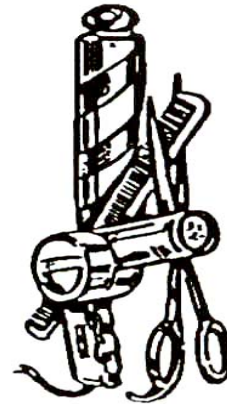


# Massachusetts School of Barbering



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

**www.massschoolofbarbering.com (website)  
[mabarber@conversent.net](mailto:mabarber@conversent.net) (email)**

**Catalog Revised: 01/03/2012**

## TABLE OF CONTENTS

Page 1.	General Description
Page 2.	School History / School Philosophy
Page 3.	Admission Requirements
Page 4.	1000 Hour Barber Styling Program Starting Dates Schedule of Completion
Page 5.	Program Curriculum Tool Kit
Page 6.	500 Hour Cosmetology Crossover Program Starting Dates Schedule of Completion
Page 7.	Program Curriculum Grading System / Make Up Work
Page 8.	Class Schedule School Calendar
Page 9.	School Objectives Educational Objectives Placement Service
Page 10.	Absentee Policy Tardiness Termination Policy Definition of Clock Hours
Page 11.	Financial Aid Graduation Requirements Student Services
Page 12.	Student Complaint / Grievance Procedure
Page 13.	Minimum Cancellation Settlement Policy
Page 14.	Minimum Cancellation Policy (continued)
Page 15.	Minimum Cancellation Policy (continued) Satisfactory Progress Policy
Page 16.	Satisfactory Progress Policy (continued) Comparable Program Information / Overtime Charges
Page 17.	Clinic Area / Theory Classroom / Student Rules
Page 18.	Student Rules (continued) Drug, Hazing and Campus Security Information
Page 19.	Directions to School
Page 20.	Gainful Employment Disclosures
Page 21.	School Registration Form

# Massachusetts School of Barbering

## Registrations-Accreditation

### Registered by:

Commonwealth of Massachusetts  
Board of Registration of Barbers

### Accredited by:

The Accrediting Commission of  
Career Schools and Colleges

### Approved by:

Massachusetts Rehabilitation Commission  
Veterans Administration

### Member of:

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

### Main Campus

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

### Administration

Director	Financial Aid Officer
Alan Conragan	Edward Russian

### Instructional Staff

Alan Conragan	Edward Russian
Semmitt Jenkins	Donald Girard
Christopher Roberts	Robert White
Sean Alexander	

## **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 64 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.

Up until 1988 Massachusetts School of Barbering had maintained two training facilities, one in the city of Boston which ran continuously for 44 years, and the other in Lynn, MA, which served the north shore for 15 years. These schools were closed and a new modern facility was built at 152 Parkingway, Quincy, MA.

In 1998 we relocated to 1585 Hancock St. and stayed there for 11 years. During these years our name was Massachusetts School of Barbering & Men's Hairstyling. This year we decided to shorten our name to Massachusetts School of Barbering. We felt that our previous name implied a Barber's license was limited to men's services only, which is not true.

In 2009 we again relocated to 64 Ross Way, the former home of Woolworth's, a historical building in the city of Quincy and close to our two previous locations. The Massachusetts School of Barbering is the only barber styling school serving the south suburban Boston area. We have now been in the Quincy area for 25 years.

## **School Philosophy**

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

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

### **Admission Requirements**

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

1. Are 16 years of age or older
2. High School Graduates  
**or...**
3. Holders of G.E.D. Certificates  
**or...**
4. Have passed an independently administered test approved by the U.S. Department Of Education.

### **School Admission Procedures**

1. Potential students should contact the school by phone or letter to request a brochure, interview or a school registration form. All students must tour the school and be interviewed before enrolling.
2. The registration form must be returned to the school accompanied by a \$50.00 registration fee in order to be officially enrolled.
3. A copy of either a High School Diploma, G.E.D. certificate **or** proof of passing the Department of Education approved entrance exam, as well as a birth certificate are required. A student may begin classes before obtaining the G.E.D. or taking the entrance exam. However, any Title IV funding and/or graduation may not take place until such requirements are met.
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 Registration of barbers.

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

Tuition Costs.....	\$ 11900.00
Tool Costs.....	\$ 650.00
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.

**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 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 the 1000 hours of training within 1500 scheduled hours or they will be dismissed from the program.

**Program Starting Dates**

The Barber Styling program starts the first Tuesday of every month throughout the calendar year. Evening classes start on the second Tuesday of each month.

Day classes are in session five (5) days a week, Tuesday through Saturday, 9 AM to 4:00 PM. Evenings are in session three (3) days a week, Tuesday thru Thursday from 5 PM to 9 PM.

**Schedule of Completion \***

Program	Class schedule	Hours/week	# weeks
Full-Time Days	Tues.-Sat. 9:00AM- 4:00 PM	30.0	34
Part-Time Days	Tues.-Sat. 9:00AM- 1:00 PM	20.0	50
Part-Time Days	Tues.-Sat. 9:00AM-12:00 PM	15.0	67
Evenings Only	Tues.-Thurs. 5:00PM- 9:00 PM	12.0	84
Evenings plus Saturday Days		18.0	56

**The normal schedule of completion is based on 100% attendance.**

**\*2009-2010** Full-Time completion rate is 95% (out of 19 students)

**\*2008-2009** Part-Time completion rate is 65%(out of 20 students)

## Program Curriculum (1000 Hours)

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

The tool kit (non-refundable) for both the 1000 and 500 hour programs consists of the following:

1 carrying case	1 afro comb
1 outliner	1 rat tail comb
1 electric clipper	2 barber combs
1 neck duster	2 styling combs
1 long barber shear	1 flattop comb
1 styling shear	6 hairclips
1 thinning shear	1 curling iron
1 hairdryer	1 styptic
1 razor with blades	1 water bottle
1 chair cloth holder	6 doz perm rods
1 textbook	1 vent brush
1 workbook	1 round brush
1 exam review book	1 bristle brush
1 pair gloves	1 shampoo cloth
1 steri-dry fumigant	1 cutting cloth
1 mannequin with stand	1 styling jacket
1 fingernail brush	1 wet sanitizer
1 clipper brush	1 disinfectant spray
1 talcum powder	1 disinfectant solution

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

The purchase of the tool kit from the school is mandatory. A student may elect to upgrade or substitute the clipper and/or outliner only.

### 500 Hour Cosmetology Crossover Program

**Tuition Costs.....\$ 5950.00**  
**Tool Costs.....\$ 650.00**  
**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.

### 500 Hour Cosmetology Crossover Program

Candidates must have completed 1000 hours of instruction in a registered beauty school and/or hold a state cosmetology license.

The objective of the 500-hour Cosmetology Crossover program is to train cosmetologists in the art of men's haircutting and styling, shaving, clipper cutting, trimming mustaches and beards, honing and stropping, facials, scalp treatments, shampooing, shop management and sterilization and sanitation. Students who complete the 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 the required 500 hours of training within 750 scheduled hours or they will be dismissed from the program.

#### Schedule of Completion \*

Program	Class schedule	Hours/week	# weeks
Full-Time Days	Tues.-Sat. 9:00AM- 4:00 PM	30.0	17
Part-Time Days	Tues.-Sat. 9:00AM- 1:00 PM	20.0	25
Part-Time Days	Tues.-Sat. 9:00AM-12:00 PM	15.0	34
Evenings Only	Tues.-Thurs. 5:00PM- 9:00 PM	12.0	42
Evenings plus Saturday Days		18.0	28

The normal schedule of completion is based on an average attendance of 100%.

**\*2009-2010** Full-Time completion rate is 100% (out of 1 student)

**\*2009-2010** Part-Time completion rate is 100% (out of 1 student)

#### Program Starting Dates

The 500 hour cosmetology program starts on the first Tuesday of each month throughout the calendar year. Evening classes start on the second Tuesday of each month.

### **Program Curriculum (500 Hours)**

275	Hours	Haircutting
50	Hours	Shaving
10	Hours	Honing and Stropping
5	Hours	Shampooing
20	Hours	Mustaches and Beards
40	Hours	Sterilization and Sanitation
5	Hours	Scalp Treatments
5	Hours	Facials
10	Hours	Shop Management
80	Hours	Classroom Theory
-----		
500	Hours	Total

### **Grading System**

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

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

### **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 4:15 PM to make up for missed time.
4. An incomplete grade will be considered a failure when a student fails to make-up or retake a missed or failed scheduled exam within 30 days after his/her monthly review. The failed grade or a grade of "0" will be applied towards his cumulative average.

## **Class Schedule**

1. Theory classes are held twice a day consisting of classroom work, demonstrations, lectures, along with visual and audio aids.
2. The period after class is spent working in our modern clinic salon on live models, under the supervision of licensed instructors.
3. The school class schedule makes it convenient for the student to attend class whether on a full or part-time schedule and to make up classes that are missed due to tardiness or absenteeism.
4. The average starting class is approximately seven (7) students per month. The maximum starting class accepted by the school will be no larger than 15 students per month. The maximum number of students allowed in the classroom is 21. 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 Registration of Barbers.
6. New classes begin on the first Tuesday of each month. The 1000 hour barber/styling program lasts for 34 weeks on a full-time basis and for 50 weeks on a part-time basis. The 500 hour Cosmetology Crossover program lasts for 17 weeks on a full-time basis and for 25 weeks on a part-time basis.

## **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.

## **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, being the successful completion of the school's 1000 hour program in Barber/Styling or the 500 hour Cosmetology Crossover Program as required by the Mass. Board of Barbers. The school will provide the student with specific skills necessary to pass state licensure examination and to be gainfully employed in the Barber/Styling profession. Massachusetts School of Barbering offers to its students one training program for those with no prior experience in the Barber/Styling field and one continuing education program for licensed cosmetologists.

## **Placement Service**

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

Job placement\* assistance is arranged by:

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

- \* 04/09-3/10 Barber placement rate is 78% (out of 18 students)
- \* 10/09-9/10 Crossover placement rate is 100%(out of 1 student)

### **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 doctors 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 14 consecutive calendar days without a leave of absence.
3. Not maintaining satisfactory progress for two consecutive months.
4. Failure to return from a leave of absence on the scheduled date.
5. Student's failure to meet their financial obligation to the school.

### **Definition of Clock Hours**

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

## **Financial Aid**

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

1. Federal Pell Grants
2. Direct Federal Student Loans
3. Parent Loans (PLUS)
4. Brendan Little 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 probation because of lack of academic progress.

Students may request or be recommended by school personnel for personal advising 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 Registration of Barbers  
1000 Washington St.  
Boston, MA 02118  
Tel: 617-727-9970

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

Please direct all inquiries to:

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

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

## **Minimum Cancellation and Settlement Policy**

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

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

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

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

If the school terminates the student due to:

- A. Lack of satisfactory progress (attendance or academic)
- B. Absent for 14 consecutive calendar days without an approved leave of absence (automatic termination)
- C. Returning late from a leave of absence
- D. Any other reason stated in this catalog or in the enrollment agreement.

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

### **3. Special Cases**

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

(continued next page)

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

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

The formula in brief is as follows:

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

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

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

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

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

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

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

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

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

(continued next page)

3. If you subsequently terminate this agreement prior to the commencement of the program you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 4.
4. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed \$100.00 or 5% of the contracted price, whichever is less.
5. **FIRST WEEK:** For a student terminating training after entering school and starting the course of training but within the first week, the tuition charges made by the school shall not exceed 10% of the contracted price of the course plus \$100.00.
6. **AFTER FIRST WEEK:** For a student terminating training after one week but within the first 25% of the course, the tuition charges made by the school shall not exceed 25% of the contracted price plus \$100.00.
7. **2ND QUARTER:** If you terminate this agreement during the second quarter of the program, you will receive a refund of at least 50% of the tuition, less the actual reasonable administrative costs described in paragraph 4.
8. **3RD QUARTER:** If you terminate this agreement during the third quarter of the program, you will receive a refund of at least 25% of the tuition, less the actual reasonable administration costs described in paragraph 4.
9. **4TH QUARTER:** The school is not obligated to provide any refunds if you terminate this agreement during the fourth quarter of the program.

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

#### **Satisfactory Progress Policy**

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

All students enrolled in the 1000-hour Barber/Styling program or the 500 hour Cosmetology Crossover program, must maintain a minimum cumulative grade point average of 70 per cent based on cumulative scores for all written and practical criteria administered during the program. Students will receive a progress report at the end of every month during their enrollment.

(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 must complete the required 500-hour Cosmetology Crossover program within 750 scheduled hours or they will be dismissed from the program.

Students must attend 67% of their total contracted hours from the first day of attendance to the end of the evaluation period (each month). Students must also attend a minimum of 50% of the monthly contracted hours. Students who do not meet either of the above criteria will be placed on probation for a period of (30) days. At the end of the (30) day probationary period, the student's attendance will be reviewed and if the students have not met their 67% attendance obligation, they will be terminated for '*lack of attendance.*'

An incomplete grade will be considered a failure when a student fails to make-up or retake a missed or failed scheduled exam within 30 days after his/her monthly review. The failed grade or a grade of "0" will be applied towards his/her cumulative average.

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)

### **Comparable Program Information**

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

Accrediting Commission of Career Schools/Colleges of Technology  
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. Students enrolled in the 1000 hour Barber/Styling program or the 500 hour Cosmetology crossover program will receive 100 or 50 free unexcused hours respectively. Any missed hours beyond the maximum allowed will be charged to the student at the rate of \$11.15 per hour.

## **Clinic Area and Theory Classroom**

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

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

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

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

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

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

### **STUDENT RULES**

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

(continued next page)

14. **DRESS CODE:**

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

15. **CONDUCT:**

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

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

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

17. **PER ORDER OF THE LANDLORD AND THE CITY OF QUINCY:**

LOITERING IS NOT PERMITTED IN THE UPSTAIRS HALLWAY, IN FRONT OF THE BUILDING, OR ACROSS THE STREET IN THE PARKING GARAGE. STUDENTS WHO WISH TO SMOKE OR GO OUTSIDE MAY DO SO AT THE SOUTH END OF THE BUILDING BY THE PARKING AREA. PLEASE KEEP THE AREA CLEAN.

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

Information pertaining to the school's policies on drugs, sexual harassment, hazing, as well as statistics on campus security may be obtained at the school's office.

# MASSACHUSETTS SCHOOL OF BARBERING

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

## HOW TO GET HERE!!!

### FROM BOSTON

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

### FROM SOUTH SHORE

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

### FROM ROUTES 95 AND 24

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

### ONCE YOU EXIT HIGHWAY

Bear to your left and follow the signs to Quincy Center. Take a right at the 4th set of lights (Walter Hannon Parkway). Go over the short bridge and take a left at the very first set of lights (Parking Way). You can only travel a couple hundred yards down the Parking Way when you will be forced to take a right. After you go right you will see a turnstile ahead of you. Go through the turnstile and park in that lot. We are located in the building on the opposite side of the lot from where you entered. Our address is **64 Ross Way**, on the corner of Ross Way and Cliveden St.

### FROM THE T

Take the Braintree branch of the Red Line. Get off at Quincy Center. Go out to Hancock St. and go right. Walk for a couple of blocks through the center of town and keep walking. Take a right on Cliveden St. It is a short street. 64 Ross Way is at the end of the street on the left corner.

**Gainful Employment Disclosures**

**Standard Occupational Classification Code (SOC) - 39.5011\***

**Classification of Instructional Program (CIP) - 12.0413**

**On Time Graduation Rates -**

2010/2011

26% (16 out of 61)

**Tuition and Fees**

1000 Hour Barber Styling	500 Hour Cosmetology Crossover
Tuition - \$11150	Tuition - \$5575
Reg. Fee - \$ 50	Reg. Fee - \$ 50
Tools + Books - \$ 600	Tools + Books - \$ 600
<b>Total \$11800**</b>	<b>Total \$6225**</b>

**Job Placement Rates: 1000 Hour Barber Styling**

2010/2011

Full Time - 90% (10 out of 11)

Part Time - 69% (30 out of 43)

**Job Placement Rates: 500 Hour Cosmetology Crossover**

2010/2011

Full Time - 100% (1 out of 1)

Part Time - 100% (6 out of 6)

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

2010/2011

Title IV Debt	Private Loan Debt	Institution Financial Debt
\$5278	\$0	\$88
(out of 61 Students)	(out of 61 students)	(out of 61 students)

Median loan debt is calculated in the following manner:

1. Use all of the students that graduated in an award year.
2. Total all of the debt each student has incurred including federal, state, and private loans, and outstanding balances from the institution.
3. List each student in order from the lowest debt to the largest, and take the student in the middle, that is the median. For example, from the 2010/2011 year above, student #31 had a \$5278 balance of Title IV loans (subsidized and unsubsidized). Therefore the median debt for that year was \$5278.

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

\*\* Price changes implemented on 03/01/2012 (see pages 4 & 6)

# Massachusetts School of Barbering

The School That Teaches Barbering As A Profession

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

## REGISTRATION APPLICATION

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

---

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

Name \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

Signature \_\_\_\_\_

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