



Graham's Barber College

3016 AL Lipscomb Way
Dallas, Texas 75215
(214) 421-8040 Main
(214) 421-0979 Fax

grahamsbarberc@att.net
Grahamsbarbercollege.com

Student Catalog

July 1, 2026 – June 30, 2027
Published: July 1, 2026

All information in this catalog is current and correct and is so certified as true by: *Carl and Carol Frasure*

Table of Contents

WELCOME,	4
MISSION STATEMENT	5
CATALOG	5
FACILITIES & EQUIPMENT	5
PROGRAMS	5
PROGRAMS SCHEDULE AND LENGTHS	5
ADMISSION POLICY	6
TRANSFER POLICY (HOURS AND SERVICES FROM ANOTHER INSTITUTION)	6
RE-ENTRY (RE-ENROLLMENT POLICY)	6
STATEMENT OF NONDISCRIMINATION	7
RECRUITING	7
VISA SERVICES	7
INSTRUCTIONAL LANGUAGE	7
HOURS OF OPERATION, START DATES & HOLIDAYS	7
ORIENTATION DAY	7
TUITION AND FEES	8
PAYMENT METHODS	8
FINANCIAL ASSISTANCE	8
EXTRA INSTRUCTIONAL (OVERTIME) CHARGES	8
COURSE OUTLINES	9
SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)	13
EVALUATION PERIODS	13
ACADEMIC YEAR	14
THE INSTITUTION OPERATES ALL PROGRAMS ACCORDING TO A SCHEDULE OF 900 HOURS & 26 WEEKS OF INSTRUCTION.	14
ATTENDANCE PROGRESS	14
QUALITATIVE PROGRESS	14
MAXIMUM TIME FRAME	14
GRADING SYSTEM	15
WARNING	15
ACADEMIC PROGRESS STATUS	15
TRANSFER STUDENTS AND SAP	15
RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS	15
EVALUATION RESULTS (SAP REPORTS)	15
LEAVE OF ABSENCES AND SAP	16
INCOMPLETES, WITHDRAWALS, OR REPETITIONS	16
TITLE IV FINANCIAL AID	16
STUDENT CLOCK HOUR POLICY	16
TARDINESS	16
EXCUSED AND UNEXCUSED ABSENCES	17
LEAVE OF ABSENCE POLICY (LOA)	17
MAKE UP HOURS AND WORK	17
PHYSICAL AND HEALTH CONSIDERATIONS	17
ACCESS TO STUDENT RECORDS AND PRIVACY	17
FAMILY EDUCATIONAL RIGHTS AND PRIVACY POLICY	18
RECORDS RETENTION AND ACADEMIC TRANSCRIPTS	18

DISCLOSURE AND RETENTION OF STUDENTS RECORDS & RIGHTS	
TO PRIVACY	18
MISSING OR STOLEN ITEMS	19
SCHOOL LIBRARY & MATERIALS.....	19
GRADUATION REQUIREMENTS.....	19
HOUSING.....	19
CAREER AND JOB PLACEMENT POLICY	19
CAREER OPPORTUNITIES IN THE BARBERING FIELD	20
TEXAS STATE LICENSING REQUIREMENTS	20
CONDUCT POLICY	20
TERMINATION CONDUCT DISMISSAL POLICIES	21
INSTITUTIONAL REFUND CALCULATION.....	21
REFUND DEADLINE.....	21
RETURN TO TITLE IV (R2T4) FOR FEDERAL STUDENT AID	22
FEDERAL FINANCIAL AID	23
WHO QUALIFIES FOR FEDERAL FINANCIAL AID	23
CONSTITUTION DAY	23
VOTER REGISTRATION.....	23
GRIEVANCE PROCEDURES/ POLICY.....	24
LICENSING AND REGULATORY AGENCIES	24
BANKRUPTCY HISTORY	25
OWNERSHIP	25
INSTRUCTORS & ADMINISTRATION	25
SUBSTITUTE INSTRUCTOR(S)	26
PRE-ENROLLMENT ACKNOWLEDGEMENTS	27

Welcome,

Thank you for selecting Graham's Barber College to assist you in obtaining your Barber training. Owners Carl and Carol Frasure have combined have over 50 Years of experience in the beauty industry and Barber instruction. *Our goal is to teach you how to think independently, not what to think.* The degree of your success will depend on the effort you are willing to apply during your entire course of study.

This industry of change provides you with nearly unlimited opportunity and earning potential in an industry of change. Graham's Barber College will provide you with necessary education and skills for a successful future and the fundamental training and necessary skills to pass the Texas state board exams. The history of barbering is proven and tested to be a near recession proof industry.

We are happy to have you visit our school at any time. Give us a call and take a tour, meet our instructors and consider the many advantages of enrolling in Graham's Barber College. We will be pleased to answer all of your questions. We are sure you will be impressed.

Our Best,

Carl and Carol Frasure

Mission Statement

The Mission of Graham's Barber College is to provide a well-rounded post-secondary educational experience in the art and science of Barbering. Our primary objectives are to inspire and equip students to acquire the knowledge and skills necessary to pass the Texas State Board licensing exams in Barbering while promoting personal and professional development to allow its graduates to gain entry level employment upon graduation.

Catalog

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. Any student or any member of the public may file a complaint about this institution with the Texas Department of Licensing and Regulations by calling 800-803-9202, P.O. Box 12157, Austin, Texas 78711, online at <https://www.tdlr.texas.gov/complaints>.

Facilities & Equipment

Graham's Barber College's facility occupies 3744 sq. ft. and is equipped with both an alarm and security cameras. The facility features a reception area where students learn to greet guests, create ticket orders for services, practice telephone etiquette, and learn to navigate the register. The institution's classroom has 6 elongated tables positioned in U-Shape for student centered lectures. There are 40 student lockers, 24 Barber Chairs, a student training station for manikins and Texas state board mock and practical exams, 2 shampoo bowls, 2 shampoo chairs, 4 hooded dryers, 2 manicure stations 2 Chairs, 50 guest chairs, and a TV/Audio-Video, Projector with screen. The institution also has 2 locked storage rooms for backbar products, textbooks, equipment and school uniforms, 2 Large Hot Towel Warmers, 3 Lather Machines, an instructor office and a break room for students with a refrigerator, microwave and toaster oven. Coffee and Condiment Retail Center, including snacks, water and other beverages. The school is equipped to accommodate up to twenty-four students at any one time.

Programs

Graham's Barber College is currently offering Class A Barber 1000 program and a Class A Barber 1000 program with distance education.

Programs Schedule and Lengths

Program Length & Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
* Class A Barber 1000 35 hours a week 29 instructional weeks 1000 total clock hours	9:00am - 4:30pm	9:00am - 4:30pm	9:00am - 4:30pm	9:00am - 4:30pm	9:00am - 4:30pm
Class A Barber 1000 21 hours a week 48 instructional weeks 1000 total clock hours	9:00am - 1:00 pm	9:00am - 1:00 pm	9:00am - 1:00 pm	9:00am - 1:30 pm	9:00am - 1:30 pm

*Full time programs included ½ hour lunch deducted from clocked hours.

Admission Policy

Graham's Barber College is accepting students for admission once the following criteria have been met:

- Students must be 17 years of age to enroll.
- Students must provide a copy of his/her High School Diploma, or GED or their transcript showing high school completion or documentation proving completion of homeschooling at the secondary level as defined by state law or have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- Ability to Benefit Exam (ATB): Graham's Barber College is not currently accepting Ability to Benefit Exams, for admissions.
- An academic transcript showing completion of at least a two-year program that is acceptable towards a bachelor's degree will substitute for a Highschool diploma or GED.
- Applicant must provide a valid, current, government-issued picture ID, such as a Texas Driver's license, ID Card, other state issued ID, or Passport.
- If a high school information appears to be questionable, for example (age and date of graduation are not reasonable, or the documentation doesn't look official, etc.) an official transcript will be requested and evaluated by the director of education prior to enrolling the student. If the information cannot be verified by the school the student must pass a GED test prior to enrollment. Self-Certification will not be allowed for enrollment or Title IV purposes.
 - Provide their Social Security number or TIN.
- **Veteran's Students only:** The school will review prior credit from all post-secondary training as appropriate for students eligible for VA education benefits, *if applicable.*
- **Transfer students only:** Transfer students shall provide transcripts from **prior** instructional institution **before** enrollment. Failure to provide the required documentation of previous training, in any circumstance, prior to enrollment will result in not being able to apply those hours that could be accepted toward your enrollment at Graham's Barber College.
- This institution does not award credit for experimental learning.
- This institution has **not** entered into an articulation or transfer agreement with any other institution.

Transfer Policy (Hours and Services from Another Institution)

The transferability of credits or services you earn and are deemed transferable from another institution is determined at the **sole discretion of** Graham's Barber College's **administration**. You may be required to repeat some or all of your coursework or services. All transfer hours must be determined prior to enrollment and included in your enrollment agreement. Students transferring from a private licensed or certified Barbering school will submit a request to Texas Department of Licensing and Regulation to transfer the completed hours of instruction to a Texas School.

Re-entry (Re-Enrollment Policy)

A student who withdraws from Graham's Barber College may re-enter into the same course of study without the loss of credit for prior hours and operations earned during prior enrollment and will reenter at the same Satisfactory Academic Progress status as when they left, *if re-entry occurs within 180 days of last day of attendance*. A student who was terminated for behavior reasons **may not** be

eligible for re-entry. Students who re - enter *more* than 180 days after last day of attendance will have their transcripts evaluated for the number of credits and services, they will receive credit for and such review and transferring of hours will be at the sole discretion of the school's Administration. A new registration fee of \$100 must be paid to re- enroll.

Statement of Nondiscrimination

Graham's Barber College is committed to providing equal opportunities to all applicants in all programs, and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation or enrollment of students or employees on the basis of race, color, religion, religious beliefs, national (ethnic) origin, sex, sexual orientation, perceived gender, or gender identity, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual.

Recruiting

Graham's Barber College does not actively engage in recruiting students from other Barbering schools. The school strives to follow ethical practices at all times.

Visa Services

Graham's Barber College admits students from other countries but does not provide visa related services.

Instructional Language

All classes are conducted in English only.

Hours of Operation, Start Dates & Holidays

Instructional hours are Monday through Friday from 9:00 am – 4:30pm. New classes begin BiMonthly. **Administration hours for enrollment questions are 9:00 am – 12:00 pm Monday- Friday, or by appointment.** The holidays observed by the institution for the 2025-2026 catalog period are: Fourth of July (7/4/2025), Thanksgiving Day and the day after (11/27 & 11/28/2025), Christmas Eve & Day Christmas Day (12/22-31/2025), New Year's 01/01-02/2025 and a Spring Break (04/14 to 4/18 - 2025 Memorial Day (May 26th, 2025) and Juneteenth, June 19th, 2025.

A "special" holiday may be declared for weather, emergencies, staff training, COVID-19 or other reasons. Holy Days for all religious beliefs are respected. Students will receive text messages or email regarding information pertaining to unexpected school closures if they occur. Special closures will not be counted towards student's Satisfactory Academic Progress.

Orientation Day

Student orientation occurs **prior** to the first day of class, no clock hours are earned. All new students, transfers student and re-enrollment students are required to attend. At orientation students will review school procedures and policies with a school staff member.

Tuition and Fees

Tuition and Fees	Class A Barber 1000
Registration Fee*	\$100.00
Tuition	\$14,314.00
Books**	\$364.00
Kits Supplies **	\$475.00
Uniforms**	\$35.00
Total Tuition & Fees	\$15,288.00

*Non-Refundable

** Non-Refundable 7 days after signing enrollment agreement

School fees for payment plans are due on the 6th of each month; any payments received after the 13th will incur a \$25 late fee which must be included in the payment.

Non-Institutional Fees:

Class A Barber - Written Class A Barber Exam (English) \$55.00 (ADD)

Class A Barber Practical Exam (English)-\$76.00

Class A Barber License--\$50

Payment Methods

Other methods of payment of monies owed may be paid by cash, credit card, check, Title IV Funds, Veteran's Educational Funding payments, or money order. A non-sufficient funds fee of \$35 will be added for returned checks.

Financial Assistance

Graham's Barber College is currently accepting Title IV grants and student loans, their school code is #043024. To learn about available payment plans, contact our administration at (214) 421-8040.

Extra Instructional (Overtime) Charges

Graham's Barber College does not charge over contract fees, but students are required to complete their training within the time specified in the enrollment agreement, which is equal to the maximum time frame of 150% of scheduled hours for Class A Barber 1000. Any student who has exhausted the maximum time frame will be dropped from the program.

Course Outlines

	Class A Barber 1000												
Program Description	The Class A Barber Program is designed to for its students to acquire the knowledge and skills necessary to pass the Texas state board exams and become eligible for potentially profitable entry level employment as a Class A Barber in an entry level position.												
Program Mission & Objectives	The Mission of Graham’s Barber College is to provide a well-rounded post-secondary educational experience in the art and science of Barbering. Our primary objectives are to inspire and equip students to acquire the knowledge and skills necessary to pass the Texas State Board licensing exams in Barbering while promoting personal and professional development to allow its graduates to gain entry level employment upon graduation.												
Graduation Requirements	To receive a Certificate of Completion from Graham’s Barber College and graduate, students must complete all required clock hours for their program, complete and pass required final written examination with 70% or higher, have a cumulative grade of 70% and complete a practical skills assessment with a 70% or higher. Additionally, students must satisfy all financial obligations to Graham’s Barber College prior to graduation.												
Total Clock Hours	This course is 1000 hours in length. This program is delivered Tuesday through Saturday, with both full time and part time schedules available.												
Exams	Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 70% and 67% <u>cumulative attendance to maintain satisfactory attendance progress.</u>												
Grading System	Students are graded by using a grading system of 0 to 100 points. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on the practical and theoretical work. Students must maintain a “C” average to maintain satisfactory academic status. The system detailed below is the grading system utilized in this institution. <table><tr><td>90% - 100%</td><td>A</td><td>Excellent</td></tr><tr><td>80% - 89%</td><td>B</td><td>Good</td></tr><tr><td>79% - 70%</td><td>C</td><td>Passing</td></tr><tr><td>Below 70%</td><td></td><td>is Failure</td></tr></table>	90% - 100%	A	Excellent	80% - 89%	B	Good	79% - 70%	C	Passing	Below 70%		is Failure
90% - 100%	A	Excellent											
80% - 89%	B	Good											
79% - 70%	C	Passing											
Below 70%		is Failure											

Textbooks/ Learning Materials	Milady Standard Barbering, 7 th Edition Author: Maura Scali-Sheahan Cengage Learning. Published 2017, Print (05), Print Year 2019. Printed in United States of America ISBN:978-1-305-10055-8.
Distance Education	NONE
Mode of Instruction	Traditional Classroom and School Salon Floor
Internship/Externship	None
Faculty & Qualifications	All Instructional staff and substitute(s) hold a State of Texas Barbering license.
Employment Assistance/Professional Development	Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum recordkeeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.
State Requirements/Laws and Regulations	Students will learn the laws and regulations pertaining to Barbering 35 hours of technical instruction, as set forth by Texas State Board.
Skills and competencies to be acquired by the student.	○ At the completion of the program the student will have acquired the following skills (but are not limited to): ○ Clean and sanitize tools and work environment. ○ Schedule client appointments and accept payments. ○ Properly use and handle all barbering related tools such as; clippers, trimmers, scissors, razors, curling irons, blow driers, combs and brushers, etc. ○ Effectively use styling techniques which include, thermal styling, pressing, finger waving, pin curls, etc. ○ Perform chemical services such as permanent waving, hair coloring, bleaching, chemical relaxing, etc. ○ Perform haircutting services using clippers, trimmers, scissors, razors, and thinning shears. ○ Apply scalp and hair treatments including the use of therapeutic massage. ○ Prepare the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave anti-septic, massaging the client's face, rolling cream.
Instructional Methods	Demonstration, lecture, videos & classroom participation.

Units of Instruction	The course includes 1000 hours of instruction, including 130 hours of theory and 870 hours practical training. Class A Barber 1000 Instruction of Theory consist of 130 Total Hours (130 Hours Clinical Evaluations Beginning Enrollment). • (A) Anatomy, physiology, and histology, consisting of: 50 hours • (i) Hair • (ii) Skin • (iv) Nerves • (v) Cells • (vi) Circulatory system • (vii) Digestion • (viii) Bones • (B) Texas barber law and rules --- 25 hours • (C) Bacteriology, sterilization, and sanitation ---30 hours • (D) Disorder of the skin, scalp, and sanitation --- 5 hours • (F) Barbershop management --- 1 hour • (G) Chemistry --- 1 hour • (H) Shaving --- 1 hour • (I) Scalp, hair treatment and skin --- 1 hour • (J) Sanitary professional techniques --- 1 hour • (K) Professional ethics --- 1 hour • (L) Scientific fundamentals of barbering --- 1 hour • (M) Cosmetic preparation --- 1 hour • (N) Shampooing and rinsing --- 1 hour • (O) Cutting and processing curly and over-curly hair --- 1 hour • (P) Haircutting, male and female --- 1 hour • (Q) Theory of massage of scalp, face and neck --- 1 hour • (R) Hygiene and good grooming --- 1 hour • (S) Barber implements --- 1 hour • (T) honing and stropping --- 1 hour • (U) mustache and beards --- 1 hour • (V) Facial treatments --- 1 hour • (W) Electricity and light therapy --- 1 hour • (X) History of barbering --- 1 hour • (Z) Salesmanship -----1 hour Total Theory hours-----(130) Instruction in practical work, consisting of the study of: 870 hours
----------------------	---

	• (A) Dressing the hair, consisting of the study of : 600 hours • (i) Men's haircutting • (ii) Children's haircutting • (iii) Women's haircutting • (iv) Cutting and processing curly and over-curly hair • (v) Razor cutting • (B) Shaving --- 80 hours • (C) Styling --- 20 hours • (D) Shampooing and rinsing --- 5 hours • (E) Bleaching and dyeing of the hair --- 10 hours • (F) Waving hair --- 15 hours • (G) Straightening --- 5 hours • (H) Cleansing --- 5 hours • (i) Skin • (iv) Nerves • (v) Cells • (vi) Circulatory system • (vii) Digestion • (viii) Bones • (B) Texas barber law and rules --- 25 hours • (C) Bacteriology, sterilization, and sanitation ---30 hours • (D) Disorder of the skin, scalp, and sanitation --- 5 hours • (F) Barbershop management --- 1 hour • (G) Chemistry --- 1 hour • (H) Shaving --- 1 hour • (I) Scalp, hair treatment and skin --- 1 hour • (J) Sanitary professional techniques --- 1 hour • (K) Professional ethics --- 1 hour • (L) Scientific fundamentals of barbering --- 1 hour • (M) Cosmetic preparation --- 1 hour • (N) Shampooing and rinsing --- 1 hour • (O) Cutting and processing curly and over-curly hair --- 1 hour • (P) Haircutting, male and female --- 1 hour • (Q) Theory of massage of scalp, face and neck --- 1 hour • (R) Hygiene and good grooming --- 1 hour • (S) Barber implements --- 1 hour • (T) honing and stropping --- 1 hour • (U) mustache and beards --- 1 hour • (V) Facial treatments --- 1 hour • (W) Electricity and light therapy --- 1 hour • (X) History of barbering --- 1 hour
--	---

	• (Z) Salesmanship -----1 hour • (I) Professional ethics --- 10 hours • (J) Barbershop management --- 10 hours • (K) Hair weaving and hairpieces --- 5 hours • (L) Processing --- 10 hours • (M) Clipping ---5 hours • (N) Beard and mustaches --- 15 hours • (O) Shaping --- 5 hours • (P) Dressing --- 5 hours • (Q) Curling --- 5 hours • (R) First aid and safety precautions --- 10 hours • (S) Scientific fundamentals of barbering --- 10 hours • (T) Barber implements --- 10 hours • (U) Haircutting or the process of cutting, tapering, trimming, processing, and molding and, scalp, hair treatments, and tonics ---10 hours • (V) Massage and facial treatments --- 10 hours • (W) Arranging --- 1 hour • (X) Beautifying --- 1 hour • (Y) Singeing --- 1 hour (Z) Manicuring --- 7 hours Total Practical Hours 870
--	---

Satisfactory Academic Progress Policy (SAP)

Graham's Barber College's Satisfactory Academic Progress is consistently applied to *all* students enrolled at the school, regardless of their class schedule. This policy is provided to all students prior to enrollment by including in the school's catalog. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. Graham's Barber College's Academic Progress Policy includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis, as explained in the policy.

Evaluation Periods

The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Evaluations will be performed on **actual** hours. The chart below details the evaluation points applicable to each program:

Program	Course Length	Evaluation Points
Barber Class A 1000	1,000 Clock Hours	450 actual hours & 13 weeks, 900 actual hours & 26 weeks and 1,000 actual hours & 29 weeks

Academic Year

The institution operates all programs according to a schedule of 900 hours & 26 weeks of instruction.

Attendance Progress

For a student to be deemed making satisfactory attendance progress (quantitative), the student must maintain a minimum attendance average of 67%. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued (clocked by the student), by the total number of actual hours clocked. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame of 150% times the length of the course.

Qualitative Progress

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 70% to maintain satisfactory attendance progress. **Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for Make-Up Work.** A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, *if applicable*.

Maximum Time Frame

Students are required to complete the program and/or course within 150% of the published program length. The maximum time frame permitted for transfer students who need less than the full course length will be determined based on the number of scheduled contracted hours. Any student who has exhausted the maximum time frame **will be dropped from the program and may elect to re-enroll on a cash pay basis in a manner consistent with the school's admissions policy.**

Course	Maximum Weeks 150%	Maximum Scheduled Hours 150%
Class A Barber 1000 35 Hours a week	43.50	1,500

Class A Barber 1000 21 Hours a week	72	1,500
---	----	-------

Grading System

Students are graded by using a grading system of 0 to 100 points. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on the practical and theoretical work. Students must maintain a "C" average to maintain satisfactory academic status. The system detailed below is the grading system utilized in this institution.

90% - 100%	A	Excellent
80% - 89%	B	Good
79% - 70%	C	Passing
Below 70% is Failure		

Warning

Students who do not meet Satisfactory Academic Progress requirements will be placed in the status of Warning. Students on Warning may continue to receive Title IV funding, *if applicable*, until the next scheduled evaluation. Students must meet the minimum requirements for attendance **and** academics by the next scheduled evaluation, to be deemed making Satisfactory Academic Progress.

Academic Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Graham's Barber College does not allow for the status of probation. Students receiving Title IV Aid or VA educational benefits may have their benefits discontinued if the student fails to meet Satisfactory Academic Progress minimum requirements, *if applicable*.

Transfer Students and SAP

Transfer students from another institution are evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever comes first. Accepted transfer hours for students entering from another institution will be counted as both attempted and completed for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the Institution, for transfer students.

Re-establishment of Satisfactory Academic Progress

Students not meeting Satisfactory Academic Progress standards will be notified in writing of the actions required to attain the minimum requirements for attendance and academics by the next scheduled evaluation.

Evaluation Results (SAP Reports)

All Satisfactory Academic Progress evaluations will be completed by the school within 7 school business days following the evaluation period, students will be notified of the results of their

evaluation(s) either by email (electronically) or in person (paper). The school shall notify any student who is not making Satisfactory Academic Progress.

Access to Satisfactory Academic Progress Reports

A hard copy of each Satisfactory Academic Progress evaluation is maintained in the student's file.

Leave of Absences and SAP

Graham's Barber College Is not currently offering student leave of absences. Students are reminded that their enrollment contract has 10 personal days built into their contract and to use them in lieu of a leave of absence. Students who need to be absent more than 14 calendar days are welcome to re-enroll when their personal circumstances allow for such, in accordance with the school's admission and re-enrollment policies. In the event school is closed for COVID- 19 requirements, weather or other reason such days do not count towards the student's Satisfactory Academic Progress and extend the student's contract by the same number of days.

Incompletes, Withdrawals, or Repetitions

If enrollment is temporarily interrupted, the student will return to school in the same progress status as prior to the interruption (Note: Leave of Absences are not offered at this time and do not apply). Hours elapsed during an interruption will extend the student's contract period and maximum time frame by the same number of days of the interruption and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

Title IV Financial Aid

Graham's Barber College currently participates in Title IV funding of student Pell grants and loans.

Student Clock Hour Policy

Class and Practice Hours Procedure: Texas Department of Licensing and Regulations will only recognize time clock hours of attendance. Student hours are recorded by a computerized time clock. Students are required to clock in the start of the day, out and back in for lunch and out for the end of the day. Students who are more than 15 minutes late **may** be required to wait and clock in at 11:00 am at the end of theory class. When students take a lunch break, they must clock out and back in for their lunch break.

Hours are signed by student and reported monthly by computer no later than the 7th day of the next month to Texas Department of Licensing and Regulations cumulative hours and minutes by an authorized Instructor or Director. Student Hours are placed monthly in a Student Hour Notebook and remain in the school at all times. Activity not related to school training once student leaves building without clocking out will required students clock out for the remainder of the day. A record in the form of documentation will be maintained in student's file.

Tardiness

Students who are more than 15 minutes late **may** be required to wait and clock in at 11:00 am at the end of theory class. Excessive tardy arrivals (more than 3 in a month) may subject a student to the school's

conduct policy. Please remember that the school is based on clock hours and any time you are tardy you are not earning hours for the time you are not in attendance.

Excused and Unexcused Absences

An absence is an absence at Graham's Barber College, there is no contract extension for an excused absence, but **the school does appreciate your calling in if you know that you will be out for scheduling purposes.** A total of 10 days, to assist with necessary absences and all school holidays are used to compute a student's contract end date to be used during their enrollment period. In the event a student is absent 14 *consecutive calendar* days, for any reason, said student(s) will be dropped and may re-enroll per the terms of the re-enrollment policy.

Leave of Absence Policy (LOA)

Graham's Barber College is currently **not** offering Leave of Absences. Students are reminded that their enrollment contract has 10 personal days built into their contract and to use them in lieu of a leave of absence. Students who need to be absent more than 14 calendar days are welcome to reenroll when their personal circumstances allow for such, in accordance with the school's admission and re-enrollment policies. In the event school is closed for COVID- 19 requirements, weather or other reason such days do not count towards the student's Satisfactory Academic Progress and extend the student's contract by the same number of days.

Make up Hours and Work

As Graham's Barber College offers both full-time and part-time classes. Students are able to make up hours by attending another scheduled class outside the one they are enrolled; advance permission from an instructor is required to assure student teacher ratios allow for such.

If a student fails or misses a written or practical exam/quiz they will be given an opportunity to make up that exam/quiz, *once*. Such make up must be arranged with an instructor. The highest score will be used for their recorded grade. Students are reminded they are required to have a cumulative score (qualitative) from their written and practical exams (combined) at the SAP evaluation point to be deemed making Satisfactory Academic Progress.

Physical and Health Considerations

In most aspects of the Barber and Beauty Industry professions there is a great amount of standing, walking, pushing, bending, and stretching for long periods of time. The professional in this industry must be in good physical health for he/she will be working in direct contact with guest. Therefore, a student must consider his/her physical limitations in terms of making a career choice in which would involve continuous training. Graham's Barber College promotes the acceptance of future professionals with physical limitations or disabilities if they believe they can fulfill the training demand. Students must also be able to follow the instructions of employers.

Access to Student records and Privacy

Students are guaranteed the right to access and review their educational file. Students must submit a written request to review their file to Graham's Barber College's Director. The student will be granted supervised access to their records within 10 business days of the request. Students have the right to request that a school correct records, which they believe to be inaccurate or misleading. Any third-party request for information will require written authorization from the student.

Family Educational Rights and Privacy Policy

Graham's Barber College complies with the Family Educational Rights and Privacy Act of 1974 Buckley Amendment, Public Law 93-380 Section 438. All students' records are confidential. Students and parents or guardians of dependent minor students who are in regular attendance at the institution have the right to inspect and review the student's educational, financial, and attendance records to ensure they are accurate and factual. Students and/or parents or guardians of dependent minors should complete a record request form and forward it to the school and allow up to 10 business days for processing. Records request forms can be obtained at school. Written consent is required before education records may be disclosed to the third party. Students are not entitled to inspect the financial records of their parents. A college official must be in the office at all times during the examination of the student's files.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Records Retention and Academic Transcripts

Records must remain onsite for 6 years and transcripts are kept permanently in compliance with Texas state law and National Accrediting Commission of Career Arts and Sciences (NACCAS). Students who need a Proof of Training or a transcript of their training may contact the school office and request the form desired.

Transcripts are not provided to students who have ledger balances. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript *may* have a fee of \$10.00. Transcripts will or may only be released to the student upon receipt of a written request bearing the student's live signature.

Disclosure and Retention of Students Records & Rights to Privacy

The Federal Rights of Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA provides the right to students and parents or guardians of dependent minors to inspect, review and challenge information contained in the institution's student records. However, a school administrator must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's files, materials and documents that contain information directly related to the student's period of enrollment that are maintained by the institution.

Graham's Barber College will keep records for up to 6 years from the last day of attendance. After this period, all records are destroyed. The students are not entitled to inspect the financial records of their parents. Written consent from the student and/or parents is required **(each time)** before educational records may be disclosed to any third party with the exception of accrediting commission or governmental agencies so authorized by law. Graham's Barber College requires a release form be completed for each third-party request of information

Missing or Stolen Items

Professional kits are prepared for each student enrolled in Graham's Barber College. Students will sign a checklist that each item is received and in working order. Students need to label their kit. Each future professional (student) is responsible to have their complete kit available and all of its contents maintained during school hours. The future professional kit is to be used on guests and is not intended for personal use during the period of enrollment. The future professional (students) are required to purchase replacement equipment at their own expense.

School Library & Materials

A resource library has videos and books on haircutting, hairstyling, personal development, Instructor training resources, health and wellness for your reference. All resource materials are kept in cabinet in the director's office. They can be checked out through the instructor and returned and checked back in on the following day.

Graduation Requirements

To receive a Certificate of Completion from Graham's Barber College and graduate, students must complete all required clock hours for their program, complete and pass required a final written examination with 70% or higher, have a cumulative GPA of 70% and complete a practical skills assessment with a 70% or higher. Additionally, students must satisfy all financial obligations or make suitable payment arrangements, to Graham's Barber College prior to graduation.

Housing

Graham's Barber College does not have any dormitory facilities under our control; the program is *non-residential*. We assume no responsibility to find or assist a student in finding housing.

Career and Job Placement Policy

Graham's Barber College does not guarantee job placement and makes no guarantees as to wages or income level. The school maintains a network of relationships with Professional Barbershops and Salons as well as industry employers who provide mentoring as well as speak to students concerning job placement once licensed. A career opportunity bulletin board for students to review is always available. The curriculum has emphasis on how to write resumes; complete an employment application and prepare for an effective interview. Graduates are encouraged to maintain contact with the school and follow up with the school on current employment or employment needs. Career referrals are made known to interested graduates as being available in all levels of industry employment.

Career Opportunities in the Barbering Field

U.S. Department of Labor's Standard Occupational Classification Codes (CIP Codes) Labor's Standard Occupational Classification: #12.0402 for Barbers and SOC code for Barbers for Barbers is 39-5011.

Texas State Licensing Requirements

To be licensed as a Class A Barber students must submit the completed application on a department approved form; pass the applicable examination; pay the fees required and meet other requirements of the Act (§82.80).

Criminal Restrictions-- Texas law restricts occupational licenses based on a license applicant's criminal history and authorizes the Texas Department of Licensing and Regulation (TLDR), in some cases to consider a person convicted, even though the person was only on probation or community supervision without a conviction.

Conduct Policy

Graham's Barber College requires that all students conduct themselves in a courteous & professional manner at all times to other students, staff and clients on the school salon floor. Students are expected to conduct themselves in a manner compatible with the functions of the school as an educational institution. Graham's Barber College strives to have a progressive conduct policy, beginning with a verbal warning, followed by a written warning, then suspension after which a student may be terminated for not correcting violations. **The following may be deemed violations of the conduct policy:**

- Failure to maintain infection control and clean his/her own station
- Failure to complete assigned sanitations
- Behavior deemed unprofessional to guest by an instructor
- Using cell phone on the salon floor or during theory time
- loitering outside of the building
- sitting (lounging) in barber chairs
- Providing or receiving student services on days other than Fridays and Saturdays
- Exiting through the back door of the school unless there is an emergency
- Failure to follow school dress code or maintain person hygiene
- Violating smoking policy
- Eating on School Salon Floor, eating and drinking only allowed in break room
- Theft or non-accidental damage to college property.
- Forgery, alteration or misuse of records or documents
- Cheating, plagiarism or any other academic dishonesty
- Physical or verbal abuse of others or any threat of force
- The use, possession, distribution, or being under the influence of alcohol, narcotics, or any other controlled substance on campus, or any off-campus college sponsored event
- Unauthorized entry into, unauthorized use of, and misuse of college property
- Possession or use of explosives or weapons
- Failure to comply with directions of school staff in performance of their duties
- Disorderly, lewd, indecent, obscene or offensive conduct on school campus
- Obstruction or disruption of the educational process
- Failure to follow the directions of school staff
- Excessive tardiness
- refusal to accept clients on school salon floor
- Providing student services for any service ticket not included on the student service ticket
- Parking in Handicap spaces

- leaving a client while providing a chemical service, except in an emergency approved by instructor

Termination Conduct Dismissal Policies

The following acts *may* result in **immediate termination** from Graham's Barber College.

- Missing school for **14 sequential calendar days**
- **Attending school under the influence of drugs, intoxicants or alcohol**
- Stealing
- Use, possession, sale, or distribution of drugs/alcohol.
- Interference with any instructor or administrator in connection with carrying out their duties.
- Use, possession, or sale of illegal firearms, weapons, or dangerous objects is prohibited.
- Activities that involve holding, pushing, tackling, wrestling or any other type of physical contact or threat of physical contact.

Institutional Refund Calculation

Graham's Barber College follows the Texas state mandated Refund policy. All students' Tuition Refund Calculation is based upon the period of a student's enrollment, computed on the basis of program time expressed in **scheduled** hours, and will be applied in the event that a student withdraws or is terminated before completion of his/her program, **for any reason**. If a student withdraws or is terminated during the last 50 percent of his/her program, the student will not receive a refund of any of his/her tuition. If a student withdraws or is terminated before the last 50 percent of his/her program begins, the School shall refund:

- (1) 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the program, whichever period is shorter;
- (2) 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the program, whichever period is shorter;
- (3) 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the program but not later than the completion of the first 25 percent of the program; and
- (4) 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the program.

The time periods in (1) through (4) above are calculated by dividing the number of **scheduled hours** during the period of enrollment by the total number of hours in the program.

A student's termination date for purpose of the Institutional Refund Calculation shall be the earlier of one of the following:

1. The last date of actual attendance, if the student is terminated by the School;
2. The date the GB Barber College receives written notice of cancellation or withdrawal; or
3. 10 school days after the last date of attendance.

Refund Deadline

Refunds, when due, are made either 30 days from the last day of attendance if written notification has been provided to GB College by the student, or from the date GB College terminates the student or determines withdrawal by the student. All refunds, when due, will be made with or without request by the student.

Return to Title IV (R2T4) for Federal Student Aid

The law specifies how a school must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Direct Student Loans, PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs) and Teach Grants.

All R2T4 calculations are completed within 30 days from the Date of Determination (DOD) and all refunds back to the US Department of Education are returned within 45 days from the DOD. Any credit balances currently on the students account, will be disbursed within 14 days of withdrawal.

Order of Returns

- Federal Direct Unsubsidized loans
- Federal Direct Subsidized loans
- Federal Direct Parent Loan for Undergraduate Students (PLUS)
- Federal Pell Grant
- Teach Grant

When a student withdraws during the payment period the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student's behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if the student completed 30% of the scheduled hours in their payment period, the student earns 30% of the assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of the scheduled hours in his/her payment period, the student earns all the assistance that he/she was scheduled to receive for that period.

If the student did not receive all the funds that he/she earned, the student may be due a Post withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, the academy must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she doesn't incur additional debt. The academy may automatically use all or a portion of the postwithdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). If the student is eligible for any post-withdrawal disbursements, they will be notified in writing of that eligibility within 30 days. All post-withdrawal funds are credited to the students account first and any resulting credit balance will be disbursed within 14 days of the credit being created.

The school needs the student's permission to use the post-withdrawal grant disbursement for all school charges over and above Tuition and Fees.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to him/her upon withdrawal because of other eligibility requirements. For example, if the student is a first-time borrower for student loans and has not completed 30 days of school. That student would not be eligible for any student loan disbursements.

If any student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

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

Federal Financial Aid

The Federal Pell Grant and Federal Direct Loans are an important source of aid for students. The amount of the award depends upon the determination of the student's eligibility based on the U.S. Department of Education guidelines. Pell grants do not have to be repaid.

- Financial need is based on an analysis of information provided by the student on a Free Application for Federal Student Aid (FAFSA) form.

Who Qualifies for Federal Financial Aid

To be considered eligible for and receive Title IV aid, a student must meet the following specific requirements:

- Be a U.S. citizen or eligible non-citizen.
- Be a "regular student" – that is, enrolled in an eligible program that leads to a degree, certificate, or a degree-with- transfer program.
- Not be enrolled simultaneously in elementary or secondary school.
- Have a valid Social Security number.
- Be registered with Selective Service, if required.
- Sign a Statement of Educational Purpose certifying that federal student financial aid will only be used to pay educational costs.
- Not be in default on a Title IV loan; or if in default, have made satisfactory repayment arrangements with the loan holder.
- Not have obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV loan program.
- Not have been convicted of an offense involving the possession or sale of illegal drugs that occurred while the student was enrolled and receiving Title IV aid.
- Have completed repayment of funds to either Department of Education or the holder of a loan, if applicable.
- Not have been convicted of, or plead nolo contendere or guilty to, a crime involving fraud in obtaining Title IV aid.
- Not be liable for an overpayment of a Title IV grant.

Constitution Day

GB College celebrates Constitution Day on each September 17th. If the day falls on a day that students are not scheduled to be on campus the institution will schedule the annual Constitution Day to take place on day students are scheduled on campus.

Voter Registration

All students and staff are provided voter registration information on the school student bulletin board, and it can be found on the at: <https://www.votetexas.gov/register-to-vote/>.

Grievance Procedures/ Policy

It is the policy of this institution to handle grievances in the following manner:

- Students should first address concern(s) with their instructor or school owner in person; if then a resolution satisfactory to the student is not reached or the student is not comfortable approaching school staff or ownership, they should do following:
 1. Fill out grievance form and list all grievances and related detail and circumstance(s).
 2. Deliver all forms to the instructor in charge.
 3. If you are unable to deliver the forms to the instructor in charge, you may deliver to the School Director: Ms. Carol Frasure -3016 AL Lipscomb Way, Dallas, Texas 75215. Phone number: 214-421-8040.
 4. All grievances regardless of the nature will be turned over to the Director/Owner for review of complaints and their resolution and retained.
 5. The Director will evaluate the grievance and set up an appointment with the person, (Grievance) with 10 calendar days from receipt of the form and any accompanying documents. If the grievance is an emergency, it will be addressed within 24 hours
 6. Any grievance that you can't work with the institution, you may contact:

TEXAS DEPARTMENT OF LICENSING AND REGULATION (TDLR), P.O. BOX 12157, Austin Texas 78711. Website: www.tdlr.texas.gov or **NATIONAL ACCREDITING COMMISSION OF CAREER ART & SCIENCES**, 3015 Colvin Street, Virginia 22314, Phone: (703) 600-7600. Website: www.naccas.org

Licensing and Regulatory Agencies

Texas Department of Licensing and Regulations

P.O. Box 12157
Austin, Texas 78711-2157 1-800-
803-9202 www.tdlr.texas.gov

Texas Veterans Commission

Approved Training Provider
P. O. Box 12277
Austin, Texas 78711-2277
1-888-442-4551

National Accrediting Commission of Career Arts & Sciences (NACCAS) Accredited

3015 Colvin Street
Alexandra, VA 22314
703-600-7600
Naccas.org
Email webinfo@naccas.org

Texas Workforce Solutions-Vocational Rehabilitation Services

Approved Training Provider-Approved Vendor
101 East 15th, Street

Austin, Texas 78778-001
512-936-6400

U. S. Department of Education (USDE)

U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202
1-800-872-5327

Bankruptcy History

East Side Inc., dba Graham's Barber College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.).

Ownership

East Side Inc., dba Graham's Barber College is owned by Carl and Carol Frasure.

Instructors & Administration

Carl Frasure/Lead Instructor & Administrator

Owner Carl Frasure is a licensed Barber and Cosmetologist in the state of Texas for 30 years. He is also a licensed Barber Instructor and Cosmetology Instructor. Mr. Frasure has participated in all areas of the hair industry. He owned his own salon for 25 years, styling for celebrities in film, television and stage. He has consulted for hair care products. His apprenticeship program helped train many of the region's top hair care stylists. His students regularly become successful small business owners. Mr. Frasure is also the Vice President of Eastside Inc. the sole distributor of V Violet Hair care products for the entire state. He is also the former State Representative of National Cosmetology Association.

Carol Frasure/Instructor & Administrator

Owner Carol Frasure is a licensed Barber and Cosmetologist in the state of Texas for 27 years. She is a licensed Barber Instructor and Cosmetology Instructor, as well. Mrs. Frasure has participated in all areas of the hair industry. She owned her own salon for 25 years, styling for celebrities in film, television and stage. She has consulted for hair care product manufacturers. Her apprenticeship program helped train many of the region's top hair care stylists. Her students regularly become successful small business owners. Carol is Hair Replacement Specialist, both medical, working with cancer patients, and cosmetic as an expert in toupees and wigs. Her work helping cancer-survivor patients regain their self-confidence and self-image has been especially rewarding. Carol is total image consultant. Mrs. Frasure is also the President of Eastside Inc. the sole distributor of V Violet Hair care products for the entire state. She is also a former State Representative of National Cosmetology Association.

Substitute Instructor(s)

Emily Madera

Emily Madera, Motivated Barber/Cosmetology Instructor, Facilitator, Owner of Image United LLC, Image United Salons, Alumni of Graham's Barber College, Bilingual, Third Generation Barber/Stylist. Enthusiastic with Passion about the hair industry. Dedicated to advance the industry with experience. Sharing knowledge with future professionals that are eager to grow and thrive in the industry.

Janie Webb, Financial Aid Administrator

Eligibility Oversight Administrator

Graham's Barber College

Pre-Enrollment Acknowledgements

By signing this document student acknowledges that they have received the following in electronic or print format **prior** to enrollment:

In School Catalog

- ☐ • State Licensing Requirements
- ☐ • SAP Policy
- ☐ • Course Outlines

On Web Page and Electronically reviewed prior to enrollment

- ☐ Program Outcomes and Performance data for NACCAS, most recent year. Annual
- ☐ Campus safety report (Clery Act Disclosures)

Pre-Employment Disclosure In order to work in the Barbering field prospective students understand:

☐ You must be licensed in order to practice or give services to the general public in your field of interest.

☐ As a professional in the Barbering industries must stay in compliance with regulatory agencies to understand what their responsibilities are to practice your craft.

☐ The Barbering industry sometimes requires lots of bending, standing and being exposed to chemicals. Make sure to follow manufacturer's direction for use of chemicals and discarding of products. Wear masks, gloves, etc., for your protection as a provider and protect your client from injuries as well.

☐ Industry Prerequisites: I understand industry prerequisites for employment (included in catalog) in the profession including, but not limited to physically demanding postures, professional public demeanor and licensure.

☐ To become employed and stay employed you'll need to meet the requirements set forth by your employer.

Student Name (Print):

Date:

Student Name (Sign):

Date:

Signature of Parent or guardian of dependent minor only if applicable:

Date:

