

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Welcome Students,

We are excited that you have chosen to attend Asher Institute of Hampton and have made the commitment to the beauty industry.

We have a passion for hair, fashion, style, people, and creativity that supports our work in the beauty industry.

The needs and demands of this industry are growing every day and that is why we believe a quality education is essential to succeed in the beauty industry. The methodology and course curriculum of our Institute addresses industry challenges by teaching strong fundamentals integrated with advanced methods. Our goal is to equip students and instructors the knowledge, tools, and professionalism necessary to enter the field with confidence and the ability to succeed in the workplace.

We welcome you to Asher Institute of Hampton. We are pleased to provide you with a quality education that will enable you to join and enhance this rewarding profession.

## THE ASHER INSTITUTE OF HAMPTON STORY

Asher Institute of Hampton was founded over 50 years ago and has a foundation of providing qualified graduates that participate in the beauty industry at many different levels.

Asher Institute of Hampton was granted accreditation for administering a well-rounded education for their students and providing strong academic rigor while adhering to accreditation and licensure standards. Asher Institute of Hampton delivers career-focused students in cosmetology, barbering, and Instructors of the beauty industry within cosmetic arts of our society.

We strive to instill in all students, the desire to develop and engage with the institution in building more than just a student body, but a legacy of successful entrepreneurs whose dreams have found direction and thus, come to reality at Asher Institute of Hampton. Since our inception, producing over 50 years of graduates and professionals, has provided the institution with experts who hold certified credentials to instruct our students and Asher Institute of Hampton believes that our vocational-technical training is a vital part of our educational product today.

In 2020, the decision was made to develop the vision of Asher Institute of Hampton into a new educational facility, “where dreams find direction and passion meets purpose”. Asher Institute of Hampton created this exciting new path and the transformation begins with each person we meet.

We have created a unique facility that delivers a quality education and administers and develops career driven students for the beauty industry. We strive to inspire our students to maintain a high level of professionalism and skill that will foster employment opportunities in the beauty industry and beyond. The institution believes it has very high standards it holds itself to in the Beauty and Personal Service Industry.

### **“Ability**

Is what you are capable of doing

### **Motivation**

Determines what you do

### **Attitude**

Determines how well you do it”

*By: Lou Holtz*

### MISSION

Our approach to the beauty industry is the foundation of education at Asher Institute of Hampton. The Institute's mission to educate, train, and inspire students with a high level of professionalism and skill that will foster techniques and employment opportunities in the beauty industry are the core beliefs at Asher Institute of Hampton. Asher Institute of Hampton will continue to be a leader in the beauty industry through experiences, knowledge and passion. It is our goal to influence the global beauty industry through the training and success of graduates at the Asher Institute of Hampton.

### PHILOSOPHY

In today's society, there is a genuine need for an institution, which offer students a career-orientated educational experience by providing personalized attention and training specific to the beauty industry.

At Asher Institute of Hampton, each student is considered not only a valued student but more importantly, an individual. The institution strives to be aware of the needs of each student. The faculty of Asher Institute of Hampton believes that training in the beauty fields coupled with educational instruction is an art form that requires dynamic and engaging faculty who assist students in developing both the skill set and the ability to professionally interact with the public. Asher Institute of Hampton's goal is to develop individuals by providing solid and foundational programs that produce employable and responsible members of society.

Asher Institute of Hampton believes all members of the institution's academic community share responsibility for establishing, implementing and evaluating its educational programs in an ongoing manner. Additionally, the institution believes that members of the beauty industry community must also participate in and contribute to this process to evaluate the mission and philosophy of the institution.

### PROGRAMS OFFERED

Asher Institute of Hampton offers the following programs:

<b>Program Name</b>	<b>Program Length</b>	<b>Program Duration</b>	<b>Program Graduates Receive</b>
Cosmetology	1500 clock hours	50 weeks Full -Time 67 weeks Part-Time	Certificate of Completion
Barbering	1100 clock hours	36 weeks Full -Time 48 weeks Part-Time	Certificate of Completion
Instructor Training	600 clock hours	20 weeks Full-Time 28 weeks Part-Time	Certificate of Completion and License from DPOR

### OWNERSHIP

The owners of Asher Institute of Hampton have more than 75 years of combined experience in the beauty industry.

Owner	John Lewis
Owner	Valerie David
President	Eugene B. Driggers

#### LOCATION

Asher Institute of Hampton is in the heart of Hampton. Located at 4107 West Mercury Blvd, Hampton, Virginia 23666.

#### FACILITIES AND EQUIPMENT

Asher Institute of Hampton believes that an exciting and motivating facility adds value to a students' education. The Institute is divided into two basic sections: classrooms and clinical service areas for Cosmetology and Barbering. This design intentionally separates classrooms from the clinical service areas, which mirrors a professional training environment for students to learn theory and practical techniques.

Asher Institute of Hampton has over 18,000 square feet of educational space available to students, faculty, and clients.

Institute facilities include:

1. Reception area
2. Library - spacious seating to include books, journals, magazines, computer access, wi-fi access, and internet access.
3. Retail Boutique
4. 32 Cutting/Styling Stations
5. Professional Color Bar
6. Four Theory Classrooms
7. Three Clinical Service Areas
8. Serene Manicure and Pedicure Area
9. Waxing and Facial Room
10. Make-Up Application Area
11. Student - break room with refrigerator, microwave, sink, and seating
12. Handicap Restrooms

#### COOPERATIVE RELATIONSHIP

Asher Institute of Hampton has established Educational Cooperative Relationship with several industry leaders including:

- L'Oréal Professional
- Mizani
- Morgan Taylor
- OFRA Makeup

Our ECR adds value to students in several ways. In addition to providing brand name product for service applications and retailing opportunities, our students will gain advanced training from our ECR providing a unique educational experience. The instructional staff at Asher Institute of Hampton has an enhanced core curriculum that provides additional training, educational lessons, and videos from our ECR. Our ECR

not only offers additional opportunities for students to explore, but also ensures that training is aligned with current trends in the industry.

**CAREER OPPORTUNITIES**

The hair industry, also known as the beauty and wellness industry, possesses tremendous career opportunities for graduates of our Cosmetology and Barbering Programs at Asher Institute of Hampton. Upon successful completion of either the Cosmetology or Barbering Program, graduates will receive a certificate of completion and diploma and certified paperwork necessary to apply for the state board exam for licensure.

Career opportunities upon successful completion of the respective program and licensure, include, but are not limited to:

<b>Cosmetology</b>	<b>Barbering</b>	<b>Instructor Training</b>
<ul style="list-style-type: none"> <li>• Professional Hairstylist</li> <li>• Celebrity/TV/Motion Picture Hairstylist</li> <li>• Runway Stylist</li> <li>• Hair Colorist</li> <li>• Texture Specialist</li> <li>• Make-up Artist</li> <li>• Salon Owner/Manager</li> <li>• Cosmetology Instructor</li> <li>• Platform Artist/Educator</li> <li>• Professional Salon Sales Consultant</li> <li>• Cosmetology School Director/Owner</li> <li>• Cruise Ship Salon/Spa Personnel</li> <li>• Nail Technician</li> <li>• Wax Technician</li> </ul>	<ul style="list-style-type: none"> <li>• Professional Barber</li> <li>• Master Barber</li> <li>• Barber Shop Owner/Manager</li> <li>• Barber Instructor</li> <li>• Platform Artist/Educator</li> <li>• Beauty Product/Equipment Sale Consultant</li> <li>• Cosmetology School Director/Owner</li> </ul>	<ul style="list-style-type: none"> <li>• Cosmetology Instructor</li> <li>• Barber Instructor</li> <li>• District Manager</li> <li>• Regional Manager</li> <li>• Director of Beauty School</li> </ul>



## INDUSTRY REQUIREMENTS

Students interested in a career in cosmetology and barbering should:

1. Develop finger dexterity
2. Have a passion and dedication towards their education and the industry
3. Enjoy dealing with people
4. Be current on the latest fashion/beauty & wellness trends and techniques
5. Be aware of the physical demands of the industry (as mentioned below)

Licensure Restrictions: The applicant shall not have been convicted in any jurisdiction of a misdemeanor or felony, which relates to the profession of Cosmetology and Barbering.

Physical Requirements of Industry: Students and professional cosmetologists and barbers must be able to stand for long periods of time and use their upper body strength (arms) continuously to work on clients.

Future Employers: Applicants as well as salons, barber shops, spas, or medical offices must be professional, possess a fundamental skill set, have a positive attitude, and possess the proper licensure to be considered for employment in the respective field.

## STUDENT KITS

Students at Asher Institute of Hampton will receive a student kit at designated time frames. A student kit consists of, but is not limited to:

1. Milady Standard Textbook set, ( textbook, workbooks, exam review, and chrome notebook)
2. Professional Tools set applicable to the trade being taught (i.e. shears, clippers, eye lash kit)
3. Mannequin Heads (cosmetology & barbering)
4. OPI Nail Kit (cosmetology only)
5. Asher Institute of Hampton uniform

## COSMETOLOGY PROGRAM COURSE OF STUDY

Asher Institute of Hampton offers a 1500-hour, 50 weeks full-time day and 67 weeks part-time evening Cosmetology program to individuals seeking to become licensed in the state of Virginia. Upon successful completion of the program, graduates will be awarded a certificate enabling these individuals to take their state board examination. The course is designed to offer students a wide range of educational opportunities through four levels.

Asher Institute of Hampton has designed the flow of its curriculum and facility to promote a highly motivating and practical course of study. Students will receive approximately 1500 hours of theory and 525 practical performances of clinic work with mannequins and clients on the salon floor. Expectations are high for students while at the Asher Institute of Hampton, however, these expectations will produce tremendous results for those who attend the Institute with passion and dedication.

The overall educational objective of the cosmetology program is as follows:

Students will develop a profound understanding of cosmetology technical skills and professional behavior necessary for careers in the beauty industry, through theory instruction and practical experience by working on mannequins, and, ultimately clients. Educational objectives of the program include:

- To understand that the profession is built around customer service to the client and to always be very attentive, polite, respectful, honest, and professional
- To identify what is best for each as a client and how to successfully communicate this to the client
- To build an extraordinarily strong foundation for technical application skills in styling, cutting, coloring, chemicals, makeup, and spa services
- To build confidence within themselves as stylists and as people, and to project such confidence to the client through their application, professionalism, and personal image
- To successfully build their own brand and market themselves as stylists
- To understand the economics of the industry in order to achieve their desired earnings through goal setting and planning
- To produce graduates who obtain licensure and employment

Cosmetology Program - Course of Study		
Level	Areas of Study	Brief Description
<b>Level One</b> <b>450 Hours</b>	<ul style="list-style-type: none"> <li>• Orientation</li> <li>• History of Cosmetology</li> <li>• Professional Image</li> <li>• Life Skills</li> <li>• Infection Control-Sanitation</li> <li>• Basic of Chemistry</li> <li>• Basic of Electricity</li> <li>• Shampooing &amp; Scalp Care/Treatment</li> <li>• Hair Styling                             <ul style="list-style-type: none"> <li>○ Blow-Drying</li> <li>○ Updos</li> <li>○ Facial Shapes &amp; Design</li> <li>○ Finger Waves &amp; Pin curls</li> <li>○ Wet Setting</li> <li>○ Thermal Styling</li> </ul> </li> </ul>	<p>Level One begins with an orientation designed to introduce new students to the Institute’s policies, expectations, and educational pathway.</p> <p>Focus: Establishes a foundation of Theory and Hair Styling.</p>
<b>Level Two</b> <b>900 Hours</b>	<ul style="list-style-type: none"> <li>• Hair Cutting                             <ol style="list-style-type: none"> <li>1. Bob-Zero Degree</li> <li>2. Stack Layers-Forty- Five Degree</li> <li>3. Uniform Layers- Ninety Degree (state board cut)</li> <li>4. Long Layers- hundred eighty degree</li> </ol> </li> <li>• Chemicals (Perm, Relaxer, Reconstructive)</li> <li>• Hair Coloring                             <ol style="list-style-type: none"> <li>1. Application                                     <ul style="list-style-type: none"> <li>• Rinse</li> <li>• Semi-permanent</li> <li>• Demi</li> <li>• Permanent</li> <li>• Single Process</li> <li>• Double Process</li> </ul> </li> </ol> </li> <li>• Manicuring</li> <li>• Pedicuring</li> <li>• Nail Extension and Design</li> <li>• Waxing</li> <li>• Facials</li> </ul>	<p>Level Two continues with an emphasis on practical education working with mannequins and live clients.</p> <p>Focus: Establishes a foundation of advanced skills working within the practical service area.</p>

<p><b>Level Three and Four</b> <b>1500 Hours and 1200 Hours</b></p>	<p><b>Level Three</b> Salon Orientation</p> <ul style="list-style-type: none"> <li>• Salon Floor Practical experience</li> <li>• Practice room assignments</li> </ul> <p>Professional Development</p> <ul style="list-style-type: none"> <li>• Professional image</li> <li>• Salon Business</li> <li>• Communication</li> <li>• Interviewing &amp; Resume building</li> <li>• Product knowledge &amp; retail selling</li> <li>• Clientele &amp; reputation building</li> </ul> <p>Advanced Classes</p> <ul style="list-style-type: none"> <li>• Advanced Cutting</li> <li>• Make-up application</li> <li>• Acrylic Nails</li> <li>• Advanced Color</li> <li>• State Board Review</li> <li>• Sanitation</li> </ul> <p><b>Level Four</b></p> <ul style="list-style-type: none"> <li>• State Board Preparation</li> <li>• Mock State Board Theory and Practical</li> <li>• Clinical</li> <li>• Make- up Testing and Practical</li> </ul>	<p>Level Three offers independent training with minimum guidance from clinical educators.</p> <p>Level Three Students develop beyond fundamentals through advanced classes.</p> <p>Focus: developing and executing advanced cosmetology techniques by working with clients within clinical service area &amp; through advanced theory/practical classes</p>
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## BARBERING PROGRAM COURSE OF STUDY

Asher Institute of Hampton offers an 1100-hour, 36 weeks full-time day and 48 weeks part-time evening Barbering Program to individuals seeking to become licensed barbers. Upon successful completion of the program, graduates will be awarded a certificate of completion, enabling these individuals to take their state board examination. The Barbering course is designed to offer students a wide range of educational opportunities through four levels.

Asher Institute of Hampton has designed the flow of its curriculum and facility to promote a highly motivating and practical course of study. The curriculum is designed to develop our students into the best possible barbers during their 1100-hours. Students will receive approximately 1100 hours of theory and clinical work with mannequins and clients on the barber clinical service area. Expectations are high for students while at the Institute, however, these expectations will produce tremendous results for those who attend the Institute with passion and dedication.

The overall educational objective of the barber program is as follows:

Students will develop a profound understanding of barbering technical skills and professional behavior necessary for careers in the beauty industry through theory instruction and practical experience working on mannequins and ultimately clients. Educational objectives of the program include:

- To understand that the profession is built around customer service to the client and to always be very attentive, polite, respectful, honest, and professional
- To identify what is best for each client and how to successfully communicate this to the client
- To build an extraordinarily strong foundation for technical application skills in styling, cutting, shaving & chemical services
- To build confidence within themselves as barbers and as people, and to project such confidence to the client through their application, professionalism, and personal image
- To successfully build their own brand and market themselves as barbers
- To understand the economics of the industry in order to achieve their desired earnings through goal setting and planning
- To produce graduates who obtain licensure and employment and maintain such employment

Barbering Program - Course of Study		
Level	Areas of Study	Brief Description
Level One 450 Hours	<ul style="list-style-type: none"> <li>• Orientation</li> <li>• History of Barbering</li> <li>• Barbering tools &amp; equipment</li> <li>• Professional Image</li> <li>• Communicating for success, life &amp; study skills</li> <li>• Infection Control</li> <li>• Shampooing &amp; Scalp Care/Treatment</li> <li>• Hair Styling</li> <li>• Facial Shaving</li> <li>• Sanitation</li> <li>• <i>Milady Standard</i> theory work</li> </ul>	<p>Freshmen Institute begins with an orientation designed to welcome and introduce new students to the Institute’s policies, expectations, and educational pathway.</p> <p>Freshmen Institute emphasizes theory work to prepare students for more detail practices.</p> <p>Focus: Understanding the history, tools, and sanitation of barbering &amp; introduction to shaving</p>
Level Two 900 Hours	<ul style="list-style-type: none"> <li>• Hair Cutting                             <ul style="list-style-type: none"> <li>○ Clipper &amp; Razor cutting</li> <li>○ Shear Cutting</li> <li>○ Haircutting Methods</li> </ul> </li> <li>• Hair Coloring</li> <li>• Sanitation</li> <li>• <i>Milady Standard</i> theory work</li> </ul>	<p>Sophomore Institute continues the emphasis on practical education through mannequin work.</p> <p>Focus: building foundations for Hair Cutting, Facial Shaving and Hair Coloring (dyeing).</p>
Level Three and Four 1100 Hours	<p><b>Level Three</b></p> <p>Barber Shop Orientation</p> <ul style="list-style-type: none"> <li>• Barber Shop Practical experience</li> <li>• Practice room assignments</li> </ul> <p>Professional Development</p> <ul style="list-style-type: none"> <li>• Professional image</li> <li>• Barber Business</li> <li>• Communication</li> <li>• Interviewing &amp; Resume building</li> <li>• Product knowledge &amp; retail selling</li> <li>• Clientele &amp; reputation building</li> </ul> <p>Theory &amp; Advanced Classes</p> <ul style="list-style-type: none"> <li>• General Sciences</li> <li>• Hair &amp; Beard Designs</li> <li>• Advanced Cutting</li> <li>• Skin Care &amp; Facials</li> <li>• State Board Review</li> <li>• Sanitation</li> </ul> <p><b>Level Four</b></p> <ul style="list-style-type: none"> <li>• State Board Preparation</li> <li>• Mock State Board Theory and Practical</li> <li>• Clinical</li> <li>• Make- up Testing and Practical</li> </ul>	<p>Junior and Senior Institute begins with a barber shop orientation that introduces students to the barber shop floor.</p> <p>Juniors and Seniors further develop fundamentals through advanced classes.</p> <p>Focus: developing and executing advanced barbering techniques by working with clients on the barber shop floor &amp; through advanced theory/practical classes.</p>

**INSTRUCTOR TRAINING PROGRAM COURSE OF STUDY**

Asher Institute of Hampton offers a 600-hour, 20 weeks full-time day and 28 weeks part-time evening. Asher Institute of Hampton combines art, science, and business within the Instructor Training program. The purpose of the educator course is to train the student in basic teaching skills. The objective along with clinical defines the training. Theory and clinical studies will provide work readiness skills and on-the-job training. Students will master Virginia State Board and Department of Professional and Occupational Regulations requirements along with being eligible for examination of license. Educational objectives of the program include:

- A positive attitude and self-confidence
- Deliver proper communication skills and professional environment
- Build a profound employer to employee atmosphere
- Apply the basic skills in teaching to classroom and clinical

<b>Instructor Training Program- Course of Study</b>		
<b>Level</b>	<b>Areas of Study</b>	<b>Brief Description</b>
<b>Level One 150 Hours</b>	<ul style="list-style-type: none"> <li>• The Career Education INSTRUCTOR TRAINING</li> <li>• The Teaching Plan and Learning Environment</li> <li>• Basic Learning Styles and Principles</li> <li>• Effective Classroom Management and Supervision</li> <li>• Basic Methods of Teaching and Learning</li> <li>• Program Review</li> <li>• Development</li> <li>• Lesson Planning</li> <li>• Educator Relationship</li> <li>• Teaching Success Strategies for a Winning Career</li> </ul>	The practical aspect of students working hands-on through their training will cover orientation, School Rules and Regulations; Qualities of the Professional Educator; Code of Ethics; Familiarization with School Facilities and Supplies; Licensing Requirements and Regulations, Laws; Fundamentals of Business Management; Professional Ethics; Business Plan; Written Agreements; School Operations, Policies, and Practices; Compensation Packages; Payroll Deductions; Telephone Use; Advertising; Sales; Communications; Public/Human Relations; Insurance; Salon Safety; Seeking Employment.
<b>Level Two 180 Hours</b>	<ul style="list-style-type: none"> <li>• Educational Aids</li> <li>• Technology in the Classroom</li> <li>• Effective Presentations</li> <li>• Assessing Progress</li> <li>• Advising Students</li> <li>• Achieving Learner Results</li> </ul>	Methods of Teaching and Clinical Managing is the practical aspect of the teacher program. Principles of Teaching, Learning, and Lesson Plan Development: Outlines, Examples of Lesson Plans, Components of Effective Lesson Plans, Preparation, Teaching Methods; Presentation Techniques: Application, Testing, Lecture and Workbooks, Demonstrations, Return Demonstrations, Discussion, Question and Answer, Projects, Field Trips, Developing and Using Educational Aids, Films or Videos, Charts, Mannequins, Reference Materials,

		Chalkboard, Overhead Projectors and Transparencies; Program Development and Review; Program Review
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Level Three 135 Hours and Level Four 135 Hours</p>	<p><b>Level Three</b></p> <ul style="list-style-type: none"> <li>• Learning is a Laughter Matter</li> <li>• Teaching Study</li>   <li>• Teaching Skills</li> <li>• Team at Work</li> <li>• Communicating Confidently</li> <li>• The Art of Retaining</li> </ul> <p><b>Level Four</b></p> <ul style="list-style-type: none"> <li>• Evaluating Professional Performance</li> <li>• Making the Student Salon Adventure</li> <li>• Career and Employment Preparation</li> </ul>	<p>Principles of Teaching, Learning, and Lesson Plan Development: Outlines, Examples of Lesson Plans, Components of Effective Lesson Plans</p> <p>All chapter’s subject matter will be implemented in hands-on teaching and engagement with student. Student Instructor/Educator will be required to complete agenda, syllabus, and lesson plan for class attending with mentor</p>



### INSTITUTION CULTURE

Asher Institute of Hampton is committed to delivering an inspiring and motivating educational environment for its students. To prepare students for their careers, the Institute culture is based on a professional salon environment. All students, faculty, and staff are expected to actively engage in promoting:

- A professional environment
- An exciting, motivating, and inspiring atmosphere
- A continuous attitude of learning
- A continuous goal of excellence
- A positive morale
- Excellent customer service

### EXTRACURRICULAR ACTIVITIES

Asher Institute of Hampton provides extra-curricular opportunities to students who meet the required criteria. These activities are designed to give back to the community, expose students to different avenues of the industry, offer post-graduation employment opportunities, and provide additional educational experiences in various industry-related environments. Some of the extra-curricular activities provided to students include, but are not limited to:

- Community Events: Students participate in events giving back to community by providing services to a variety of different groups and individuals
- Fashion Shows & Photo Shoots: Students may be given the opportunity to do hair and make-up for Institute fashion shows and photo shoots, as well as for local fashion groups or photographers. These opportunities serve as great portfolio building experiences for students and photos may also be featured in media and publications
- Career Days: Salon/barber shop owners and recruiters are invited to the Institute to recruit students for post-graduation employment
- Student Council: Students work together with Institute officials to provide additional academic activities that aid in student development and unity

## ADMISSIONS

All applicants to Asher Institute of Hampton must fulfill all admissions requirements to be considered for acceptance to the Institute. Please call the Admissions Department to schedule your information session and Institute tour (757) 723-4809.

### ADMISSIONS REQUIREMENTS

1. Submit a high school diploma, GED®, or state-issued credential for secondary completion if homeschooled or other circumstances apply.
  - High school transcripts will be accepted if diploma cannot be accessed (transcripts must clearly indicate graduation date). Online diplomas subject to acceptance upon verification standards.
2. Submit a copy of a legal form of identification.
3. Submit completed Application with a non-refundable \$100 Application Fee\*\*
4. Complete the Financial Planning Session
5. Sign the completed Enrollment Agreement.
6. Instructor Training requirement extra document:
  - Cosmetology or Barbering
  - Currently active and in good standard

Asher Institute of Hampton does not admit Ability-To-Benefit students. The Institute does not recruit students already attending or admitted to schools with similar programs. The Institute does not enroll students who are currently enrolled in elementary or secondary schools.

Asher Institute of Hampton does not discriminate based on sex, race, color, creed, ethnic origin, religion, or age.

Students who successfully complete the above requirements in a satisfactory manner will be accepted to the Institute and notified of acceptance to the Institute.

\*\*We accept Personal & Cashier's Check, Money Order, or Credit Card. Please make payable to Asher Institute of Hampton Note: Cash is not accepted for admissions payments.

*GED® is a registered trademark of The American Council on Education (ACE).*

## ***Prior Credit Evaluation***

Both the law and the regulations require schools to grant appropriate credit for prior training and experience. The current procedure provides for termination of VA education benefits if the school does not furnish an evaluation of prior credit within one (1) term (38 U.S.C. 3675(b)(2) and 3676(c)(4), and §21.4253(d)(3) and 4254(c)(4)

Prior credit is defined by the U.S. Department of Veterans Affairs as "the amount of credit allowed for previous education, training, and experience, including military training and experience". The portion of a student's military experience, AP credit, transfer credit, and so forth, which, when applied to the student's specific degree program, shortens that program.

### ***Asher Institute of Hampton Prior Credit Evaluation Process***

1. Student ensures that all previous education, training, and experience documents are received by the Financial Aid.
2. Evaluation of credit is processed by the Office of the Financial Aid.
3. Initial Degree Works and the program of study listed in the student's declared Bulletin will be the student's Prior Credit Evaluation. Any courses with previous earned passing grades that either the Care or Fresh Start has been applied will still count on the Prior Credit Evaluation.
4. If the student has any course deficiencies or pre-requisites not listed in the initial certified program or the student's declared Bulletin (academic year), then the Director of academics will need to complete the Student Course Requirements Change Form.

### TRANSFER STUDENT POLICY

Asher Institute of Hampton in congruence with the Board for Barbers and Cosmetology Policy, permits transfer students from cosmetology and barbering schools, who meet the below conditions, to apply to the program with possible awarding of previous credit earned. Students enrolled in Asher Institute of Hampton are permitted to transfer between the cosmetology and barbering programs (details listed below).

#### Cosmetology and Barber:

For Asher Institute of Hampton to award credit for transfer students, the former school must meet the following conditions:

1. The former school must be licensed by the appropriate state licensing entity while the student was enrolled. The school's current curriculum must be approved by that entity.
2. The hours earned at the originating school must have been earned no more than two years prior to enrolling in the new school
3. Both the new and former school must be accredited by an accrediting agency recognized by the U.S. Department of Health
4. The new school may only credit completed content, and must substantiate, based on the student's transcript, how hours are awarded towards each content area
5. Satisfactory of the above must be shown by the transfer student when applying to the Board for exam application

If the former school meets the above conditions, then an Official Transcript must be provided in order to award previous hours, performance requirements, and exam grades earned from the former school. The Official Transcript must clearly indicate the course content completed for credit to be transferred.

Hours earned from a program outside the state of Virginia are subject to being awarded depending on the state. The rules and hours of study for that state will be reviewed prior to accepting hours.

#### **Apprenticeship Programs:**

The Virginia Department of Professional and Occupational Regulation (DPOR), Board for Barbers and Cosmetology does not permit apprentice hours to be awarded as credit towards school hours.

#### **Transfer Between Programs:**

Currently enrolled students at Asher Institute of Hampton are permitted to transfer between the cosmetology and barbering programs with no loss of credit for progress already completed that fall under the applicable curriculum requirements. Credit earned for content that does not apply to the new program will not be awarded to the transferring student. Credit for all practical performances will be accepted.

*Completed coursework and/or credit earned at Asher Institute of Hampton are subject to acceptance by receiving school for students wishing to transfer out of the Institute.*

**RE-ENROLLING STUDENT POLICY**

Students who have withdrawn from Asher Institute of Hampton in good standing may apply for re-admission after waiting a minimum 60-day period. After two (2) years of being withdrawn from the program, re-enrolling students will not be eligible for any previous credit.

1. Previous credit earned during the initial enrollment is not guaranteed. If the re-enrolling student re-enrolls within the time frames below, they may receive the applicable credit. Time frames are based on the time between the student’s last day of their initial enrollment and the date of the re-enrollment:
  - Less than 2 years – 100% of hours & performances awarded
  - After 2 years - no credit will be awarded
2. A deposit of \$300.00 or 10% of the total re-entry costs are required prior to re-enrollment if a student is dropped for Finances. The deposit is non-refundable. The deposit will be applied to the student’s account on their signed contract date.

The re-enrolling student will enter at the same level of progress before withdrawing, according to their most recent Satisfactory Academic Progress determination.

When Re-enter	Requirements for Re-entry to the Institute
<p><b>Within Six Months</b></p>	<p>If a student re-enters <i><b>within six months</b></i> of withdrawal, then:</p> <ol style="list-style-type: none"> <li>1. The student will be evaluated on Satisfactory Academic Progress according to the same scheduled hours the student had at time of withdraw                             <ul style="list-style-type: none"> <li>○ <i>Example: If the student withdrew with 850 scheduled hours, then the student’s next review point will be in 350 scheduled hours (1200 cumulative scheduled hours).</i></li> </ul> </li> </ol>
<p><b>After Six Months</b></p>	<p>If a student re-enters <i><b>after six months</b></i> of withdrawal, then:</p> <ol style="list-style-type: none"> <li>2. The student will be evaluated on Satisfactory Academic Progress according to the same scheduled hours as new students                             <ul style="list-style-type: none"> <li>○ <i>Example: If student withdrew with 850 scheduled hours, then the student’s next review point will be in 600 scheduled hours (as is the case for new students).</i></li> </ul> </li> </ol>
<p>NOTE: A student may not be re-enrolled for a third time without extreme extenuating circumstances.</p>	

Placement and Student Kits for Transfer or Re-enrolling students:

A written and practical evaluation may be administered once a transfer or re-enrolling student has registered to determine at which level the student shall begin. A transfer or re-enrolling student will be required to have or purchase current textbooks, workbooks and any items required to bring their kit to the current standard. Students who withdraw or graduate from the program will have 30 days from the last day attended to collect all kits and personal belongings before items will be discarded.

## FINANCIAL AID

Financial aid is available to those who qualify. Asher Institute of Hampton participates in the following U.S. Department of Education programs:

- Federal Pell Grants
- Federal Direct Student Loans
  - Subsidized Loans
  - Unsubsidized Loans
- Parent PLUS Loans

Students can apply for federal financial aid by completing the Free Application for Federal Student Aid (FAFSA). Students can apply using the online submission form, found at:

[www.fafsa.ed.gov/](http://www.fafsa.ed.gov/) School Code: 010822

Students interested in obtaining student loan through financial aid must submit the below confirmation pages:

1. FAFSA Submission Page: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
2. Entrance Counseling Completion: [www.studentloans.gov](http://www.studentloans.gov)
3. Master Promissory Note Completion: [www.studentloans.gov](http://www.studentloans.gov)

For additional information, please contact the Financial Aid Director. Flexible cash payment options are available; please make financial arrangements with the Chief Operating Officer.

## VETERANS AFFAIRS GI BILL®

Asher Institute of Hampton is approved to offer GI Bill® benefits to eligible students.

“GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).”

Relief, Refund, and Reinstatement Tuition Guidelines (Military Students)

Tuition Refund Exception Policy (Military Students)

Purpose: Asher Institute of Hampton policy statement providing for the tuition relief, refund, and reinstatement of military students whose service in the uniformed services has required their sudden withdrawal or prolonged absence from continuing their education.

Policy: It is the policy of Asher Institute of Hampton to provide for the tuition relief, refund, and reinstatement of military students whose active military duty during a time of national emergency has required their sudden withdrawal or prolonged absence from continuing their education, as described in the Code of Virginia (§23-9.6:2). The policy is consistent with the Code of Virginia (§ 23-9.6:2), the corresponding guidelines of the State Council of Higher Education for Virginia (Policy on Refunds, Credits and Reinstatement as a Result of Military Service).

Responsibilities: It is the responsibility of military students to initiate the processes outlined in the policy. Military students on active military duty who are called away due to a national emergency should notify the appropriate College officials and provide a copy of their Orders as soon as possible

to initiate the processes outlined in the policy.

Procedures: For purposes of this section, military services are defined as service (whether voluntary or involuntary) on active duty in the Armed Forces, including such service by a member of the National Guard or Reserve, when mobilized or deployed for a period of more than 30 days.

**PROGRAM SCHEDULES & START DATES**

Every Tuesday-Open Enrollment- The Institute utilize a standard schedule for the level system. Students will sign an Enrollment Agreement before beginning classes, which will contract the student to their specific schedule. Schedules are final once the Enrollment Agreement is signed unless extenuating circumstances are presented. Asher Institute of Hampton offers full and part time schedules.

**COSMETOLOGY PROGRAM SCHEDULE & START DATES: Every Tuesday-Open Enrollment**

<b>Days of Week</b>	<b>Times</b>	<b>Hours/Day</b>	<b>Length</b>
Monday - Friday	9:00 am – 3:00 pm	30/5	1500 Hours/50 weeks
Monday-Thursday	4:30 pm -10:00 pm	22/4	1500 Hours/68 weeks
Saturday	9:00 am-3:00 pm	6/1	Make-up Day Only

**BARBERING PROGRAM SCHEDULE & START DATES: Every Tuesday-Open Enrollment**

Days of Week	Times	Hours/Day	Length
Monday-Friday	9:00 am – 3:00 pm	30/5	Full-Time 1100 Hours/36 Weeks Part-Time 1100 Hours/48 weeks
Monday - Thursday	4:30 pm – 10:00 pm	22/4	
Saturday	9:00 am -3:00pm	6/1	Make-up Day Only

**INSTRUCTOR TRAINING PROGRAM SCHEDULE & START DATES: Every Tuesday-Open Enrollment**

Days of Week	Times	Hours/Day	Length
Monday - Friday	9:00 am – 3:00 pm	30/5	600 Hours/20 weeks
Monday-Thursday	4:30 pm -10:00 pm	22/4	600 Hours/28 weeks
Saturday	9:00 am-3:00 pm	6/1	Make-up Day Only

All schedules will receive the same course of education.

Asher Institute of Hampton has open enrollment for the Cosmetology, Barbering, and Instructor Training programs.

*(Dates subject to change, please call Admissions Director to confirm dates)*

Class Start Dates	
Full-Time and Part- Time	
Cosmetology, Barbering, and Instructor Training	
Class Start Date	Scheduled Completion Date
January 2022	<ul style="list-style-type: none"> <li>• Cosmo FT-est. 1 year</li> <li>• Cosmo PT-est. 1 year &amp; 4 months</li> </ul>
February 2022	



March 2022	<ul style="list-style-type: none"> <li>• Barber FT-est. 9 months</li> <li>• Barber PT-est. 1year</li> <li>• Instructor Training FT-est. 4 months</li> <li>• Instructor Training PT-est. 7 months</li> </ul>
April 2022	
May 2022	
June 2022	
July 2022	
August 2022	
September 2022	
October 2022	
November 2022	
December 2022	

**STUDENT ORIENTATION**

Students registered for class are required to attend orientation, typically held the Saturday before the class start date. Students will also be scheduled for pre-orientation to finalize paperwork for their enrollment.

**INSTITUTE CLOSURE DATES**

The Institute will be closed during the following dates. Make-up time may be scheduled around the time of closure. Enrollment Agreements will be extended for holiday closures. The Institute may also close for Educator Training days (dates will be posted in advance):

<b>Institute Closure Dates</b>	
<b>Closure Reason</b>	<b>Dates Closed</b>
New Year’s Day	January 1 <sup>st</sup> , 2022
Martin Luther King Jr. Day	January 20 <sup>th</sup> , 2022
President’s Day	February 17 <sup>th</sup> , 2022
Spring Break	April 5 <sup>th</sup> – April 9 <sup>th</sup> , 2022
Memorial Day	May 25 <sup>th</sup> , 2022
Independence Day	July 3 <sup>rd</sup> and July 4 <sup>th</sup> , 2022
Labor Day	September 7 <sup>th</sup> , 2022
Thanksgiving Eve and Day	November 24 <sup>th</sup> and November 25 <sup>th</sup> , 2022
Christmas Eve and Day	December 24 <sup>th</sup> and December 25 <sup>th</sup> , 2022
New Year’s Eve	December 31 <sup>st</sup> , 2022

**GRADUATION REQUIREMENTS – COSMETOLOGY PROGRAM**

Asher Institute of Hampton students in the cosmetology program must complete the following requirements to graduate:

1. Complete the 1,500 clock hours required by Department of Professional and Occupational Regulation govern by the State of Virginia within required length of time
2. Complete the below 525 service performances required by the state:

<b>Graduation Performance Requirements</b>	
<b>Performance</b>	<b>Minimum Number Required to Complete</b>
Hair styling	320
Hair and scalp treatments	10
Tinting	15
Bleaching and frosting	10
Temporary rinses	10
Semi-permanent color	10
Cold permanent waving or chemical relaxing	25
Hair shaping	50
Wig care, styling, placing on model	5
Finger waving and thermal waving	30
Manicures/pedicures	15
Facials and waxing	5
Sculptured nails/nail tips/wraps	20
<b>TOTAL</b>	<b>525</b>

3. Maintain or achieve an academic grade point average of 70% or better
4. Complete and receive passing grades on all practical evaluations
5. Complete State-Board review written and practical examinations in satisfactory manner
6. Make satisfactory arrangements for payment of all financial obligations

Upon satisfactory completion of all requirements, student will receive a diploma and all necessary certified paperwork required to apply for state board examination & licensure.

**GRADUATION REQUIREMENTS – BARBERING PROGRAM**

Asher Institute of Hampton students in the barbering program must complete the following requirements to graduate:

1. Complete the 1,100 clock hours required by Department of Professional and Occupational Regulation within required length of time
2. Complete the below 370 service performances required by the state:

<b>Performance</b>	<b>Minimum Required</b>
Hair & Scalp Treatments	10
Hair Services	320
Tinting	15
Temporary Rinses	10
Semi-permanent color	10
Basic Facials	5
<b>Total</b>	<b>370</b>

3. Maintain or achieve an academic grade point average of 70% or better
4. Complete and receive passing grades on all practical evaluations
5. Complete State-Board review written and practical examinations in satisfactory manner
6. Make satisfactory arrangements for payment of all financial obligations

Upon satisfactory completion of all requirements, student will receive a diploma and all necessary certified paperwork required to apply for state board examination & licensure.

**GRADUATION REQUIREMENTS – INSTRUCTOR TRAINING PROGRAM**

Asher Institute of Hampton students in the Instructor Program must complete the following requirements to graduate:

1. Complete 600 clock hours required by Department of Professional and Occupational Regulation within required length of time
2. Maintain or achieve an academic grade point average of 70% or better
3. Complete and receive passing grades on all practical evaluations
4. Make satisfactory arrangements for payment of all financial obligations

Upon satisfactory completion of all requirements, student will receive a Diploma and License from DPOR and necessary paperwork to apply for license from DPOR.

**GRADING SYSTEM**

All students are tested in both theory and practical assessments. Students will be tested on every theory chapter. Students must take and pass all practical assessments before becoming eligible to perform the application on clients. If the student is absent or fails a test, it is the student’s responsibility to schedule and pass a makeup test. Asher Institute of Hampton ’s grading system is as follows:

Range	Grade	Description
100%-90%	A	Excellent - Exemplary performance.
89%-80%	B	Good - mastery of program content and excellent ability to apply program content concepts. The work displays initiative, independence and application. In some courses, originality may be required.
79%-70%	C	Satisfactory - mastery of program content and an ability to apply program content concepts. Work reflects a thorough understanding of the application and inter-relationships of material covered.
69%-0%	D	Fail - below average mastery of program. Needs improvement and review of materials covered and content concepts. Student considered failing. Unsatisfactory progress report will be issued in program content.

- Theory grades include scores earned on quizzes, tests, and oral exams.
- Practical grades are assigned by the instructor’s evaluation of clinic or mannequin work, based on satisfactory completion of all procedures assigned for each service performed.
- A minimum grade point average of 70% is required.

All students will receive formal, documented academic evaluations, known as **Satisfactory Academic Progress Evaluations**, throughout their course of study at the following points:

Cosmetology 1500 Hours	Barbering 1100 Hours	Instructor Training 600 Hours
1 <sup>st</sup> Evaluation Period ends: 450 hours 15 Weeks	1 <sup>st</sup> Evaluation Period ends: 450 hours 15 Weeks	1 <sup>st</sup> Evaluation Period ends: 300 hours 10 Weeks
2 <sup>nd</sup> Evaluation Period ends: 900 hours 30 Weeks	2 <sup>nd</sup> Evaluation Period ends: 900 hours 30 Weeks	2 <sup>nd</sup> Evaluation Period ends: 600 hours 20 Weeks
3 <sup>rd</sup> Evaluation Period ends: 1200 hours 40 Weeks	3 <sup>rd</sup> Evaluation Period ends: 1100 hours 36 Weeks	
4 <sup>th</sup> Evaluation Period ends: 1500 hours 50 Weeks		

Students will be evaluated on both academic and attendance standards. Students must maintain averages of 70% in both attendance and grade point average to be considered making satisfactory progress. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. The Satisfactory Academic Progress Evaluation Form will be provided to the student at the time of each evaluation period and maintained in their student file. The evaluation form should reflect the overall Attendance and Academic Progress of the student.

Students failing to meet above minimum requirements for attendance or academic progress at the review point will be placed on Financial Aid Warning until the end of the next scheduled review or until re-establishing Satisfactory Academic Progress, whichever occurs first. During the Financial Warning period, students are making Satisfactory Academic Progress and students who receive federal funds may continue to be funded. If the student is meeting minimum requirements at the end of the Financial Aid Warning period, the student will be determined as making Satisfactory Academic Progress.

If the student fails to meet requirements at the end of the Financial Aid Warning period, the student will be suspended from receiving Title IV funds and may face termination, unless the student appeals the finding that they are not meeting the satisfactory academic Policy and prevails on the appeal. A student cannot have successive periods in Financial Aid Warning status.

#### INSTITUTION POLICIES

Asher Institute of Hampton has established policies, procedures, and guidelines to allow for a conducive learning environment while at the Institute. These policies are applicable to all students, regardless of program of study.

**Attendance** — Students must maintain 70% attendance rate. Saturday attendance (make-up hours and work) is required for scheduled students (unless permission for absence is granted in advance). Attendance is recorded using timecards issued to students to clock in and out.

**Excessive Absenteeism** — Asher Institute of Hampton does not differentiate between excused and unexcused absences. Students who are excessively absent will not meet the minimum attendance average requirement and will ultimately be terminated from the Institute. Students who do not attend for seven (14) consecutive instructional days without prior written notification will be terminated from the program.

**Tardiness** — Students are expected to be present and prepared by the scheduled start time. The Institute does not permit tardy students to enter unless the student provides:

- A same day note from a doctor's office, Court, social services, or child's school clearly dated and documented, excusing the student for the schedule start time
- First-person notification (before the scheduled start time) to an Institute Official of an extenuating circumstance causing the expected tardiness

Students will be permitted to enter at the time of arrival if providing one of the above. Tardiness adversely affects student's attended hours and attendance rates.

**Make-Up Testing Policy** — Any student with failed or incomplete tests must make-up those tests, before they can perform services on clients. It is the student's responsibility to monitor test grades, schedule make-up test time, and retake a test. In the event of a re-test, as a result of an unacceptable grade, the re-tested grade will replace the prior grade.

**Professional Image Policy** – Students are expected to come to the Institute with professional image standards each day, including hair, make-up, personal hygiene, and wearing the school issued uniform with solid black pants, solid black closed-toed shoes, and school issued name badges.

**Leave of Absence Policy** – An advanced written request for a leave of absence (LOA) must be submitted to the office (or may be verbal under certain circumstances, with appropriate paperwork completed upon return). The LOA shall be awarded under special circumstances that make attendance impossible or impractical for a student to attend school. The LOA together with any additional leaves of absence must not exceed a total of 180 calendar days in any twelve-month period.

### **CONDUCT**

Asher Institute of Hampton educates and trains students to build the skills and professionalism necessary to succeed in the beauty industry. Behavioral conduct is a key focus in building professionalism and is expected among all students. Students who have behavioral misconduct may be subject to suspension or termination.

Corrective Action - Asher Institute of Hampton follows a corrective action procedure to discipline behavioral misconduct. The degree of misconduct will determine the level of corrective action taken. The standard corrective action procedure is as follows:

1. Verbal Warning
2. Written Warning & Performance Improvement Plan
3. In-School Suspension (students prohibited from performing services on clients or students)
4. Suspension
5. Termination

The school may elect to skip a progressive disciplinary action step(s) to appropriately address any behavioral misconduct (i.e. students in gross misconduct may be immediately suspended or terminated without any warnings).

Students may follow the complaint procedure to appeal any corrective action taken against student for behavioral misconduct. Students may be readmitted to the Institute or permitted to earn make up hours for any time missed, if they prevail upon appeal.

### **OFFICIAL TRANSCRIPTS**

Students withdrawing from school will receive a copy of their Official Transcript if all balances due to the school are paid in full and a request is made in writing along with a \$10.00 charge. Transcripts will be available for pick up within 10 business days of balances paid in full and written requests received. Students with balances due to the school will not receive their official transcripts.

### **EMPLOYMENT ASSISTANCE**

Asher Institute of Hampton does not guarantee employment after graduation. The Institute does offer the following employment assistance: posting job listings on the designated bulletin board; providing professional development classes to prepare students for professional salon work and inviting salon & barber shop owners/employers to recruit students through our Career Day.

#### OFFICE HOURS & COUNSELING

The Institute Director, Financial Aid Director and other faculty have office hours available to students outside of the programs regularly scheduled class hours. Office hours are posted outside of the faculty member's respective offices to allow students to discuss any academic, administrative, or financial aid questions or concerns. Staff members are also available during office hours for students seeking career counseling, assistance, or academic support.

#### ACCESS TO FILES AND RIGHT TO PRIVACY

The Family Educational Rights and Privacy Act of 1974 (FERPA) guarantees the student and parent or guardian of a dependent minor, the right to access their personal file and the student's rights to the privacy of that file. A third party would only be granted access to a student's file or information regarding that file by providing written permission from the student or parent or guardian of a dependent minor. Some third-party agencies, such as governmental and legal agencies have a right to receive information for accrediting purposes. If a student wishes to view his/her file, an appointment must be made with the administrator. A student's records, including all admissions information, financial aid records, and satisfactory academic progress records will be maintained by the school in an archive electronic file after graduation or withdrawal. Official transcripts will be held by the school indefinitely.

#### STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

Student Right-To Know information (student's rights, privileges, and responsibilities) and the Institute's Campus Security Act information are made available to students through the Institute's publication, Federal Consumer Information. The Federal Consumer Information publication will be provided to students before enrollment through the Orientation session and can be found on the Institute's website ([www.AsherInstituteofHampton.edu](http://www.AsherInstituteofHampton.edu)) under the financial aid tab.

#### PROGRAM SUCCESS

The Institute measures program success through collecting feedback from current students, graduates, and the Institute's Advisory Committee as well as reviewing the Institute's completion, licensure, and employment rates annually. Outcome rates can be found on the Institute's website ([http://www.AsherInstituteofHampton.edu/financial-aid/.](http://www.AsherInstituteofHampton.edu/financial-aid/))

#### STUDENT COMPLAINT PROCEDURE POLICY

Asher Institute of Hampton utilizes a policy and procedure for handling student complaints, and students are informed in writing of this policy and procedure. The Institute will make every attempt to resolve any student complaint.

A student, instructor, or interested party may file a complaint against the Institute or related party under the following procedures:

1. The complaint must be in writing to the Institute Executive Director
2. The complaint must outline the allegation or nature of the complaint within 30 days of the date that the act occurred.

An Institute representative will attempt to meet with the complainant within 30 days of receipt of the written complaint or will send a written response if meeting cannot be arranged. If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the

Institute's Complaint Committee. Evidence of final resolution of all complaints will be retained in school files. Students will not be subject to unfair action or treatment because of the initiation of a complaint.

If the student complaint cannot be resolved after exhausting the Institute's complaint procedure, the student may file a complaint with the state Council of Higher Education for Virginia submitted to; State Council of Higher Education for Virginia (SCHEV), Private Postsecondary Education, 101 N. 14th St., 9th Floor, James Monroe Building, Richmond, VA 23219. The student may also submit the complaint to the National Accrediting Commission of Career Arts and Science (NACCAS), location 3015 Colvin Street, Alexandria, Virginia 22314.

Our office investigates complaints of the beneficiaries. While most complaints should be initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email at [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov).

#### INSTITUTIONAL REFUND POLICY

The institutional refund policy applies to all withdrawals and terminations for any reason by either party who signs the enrollment contract. To terminate the enrollment contract, either party must do so in writing.

The failure of a student to immediately notify the school in writing of the student's intent to withdraw may delay a refund.

1. Applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes will be entitled to a refund of all monies paid to the school less the Application Fee in the amount of \$100.00.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days).
7. In type 2, 3, 4, or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
8. Any monies due a student who officially withdraws from the institution shall be refunded with 45 days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals must be monitored and determined by the institution at the times it normally monitors attendance, but a minimum once a month (every 14 days).
9. When a student requests a transfer to another school, the school may charge a reasonable fee, not to exceed \$100.00 (cancellation or administrative fee). In the case of a student's prolonged illness or accident, death in the family, or other circumstances that made it impractical to complete the course, the seller shall make a settlement which is reasonable and fair to both parties.
10. If the school is permanently closed and no longer offers instructions, after the student has enrolled, the student shall be entitled to a pro-rata refund of tuition. If a course is canceled after a student's enrollment, the school shall at its option, provide a completion of the course at another location with student's approval; or provide a full refund of all monies paid.



- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies pursuant to section 8VAC40-31-160 mandate.

The Student who enters the school but withdraws or is terminated		
1st Quartile	25% of the program	Student is entitled to a minimum refund amount of 75% of the program
2 <sup>nd</sup> Quartile	More than 25% but less than 50% of the program.	Student is entitled to a minimum refund amount of 50% of the program
3 <sup>rd</sup> Quartile	More than 50% but less than 75% of the program.	Student is entitled to a minimum refund amounting to 25% of the cost of the program
>3rd Quartile	75% or more of the program	Student shall not be entitled to a refund.

**POLICY FOR RETURN OF TITLE IV FUNDS**

the financial aid office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations. If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility to Title IV funds. Recalculations is based on the percentage of earned aid using the following feral return to Title IV funds formula:

- A financial aid recipient who withdraws for the school may have a portion of their aid returned to the Department of Education. The student will earn their aid based on the hours attended in the payment period, divided by the hours in the period multiplied by the aid received or eligible to be completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. This percentage is also the percentage earned aid. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula.

Aid to be returned (100% of the aid that could be disbursed minus the percentage of unearned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

- If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debt to the school.
- The institution will return the amount of Title IV funds no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds for the Title IV programs will be made in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Parent Loans
- Federal Pell Grants
- FSEOG
- Veterans Programs
- Other

Asher Institute of Hampton collection procedures reflect good taste and sound ethical business practices. Complete records of all payments by students are maintained in a secure, fire-resistant location.

If a refund is due to the Title IV funds of \$25.00 or less, the school may retain these funds. The Asher Institute of Hampton is an equal opportunity educational institution. We do not discriminate on basis of sex, age, race, color, religion, or ethnic origin.

**COSTS AND FEES**

Asher Institute of Hampton tuition, kits, books, and fee charges for the various programs are as follows:

<b>COSMETOLOGY PROGRAM - COSTS &amp; FEES (10/01/2021-10/01/2023)</b>	
<b>Description of Charge</b>	<b>Cosmetology Program</b>
<i>Tuition Cost by Payment Period (hours)</i>	
<b>Tuition Breakdown</b>	
<b>Application Fee</b>	<b>\$ 100.00</b>
<b>Student Kits and Books</b>	<b>\$ 1,700.00</b>
<b>Tuition Charge</b>	<b>\$ 17,134.00</b>
<b>Total Charges for Payment Period 1 (1 hour-450 hours)</b>	<b>\$5,139.00</b>
<b>Total Charges for Payment Period 2 (451 hours – 900 hours)</b>	<b>\$ 5,139.00</b>
<b>Total Charges for Payment Period 3 (900 hours – 1200 hours)</b>	<b>\$ 3428.00</b>
<b>Total charges for Payment Period 4 (1201 hours-1500 hours)</b>	<b>\$3428.00</b>
<b>Total Investment</b>	<b>\$ 18,934.00</b>

<b>BARBERING PROGRAM - COSTS &amp; FEES (10/01/2021-10/01/2023)</b>	
<b>Description of Charge</b>	<b>Barbering Program</b>
<i>Total Cost by Payment Period (hours)</i>	
<b>Tuition Breakdown</b>	
<b>Application Fee</b>	<b>\$ 100.00</b>
<b>Student Kits and Books</b>	<b>\$ 1,700.00</b>
<b>Tuition Charge</b>	<b>\$ 15,074.00</b>
<b>Total Charges for Payment Period 1 (1 hour-450 hours)</b>	<b>\$6,165.00</b>
<b>Total Charges for Payment Period 2 (451hours – 900 hours)</b>	<b>\$6,165.00</b>

<b>Total Charges Payment Period 3 (901 hours – 1100 hours)</b>	<b>\$2,744.00</b>
<b>Total Investment</b>	<b>\$ 16,874.00</b>

<b>INSTRUCTOR TRAINING PROGRAM - COSTS &amp; FEES</b> (10/01/2021-10/01/2023)	
Description of Charge	Instructor Training Program
<i>Total Cost by Payment Period (hours)</i>	
<b>Tuition Breakdown</b>	
<b>Application Fee</b>	<b>\$ 100.00</b>
<b>Student Kits and Books</b>	<b>\$ 250.00</b>
<b>Tuition Charge</b>	<b>\$ 6,400.00</b>
<b>Total Charges for Payment Period 1 (1 hour -300 hours)</b>	<b>\$3,200.00</b>
<b>Total Charges for Payment Period 2 (301 hours- 600 hours)</b>	<b>\$3,200.00</b>
<b>Total Investment</b>	<b>\$6,750.00</b>

Re-Enrolling and Transfer students will be charged tuition at the rate of \$15.00 per hour for each hour needed to complete the program.

Students have a 15% absence allowance built into their enrollment agreement before over contract fees apply.

**Payment Plans:** Students have the following payment plan options available:

OPTION 1: The purchaser and/or guarantor agrees to pay the balance due in equal monthly installments of the balance due. The first payment is due the first day of class and all subsequent payments are due on the same day of each month until balance is paid in full.

OPTION 2: Any amount of the balance due may be paid, provided the amount is equal to or greater than the monthly installments of Option 1.

OPTION 3: Payments may be made through Title IV Funds or combination of Title IV Funds and Option 1 or 2, should the Title IV Award be insufficient to cover all charges.

#### Facility Fees / Over Contract Charges

Additional facility charges may apply to a student’s account if said student does not complete the training within 118% of the scheduled time in the respective payment period. The student may be charged an institutional facility fee equal to the number of hours over the scheduled time the student took to complete the training period. This fee is additional cost to be applied to the next training period

and will be factored into any refund calculations at the hourly rate of tuition per hour of \$11.42-Cosmetology, \$13.70-Barbering, and \$10.67 Instructor Training per hour.

#### INCLEMENT WEATHER CLOSINGS

Asher Institute of Hampton closings for inclement weather will be aired on local media outlets, such as television and radio stations. The Institute often follows similar guidelines as the public schools' districts.

#### ENROLLMENT AGREEMENT

An enrollment agreement between the Institute and the student (or student's parent or guardian if student is a minor) will be executed prior to starting classes. Students requiring training beyond the contract date may be considered "over contract." Actual over contract hours will be calculated in the following manner: Number of hours attending school after contract date minus holidays, unscheduled closed school days. Over contract charges / facility fees will be assessed at the rate of \$11.42-Cosmetology, \$13.70-Barbering, and \$10.67 Instructor Training per hour. All balances due the school, including over contract charges, must be paid before the student receives their diploma or paperwork required to apply for licensing.

#### TITLE IX COORDINATOR

Title IX Coordinator is responsible for but not limited to: Review complaints concerning sexual misconduct, discrimination, harassment, and misconduct on the basis of sex. The Coordinator is available to speak with the student, staff members, and third parties who have questions concerning the title IX policy. To assist students who report sexual assault in obtaining medical support as well as student counseling and support services. To schedule and conduct classes on the Title IX policy with student and staff so they are aware of the existing rules and how to file a complaint, process that follows and the outcomes of the complaint.

#### ADMINISTRATIVE STAFF AND EDUCATIONAL DEPARTMENT

President: Eugene B. Driggers

Operations Manager: Valerie David

Financial Aid & Title IX Coordinator: Carolyn Hill

Admissions Representative: Amanda Vaughan

Cosmetology Lead/Educator: Cassandra Custis

Cosmetology/ Barbering Educator: Eugene B. Driggers

Cosmetology Educator/Code and Compliance:

Latoria Franklin

Barbering Educator: Kenneth Lister

Cosmetology Educator: Selena Grant

## ACCREDITATION, CERTIFICATION AND LICENSURE

### ACCREDITATION

NACCAS - The National Accrediting Commission of Career Arts and Sciences  
3015 Colvin Street  
Alexandria, VA 22314  
703 - 600 – 7600  
<http://naccas.org/>



### CERTIFICATION

SCHEV - The State Council of Higher Education for Virginia  
Private and Postsecondary Education  
N. 14<sup>th</sup> St., 9<sup>th</sup> Floor, James Monroe Building  
Richmond, VA 23219  
804 - 225 - 2600  
<https://schev.edu/>



### LICENSING

DPOR's Virginia Board for Barbers and Cosmetology  
804 – 370 - 8500  
9960 Maryland Drive, Suite 400, Richmond, Virginia 23233  
<http://www.dpor.virginia.gov/>



US Department for Veterans Affairs

Veterans Affairs GI Bill®

“This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency.”