

# Massachusetts School of Barbering



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

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

**School Catalog Revised 03/23/2021**

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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 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

Kayla Castro, Office Manager

### Instructional Staff

Alan Conragan  
Gregory Fernald  
Shannon Lesley

Edward Russian  
LaCarl Russell

## **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 Parkway. 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 33 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.

## **Mission Statement**

The school's mission is to train barbers for the growth and future of the industry and to promote the profession of barbering.

The school strives to instruct the student to be proficient in all needed haircutting skills and techniques so that s/he will be competent to work in the field right out of school. Through the Massachusetts School of Barbering's method of individual instruction our aim is to provide students with a quality education. We make every effort to produce creative professional barber stylists, with the ability to compete and excel in today's competitive haircutting world.

## 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
  4. Must pass a reading comprehension test (10<sup>th</sup> grade level)

## 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 their ability to complete the course and/or succeed in the occupation.

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. The Board must approve the transfer.\*

**\*Please note:** the Board of Cosmetology and Barbering will completely delete all hours if it's been over 5 years since the student's last day of attendance.

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

**Tuition Cost.....\$ 14900.00\***  
**Registration Fee...\$ 50.00**

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.

**State Exam and Licensing Fees**

The above fees do not include the cost of taking the state barber licensing exam and obtaining a license. Those fees are:

**State Exam Fee...\$145.00**  
**Licensing Fee... \$ 20.00**

**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 \$7450.00. Registration fee still applies.

**Program Starting Dates**

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

Classes are in session five (5) days a week, Tuesday through Friday, 9 AM to 4:30 PM and Saturday, 9 AM to 4 PM.

**\*Note:** The school issued tool kit (including books) is included in the tuition fee, for students contracted for a minimum of 500 hours.

**Schedule of Completion**

<b>Programs</b>	<b>Class Schedule</b>	<b>Hours/Week</b>	<b># Weeks</b>
Full-Time	Tues.- Fri. 9:00AM- 4:30 PM & Saturday 9:00AM- 4:00 PM*	34.5	29
Part-Time	Tues.-Sat. 9:00AM- 1:00 PM	20.0	50
Part-Time	Tues.-Sat. 10:00AM-1:00 PM	15.0	67

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

**Barber Styling Graduation Rates**

06/2018-05/2019	34.5 hours/week - 88% (15 out of 17 students)
10/2017-09/2018	20.0 hours/week - 76% (19 out of 25 students)
04/2017-03/2018	15.0 hours/week - 79% (11 out of 14 students)

**Barber Styling Employment Rates**

06/2018-05/2019	34.5 hours/week - 100% (15 out of 15 students)
10/2017-09/2018	20.0 hours/week - 79% (15 out of 19 students)
04/2017-03/2018	15.0 hours/week - 82% ( 9 out of 11 students)

\*Lunch break is 12-12:30 pm. That half hour is automatically deducted from the day's total time if a student attends more than 5 hours per day. Students may get credit for that half hour if they cut a customers' hair during that time and skip going to lunch.

## Tool Kit

The school issued tool kit (including books) is included in the tuition fee, for students contracted for a minimum of 500 hours. The kit consists of the following:

1 carrying case	1 afro comb
1 Wahl Detailer (corded)	1 tail comb
1 Wahl Magic Clip (corded)	2 barber combs
1 neck duster	2 styling combs
1 long barber shear	1 flattop comb
1 styling shear	6 hairclips
1 blending 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	1 vent brush
1 workbook	1 round brush
1 exam review book	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

## 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
-----	
1000 Hours	Total



## Course Descriptions

1. Haircutting - Set up for a haircut. Cutting techniques for both men's and women's hair. Tools and implements used for haircutting: Clippers, razors, shears, combs, brushes, etc. How to use each tool or implement and when. Angles of elevation used in haircutting: 0°, 30°, 45°, 90°, 180°. Different types of haircuts: regular men's, fades, style, flat tops, women's cuts, one length and layered, etc.
2. Perming - Six factors to analyze before permanent waving. Cold waves, endothermic and exothermic. Sectioning for permanent waves. Different chemicals used to achieve a permanent wave. What permanent wave chemicals do to the hair shaft. Wrapping, blocking, and processing. Types of rods used.
3. Haircoloring - Color theory: primary, secondary and tertiary colors. Complementary colors. Color correction. Four classifications of color products: temporary, semi-permanent, demi-permanent and permanent. Single and double processed colors. How different products effect the hair. Physical and chemical changes to the hair. Application methods. Strand tests and patch tests. Seven stages of lightening. Tinting virgin hair and touch up methods.
4. Chemical Relaxing - Six factors to analyze before chemical relaxing. How different relaxers effect the hair shaft. Sodium hydroxide and ammonium thioglycolate relaxers. Sectioning for relaxers. Application and processing.
5. Shaving - Set up for a shave. Parts of the razor. Keys to shaving: preparation of the beard and stretching the skin. Razor safety. How to hold the razor. Freehand, backhand, reverse free hand and reverse back hand strokes. Fourteen shaving areas and strokes required for each area.
6. Honing and Stropping - Natural and synthetic hones. Parts of the razor. Different types of stropps. How to hold the razor for honing and stropping. How to hold the hone and strop when using. Method of honing or stropping the razor.
7. Shampooing - Set up for a shampoo. Hair and scalp analysis for shampoo selection. Inclined and reclined methods of shampooing. Actions of the shampoo molecule. Application, manipulations, rinsing and towel drying.
8. Mustaches and Beards - Mustache and beard design. Facial analysis. Tools used for mustache and beard trimming: clippers, trimmers, razors, shears and combs. Methods for trimming: freehand clipper, freehand trimmer, clippers with attachments, freehand shear, etc.
9. Sterilization and Sanitation - Hand washing and mask wearing. Cleaning and disinfecting tools and implements. Pathogenic and non-pathogenic bacteria. Types of pathogenic bacteria. Blood exposure procedures for barbers and customers. Styptic application. Quaternary ammonium compounds, alcohol, bleach, disinfectant sprays for clippers and tools.

10. Scalp Treatments - Scalp analysis. Six steps of a scalp massage. Treatments for dry, oily and sluggish scalps. Tesla current used for scalp stimulation.

11. Facials - Different facial massage manipulations and when to use: effleurage, friction, percussion, tapotement, and vibration. Nine steps of a scientific rest facial. Massage from the insertion muscle towards the origin muscle. Facials for oily and dry skin. Masks and packs.

12. Light Therapy - Frequencies of ultra violet, infra-red and visible light rays. Light therapy, lasers and LED's. Therapeutic lamps producing visible light and infra-red rays.

13. Shop Management - Management and/or ownership. Decisions required to go into business. Importance of location selection: foot traffic, price, parking, exposure, heating and cooling, etc. Licenses required from the city or town and the Board of Cosmetology and Barbering. Proper zoning of the space selected. Using the price per foot calculation to compare spaces. Record keeping and paying of taxes, etc. Options to purchase an existing barber shop or build a new one.

14. Classroom Theory - Milady Standard Textbook of Barbering:

Chapter 1 - History of Barbering

Chapter 2 - Life Skills

Chapter 3 - Professional Image

Chapter 4 - Infection Control

Chapter 5 - Implements, Tools and Equipment

Chapter 6 - General Anatomy and Physiology

Chapter 7 - Basics of Chemistry

Chapter 8 - Basics of Electricity

Chapter 9 - The Skin - Structure, Disorders and Diseases

Chapter 10 - Properties and Disorders of the Hair and Scalp

Chapter 11 - Treatment of the Hair and Scalp

Chapter 12 - Men's Facial Massage and Treatments

Chapter 13 - Shaving and Facial Hair Design

Chapter 14 - Men's Haircutting and Styling

Chapter 15 - Men's Hair Replacement

Chapter 16 - Women's Haircutting and Styling

Chapter 17 - Chemical Texture Services

Chapter 18 - Haircoloring and Lightening

Chapter 19 - Preparing for Licensure and Employment

Chapter 20 - Working Behind the Chair

Chapter 21 - The Business of Barbering

## **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 4:45PM, or cut a customer's hair during the lunch break (lunch credit), 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.

### **Credit for Previous Education**

Students that have attended other schools may transfer their hours to this school, if approved by the Board of Cosmetology and Barbering. A maximum of 75% of the hours required by the state are transferable. The Board of Cosmetology and Barbering will completely delete all hours if it's been over 5 years since the student's last day of attendance.

### **Class Schedule**

1. Theory classes are held twice a day, if needed, 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 25. 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. Students that have completed 1000 hours in Cosmetology get a 500 hour credit towards the 1000 hour Barber Styling requirement.

## **Employment Service**

The Massachusetts School of Barbering's staff is always available to its graduates for employment advising. According to the law, the school cannot guarantee 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.

### **Leave of Absence Policy (LOA)\***

Every student is allowed to request multiple Leaves of Absence (LOA) totaling a maximum of 180 calendar days per 12 month period. Each LOA must be for a minimum of 7 calendar days. Students that are on Satisfactory Academic Progress Warning or Probationary status may take a LOA. However, they will still be on Warning or Probationary status when they return, and must satisfy the proper requirements to be removed from them.

Every LOA for basic reasons (ex. Family reunions, vacations, etc.) must be approved and signed in advance by both the student and an authorized school official. Students on LOA for unforeseen circumstances (ex. Unexpected financial crisis, illness, death in family, transportation breakdown or medical emergency, etc.) must call the school as soon as possible to obtain verbal approval. The LOA document will be signed upon their return to school or mailed, faxed, or emailed to them to be signed and returned as soon as possible.

The time a student misses when on an official Leave of Absence will not be counted against him/her at the segment review. For example, if a student has a leave of absence for two of the four weeks in a month, s/he is responsible for attendance of only two weeks.

If a student cannot return to school when the Leave of Absence ends due to unforeseen circumstances (see above) they must immediately notify the school of their new return date. Otherwise, all other students must return to school on the first scheduled day of classes after the LOA ends. For example, if your LOA was scheduled to be from June 1-20, you must be in attendance at school on June 21. If you are not in attendance on the first day after a Leave of Absence ends, your enrollment and financial aid will be terminated.

\* A more detailed Leave of Absence Policy is available in the school office.

## **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 for Undergraduate Students (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  
[www.accsc.org](http://www.accsc.org) or Telephone: 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 and all other programs within 45 days of the date of determination 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.

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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 an official progress report after they complete 50% of their contracted hours.

(continued next page)

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.

Every student is given a monthly progress report, detailing hours contracted, hours completed, hours missed, attendance percentage, tests taken, test grades and grade point average. A copy of this is placed in the student's file.

The process of officially evaluating a student's progress occurs at two points:

1. After completing 50% of the hours contracted.
2. After completing 100% of the hours contracted.

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 that do not meet both of the above criteria will be placed on "satisfactory progress warning" (**W**) till the end of the next evaluation period.

At the end of the "satisfactory progress warning" period, the student's attendance and grades will again be reviewed. If the students have not met their 67% attendance obligation and 70% theory grade average, they will be terminated for 'lack of satisfactory progress.'

If a student does not meet both requirements, and the Director determines that it is either physically impossible or extremely unlikely (based on past performance) that the student will be making Satisfactory Academic Progress at the end of the next segment, then the Director will be forced to terminate the student's enrollment, as well as any pending financial aid.

Students have a right to appeal this decision. If the appeal is successful, the student will not be terminated and will be placed on "probation" (**P**). An academic plan will be created for all students placed on probation. The student must meet the requirements outlined in the plan to remain enrolled. Financial aid may still be disbursed while a student is on probationary status.

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.

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### **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 can be absent for 100 hours without an excuse, and will not be charged. All documented excuses must be submitted to the office no later than the student's last day of attendance. Any unexcused missed hours beyond the allowed 10% maximum will be charged to the student at the rate of \$10.00 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 MUST BE SWEEPED AND THE STATION CLEANED AND DISINFECTED AFTER EACH SERVICE. MASKS MUST BE WORN AT ALL TIMES.
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 SHOULD NOT ANSWER CELL PHONES CALLS OR TEXT MESSAGES WHILE GIVING HAIRCUTS OR OTHER SERVICES. PHONE SOUNDS ARE TO BE TURNED OFF DURING THEORY CLASS. TEXTING IS NOT ALLOWED DURING THEORY CLASS.
8. ALL STUDENTS MUST OBEY RULES OF HYGIENE, SANITATION AND PERSONAL CONDUCT.
9. STUDENTS MUST HAVE TOOLS IN THEIR POSSESSION TO RECEIVE CREDIT. STUDENTS WITHOUT TOOLS WILL BE SENT HOME WITH NO TIME FOR THE DAY.
10. 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.
11. WAITING AREA CHAIRS ARE FOR CUSTOMERS ONLY.
12. PLEASE EAT YOUR FOOD IN THE SCHOOL BREAK AREA ONLY.
13. **DRESS CODE:**
  - A. STUDENTS ARE EXPECTED TO DRESS AS A REPRESENTATION OF GOOD GROOMING. SLACKS OR JEANS ARE THE RECOMMENDED DRESS.
  - B. SCHOOL ISSUED JACKETS ARE TO BE WORN AT ALL TIMES.
  - C. SUNGLASSES ARE NOT TO BE WORN AT ANY TIME.
  - D. HEADPHONES OR PERSONAL STEREO'S ARE NOT TO BE USED OR WORN WHILE WORKING ON A CLIENT. PHONE CONVERSATIONS AND VIDEO VIEWING SHOULD BE CONDUCTED IN PRIVATE AND NOT ON A SPEAKER.
  - E. OPEN TOED SANDALS ARE NOT TO BE WORN FOR HYGIENIC REASONS.
  - F. TANK TOP SHIRTS, SWEATPANTS, JOGGERS, TRACK PANTS, NYLON PANTS, SHORTS, SHOULD **NEVER** BE WORN.
  - H. STUDENTS MAY BE SENT HOME WITH NO CREDIT FOR THE DAY IF NOT APPROPRIATELY DRESSED.
14. **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.

15. **THE PROCESS BY WHICH STUDENTS ARE WARNED, SUSPENDED\* OR TERMINATED\* IS AS FOLLOWS:**

WHEN AN OFFENSE OCCURS, THE DIRECTORS WILL DETERMINE THE NATURE AND SEVERITY OF THE OFFENSE. THEY WILL THEN:

1. DETERMINE WHETHER A WARNING, SUSPENSION OR TERMINATION IS APPROPRIATE.
2. NOTIFY THE STUDENT OF THE SCHOOL'S DECISION EITHER VERBALLY OR IN WRITING.
3. PLACE A COPY OF THE DECISION IN THE STUDENT'S FILE.

THE FOLLOWING OFFENSES ARE THOSE THAT COULD WARRANT THE ABOVE ACTIONS:

- 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 OR USE 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 SATISFACTORY PROGRESS POLICY.
- F. FAILURE TO COMPLY WITH ANY RULES OR REGULATIONS ON THIS PAGE OR ELSEWHERE IN THIS CATALOG.
- G. WILLFUL VANDALISM OR DESTRUCTION OF SCHOOL PROPERTY.
- H. CHEATING ON AN EXAM.
- I. POSSESSION OF OTHER STUDENT'S TOOLS WITHOUT PERMISSION.
- J. FAILURE TO WEAR A MASK OR FOLLOW MASSACHUSETTS HEALTH PROTOCOLS.

**\*SUSPENDED OR TERMINATED STUDENTS MUST IMMEDIATELY LEAVE THE BUILDING AND THE PREMISES.**

16. **PER ORDER OF THE LANDLORD:** LOITERING OR SMOKING IS NOT PERMITTED IN THE UPSTAIRS HALLWAY OR WITHIN 50 FEET OF THE BUILDING'S ENTRANCE. ALL E-CIGARETTES ARE TO BE SMOKED OUTDOORS ONLY.

**THE SCHOOL RESERVES THE RIGHT TO REVISE THESE REGULATIONS AT ANY TIME.**



## **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.

### **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.

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

Quincy, MA 02169

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## **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.

## **Veterans' Policies**

1. Students receiving Chapter 31 and Chapter 33 benefits must submit a Certificate Of Eligibility (COE) no later than the first day of education.

2. Students receiving educational assistance under Chapter 31, Chapter 33, Vocational Rehabilitation and Employment or Post-9/11 GI Bill®\* benefits are considered to be **Covered Individuals**.

Covered Individuals with Certificates of Eligibility may begin scheduled classes, even if the VA has not made a payment. There will be no penalty imposed or denial of student benefits or access, while waiting for the payment. Students will not be required to seek alternative funding while waiting for the payment.

3. Covered Individuals receiving VA benefits that will pay for less than 100% of school costs (tuition, registration fee, etc.) must arrange to have the balance covered by other means (Pell grants, student loans or cash payments) before starting classes.

*\*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.*

**State of Massachusetts Disclosures (see Formulas below)**

Median Completion Time - 11 months  
Graduation Rate - 79.2%  
Graduate Placement Rate - 0% \*  
Total Placement Rate - 0% \*

**Formulas**

Median Completion Time = Median duration of certificates received from  
01/01/18 - 12/31/19

Graduation Rate =  $\frac{\text{Students receiving certificates from 01/01/18 - 12/31/19}}{\text{Students starting 01/01/18 - 12/31/19}}$

Graduate Placement Rate =  $\frac{\text{Students employed full time (32 hours per week)}}{\text{Students completing the program 01/01/18 - 12/31/19}}$

Total Placement Rate = Graduate placement rate X Graduation rate

\* The school is unable to verify full time placement for its graduates at this time (accrediting commission placement rates available on page 5).

**CORI (Criminal Offender Record Check)**

All students with a misdemeanor or felony conviction in any jurisdiction, as well as all students that already hold a professional license (example: Cosmetology license), must first submit their state licensure examination application to the Board of Cosmetology and Barbering for approval after completing the program. The Board will then review their CORI and any licensure complaints. The Board must approve the application by signing and stamping it before the student can take the state licensing exam. If a student has convictions for murder, sexual offenses, assault on a public official, a lengthy criminal record, or licensing issues, the Board may require to interview the candidate in person before approving the application. The Board could possibly vote to deny the student the right to take the exam. This whole process could take as little as a couple of weeks or as long as several months.

In addition to all this, ALL OTHER STUDENTS must bring a notarized CORI authorization form with them to the state exam, enabling the Board to run a CORI check within one year of the date signed.

# 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. Bear to your left going towards Quincy center. Follow directions for ONCE YOU EXIT HIGHWAY.

### FROM SOUTH SHORE

Take route 3 north. Take exit 42 (old 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. Bear to your left going towards Quincy center. Follow directions for ONCE YOU EXIT HIGHWAY.

### ONCE YOU EXIT HIGHWAY

You are now on the Burgin Parkway. Travel about a mile and take a right at the 4th set of lights (Walter Hannon Parkway). Go over the short bridge, through the lights, and take your next left onto Ross Way. We are located on your right at the first corner. You can park across the street on your left in the pay parking lot, or on the street in a legal 1 or 2 hour space. Our address is **58 Ross Way**, on the corner of Ross Way and Cliveden St.

### FROM THE T - 10 minute walk

Take the Braintree branch of the Red Line. Get off at the **Quincy Center** stop. Walk out towards the big water fountain (big slab of concrete...no water in it during the winter!) Stay to your right, keeping the fountain on your left. City Hall and the old cemetery will be on your right. When you reach the first main traffic light (Granite St. & Hancock St.), cross the street and continue straight onto Hancock St. After a few minutes take the first right onto Cliveden Street (probably no sign there yet). Walk to the end of Cliveden St. (it's a short street). We are at the end of the street on the right hand corner of Cliveden St. and Ross Way.

# 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, gender, sexual orientation,  
financial status or country of origin.