

**MOLER  
BARBER COLLEGE CATALOG  
December 2012**

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**Volume 2012**

**Review all documents prior to signing**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school performance fact sheet, which must be provided to you prior to signing an enrollment agreement.

**STATE OF CALIFORNIA  
STUDENT TUITION RECOVERY FUND**

The Student Tuition Recovery Fund (STRF) was established by the legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement or refusing to pay a court judgment.

To be eligible, you must be a "California resident" and reside in California at the time the enrollment is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction.

To qualify for STRF reimbursement, you must file a STRF application within one year of receiving notice from the council that the school is closed. If you do not hear from the council, you have four years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within two years of the final judgment.

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

It is important that you keep copies of the enrollment agreement, financial aid papers and any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to Bureau for Private Post Secondary Education, P.O. Box 980818, Sacramento, CA 95798-0818, or call (916) 431-6959.

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## APPROVAL AND AFFILIATION

Licensed and approval by the State of California Board of Barbering and Cosmetology.

Notice: This institutions application has been approved to operate by the Bureau for Private Postsecondary Education. Moler Barber College is a private institution by the Bureau of Private Postsecondary Education. Any questions that a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau of Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite S-400, Sacramento, CA 95833, Web Site: [www.bppe.ca.gov](http://www.bppe.ca.gov), Telephone No. (916) 431-6959, Fax No. (916) 263-1897.

**This catalog has been prepared, Date of Publication January 1, 2013**

## DISCLAIMER STATEMENT

This catalog has been prepared in accordance with State and Federal requirements: it is a publication of Moler Barber College. It contains Statements of Policy and is intended only for information. It is not a contract and is not intended as such. It is subject to revision at the discretion of Moler Barber College and is updated annually pursuant to section 94909 of the Code.

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## PHILOSOPHY OF MOLER BARBER COLLEGE

### MISSION STATEMENT

*"Our goal at Moler Barber College is to give our students the best possible education and hands-on training in the field of Barbering, and to prepare them in obtaining their State Licensed in Barbering."*

**MOLER BARBER COLLEGE'S OBJECTIVE** is to make a contribution to society by training students to become qualified barbers. We accomplish this by requiring students to comply with our regulations regarding, dress code, promptness, citizenship, responsibility and this is in addition to their actual performance in barber service training. We feel that preparing students for professionalism in their field requires dress code, attendance, and a good attitude towards the public (patrons). We hope that our students will in turn become a tribute to the community as well as self supporting citizens. .

**MOLER BARBER COLLEGE** is service oriented. Our goal is to provide a public service by graduating self sustaining students into their new careers as Barbers. Our training system is step by step and your progress is tailored to your individual learning ability. No two persons learn the same way and therefore, it is necessary to give personal and individualized instruction. Our aim is to aid the student in learning responsibility, promptness, service, community interest, integrity and help them gain the self-confidence they will need to begin new career.

### **A. HISTORY OF MOLER BARBER COLLEGE**

Moler Barber Colleges have been in operation for over a century. The college was established by A. B. Moler, who opened the first barber college in the nation in Chicago, Illinois, in 1893. With the success of his barber college in Chicago, Moler turned his attention out west. The National Barber School had been established just before the turn of the century at 218 "J" Street, in Sacramento, California. Mr. Moler purchased the National Barber College in 1910, renaming it Moler Barber College. He then established his system of training barbers here in California. Moler Barber College has been continuously operated in the City of Sacramento since 1910 and since 1917 in Fresno. Mr. Moler eventually sold the college to the family of Henry H. Haight. Haight was Governor of California from 1867 to 1871. The Haight family operated the schools until 1932, at which time James A. Murray, Sr. purchased them. Murray already owned and operated the Moler Barber Colleges.. Moler Barber College of Fresno and Sacramento is owned by James Knauss (retired as executive of the Barber Board since 1987. Keno Modica now operates the schools and James Knauss has retired to Mexico.

## **ACCORDING TO THE CALIFORNIA BOARD OF BARBERING AND COSMETOLOGY THE REQUIREMENTS FOR BECOMING BARBER IN CALIFORNIA ARE:**

The board shall admit to examination for a license as a barber to practice barbering, any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:

- (a) Is not less than 17 years of age.
- (b) Has completed the 10th grade in the public schools of this state or its equivalent.
- (c) Is not subject to denial pursuant to Section 480.
- (d) Has done any of the following:
  - (1) Completed a course in barbering from a school approved by the board.
  - (2) Completed an apprenticeship program in barbering approved by the board as conducted under the provisions of the Shelley-Malone Apprentice Labor Standards Act of 1939, Chapter 4 (commencing with Section 3070) of Division 3 of the Labor Code.
  - (3) Practiced barbering as defined in this chapter outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in barbering from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).
  - (4) Holds a license as a cosmetologist in this state and has completed a barber crossover course in a school approved by the board.

- (5) Completed a cosmetology course in a school approved by the board and has completed a barber crossover course in a school approved by the board.

by the board.

(6) Completed comparable military training as documented by submission of Verification of Military Experience and Training (V-MET) records.

## **B. ADMISSION REQUIREMENTS**

Moler Barber College recommends the completion of high school or its equivalent for enrollment. The State of California requires the completion of the tenth (10th) grade in order to qualify to take the Barber Licensing Exam. Students may enroll in MOLER BARBER COLLEGE if they meet one of the following requirements:

1. 10th grade education as required by the State of California;
2. Passed the GED equivalency test;
  1. Completed the tenth (10th) grade, have passed the California compulsory education age and have passed an examination designed to assess the ability to benefit from this training;
  2. The Ability to benefit students will be accepted at this college. Students will be solely responsible for passing an ability to benefit test and presenting proof that they have done so.

Students may submit letters of recommendation from teachers or counselors. School staff will conduct a personal interview and may require other criteria deemed appropriate on an individual basis. Applicants of either sex must be of good moral and temperate habits. MOLER BARBER COLLEGE practices no discrimination in any of its policies based on race, religion, creed, national origin, financial status, sex or age.

### **CITIZENSHIP, GREEN CARD and VISA**

We require that, a student must either be a citizen of the United States, hold a valid green card to work in the U.S. or have a valid Student or work visa and be eligible to take the Barber exam from the California Board of Barbering and Cosmetology. We do not offer any visa services.

### **LANGUAGE REQUIREMENT**

Moler does not offer any English language instruction and all courses are taught in English.. All foreign students must have a minimum TOEFL score of 450.

## **C. EDUCATIONAL OBJECTIVES**

The primary objective of Moler Barber' College is to bring the student to entry level employment with a background in all services given in a full service Barber/Styling shop. These include hair cutting and styling, shaving, facials, shampooing and scalp treatments, hair coloring, hair relaxing and weaving. Related areas also covered are customer psychology, product knowledge and shop management. The training is based upon requirements to pass the State's examination. Moler Barber College believes it is also important that the curriculum be presented in a professional manner and with diligent study, the student will be prepared for employment in the Barber Industry as a Registered Barber.. The staff keeps current with seminars, conferences and demonstrations on fashions, methods and new services.

## **D. CATALOG OF STUDENT COURSE IN BARBERING 1500 CLOCK HOURS**

The curriculum includes a total of 1500 hours of theory and practical applications. The course content covers both basic and advanced phases of Barbering and Hairstyling. The subjects covered in a sequential order include the following: Hair cutting, Shaving, Sanitation and Hygiene, Massaging, Shampooing, Facials, Salesmanship, Shop Management, Laws and Regulations, Hair Coloring, Hair Relaxing, Hair Pieces, Hair Waving and Hair Styling. This course is a prerequisite for application to state of California for the license examination that is conducted by the State Board of Barber Examiners. This course also prepares the student for entry level employment as a Barber. The full Time training schedule includes 30 clock hours per week. It takes approximately nine (10) months to complete this course.

### TUITION AND FEES

Tuition \$6950.00

Registration \$ 96.50

STRF Fee \$3.50

TOTAL \$7000.00

### THEORY OF BARBERING (Required) 150 HOURS

The Basics of Barbering-Styling, Advanced Barber-Styling, Cutting and Styling, Design Techniques, Barber Science, The Chemicals and Treatments, Syphilis, Anatomy, Industry Related Business Principles, Barber Boards, Operating in the Field and Practical Application.

Practical Application (Required) 1300 HOURS

Additional Preparation for State Board Exam 50 Hours

TOTAL (required) 1500 Hours

### THEORY OF BARBERING (Required) 80 HOURS

The Basics of Barbering-Styling, Advanced Barber-Styling, Cutting and Styling, Design Techniques, Barber Science, Damaged Hair and Skin Problems, The Chemicals And Treatments, Syphilis, Anatomy, industry Related Business Principles, Barber Boards, Operating In The Field and Practical Application.

Additional Preparation for State Board Exam 20 HOURS

TOTAL (Required) 250 HOURS

A CLOCK HOUR IS SIXTY MINUTES.

### **REFRESHER COURSE 400 CLOCK HOURS**

The Curriculum covers a combination of theory and practical for those areas listed under SC-I. This course can be completed in 2 1/2 months). Prerequisite: The Student! Applicant must be qualified to take the License Examination. This course is for licensed Apprentices or Barbers from another state or country. Curriculum: This course prepares the applicant for the California license examination. The subjects covered include: Hair Cutting, Shaving, Sanitation and Hygiene, Massaging, Shampooing, Facials, Salesmanship, Shop Management, Laws and Regulations, Hair Coloring, Hair Relaxing, Hair Pieces, Hair Waving and Hair Styling .This course must be completed in six months and prepares a licensed apprentice or out-of-State Barber to provide the services of a Barber in the State of California.

#### TUITION AND FEES

Tuition \$3400.00

Registration \$ 72.50

STRF Fee \$ 7.50

TOTAL \$3500.00

#### THEORY OF BARBERING (Required) 63 HOURS

The Basics Of Barber-Styling, Advanced Barber-Styling, Cutting And Styling, Design Techniques, Barber Science, Damaged Hair And Skin Problems, The Chemicals And Treatments, Syphilis, Anatomy, Industry Related Business Principles, Barber Boards, Operating In the Field and Practical Application.

#### PRACTICAL APPLICATION (Required) 63 HOURS

Additional Preparation for State Board Exam 274 HOURS

TOTAL (Required) 400 HOURS

### **COSMETOLOGIST CROSS~OVER COURSE 400 CLOCK HOURS - 10 WEEKS**

This 400 hour course is designed for the applicant who has completed the California 1600 clock hour Cosmetology Course and/or holds a California Cosmetology license. This course includes 40 hours of theory instruction and 320 hours of practical training. An additional 40 hours in either practical or theory will be determined by the instructor depending on the student's needs. The subjects covered include: Haircutting, Shaving, Sanitation and Hygiene, Massaging, Shampooing, Facials, Sales Workmanship, Shop Management, Laws and Regulations, Hair Coloring, Hair Relaxing, Hairpieces, Hair Waving and Hairstyling. This course can be completed in ten (10) weeks of full time attendance, but must be completed in four (4) months. This course prepares a licensed Cosmetologist to provide the services as a Barber in the State of California.

#### TUITION AND FEES

Tuition \$3400.00

Registration \$ 72.50

STRF Fee \$ 7.50

TOTAL \$3500.00

#### THE THEORY OF BARBERING (Required) 55 HOURS

The Basics of Barber-Styling, Advanced Barber-Styling, Cutting And Styling, Design Techniques, Barber Science, Chemicals And Treatments, Syphilis, Anatomy, Industry Related Business Principles, Barber Boards, Operating In The Field And Practical Application.

#### PRACTICAL APPLICATION (Required) 265 HOURS

Additional Preparation for the State Board 80 HOURS

TOTAL (Required) 400 HOURS

### **E. PHYSICAL FACILITIES**

The college occupies approximately 4,000 square feet of space. This is divided into a Practical Room/classroom, and an administrative office. The Practical Room is where the students assemble for the first period, five mornings each week, Tuesday through Saturday. It is equipped with 22 barber chairs, 3 hand wash sinks, a whiteboard and two sets of informational charts. There is also a shampoo sink and a bulletin board which holds information pertaining to the day by day operations. We also have a number of styling heads, A waiting bench also doubles as a storage bin for school supplies.

The Practical Room is where the student meets the client. This room has 22 barber chairs. This also permits them to study in a comfortable position. There are three sinks, 22 mirrors and several benches in the waiting area to accommodate 20 or more clients.

### **DISTANCE LEARNING - NOT OFFERED**

All training is hands on, supervised and done on site at the Moler Campus at 725 J Street, Sacramento Ca 95814. There is no distance learning available.

## LIBRARY

Moler Barber College has a library of trade related books as well as a computer area for digital trade reference materials and hair styling videos. These materials are available to students from 8 am to 10:00am and after 5:00pm. The required text and learning resources proscribed by the Board of Barbering and Cosmetology are also available. Books are signed out for one week at a time.

**CLASS SIZE:** The maximum number of students in the Practical Room is 35. Classes with 35 students or less will have one (1) instructor and classes with 35 or more students will have two (2) instructors.

## F. RULES AND REGULATIONS

Professional Conduct is the only level of conduct we expect from our students. A professional does not arrive late. A professional treats patrons, instructors and fellow students with courtesy and awareness. A professional is constantly taking the time to follow rules of good grooming and proper sanitation.

The following rules are important. If you disobey them, you will be dismissed from the college. None of the rules are arbitrary. They reflect the level of conduct you will be expected to maintain throughout your professional career. The best way to begin that career is to act like the professional Barber/Hair Stylist you want to be.

**1. DRESS CODE:** Male students must wear a shirt, and slacks/pants. Female students must wear a blouse and slacks. All students are to wear a clean smock and wear shoes that are comfortable for standing and in good repair. In compliance with State regulations, students must wear foot covering, no sandals (Art. 2, Sec. 216 CBL). Chair cloths must be used by students and must be kept clean.

**2. TIME Recording:** A fingerprint reader is used and a written entry are required.

**3. TARDINESS:** Students arriving 15 minutes late, in the morning, will not be allowed to punch in until after Theory Class is completed. If you arrive at the College two hours late, you will not be allowed to punch in for the balance of the day.

**4. POLICY RELATING TO ABSENCES:** The student is required to attend 90% of the agreed schedule. Failure for any reason to maintain the 90% attendance may be cause for dismissal. Absences will be excused only with a doctor's written verification, death in the family or approval of a school staff member. An unexcused absence must be made up. In all cases, all school work must be completed.

**6. FULL TIME SCHEDULE:** Full time attendance is based on six (6) hours per day, five (5) days per week, for a total of forty (30) hours per week. Ninety percent attendance is required. Any scheduling for less than full time must be approved by the administrative office prior to enrolling.

**7. DRUG ABUSE:** No student shall be allowed to attend or to remain in school while intoxicated or under the influence of any drug. Students while under prescription medication must notify the college for approval to attend school. Violation of this rule is cause for disciplinary action by the California State Board of Barber Examiners. (Art. 7, Sec. 6581 BL).

**8. STEALING:** Any student found to be involved in stealing from another student or from the college will be dismissed immediately.

### **ANY STUDENT GUILTY OF WILFUL DESTRUCTION OF COLLEGE PROPERTY WILL BE DISMISSED IMMEDIATELY!**

**9. INSTRUCTOR'S DIRECTION:** Any student in direct violation of an instructor's direction may be suspended from college immediately.

**10. REFUSING SERVICE:** Any student guilty of refusing a client service may be suspended from college immediately.

**11. POLICY RELATING TO MAKE-UP WORK:** All required tests must be taken. A test is given after each chapter or lesson of theory. If you miss a test, make-up tests will be allowed following the next chapter or lesson.

**12. GRADING FACTORS:** Students will be assigned grades as follows:

#### **THEORY CLASSES AND CLINIC**

4.0 "A" (91-100) - Outstanding

3.0 "B" (81-90) - Good

2.0 "C" (71-80) - Satisfactory

1.0 "D" (61-70) - Below standard but Passing

0.0 "F" (6001' less) - Failure/Incomplete Work

0.0 "W" - Withdrawal

**13. GRADUATION:** Upon successful completion of the course, the graduate receives a Certificate of Award. The student who completes the course and the minimum practical services as established by the California Board of Barber Examiners is qualified to take the licensing examination given by the board. Upon successfully passing the examination the graduate can obtain a Registered California Barber License. With this license the new barber may be employed in a Barber establishment, a Beauty/Styling salon or own and operate his/her own barber business. To qualify for graduation the course must be satisfactorily completed in no more than one and one half times its scheduled number of weeks or months and the student must attain at least a 2.0 grade point average to graduate.

The college reserves the right to make any changes in the rules and regulations at any time. All students will be notified of changes immediately.

### **G. STUDENT SERVICES and ADVISING**

Academic advice is provided monthly through the use of the Attendance and Progress Report by the instructor. Advice is also available regarding financial or other type problems. If you find yourself feeling a bit overwhelmed by it all, give us a chance to help. The administrative staff knows the problems you might face. You are a very important person to us---let us prove it to you.

### **H. PLACEMENT ASSISTANCE**

MOLER BARBER COLLEGE does not guarantee employment upon graduation; however, the college does attempt to assist in employment for graduates who request assistance.

### **I. COMPENSATION STANDARDS**

The Barber/Hairstyling industry generally pays compensation based on the performance of each employee. Commissions vary but the average is between 55% and 75% of the income from services the employee performs at his/her station. California Law requires payment of at least the hourly minimum wage. There are opportunities for other income and salary arrangements through various entrepreneurial ventures.

### **J. HOUSING and PARKING**

Moler Barber College does not have any dormitory facilities under our control. We assume no responsibility to find or assist a student in finding housing. It is the sole responsibility of the student. Apartments are available in the area and a two bedroom can be rented in the \$1,000.00 range. Rooms can be rented for under \$500.00. City bus service is available nearby and public transportation is available.

### **K. CALENDAR**

Tuesday through Friday of each week, from 8:30 am to 5:00 pm and Saturday 8:00 am to 4:30 pm. College holidays are:

- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day Weekend
- Christmas Day
- New Year's Day
- Any days deemed necessary by the College.

**L. TUITION AND FEES:** Tuition \$ 7,000.00

Registration Fee \$ 96.50 (Not Refundable)

Student Tuition Recovery Fund \$ 3.50

TOTAL cost of the program \$ 7,000.00

\* The college is closed the Friday and Saturday following Thanksgiving Day, as well as additional days during the Christmas/ New Year's holiday season.

**M. FINANCIAL AID:** NONE OFFERED.

### **N. REFUND POLICY**

#### **BUYERS RIGHT TO CANCEL AND REFUND RIGHTS**

1. You have the right to cancel this agreement for educational service, and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later. Cancellation period: For programs under 50-days, 1 business day for each 10 class days; over 50-days, fifth business day following the first class. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation at the School address shown on the front of this Agreement. You can do this by mail, in person, by FAX or telegram to the director of the School. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed, with postage prepaid. This notice need not take any particular form, it need only to state you wish to cancel the agreement. You will be given two Notice of Cancellation forms on the first day of class. If you are not accepted for enrollment or if you cancel this agreement, the School will refund any money that you paid within 30 days after non acceptance or your notice is received.

2. If School has given you any books, supplies, etc., you shall return them to School within 30-days following the date of your notice of cancellation or, if after the cancellation period, your last date of attendance. If you fail to return these books and supplies in good condition within the 30-day period, School may retain that portion of payment paid by you, and deduct the cost from any refund that may be due to you. Once you pay for the books and supplies, they are yours to keep without further obligation.

Barber Kit/Tools and supplies, once used, are not returnable and there is no refund.

### **CLOCK HOUR PROGRAM**

3. You have the right to withdraw from School at any time. If you withdraw from the course of instruction after the cancellation period as in

Part 1., School will remit a refund less a registration fee, not to exceed the lesser amount of 5% of the total costs or \$75.00 within 30-days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned books and supplies. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. you obtain books and supplies, as specified on the front page of this agreement, and return them in good condition within 30 days following the date of your withdrawal. School shall refund the amount paid by you for books and supplies. If you fail to return books and supplies in good condition, within 30 days, School may retain lesser amount of a pro-rata portion as described below or the "documented" cost of the listed books and supplies, (for 2nd term or re-enrolled students, "the documented cost"). You are liable for the amount, if any, by which the pro-rata or documented cost for books and supplies exceeds the refund amount. If the amount you have paid is more than the amount that you owe, then a refund will be made within 30-days of withdrawal. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay it.

#### 4. HYPOTHETICAL REFUND EXAMPLE:

Assume, upon enrollment in a 400 hour course, you pay \$2,000.00 for tuition, \$100.00 for Registration, and \$150.00 (fair market value) for books and supplies and withdraw after completing 100 hours (25%) without returning the books and supplies you obtained,  
 $\$2,075.00 - \$75.00 \times (.75) \text{ 300 hours of instruction} = \$1,500.00$

Amt. Paid Reg. Fee paid for and not received Actual \$2,000.00 Tuit .

Retained 400 hours of instruction Refund

\$ 75.00 Reg. by School for which you have paid Amount

If you return the books and supplies in good condition within 30 days following withdrawal, School shall refund the charge for the books and supplies as described above. The actual refund amount would then be  $(\$1,500 + \$150) = \$1,650$ . For programs over 1 year, if you withdraw prior to the next year, all charges collected for the next period will be refunded.

5. For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs: (a) You notify School of your withdrawal or the actual date of withdrawal; (b) School terminates your enrollment; (c) You fail to attend classes for a three week period; (d) You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

6. If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.

7. If the course is cancelled subsequent to a student's enrollment, the School shall at its option provide a refund of all monies paid or provide for completion of the course. If there is a closure at the School the student may be entitled to a refund according to the refund policy.

8. If a student who has not had the opportunity to visit the school prior to enrollment opts to withdraw within three business days that student will be entitled to a full refund of tuition and fees paid. .

**APPLICATION OF REFUND PROCEEDS:** Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received any benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. Any overpayment of monies disbursed for indirect educational expenses will be based on the percentage of time elapsed over the total time in the award period. The Buyer/Student will be responsible for the repayment of any such overpayment. Repayments made by the Buyer/Student will be made to the appropriate Financial Aid fund account in proportion to the amount of the benefits received by the Buyer/Student.

**N. NOTICE OF REFUND TO STUDENT:** The School shall notify the Student in writing of the date on which the refund was made, the amount of the refund, the method of calculating the refund, and the name and address of the entity to which the refund was sent within ten days of such refund. Posting this notice in the US Postal Service shall be deemed constructive notice for this purpose. The School reserves the right of **POSTPONEMENT OR CHANGE OF DATE AND/OR TIME IN WHICH ANY CLASS IS OFFERED** if the minimum percentage of enrolled students also agrees. Students who do not desire the change may be offered a full refund.

Student understands if Student can demonstrate the ability to do so, and completes the program in less time than course duration described on the reverse side of this document, the tuition that Student has agreed to pay shall be fully earned by the School upon date of completion and Student is not entitled to any refund by reason of earlier completion. The Student's rights under agreement may not be assigned to any other person and the Student must complete the program within the time described on the reverse side of this agreement or within the maximum time frame described in the catalog, with prior approval of the School.

It is clearly understood that the School may assign or sell its rights to payment under this agreement. Such assignment however will not relieve the School from fulfillment of its duties and refund policy hereunder. The Student and/or the Guarantor authorize to release additional information needed to process this transaction. It is anticipated that this will be assigned to said purchase.

In lieu thereof, it may be assigned to another party. The School (Buyer) will notify the Student (Buyer) and/or Guarantor of the name of the

assignee or third party and the location of the same.

**AREAS OF CONFLICT WITH OTHER DOCUMENTS:** In specific terms or areas where this document conflicts with policies, procedures and/or terms as specified in other documents provided by the school, this document takes precedence. Time is of the essence in this agreement and if in the attempt of the Student to work out any areas of dispute with the School, the Student determines that outside assistance is needed in the resolution of this dispute, the School offers, as a measure of good faith, to be bound by the settlement rendered by the Arbitrator(s) of the arbitration in accordance with the Commercial Rules of the American Arbitration Association, if the Student also elects to be so bound.

**O. ENROLLMENT PROCEDURE MOLER BARBER COLLEGE** has a continuous enrollment policy starting on a monthly schedule. Students may enroll at any time during the year, as instruction is in teaching modules. Enrollments are restricted to maintain a low student-to-instructor ratio.

#### **P. APPLICATION**

An applicant must fill out an application form provided by the college. This is returned to the college with the registration fee which is not refundable. The applicant must be interviewed at the college, and pass an aptitude test, prior to enrolling.

#### **Q. ENROLLMENT**

At the time of enrollment an applicant must have:

1. Proof of Education (Copy of Educational Statement)
2. Required down payment for the course
3. Valid Picture I.D.
4. Social Security Card
3. Two 1 1/2" X 1 1/2" photographs

#### **TRANSFER POLICY**

##### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

Moler Barber College accepts applications from students intending to transfer hours from other Barber Colleges. Upon receipt of transcripts from the previous institution(s) we will accept school hours that have been earned within the previous five years from schools that are approved by the California Bureau of Private Postsecondary Education. We do not accept prior work experience as credit for school hours.

**Moler Barber College has no articulation agreement** with any other school, however as required by the licensing board, units of credit earned at other barber schools will be accepted.

##### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS AT OUR INSTITUTION**

The transferability of credits you earn at Moler Barber College is at the complete discretion of the institution to which you may wish to seek to transfer. Acceptance of the certificate you earn in Barbering is also at the complete discretion of the institution to which you may seek to transfer. If the certificate you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Moler Barber College to determine if your certificate will transfer.

#### **R. FACULTY**

KENO MODICA is our full time instructor. He is a graduate of Moler Barber College and is a licensed barber.

DARON KELLY, Instructor. Daron graduated from Moler Barber College of Sacramento and is a licensed California Barber. He was an instructor for one year at Moler Barber College in 2009-2010.

#### **S. ATTENDANCE POLICY**

1. MOLER BARBER COLLEGE'S prime objective is to train students for future employment. Students are expected to attend school as they will be expected to report to work. All absences and tardiness is recorded.
2. Tardy means being late. Each tardiness is recorded and accumulated. A total of four (4) hours tardy is equivalent to a half (\*) day's absence and is recorded that way.
3. An absence is any time not spent in training. All absences, excused or not, are recorded. As course time is recorded by time clock, missed hours cannot be made up. Course completion dates are extended to compensate for needed hours.
4. Three (3) consecutive days absence, or five (5) days accumulated within any thirty (30) day period will place a student into a probationary standing. Three (3) consecutive days' absence, or five (5) days accumulated while in a probationary standing will subject a student to termination. More than five (5) days absence within a thirty (30) day period will subject a student to termination for unsatisfactory attendance. More than eighteen (18) days accumulated absence prior to completion will subject a student to termination for unsatisfactory attendance.
5. Illness or other medical reason substantiated by a doctor's statement is accepted and recorded, as an "excused absence".

6. Military reserve duty substantiated by a superior officer's statement is accepted and recorded as an "excused absence".

7. Leave of absence is granted on a case by case basis. Students must request a leave of absence in writing to the school instructor or the

School Director. Students requesting a leave of absence must get permission from the school showing cause. Reserve military duty or medical reasons are examples of valid reasons to obtain a leave of absence.

8. Students leaving the premises for any reason during school hours, other than for lunch period, shall get permission from an instructor. Doctor appointments, dentist appointments and other personal errands should be scheduled for non-school days.

9. Students will check their own time cards in and out, including lunch periods. Students are not to clock any time card other than their own.

10. Students shall attend school according to their enrollment schedule, unless a change has been approved by the school.

11. Theory class attendance is recorded and must be complied with for successful completion. The California State Barber Law requires a minimum of eighty (80) hours attendance.

12. No student shall be allowed to attend, or to remain in school, while intoxicated or under the influence of any drug. Students while under prescription medication must notify the school for approval to attend school. Violation of this rule is cause for disciplinary action by the California State Board of Barber Examiners.

13. No student shall be allowed to attend school while they have an infectious, contagious or communicable disease. .

#### **COURSE INTERRUPTIONS\***

A student may be suspended from classes for up to 30 days resulting in a course interruption. Students can be suspended for unsatisfactory attendance, unsatisfactory progress or for violation of school regulations, including failure to meet financial obligations. This can result in cancellation of the enrollment agreement.

Any course interruption may be appealed to the California State Board of Barbering and Cosmetology Examiners.

#### **T. PROGRESS POLICY**

**1. PROGRESS BASIS:** Progress is based on the Grading Factors listed hereinabove section F 12. Clinic progress is based on 011 performance of work processes and acquiring proficiency of manual skills. Norms are set from the number of hours accumulated in training and a minimum number of services (job processes) set for each level. **Definition of Terms provided on page 24.**

**2. MAXIMUM COURSE LENGTH:** Students must complete course requirements in a period not to exceed 1.5 times the actual course length.

**3. MINIMUM GRADE POINT AVERAGE:** Students must attain a minimum grade point average of 1.5 upon completing 25% of the total course. In addition, a grade point average of 2.0 must be attained at the mid-point of the program. The student must attain an average grade point of 2.0 to graduate.

**4. PROBATION POLICY:** If the student does not attain an average grade point of 1.5 upon completing 25% of the total course or 2.0 at 50%, the student must be placed on probation for a period of 30 days, which may lead to course interruption. \* If the student does not attain the appropriate grade point average after 30 days, the student will be terminated.

**5.** A student who has been terminated may reapply through the school office after a 30 day period for readmission. If readmitted, the student will be on probation for an additional 30 days. The student must attain a 2.0 grade point average during this period or dismissal will take place for not making satisfactory progress.

**6. GRADUATION STANDARD:** Students must attain an average grade point of 2.0 to graduate. **\*VETERAN STUDENTS:** Please refer to "Course interruptions", (page 22). The Veterans Administration will maintain a student in benefit standing for only one (1) probationary period.

**7. UNSATISFACTORY PROGRESS NOTIFICATION:** Students will be notified of unsatisfactory progress in writing. This notice will be entered on the Student Progress Report informing the student that continued unsatisfactory progress will result in termination.

**8. BASIS FOR DISMISSAL:** Students lacking in ability or aptitude will be advised by a staff member. A student who, in the opinion of the staff, is incapable of successfully completing any course undertaken, and being gainfully employed, may be terminated at the discretion of the Moler Barber College, W. Sacramento, California.

**9. CONDUCT:** Student conduct factors include attitude, attendance and work habits. Norms are set from requirements of the field.

**10. INCOMPLETE WORK:** An incomplete status cannot be given as a final grade. The student may complete the required course work and exams, with the instructor's approval, within one (1) week from the original completion date. If the student does not complete the required course work, assignments and exams within the stated period, the student will not be allowed to graduate from the program.

#### **DEFINITION OF TERMS**

PROBATION - 30 Days or Less (In School)

SUSPENSION- Specified Period (Out of School)

WITHDRAWAL – Student Initiated (Out of School)

TERMINATION - May Reapply (Out of School)

DISMISSAL - No Return (Out of School)

#### **U. CONDUCT POLICY**

The habits you develop in school will be the habits you will have when you are in practice. The Regulations of the MOLER BARBER COLLEGE are designed to help you learn good professional habits at the start of your professional career.

infraction of the MOLER BARBER COLLEGE Conduct Policy.

1. Students shall not be unruly in school nor interfere with any other student. They shall conduct themselves in a quiet, professional manner during school hours.
  2. Students shall comply with all sanitary requirements. Violation of these sections is cause for suspension or expulsion with forfeiture of hours.
  3. No student shall instruct another. Students will request the assistance of an instructor whenever they are in doubt as to the correct procedure.
  4. Students shall dress in a professional manner, including clean smocks, during school hours. No short pants or extreme dress styles are allowed. Current fashion should be followed.
  5. Students shall give their full attention to their customers. Students are to render barber services equally to all customers, irrespective of any factors. Refusal of barber services by a student is cause for disciplinary action.
  6. Students are not to chew gum, smoke, hum or whistle while working on a customer.
- Students are responsible for keeping their work area and tools clean at all times.

***This means that:***

- a. All stand bottles, including the sterilizer jar, are cleaned and properly filled daily.
  - b. The back bar counter top is cleaned' after each customer.
  - c. The chair is wiped clean of hair after each customer.
  - d. Soiled linen is disposed of in the proper container.
  - e. All soiled paper is disposed of in the proper container daily.
  - f. All tools are wiped clean and properly stored after each customer.
  - g. The haircloth is neatly folded and properly hung on the chair after each customer.
  - h. The sink and mirror are cleaned daily.
8. Students are to wear shoes that are comfortable for standing and in good repair. In compliance with State regulations, students may not wear open toe shoes or sandals.
  7. Students are to wash their hands immediately before serving a customer and comply with all provisions of the sanitary sections of the Barber Law.
  10. Students shall attend theory class as assigned by an instructor.
  11. Students shall go to lunch on their assignment schedule.
  12. Students shall maintain their hair in current, fashionable style.
  13. Students shall comply with the Attendance Policy as set forth.
  14. Students are to receive or give student services only as assigned by an instructor.
  8. Students are to display their student educational card in the holder provided during school hours.
  9. Students shall keep a record of all services performed and record them daily on the for
  10. Students shall follow the daily assignment schedule as directed by an instructor.
  11. Students are to come to school prepared to participate in class assignments or assignments as directed by an instructor.

**V. STUDENT GRIEVANCE AND COMPLAINTS RESOURCES**

Internal grievances can be directed to the Instructor or to the School Director, verbally or in writing. Students have the right to appeal grades, disciplinary action or make other complaints internally. If the student feels that their grievance was not handled properly or fairly, they can contact Bureau of Private Post Secondary Education. A student or any member of the public may file a complaint about this institution with the Bureau of Private Post Secondary Education by calling (916) 431-6959 or by completing a complaint form which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

The following state boards, bureaus, departments or agencies that set minimum standards for this program of studies in accordance with Education Code Section 94322 include:

1. Bureau for Private Postsecondary Education
2. Department of Health and Human Services
3. Department of Consumer Affairs
4. Board of Barbering and Cosmetology

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Administrative Director. Unresolved complaints may be directed to:

Mailing address

Bureau of Private Postsecondary Education,  
P.O. Box 980818  
West Sacramento, CA 95798-0818.

Physical Address:

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833 Telephone: (916) 431-6959

Web Address

[www.bppe.ca.gov](http://www.bppe.ca.gov)  
Board of Barbering and Cosmetology  
P.O. Box #94426  
Sacramento, CA 94244-2260  
(800) 952-5210

**NOTICE OF TRANSFERABILITY OF CREDITS EARNED AT THIS INSTITUTION**

**All hours earned at Moler Barber College are transferable to any other Barber College approved by the Board of Barbering and Cosmetology. The transfer of credit to institutions outside the State of California may vary and could result in the need to earn the hours by repeating such hours in compliance by other states.**

**W. OWNER CERTIFICATION**

All information in this catalog is current, correct and is so certified. Moler Barber College of Sacramento is required by the BPPE to state that we are financially solvent, and we do not have a pending petition of bankruptcy, we are not operating as a debtor in possession and have not filed a petition in the previous five years, and has not had a petition in bankruptcy filed against it in the previous five years that resulted in reorganization under chapter 11 of the bankruptcy code.

**TO WHOM IT MAY CONCERN:**

It is hereby certified that James Knauss, Owner of Moler Barber College, located at 725 J Street, Sacramento Ca 95815 guarantees that all students enrolled in the above school will be properly trained and all contractual agreements fulfilled.

**X . STUDENT ACADEMIC RECORDS**

Moler Barber College maintains all student records for a minimum of 5 years. This includes but is not limited to: Student applications, acceptance, attendance, test scores, course grades, disciplinary actions and records of completion of course certification and any refunds due students. Students must request all transcripts in writing.

