

Massachusetts School of Barbering and Men's Hairstyling, Inc.

1585 Hancock Street
Quincy, MA 02169
617-770-4444
617-770-4223 Fax

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**Massachusetts School of Barbering
and Men's Hairstyling, Inc.**

Registrations-Accreditation

Registered by:

Commonwealth of Massachusetts Board of Registration of Barbers

Accredited by:

The Accrediting Commission of Career Schools/Colleges of Technology

Approved by:

Massachusetts Rehabilitation Commission Veterans Administration

Member of:

Better Business Bureau, Inc.

Massachusetts Association of Private Career Schools

Main Campus

1585 Hancock St.
Quincy Massachusetts 02169
(617)770-4444

Administration

Director	Financial Aid Officer
Alan Conragan	Edward Russian

Instructional Staff

Alan Conragan	Edward Russian
Walter Morgan	Semmitt Jenkins
Michelle Powers	

Page 1.

School History

The Massachusetts School of Barbering and Men's Hairstyling, Inc. 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 1585 Hancock St.. 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.

Up until 1988 Massachusetts School of Barbering and Men's Hairstyling, Inc. 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., the same building that houses the Registry of Motor Vehicles, a good source of walk-by traffic. The Massachusetts School of Barbering and Men's Hairstyling, Inc. is the only barber styling school serving the south suburban Boston area.

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 and Men's Hairstyling method of individual instruction and our constant teachers training, our aim is to provide our students with only 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 tested system of training, you will become a professional hairstylist, proficient in all the modern methods and professional techniques.

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Admission Requirements

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

1. Are 16 years of age or older
2. High School Graduates
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 before enrolling.
2. The registration form must be returned to the school accompanied by a \$100.00 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.

Page 3.

Tuition and Payment Schedules 1000 Hour Barber Styling Program

Tuition Costs	\$ 9750.00
Tool Costs	\$ 600.00
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 perming. 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.

Classes are in session five (5) days a week, Tuesday through Saturday, 9 AM to 4:00 PM.

Schedule of Completion *

Program	Class Schedule	Hrs. per week	No. of 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 -12:00PM	15.0	67
Evening Only	Tues-Thurs. 5:00PM-9:00PM	12.0	84
Evenings plus Saturday Days		18.0	56

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

*2005 - 2006 Full-Time completion rate is 89% (out of 19 students) *2004 - 2005 Part-Time completion rate is 71% (out of 24 students)

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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 will consist 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 \$600.00. 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.

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500 Hour Cosmetology Crossover Program

Tuition Costs	\$ 4875.00
Tool Costs	\$ 600.00
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 mens 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	Hrs. per week	No. of 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 -12:00PM	15.0	34
Evening Only	Tues-Thurs. 5:00PM-9:00PM	12.0	42
Evenings plus Saturday Days		18.0	28

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

*2005 - 2006 Full-Time completion rate is 100% (out of 2 students) *2005 - 2006 Part-Time completion rate is 100% (out of 3 students)

Program Starting Dates

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

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Program Curriculum (500 Hours)

- 275 Hours Haircutting
- 50 Hours Shaving
- 10 Hours Honing and Stropping
- 5 Hours Shampooing
- 20 Hours Mustaches and Beards
- 40 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 "O" will be applied towards his cumulative average.

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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 or laboratory setting is 20.
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 31 weeks on a full-time basis and for 50 weeks on a part-time basis. The 500 hour Cosmetology Crossover program lasts for 16 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 decision to open or close.

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School Objectives

The Massachusetts School of Barbering and Men's Hairstyling Inc. 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 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.
 1. 04/05 -03/06 Barber placement rate is 88% (out of 17 students)
 2. 10/05 - 09/06 Crossover placement rate is 100% (out of 2 students)

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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 nonmedical 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 Sign-In and Sign-out daily, and on time.
2. The school is run on clock hours, therefore students only receive credit for the time Signed-In and Signed-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. Failure to attend for 30 calendar days
3. Not maintaining satisfactory progress for two consecutive months.
4. Failure to return from a leave of absence on the scheduled date.
5. Students failure to meet their financial obligations 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.

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Financial Aid

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

1. Federal Pell Grants
2. Massachusetts State Scholarships
3. SLM Career Training Loans
4. Massachusetts No Interest Loan

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 criteria.
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.

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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 James Papageorge, 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: James Papageorge, Director
Alan P. Conragan, Manager
Richard Conragan, Secretary/Treasurer

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
239 Causeway Street / Room 547
Boston, MA 02114-2130
Tel: 617-727-5339

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology 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/Colleges of Technology
2101 Wilson Boulevard. / Suite 302
Arlington, Virginia. 22201
Tel: 1-703-247-4212

or U.S. Dept of Education
Tel: 1-800-647-8733

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting James Papageorge / Director

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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 three 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 all programs and the student within 30 days of the date of termination.

2. Termination by the School

If the school terminates the student due to:

- A. Lack of satisfactory progress (attendance or academic)
- B. Not attending for 30 calendar days (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 all programs and the student within 30 days of the date of determination by the school that the student ceased attending.

3. Special Cases

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

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

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

The formula in brief is as follows:

1. The institution will determine the date of withdrawal and then determine the percentage of the payment period attended by the student.
2. The institution will determine the amount of Title IV aid for which the student was eligible by the percentage of time enrolled.
3. The institution will compare the amount earned to the amount disbursed. If the amount of aid disbursed exceeds the amount earned, this amount of Title IV aid must be returned.
4. The institution allocates the responsibility for returned unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.
5. The institution and/or the student must then distribute the unearned Title IV aid back to the Title IV programs.

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

B. STATE MANDATED REFUND POLICY

1. The termination date for refunds computation purposes is the last day of actual attendance. State mandated charges will be based on "scheduled hours." Scheduled hours is the number of clock hours a student should have completed based on contracted number of hours per week (from actual start date to last day of attendance, less school holidays and closings).
2. If you terminate this agreement within five business days you will receive a refund of all monies paid, provided that you have not commenced the program.

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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 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.

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All students must complete the required 1000-hours of training within 1500 scheduled hours or they will be dismissed from the program. All students 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 "O" 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 \$9.75 per hour.

Clinic Area and Theory Classroom

1. **Clinic Area:** Our well planned clinic area consists of 27 hairstyling chairs, mirrors, sinks and working counters with separate shampoo and shaving area. It is adequately lighted and fully air conditioned and heated with a central cooling and heating system.

2. **Theory Classroom:** This room was planned for the students comfort. It consists of 20 writing arm chairs, instructors desk and numerous anatomical charts as required by the State Board of Barbers.

Numerous visual and audio equipment may be utilized by the student at their own discretion. It is 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 ARE NOT ALLOWED TO 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.
8. ALL STUDENTS MUST OBEY RULES OF PERSONAL 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. WAITING AREA CHAIRS ARE FOR CUSTOMERS ONLY.
13. NO FOOD IS TO BE EATEN IN THE SCHOOL.

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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 AND/OR SUNGLASSES ARE NOT TO BE WORN AT ANY TIME.
- 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.

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 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

Drug Policy, Hazing, Campus Security

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

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**MASSACHUSETTS SCHOOL OF BARBERING
AND MEN'S HAIRSTYLING, INC.**

Quincy Fair Building 1585 Hancock St. (Lower Level) - 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 (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

Follow the signs to Quincy Center. Take a right at the 4th set of lights (Concourse Street). Go over the bridge, through the next set of lights and bear left into the parking garage. Park as soon as you can at that end of the garage. If you look to your right you will see the entrance to the Registry of Motor Vehicles (Quincy Fair Building). We are located in this building, on the same floor as the Registry of Motor Vehicles, next to the rear stairway.

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. 1585 Hancock (Quincy Fair) is on your right hand side. Go into the building and down the escalator.

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**Massachusetts School of Barbering
and Men's Hairstyling, Inc.**

The School That Teaches Barbering As A Profession

1585 Hancock St. - Quincy, MA 02169
(617)770-4444

REGISTRATION APPLICATION

I have decided to enroll in the Massachusetts School of Barbering and Men's Hairstyling, Inc. 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 and Men's Hairstyling, Inc. in its admissions, training and graduation policies practices no discrimination on basis of race, creed, religion financial status or country of origin.