



**Consumer Information Handbook**  
**Academic Year 2023-2024**

*Revised: 07/01/2023*

**The federal government mandates that institutions of higher learning that receive federal funds must disclose certain information about the institution to enrolled students, prospective students, and members of the community.**

**This handbook contains the required information.**

## Table of Contents

Acronym List.....	5
Notice of Availability of Institutional and Financial Aid Information .....	7
Biennial Review .....	7
Contact Information for Assistance in Obtaining Institutional or Financial Aid Information .....	8
Integrated Postsecondary Education Data System (IPEDS) Survey .....	8
IPEDS Policy .....	8
Student Consumer Information/Completion Rates for 2020-2021.....	9
Compensation to be reasonably expected upon graduation .....	9
Physical demands of the practicing profession .....	9
Safety requirements of the profession.....	9
Post-graduation licensing requirements.....	10
Application Requirements .....	10
Student Body Diversity .....	11
FERPA .....	11
Procedures .....	11
Students with disabilities .....	12
Standard for Curriculum .....	12
Facility Access.....	12
Coordination of Program .....	13
Campus Security Act Disclosure Statement & Fire Safety .....	13
Missing Persons .....	14
Annual Report.....	14
Campus perimeter .....	14
Hate Crime Offenses.....	14
Procedure to Report Criminal and Disciplinary Offenses.....	15
Violence against Women Act Offenses .....	18
Fire Safety Report.....	19
Reporting .....	19
State Grant Assistance.....	19
Voters Registration .....	19
Constitution Day .....	19
Completion/Graduation and Transfer-Out Rates for Students Receiving Athletically Related Student Aid.....	20
Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members.....	20
Drug and Alcohol Abuse Prevention Program .....	20
Standards of Conduct.....	20
Institutional Sanctions.....	21
Legal Sanctions.....	21
Health risk associated with use and abuse of drugs and alcohol.....	22
Health risks associated with alcohol and drugs .....	22
On-Campus Resources.....	23
Resources for treatment locations.....	23
Conviction for possession or sale of illegal drugs .....	24
Standards for a qualified drug rehabilitation program .....	25
Incarcerated students.....	25
Emergency Response Evaluation .....	25
Emergency Response Policy.....	25
Emergency Response and Evacuation Procedures.....	25

Extreme Weather Conditions .....	26
Fire .....	26
Tornado .....	26
Financial Aid Policy and Procedure .....	26
Financial Aid Eligibility/Citizen/Eligible Non-Citizen .....	27
Principles of Financial Aid .....	27
Cost of Attendance.....	28
Independent Student.....	28
Dependent Student .....	29
Independent Student.....	29
Parent(s) .....	29
Expected Family Contribution (EFC) .....	30
Financial Need .....	30
Net Price Calculator .....	30
Determining Financial Aid .....	30
Award Year.....	31
Academic Year .....	31
How do I Qualify? .....	31
Student Eligibility Requirements .....	31
When Do I Apply? .....	32
Disbursement .....	32
What is a Federal Pell Grant? .....	32
Pell Grants.....	32
Federal Pell Deadline .....	32
What is a Student Loan? .....	33
for educational related expenses only. ....	33
Additional Funding Options .....	37
Arkansas Department of Career Education.....	37
U.S. Department of Veterans Affairs.....	37
Professional Judgment.....	37
Reasons to request professional judgment.....	38
Students Rights and Responsibilities .....	38
Clock Hours .....	39
What happens to title IV funds when a student withdraws.....	39
Refunds are Allocated in the Following Order:.....	40
Calculation Formula .....	40
Order of Return of Title IV Funds.....	41
Post Withdrawal.....	41
Integrated Verification Process .....	42
Who must be verified?.....	42
Verification Items.....	42
Applicants Responsibilities.....	43
Consequences of failure to provide documentation within the specified time(s) .....	44
Interim Disbursements .....	44
Notification of Results of Verification.....	45
Renewal Process.....	45
How Much Money Can I Get?.....	45
How Will I Be Paid?.....	45
Return of Title IV Funds .....	45
Official Withdrawal .....	46
Unofficial Withdrawal .....	47
Withdrawal Before 60 Percent Point of the Term.....	48
Withdrawal After 60 Percent Point of the Term .....	48

Example of R2T4 Calculation.....	49
Order of Return of Title IV Aid .....	49
Earned Aid .....	50
Post-Withdrawal Disbursement Conditions .....	50
GoodFellas Barber College responsibilities .....	51
Student responsibilities.....	51
Timeframe for returning Title IV funds .....	51
Time Frame for the Return of an Unclaimed Title IV Credit Balance.....	51
Refund vs. Return of Title IV Funds.....	52
Return of Title IV Questions.....	52
Institutional Refund Policy.....	52
National Student Loan Data System .....	53
Vaccination Policy .....	54
College Navigator Website .....	54
Written Arrangement Disclosures .....	54
Articulation Agreements .....	54
Compliance Statement.....	55
Textbooks.....	55
Barber .....	55
Teacher-Manager-Instructor .....	55
Transfer Students.....	55
Transfer of hours/credit policy .....	55
NSLDS (transfer).....	56
Financial Aid (Title IV) Grievance Policy .....	56
Copyright Infringement Policies and Sanctions (Including Computer Use and File Sharing) .....	58
Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws.....	58
The Higher Education Opportunity Act.....	58
School and Program Accreditation, Approval, or Licensure.....	58
Satisfactory Academic Progress (SAP).....	59
Overview & Responsibilities .....	59
Same as or Stricter Than.....	59
Financial Aid Warning .....	59
Financial Aid Probation.....	60
Filing an appeal .....	60
Pace Measure of Satisfactory Academic Progress (SAP).....	60
Qualitative Measure of Satisfactory Academic Progress (SAP).....	61
Transfer Students.....	62
Withdrawals .....	62
Incompletes .....	63
Repeated Course.....	63
Increments .....	63
Student Appeal Procedures.....	63
Reinstatement .....	64
Frequently Requested Information .....	64
Appendix A: Annual Report .....	<b>Error! Bookmark not defined.</b>

## Acronym List

<b>GFBC</b>	GoodFellas Barber College
<b>LRC</b>	Learning Resource Center
<b>TMI</b>	Teacher-Manager-Instructor
<b>HEA</b>	Higher Education Act of 1965
<b>HEOA</b>	Higher Education Opportunity Act of 1965
<b>DOE</b>	Department of Education
<b>FERPA</b>	Family Educational Rights and Privacy Act
<b>IPEDS</b>	Integrated Post-Secondary Education Data System Survey
<b>NCES</b>	National Center for Education Statistics
<b>GE</b>	Gainful Employment
<b>VAWA</b>	Violence Against Women's Act
<b>EFC</b>	Expected Family Contribution
<b>FAFSA</b>	Free Application for Federal Student Aid
<b>CPI</b>	Consumer Price Index
<b>COA</b>	Cost of Attendance
<b>SAR</b>	Student Aid Report
<b>NSLDS</b>	National Student Load Data System
<b>MPN</b>	Master Promissory Note
<b>R2T4</b>	Return to Title IV
<b>IRS</b>	Internal Revenue Service
<b>AY</b>	Award Year
<b>ISIR</b>	Institutional Student Information Record
<b>SCO</b>	School Certifying Official

## Academic Programs

The administrative staff of GoodFellas Barber College (GFBC) LLC is responsible for disseminating consumer information to all enrolled students. Policies have been implemented to ensure that the information is disseminated accurately and timely.

GFBC currently offers two programs:

- Barbering (1500 hours) (Title IV eligible)
- Teacher-Manager-Instructor (600 hours) (**not Title IV eligible**)

Classroom instruction is 60 to 90 minutes daily Tuesday- Friday. Students perform laboratory, clinical services, and clientele work on the clinic floor. The students are taught and observed by licensed Teacher-Manager- Instructors and/or Teacher-Manager-Instructor students. GFBC is in Little Rock, AR. GoodFellas Barber College is a newly renovated state of the art campus which entails a clinic floor which has 26 workstations with mirrors. The school has a shampoo room for client services as well as shampoo bowls in the classroom area. The dryer area allows houses four operational hooded dryers. The facility has a classroom that includes space for textbook studies as well as a clinical training area. The building is centrally heated and air conditioned for the maximum comfort for students, staff, and clients. There are two restrooms located in the school one for men and one for women/disabled. There is ample parking, located on the side and directly behind the building. The Learning Resource Center (LRC) is equipped with two computers to enhance learning and it also provides the students with additional resources. The break room is equipped with ample sitting space for students to enjoy their lunches or other student camaraderie. The campus has two vending machines – one for snacks and one for cold drinks. The vending machines are accessible by students, clients and staff.

## Faculty

Name	Position	Email
Anthony Matthews	Chief Executive Officer	<a href="mailto:amatthews@gfbc.edu">amatthews@gfbc.edu</a>
Donald Teague	Chief Financial Officer	<a href="mailto:dteague@gfbc.edu">dteague@gfbc.edu</a>
Tametra Bowie	Chief Administrative Officer/Director	<a href="mailto:tbowie@gfbc.edu">tbowie@gfbc.edu</a>
Katrina Higgins	Compliance Officer	<a href="mailto:khiggins@gfbc.edu">khiggins@gfbc.edu</a>
Talaya Teague	Admissions Representative	<a href="mailto:tteague@gfbc.edu">tteague@gfbc.edu</a>

## Department Contact List

Name	Position
Admissions	<a href="mailto:admissions@gfbc.edu">admissions@gfbc.edu</a>
Financial Aid	<a href="mailto:finaid@gfbc.edu">finaid@gfbc.edu</a>
Compliance and Campus Safety	<a href="mailto:compliance@gfbc.edu">compliance@gfbc.edu</a>
Student Accounts	<a href="mailto:studentaccounts@gfbc.edu">studentaccounts@gfbc.edu</a>
Registrar	<a href="mailto:registrar@gfbc.edu">registrar@gfbc.edu</a>
Advisor	<a href="mailto:advisor@gfbc.edu">advisor@gfbc.edu</a>

## **Accountability for Programs that Prepare Teachers**

GFBC does not offer a program to prepare teachers for initial state certification or licensure.

## **Notice of Availability of Institutional and Financial Aid Information**

In accordance with the Office of the US Department of Education and Federal Regulations set under the Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosure and reporting requirements.

Disclosure requirement means information that a postsecondary education institution is required to distribute or make available to all students, applicants, employees and current students at GFBC. This information is provided to the prospective students during orientation and employees upon hire. A notice of this information is given to all existing employees and currently enrolled students in October annually. A reporting requirement is information submitted to the U.S. Department of Education or other agencies. A summary of consumer information including a disclosure and reporting is listed below. A brief description of the consumer information will be disclosed below and provides you with access to the information. The institution will annually distribute a copy of the Family Educational Rights and Privacy Act of 1974 (FERPA) to all enrolled students. Each student enrolled has a signed copy in their Financial Aid folder. A blank copy of FERPA can be found in the form binder in the administration office or through the student portal.

The institution will provide a notice to prospective students and employees a statement of the Security report availability every Oct 1 of each year. The Security report will include statistics on Crimes, Hate Crimes, and Disciplinary Offense occurring either on campus, off campus or a public area.

All information can be obtained via paper copy by request. This request can be submitted to: GFBC Attn: Compliance Officer 4306 Asher Avenue Little Rock, AR 72204 or via fax at (501) 916-9461 or by email to [compliance@gfbc.edu](mailto:compliance@gfbc.edu). The information is also available on the institution's website ([www.gfbc.edu](http://www.gfbc.edu)), in the administrative office and the student portal.

## **Biennial Review**

GFBC makes available upon request to the Department of Education and to the public, the information distributed to students and employees and the results of the biennial review of GFBC program that:

- Determines the effectiveness of the program and implements needed changes.
- Determines the number of drug and alcohol related violations and facilities that occur on the school's campus or as part of the school's activities and are presented to GFBC administrative staff.
- Determines the number of and type of sanctions that are imposed.
- Ensures that sanctions are consistently enforced.

## **Contact Information for Assistance in Obtaining Institutional or Financial Aid Information**

Disclosure Requirements will be made available through appropriate publications, mailings, or electronic media.

**HEA Sec 485(a) (1) -(2), 20 U.S.C. 1092 (a) (1) -(2). Not changed by HEOA 34 C.F.R. 668.41 (a)-(d); 668.43 revised August 21, 2009, NPRM (revised 34 CFR 668.231)**

Each institution must make available to prospective and enrolled students' information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Section 485 (a)(1), Section 485(f), Section 485 (h), and Section 485 (j).

The financial aid staff at GFBC are available to assist existing and prospective student with information related to the financial aid process. This additional information can be obtained by using the contact information below:

### ***GFBC***

**Address:** 4306 Asher Avenue Little Rock, AR 72204

**Phone:** (501) 916-9827

**Email:** [finaid@gfbc.edu](mailto:finaid@gfbc.edu)

**Website:** [www.gfbc.edu](http://www.gfbc.edu)

**Social Media:** <https://www.facebook.com/GoodFellasBarberCollege>

**Office hours:** Monday 8:00 a.m. – 4:30 p.m. (by appointment only) and Tuesday – Friday 8:00 a.m. – 7:00 p.m. and 8:00 a.m. -12:00 p.m. Saturday (by appointment only)

The information is posted on the GFBC 's website ([www.gfbc.edu](http://www.gfbc.edu)) and can be found in the student catalog. Paper copies are available upon request from the administrative office. The items can also be accessed through the student portal.

## **Integrated Postsecondary Education Data System (IPEDS) Survey**

The IPEDS system is a core postsecondary education data collection program for the National Center for Education Statistics (NCES). The IPEDS system is designed to collect data from all primary providers of postsecondary education. It gathers data in areas such as school characteristics, enrollment, program completions, staffing patterns, faculty salaries, finances, and financial aid. The NCES and IPEDS website is <http://www.nces.ed.gov/IPEDS>. The School Director is responsible for completing the IPEDS survey. The information below will be given orally to students who are prospective students. The Consumer Information report will be available to students in the administrative office.

### **IPEDS Policy**

The information on completion, graduation rates and, if applicable, transfer-out rates must be made available by July 1 immediately following the 12-month period ending August 31 during which the expiration of 150% of normal time took place for the group of students on which GFBC bases its completion and transfer-out rate calculation.

Schools must disseminate the information on completion or graduation and, if applicable,

transfer-out rates to enrolled and prospective students upon request, through appropriate publications, mailings, or electronic media (for example, school catalogs or admissions literature). GFBC provides hard copies to other interested parties, upon request.

## **Student Consumer Information/Completion Rates for 2022-2023 Barber program**

Type	Percentage
Licensure/Certification	
Placement Rate	
Transfer Out Rate	
Retention Rate	
Graduation, Placement	

### **Compensation to be reasonably expected upon graduation**

Barbers and other personnel appearance workers may receive income from a variety of sources. They may receive commissions based on the price of the service or a salary based on the number of hours worked, tips received and many commissions on the products they sell. In addition, some salons pay bonuses to employees who bring in new business.

### **Physical demands of the practicing profession**

Barbers are on their feet for most of their shift. Good health and stamina are important. Special care must be utilized due to prolonged exposure to some hair care products which may cause irritation. Use of protective clothing, such as plastic gloves and aprons is highly recommended.

Most full-time barbers and other personnel appearance workers work a 40-hour week, but longer hours are common in this occupation. Work schedules may include evenings and weekends.

### **Safety requirements of the profession**

Following the proper safety precautions not only ensures protection for the students but the clients we serve from the community.

The following precautions should be taken by each student:

- Follow good personal hygiene.
- Dress professionally to perform the job.
- Keep first-aid kit on hand.
- Follow safety regulations.
- Keep equipment properly sanitized.

The following precautions should always be taken with each client:

- Protect the client's clothing by following appropriate draping them.
- Ask the client to remove any jewelry, hair accessory, glasses, etc. that may interfere with services.
- Keep all chemicals away from the eyes, in case of eye contact with chemicals, thoroughly rinse eye with cold water.
- Remember anything containing chemically active ingredients must be used carefully.

to avoid injury to you and your client.

## **Post-graduation licensing requirements**

Applicant must be 18 years of age or older. To be eligible to take the Arkansas State Barber and/or Teacher-Manager-Instructor Exam you must:

- Complete a Barber program with a minimum of 1500 clock hours/maximum of 2250 clock hours.
- Complete a Teacher- Manager- Instructor program with a minimum of 600 clock hours/maximum of 900 clock hours.

## **Application Requirements**

- Pay a State Board of Barber Examiners License Fee of \$50.00 (Barber) and \$40.00 (Teacher-Manager-Instructor)
- Pay exam \$75.00 (Barbering) Fee and \$80.00 (Teacher-Manager-Instructor) Fee
- Complete application for State Exam
- Complete final examination

Once all application requirements have been completed, GFBC will send your completed application along with any required documents and fees to:

**State Board of Barber Examiners  
501 Woodlane Suite 212N  
Little Rock, AR 72201  
Phone: (501) 682-4035**

## Student Body Diversity

The following information represents the percentage of enrolled, first-time, full-time current or students as follow:

Note: These numbers are for the Barber program for 2022-2023 academic year.

Ethnicity	Gender/Male	Gender/Female	Status
Asian			F/T
African American			F/T
Caucasian/White			F/T
Hispanic			F/T
Other			F/T

### Federal Pell Grant Recipients

	2020-2021	2021-2022	2022-2023
<i>Pell Recipients</i>			

**\*\*Federal Title IV became available on February 21, 2019.**

## FERPA

The Family Rights and Privacy Act of 1974, as amended, (commonly known as the Buckley Amendment) is a federal law which provides that schools will maintain the confidentiality of student education records. The law basically says that no one outside the institution will have access to a students' education records nor will the institution disclose any information from those records without the written consent of the students. The institution will provide a notice annually (October) to all enrolled students about the Privacy of Student Records to inform students of their rights.

## Procedures

1. A signed authorization will be required in every instance before information is released from a student file.
2. Requests must be made in writing to review educational records and/or make an amendment to the records. Records are available to the student by appointment only.
3. All parents and students will be notified of their rights through annual publication in the school catalog of the fact that:
  - a. students and parents of dependent students have the rights to review a student's educational records,
  - b. to requests amendment to a student's educational records, to provide consent prior to disclosure of personal identifiable information.
  - c. to file a complaint with the U. S. Department of Education regarding the failure of an institution to comply with FERPA.

- d. Students or parents are also advised that a hearing can be requested to challenge the contents of a student's record, and the student will be given the opportunity to place a statement regarding contested information in the record stating the nature of the disagreement.
4. A parent or student must make a request in writing to review the student's educational record.
5. Record will be made available within 45 days of the day the school receives the request.
6. No personal identifiable information will be released to a third party without the written consent of parent or student unless it is:
  - a. to other school officials who have educational interest in the information
  - b. to officials of another school where the student seeks is seeking enrollment
  - c. to representatives of the Comptroller General of the United States, the Secretary of Education or state and local education authorities
  - d. relating to financial aid and is necessary to determine conditions for aid and enforce the term and conditions of aid.
  - e. to State official if required by a state statute.
  - f. to organizations conducting studies for educational agencies or institutions to develop, validate, or administer tests, administer student aid programs or improve instruction. No personally identifiable information will be provided to the organization will be destroyed when no longer needed for the study.
  - g. to accrediting agency to carry out accrediting functions.
  - h. to comply with judicial order or subpoena
  - i. to meet health or safety emergency
  - j. to an alleged victim of a crime of violence regarding the results of disciplinary proceedings against the perpetrator of the crime
7. All disclosure of information will be recorded in the student file. It will include the names of the parties receiving information and the legitimate interests of the parties for inspection of the records.
8. Personal identifiable which is designated as directory information includes student's name, addresses, telephone listing, date and place of birth, major field of study, participation in officially recognized activities, degrees and awards received and the most recent previous educational agency or institution attended.

**For questions or concerns with FERPA, please use the following information:**

**Family Policy Compliance Office U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202- 5901**

## **Students with disabilities**

The Students with Disabilities Policy here at GFBC provides suitable accommodations for instruction for students with disabilities. These services guarantee that all students can receive their education in a supportive, yet productive, manner that reflects the values and goals of GFBC.

## **Standard for Curriculum**

All students are provided with equal access to the programs provided by GFBC. GoodFellas Barber College strives to assure that no qualified person with a disability will be denied access, involvement, and achievement of any program within the institution.

## **Facility Access**

Each program will be accessible to all individuals including those with disabilities. Classrooms, entrances, and parking lots are designed in ways that provide access to students with disabilities. Handicapped parking spaces will only be provided to students who have proper documentation concerning the disability on file with GFBC and a visible disabled parking placard issued by the Arkansas Department of Motor Vehicles. Tuition and fees will be the same costs for all students, despite disability, for their respective program.

## **Coordination of Program**

The determination for disability accommodations will be based upon the requirements of faculty members and instructors within the limits of federal or state law. If a student disagrees with the proper accommodations, the disagreement will be provided in written documentation to the GFBC Director for resolution. It is the student's responsibility to provide proper documentation of his/her disability.

### **Documentation of the disability must be provided within:**

- ***New students:*** 5 days of beginning the program for
- ***Current students:*** can submit the form once the need arises for accommodations.

Prior to receiving the requested accommodations, the student will provide GFBC with current medical and other diagnostic documentation of the disability from a qualified physician.

Determination of disability includes:

1. Current documentation of the specific disability
2. Proper request of accommodations and services provided for the disability.
3. Medical documentation

## **Campus Security Act Disclosure Statement & Fire Safety**

The Jeanne Clery Act requires all institutions of higher education that participate in Financial Aid Programs to disclose campus crime in and around the surrounding area and to give timely warning of any crime that could be a threat to students and employees safety. It is also used to advise and make public GFBC campus security policies.

GFBC is located in the inner-city of Little Rock, AR. The institution is heavily patrolled by the local police department, which we believe has helped to be a deterrent for crime on campus.

The information in this report is intended to advise the students, as well as prospective students, their family and the community of the general security policies, crime occurrences, arrest data and crime prevention programs at GFBC. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault and other matters. GFBC has taken many safety precautions to deter crime activities and will continue to make campus safety a priority. In compliance with that law, the following reflects this institution's crime statistics for the period between 2020 through 2022.

GFBC must upon request disclose to the alleged victim and /or accuser of any crime of violence, or

a non-forcible sex offense, the results of any disciplinary proceedings conducted at the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased because of the crime or offense, the information will be provided upon request, to the next of kin of the alleged victim.

## **Missing Persons**

Law enforcement guidelines require that a reporting person must believe that a missing individual is a vulnerable adult or will harm him or others before a police report can be taken. The Handbook for Campus Safety and Reporting has more information on missing person. The information only applies to students who reside in on-campus housing. (HEA missing person regulations)

**\*\*GFBC does not have a housing facility so therefore this does not apply.**

## **Annual Report**

The written request for the Annual Report can be submitted in person or by mail. If by mail, please send to: GFBC, Attention Tametra Bowie, Director, 4306 Asher Avenue Little Rock, AR 72204. If there is a request delivered in person, a dated stamped copy of the written request will be provided to the requesting party. In addition, the annual report is located on the student portal.

**To view the current annual report, please see Appendix A at the end of this document.**

## **Campus perimeter**

The images located in Appendix B. details the GFBC campus and surrounding areas. In addition, it indicates which areas are considered GFBC campus, non-campus and public spaces. The campus extends from the corner of Peyton and Asher to the corner of 29<sup>th</sup> and Asher.

## **Hate Crime Offenses**

The above crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred. The number of hate crimes (larceny-theft, Simple assault, Intimidation, and Destruction/damage/vandalism of property) and VAWA report will be provided to students and employees in a timely manner.

The school is NOT required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the school must follow its emergency notification procedures. A school that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the school must provide adequate follow-up information to the community as needed.

A school must report to the department and disclose in its annual security report statistics for the three most recent calendar years the number of each of the following crimes that occurred on or within its Clery geography and that are reported to the local police agencies. Every October 1, the institution must in a timely manner issue an updated copy of the Security Report and withhold the confidentiality of the names and other identifying information of victims, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (U.S.C. 13925(a)(2) and that will aid in the prevention of similar crisis and report to the campus community such acts.

## Procedure to Report Criminal and Disciplinary Offenses

1. GFBC does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institution official and/or in the event of an emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).
2. All students and employees are required to promptly and accurately report any crime or emergency to the School Director. In the absence of the School Director, all crime activity should be reported to the administrative staff. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institution official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, to maintain confidentiality, submit the information in writing to an institutional official without signature. If the student wishes to maintain confidentiality, the student will contact his/her instructor or school official who in turn will contact the School Director or report criminal actions or emergencies to the appropriate agency by calling (911). The School Director will begin investigation into any reported crime the following business day of receiving notification of a reported crime.
3. The School Director and Compliance Officer work together to assure all incidents, if applicable, are maintained in the school's Crime Log Record Sheet. Annually, the School Director and Compliance Officer prepare the Annual Disclosure of Crime Statistics Report from statistical data obtained from both the police department district in which the school resides and from the school's "Crime Log". This log includes: the nature, date, time, and general location of each crime, the disposition of the complaint, if known.

*GFBC is not required to maintain a Fire Safety Log due to the institution not providing on-campus housing.*

4. For the protection of students, staff and our visitors, except for an emergency, only staff are allowed to exit through the rear door. The rear door is locked by staff and re-entry is not allowed from the rear. Students and staff wishing to re-enter the building must do so from the entrance door. When the school closes in the evening, the closing school official or instructors will inspect each classroom and the floor to see that it is empty, set the alarm and lock down the campus. Other individuals present on GFBC property at any time without written or verbal permission of the appropriate institutional official(s) will be viewed as trespassing and may be subject to a fine and/or arrest by LRPD. In addition, students and employees present on GFBC property without permission from the appropriate official(s) will be viewed as trespassing and may be subject to a fine and/or arrest. (i.e., on campus after hours without administrative approval).
5. Current policies concerning campus law enforcement are as follows:
  - a. Institution's officials have no powers of arrest other than the Citizens Arrest Law and are required in the event of a crime or emergency to call the correct agency or dial (911). The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
  - b. Employee and students will contact administration to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the

- institution official will attempt to non-violently deal with the crime or emergency. Individual discretion must be used, as undue risk should not be taken.
- c. The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise). The student or employee is encouraged to seek such aid if needed.
6. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are highly encouraged to exercise proper care in making good judgments concerning their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus:
    - a. Do not leave personal property in classrooms.
    - b. Report any suspicious persons or activity to administration.
    - c. Don't loiter. If leaving the campus, go straight to your car and exit the parking lot.
    - d. If you are waiting for a ride, wait within sight of other people.
    - e. Employees (staff and faculty) will close and lock all doors, windows and blinds, and turn off lights when leaving a room or closing the school.
    - f. The "Crime Awareness and Campus Security Act" is available upon request to students, employees (staff and faculty), and prospective students.
    - g. The institution has no formal program, other than orientation, that disseminates this information. All information is available by request in the administrative office.
    - h. Information regarding any crimes committed on the campus or parking lot will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation the safety of an individual, cause a suspect to flee evade detection; or resulted in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty (60) days, that information must be made available within two (2) business days of the request.
  7. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to new students. In addition, information on campus crime and security is distributed to all students and employees. The information is posted in the student breakroom or classroom.
  8. All incidents will be recorded in the GFBC "Daily Incident Log" located on campus in the Administrative Office. The log includes the date, time, location, incident report, and disposition of incident and the name of the person who took the report. The report must be entered in the log within one (1) business day after it is reported to administration, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
  9. GFBC does not permit the sale, possession, or consumption of alcoholic beverages on school property and adheres to and enforces all state underage- drinking laws.
  10. GFBC does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all State and Federal Drug Laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.

11. Information on “Drug and Alcohol Abuse Education Program” is available in the administrative office and is discussed and/or distributed annually to students, faculty, and staff. GFBC makes a biennial review of this program to determine its effectiveness and ensure that its penalties are being enforced. Further information on assistance with Drug and Alcohol Abuse Education can be made by contacting the following agencies:
  - Natural State Recovery Centers- 501-319-7074
  - Serenity Park Recovery Centers – 501-313-0066
  - Quality Living Center – 501-663-3490
  - Bradford Health Services 501-977-7158
  - UAMS Health – Center for Addition Services and Treatment 501-526-8400
  - Women and Children Recovery Center 501-296-1750
  - Kelly Foundation – 501-663-6553
  
12. Sexual assaults (criminal offenses) on campus will be reported to administration who will, in turn, contact law enforcement. After a thorough investigation, the victim will be encouraged to seek professional counseling at a local treatment center and to maintain all evidence pertinent to the case. GFBC has a zero tolerance of sexual assault. Any violation of this policy by students or employees may result in expulsion, termination from employment, and/or an arrest after the investigation.
  
13. GFBC encourages all students and employees to act responsibly and make good judgments concerning their own security and the security of others. Please report any known criminal offenses occurring on campus to administration.
  
14. Anyone with the knowledge of sexual harassment activities has an obligation to report the incident to administration. GFBC will not tolerate retaliation or threats by any means from students and/or staff members. Retaliation and/or threats are grounds for immediate terminations and/or expulsion from school.
  
15. In the event a sex offense or any other VAWA (Violence Against Women Act) offense should occur on campus, the victim should take the following steps:
  - Report the offense to administration.
  - Investigation will be led by an individual who received annual training on crimes related to VAWA.
  - Provide the accuser and the accused with the same opportunities to have other present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice
  - Provide an unlimited choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding, however the school may establish restrictions regarding extent to which the advisor may participate in the proceedings, if the restrictions apply equally to both parties.
  - Preserve any evidence, as may be necessary, as proof of the criminal offense.
  - Request assistance, if desired, from school official(s) in reporting the crime to

local law enforcement agencies.

- Provide simultaneous notification, in writing to both the accuser and the accused, of the result of any institutional disciplinary proceeding that arises from VAWA allegations.
  - Provide the school's procedures for the accused and the victim to appeal the results.
16. In cases of alleged sexual assault on campus disciplinary action will be based on the findings of the law enforcement agency investigation the facts pertaining to the crime and other mitigating circumstances.
  17. Any information provided by the institution on crime victims from GFBC about disciplinary hearings by the state of Arkansas can be obtained from Little Rock Police Department criminal data.
  18. Crime Log: Perspective students will be advised of the availability of the statistic report and a current crime report. These records are available at orientation and upon request through the administrative office.

## Violence against Women Act Offenses

GFBC offers a prevention and awareness program for all incoming students and new employees, during orientation which includes list of crimes below: (power point, video, guest speaker)

- a. **Dating violence**—violence committed by a person who is or has been in a social relationship or a romantic or intimate nature with the victim; and where the existence of such a relationship will be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- b. **Domestic violence**—a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim,
  - a person with whom the victim shares a child in common,
  - a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
  - a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant tuition and fees [under VAWA],  
or
  - any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- c. **Hate crime**—a crime reported to local police agencies or to a campus security authority that shows evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. In their recording, schools must identify the actual or perceived category of the victim that motivated the crime. The categories are race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, and disability.
- d. **Stalking**—engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Programs to prevent dating violence, domestic violence, sexual assault,

and stalking— Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; **and** consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

The institution will invite a guest speaker to encourage “Prevention and Awareness” of the “Violence against Women Act” once a year.

**Note:** The Violence Against Women Reauthorization Act of 2013 (VAWA) requires institutions to compile statistics for certain crimes that are reported to campus director or local police agencies and reported to the Department through the web-based data collection.

### **Fire Safety Report**

GFBC is not required to submit a Fire Safety Report due to not offering on-campus housing.

### **Reporting**

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. In case of emergency that requires immediate attention, please report incident to the appropriate agency by calling (911) and then report the incident to the School Director or an authorized school official.

**Tametra Bowie, Chief Administrative Officer/Director**  
4306 Asher Avenue Little Rock, AR 72204  
Phone: (501) 916-9827  
Email: [tbowie@gfbc.edu](mailto:tbowie@gfbc.edu)

### **State Grant Assistance**

Not applicable to GFBC

### **Voters Registration**

At GFBC we encourage all United States citizens to register to vote in their local, state and national elections. Voter’s registration forms are available in the Learning Resource Center or the administrative office during regular business hours Monday (by appointment only) –Friday from 8:00 a.m. – 3:30 p.m. or by visiting [www.gfbc.edu](http://www.gfbc.edu). For more information related to Arkansas voter regulation requirements you can visit: (<https://www.sos.arkansas.gov/elections/voter-information/voter-registration-information>). The link to the voter registration site is also located on the Student Portal.

### **Constitution Day**

Section 111 requires that Constitution Day be held on September 17th of each year,

commemorating the signing of the Constitution. However, when September 17th falls on a Saturday Sunday, or holiday, Constitution Day will be held during the preceding or following week. GFBC will celebrate Constitution Days as stipulated on Section J. of Pub. L 108-447, the “Consolidated Appropriations Act, 2005” Dec. 8, 2004.

## **Completion/Graduation and Transfer-Out Rates for Students Receiving Athletically Related Student Aid**

GFBC does not have any Athletic Programs.

## **Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members**

In carrying out the principle of E.O. 13607, an institution commits to provide the Shopping Sheet to veterans and service members before they decide to attend the institution. This might be accomplished most easily by providing the Shopping Sheet to all students eligible to receive Federal military or veteran’s education benefits and by deleting items that are not relevant for groups of students (e.g., graduate students). GFBC will not participate in the Principles of Excellence for Educational Institutions for the 2021-2022 year.

## **Drug and Alcohol Abuse Prevention Program**

### **Standards of Conduct**

GFBC prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and staff on the property or as part of any GFBC activities. GFBC will immediately contact law enforcement officials to report all unlawful activities. This information is provided to the prospective students during orientation and employees upon hire. A notice of this information is given to all existing employees and currently enrolled students in October annually.

The health risks of the use of illicit drugs and alcohol abuse require providing education, counseling and a referral to a drug program for students and staff. GFBC provides drug and alcohol prevention information to new students during orientation and all enrolled students on a semi-annual basis. Professional Drug Abuse Information, professional counseling, referral and treatment centers information is made available to students or staff members upon request.

GFBC will terminate the contract of students and terminate the employment of staff members involved in unlawful possession, use, or distribution of illicit drugs and alcohol. GFBC will refer such cases to the proper authorities for prosecution, if applicable. Students and staff may be considered for reinstatement based on circumstances following a completion of an appropriate rehabilitation program.

As a condition of employment, employees and staff members must notify GFBC of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

There are serious legal sanctions for illegal use of drugs and/or alcohol, as well as serious health risks. Health risks associated with the use of illicit drugs and the abuse of alcohol include impaired.

mental and physical health, neurological disease/damage, memory and intellectual performance interference, mental and physical depression, uncontrollable violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, cardiovascular collapse or heart failure, gastrointestinal disease or damage, ulcers or erosive gastritis, anemia, liver and pancreatic disease, liver failure or pancreatitis, deteriorating relationships, and death.

## **Institutional Sanctions**

Violation of school drug/alcohol by students, faculty, or staff will result in disciplinary action. The disciplinary action could be a written reprimand, suspension, dismissal, reduction in pay, expulsion, or termination. This is for students and/or employees in accordance with the School's Code of Conduct policy. All illegal activities of substance abuse and/or alcohol could result in criminal prosecution as well, under state and federal laws, including section 22 of the Drug Free Schools and Campuses Act Amendment of 1989 (Public Law of 101-226).

GFBC will notify the student and/or employee in writing if the institution becomes aware of any violation of this policy. The students and/or employee may request a formal hearing after receiving and notice. Three (3) members from the faculty and staff will comprise the hearing board. If the student and/or employee fail to request a hearing within three-(3) business days, then immediate termination will take place.

If a student and/or employee requests a hearing, the institution owner will notify the student and/or employee of when the hearing date will take place. The student and/or employee have the right to be present by legal counsel for this purpose. The hearing board will take testimony from all individuals involved in the case.

The institution's administration will then be notified of the institution owner's decision. In all cases the hearing committee and School Director's decision will be the final decision. If the students and/or employee are found to have violated the institution's Drug and Alcohol Prevention Policy, then immediate termination from the school or employment will result.

## **Legal Sanctions**

1. No person under the age of 21 may legally consume or possess alcohol in Arkansas.
2. Public intoxication is illegal. If you pose a danger to yourself or others or become a public nuisance, you could be charged with a misdemeanor ranging from a Class A to Class C. Class A may result in fines and incarceration. It is illegal to be so intoxicated or under the influence of drugs in a public place that you are likely to endanger yourself or others or be unreasonably annoying to others. This is a class C misdemeanor, (with a class A as the most serious) and may result in fines and incarceration.
3. Driving a motor vehicle with .08% or more blood alcohol content is a class A misdemeanor that, in addition to incarceration and heavy fines, will result in a suspension of driving privileges from 120-180 days for the first offense. Driving with a license suspended for DWI may result in incarceration for ten days and a \$1,000 fine. Refusing the chemical test for blood alcohol content may result in a 180-day suspension of driving privileges for the first offense. In the event of an accident involving a fatality, a blood alcohol content of .08% or higher may result in a charge of manslaughter, even though the driver did not set out to intentionally harm anyone.
4. A person under the age of 21 operating a motor vehicle with .02% but less than .08%

blood alcohol content commits the offense of Underage Driving Under the Influence. The penalties include suspension of driving privileges for up to 120 days for the first offense, fines up to \$500, public service work at the discretion of the court, and mandatory attendance at an alcohol and driving education program.

5. Arkansas statutes 5-27-501 through 503 are aimed at preventing persons under 21 from using altered identification to purchase alcohol. Manufacturing, altering, or distributing altered personal identification for this purpose is a Class C Felony punishable by up to ten years in prison. Possessing altered identification is a class B misdemeanor punishable by up to 90 days in jail and revocation of driving privileges for up to 12 months or age 18, whichever is shortest.
6. Possession of more than one ounce of marijuana or possessing it in a form to facilitate distribution is a felony offense. Possession of any usable amount of any other illegal narcotic is a felony. The penalties range from probation to life in prison.

Those students or employees in violation of Federal, State, and Local Laws for use, possession or distribution of controlled substances or alcohol abuse are subjects to any of the following sanctions or combination thereof:

1. Prison sentence
2. Probation
3. Monetary penalties
4. Substance abuse programs
5. Suspension of driving privileges
6. Driver's education program
7. Community service

An overview of Federal Sanction is enclosed. The State Sanctions are included in RS40:964, Section 202 of the Controlled Substance Act. The local Sanctions only cover alcohol abuse and small amounts of marijuana.

### **Health risk associated with use and abuse of drugs and alcohol.**

GFBC, distributes information about the health risks associated with alcohol abuse and illicit drug use (EDGAR Subpart B 86, 100). IHEs will be available on sharing information about substance covered by the Controlled Substances Act (21 U.S.C. 811). U.S. Department of Justice's Drugs of Abuse" will be used to assist in disseminating information about health risks associated with use.

### **Health risks associated with alcohol and drugs.**

There are obvious risks associated with alcohol and drug abuse, but there are several less obvious risks as well:

- physical and mental dependence
- memory loss violent behavior
- aggressive acts
- angry feelings
- headaches
- nausea and/or vomiting
- muscle weakness
- drug tolerance liver, lung, and kidney problems
- brain damage
- hallucinations
- tremors
- convulsions
- hyperactivity or sluggish behavior
- poor academic performance
- unwanted sexual activity (i.e., date rape)
- sexually transmitted diseases, including HIV/AIDS
- unwanted pregnancy
- impact on future career prospects
- adverse effects from withdrawal

Alcohol and other drug use may also lead to other health problems such as:

- respiratory issues
- depression
- cancer
- Fetal Alcohol Syndrome
- elevated blood pressure
- Death

## **On-Campus Resources**

In case of an emergency, contact the administrative office at (501) 916-9827. If you are ever in doubt about your own health and safety or others, call for 911.

GFBC does not offer counseling services. The school will advise students to seek counseling at a local treatment center. A listing of local facilities is in the Learning Resource Center and can be found on the student portal, Drug and Alcohol Policy and this document.

The Administrative Office provides a variety of resources related to alcohol and other drugs abuse problems. If you have an emergency related to your safety or are concerned with the safety of another student, please contact administration or you can email [compliance@gfbc.edu](mailto:compliance@gfbc.edu). Your identity will be kept anonymous.

## **Resources for treatment locations**

GFBC will refer the student and/or employee who seek help to the following services listed below:

- Natural State Recovery Centers- 501-319-7074
- Serenity Park Recovery Centers – 501-313-0066
- Quality Living Center – 501-663-3490
- Bradford Health Services 501-977-7158
- UAMS Health – Center for Addition Services and Treatment 501-526-8400
- Women and Children Recovery Center 501-296-1750
- Kelly Foundation – 501-663-6553

### Conviction for possession or sale of illegal drugs

- A federal or state drug conviction can disqualify a student from receiving federal student aid funds. Once the student has completed the ineligibility timeframe requirement, they can re-certify to receive federal student aid. GFBC is not required to confirm the student’s eligibility unless there is evidence of conflicting information.
- A conviction that was reversed, set aside, or removed from the student’s record does not count, nor does one received when the student was a juvenile, unless she/he was tried as an adult.
- The Chart below illustrates the period of ineligibility for Title IV funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs)

<b>Possession of a Controlled Substance</b>	<b>Ineligibility Period</b>
<b>First Offense</b>	1 year
<b>Second Offense</b>	2 years
<b>Third Offense</b>	Indefinite
<b>Sale of a Controlled Substance</b>	<b>Ineligibility Period</b>
<b>First Offense</b>	2 years
<b>Second Offense</b>	Indefinite

- If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.
- A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him/her ineligible again.
- When a student regains eligibility during the award year the institute may award the student a Federal Pell Grant and Direct loan(s) based aid for the current payment period and direct

for the period of enrollment.

- The institution will provide a letter to students who lose their eligibility. The letter will detail the reason for loss of eligibility, ways to regain eligibility and the date eligibility will be restored.
- The institution will provide a letter to students when their eligibility for Title IV funding is restored.

### **Standards for a qualified drug rehabilitation program**

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by federal, state or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

### **Incarcerated students:**

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

## **Emergency Response Evaluation**

### **Emergency Response Policy**

Emergency notifications are issued in a timely manner at the discretion of administration. The warnings will be communicated through various methods including verbally, email, memo, telephone and/or text notification system. If the issue requires community notification, the Director will contact the news media and law enforcement.

All students and employees must enroll in the test notification system. In addition, they must always have a valid email address and telephone number on file. If there are changes to a student's information, they will need to submit a student data change form to the administrative office. All employee changes should be submitted to the Director.

### **Emergency Response and Evacuation Procedures**

Staff and students should immediately notify the administration in the event of a significant

emergency or dangerous situation. Upon confirmation of the situation an announcement may be made giving instructions and procedures based on the emergency plan for student, staff and clients.

The instructor(s) will direct students and clients out of the building through the nearest exit in an orderly and calm manner. Roll will be taken for a student count. The receptionist or whoever is aware of the emergency will contact (911).

### **Extreme Weather Conditions**

The institution follows the guidelines of the Little Rock School District in relation to inclement weather and school closings and/or delays. Inclement weather closings and/or delays will be communicated via the institution social media page, text notification system and will be placed on the institutions website/voicemail.

### **Fire**

In the event of a fire and/or gas leak, staff should be notified and (911) will be called. All individual located in the institution should evacuate the building in an orderly fashion to a safe place. Evacuation locations are listed below. **The specific location will be determined based on the severity of the fire.**

- Parking lot of Trois located at the corner of Asher and Peyton
- Stop sign and vacant area located at corner of Asher and 29<sup>th</sup>.

Vehicles can only be moved if it is deemed safe. Once the fire department has inspected the building and ensured it is safe to inhabit, all individuals can return. If it is unsafe to return, administration will relay this information to all individuals and determine the date and time the building can be inhabited again. This information will also be placed on the school social media pages and website. In addition, appropriate information will be placed on the school access doors and business voicemail.

### **Tornado**

The safest place to gather in the event of a tornado is the foyer area located directly outside of the break room. This area is free of windows and will ensure safety. All individuals will need to move to this area and (if able), utilize the fetal position. Individuals must remain in this area until it is deemed safe to return to the clinic or classroom area. If there is damage to the building/community, administration will relay this information to all individuals and determine the date and time the building can be inhabited again. This information will also be placed on the school social media pages and website. In addition, appropriate information will be placed on the school access doors and voicemail.

### **Financial Aid Policy and Procedure**

It is the student's responsibility to comply with all obligations involved in the receipt of federal and/or state Aid. For more information about these programs, including application procedures, eligibility requirements, amounts of eligibility, rights and obligations pertaining to each program.

including loan consolidation please consult the following sources:

- [www.studentloans.gov](http://www.studentloans.gov)
- Student Portal – the Financial Aid page
- [www.gfbc.edu](http://www.gfbc.edu) – the Financial Aid page
- administrative office

## **Financial Aid Eligibility/Citizen/Eligible Non-Citizen**

You must be one of the following to receive Federal Student Aid:

- U.S. citizen
- U.S. national
- U.S. permanent resident who has an I-151 or I551 (Alien Registration Receipt Card)

Departure Record (I-94) from the U.S. Immigration and Naturalization Service (INS) showing one of the following designations:

- “Refugee”
- “Asylum Granted”
- “Indefinite Parole” and/or “Humanitarian Parole”
- “Cuban-Haitian Entrant, Status Pending”
- “Conditional Entrant” (Valid only if issued before April 1980)
- “A Suspension of deportation case pending before Congress.
- “I-688” with valid expiration date

**IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:**

- “F1” OR F2” student visa
- “J1” or “J2” exchange visitor visa only
- “I-688a”, “I-688b or “I-688c” (Amnesty application)

## **Principles of Financial Aid**

1. The institution will with schools, community groups, and other educational institutions in support of the national goal of equality of educational opportunities. Expected Family Contribution toward the student’s cost of education is highly encouraged. This school expects parents to contribute financially, according to their means, considering their incomes, assets, number of dependents, and other.  
relevant information. Students are expected to contribute from their own earnings and assets, including borrowing against future earnings.
2. Financial aid will be offered after determining whether the family’s resources are insufficient enough to meet the student’s educational expenses. The amount of aid offered will not exceed the amount needed to meet the difference between the student’s total educational expenses and the family’s resources.
3. In awarding funds to eligible students, the amount and the type of self-help will be related.

to the circumstances of the individual and the largest amount of grant assistance will be offered to students with the least ability to pay.

## Cost of Attendance

### Independent Student

Below is an example of the costs estimated for the following academic year for an **independent student who is a Pulaski County resident** living in an apartment and enrolled as a fulltime student at GFBC (GFBC) in the barber program.

#### *Barber (full time and part time)*

Item	Cost
Tuition	\$17,355
Student Permit Fee (per year)	\$20.00
Books, Supplies, Uniform and Kit	\$1000
Barber Testing Fee	\$75.00
Barber License Fee	\$50.00
Housing	\$6,398
Food	\$2,794
Transportation	\$2,816
Personal Expenses	\$6,422
<b>Total Cost</b>	<b>\$36,930.00</b>

Below is an example of the costs estimated for the following academic year for a **dependent student who is a Pulaski County resident living with parents** and enrolled as a fulltime student at GFBC (GFBC) in the barber program.

#### *Barber (full time and part time)*

Item	Cost
Tuition	\$17,355
Student Permit Fee (per year)	\$20.00
Books, Supplies, Uniform and Kit	\$1,000
Barber Testing Fee	\$75.00
Barber License Fee	\$50.00
Food	\$2,794
Transportation	\$2,816
Personal Expenses	\$6,422
<b>Total Cost</b>	<b>\$30,532.00</b>

Below is an example of the costs estimated for the following academic year for a dependent student who is a Pulaski County resident living in an apartment and enrolled as a fulltime student at GFBC (GFBC) in the barber program.

<b>Item</b>	<b>Cost</b>
<b>Tuition</b>	\$17,355
<b>Student Permit Fee (per year)</b>	\$20.00
<b>Books, Supplies, Uniform and Kit</b>	\$1,000
<b>Barber Testing Fee</b>	\$75.00
<b>Barber License Fee</b>	\$50.00
<b>Housing</b>	\$6,398
<b>Food</b>	\$2,794
<b>Transportation</b>	\$2,816
<b>Personal Expenses</b>	\$6,422
<b>Total Cost</b>	<b>\$36,930.00</b>

### **Dependent Student**

An individual that does not meet the independent student criteria is a dependent student. This student is required to submit with his/her application student, spouse (if applicable) and parents' income and assets data.

### **Independent Student**

An individual who meets one of the following criteria:

1. An individual at least 24 years old by December 31 of the award year.
2. At any time since the student was 13, were both parents deceased, was the student in foster care or was the student a dependent or ward of the court.
3. A veteran of the armed forces of the United States.
4. An individual with legal dependent other than a spouse.
5. A graduate or professional student who will not be claimed as an income tax exemption by his/her parents for the first calendar year of the award year.
6. A married person.
7. A student who is currently serving on active duty in the United States Armed Forces for purposes other than training.
8. A person who has children, whom they will provide more than ½ the children's support.
9. The student is an emancipated minor.
10. The student is in legal guardianship.
11. The student is an unaccompanied youth who was homeless.
12. The student was a homeless youth at risk of being homeless.
13. A person who has been determined by the administrative office to be independent because of unusual circumstances.

### **Parent(s)**

For purposes of the Financial Aid Program, “parent” is mother and/or father or adoptive parent; **not foster parents.**

### **Expected Family Contribution (EFC)**

The amount that has been calculated as expected family contribution to offset the student cost of attendance. Tuition and fees are \$17,355.00 for the program.

### **Financial Need**

Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

### ***Additional Terminology***

- **Tuition and Fees:** The actual cost of tuition and fees for 1500 clock hours for ten months. The hourly clock hour rate is \$11.57.
- **Books and Supplies:** GFBC offers the ability to obtain the toolkit and books from the college once the students’ financial aid is approved and all required documents have been accepted. If the student chooses to purchase the items from the college the materials will be charges to the students’ accounts.
- **Housing:** A reasonable estimate of what it would cost to live in the Little Rock and the surrounding areas while attending school. Actual costs may vary by individual choices related to location and circumstances. Typically includes rent, food, household supplies and utilities.
- **Transportation:** Transportation costs to and from class and work (e.g., bus fare, gasoline and parking)
- **Personal Expenses and Miscellaneous:** Estimate of cost for clothing, haircuts, entertainment, and other miscellaneous expenses.

### **Net Price Calculator**

The estimates in the calculator are not final and may change. The student must complete the FAFSA ( [www.fafsa.gov](http://www.fafsa.gov)) and be eligible to receive federal student aid funds.

### **Determining Financial Aid**

The U. S. Department of Education approves the Expected Family Contribution formula. This school uses it to compute the ability of the family to contribute to the cost of the student’s training. Each year certain aspects of EFC are adjusted. This accounts for both actual inflation in the previous year and projects inflation for the next analysis year. The yearly Consumer Price Index (CPI) analysis determines inflation rates. Revision in FICA, federal, state, and local taxes reflect changes.

in the law and recently available IRS data.

The Federal Pell Grant uses the Federal Expected Family Contribution (EFC) number on the Student Aid Report (SAR) to determine edibility number obtained. This determines the student's (or family's) ability to contribute to the Cost of Attendance (COA). The EFC is subtracted from the COA, and the school awards financial aid to cover as much of the student needs as possible. The EFC base needs on information furnished in the Free Application for Federal Student Aid (FAFSA). The EFC number calculated is for nine months, for dependent students, and twelve months for independent students.

### **Award Year**

The academic year is between July 1<sup>st</sup> and June 30<sup>th</sup> of each year.

### **Academic Year**

The definition of the Academic Year for this institution is 900 clock hours in 26 weeks.

### **How do I Qualify?**

To determine if you qualify to receive federal student aid, the United States Department of Education uses a standard formula, established by Congress, to evaluate the portion you report when you apply. The formula produces an Expected Family Contribution (EFC) number. Your Student Aid Report (SAR) contains this number, in the upper right corner of page 1. This number will determine if you're eligible for a Pell Grant and how much.

You need to complete the FAFSA (Free Application for Federal Student Aid) to be eligible for Financial Aid and determine what you'll qualify to receive.

### **Student Eligibility Requirements**

To be eligible for financial aid, a student must:

- be admitted as a regular student.
- be enrolled or accepted for enrollment in an eligible program on at least a half-time basis.
- be a citizen or an eligible non-citizen.
- not owe a refund on a Federal Pell Grant or FSEOG at any school
- not be in default on Federal Perkins Loan or Federal Stafford Loan/FSLs/FPLUS at any school.
- have financial needs.
- be making satisfactory progress (as defined by the school's policy) during study.
- be registered for selective service (if a male born on or after January 1,1960)
- have signed a statement of educational purpose.
- have signed a statement of updated information.
- have a High School Diploma, a GED, or have demonstrated the ability to benefit.
- agree to use any federal student aid received solely for educational purposes.

## **When Do I Apply?**

Apply as soon AFTER January 1, (you can't apply before this date). It's easier to complete the application when you already have your tax return for the year end, so you may want to consider completing your tax return early as possible. If you have not applied for financial aid, you can always apply before June 30<sup>th</sup> of the following year.

You must reapply for federal aid every year. Also, if you change schools, your aid doesn't go with you. Check with your new school to find out what steps you must take to continue receiving financial aid.

## **Disbursement**

Based on the payment period, a check payable to the student and/or co-payable to the school and the student will be issued. It is the students' responsibility to submit all forms and documentation to the administrative office in accordance with the deadlines applicable to each program from which Financial Aid is requested. Disbursements are made in the following increments:

### **Full-time Barber Program Students**

- 15 weeks/450 hours
- 30 weeks/900 hours
- 40 weeks/1200 hours

### **Part-Time Barber Program Students**

- 18.75 weeks/450 hours
- 37.5 weeks/900 hours
- 50 weeks/1200 hours

## **What is a Federal Pell Grant?**

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. (A professional degree would include a degree in the field of education or pharmacy) In some cases, you might receive a Pell Grant for attending post-baccalaureate teacher certification program.

For many students, Pell Grants are usually a foundation of financial aid, to which aid from other federal and non-federal sources might be added.

## **Pell Grants**

The student completes the Free Application for Federal Student Aid and our Institutional Financial Aid Application go to **FAFSA website** [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and follow steps 1, 2, 3.

## **Federal Pell Deadline**

FASFA applications must be received by June 30th (Award Year). SAR's must be submitted to the administrative office by June 30<sup>th</sup>, or your last day of enrollment in Award Year whichever comes first. A valid SAR/ESAR requires signatures of student, spouse, and parents, if applicable.

### **What is a Student Loan?**

A loan is a debt that must be repaid. Borrow responsibly and live simply. Manage your money carefully and stay within budget while attending school to minimize your debt. **Loan funds are for educational related expenses only.**

There are annual and lifetime maximums based on your classification and dependency status. You should know how much you always owe.

### ***Federal Subsidized Stafford Loans***

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's (ED) central database for Federal Student Financial Aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan Program, and other Department of Education Programs. Student and Parent borrowers have access to NSLDS using their Federal PIN. Visit [NSLDS](#) for information regarding your Federal Student Loans, including your servicer(s).

### ***Federal Unsubsidized Stafford and PLUS Loans***

Stafford Unsubsidized Loans are federally guaranteed loans that are not based on financial needs. Interest does accrue from the time the loan is disbursed to the school. Additionally, there are maximum amounts you can receive per school year for dependent and independent students. Review the students' repayment options.

Federal student loan records of students and parents will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions to determine to be authorized users of the data system. Students and parents may view their loan record history by visiting the website: [www.nsls.ed.gov](http://www.nsls.ed.gov)

### ***Private Education Loan Disclosures (Including Self-Certification Forms)***

GFBC does not participate in Privately Funded Loans Programs; therefore, we have no Lender list.

**Note:** The institution does not have access to any Self-Certification Forms for private education loans.

### ***Loan Counseling***

In compliance with Federal regulations and guidelines, GFBC conducts an Exit Interview with each student who has applied and received a Direct Federal Loan through the institution.

Upon meeting graduation requirement, students must complete the exit counseling according to the guidelines set forth on the Direct Loan website:  
<https://studentloans.gov/myDirectLoan/Index.action>.

Students must first read the guidelines and select GFBC as the institution in which the information will be sent. They are to read the content and answer the questions. Students must read the Borrower's Rights and Responsibilities before submitting the Exit Counseling. Students are instructed to print 2 copies of the Counseling Completion Confirmation page and submit one copy to the administrative office and the other is kept for their records. This process takes approximately 30 minutes.

### ***Entrance Counseling for Student loan Borrowers (Direct Subsidized and Unsubsidized Loans 34 CFR685.304(A) (6)***

The Department of Education requires that any student receiving a Federal Stafford Loan be notified concerning their loans. Student must complete entrance counseling and an electronic loan promissory note prior to the loan being disbursed and consequences for default. Students are counseled regarding loan indebtedness and to make sure the student understands the amount borrowed and their rights and responsibilities regarding repayment of the loan and interest rates.

All borrowers at GFBC must have complete Entrance Counseling and a Loan Agreement for a Subsidized/Unsubsidized Loan (MPN). A MPN (Master Promissory Note) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s). Loan counseling ensures the student understands his/her rights and responsibilities of student loan borrowing. The confirmation of completion will be placed in the student's financial aid file.

### ***Exit Counseling for Student Loan Borrowers (43 CFR 685.304 (b)(4)***

The student is required to complete Exit Counseling before they graduate or if they decide to withdraw from the program. Exit counseling is a tool to ensure the student understands their rights and responsibilities as a student loan borrower and provides useful tips and information to help manage their loans. This is accessible by visiting the website: [www.studentloans.gov](http://www.studentloans.gov). The confirmation of completion will be placed in the student's financial aid file.

### ***Code of Conduct for Education Loans***

The Higher Education Opportunity Act of 2008 (HEOA) requires that institutions participating in the federal student loan programs develop, publish and enforce a code of conduct with respect to student loans.

GFBC is committed to the highest standard of ethics and conduct and therefore, the staff of the Office of Financial Aid is bound by the institution's Code of Conduct and Ethics for Business Activities, which requires everyone to comply with legal and regulatory requirements, policies and procedures that apply to his or her duties. Additionally, to comply with the HEOA Brown has adopted the following Code of Conduct which applies to the officers,

employees, agents of GFBC.

The institution and its employees are banned from any revenue sharing arrangements with lenders.

- The employees of GFBC and those responsible for financial aid duties in respect to education loans will not solicit or accept any gift from a lender, guarantor, or servicer of education loans.

See definition of gifts

*Gifts are defined as any gratuity, favor, discount, entertainment, hospitality, loan or other item having a monetary value, and includes a gift of services, transportation, lodging, or meals, whether in kind, by purchase of a ticket, payment in advance or reimbursement. Gifts do not include standard material activities or programs related to a loan, default aversion/prevention, or financial literacy (e.g., workshops, training), food, refreshments, training or informational material furnished to an employee of an institution as an integral part of a training session designed to improve the service of a lender, guarantor or servicer of educational loans to the institution, if the training contributes to the professional development of the employee; loan benefits to a student employee if they are comparable to those provided to all students at the institution; entrance and exit counseling services provided to borrowers to meet the requirements of the HEA provided that the institution retains control of the counseling and the counseling is not used to promote the lenders products; philanthropic contributions to the institution by the lender.*

- The employees of GFBC and those responsible for financial aid duties in respect to education loans will not accept from a lender or affiliate any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.
- The employees of GFBC and those responsible for financial aid duties in will not for any first-time borrower, assign through award packaging or other methods, a borrower's private loans to a particular lender; or refuse to certify, or delay certification of, any loans based on the borrower's selection of a particular lender or guaranty agency.
- The employees of GFBC and those responsible for financial aid duties in respect to private loans will not request or accept from any lender any offer of funds for private loans, including funds for an opportunity pool loan, to students in exchange for providing concessions or promises to the lender for a specific number of federal loans made, insured, or guaranteed, a specified loan volume, or a preferred lender arrangement.
- The employees of GFBC and those responsible for financial aid duties in respect to education loans will not request or accept from any lender any assistance with call center staffing or financial aid office staffing (there are exceptions such as professional development training, providing counseling materials-debt management materials, etc. provided that the lender is disclosed on the materials; short term nonrecurring assistance during emergencies).
- The employees of GFBC and those responsible for financial aid duties in respect to education loans who have responsibilities with respect to education loans and who serve on an advisory board, commission, or group established by a lender, guarantor, or group of lenders of

guarantors, will be prohibited from receiving anything of value from the lender, guarantor, or group of lender or guarantors, except that the employee may be reimbursed from reasonable expenses incurred in serving on such advisory board, commission, or group.

### ***Preferred Lender Lists***

GFBC does not participate in Privately Funded Loans; therefore, we do not have a Lender list.

### ***Preferred Lender Arrangements***

GFBC does not participate in Privately Funded Loans, therefore we do not have Lender arrangements.

### ***Repayment of Student Loans***

Student loans are real loans, and it is imperative that you pay them back. The following is directly from the Department of Education's website:

<http://studentaid.ed.gov/PORTALSWebApp/students/english/repaying.jsp#default>

If you default, it means you failed to make payments on your student loan according to the terms of your promissory note, the binding legal document you signed at the time you took out your loan. In other words, you failed to make your loan payments as scheduled. Your school, the financial institution that made or owns your loan, your loan guarantor, and the federal government all can take action to recover the money you owe. Here are some consequences of default:

- National credit bureaus can be notified of your default, which will harm your credit rating, making it hard to buy a car or a house.
- You will be ineligible for additional federal student aid if you decide to return to school.
- Loan payments can be deducted from your paycheck.
- State and federal income tax refunds can be withheld and applied toward the amount you owe.
- You will have to pay late fees and collection costs on top of what you already owe.
- You can be sued.

For more information and to learn what actions to take if you default on your loans see the Department of Education's Default Resolution Group website. If there are additional needs for the student pertaining to loan payments, you can contact our default prevention administrator at the information below:

**Wright International Student Services (WISS)**  
**6405 Metcalf Avenue Ste 504 Shawnee Mission, KS 66202**  
**1-800-257-4757**  
**wiss@studentservicesint.com**

*Additional Student Loan Information provided by the Department of Education*

Additional student loan information can be viewed online at:

[www.studentloans.gov/resources](http://www.studentloans.gov/resources)

To obtain copies of publications please contact the Education Publications Center (ED Pubs).

[www.EDPubs.gov](http://www.EDPubs.gov)

Toll-free phone #: 877-4-ED-Pubs (877-433-7827) TTY/TDD

toll-free number: 877-576-7734

FAX: 703-605-6794

e-mail: [edpubs@inet.ed.gov](mailto:edpubs@inet.ed.gov)

mail: ED Pubs

U.S. Department of Education

P.O. Box 22207

Alexandria, VA 22304

### **Additional Funding Options**

Additional funding options may be available for those individuals that do not qualify for Title IV funding. See the programs listed below:

#### **Arkansas Department of Career Education**

Three Capitol Mall

Little Rock, AR 72201-1083 Phone: (501) 682-1500

Fax: (501) 682-1509

#### **U.S. Department of Veterans Affairs**

VA Regional Processing Office (22)

P. O. Box 8888

Muskogee, OK 74402-8888

Phone: 1-888-442-4551

### **Professional Judgment**

A financial aid professional may exercise professional judgment and change elements in the federal need analysis to account for circumstances that he/she feels have not been adequately considered in the original FAFSA.

All requests for the execution of professional judgment must:

- Be initiated by a letter from the student in which the student requests consideration of his/her circumstances. It must be legible, signed and dated. The student is encouraged to focus on events in the prior year that have affected or will affect his/her family's ability to pay for the current year's college expenses.
- Require documentation. For example, loss of employment typically means a

termination/layoff letter and documentation of unemployment benefit eligibility from a government agency.

- Require a valid and verified Student Aid Report. The Free Application for Federal Student Aid must be filed according to the instructions provided by the Department of Education. Special circumstances will be considered only after the school has received a valid SAR. If the student has been selected for verification, the school must complete the verification process before considering any special circumstances.
- Require a signed copy of the tax transcript for the tax year information required on the FAFSA. If the student has not already provided a copy of all required tax documents for verification, this should be included with the request for consideration of special circumstances.
- Remember: Any adjustments made to the SAR because of a request for a professional judgment decision may delay or change the financial aid package.

### **Reasons to request professional judgment**

- Parent's death or divorce for dependent students
- Death or divorce from spouse of independent students
- Loss of employment – parent of dependent student, student or spouse of independent student
- Loss of untaxed benefit – parent of dependent student, student or spouse of independent student
- Extraordinarily medical expenses in the household to which the student belongs. These must exceed the medical allowance in the Income Protection Allowance
- Tuition for private schooling of siblings of dependent student
- Dependent childcare for children of independent students
- Travel expenses beyond those allowed in the student expense budget.
- Extreme business or farm debt or bankruptcy payments
- Dependency overrides
- Computer purchase
- Parent attending college

There are specific documentation requirements needed to review your financial status for a professional judgment review. Please contact the financial office to determine what documents you will need to submit.

### **Students Rights and Responsibilities**

The student has the right to ask the school:

- The name of its accrediting and licensing organizations.
- About the programs, instructional, laboratory, and other physical facilities, and its faculty.
- What the cost of attending is and the policy on refunds to students who dropout.
- What financial assistance is available, including information on all federal, state, local, private and institutional financial aid programs?
- What's the procedures and deadline are for submitting applications for each available financial aid program?
- How it selects financial aid recipients?
- How it determines financial needs?
- How much of your financial needs, as determined by the school, has been met?
- How and when the student will be paid?

- To explain each type and amount of assistance in your financial aid package.
- What is the interest rate on student loan offered, the total amount you must repay, when you must start repaying, and what cancellation or deferment (postponement) provisions apply?
- To reconsider your aid package, if the student believes a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines whether you are making satisfactory progress and what happens if you are not?
- What special facilities and services are available to the handicapped?

It is the student's responsibility to:

- Review and consider all information about the school program before enrolling.
- Pay special attention to the application for student financial, and complete it accurately, and submit it on time to the right place. Errors can delay or prevent the student from receiving financial aid.
- Provide all documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you are asked to sign.
- Repay any student loan. When you sign a promissory note, you are agreeing to repay your loan.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- Notify the school of change in your name, address, phone number, or attendance status (full-part time student) if you have student loans, you must notify your lender of these changes.
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that is your responsibility and your liability when errors are made and funds for which you are not eligible for are advanced to you or credited to your school account.

## **Clock Hours**

A 50 to 60 minutes class or lecture; or

A 50 to 60 minutes faculty supervised laboratory or practical training,

## **What happens to title IV funds when a student withdraws?**

The Business Office is required by Federal Statute to calculate the percentage of earned Title IV Funds received or pending to be received and to return the unearned funds for a student who withdrew, was terminated or failed to return from an approved leave of absence. If a student fails to return from a Leave of Absence the Date of Withdrawal is the last day the student attended class before the Leave of Absence began.

Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of aid earned = the number of scheduled hours in the payment period completed up to the student's last date of attendance as per the school's attendance records, divided by the total clock hours in the payment period.

- If this percentage is greater than 60% then the percentage earns 100% of the disbursed Title IV funds or aid that could have been disbursed.
- If this percentage is less than 60% then the percentage earned is equal to the calculated value.

Funds are returned to the appropriate Federal Program based on the percent of unearned aid using the following formula:

Aid to be returned = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew.

- When Title IV funds are returned, the student may owe a balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution must send written notification to the student (or parent for PLUS loan funds) to offer a post-withdrawal disbursement for any amount not credited to the student's account no later than 30 calendar days after the date that the school determines that the student withdrew. The institution is required to make a post-withdrawal disbursement within 45 days of the student's date of determination that they withdrew for grants and 180 days of the student's date of determination that they withdrew for loans.

### **Refunds are Allocated in the Following Order:**

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Parent (PLUS) Loan
- Federal Pell Grant
- Federal Supplemental Opportunity Grant
- Other Title IV Assistance
- State Tuition Assistance Grants (if applicable)
- Private and Institutional Aid
- Student

GFBC measures progress in Clock Hours and uses the Payment Period for the period of calculation.

### **Calculation Formula**

The formula determines the amount of Title IV Aid that was disbursed plus Title IV that could have been disbursed.

Calculate the percentage of Title IV Aid earned:

- a. Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

$$\frac{\text{HOURS SCHEDULED TO COMPLETE}}{\text{TOTAL HOURS IN PERIOD}} = \% \text{ EARNED}$$

- b. If this percentage is greater than 60 %, the student earns 100%.
- c. If this percent is less than or equal to 60%, proceed with calculation.
  - Percentage earned from (times) total aid disbursed or could have been disbursed = Amount Student Earned.
  - Subtract the Title IV aid earned from the total disbursed = Amount to be Returned.
  - 100% minus percent earned = **Unearned Percent**
  - Unearned percent (multiplied by) total institutional charges from the period = Amount Due from The School.

If the percent of Title IV Aid disbursed is greater than the percent unearned (times) institutional charges for the period, the amount disbursed be used in place of the percent unearned.

If the percent unearned (times) institutional charges for the period are less than the amount due from the school, the students must return or repay one-half of the remainder unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed and/or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

### **Order of Return of Title IV Funds**

A school must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

- Unsubsidized Direct Stafford Loans (other than PLUS Loans)
- Subsidized Direct Stafford Loans
- Direct PLUS Loans
- Federal Pell Grants (for which a Return of Funds is required)

Students receive a written notice clearly identifying amounts returned  
and to which program.

### **Post Withdrawal**

School must get authorization from student to apply post withdrawal funds to his/her account. Funds more than the balance owed and payable to the school must be offered to student.

GFBC sends a grant overpayment notice to students within 30 days from the date the school determined that student withdrew or received official notice of withdrawal, giving the student 45 days to either:

1. Repay the overpayment in full to GFBC
2. Notify the Department of Education that the student is in an overpayment status.

sign a repayment agreement with the Department of Education.

## **Integrated Verification Process**

Federal regulations 34 C.F.R Part 668, Subpart E, dated March 1986, executing legislation 20. U.S.C. 1094 governing the Title IV programs require schools to be sure of certain applicant reported data. These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the admissions and advising process. To follow the regulation and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse Federal Pell or Campus-Based aid until completion of verification.

### **Who must be verified?**

The policy of this school will be to verify those students selected by the need analysis system for verification. In the absence of conflicting documentation, applications excluded from verification include:

- Legal resident of the Trust Territory of the Pacific Islands, Guam, American Samoa, and the Mariana Islands. This includes dependent students whose parents are also legal residents of one of these Islands.
- Dependent students whose parents are residing in a country other than the United States. This applies to other than the United States and only if the student cannot contact the parents by normal means.
- Dependent students whose parents are dead, or are physically or mentally ill, or whose parents' address is unknown.
- Immigrants who arrived in the United States during either calendar year in the Award Year.
- Those submitted for an Award Year if the applicant dies during the Award Year.
- Those submitted if the applicant is imprisoned at the time of verification.
- Those submitted when the applicant does not receive financial assistance, for reasons other than their failure to confirm information on the application.
- Other exclusion, on a documented individual case basis, at the discretion of the administrative office.

#### *An applicant need not document spouse information or provide a spouse's signature if:*

- The spouse is residing in another country and the student cannot contact the spouse by normal means of communication.
- The student cannot locate the spouse because their address is unknown.
- The spouse is dead, or mentally or physically ill.

## **Verification Items**

1. Annual Federal Register will provide items to verify, and documentation required.
2. All selected applicants:
  - a. Number in household: A signed statement signed by the applicant and one parent if student dependent, listing:
    - i. name and age of each household member
    - ii. relationship of that household member to applicant.
  - b. Number in college: A signed statement by the applicant and one of the parents if

dependent listing:

- i. the name and age of each household member who is attending an eligible postsecondary educational institution as at least a half-time student in the 14-15 award year.
    - ii. the name of the eligible institution that each household member is or will be attending during the 16-17 Award Year.
  - c. Food Stamps (SNAP)-If receipt reported on FAFSA (Documentation from the agency that issues the food stamps benefit or alternative documentation as determined by the institution to be sufficient to confirm that the applicant received food stamps).
  - d. Child Support Paid- If amount reported on FAFSA (Documentation would include a statement signed by the applicant, spouse or parent who paid the child support certifying:
    - a. amount of child support paid.
    - b. the name of the person to whom child support was paid.
    - c. the name of the children for whom the child support was paid.
3. For Tax Filer: If the tax filer is unable to provide information through the IRS data retrieval process, a transcript obtained from the IRS that lists tax account information for the tax year 2016 is required. If the tax filer is separated, divorced or widowed: (a) a transcript from the IRS.  
(2) a copy of IRS form W-2 for each source of employment income received.
4. A student, spouse or parent who is required to file a U.S. income tax return and has been granted a filing extension must provide a copy of IRS form 4868 and must provide a copy of a W-2 for each source of employment and/or a signed statement by a self- employed individual certifying the amount of the AGI and income tax paid for tax year 2016.
  - a. AGI
  - b. Tax Paid
  - c. Specific Untaxed Income Items:
    - a. Untaxed IRA distributions
    - b. Untaxed pensions
    - c. Education Credits
    - d. IRA Deductions
    - e. Tax exempt interest
5. Non-Tax Filers:
  - a. Income earned from work.
6. Non-Tax Filers:
  - a. Copy of IRS form W-2 for each source of employment
  - b. A signed statement verifying:
    - a. that the individual has not filed and is not required to file an income tax return for tax year 2016.
    - b. the sources of income earned from work as reported on the FAFAS and amounts of income from each source that is not reported on IRS form W-2.

All applicants selected for verification either by the Department of Education or the institution, must complete verification before any Professional Judgment adjustment can be made to the ISIR.

All changes resulting from verification must be submitted if the change is to any non- dollar item or the change refers to a single dollar item of \$25 or more. GFBC will make no adjustments until verification is completed.

## **Applicants Responsibilities**

To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period of July 1<sup>st</sup> through June 30<sup>th</sup> the following Award Year. Applicants must certify that the following data items are correct as listed on the original application; or if not correct, must update the date items, as the date of verification:

- Number of family member in the household.
- Number of family members the household now enrolled as at least half-time students in postsecondary educational instructions.
- Change in dependency instructions.

Federal Pell Grant applicants who dependency status changes during the Award Year must file a correction application.

Campus-Based applicants whose dependency status changes during the Award Year must have their Family Contribution (FC) recalculated. The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

### **Consequences of failure to provide documentation within the specified time period(s)**

If the student cannot provide all required documentation, GFBC cannot complete the verification process with two weeks from the date of enrollment. GFBC must then advise applicants that they are not eligible for Financial Aid funds. The school then gives the applicants the following options:

- The student will be placed on Financial Aid suspension until all verification documents are received.
- The student may continue training on a cash payment basis.
- The student may withdraw and re-enroll at no additional charge.
- There will be no loss of credit earned, when the student provides all proof, and verification is complete.

If a Federal Pell Grant applicant has not processed **Part 2 of the SAR** within two weeks of enrollment, the school must advise them that they are not eligible for Financial Aid. GFBC will then provide applicants with the following options:

- The student may continue training on a cash payment basis.
- The student may withdraw and re-enroll at no additional charge. There will be no loss of credit earned when the student provides all proof and verification is complete.
- The applicant must repay any over award, or any award for which he/she was not eligible discovered during verification.

### **Interim Disbursements**

GFBC will not authorize any interim disbursement. The student must complete verification before disbursement of any or all Title IV funds.

## **Notification of Results of Verification**

GFBC will notify the applicant of additional information and/or documentation needed for verification. This occurs through contact with the Financial Aid Administrator, or by mailing to the applicant's resident address a **VERIFICATION FOLLOW-UP** form. This form indicates additional items needed. GFBC will notify the applicant of any changes in the originally computed Federal Pell Grant award.

- The student will sign and date the SAR certified for payment.
- The school will notify the applicant when they complete verification by:
  - Obtaining the student's signature and date on the SAR certified for payment.
  - Providing the student, a receipt for any Campus-Based funds credited to their tuition account.

## **Renewal Process**

A Federal Pell Grant award received in one Award Year (July 1 to June 30 of the following year) is never automatically renewed in the next Award Year. A student must re-apply for the Federal Pell Grant and submit a copy of the new SAR to the administrative office.

## **How Much Money Can I Get?**

Awards will depend on program funding. How much you will get will depend not only on your Expected Family Contribution (EFC) but also on your Cost of Attendance, whether you're full-time or part-time student, and whether you attend school for a full academic year or less. You may receive only one Pell Grant in an Award Year and you may not receive Pell Grant funds from more than one school at a time.

## **How Will I Be Paid?**

GFBC may credit the Pell Grant funds to your school account. GFBC must tell you in writing how and when you'll be paid and how much the Pell Grant will be. Schools must pay you at least once per term (semester, trimester, or quarter).

Schools that don't use formally defined, traditional, term must pay you at least twice per academic year.

## **Return of Title IV Funds**

When a student applies for financial aid, the student agrees that financial aid funds will be used for educational purposes only. Therefore, if a student withdraws before completing their program, a portion of the funds received may have to be returned. GoodFellas Barber College (GFBC) will calculate the amount of financial aid to be returned to the Title IV, HEA programs according to the policies listed below.

This policy applies to students who officially withdraw, unofficially withdraw, fail to return from a leave of absence, or are dismissed from enrollment at GFBC. It is separate and distinct from the GFBC credit balance refund policy.

The calculated amount of the Return of Title IV (R2T4), HEA funds that are required for the students affected by this policy are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV (federal) aid earned is based on the amount of time a student spent in academic attendance and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has **45 calendar days** from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

Eligibility for post withdrawal disbursements will be confirmed within 30 calendar days of the date that the student withdrew. The school must advise the student or parent that they have 14 calendar days from the date that the school sent the post withdrawal disbursement notification to accept a post withdrawal disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

## **Official Withdrawal**

A student is officially withdrawn on:

- The date the student provided official notification of intent to withdraw, in writing or orally; or
- The date the student began the withdrawal process from GFBC records. A student is allowed to rescind this notification in writing to the Dean of Students Office and continue the program. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

**Official dates and deadlines for withdrawing are discussed in the GFBC New Student orientation.**

A student may withdraw from GFBC at any time from the first-class day to the official last day to withdraw as indicated in the GFBC New Student Orientation.

Students called to active military service during a term in which they are enrolled may be entitled to a refund of tuition and fees if they withdraw or the student may be entitled to receive a final grade or incomplete grade in courses. Students should contact the Director of Admissions to determine their options.

A student is considered a withdrawal from classes offered in a session of enrollment when the student ceases attendance at any point prior to completing the period of enrollment unless the school obtains confirmation from the student at the time of withdrawal that the student will attend a session that begins later in the same period of enrollment.

If a student receives Title IV grant or loan assistance and does not begin attendance in a period of enrollment, the student is ineligible for any Title IV aid.

Upon receipt of the official withdrawal information, GFBC will complete the following:

- Financial Aid verifies the student's attendance through the financial aid withdrawal form or the school's attendance records (Audit Rolls).
- The Return of Title IV (R2T4) calculation is performed to determine the amount of federal funds the student has earned and the amount of unearned Federal funds for which the school and the student is responsible to return (if any).
- Calculations are completed using the U.S. Department of Education's Return of Title IV, HEA Funds Worksheets, student's attendance and withdrawal date, and are based upon the period of enrollment.

Financial Aid will return the amount of any unearned portion of the Title IV funds for which the school is responsible within 45 calendar days of the date the official notice of withdrawal was provided.

Financial Aid will provide the student with a letter explaining any returns that have been made to the Title IV, HEA programs on the student's behalf because of exiting the program.

Remaining unearned Title IV loan funds (e.g., Direct Loans) must be repaid by the student in accordance with the terms of the loans.

If a student's scheduled attendance is more than 60 percent of the period of enrollment, he/she is considered to have earned 100 percent of the federal funds received for the period of enrollment. In this case, no funds need to be returned and no letter will be sent from Financial Aid.

A copy of the completed worksheet and notification letter will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study and intends to complete the period of enrollment. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the period of enrollment, the student's withdrawal date is the original date of notification of intent to withdraw.

Officially withdrawing from classes may affect the student's future eligibility for financial aid due to Satisfactory Academic Progress requirements and R2T4 balances owed.

## **Unofficial Withdrawal**

Unofficial withdrawals encompass all other withdrawals where official notification is not provided to GFBC. If a student does not officially withdraw and subsequently fails to earn a passing grade over an entire period, the institution must assume, for Title IV, HEA purposes, the student has unofficially withdrawn, unless the institution can document that the student completed the enrollment period.

- If a student receives Title IV grant or loan assistance and does not begin attendance in a period of enrollment, the student is ineligible for any Title IV aid.
- When a recipient of Title IV grant or loan assistance unofficially withdraws from an institution, after having begun class attendance during a period of enrollment, the institution must determine the amount of Title IV grant or loan assistance that the student earned up to the date of withdrawal. Once grades are final for a term, the following procedures will take place:
  - Financial Aid will make at least three attempts to notify students of their unofficial withdrawal status.
  - Financial Aid will determine and record the student's last date of attendance as the withdrawal date.

The Return of Title IV (R2T4) calculation is performed to determine the amount of federal funds the student has earned and the amount of unearned federal funds for which the school and the student is responsible to return, (if any).

- Calculations are completed using the U.S. Department of Education's Return of Title IV, HEA Funds Worksheets, the student's attendance and withdrawal date, and are based upon the period of enrollment.
- Financial Aid will return the amount of any unearned portion of the Title IV funds for which the school and the student is responsible within 45 calendar days of the date the official notice of withdrawal was provided.
- Remaining unearned Title IV loan funds (e.g., Direct Loans) must be repaid by the student in accordance with the terms of the loans.
- Financial Aid will provide the student with a letter explaining any returns that have been made to the Title IV, HEA Federal programs on the student's behalf because of exiting the program. If a student's scheduled attendance is more than 60 percent of the period of enrollment, he/she is considered to have earned 100 percent of the Federal funds received for the period of enrollment. In this case, no funds need to be returned and no letter will be sent from Financial Aid.
- A copy of the completed worksheet and notification letter will be kept in the student's file.
- Unofficially withdrawing from classes may affect the student's future eligibility for financial aid due to Satisfactory Academic Progress requirements and R2T4 balances owed.

### **Withdrawal Before 60 Percent Point of the Term**

The institution must perform a R2T4 calculation to determine the amount of earned aid up through the 60 percent point in each period of enrollment. The institution will use the U.S. Department of Education's prorate schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal.

### **Withdrawal After 60 Percent Point of the Term**

For a student who withdraws after the 60 percent point of the period of enrollment, a student has earned 100 percent of the Title IV funds he or she was scheduled to receive during the period.

Thus, there are no unearned funds. GFBC must still perform a R2T4 to determine the amount of aid that the student has earned and whether the student is eligible for a post withdrawal disbursement.

### **Example of R2T4 Calculation**

1. Financial Aid determines the percentage of Title IV, HEA aid the student earned by taking the calendar days completed in the period of enrollment and dividing by the total calendar days in the period of enrollment (excluding breaks of 5 days or more and days the student was on an approved leave of absence)

*Example:*

- $(68 \text{ clock hours}) / (450 \text{ total clock hours for payment period}) = 15.11 \text{ percent}$   
Title Aid Earned

2. Financial Aid determines the dollar amount of Title IV aid the student earned by multiplying the percentage of Title IV, HEA aid earned by the total of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the period of enrollment.

*Example:*

$$15.11 \text{ percent} \times (\$1800 \text{ disbursed} + \$1005 \text{ that could have disbursed}) \\ = \$423.84 \text{ Aid Earned}$$

3. If this percentage is greater than 60 percent, the student earns 100 percent of the disbursed Title IV, HEA funds or aid that could have been disbursed.
4. If this percentage is less than 60 percent, then the percentage earned is equal to the calculated dollar amount earned.
5. Aid to be returned is equal to unearned percentage (100 percent minus the Percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV fund returns must be completed no later than 45 calendar days after the date Financial Aid determines that the student withdrew.
6. Funds are returned to the appropriate federal program based on the percentage of aid earned and the order of return dictated by the U.S. Department of Education.
7. When Title IV, HEA funds are returned, the student may owe a balance to the institution.

### **Order of Return of Title IV Aid:**

The law specifies how a school is to determine the amount of Title IV financial aid a student earns if the student withdraws from school. The programs covered by this law are:

- Unsubsidized FFEL/Direct Stafford Loans

- Subsidized FFEL/Direct Stafford Loans
- Perkins Loans
- FFEL/Direct PLUS Loans (Graduate Student)
- FFEL/Direct PLUS Loans (Parent)
- Pell Grant
- Academic competitiveness Grant
- National SMART Grant
- FSEOG
- TEACH Grant

### **Earned Aid**

Title IV, HEA aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60 percent point in the semester. Title IV, HEA aid is viewed as 100 percent earned after that point in time. A copy of the worksheet used for this calculation can be requested in writing from Financial Aid.

### **Post-Withdrawal Disbursement Conditions**

If a student has accepted Title IV, HEA financial aid by the date of the withdrawal, but the financial aid has not disbursed, the student may be eligible for a post-withdrawal disbursement. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement for the earned aid that was not received. Under these circumstances, a R2T4 calculation must be performed to determine whether the student is eligible for a post-withdrawal disbursement. GFBC must make this determination within 30 calendar days after the student withdraws.

The following conditions apply when processing a post-withdrawal disbursement:

- A student may not owe a prior year balance or fail to meet Satisfactory Academic Progress according to GFBC and Financial Aid policy.
- A student must have accepted aid by the date of the withdrawal.
- If, before the student's withdrawal date a loan offer has been accepted, the loan must also have been originated by GFBC.
- If the student is eligible for a post-withdrawal disbursement of a loan, Financial Aid must send notification of post-withdrawal disbursement eligibility to students within 30 calendar days after the student withdraws. Students will be given a minimum of 14 calendar days to respond to the post-withdrawal disbursement offer.

GFBC will disburse any Title IV grant funds a student is due as part of a post-withdrawal disbursement within 45 calendar days of the date GFBC determined the student withdrew and disburse any loan funds a student accepts by the post withdrawal disbursement deadline within 180 calendar days of the withdrawal date. The school must obtain written permission from the student before loan funds can be disbursed.

A school cannot make a post-withdrawal disbursement to a deceased student or a student who has not signed the loan's promissory note.

For students who provide notification back to GFBC that they want the loan funds prior to the post-withdrawal disbursement deadline, Financial Aid will disburse the loan.

### **GoodFellas Barber College responsibilities**

- Returning excess financial aid based on the appropriate calculations.
- An amount equal to the total institutional charges (tuition and fees) incurred by the student for the payment period multiplied by the percentage of title IV grant and loan assistance that has not been earned by the student.

### **Student responsibilities**

After the institution has determined the unearned funds for which it is responsible, the student must return the assistance:

- The amount of assistance that the student is responsible for returning is calculated by subtracting the amount of unearned aid that the institution is required to return from the total amount of unearned title IV assistance to be returned.
- The student (or parent in the case of funds due to a parent PLUS Loan) must return or repay, as appropriate.
- Any title IV loan program in accordance with the terms of the loan
- Any title IV grant program as an overpayment of the grant

### **Timeframe for returning Title IV funds.**

The following rules apply when completing a Return calculation for a student.

- GFBC will return any unearned Title IV funds it is responsible for returning within 45 calendar days of the date GFBC determined the student withdrew and offer any post- withdrawal disbursement of loan funds within 30 calendar days of that date.
  - Unless a student subject to verification has provided all required verification documents in time for GFBC to meet the Return deadlines, GFBC includes as Aid Disbursed or Aid That Could Have Been Disbursed in the Return calculation.
  - If it is determined that a student who failed to provide all required verification documents in time for GFBC to meet the Return deadline and later provides those documents prior to the applicable verification deadline, GFBC must perform a new Return calculation on all the aid the student qualified for based on the completed verification documents and make the appropriate adjustments.
  - To give a Pell Grant to a student, GFBC must have a valid output document (one with an official Expected Family Contribution computed from correct data) while the student is still enrolled for the award year or in the time frame the student qualifies for a late disbursement.

### **Time Frame for the Return of an Unclaimed Title IV Credit Balance**

In the event GFBC cannot locate the student (or parent) to whom a Title IV credit balance must be paid, Financial Aid will determine what programs constitute the refund and will notify Financial Aid of any unclaimed credit balances that need to be returned to Title IV, HEA programs. Financial Aid must return the funds no later than 240 calendar days after the date the school issued the check or 45 calendar days after the EFT was rejected.

## **Refund vs. Return of Title IV Funds**

The requirements for the Title IV, HEA program funds when a student withdraws are separate from any refund policy that GFBC may have to return to the student due to a cash credit balance.

Therefore, the student may still owe funds to the school to cover unpaid institutional charges. GFBC may also charge the student for any Title IV, HEA program funds that they were required to return on the student's behalf.

## **Return of Title IV Questions**

If you have questions regarding Title IV, HEA program funds after visiting with or emailing Financial Aid, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (1-800-433-3243). TTY users may call 800-730-8913. You can find more information by visiting Student Aid. This policy is subject to change at any time, and without prior notice.

## **Institutional Refund Policy**

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any tuition and fees due the applicant or students will be refunded within **45 days of official cancellation or withdrawal**. Official cancellation or withdrawal will occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant will be entitled to a refund of all tuition and fees paid.
2. Cancellation of Enrollment: If a student submits a cancellation request within three business day of signing their enrollment agreement, all tuition and fees collected by the school will be refunded, regardless of if the student has started classes.
3. A student notifies the institution of his/her withdrawal in writing.
4. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal will be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that they will not be returning.
5. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30days.)
6. In type 2, 3 and 4, 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 administrative office or owner in person.

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. All refunds are based on scheduled hours:

Percentage of scheduled time	Tuition school will refund	Tuition school will retain
0.00%-10%	90%	10%
10%-25%	50%	50%
25%-50%	25%	75%
50% and over	0%	100%

1. All refunds will be calculated based on the students last date of attendance. Any tuition and fees due a student who withdraws will be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If the institution permanently closes or is no longer offering instruction after a student has enrolled and began classes, the school will provide a pro rata refund of tuition to the student OR provide course completion through a prearranged teach out agreement with another institution. If the course is canceled after a student's enrollment, the school will either provide a full refund of all tuition and fees paid or completion of the course later. If the course is cancelled after students have enrolled and before instruction has begun, the school will provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all tuition and fees paid.
2. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00 at the owner's discretion. This refund policy applies to tuition and fees charged located in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (e.g.: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the school catalog and in the enrollment agreement.
3. Students who withdraw or terminate prior to course completion may also incur at the institution (e.g.: unmet charges for R2T4 returned to Department of Education) will be calculated separately at the time of withdrawal.

## National Student Loan Data System

After submitting the FAFSA, the Department of Education (DE) attempts to match the information provided with what is on the National Student Loan Data System (NSLDS). This is to ensure that the student is not in default on any previously borrowed student loans, is not close to over aggregate Federal Stafford Loan limits, and a refund on a grant payment received is not due. Department of Education uses the student's name, social security number, and date of birth to determine the above and list financial aid history on the Student Aid Report (SAR) and ISIR. If the information provided on the FAFSA does not match what is on NSLDS, the record will be flagged.

For files that are flagged, the Financial Aid Office personnel must determine why the data

mismatch is occurring, try to resolve it if possible, and then locate the student's financial aid history on the NSLDS to ensure there are no other issues.

When a partial match on the information with NSLDS is reported on the SAR/ISIR, Financial Aid Office personnel must resolve the issue before proceeding. If there was a mistake made entering the student's data on the FAFSA, a correction should be made. Students may be asked to provide document to help resolve the issue. This may be but is not limited to paperwork showing a legal name change, a copy of the social security card, or a birth certificate, passport, naturalization papers, etc. Financial Aid personnel will contact the student in writing should any supplementary documentation be needed.

The Financial Aid administrator will look at NSLDS history for each student flagged who is awarded Financial Aid. As ISIRs are received, NSLDS history is printed. Then if the data indicated that a student has attended other schools, the Financial Aid personnel will check to see if transcripts from any or all previous schools attended have been received. If transcripts are missing, then admissions trace the missing transcripts. During the award process, Financial Aid personnel will look in and check NSLDS for any potential problems that may need resolving before student is awarded Financial Aid.

## **Vaccination Policy**

GFBC and Arkansas State Board of Barber Examiners does not require vaccinations for enrollment.

## **College Navigator Website**

The College Navigator Website is accessible to students to seek the Information about GFBC program activities offered, services offered for individuals with disabilities, career and placement services offered and policies of the school related to transfer of credit from other schools.

The website is <http://nces.ed.gov/collegenavigator>.

## **Written Arrangement Disclosures**

A disclosure is required to inform students that all or part of their program is designed to be offered by another entity; Portion of program not being offered by the degree/certificate granting school, name and location of the other school/organization, method of delivery not being offered by the degree/certificate granting school and estimated additional costs that may incur due to arrangement.

**Note: GFBC does not participate in this program.**

## **Articulation Agreements**

GFBC does not have any articulation agreements with any other institutions at time.

## **Compliance Statement**

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state, or private programs. This school does not discriminate on the basis of race, religion, creed, color, nationality, sex, or age in their admission policies or in access to employment or the administration of their programs.

## **Textbooks**

The textbooks are utilized to administer the program curriculum. The program textbooks can be purchased by GFBC and included in the price of the student tool kit. Each student has the option to purchase the needed materials through the institution or opting out and purchasing the items themselves. Regardless of the method of purchase, the student must have the items by the 7<sup>th</sup> day of class.

## **Barber**

- Milady's Standard Professional Barbering, 6th Edition – ISBN-13: 978-1305-10055-8
- Milady's Standard Professional Barbering, Student Workbook – ISBN-13: 978-1305-10066-4
- Milady's Standard Professional Barbering, Exam Review – ISBN-13: 978-1305-10067-1

## **Teacher-Manager-Instructor**

- Milady's Master Educator, Student Textbook 3rd Edition – ISBN-13: 978-1133-69369-7
- Milady's Master Educator, Exam Review, 3rd Edition – ISBN-13: 978-1133-77659-8

## **Transfer Students**

### **Transfer of hours/credit policy**

GFBC follows a clock hour system. Each school must disclose and make available to prospective and enrolled students a statement of the school's transfer of hours/credit policies that includes at a minimum:

- Any established criteria the school uses regarding transfer of hours/credits earned at another school
- A list of schools with which the school has established articulation agreements.
- Transfer of hours/credit policies does not create a legally enforceable right for a student to require a school to accept a transfer of hours/credit from another school.

### **Transfer Policy**

A student who has attended another barber college is classified as a transfer student. Applicants must

submit a copy of certified hours from the Arkansas Barber Board. A transfer student may be admitted to the program upon verification of previous hours. If accepted, transfer students will be required to purchase a kit to meet **GFBC** requirement. Transfer of attempted hours are recorded on the student's permanent record. Decisions concerning the acceptance of transfer attempted hours are at the discretion of the administration. In addition, the student will be charged based on the current tuition rate and how many hours are needed for completion.

The new Transfer Monitoring Process is designed to provide schools with the most current relevant data about the financial aid history of its transfer students – especially its mid-year transfers. The new regulations that became effective on July 1, 2001 (34 CFR 668.19) as published in the Federal Register on November 1, 2000, require the school to:

- Inform NSLDS of its mid-year transfer students.
  - Wait at least 7 days after informing NSLDS before disbursing Title IV aid to those students so that NSLDS can perform its monitoring function.
- Access any Alerts sent to the school by NSLDS because of the monitoring function.
- Review the mid-year transfer students revised financial aid history.
- Make any necessary adjustments to scheduled disbursements.
- Determine if the student is responsible for repaying any Title IV aid that was disbursed prior to the school's receipt of the revised history. Proceed to the listed procedures below.
- If you have any questions about the new Transfer Monitoring Process, call the NSLDS Customer Service Center at 1-800-999-8219, from 8:00 A.M. to 8:00 P.M. Eastern time. or, you can email your question to [nsldscoe@raytheon.com](mailto:nsldscoe@raytheon.com).

**HEOA section 488(g) HEA section 485(h), Effective date: January 1, 2019, we will take up to 600 hours from another school, and the number of hours accepted is up to the director's discretion.**

## **NSLDS (transfer)**

GFBC will access NSLDS as it has all the pertinent information about a student's loan and financial aid history, including Pell grant lifetime eligibility and loan data.

## **Financial Aid (Title IV) Grievance Policy**

A grievance is a just or supposed basis for complaint arising out of any alleged unauthorized or unjustified act or decision made by a member of the Grievance committee that in any way adversely affects the status, rights, or privileges of a student. An aggrieved student may complain to the administration to correct the problem. The burden of proof is on the individual who submits a complaint. The grievance process is not the correct means for appealing disciplinary actions, for contesting a grade, or appealing an academic decision. (See separate policies within the Catalog and/or Student Handbook.

Students with concerns and issues should first contact the Director to discuss any concerns that they have. Many issues can be resolved via a conversation. If a complaint cannot be resolved

informally through a discussion, the student may file a written grievance via the process outlined below.

**Level 1** — Since grievances should be raised and settled promptly, a grievance will be raised as soon as the event occurs or the student gains knowledge of it and in no event more than **sixty (60) days** after the event occurred. The written grievance, including any written statements by any persons the student deems relevant, is filed with the Director and will contain the name of the complainant, the date of the filing, and a brief, specific description of the grievance and the redress sought.

The Director will provide a written response to the student within thirty (30) calendar days of receipt.

**Level 2** — If not satisfied with the grievance disposition at Level 1, the student may file a written grievance with the school Chief Executive Office. The written grievance is filed with the school Chief Executive Office and will contain the name of the complainant, the date of the filing, and a brief, specific description of the grievance and the redress sought, and the results of the disposition of the grievance at Level 1.

The Chief Executive Office will provide a written response to the student within thirty (30) calendar days of receipt.

**Level 3** — If not satisfied with the grievance disposition at Level 2, the student may file a written grievance with the Chief Financial Officer within thirty (30) calendar days of receipt of the written decision from the school Director. The written grievance will contain the name of the complainant, the date of the filing, a brief, specific description of the grievance and the redress sought, and the results of the disposition of the grievance at both Levels 1 and 2.

The Chief Financial Officer will contact the student upon receipt of the written grievance and will issue a written response within thirty (30) calendar days of receipt. The decision of the Chief Financial Officer will be final.

The timelines above apply only to GFBC staff and processes. If grievances are not settled to the student's satisfaction for any reason, the student may contact the following organizations:

**Council of Occupational Education** by mail at 7840 Roswell Road, Building 300 Suite 325, Atlanta, GA 30350 or by phone (770) 396-3898 or (800) 917-2081 or by facsimile (770) 396-3790. The Council on Occupational Education's website address is [www.council.org](http://www.council.org).

**Department of Education:** by mail at 400 Maryland Ave. SW Washington DR, 20241 or by phone 1-800-USA-LEARN

**State Board of Barber Examiners** by mail 501 Woodlane Suite 212N Little Rock, AR 72201 or by phone (501) 682-4035. The State Board of Barber Examiners website address is <https://www.arbarber.com/>.

## **Copyright Infringement Policies and Sanctions (Including Computer Use and File Sharing)**

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). The rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of the copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at ([www.copyright.gov](http://www.copyright.gov)).

GFBC Code of Conduct prohibits illegal copyright infringement. Downloading and/or distributing copyrighted material, including through peer-to-peer file sharing, without the permission of the copyright owner, is against the law. The use of GFBC, network or other technology for unauthorized distribution of copyrighted material is forbidden. This can result in prosecution in criminal court and/or liability for damages in civil court and dismissal from the institution.

GFBC will accept and respond to any notice regarding the Digital Millennium Copyright ACT (DMCA).

### **The Higher Education Opportunity Act**

The ACT requires institutions of higher education to offer legal alternatives to unauthorized downloading. The link below is from Educase and includes all online services they currently offer. No endorsement or evaluation is intended. <http://educasue.edu/legalcontent>

### **School and Program Accreditation, Approval, or Licensure**

GFBC is an approved institution by the Arkansas Department of Education. The accreditation from the school was obtained by the Council on Occupational Education and the license is obtained through the Arkansas Board of Barber Examiners. A copy of any documents needed for review related to the accreditation, approval or licensing can be obtained from the Director or Compliance Officer at GFBC 4306 Asher Avenue Little Rock, AR 72204. Contact information for these agencies is listed below.

**Department of Education**  
400 Maryland Ave. SW

Washington, D.C. 20241  
1-800-USA-LEARN  
Website: [www.ed.gov](http://www.ed.gov)

**Council on Occupational Education**

7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
Phone: 770-396-3898  
Phone: 800-917-2081  
Fax: (770) 396-3790  
Website: <https://council.org/>

**Arkansas State Board of Barber Examiners**

501 Woodlane Suite 212N  
Little Rock, AR 72201  
Phone: 501-682-4035  
Website: <https://arbarber.com>

## **Satisfactory Academic Progress (SAP)**

### **Overview & Responsibilities**

To be eligible for Title IV funding, a student must maintain Satisfactory Academic Progress (SAP) as per section 668.16 of HEA 1965. The new sap definition was created in 668.34 and effective July 1, 2011. GFBC utilizes polices and PACE and qualitative standards to determine he academic progress of students. The school reviews the 150-% of the maximum allowed timeframe criteria to measure the students SAP progress for the payment period., Additional information for the SAP policy in addition to detail on how PACE and qualitative measures are utilized are discussed below.

### **Same as or Stricter Than**

The school's SAP policy for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid.

The Financial Aid Administrator in the administrative office reviews the Title IV SAP policy to ensure it meets all federal requirements. The Director and/or Compliance Office will notify all required parties if there is a change to the SAP.

### **Financial Aid Warning**

GFBC evaluates Satisfactory Academic Progress at the end of each Payment Period. If a student falls below a 75% classroom average or if the student is not completing the required number of hours/credits to keep Pace with the requirements for graduation with the 150%-time frame; the student will be placed on Financial Aid warning for one Payment Period. If they are still not meeting SAP at the end of the warning period, the student maybe placed on Financial Aid Probation. (View below) A Student who is put on a Financial Aid Warning can continue to receive Title IV aid for the

next payment period after they receive the warning status. The status will be conferred automatically without the student appealing their SAP status.

If the student does not make SAP at the end of the Financial Aid Warning Period, they lose their Financial Aid eligibility. The student can have their Financial Aid eligibility reinstated by appealing the decision and being placed Financial Aid Probation.

## **Financial Aid Probation**

When the student does not make SAP at the end of the next Payment Period, the student is now informed that they can appeal and must win the appeal to be placed on Financial Aid Probation. The student must advise the school as to why his/her grades have fallen below SAP and devise a plan to improve grades during the next Payment Period. An SAP Financial Aid Eligibility plan must be developed to assist a student to achieve success in the coming Payment Period.

A student may file an appeal due to a death in the family, illness, or serious reasons. The appeal must be in writing to the Director explaining what caused the problem. The student would have to submit how circumstances have changed that will allow him/her to attain Satisfactory Academic Progress once the probationary period is over.

The student will receive a written decision as to the status of the appeal and any SAP plan that may be attached to it.

Students on Financial Aid Probation, who fail to make Satisfactory Academic Progress by the next Payment Period, will lose their Financial Aid eligibility.

## **Filing an appeal**

An appeal template is located on the student portal on the Financial Aid page. This can guide the student on submitting the proper information. The student must receive a positive outcome (win) their appeal to receive Title IV funding.

## **Pace Measure of Satisfactory Academic Progress (SAP)**

GFBC Satisfactory Academic Progress policies must contain a PACE (quantitative) measure. The policy defines the PACE timeframe of 150%. For an undergraduate program measured in credit hours, the maximum time frame would be 150% of the published length of the educational program as measured in credit hours. For clock hour school, the maximum time frame is no longer than 150% of the published length of the educational program as measured in the cumulative number of clock hours the students are required to complete.

Timeframe- All students must satisfactorily complete their program with 150% of the normal timeframe.

<b>Programs</b>	<b>Clock Hours</b>	<b>Normal Timeframe week</b>	<b>Max weeks allowed</b>	<b>Max scheduled hours allowed</b>
<i>Barbering Evening program</i>	1500 clock hours	62.5	93.75 weeks	2250 hours
<i>Teacher- Manager- Instructor (TMI)</i>	600 clock hours	20	30 weeks	900 hours
<i>Teacher- Manager- Instructor (TMI)- Evening program</i>	600 clock hours	25	37.5 weeks	900 hours

At the midpoint of the maximum timeframe, students must have successfully completed ½ of the clock hours' requirements. For example, the maximum timeframe for the Barbering Program 34 hours per week. The total clock hours needed for the completion of this program is 1500 hours. By the time student has been in the program for 33 Weeks (1/2 of the maximum time frame), they must have earned at least 750 hours. This time frame is applicable for all students including those who did not receive Financial Aid.

To calculate PACE the DOE requires we use the take the cumulative number of hours the student successfully completed divided by the cumulative number of hours the student attempted. GFBC has a Barber Teacher-Manager-Instructor Program, (that is not Title IV eligible). I we take this program with clock hours of 700, at the end of program, the student is expected to have attempted 350 hours and completed 350 hours to complete the program within the allotted normal timeframe of 30 weeks. If the student only completed 200 hours, we would divide 200 by 350 or 67%. Based on this, we determine if a student could complete the program with 150% of the time allotted for the program, or 20 Weeks. The student has 500 hours within the time frame. The student is making Satisfactory Pace Progress.

Students who fail to meet the PACE standard are place first on **Financial Aid Warning**; if no improvement is made over the over the next Payment Period, they may appeal the decision and be placed on Financial Aid Probation. The administrative office will monitor the PACE Progress.

### **Qualitative Measure of Satisfactory Academic Progress (SAP)**

As per sections 668.16 € (2) (i) and 668.34 of HEA 1965, GFBC follows a qualitative measure. The measure is graduated. The following policy provides a detailed description of how qualitative progress is monitored and by whom. The school realizes that, often, students must adjust the academic demands of pursuing an education. The administrative office receives quantitative information about Title IV recipients from the Director. The quantitative SAP is reviewed manually, and a copy of the latest progress report is kept in the student's file. The administrative office notifies students in writing of their progress or lack of progress at the end of each payment period. The student must have a 75% or higher-class average to meet graduation guidelines.

The grading scale for the Barbering/Barber Teacher- Manager-Instructor is as follows:

#### **Numerical Scale**

Scale Range	Ranking
90-100	<b>Excellent</b>
80-89	<b>Very Good</b>
89-75	<b>Satisfactory</b>
75-0	<b>Unsatisfactory</b>

Students must maintain a minimum of 75% average in theory, laboratory, and practical work to be considered making Satisfactory Progress.

The students who have failed to meet the Qualitative standards are placed first on Financial Aid

Warning; if no improvement over the new Payment Period, they may appeal the decision and be placed on Financial Aid Probation. The Director will monitor qualitative progress.

Financial Aid Probation may be for one term or multiple terms based on an academic plan.

## Transfer Students

GFBC uses a clock hour system. The school will count transfer hours/credits that apply toward the student's current program in determining SAP. Transfer hours will be counted as both hours attempted and hours completed. A student who changes their program will be considered as a transfer student into the new program.

## Withdrawals

A student who wishes to withdraw from the institution must officially notify administrative office of their intent. Depending on the timing of the withdrawal there are different procedures and implications to consider. **Failing to attend classes for 14 consecutive days will automatically withdraw a student.**

- Notify your instructor if you have any thoughts about withdrawing from the program.
- Your instructor will then have a 1 on 1 meeting with you.
- Schedule a team meeting to explore other options prior to withdrawing/dropping.
- Have a written letter of withdrawal which should include your name, the date you are requesting to withdraw and your reason for withdrawing.

### *Items to Consider Before Withdrawing*

1. **Stay:** The Institution wants all students to be successful. Talk with us about the problem, maybe we can help.
2. **Charges:** Visit the administrative office to determine the financial impact of withdrawing during the payment period. Students may be responsible for some of their tuition and fees that were paid by Title IV funds. Please review the R2T4 policy.  
Depending on the timing of the withdrawal all your current financial aid may not have been earned or withdrawing may make receiving aid in the future more difficult.
3. **Readmission** - Future readmission to the Institution is not guaranteed.
4. **International Student:** Visit the Registrar's Office for specific information.
5. **Veteran:** Check with the school certifying official (SCO) for specific information regarding benefits. Repayment of benefits may be necessary. *Veterans School Certifying official must be contacted.*
6. **Active Duty:** Bring documentation of your orders to the administrative office
7. **Official Transcript** - Official transcripts are available once all financial obligations to the Institution have been resolved.

## Incompletes

A student who receives an incomplete in any subject must retake it within 60 days or the I grade automatically changes to an "F". This can impact your eligibility for Title IV funding.

## **Repeated Course**

If a student repeats a subject only the highest grade will be counted, and previous grades will be deleted. Previous grades will be excluded when considering the qualitative progress standard, however the clock hours will be counted when determining the PACE SAP standard.

If a student receives a “75% or higher on any subject, and the student retakes the course to obtain a better grade, that course can be counted for the enrollment period.

## **Increments**

To ensure the student is making sufficient progress both quantitatively and qualitatively, the school’s SAP policy divide the maximum time frame into equal evaluation periods called increments. These increments generally coincide with Payment Periods. These increments cannot be longer than half the program or one academic year, whichever is less. For example, in a 1500 hour/year program, hours, see Sections 668.16€ (2) (ii) (B) and 668.34€ of HEA 1965 for details on the Federal Regulations.

If a student is absent 14 consecutive days, they will be automatically dropped from the program.

## **Student Appeal Procedures**

A student, who wished to appeal a disciplinary action and/or decision made in reference to the Satisfactory Academic Progress Policy, must submit a letter to the Director. This document must provide details on why the student is appealing. In addition, students must provide supporting documentation along with their letter to support their position and any mitigating circumstances that may have existed. The Director will hear any student who disagrees with an SAP decision, on an **appointment basis only**.

The student will be notified of the Directors’ decision within fifteen (15) business days following the receipt of the student’s appeal letter, additional time may be taken to thoroughly review student’s appeal. A student, who wishes to appeal any SAP decision by the administrative office related to their financial aid, must submit a typed letter to the Director with supportive documentation explaining the reason why the student is wishing to appeal the decision. The Director will notify the student within fifteen (15) business days of the receipt of the letter, additional may be taken to thoroughly review student’s appeal. The Director’s decision will be final.

## **Reinstatement**

A prior student requesting reinstatement, based on whatever reasons or circumstances, should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The requesting student will be notified of the Reinstatement Review within 5 business days following the decision of the School Director.

## **Frequently Requested Information**

**FASFA Information Center 1-800-433-3243**

## **Appendix A: Campus Security Report**

**The attached pages strictly state the statistics we must report to the Department of Education. To view the full Clery Campus Security Report, please see campus administration or our website at [www.gfb.edu](http://www.gfb.edu).**

## Appendix A: Annual Report

OC	2022-116838	10/15/2022	Burglary

Crimes Reported	Type	Year (20-21)	Year (21-22)	Year (22-23)
<b>Location codes which should proceed the incident number(s):</b> OC=On Campus NP= Non-campus Property P=Public Area				
		<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Criminal Homicide</b>	<ul style="list-style-type: none"> <li>• Murder and Nonnegligent Manslaughter</li> <li>• Manslaughter by Negligence</li> </ul>	0	0	0
<b>Robbery</b>	n/a	0	0	0
<b>Burglary</b>	<ul style="list-style-type: none"> <li>• Forcible Entry</li> <li>• Unlawful Entry (No Force)</li> <li>• Attempted Forcible Entry</li> </ul>	0	0	1
<b>Arson</b>	<ul style="list-style-type: none"> <li>• Structural</li> <li>• Mobile</li> <li>• Other</li> </ul>	0	0	0
<b>Liquor Law Violations</b>	<ul style="list-style-type: none"> <li>• Manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor</li> <li>• Maintaining unlawful drinking places</li> <li>• Bootlegging</li> <li>• Operating still</li> <li>• Furnishing liquor to a minor or intemperate person</li> <li>• Underage possession</li> <li>• Using a vehicle for illegal transportation of liquor</li> <li>• Drinking on train or public conveyance</li> <li>• Open containers</li> <li>• Attempts to commit any of the above</li> </ul>	0	0	0

Crimes Reported	Type	Year (20-21)	Year (21-22)	Year (22-23)
Aggravated Assault	n/a	0	0	0
Motor Vehicle Theft	<ul style="list-style-type: none"> <li>Autos</li> <li>Trucks and Buses</li> <li>Other Vehicle</li> </ul>	0	2 (OC)	0
Drug Abuse Violations	<ul style="list-style-type: none"> <li>Sale/Manufacturing</li> <li>Possession</li> </ul>	0	0	0
Illegal Weapons Possession	<ul style="list-style-type: none"> <li>Carrying</li> <li>Possessing</li> </ul>	0	0	0
<b>Sexual Based Crimes</b>				
Fondling	n/a	0	0	0
Incest	n/a	0	0	0
Rape	<ul style="list-style-type: none"> <li>Rape</li> <li>Completed Attempts to Commit Rape</li> <li>Historical Rape</li> </ul>	0	0	0
Statutory Rape	n/a	0	0	0
<b>Hate Crimes</b>				
Hate Crimes	<ul style="list-style-type: none"> <li>Larceny-theft</li> <li>Simple assault</li> <li>Intimidation</li> <li>Destruction/damage/vandalism of property</li> </ul>	0	0	0
<b>VAWA</b>				
Dating Violence	<ul style="list-style-type: none"> <li>Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.</li> <li>Dating violence does not include acts covered under the definition of domestic violence.</li> </ul>	0	0	0
Domestic Violence	n/a	0	0	0
Sexual Assault	<ul style="list-style-type: none"> <li>Rape</li> <li>Fondling</li> <li>Incest</li> <li>Statutory Rape</li> <li>Stalking</li> </ul>	0	0	0
Stalking	n/a	0	0	0

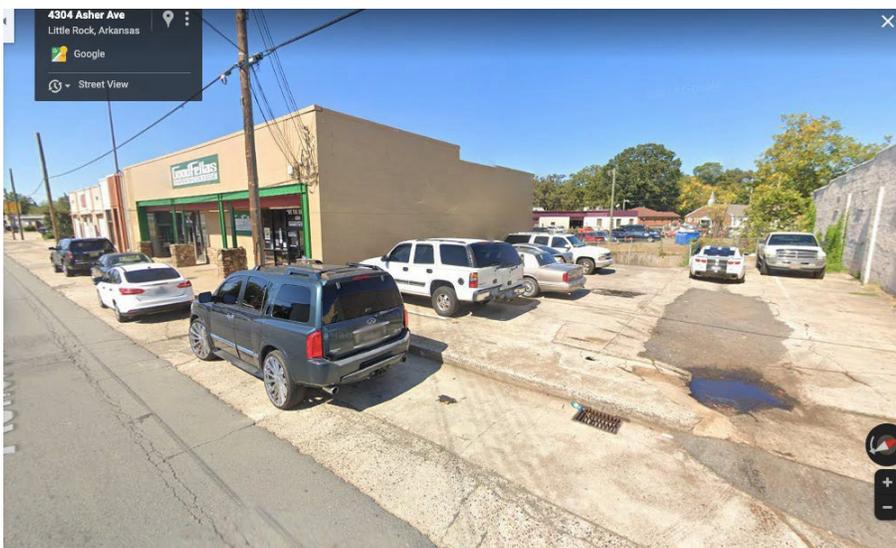
## Appendix B: Campus Perimeter

The campus perimeter begins at the beginning of the parking lot located at the school and extends to the tan colored bricks on the front of the building. Any areas located out of this area are considered a part of the campus BUT are indicated as non-campus and/or public property.

### Non-Campus property



### Campus property (including the parking lot located in the back)



## Campus ends and non-Campus property begins

Campus ends where the bricks change colors. The property pass that location is considered non-campus property. The side walk is considered public property.

