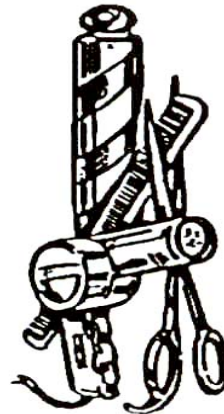


# Massachusetts School of Barbering

School Catalog (revised 11/05/16)



58 Ross Way  
Quincy, MA 02169  
617 - 770 - 4444  
617 - 770 - 4223 ( Fax # )

[www.massschoolofbarbering.com](http://www.massschoolofbarbering.com) (website)  
[massbarberschool@gmail.com](mailto:massbarberschool@gmail.com) (email)

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# **Massachusetts School of Barbering**

## **Registrations-Accreditation**

### **Registered by:**

Commonwealth of Massachusetts  
Board of Cosmetology and Barbering

### **Accredited by:**

The Accrediting Commission of  
Career Schools and Colleges

### **Approved by:**

Massachusetts Rehabilitation Commission  
Veterans Administration

### **Member of:**

Better Business Bureau, Inc.  
Massachusetts Association of Private Career Schools  
Massachusetts Association of Cosmetology Schools

### **Main Campus**

58 Ross Way  
Quincy, Massachusetts 02169  
(617)770-4444

### **Administration**

Alan Conragan, Director  
Admissions, Student Services, Operations

Edward Russian, Co-Director  
Financial Aid, Education

Yadira Pagan, Office Manager

### **Instructional Staff**

Alan Conragan  
Semmitt Jenkins  
Christopher Roberts  
Mary Montanez

Edward Russian  
Donald Girard  
Robin DiCarlo  
Jonathan Lepore

## **School History**

The Massachusetts School of Barbering is a postsecondary private vocational school specializing in the teaching of all facets of the barbering profession. It is centrally located in Quincy, MA at 58 Ross Way, and within easy access by car, bus and public transit authority. It is New England's longest running Barber School, continuously providing the barbering industry with professional tradesmen since its founding by Mr. Aram Conragan in 1940. The business was incorporated in 1947.

Our first Quincy facility was built in 1986 at 152 Parkingway. In 1988 Massachusetts School of Barbering decided to close its other two training facilities, one in the city of Boston, which ran continuously for 48 years, and the other in Lynn, MA, which served the north shore for 15 years.

In 1998 we moved to 1585 Hancock St. and stayed there for 11 years. In 2009 we relocated to 64 Ross Way, the former home of Woolworth's department store...and in late 2015 we moved to 58 Ross Way, just 50 feet away from our last location. The last two moves were forced upon us due to Quincy's plan for downtown redevelopment.

This is our fourth home in the Quincy area in over 30 years. We have been able to keep each location a short distance from the previous one. Thus, our current location is just several hundred yards away from our very first one. This has allowed us to grow and maintain our client base, giving our students the much needed practice to develop their haircutting skills.

## **School Philosophy**

To our students we strive for superior, expert and ethical instruction to prepare them for a career in the hairstyling world. Through the Massachusetts School of Barbering's method of individual instruction and our constant teachers training, our aim is to provide our students with a quality education. We strive to produce creative professional barber stylists, with the ability to compete and excel in today's competitive and fascinating haircutting world.

With the Massachusetts School of Barbering's system of training, you will become a professional barber stylist, proficient in all the modern methods and professional techniques.

## **Admission Requirements**

Massachusetts School of Barbering admits as regular students only those individuals who:

1. Are 17 years of age or older
2. High School Graduates
- or...**
3. Holders of G.E.D. Certificates

## **School Admission Procedures**

1. Potential students should contact the school by phone, email or letter to request a brochure or interview. Information is also online at [www.massschoolofbarbering.com](http://www.massschoolofbarbering.com).

All students must tour the facility and be interviewed to be accepted by the school. The purpose of the interview is to determine the suitability of the candidate for the program. Candidates must demonstrate the character, ability and commitment to successfully complete the program and to work in the occupation for which they are being trained. Behavior and conduct during the admissions interview will also be considered. The school reserves the right to deny admission to any candidate it deems not suitable based on the ability to complete the course and/or succeed in the occupation.

A reading comprehension test will also be given (10<sup>th</sup> grade level) and must be passed in order to be accepted.

2. The registration form is to be returned to the school accompanied by a \$50.00 registration fee in order to be officially enrolled before the start date.

3. A copy of High School Diploma or G.E.D. certificate, or transcript of either, as well as a birth certificate or driver's license or state identification is required. A student may not begin classes until submitting the Diploma or GED.

4. If all requirements are met, and the school accepts the student's application, they must enter into an enrollment agreement with the school by signing an Enrollment Agreement form before starting their program.

5. The School will credit the student with any previous hours obtained in an accredited barber styling school and for hours registered at the Board of Cosmetology and Barbering.

**Tuition and Payment Schedules**  
**1000 Hour Barber Styling Program**

<b>Tuition Cost.....</b>	<b>\$ 12700.00</b>
<b>Tool Cost.....</b>	<b>\$ 650.00</b>
<b>Registration Fee.....</b>	<b>\$ 50.00</b>

All students who have unfunded balances (tuition and fees not covered by Federal Financial Aid and/or state aid) must pay **25%** of that balance as a down payment and 3 additional 25% payments. All payments are due at the **beginning** of each **scheduled** quarter. Payments can be made with personal check, cash or money order. The school does not accept credit or debit cards.

**1000 Hour Barber Styling Program**

The objective of the Barber Styling program is to train students in all aspects of the hairstyling profession. The student will acquire skills in haircutting, tapering, trimming of the beard and mustaches, scalp treatments, facials, shampooing, honing and stropping, shop management, light therapy, hair coloring and permanent waving. Students who complete their program will be eligible for entry-level positions in the barber/styling field, or choose to assume positions as assistant barber instructors, manufacturer's representative, or hair colorist.

All students must complete their training in 1.5 times the scheduled course length or they will be dismissed from the program. For example: A student contracted for 1000 hours must complete within 1500 scheduled hours or s/he will be dismissed. A student contracted for 500 hours must complete within

**Cosmetology Credit**

Candidates that have already completed 1000 hours of instruction in a Massachusetts cosmetology school and/or hold a Massachusetts cosmetology license are eligible for a 500 hour credit towards the 1000 hour Barber Styling requirement. This will cut their tuition cost in half, to \$6350.00. Tool kit and registration fees still apply.

**Program Starting Dates**

The Barber Styling day and evening programs start the first Tuesday of every month throughout the calendar year.

Day classes are in session five (5) days a week, Tuesday through Saturday, 9 AM to 4 PM. Evenings are in session three (3) days a week, Tuesday thru Thursday from 5 PM to 9 PM.

## Schedule of Completion

Programs	Class Schedule	Hours/Week	# Weeks
Full-Time Days	Tues.-Sat. 9:00AM- 4:00 PM*	30.0	34
Part-Time Days	Tues.-Sat. 9:00AM- 1:00 PM	20.0	50
Part-Time Days	Tues.-Sat. 10:00AM-1:00 PM	15.0	67
Evenings Only	Tues.-Thurs. 5:00PM- 9:00 PM	12.0	84
Evenings plus Saturday 9-4		18.0	56

The normal schedule of completion is based on 100% attendance. Students may attend a maximum of 8 hours per day.

### Barber Styling Graduation Rates

04/2014-03/2015	30 hours/week	- 95%	(19 out of 20 students)
10/2013-09/2014	20 hours/week	- 65%	(13 out of 20 students)
09/2013-08/2014	18 hours/week	- 33%	( 1 out of 3 students)
04/2013-03/2014	15 hours/week	- 63%	( 5 out of 8 students)
10/2012-09/2013	12 hours/week	- 69%	(11 out of 16 students)

### Barber Styling Employment Rates

04/2014-03/2015	30 hours/week	- 100%	(19 out of 19 students)
10/2013-09/2014	20 hours/week	- 62%	( 8 out of 13 students)
09/2013-08/2014	18 hours/week	- 100%	( 1 out of 1 students)
04/2013-03/2014	15 hours/week	- 80%	( 4 out of 5 students)
10/2012-09/2013	12 hours/week	- 45%	( 5 out of 11 students)

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### Cosmetology Crossover Graduation Rates (This program has been discontinued)

10/2014-09/2015	30 hours/week	- 100%	(1 out of 1 students)
07/2014-06/2015	20 hours/week	- 100%	(5 out of 5 students)
06/2014-05/2015	18 hours/week	- 0%	(0 out of 0 students)
04/2014-03/2015	15 hours/week	- 50%	(1 out of 2 students)
01/2014-12/2014	12 hours/week	- 0%	(0 out of 1 students)

### Cosmetology Crossover Employment Rates (This program has been discontinued)

10/2014-09/2015	30 hours/week	- 100%	(1 out of 1 students)
07/2014-06/2015	20 hours/week	- 100%	(5 out of 5 students)
06/2014-05/2015	18 hours/week	- 0%	(0 out of 0 students)
04/2014-03/2015	15 hours/week	- 100%	(1 out of 1 students)
01/2014-12/2014	12 hours/week	- 0%	(0 out of 0 students)

\*Lunch break is 1-2 pm. That hour is deducted from the day's total time. Students may get credit for that hour if they cut a customers' hair during that hour and skip going to lunch.

## Tool Kit

The tool kit (non-refundable) for all students consists of the following:

1 carrying case	1 afro comb
1 outliner ( <b>\$55</b> )	1 rat tail comb
1 electric clipper ( <b>\$85</b> )	2 barber combs
1 neck duster	2 styling combs
1 long barber shear	1 flattop comb
1 styling shear	6 hairclips
1 thinning shear	1 curling iron
1 hairdryer	1 styptic
1 razor with blades	1 water bottle
1 chair cloth holder	6 doz perm rods
1 textbook ( <b>\$93</b> )	1 vent brush
1 workbook ( <b>\$43</b> )	1 round brush
1 exam review book ( <b>\$34</b> )	1 bristle brush
1 pair gloves	1 shampoo cloth
1 afro pick	1 cutting cloth
1 mannequin with stand	1 styling jacket
1 fingernail brush	1 wet sanitizer
1 clipper brush	1 disinfectant spray
1 talcum powder	1 disinfectant solution

Documented cost of kit is \$650.00. Due to sanitation rules the kit is non-refundable.

Students have the option of purchasing the text books outside the school, but they will be needed on the first day of class. Workbooks and Exam review books must not be written in. Students will receive the above credits for books purchased elsewhere. A student may also elect to upgrade or substitute the clipper and/or outliner. The purchase of the rest of the tool kit from the school is mandatory for all students.



### **Program Curriculum (1000 Hours)**

400 Hours	Haircutting
90 Hours	Perming
75 Hours	Haircoloring
40 Hours	Chemical Relaxing
50 Hours	Shaving
10 Hours	Honing and stropping
10 Hours	Shampooing
20 Hours	Mustaches and beards
80 Hours	Sterilization and sanitation
15 Hours	Scalp treatments
15 Hours	Facials
5 Hours	Light therapy
10 Hours	Shop management
180 Hours	Classroom Theory
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1000 Hours	Total

### **Grading System**

The school's grading system is based on the A,B,C system and is used for all written and practical examinations.

90 to 100	-	Excellent	=	A
80 to 89	-	Good	=	B
70 to 79	-	Satisfactory	=	C
00 to 69	-	Unsatisfactory	=	F

A 70% combined average (practical and written) is required to pass the course.

### **Make-Up Work**

1. Students are responsible for all classwork missed due to absence or tardiness. Class notes and classwork missed must be obtained from fellow students.
2. All hours and examinations missed because of absence or tardiness must be made up in order to complete the program successfully and receive their Certificate of Completion.
3. Students may arrive and sign in as early as 8:45 AM and stay as late as 9 PM to make up for missed time. Maximum time credited per day is 8 hours according to the Board of Cosmetology and Barbering.
4. An incomplete grade will be considered a failure when a student fails to make-up or retake a missed or failed scheduled exam by the end of the following month. For example: a test given in the month of January must be made up or retaken by the end of February. The failed grade or a grade of "0" will be applied towards his cumulative average.

### **Class Schedule**

1. Theory classes are held twice a day consisting of classroom work, demonstrations, lectures, along with visual and audio aids.
2. The period after class is spent working in our modern clinic salon on live models, under the supervision of licensed instructors.
3. The school class schedule makes it convenient for the student to attend class whether on a full or part-time schedule and to make up classes that are missed due to tardiness or absenteeism.
4. The average starting class is approximately seven (7) students per month. The maximum starting class accepted by the school will be no larger than 15 students per month. The maximum number of students allowed in the classroom is 24. The maximum allowed in the laboratory setting is 32.
5. There are a minimum of three instructors on duty at all times as required by the Massachusetts Board of Cosmetology and Barbering.
6. New classes begin on the first Tuesday of each month.

### **School Calendar**

The school is closed on the following legal holidays:

New Years Day	Memorial Day	Veteran's Day
Martin Luther King	Independence Day	Thanksgiving Day
Washington's Day	Labor Day	Christmas Day

In case of closing due to inclement weather students may call (617) 770-4444 to hear a recorded school message regarding the school's decision to open or close. Students may also be notified by "Dial my call" texting service if their phone provider allows it.

## **School Objectives**

The Massachusetts School of Barbering's method of teaching was carefully planned by our directors and staff. Our system of teaching is keyed to the demands of the modern hairstyling salon.

Our graduates are not only trained in practical and scientific barbering, but they are also trained in all principles of barber shop management, business and personal ethics, and conduct towards the public, as well as fellow workers.

## **Educational Objectives**

The Massachusetts School of Barbering has specific educational objectives for each student. The school will provide the student with specific skills necessary to pass state licensure examination and to be gainfully employed in the Barber/Styling profession.

Massachusetts School of Barbering offers to its students one training program for those with no prior experience in the Barber/Styling field and one continuing education program for licensed cosmetologists.

## **Employment Service**

The Massachusetts School of Barbering's staff is always available to its graduates for employment advising. The school cannot guarantee, by law, that a graduate will secure employment. However, the school has an on-going employment service.

Employment\* assistance is arranged by:

1. Personal referrals by the school director to potential employers.
2. Personal interviews between potential employers and students who have completed the course.

\* Employment rates are listed on page 5.

### **Absentee Policy**

1. The school should be notified if the student is late or absent from classes.
2. The only absenteeism that will be permitted is one that is accompanied with a valid doctor's certificate.
3. The school will determine if an absence of a non-medical nature is permitted.
4. If a student is 15 minutes late for class, he/she will be asked to attend the afternoon class and morning hours will be spent in clinic work.
5. All students are expected to arrive and leave on time for all class sessions.

### **Tardiness**

1. All students are expected to Swipe-In and Swipe-out daily, and on time.
2. The school is run on clock hours, therefore students only receive credit for the time Swiped-In and Swiped-out for.
3. Tardiness will reduce the amount of clock hours and will increase the student's projected graduation date. Therefore, it is in the student's best interest to be on time daily.

### **Termination policy**

A student may terminate their enrollment with the school at any time in accordance with the school's minimum cancellation and settlement policy.

The school may terminate the enrollment agreement under the following conditions:

1. Infractions of the school's rules and regulations.
2. Absent for 30 consecutive calendar days without a leave of absence.
3. Not maintaining satisfactory progress for two consecutive evaluation segments.
4. Failure to return from a leave of absence on the scheduled date.
5. Student's failure to meet their financial obligation to the school.

### **Definition of Clock Hours**

Whenever mentioned in this brochure, one hour of scheduled time is equal to 55 minutes of actual instruction.

## **Financial Aid**

The Massachusetts School of Barbering is eligible to participate in the following financial assistance programs:

1. Federal Pell Grants
2. Direct Federal Student Loans
3. Parent Loans (PLUS)
4. Richard K. Conragan Scholarship

We invite you to consult with our financial aid officer if you require financial assistance with your tuition payment.

## **Graduation Requirement**

To successfully complete the school programs, the student must complete the following criteria:

1. All academic, practical and attendance requirements.
2. When all tuition fees are paid in full.
3. When the student completes the above requirements, he/she will be awarded a *Certificate of Completion*.
4. The student is then eligible to apply to the State Board of Barbers for licensure examination.

## **Student Services**

Massachusetts School of Barbering offers many student advisory services to enable the student to complete his/her program successfully. Students may consult with the office or their instructors for any academic or personal advising they may require.

Out of town students who may require assistance with housing, transportation, or child care, may access this information by contacting the school director.

Students will automatically be advised by the school if the student is at risk of being placed on satisfactory progress warning or probation because of lack of academic progress.

Students may request or be recommended by school personnel for personal counseling regarding emotional, family and/or drug and alcohol issues. Students will be referred to the appropriate agencies by the school.

## Student Complaint/Grievance Procedure

Massachusetts School of Barbering has an established procedure for addressing student complaints. A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting Alan Conragan, the school's Director.

Students may at any time during school hours approach a member of the instructional or management staff (listed below\*) with his/her concerns or complaints. All concerns and complaints must be submitted in writing and signed by the student. Anonymously signed complaints will not be accepted.

\* Management: Alan P. Conragan, Director  
Edward "Chuck" Russian, Co-Director

The school would appreciate the opportunity to adequately address the students concerns before the student contacts any of the agencies listed below.

If the student feels that the school has not addressed a concern or complaint adequately, they may consider contacting in the following sequence, the agencies listed below verbally or in writing.

Please direct all inquiries to:

1. Mass. Board of Cosmetology and Barbering  
1000 Washington St.  
Boston, MA 02118  
Tel: 617-727-9940

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges      or      U.S. Dept of Education  
2101 Wilson Boulevard. / Suite 302      Tel: 800-647-8733  
Arlington, Virginia, 22201  
Tel: 703-247-4212

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting Alan P. Conragan / Director.

## **Minimum Cancellation and Settlement Policy**

### **1. Termination by the Student**

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within five business days following either attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of equipment.

If the student wishes to terminate this agreement, the student must inform the school director in writing of the termination, which will become effective on the day such writing is mailed. The school will make refunds to the student within 30 days and all other programs within 45 days of the date of determination by the school that the student ceased attending.

### **2. Termination by the School**

If the school terminates the student due to:

- A. Lack of satisfactory progress (attendance or academic)
- B. Absent for 30 consecutive calendar days without an approved leave of absence (automatic termination)
- C. Returning late from a leave of absence
- D. Any other reason stated in this catalog or in the enrollment agreement.

The school will make refunds to the student within 30 days and all other programs within 45 days of the date of determination by the school that the student ceased attending.

### **3. Special Cases**

In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement which is reasonable and fair to both parties.

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## **A. FEDERAL RETURN OF TITLE IV FUNDS - SECTION 484B OF THE HEA**

The return of Title IV funds as prescribed in section 484B of the HEA Amendments determines the amount of Title IV aid a student has earned at the time a student withdraws. The amount of Title IV aid a student has not earned is then returned to the Title IV programs. It is a proportional calculation based on the date of withdrawal through sixty percent (60%) of the payment period.

The formula in brief is as follows:

1. The institution will determine the date of withdrawal and then determine the percentage of the payment period attended by the student.

2. The institution will determine the amount of Title IV aid for which the student was eligible by the percentage of time enrolled.

3. The institution will compare the amount earned to the amount disbursed. If the amount of aid disbursed exceeds the amount earned, this amount of Title IV aid must be returned.

4. The institution allocates the responsibility for returned unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.

5. The institution and/or the student must then distribute the unearned Title IV aid back to the Title IV programs.

After this process has been completed, the institution will then perform the calculation of a student refund. The refund policy is as follows:

## **B. STATE MANDATED REFUND POLICY**

1. The termination date for refunds computation purposes is the last day of actual attendance. State mandated charges will be based on "scheduled hours." Scheduled hours is the number of clock hours a student should have completed based on contracted number of hours per week (from actual start date to last day of attendance, less school holidays and closings).

2. If you terminate this agreement within five business days you will receive a refund of all monies paid, provided that you have not commenced the program.

(continued next page)



3. If you subsequently terminate this agreement prior to the commencement of the program you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 4.

4. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed \$100.00 or 5% of the contracted price, whichever is less.

5. **FIRST WEEK:** For a student terminating training after entering school and starting the course of training but within the first week, the tuition charges made by the school shall not exceed 10% of the contracted price of the course plus \$100.00.

6. **AFTER FIRST WEEK:** For a student terminating training after one week but within the first 25% of the course, the tuition charges made by the school shall not exceed 25% of the contracted price plus \$100.00.

7. **2ND QUARTER:** If you terminate this agreement during the second quarter of the program, you will receive a refund of at least 50% of the tuition, less the actual reasonable administrative costs described in paragraph 4.

8. **3RD QUARTER:** If you terminate this agreement during the third quarter of the program, you will receive a refund of at least 25% of the tuition, less the actual reasonable administration costs described in paragraph 4.

9. **4TH QUARTER:** The school is not obligated to provide any refunds if you terminate this agreement during the fourth quarter of the program.

Time to Total Time of Course	School Shall Receive or Retain
3.0% to 25.0%	= 25%
25.1% to 50.0%	= 50%
50.1% to 75.0%	= 75%
75.1% to 100.0%	= 100%

#### **Satisfactory Progress Policy**

A detailed Satisfactory Progress Policy will be presented to the student on the first day of class.

All students enrolled in the 1000-hour Barber/Styling program must maintain a minimum cumulative grade point average of 70 per cent based on cumulative scores for all written and practical criteria administered during the program. Students will receive a progress report each time they complete approximately 22% of their contracted hours.

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All students must complete the required 1000-hours of training within 1500 scheduled hours or they will be dismissed from the program. All students enrolled for less than 1000 hours must complete their contracted time within 1.5 the scheduled length of the course or they will be dismissed from the program.

An incomplete grade will be considered a failure when a student fails to make-up or retake a missed or failed scheduled exam by the end of the following month. For example: All tests given in June must be made up or retaken by the end of July. The failed grade or a grade of "0" will be applied towards his/her cumulative average.

Students must attend 67% of their total contracted hours from the first day of attendance to the end of the evaluation period. Students must also maintain a 70% theory grade average. Students who do not meet all of the above criteria will be placed on "satisfactory progress warning" till the next evaluation period. At the end of the "satisfactory progress warning" period, the student's attendance and grades will again be reviewed and if the students have not met their 67% attendance obligation, they will be terminated for '*lack of satisfactory progress.*'

The school does not have a policy for course repetitions or remedial courses since they are not applicable.

Students who leave the program(s) prior to completion of all program requirements will be graded as follows:

WP (Withdrew Passing)

WF (Withdrew Failing)

WI (Withdrew Incomplete)

The above policies apply to all students, regardless of payment method.

#### **Comparable Program Information**

Information on comparable programs regarding tuition and program length may be obtained by contacting the following:

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
Tel: 1-703-247-4212

#### **Overtime Charges**

All students are allowed a maximum of 10% unexcused absences at no additional charge. For example: students enrolled in the 1000 hour Barber/Styling program will receive 100 free unexcused hours. Any missed hours beyond the maximum allowed will be charged to the student at the rate of \$12.70 per hour.

## **Clinic Area and Theory Classroom**

### **1. Clinic Area:**

Our well planned clinic area consists of 32 hairstyling chairs, mirrors, sinks and working counters with separate shampoo. It is adequately lighted and fully air conditioned and heated with a central cooling and heating system.

### **2. Theory Classrooms:**

These rooms were planned for the students comfort. They consist of writing arm chairs, instructors desk and numerous anatomical charts as required by the State Board of Barbers. The students have their own computer with online access.

Numerous visual and audio equipment may be utilized by the student at their own discretion. The classrooms are adequately lighted with easy to read safety exits.

Both our clinic and classroom area have been approved for safety by the Quincy Building Department.

### **STUDENT RULES**

1. THE SCHOOL IS NOT RESPONSIBLE FOR LOST, STOLEN OR DAMAGED PROPERTY.
2. STUDENTS MUST NOT TALK TO ONE ANOTHER WHILE WORKING ON CUSTOMERS.
3. ALL WORK ON STUDENTS MUST BE DONE WITH INSTRUCTOR'S PERMISSION.
4. THE FLOOR AND UNIT MUST BE CLEANED AFTER EACH SERVICE.
5. THE MANAGEMENT RESERVES THE RIGHT TO TELL THE STUDENT WHEN, WHERE AND HOW TO WORK.
6. STUDENTS ARE NOT ALLOWED TO LEAVE THE BUILDING WITHOUT PERMISSION.
7. STUDENTS ARE NOT ALLOWED TO RECEIVE TELEPHONE CALLS EXCEPT IN EMERGENCIES. CELL PHONES SHOULD BE TURNED OFF AT ALL TIMES.
8. ALL STUDENTS MUST OBEY RULES OF HYGIENE, SANITATION AND PERSONAL CONDUCT.
9. ALL STUDENTS MUST SIGN IN AND OUT AT THE CURRENT TIME.
10. STUDENTS MUST HAVE TOOLS IN THEIR POSSESSION TO RECEIVE CREDIT. STUDENTS WITHOUT TOOLS WILL BE SENT HOME WITH NO TIME FOR THE DAY.
11. STUDENTS WHO ARE IN ATTENDANCE AND DO NOT TAKE A SCHEDULED EXAM WILL GET AN AUTOMATIC GRADE OF "0" AND WILL BE ALLOWED ONE RETAKE ONLY.
12. STUDENTS ARE NOT ALLOWED TO SIT IN THE WAITING AREA CHAIRS. WAITING AREA CHAIRS ARE FOR CUSTOMERS ONLY.
13. NO FOOD IS TO BE EATEN IN THE SCHOOL AT ANY TIME OUTSIDE OF THE BREAK ROOM.

(continued next page)

14. **DRESS CODE:**

- A. STUDENTS ARE EXPECTED TO DRESS AS A REPRESENTATION OF GOOD GROOMING.
- B. SCHOOL ISSUED JACKETS ARE TO BE WORN AT ALL TIMES.
- C. HATS, HEADBANDS, WAVE CAPS, BANDANAS ETC. AND/OR SUNGLASSES ARE NOT TO BE WORN AT ANY TIME. WOMEN MAY WEAR HEADBANDS TO CONTROL THEIR HAIR.
- D. HEADPHONES OR PERSONAL STEREO'S ARE NOT TO BE USED OR WORN AT ANY TIME.
- E. OPEN TOED SANDALS ARE NOT TO BE WORN FOR HYGIENIC REASONS.
- F. TANK TOP SHIRTS ARE NOT TO BE WORN.
- G. **PER ORDER OF THE BOARD OF BARBERS:** HOODED SWEATSHIRTS, SHORTS, AND BAGGY PANTS SHOULD NEVER BE WORN. WOMEN SHOULD NOT WEAR LOW CUT BLOUSES OR HAVE AN EXPOSED MID-SECTION.

15. **CONDUCT:**

- A. STUDENTS ARE EXPECTED TO CONDUCT THEMSELVES IN A PROFESSIONAL MANNER AT ALL TIMES.
- B. PROFANITY OR RUDE STORIES ARE STRICTLY PROHIBITED.
- C. SEXUAL HARASSMENT / HAZING IN ANY FORM IS PROHIBITED.

16. **A STUDENT MAY BE SUSPENDED OR TERMINATED FOR ANY OF THE FOLLOWING REASONS. SUSPENDED STUDENTS MUST IMMEDIATELY LEAVE THE SCHOOL AND THE BUILDING PREMISES.**

- A. GENERAL LACK OF INTEREST
- B. THREATENING, BEING DISRESPECTFUL, OR CREATING A DISTURBANCE TO ANY CLIENT, STUDENT OR EMPLOYEE OF THE MASS. SCHOOL OF BARBERING.
- C. POSSESSION OF ALCOHOL OR DRUGS ON SCHOOL PROPERTY OR DURING ANY SCHOOL ACTIVITY.
- D. NON-PAYMENT OF TUITION.
- E. LACK OF ACADEMIC PROGRESS AS OUTLINED IN THE SCHOOL'S PROGRESS POLICY.
- F. FAILURE TO COMPLY WITH ANY RULES OR REGULATIONS ON THIS PAGE OR ELSEWHERE IN THIS CATALOG.

17. **PER ORDER OF THE LANDLORD:** LOITERING OR SMOKING IS NOT PERMITTED IN THE UPSTAIRS HALLWAY OR WITHIN 50 FEET OF THE BUILDING'S ENTRANCE.

**Drug Policy, Sexual Harassment, Hazing, Campus Security, VAWA**

Information pertaining to the school's policies on drugs, sexual harassment, hazing, and violence against women act (VAWA), as well as statistics on campus security may be obtained at the school's office.

## Gainful Employment Disclosures

Standard Occupational Classification Code (SOC) - 39.5011\*

Classification of Instructional Program (CIP) - 12.0402

### On Time Graduation Rates -

2013/2014

35% (17 out of 49)

### Tuition and Fees

1000 Hour Barber Styling	500 Hour Cosmetology Crossover
Tuition - \$12700	Tuition - \$6350
Reg. Fee - \$ 50	Reg. Fee - \$ 50
Tools + Books - \$ 650	Tools + Books - \$ 650
<b>Total \$13400</b>	<b>Total \$7050</b>

### Job Placement Rates: 1000 Hour Barber Styling

2013/2014

Full Time - 89% (16 out of 18)

Part Time - 77% (17 out of 22)

### Job Placement Rates: 500 Hour Cosmetology Crossover

2013/2014

Full Time - 0% (0 out of 0)

Part Time - 89% (8 out of 9)

### Median Loan Debt for All Students in the Following Award Year:

2013/2014

Title IV Debt	Private Loan Debt	Institutional Debt
\$6497	\$0	\$0
(out of 49 Students)	(out of 49 students)	(out of 49 students)

Median loan debt is calculated in the following manner:

1. Use all of the students that graduated in an award year.
2. Total all of the debt each student has incurred including federal, state, and private loans, and outstanding balances from the institution.
3. List each student in order from the lowest debt to the largest. Look at the student's balance in the middle of the group. That is the median. For example, from the 2013/2014 year above, student #25 had a \$6497 balance of Title IV loans (subsidized and unsubsidized). Therefore, the median debt for that year was \$6497.

\* Statistics available at [www.onetonline.org](http://www.onetonline.org)

## **Student Notification System**

Students have the option of submitting their cell phone numbers to the office for text notification of school cancellations, events, and emergencies. The school will input student's numbers into its Simple Messaging System for this purpose. For snow or bad weather cancellations, students should expect a text by 6:45 am that morning.

### **Copyright Policy**

Downloading or distributing unauthorized copyrighted content is a violation of federal law, and therefore a violation of campus policy. Infractions on campus will be reviewed and the appropriate penalty will be determined.

### **Legal Sources**

There are many legal sources of content online. P2PAlternatives.com hosts a list of the over 30 popular sites that offer music, video, software and texts legally.

### **Combating Violations**

We use DNS for EDU a software/hardware solution that helps actively prevent illegal content from being accessed on campus.

### **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). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a 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

### **Contact Information**

If you have any copyright concerns, contact  
617-770-4444:  
58 Ross Way  
Quincy, MA 02169

### **Intellectual Disabilities**

The school does not have any special provisions available for students with intellectual disabilities.

### **Vaccination Policy**

The school does not have a vaccination policy.

### **Principles of Excellence**

The school has agreed to comply with the United States Executive order to apply principles of excellence for all its veterans. These principles shall include but not be limited to:

1. Provide meaningful information to all service members, veterans, spouses and family members.
2. Promote ethical recruiting practices.
3. Provide complete information regarding student loan debt and financial aid.

# MASSACHUSETTS SCHOOL OF BARBERING

58 Ross Way - Quincy, MA 02169  
617-770-4444

## HOW TO GET HERE!!!

### FROM BOSTON

Take route 93 south. Take exit 7 (route 3-Cape Cod) on your left hand side. Go only 200 yards and take exit 18-19 (Quincy T, Washington St., Braintree) on your right hand side. Follow directions for ONCE YOU EXIT HIGHWAY.

### FROM SOUTH SHORE

Take route 3 north. Take exit 19 (Quincy T, Washington St., Braintree). Follow directions for ONCE YOU EXIT HIGHWAY.

### FROM ROUTES 95 AND 24

Take routes 95 or 24 to **93 NORTH**. After you see the South Shore Plaza on your right hand side, take exit 7 (route 3- Cape Cod) on your right. Go only 100 yards and take exit 18 (Quincy T, Washington St., Braintree) on your right hand side. Follow directions for ONCE YOU EXIT HIGHWAY.

### ONCE YOU EXIT HIGHWAY

Bear to your left and follow the signs to Quincy Center. Take a right at the 4th set of lights (Walter Hannon Parkway). Go over the short bridge and take a left at the very first set of lights (Parking Way). You can only travel a couple hundred yards down the Parking Way when you will be forced to take a right. After you go right you will see a turnstile ahead of you. Go through the turnstile and park in that lot. We are located in the building on the opposite side of the lot from where you entered. Our address is **58 Ross Way**, on the corner of Ross Way and Cliveden St.

### FROM THE T

Take the Braintree branch of the Red Line. Get off at Quincy Center. Go out to Hancock St. and go to your right. Walk for a couple of blocks through the center of town and keep walking. Take a right on Cliveden St. It is a short street. 58 Ross Way is at the end of the street on the right hand corner.



# Massachusetts School of Barbering

The School That Teaches Barbering As A Profession

58 Ross Way - Quincy, MA 02169  
(617)770-4444

## REGISTRATION APPLICATION

I have decided to enroll in the Massachusetts School of  
Barbering for the month of:

\_\_\_\_\_

Enclosed please find \$50.00 registration fee which will be  
applied to my total costs upon entering the school. This fee  
is refundable in accordance with the refund policy presented  
in our brochure.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_-\_\_\_\_-\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Social Security # \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Signature \_\_\_\_\_

The Massachusetts School of Barbering, in its admissions,  
training and graduation policies practices no discrimination on  
the basis of race, creed, religion financial status or country  
of origin.