

APPROVAL DISCLOSURE STATEMENT

The Barber Colleges Moler Sacramento Fresno, located at: 2645 El Camino Ave., Sacramento, CA 95821 and 1240 Fulton Mall, Fresno 93721. The Institution is licensed to operate by the Bureau for Private Postsecondary and Vocational Education, pursuant to California Education Code Section 94311. This means that the institution and its operation comply with the standards established under the law for occupational instruction by private post secondary educational institutions. Institutional approval must be renewed every three years and is subject to continuing review. Approved are the following courses:

COURSE	HOURS
Barbering/ Hairstyling	1500
Cosmetology Cross-Over Course	400
Refresher Course	400

Instruction is in residence with facility occupancy level accommodating 40 students at any one time.

California statute requires that a student, upon successful completion of a course of study, be awarded an appropriate diploma or certificate verifying the completion.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational goals with school personnel prior to enrolling or signing enrollment agreements.

\\Job Training Partnership Act\\Bureau of Indian Affairs // Department of Rehabilitation

The following State boards, bureaus, departments, or agencies that set minimum standards for this program of studies in accordance with Education Code Section 94311 include:

Bureau for Private Postsecondary and Vocational Education
Department of Health & Human Services
Department of Consumer Affairs
Board of Barbering and Cosmetology
California Barber College Association

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to James D. Knauss, Director.

Unresolved complaints may be directed to the Bureau For Private Postsecondary And Vocational Education, 400 R St., 5th Floor, Sacramento, CA 95814, telephone (916) 445-3427.

In accordance with Title 5, California Code of Regulations Division 7.5, Private Postsecondary Education, section 73750 of the Regulations "The catalog shall be updated annually. Annual updates **may be made** by the use of **supplements or inserts** accompanying the catalog. If changes in educational services, procedures, or policies are implemented before the issuance of the next updated catalog, those changes shall be reflected at the time they are made in **supplements or inserts** accompanying the catalog. [Emphasis Added]" All information in this school catalog is current and correct and is so certified as true by James Knauss, Director.

Signature _____
Director

STUDENT TUITION RECOVERY FUND

STUDENT TUITION RECOVERY FUND

The State of California created the Student Tuition Recovery fund [STRF] to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by or registered to offer Short-term Career Training with the Bureau for Private Postsecondary and Vocational Education [Bureau].

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The School's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. The school's breach or anticipatory breach of the agreement for the course of instruction.
5. There was a decline in the quality of the course of instruction within 30 days prior to closure, a time period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of Private Postsecondary and Vocational Education Reform Act of 1989.

You must pay the state imposed fee for the Student Tuition Recovery Fund [STRF] if all the of the following applies to you:

1. You are a student who is a California resident and prepays all or 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 fee if either of the following applies:

1. You are not a California resident,
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have so separate agreement to repay the third party.

THE SCHOOL DOES NOT PROVIDE ANY ENGLISH AS A SECOND LANGUAGE INSTRUCTION.

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HISTORY OF THE MOLER BARBER COLLEGES

The Moler Barber Colleges have been in operation for nearly a century for the purpose of training and qualifying persons to enter the barbering and hairdressing industry at the entry level. Since its original establishment, the college has maintained a physical training facility of the highest quality and is known as a leader in graduating qualified and successful persons in the barber, hair styling and hairdressing industry.

The college was established by A. B. Moler, who led the way for formal training of barbers by opening the first barber college in the nation in Chicago, Illinois, in 1893. With the success of his barber college in Chicago, Mr. Moler turned his attention and bold entrepreneurial abilities to the growing west. The National Barber School had been established just before the turn of the century at 218 "J" Street, in the very young and bustling city of Sacramento, California. Mr. Moler purchased the National Barber College in 1910, renaming it the Moler Barber College. He then established his system of training barbers in the State of California. The 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 college until 1932, at which time James A. Murray, Sr, purchased the college.

Mr. Murray was no stranger to the barber college business, as he already owned and operated the Moler Barber College in Oakland, California. Mr. Murray eventually opened and operated Moler Barber Colleges in San Francisco, Fresno and Stockton, as well. The Stockton College opened in July 1956 and was the last college opened by Mr. Murray. Mr. Murray operated barber colleges and taught barbering for approximately 40 years, until his death, after which time the colleges continued to be operated by the Murray family. James A. Murray, Jr. had come into the family college system on March 1, 1946, and had begun managing the colleges for his father. Eventually, all the Moler Colleges in California with the exception of the Sacramento and Stockton colleges were sold. The schools have been under the supervision of the Knauss family since 1987. In 1996 James D. Knauss passed away and his wife Mary F. Knauss took over the schools and their ownership. In 1998, James D. Knauss, Jr. took over the operation of the schools and acquired the Fresno location. Mrs. Knauss retired from operating the schools.

The Sacramento College has been under the continuous operation of the Murray family since 1932; the Murray family since its inception has also operated the Stockton and Fresno schools.

In June 1991, a new branch school was opened at 2645 El Camino Avenue, Sacramento, California and in May 1997 the 727 J street location was closed and merged with the El Camino location.

The schools have graduated thousands of barbers who have been successful in the industry.

STATEMENT OF EDUCATIONAL OBJECTIVES

Courses have been developed and are offered in basic barbering, hair styling, hairdressing, advanced barbering, review, refresher, and post-graduate courses. In addition, we have developed and offer an outstanding teacher training program for persons desiring to become qualified and licensed as instructors to teach in barber colleges and Post-Secondary Education Programs.

The secondary objectives of the various training programs are to prepare the student for entry level position and pass the licensing

examinations; expose the student to the industry related products; promote professional ethics and standards; and instill a strong sense of self for their future in this rewarding profession/industry.

The college maintains a continuous program of research, evaluation and development programs in the various fields of academic teaching and in the barber/styling and hairdressing industry. The training program has been designed to provide a step-by-step method for students to progress as their skills develop. The course design allows individualized instruction when needed or practical.

The major emphasis of the training course is in clinical or practical hair styling and hairdressing. This is necessary to ensure success when the student enters the professional ranks of barbering, hair styling and hairdressing as a licensed professional.

The college enjoys a reputation of not only educating and training persons to be successful barbers, hair stylists and hairdressers but also; to be leaders within the industry and the community. We are proud of these accomplishments.

We are committed as a college to continue the best training program within the industry, knowing that this will produce successful professionals and in turn contribute to the upgrading of the hair styling industry.

ADMISSION REQUIREMENTS

EDUCATION: The barber college recommends the completion of high school or its equivalent prior to enrollment. State Laws relating to barbering requires the completion of tenth (10th) grade, or equivalent education. All prospective students must take an approved Ability to Benefit Exam prior to enrollment.

MORALS: Applicants must be of good morals and possess temperate habits. The barber college and its staff does not discriminate in any of its policies based on race, religion, creed, national origin, financial status, sex, age, handicap, or sexual preference.

CATALOG OF COURSES OFFERED

BARBERING

Total Clock Hours: 1500

Length of Course: 39 to 50 weeks approximately 10 to 12 months

Schedule: **Full-time 6 and part-time [less than 6 hours per day]**

On the 6 hour schedule it will take 50 weeks to complete the course.

Class Offered: Tuesday through Saturday 8:30AM to 5:00PM

Lecture: 8:30 – 9:30 am

Practical (Lab): 9:30am – 12:00 pm

Lunch: 12:00 to 12:30 pm

Practical (Lab) 12:30 to 3:00 pm

Cost: **\$6,000.00 = [\$100.00 Registration] [\$5,900.00 Tuition]**

Book and Tool List Provided. Tools /Books may be purchased from any source.

Classes Start: Tuesday of each week

Educational Objectives:

The objective for each course offered is to prepare the student for entry level position and career in the Barber Industry and to acquire

the necessary license to practice the art of barbering/hair styling or to be an instructor.

CLASS SCHEDULES [THIS APPLIES TO ALL COURSES OFFERED]

The training procedure used, requires approximately one hour of theory class conducted at the beginning of each school day except Saturday. Class begins at 8:30 am and the practical session begins at 9:30 am. The remainder of the school day consists of clinical floor practice and/or theory class as assigned by the instructor. Students in this course will complete a minimum of 1300 hours in clinical practice, 80 hours of theory class, and at least 120 hours allotted to the practical and/or theoretical phases of barbering as assigned by the instructor. Lunch break is on a rotating schedule from 11:30 am to 12:30 pm for a period of 30 minutes. There are two 15 minute breaks, one before lunch and one two hours after lunch.

The course is divided into four general segments as follows:

First Quarter

1. Orientation.
2. Class Introduction.
3. Laws Relating to Barbering/Hair styling.
4. Sanitation.
5. Skin and its Appendages.
6. Scientific Approach to Hair Design.
7. Introduction to Basic Haircutting - Shear and Comb Work.
8. Shampooing and Scalp Manipulations.
9. Introduction to Permanent Waving and Straightening.
10. Tinting, Bleaching and Toning.

Second Quarter

1. Introduction to Cosmetics and Aesthetics.
2. Introduction to Men's and Women's Hair Design.
3. Intermediate Haircutting.
4. Shaving.
5. Barber Science.
6. Record Keeping.
7. Basic Business Management.
8. Personal Motivation.
9. Clinical Procedure.

Third Quarter

1. Advanced Hair styling.
2. Barber Science.
3. Clinical Procedure.
4. Introduction to Sales.
5. Advanced Cosmetic Chemicals.
6. Advanced Haircutting and Styling.

Fourth Quarter

1. Clinical Procedure.
2. Small Business Management.
3. Advanced Hair styling.
4. Review.
5. Completion of Minimum Required Practical Services.
6. Preliminary Examinations.
7. Final Examinations.

BARBER INSTRUCTOR TRAINING COURSE

Total Clock Hours: 600

Length of Course: 20 weeks

Schedule: Full-time and Part-time

Class Offered: Tuesday through Saturday 8:30AM to 5:00PM

Cost: \$5,000 = [\$100.00 Registration] and \$4,900.00 Tuition]

Classes Start: Tuesday of each week

[REFER TO BARBER COURSE FOR TRAINING PROCEDURES]

Prerequisite:

a) Valid California Barber License.

b) Twelfth grade or equivalent education.

Educational Objective:

This course is designed to prepare the student to become an instructor in the art of barbering examination, and prepare the student for the state board Instructors exam.

Curriculum:

1. Orientation.
2. Class Introduction.
3. Includes preparation toward instructor examination. Teaching methods and procedures used in barber colleges. Teaching experience in Theory and Practical phases of barbering and hair styling under supervision of a registered instructor.
4. Practical application of the techniques of teaching.
5. Record keeping as related to students.
6. Applied student counseling.
7. Preparation for State Board Examination

BARBERING -COSMETOLOGY CROSS-OVER COURSE

Total Clock Hours: 400

Length of Course: 13.5 weeks [ful time schedule]

Schedule: Full-time (8 hrs.) and part-time

Class Offered: Tuesday through Saturday 8:30AM to 5:00PM

Lecture: 8:30 – 9:30 am

Practical (Lab): 9:30am – 12:00 pm

Lunch: 12:00 to 12:30 pm

Practical (Lab) 12:30 to 3:00 pm

Cost: \$3,000.00 = [\$100.00 Registration] and [\$2,900.00 Tuition]

Classes Start: Tuesday of each week

Pre-requisite:

- a) File and enrollment application and pay the required fee.
- b) Present proof satisfactory to the Board of a valid cosmetology certificate or completion of the 1600-hour cosmetology course in a California cosmetology school.

Educational Objective:

The objective of this course is to train the student in the art and use of barber implements, entry level position, and to prepare the student for the State Examination.

Curriculum:

1. Orientation.
2. Class Introduction.
3. Review of Related Laws and Regulations.
4. Sanitation as it Relates to Barbering/Hair styling.
5. Haircutting Techniques.
6. Basic Haircutting.
7. Complete Minimum Practical Lab Services.
8. Preliminary Practical Examinations.
9. Prepare for State Examinations.
10. Complete 25 hours of Theory.
11. Completion of Minimum Practical Services.
12. Final Examination.

BARBER/ REFRESHER COURSE

Total Clock Hours: 400

Length of Course: 10 weeks

Schedule: Full-time and part-time

Class Offered: Tuesday through Saturday 8:30AM to 5:00PM

Cost: \$3,000.00 = [\$100.00 Registration] and [\$2,900.00 Tuition]

Class Start: Tuesday of each week

[REFER TO BARBER COURSE FOR TRAINING PROCEDURES]

Pre-requisite/Educational Objective:

This course is for the person who is qualified to take the State Examination for Registered Barber and who wishes to prepare for the examination. The objective is to pass the state examination.

A student must have on file with the State Board an application for examination at the time of enrollment in this course.

Curriculum:

1. Orientation.
2. Class Introduction.
3. Related Laws and Regulations.
4. Sanitation as Related to Barber/Hair styling.
5. Haircutting and Styling Procedures.
6. This is a course specialized for each student's needs. The student is scheduled and assigned lesson material individually.
7. Emphasis will be placed on the review of appropriate text materials relating to barbering in preparation for the written examination administered by the State Board. In addition, thorough instructions will be given to emphasize the routine to be used when demonstrating Barber/Hair styling services on the practical portion of the examination required by the Barber Board. Sanitation and patron protection will be stressed during this class.

STUDENT PERFORMANCE STANDARDS AND SATISFACTORY PROGRESS STATEMENT

Satisfactory progress is necessary in order to remain in school. Monthly progress reports are given to each student.

DEFINITION OF CLOCK HOURS

The barber college defines all students maintaining an average of 120 hours on a full-time schedule (60 hours for part-time students) per four (4) week period, and an overall grade average of "C" as making satisfactory progress. A **clock hour** is defined as **sixty (60) minutes** of time in the training setting, participating in the training program.

PROBATION

If a student fails to maintain an overall average of "C", consultation with a school official will be scheduled. At that time, the student will be placed on a four (4) week probation. At the end of the probationary period, if the student has not satisfied the specified requirements, the student will be suspended or terminated from school.

MAXIMUM TIME FRAME

Students attending on a full-time basis must complete the training contract within twelve months from the date of the enrollment contract. Students enrolling on a part-time basis must complete the training within twenty-four months from the date of the enrollment contract.

APPEALS

Students who wish to appeal the determination that they are not maintaining satisfactory progress must submit a letter to the school administration. The letter should describe any circumstances the student feels deserves further consideration. A decision relating to the appeal will be made and the student notified accordingly.

LEAVE OF ABSENCE

Should a student find it necessary to be out of school for an extended period, a leave of absence should be requested in writing. During a leave of absence, a student will not receive financial assistance.

STUDENT PERFORMANCE STANDARDS AND MINIMUM GRADUATION REQUIREMENTS

BARBERING TRAINING PROGRAM

- A. 1500 hours
 - a) at the rate of not more than 8 hours a day
 - b) 200 hours must be theory instruction
- B. 850 haircuts
- C. 100 hairstyles
- D. 60 shaves
- E. 20 body waves/curling
- F. 40 scalp manipulations
- G. 40 rest facials
- H. 20 hair coloring and tinting
- I. 1 hairpiece
- J. 80% on preliminary State Barber Board Examination
- K. 20 rolling cream massages
- L. 30 shampoos
- M. 20 hair processing and relaxing

BARBER INSTRUCTOR TRAINING PROGRAM

- Includes preparation toward instructor examination.
- Teaching methods and procedures used in barber colleges.
- Teaching experience in Theory and Practical phases of barbering and hair styling under supervision of a registered instructor. (100 HOURS)
- Practical application of the techniques of teaching.
- Record keeping as related to students. (400 HOURS)
- Applied student counseling. (75 HOURS)
- Preparation for State Board Examination (25 HOURS)

BARBER –COSMETOLOGY - CROSS-OVER

- A. 400 hours -
 - a) not more than 8 hours per day
 - b) 25 hours must be theory instruction
- B. 200 haircuts
- C. 10 hairstyles
- D. 30 shaves
- E. 10 body waves
- F. 10 rest facials
- G. 10 scalp manipulations
- H. 3 hair coloring and tinting
- I. 1 hair piece
- J. 5 rolling cream massages
- K. 10 shampoos
- L. 5 hair processing and relaxing
- M. 80% on preliminary State Barber Board Examination

BARBER REFRESHER TRAINING PROGRAM

The Student can graduate at any point in the program based on their readiness to take the barber exam. The below listed training procedures are what is available to prepare the student.

- A. 400 hours -
 - a) not more than 8 hours per day
 - b) 25 hours must be theory instruction
- B. 200 haircuts
- C. 10 hairstyles
- D. 30 shaves
- E. 10 body waves
- F. 10 rest facials
- G. 10 scalp manipulations
- H. 3 hair coloring and tinting
- I. 1 hair piece

- J. 5 rolling cream massages
- K. 10 shampoos
- L. 5 hair processing and relaxing
- M. 80% on preliminary State Barber Board Examination

ENROLLMENT PROCEDURE

The barber college has a continuous enrollment policy with new classes starting on a monthly schedule. This means that students can enroll anytime during the year, because instruction occurs in teaching modules. Enrollments are restricted to maintain a low student-to-instructor ratio.

APPLICATION

An applicant must fill out an enrollment application form provided by the college. The enrollment application is returned to the college with the required registration fee. The applicant must take an Ability to Benefit exam and be interviewed at the college prior to enrolling.

ADMISSION PROCEDURES

- (1) The student arranges for a personal interview with the college Admissions Officer or designated representative. A tour of the campus is provided.
- (2) The applicant completes an application to enroll in the college.
- (3) The applicant presents the required educational documentation.
- (4) The applicant provides the required identification and signs a Training Agreement.
- (5) The Applicant is scheduled a date to take the ability to benefit exam prior to enrollment.
- (6) When applicable, the applicant is interviewed by the college Representative, and completes all required documents.
- (7) The applicant is assigned a date and time to begin training and is introduced to the college staff and instructional staff.

ENROLLMENT PREREQUISITES

At the time of enrollment, an applicant must have:

- (1) Proof of education (copy or educational statement).
- (2) Required down payment for course.
- (3) Proper ID, Drivers License, Social Security Card.

EDUCATIONAL OBJECTIVES OF THE COLLEGE

The primary objective of the barber college is to bring the student to entry-level employment with a background in all services given in full-service barber-styling shops. These include Haircutting and Styling, Shaving, Facials, Shampooing and Scalp Treatments, Hair Coloring, Hair Relaxing, and Waving, as well as knowledge of customer psychology, product knowledge and shop management. The barber college believes it is also important that the curriculum be presented in a professional manner which is creative and exciting, yet disciplined, to prepare for employment and future advancement in the field. The **Secondary objectives** are to prepare students to take and pass the licensing examinations; expose the student to related industry products; promote professional ethics and standards; and instill a strong sense of self for their future in this rewarding profession/industry.

STAFF

The instructors of the barber college are licensed professionals. They are licensed by the Board of Barbering and Cosmetology, and are credentialed by the Bureau For Private Postsecondary And Vocational Educational. The staff is kept current by attending seminars, conferences and demonstrations on fashions, methods, and new services.

COLLEGE FACILITIES

The college is equipped with barber chairs, tool cabinets, sinks and mirrors. The college classroom contains student tabloid arm chairs, a demonstration area, charts, diagrams, and audio-visual equipment. There is also a student lunch-room. The college library contains reference sources, as well as current material on new services. In addition, each student is provided with professional quality tools if needed or agreed upon in the contract. The college in Sacramento has approximately 6000 sq. ft. and is equipped with 31 chairs with support equipment: Fresno has 28 chairs and is 3,200 sq. ft.

CLASS SIZE

Classes are limited to a maximum of 35 students per instructor. The number of students in a typical class is approximately 31, with a maximum of 35 students per instructor.

HANDICAPPED STUDENTS

The facilities are totally accessible.

ATTENDANCE POLICY

The school operates on an eight (8) hours per day, five (5) days per week, for a total of forty (40) hours per week. Full time attendance is equal to seventy-five percent of the operating hours [30 hours per week]. Any scheduling for less than full-time must be approved by the administrative office prior to enrolling.

TARDINESS

A student who is ten (10) minutes late in the morning shall not be allowed to clock in until the theory hour is completed. A student who arrives after 9:30 am shall not be allowed to clock in at all for that day. Habitual tardiness will not be accepted and is cause for disciplinary action and, if not corrected, dismissal from the college.

ABSENCES

Absence is any time not spent in training. All absences, both excused or un-excused, are recorded. Course time is recorded by time clock. A **CLOCK HOUR** is defined as sixty (60) minutes spent participating in the training setting which accredited towards all training courses to obtain a diploma. Students are responsible for advising the school of any absences by telephone or in writing.

COURSE INTERRUPTION

A student may be interrupted from training for unsatisfactory attendance (three or more un-excused absences) or progress, or violation of College or State rules and regulations. A student will be terminated if they are out of school for more than three weeks, without a valid Leave of Absence. The student may appeal any action taken by the school to the school administration. **REFER TO THE "SATISFACTORY PROGRESS STATEMENT"** that appears

earlier in this catalog (Pages 5). Please note that the date of termination is the last day of attendance. If students exceed the maximum allowed number of absences, they are placed on attendance probation for a period of one month, and are not permitted additional absences. If they are absent during the probationary period, their enrollment will be terminated. If students reach the conclusion of the probationary period without absences, they will return to good standing..

CONDUCT

The rules and regulations of the Barber College are designed to help the student learn professional habits at the start of their professional career. All students must comply with the sanitary requirements, shall not be unruly in school, or interfere with other students. The student shall dress in a professional manner. See student handbook for full details. Students must comply with all laws (federal and state), particularly laws relating to barbering. Students may be held liable for damages to the college and its equipment.

GRADING FACTORS

1. Students are graded by using a grading system of 0 to 100 points. The grade point system is then converted to alphabetical letters.

The grading factors are as follows:

Grade Scale	Alphabetical Grade	Grade Point
100-95	= A =	Excellent = 4.0
94-85	= B =	Good = 3.0
84-75	= C =	Fair = 2.0
74-65	= D =	Poor = 1.0
64 or below	= F =	Failing = 0.0

A 2.0 or better grade point average is required for satisfactory progress.

The areas of study where the students are graded are: theory classes, practical application, attendance, and conduct.

The letter "A" indicates an excellent score, letter "B" a good, highly satisfactory score, and letter "C" a fair but still satisfactory score.

The letter "D" indicates a failing score. The student receiving a "D" is placed on probation and must improve within a specified time or be dismissed from attending school.

To obtain an average score, the grade points in each of the four areas graded will be totaled, then divided by four. The grade point average is then converted to an alphabetical letter score.

Each student must maintain a grade point average equal to 75%, or "C," in order to successfully complete the course.

2. Probationary standing is a thirty (30) day period for the student to bring their grades up to standards. Students placed on probation are so informed by staff member. A student who does not bring their rating up to standards is subject to course interruption. **
3. Students who have been interrupted for below-average progress may return to training only upon the recommendation of the Director

of Education. Re-entry takes place in a probationary standing only, rated "P."***

4. Students lacking in ability or aptitude are counseled by a staff member. A student who, in the opinion of staff members and the Director of Education, is incapable of successfully completing any course undertaken and becoming gainfully employed, may be terminated at the discretion of the college.

5. Students who successfully complete the course of instruction are given a diploma.

MAKE-UP TESTS

An examination will be given after completion of each chapter or module of the Theory studies. A student who misses or fails an examination will be given an opportunity to make up the examination. The make-up examination will be offered following the next testing schedule.

Students will be graded each four-week period on their practical achievements or laboratory progress. A student who fails to achieve a passing score on the practical portion of the instructions (training) will be given an opportunity to improve their score or grade by performing additional assigned practical drills. The drills will be assigned by an instructor.

A passing score must be maintained in attendance and conduct at all times.

Students must maintain an average score of 75% (C), or better, at all times. Students receiving below a 75% or C (2.0 grade point) average score will be placed on probation. If the score is not improved before the next examination or grading cycle, appropriate action will be taken by the Instructor.

GRADUATION

Upon successful completion of the course the graduate receives a Certificate of Award (Diploma). ALL RECORDS ARE RETAINED FOR A MINIMUM OF 5 YEARS.

The student who completes the course and the minimum practical services as established by the Barbering and Cosmetology Program is qualified to take the licensing examination given by the Program. Minimum services are required by the school. Upon successfully passing the examination, the graduate may obtain a Registered California Barber License.

With this license, the new barber may be employed in a Barber/Styling establishment, a Beauty/Styling salon, or may own and operate their own barber business.

HOUSING

Apartments are available in the area, with city bus services nearby.

STUDENT SERVICE POLICY

It is the policy of the school to assist the student where possible. The school makes no representations or guarantees relating to the student services; however, the school staff is willing to offer assistance and guidance in the areas listed below when possible.

- a) Referrals to social service agencies.
- b) Housing while attending school.
- c) Ride-sharing or transportation.
- d) Referral to drug or alcohol abuse programs.
- e) Tutoring programs or remedial studies.
- f) Health service agencies.
- g) Assistance in organizing student study groups.

- h) Assistance in locating an interpreter.
- i) Referral to obtaining a GED.

A student desiring assistance in areas listed in the Student Services should submit an oral or written request to an instructor, the Supervising Director, or Director of the school. A Student Service Request Form is available to all students. The form may be obtained in the school office.

PLACEMENT ASSISTANCE

The college does not guarantee employment upon graduation. The college does attempt to locate employment for graduates who request assistance. This service is extended to all graduates from the barber college. Reasonable efforts will be made to assist a graduate in gaining employment. The more flexible a graduate can be regarding placement, the easier it is for the college to assist. The college maintains a "Job Book" listing current employment opportunities, as well as a listing of Barber/Styling shops for sale; this is updated and posted weekly.

STUDENT COMPLAINT PROCEDURE

A student who is of the opinion that he or she has a valid complaint relating to the school should feel free to register his or her complaint. The procedure for filing a complaint is as follows:

- a) A student who has a complaint may inform an instructor of the complaint verbally or in writing. The complaint should be stated clearly. Be sure that the instructor understands that the student is filing a complaint. The nature of the complaint must be fully and clearly explained to the instructor. The instructor shall make a record of all official student complaints.
- b) The instructor shall attempt to resolve the complaint. Should the instructor not be able to resolve the complaint, the student may file the complaint with the Supervising Director, who will attempt to resolve the student's complaint.
- c) If the Supervising Director is unable to resolve the complaint, the student may file the complaint in writing with the Director. All complaints submitted to the Director must be in writing and on a form provided by the school. A student will be provided with a complaint form upon request at the school office.
- d) If the Director is unable to resolve the complaint of the student, the student may submit the complaint to:

Bureau For Private Postsecondary
And Vocational Education
400 R St., 5th Floor
Sacramento, CA 95814
(916) 445-3427

TUITION AND FEES

Course, tools, and registration costs are subject to change. Please refer to current addendum for any changes.

REFUND POLICY-[see Your Enrollment Agreement]

- A. A Student may cancel this agreement at anytime by notifying the School in person or in writing (a "NOTICE OF CANCELLATION" is provided). If canceled within five (5) business days after the start of class all moneys shall be refunded. If canceled after the 5 day period all moneys shall be refunded on a pro-rata basis, less a

registration fee not to exceed \$100.00. A Student rejected for training will receive a refund of all moneys paid less an application fee of \$25.00. Once purchased, equipment become the property of the student, unless they are returned in good condition allowing for reasonable wear and tear, (some equipment may not be returnable due to health or safety reasons) within 30 days following the date of students withdrawal. If returned as above, the school will refund the total amount collected for the listed equipment. If not returned, the school may retain the documented cost.

B. The refund shall be the amount you paid for instruction multiplied by the fraction, (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. If you obtain equipment, and return it in good condition within 30 days following the date of your withdrawal, School shall refund the amount paid by you for equipment. If you fail

to return equipment in good condition, within 30 days, School may retain lesser amount of a pro-rata portion as described below (up to 60% of course completion) or the documented cost of the listed equipment.

HYPOTHETICAL EXAMPLE: A Student who completes 25% (or 1/4) of a course with educational costs of \$1,075 will receive a prorated refund of educational costs, less registration fee; as follows (\$1,075 - \$75 = \$1,000 x .75 (or 3/4th) = \$750). Any refund of equipment fees will be made as described in paragraph B above.

Each

Student will receive a sample schedule of actual refund calculations. REFER TO YOUR ENROLLMENT AGREEMENT.

- C. All applicable refunds will be made within 30 days from the cancellation or failure to appear on or before the first day of class. Any moneys due the Student will be refunded within 30 days of the last date of actual attendance. If the Student does not return from a Leave of Absence period (not to exceed 60 calendar days), refunds will be made within 30 days from the end of the Leave of Absence. When the Student takes a Leave of Absence, under no circumstances can a refund exceed 100 calendar days from the actual attendance. Within 10 days of such refund, the student will be notified of the amount of refund and to whom refund was made.

GENERAL TERMS

1. Placement assistance maybe provided in the form of the posting of possible job openings or referrals to potential employers. **However, it is understood that the School does not and cannot promise or guarantee employment nor level of income or wage rate to any Student or graduate.**
2. All equipment for the course selected will be furnished by the School at the stated charge. A complete list of required books, supplies, and/or equipment is provided to each student. Lost, mutilated, or stolen items will be replaced at the expense of the Student.
3. Cost of medical or other examinations, if required, is to be paid for by the Student.
4. Certificates (signifying satisfactory completion) will be issued after the completion of the entire program. Classroom and lab instruction will be tested. The Student must achieve a passing grade average to receive a certificate. Student will be permitted a re-test for any grade below passing. Make up time for extenuating circumstances may be granted by the School director. Excessive absence may be cause for dismissal.

5. The School reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc., for a maximum of 30 days. Students will be duly notified and compensated if applicable.

6. All course schedules are subject to change in starting and completing dates. Student will be duly notified.

7. The School reserves the right to withdraw a scheduled course if the registration is insufficient to make up a class. All monies paid will be refunded.

8. The School reserves the right to change or modify the program content, equipment, staff, or materials and organization as necessary, with approval of the Bureau for Private Postsecondary and Vocational Education, if required. Such changes may be required to keep pace with technological advances and to improve teaching methods. In no event will any changes diminish the competency of any program or result in tuition changes for current attending students.

9. The School reserves the right to reject any applicant for admission not meeting the requirements for the course selected. **The Student's enrollment may be terminated at the election of the School director, if the Student's academic progress, behavior, absences, lateness, dress, etc., does not conform to the attendance requirements, rules and regulations of the School (as stated in the catalog); in which event, the extent of the Student's tuition obligation will be in accordance with the School's refund policy.**

10. If any particular provision of this agreement shall be deemed invalid or unenforceable, it shall not affect the other provisions hereof, and this agreement shall be construed in all respects as if such invalid or unenforceable provision was omitted.

11. Any controversy or claim arising out of or relating to this Agreement, or breach thereof, not addressed by the California Education Code, shall be settled by arbitration in accordance with the Commercial Rules of the American Arbitration Association, and the judgment upon the award rendered by the Arbitrators may be entered in any court having jurisdiction.

12. This Agreement constitutes the complete contract between the School and the Student, and no verbal statements or promises will be recognized.

13. Graduation Requirements: Passing of the final test with average grade or better and satisfactory completion of: 1500 hours (Barbering); 400 (Crossover); and 600 hours (Instructor); for licensure pass the State Board test with a 75% overall grade.

CALENDAR

The barber college operates on a 12-months-per-year schedule, with an open enrollment and an open completion date. Classes are normally conducted Tuesday through Saturday of each week, from 8:30 am. to 5:00 p.m. College holidays are:

Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and New Years Day.

New classes are normally started on Tuesday of each week.

COMPENSATION STANDARDS

A trainee who completes the course and obtains the required license or certification may enter the Barber/Hair styling industry which generally pays compensation based on the performance of each employee. Commissions vary, but the average is between 55% and 70% of the income from services the employee performs at his or her station. California Law requires payment of at least the hourly minimum wage.

FACULTY

JAMES KNAUSS
Director

Trong Ba Tran
[FRESNO CAMPUS]
Associate Director
Fresno

BARBER COLLEGE Moler
2645 El Camino Avenue
Sacramento, CA 95821

Ralph E. Martin
Instructor/Supervisor

"NOTICE OF STUDENTS RIGHTS"

1. You may cancel your contract for school, without any penalty or obligation on the fifth business day following your first class session as described in the Notice of Cancellation form that will be given to you at the first class you attend.

Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Post secondary and Vocational Education at the address and telephone number printed below for information.
4. If you have any complaints, questions, or problems which you cannot work out with the school, call or write to:

BUREAU FOR PRIVATE POST SECONDARY AND
VOCATIONAL EDUCATION
400 R St., 5th Floor
Sacramento, CA 95814
(916) 445-3427

Student Signature

Date Received

NOTICE OF CANCELLATION

____/____/20____
(Date of First Class)

You may cancel this contract for school, without any penalty or obligation, within five business days, from the first date of attendance.

If you cancel, any payment you have made and any negotiable instrument signed by you will be returned to you within 30 days following the schools receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period the school may keep an amount out of what you paid that equals the price of the equipment. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to the Main Office of the School: Barber Colleges Moler, 2645 El Camino Ave., Sacramento, CA 95821-2901 Telephone (916) 482-0871.

NOT LATER THAN ___/___/9__ [Enter midnight of the date of 5th business day following the first class]

Moler Barber College [Main Office]
2645 El Camino Avenue
Sacramento, CA 95821
(916) 482-0871 FAX (916) 482-1875

I cancel the contract for school:

Student Signature

Date

REMEMBER THAT YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class. If you cancel after the 5th business day, any refund due to you or liability for tuition you may owe is determined by the refund policy in the school catalog and on the enrollment agreement.

If you have any complaints, questions, or problems which you cannot work out with the school, call or write to:

Bureau For Private Postsecondary And Vocational Education
1027 10th Street, 4th Fl., Sacramento, CA 95814 (916) 445-3427

NOTICE

EMPLOYMENT AND LIABILITY DISCLAIMER

You are hereby informed that it is a violation of Section 7317 of the California Business and Professions Code and Section 965 of Title 16 of the California Administrative Code for a student enrolled in a Barber College to charge a fee or receive a commission for performing a barber service. You are further informed that a student's enrollment and relationship with the school is limited to a student relationship status, and you, as a student, shall not receive any type of wages, salary, commissions, emoluments, or benefits of any kind. You are also informed that as a student you are not an employee, agent, or representative of the school, and the school or its representatives have no responsibility, liability or obligation to you as an employer. **There is no employee/employer relationship of any kind between a student and the school.**

School Management

TRANSFER OF CREDIT

Students who have previously attended another Barber College, recognized by the State of California and have sufficient proof may receive credit of all or a portion of the barber training. Proof of the barber training must be submitted to the admission office at the time of enrollment for evaluation. The Barber College will submit prior training documentation to the Program of Barbering & Cosmetology for evaluation. The Program will make the determination as to credit

for previous barber training. TRAINING IN THIS SCHOOL MAY NOT BE ACCEPTED BY OTHER SCHOOLS ALL TRAINING RECEIVED IN A SCHOOL, WHICH IS A MEMBER OF THE CALIFORNIA BARBER COLLEGE ASSOCIATION WILL BE ACCEPTED.

MANAGEMENT AND SUPERVISION

Mr. James D. Knauss, as Director, will be responsible for the implementation of school policies and day to day administration of the schools. Mr. Knauss has approximately ten years of experience in the barber industry which includes a grandfather who was a barber at the turn of the century and father, James "Don" Knauss, who was the executive director of the California Board of Barber Examiners for 28 years and was President and President Emeritus of the National Association of Boards of Barber Examiners. Mr. Knauss is enshrined in the Hall of Fame of Barbers for his service to the profession. The operation of the computer systems, linkage, storage, and security. He also serves as the Executive Director of the California Barber Association and the California Barber College Association.

Mr. Trong Ba Tran, is the associate director and instructor at the Fresno location.. He is licensed by the Department of Consumer Affairs and certified by the California Credential Commission and the Bureau of Private Postsecondary and Vocational Education.

Ralph E. Martin, Instructor, is a licensed barber and has been barbering since 1976. Mr. Martin also manages the daily operation of the San Francisco location. He is a graduate of Hawaii Barber College and San Francisco Barber College. Mr. Martin has won several awards for hair cutting and style.

**MOLER BARBER COLLEGE, 2645 El Camino Ave.
Sacramento and 12 40 Fulton Mall , Fresno**

HOW OUR STUDENTS ARE DOING

**BASED ON DATA COLLECTED FROM July 1, 2002 TO
JUNE 30, 2003**

HOW OUR STUDENTS ARE DOING

To help you make an informed decision about whether to sign up for the Barber/Styling, Cosmetology Crossover, Barber Refresher, or Barber Instructor program(s) to qualify for the state examination to be a barber the following information will be of assistance:

NUMBER OF GRADUATES

89% or 51 of the 57 students in the Barber/Stylist (1500 hour) program course; **100%** [7 of 7students] in the Cosmetology Crossover (either 400] graduated; **100%** [1 of 1 students] in the Refresher Course;[on one enrolled] enrolled in the Instructor Course; a total of 35 students scheduled to graduate in '98 went on to graduate; of those who graduated: **94%** [54 of the 56 students] scheduled to graduate and able to take the State Exam in that year have found jobs in the Barber/Stylist field.

NUMBER WHO PASSED STATE EXAM

94% or 54 of the 56 students in this program taking the Barber/Styling State Barber Examination, administered by the State of California in '98 passed that examination. Please note not all students have taken the exam either due to their own choice or they were not scheduled to take the exam during the reporting period.

NUMBER WHO FOUND EMPLOYMENT THAT WE CAN CONFIRM

We have been told by none of the students that were scheduled to graduate in that year that, even though they graduated, they decided not to look for a job in that occupation.

I have read and understood the graduation rate 89%, licensing or certification examination pass rate 94%, and job placement rate 100% information provided above.

_____ Dated ____/____/20____
Signature