

**Meryma'at Barber College**  
**12825-27 Lorain Ave. Cleveland, Ohio 44111**

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[www.merymaatbarbercollege.com](http://www.merymaatbarbercollege.com)

**College Catalog**  
(ENGLISH)

**2024-2025**

*Publication Date: 12/14/2023*

Accredited

Department of Education Approved

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## **COST BREAKDOWN FOR PROGRAMS**

All applicants must submit a \$70 school application fee (non refundable), and Ohio State Cosmetology and Barber Board application fees

### **1800 HOUR BARBER PROGRAM**

Tuition	\$ 13,680
Registration Fee	\$300
Student Tool Kit Fee	\$720
Supplies/misc Fee	\$446
Badge Fee	\$20
Uniform Fee	\$ 44
Textbook/Workbook Fee	\$190

### ***ALL FEES NON REFUNDABLE***

**TOTAL COST OF PROGRAM \$15,400**

### **NOT INCLUDED IN TUITION- ALL NON REFUNDABLE:**

State Board Application Fee	\$40
State Board Exam Fee	\$120
Transcript Fee is	\$10

State Board Exam Fee subject to change based upon State Board Pricing  
Full time students must maintain at least 35 hours per week for 52 weeks

**AM Schedule: Mon-Sat 9am-3:20pm with a 30 min. break**

**PM Schedule: Mon-Fri 1:30pm-8pm with a 30 min. break & Saturdays 2:30pm-8pm with a 30 min break.**

### **1,000 HOUR CROSSOVER PROGRAM**

Tuition	\$6,950
Registration Fee	\$300
Student Tool Kit Fee	\$720
Supplies/Misc Fee	\$276
Badge Fee	\$20
Uniform Fee	\$44
Textbook/Workbook Fee	\$190

### ***ALL FEES NON REFUNDABLE***

**TOTAL COST OF PROGRAM \$8,500**

***If the student already has tools, they must be approved by administration***

**TOTAL COST WITHOUT STUDENT TOOL KIT FEE \$7,780**

### **NOT INCLUDED IN TUITION- ALL NON REFUNDABLE:**

State Board application fee	\$40
State Barber Board Exam Fee	\$120
Application Fee	\$70
Transcript Fee:	\$10

State Exam Fee subject to change based upon Ohio State Barber Board Pricing

Full time students must maintain at least 35 per week for 29 weeks

**500 HOUR BARBER TEACHER TRAINING PROGRAM**

Tuition	\$6,800
Registration Fee	\$300
Supplies/Misc Fee	\$146
Badge Fee	\$20
Uniform Fee	\$44
Textbook/Workbook Fee	\$190

**ALL FEES NON REFUNDABLE**

**Student Tool Kit not included**

**TOTAL COST OF PROGRAM \$7,500**

**NOT INCLUDED IN TUITION- ALL NON REFUNDABLE:**

State Board Application fee	\$185
State Board Exam Fee	(included in state board fee)
Application Fee	\$70
Transcript Fee	\$10

Tools are not included

State Board Exam Fee subject to change based upon State Board Pricing

Full time students must complete 35 hours per week for 15 weeks

Part time students must complete 15 hours per week for 34 weeks unless previously approved by the school's administration.

**200 HOUR BARBER REFRESHER PROGRAM**

Tuition	\$1,311
Registration Fee	\$300
Supplies/Misc Fee	\$135
Badge Fee	\$20
Uniform Fee	\$44
Textbook/Workbook Fee	\$190

**ALL FEES NON REFUNDABLE**

**Student Tool Kit not included**

**Total Cost of Program \$2,000**

**NOT INCLUDED IN TUITION- ALL NON REFUNDABLE:**

State Board Application fee	\$40
State Board Exam fee	\$90
Application Fee	\$70
Transcript Fee	\$10

Student Tool Kit is not included

State Board Exam Fee subject to change based upon State Board Pricing

Full time students must complete 35 hours per week for 6 weeks

Part time students must maintain at least 15 hours per week for 14 weeks

**Textbook and tools are offered through the school as part of tuition. No outside purchases will be accepted**

November 2021

## **APPROVED /LICENSED BY**

### **The Ohio State Cosmetology and Barber Board**

1929 Gateway Circle, Grove City, Oh 43123

Phone Number: 614-466-5003

<http://barber.ohio.gov/Home.asp>

### **NACCAS- National Accrediting Commission of Career Arts & Sciences**

3015 Colvin Street, Alexandria, VA 22314

Phone: 703-600-7600 Fax: 703-379-2200

### **US DEPARTMENT OF EDUCATION**

500 W. Madison Street 1475 Chicago, IL 60661-4544

<https://ifap.ed.gov/ifap>

<https://fafsa.ed.>

### **U.S Department of Veterans Affairs**

810 Vermont Ave, NW Washington. DC 20420

### **Our Mission**

The mission at Meryma'at Barber College is to provide quality post-secondary barbering education that prepares the graduate with entry-level job skills to become a professional barber and obtain licensure from the Ohio State Cosmetology and Barber Board.

### **Our Goal**

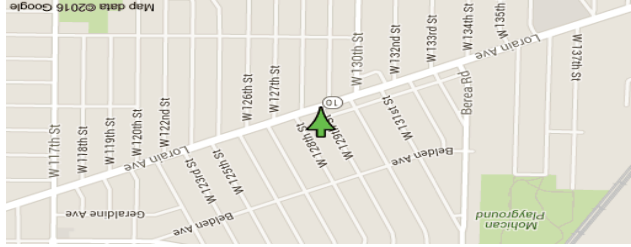
At Meryma'at Barber College is to see all students attend classes for a promising career in barbering. By opening our doors for longer hours, we are encouraging students to fulfill their dreams and give them the best opportunities to attend and graduate.

Full time students are permitted a one-time schedule change on their own. Part time students must discuss a possible schedule change.

Only the college Principal can decide if a change to the schedule is permitted.

### **College Location**

Meryma'at Barber College is located at 12825-27 Lorain Ave, Cleveland, OH 44111, in the heart of Cleveland, OH in a multicultural ethnically diverse neighborhood. Meryma'at Barber College is conveniently located near Hopkins Airport, minutes from downtown, and close to all major highways such as interstates 71, 480 and 90.



*Meryma’at Barber College campus meets all the requirements for a school according to the Ohio State Cosmetology and Barber Board. The training facilities were built from the ground up and specifically customized to provide the best environment for modern barber education and training.*

### **Faculty and Staff**

The teaching staff has all been approved by the Ohio State Cosmetology and Barber Board. Each staff member of Meryma’at Barber College are working to ensure graduation of each student and are providing the best barbering education and providing the best hands on training.

**CEO/Owner/ Instructor-Fouad Radwan**

**Principal Administrator/Director of Financial Aid/Operations Manager - Deana Ibarra**

**Instructor- Michael Ivey**

**Substitute Instructor- Adrian Lamb**

### **Facilities**

Meryma’at Barber College sits on 3500 square ft. and is ADA handicapped accessible. Meryma’at Barber College has a campus that provides a clean sanitary environment safe for all staff, students and daily public clients.

The entire campus is state of the art equipped with LED lighting serving as the best lighting for students along with central air conditioning and heating system that purifies and circulates the air. Meryma’at Barber College Campus is under constant video surveillance for added security.

All students and clients will be greeted in our beautifully designed reception area and students will have access to lockers after bringing in their own locks for security and will be close to the campus laundry room.

### **Clinic**

Meryma’at Barber College has a clinic shop that is fully equipped with 35 barber stations that include heavy duty barber chairs with hydraulic pump mirrors with amazing range. In the clinic students will also have access to 2 back bars shampoos for guests.

### **Classroom**

The campus at Meryma’at Barber College has a classroom that is fully equipped with a smart board projector and visual aids. There are 3 barber stations for training in the classroom and 3 practice shampoo bowls to help each student have a more hands on experience.

The student’s desks come in right and left handed seats to accommodate 20 students at a time.

### **Offices**

There are 3 offices in Meryma’at Barber College for the principal and instructors.

The Principal office is conveniently located in the heart of Meryma’at Barber College behind our beautifully designed reception/sitting area where another office is located.

Our campus instructors' office is located in the classroom.

### **Lunch/Break Room and Patio**

The lunchroom is wonderful space where students can relax and enjoy their meal. It is located in the back of the college, right next to the classroom for easy access. Students have the convenience of a vending machine for a quick snack and/or drink. Our lunchroom is an excellent place to relax on your break. The Meryma'at Barber College lunch/break room has a refrigerator, and microwave.

Our patio is located in the back of Meryma'at Barber College where smoking is permitted. Students may also enjoy using this facility for their break/lunch time and enjoy their meal under the sun.

### **Lockers**

Each student is provided a locker on the campus. Students are required to bring their own locks. Lockers are subject to random searches at the discretion of Meryma'at Barber College. Student's have up to 30 days to remove contents from their locker once the student graduates or is no longer attending. After the 30 day, locks will be cut off and belongings will be discarded.

Meryma'at Barber College and/or staff are not responsible for any items that are lost, stolen, or damaged.

**Laundry Room**-The laundry room at Meryma'at Barber College has a top load washer and dryer for quick washing and drying. Along the inside of the laundry room is a long table that goes along the wall for easy folding and distributing of washed and dried items.

## **ADMISSIONS AND ENROLLMENT REQUIREMENTS**

### **All Students Must:**

- Students must provide a birth certificate/or Passport
- Fill out College Enrollment Application (student must be approved)
- Student must be at least 17 years of age with valid identification such as a valid Driver's License or State ID
- Student must complete an application and be accepted to the Ohio State Cosmetology and Barber Board
- Students must show proof of a high school diploma or GED, or Copy of transcripts showing high school completion
- Foreign Diplomas or Transcripts: The school will accept a foreign diploma or transcript, however the diploma or transcript **MUST** be equivalent to a U.S.high school diploma and must be translated into English by a certified translator and evaluated by a credentialed evaluation service. ***It is the students responsibility to have the foreign diploma or transcript translated and evaluated as part of the admissions process.***

Students must go to the Ohio State Cosmetology and Barber Board's website:

<http://barber.ohio.gov/Home.aspx> and see "Announcement" for

information on having their license evaluated by AEQUO International

- Foreign students are not eligible for Title IV Financial Aid
- All applicants must submit a \$70 school application fee (non refundable), and all Ohio State Cosmetology and Barber Board application fees.
- Meryma'at Barber College does not admit Ability-to-benefit students

### **1000 Hour Crossover Program**

Applicants must meet all of the above requirements as well as hold a current cosmetology license.

### **500 Hour Barber Teacher Training Program**

Applicants must meet all of the above requirements, have at least 18 months experience (unless approved by the State Board) and:

- Hold a current barber license
- Complete an enrollment application
- Complete a State Board Barber Teacher Training application

### **200 Hour Barber Refresher Program**

Applicant must meet all of the above requirements as well as have already completed 1800 Hours of barber training.

### **DISCLOSURE FOR ALL PROGRAMS**

#### **Any applicant with a felony(s) must:**

- Must state what each charge is on their application

Before they can be considered to attend Meryma'at Barber College all of the items stated above must be submitted with application and application fee. **Students with felony convictions involving drugs may not be eligible for Title IV funds.**

### **COPYRIGHT INFRINGEMENT**

As a general matter, copyright infringement occurs when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into derivative work without permission of the copyright owner under section 106 of the COPYRIGHT ACT (Title 17 of the United States Code). In the file- the filing sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes infringement. Penalties for copyright infringement include civil and criminal penalties.

### **NONDISCRIMINATION**

Meryma'at Barber College in its admission, instruction, and graduation policies and practices does not discriminate on the basis of sex, race, religion, age, ethnic origin, color, disability, sexual orientation, ancestry, or gender identity. The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in anyway, he or she is required to report the matter to the school's director.



## **REENTRY STUDENTS**

Readmission is reserved to the sole discretion of the School and may require special conditions.

- Outstanding tuition, and fee must be paid in advance or the student must make satisfactory arrangements with the Operations Manager.
- Previous tuition payments will be credited to the student's balance.
- Because tuition fees and costs are subject to change, reentering students will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable.

Readmission for a student requires a personal interview with school director. The reentering student will be placed on a 30 day evaluation period. During the 30 day evaluation period the student must demonstrate for that period that they can meet the school's minimum attendance and academic requirements for Satisfactory Academic Progress.

The student will then be evaluated for Satisfactory Academic Progress at the next scheduled evaluation period to determine their new status. Students who fail to meet the minimum attendance and academic requirements for that 30 day evaluation period may be terminated. Students who re-enter the program are placed in the same Satisfactory Academic Progress standing as when they left.

## **RE-INSTATEMENT POLICY**

Student reinstatement is a case by case basis. All terminated or withdrawal must re apply to Meryma'at Barber College and be approved. If approved, the student must pay the application fees and reinstatement charge of \$150 along with their last monthly payment that was due before the last day attended.

## **TRANSFER POLICY**

If you are a transfer student from another barber college, you must have written permission from the Ohio State Cosmetology and Barber Board and turn in a certified hour transcript from previous college.

It is the responsibility of each student to provide their own transcripts. Meryma'at Barber College accepts all transfer hours. Academic Evaluations are completed based on each students individual hours required to graduate. Students are required to pay additional fees throughout the program for items they may need.

**Transfer students out of Meryma'at Barber College must pay a non-refundable fee of \$10 to have their transcripts transferred and have \$0 balance in fees and tuition.**

**Constitution Day** is September 17<sup>th</sup>, there will be a half hour class on this subject. When September 17<sup>th</sup> falls on a Saturday, Sunday or a Holiday, Constitution Day shall be held during the preceding or following week.

### **SCHOOL CALENDAR**

**Enrollment periods:** Meryma'at Barber College usually begins a new class the third Monday of each month as follows, unless a seat becomes available before the enrollment date:

**YEAR 2024:** January 15, February 19, March 18, April 15, May 20, June 19, July 15, August 19, September 16, October 21, November 18, December 16

### **Holidays and School Closings**

**New Year's Day, Martin Luther King Day, Memorial Day, June 19<sup>th</sup>, Independence Day, Labor Day, Thanksgiving Day, and Christmas.**

Additional holidays may be added to the schedule at the discretion of school administration.

The school is open for business unless there is a declared State of Emergency.

Unexpected closures and snow days will be reported via the school's website and/or Facebook page. **No absences will be excused the day before or after a holiday.**

### **School Operations and Class Schedule**

**The school's hours of operation are Monday – Saturday from 9am to 8pm** making it possible to accommodate full time and part time students to attend. Offering longer hours allows us to make it easier for students to succeed and complete all requirements. All students must be in 15 minutes prior to opening on weekdays.

**Full time schedule:** Monday through Saturday

Full time students must attend at least 35 hours.

**It is possible for a full- time student to have over 35 hours per week, the Ohio State Cosmetology and Barber Board allows students up to 10 hours per day: this would adjust the number of weeks it takes to complete the program.**

**Part time schedule:** Monday through Saturday

Part time students must complete a minimum of 15 hours or more weekly.

**Saturdays are mandatory for both full time and part time students, unless previously approved by administration.**

### **2022 ANNUAL REPORT**

Graduation Rate 96.67% Licensure 95%, Placement 75.86%

## **PROGRAMS AND CURRICULUM OUTLINE**

### **TEACHING AND LEARNING METHODS:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the program.

**Grading procedure can be found on page 17**

### **1800 HOUR BARBER PROGRAM**

The 1800 Hour Barber Program will prepare students for entry level positions with necessary skills to become a licensed barber.

Upon completing the program, each student will have completed training in all services needed by patrons in any barbershop or hair styling salon. Such services include hair cutting, hair styling, facial shave, back shave, beard and mustache shave/trim, coloring, hair relaxing and conditioning, along with head and scalp treatments. **Cost of this program is \$15,4**

**00**

Full time students must maintain at least 35 hours per week for 52 weeks

**AM Schedule: Mon-Sat 9am-3:20pm with a 30 min. break**

**PM Schedule: Mon-Fri 1:30pm-8pm with a 30 min. break & Saturdays 2:30pm-8pm with a 30 min break.**

**Notice to the student that, should the student complete the program earlier than the estimated time frame stated in the contract, the student's Financial Aid Package may be recalculated and that this may result in liabilities owed by the student and/or the institution, if applicable**

### **Curriculum Outline for 1800 Hour Barber Program**

#### **At least 120 hours of theoretical study**

- Scientific fundamentals of barbering;
- Hygiene and bacteriology;
- Histology of the hair, skin and nerves;
- Structure of the head, face and neck (anatomy and physiology);
- Elementary chemistry relating to barbering sterilization and antiseptic;
- Diseases of the skin, hair and glands;
- Barber history;
- Law pertaining to barbering;
- Salesmanship, advertising, public relations, and human relations; and

- Barber ethics and shop management.

**At least 200 hours of scientific barbering practice**

- Facial treatments (rolling cream - rest facial - packs - bleach - clay);
- Shampoo treatments (plain shampoo and tonic - hot oil shampoo);
- Tinting;
- Bleaching;
- Facial shaving;
- Haircutting I (tapers);
- Haircutting II (style/trend cuts);
- Haircutting III (styling);
- Straightening and relaxing;
- Permanent waving;
- Hairpieces; and
- Barber implements.

**At least 1230 hours of general barber practice**

- Facial treatments;
- Scalp treatments;
- Shampoo Treatments
- Tinting; Bleaching;
- Facial shaving;
- Haircutting I (tapers);
- Haircutting II (style/trend cuts);
- Haircutting III (styling);
- Hair straightening and relaxing;
- Permanent waving;
- Shop duties;
- Shop management; and
- Hair pieces.

The remaining 250 hours may be allocated by the college to related theory practice, or as it deems necessary.

### **1000 Hour Crossover Program**

The 1000 Hour Crossover Program is for students with an existing cosmetology license who also want to become a barber. Students taking this program must complete 1,000 Clock Hours and will receive training in Hair cutting to regular cut taper, razor honing and stropping, facial shave, back shave, beard and mustache shave/trim, shampoo and condition the hair, hair coloring, hair relaxer, hair waving, and highlighting, along with facial rolling cream, head and scalp treatment hair pieces.

**Total cost of tuition for this course is \$8500.** If the student already has tools, they must be approved by the instructor. **Total cost without student tool kit fee \$7,780**

Full time students must maintain at least 35 per week for 29 weeks.

## **CURRICULUM OUTLINE FOR 1,000 HOUR CROSSOVER PROGRAM**

### **At least 65 hours of theoretical study**

- Scientific fundamentals of barbering;
- Hygiene and bacteriology;
- Histology of the hair, skin and nerves;
- Structure of the head, face and neck (anatomy and physiology);
- Elementary chemistry relating to barbering sterilization and antiseptic;
- Diseases of the skin, hair and glands;
- Barber history;
- Law pertaining to barbering;
- Salesmanship, advertising, public relations, and human relations; and
- Barber ethics and shop management.

### **At least 110 hours of scientific barbering practice**

- Facial treatments (rolling cream - rest facial - packs - bleach - clay);
- Shampoo treatments (plain shampoo and tonic - hot oil shampoo);
- Tinting;
- Bleaching;
- Facial shaving;
- Haircutting I (tapers);
- Haircutting II (style/trend cuts);
- Haircutting III (styling);
- Straightening and relaxing;
- Permanent waving;
- Hairpieces; and
- Barber implements.

### **At least 800 hours of general barber practice and clinic**

- Facial treatments;
- Scalp treatments;
- Shampoo treatments;
- Tinting;
- Bleaching;
- Facial shaving;
- Haircutting I (tapers);
- Haircutting II (style/trend cuts);
- Haircutting III (styling);
- Hair straightening and relaxing;
- Permanent waving;
- Shop duties;
- Shop management; and



- Hair piece  
25 Hours will be allocated to theory, practice or clinic floor as we deem necessary.

### **500 HOUR BARBER TEACHER TRAINING PROGRAM**

**500 Hour Barber Teacher Training Program** is a program designed for any barber that already has a State of Ohio Barber License with a minimum of 18 months experience in a barber shop (unless approved by the state board) and wishes to become an instructor. Full time students must complete 35 hours per week for 15 weeks, and part time students must complete 15 hours per week for 34 weeks unless previously approved by the school’s administration.

**Cost of this program is \$7500**

### **CURRICULLUM OUTLINE FOR 500 HOUR BARBER TEACHER TRAINING PROGRAM**

<p><b>Laws and Rules</b></p> <ul style="list-style-type: none"> <li>• Ohio revised Code Statutes-O.R.C. 4709 (laws)</li> <li>• Ohio Administrative Rules- O.A.C. 4709</li> <li>• License and Permit Policy and Procedures</li> </ul>	<p><b>50 Hours</b></p>
<ul style="list-style-type: none"> <li>• Inspection and Enforcement Policy and Procedures</li> </ul>	
<p><b>Curriculum Development</b></p> <ul style="list-style-type: none"> <li>• Lesson Planning</li> <li>• Presentation Skills</li> <li>• Educational Aids</li> <li>• Use of Technology</li> <li>• Distance Learning</li> <li>• Grading</li> <li>• Assessment</li> </ul>	<p><b>300 Hours</b></p>
<p><b>Learning Styles</b></p> <ul style="list-style-type: none"> <li>• Learning Modalities</li> <li>• Special Learning Needs</li> <li>• Learner Accommodations</li> </ul>	<p><b>50 Hours</b></p>

<p><b>Classroom Management</b></p> <ul style="list-style-type: none"> <li>• Structuring the Learning Environment</li> <li>• Communications Skills</li> <li>• Professional Ethics</li> <li>• Conflict Management</li> </ul>	<p><b>100 Hours</b></p>
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**200 Hour Barber Refresher Program**

**200 Hour Barber Refresher Program** a program designed for barbers who need to learn new skills or enhance old ones. Students in this program may have a barber license seeking enrichment or need extra help to pass the Ohio State Cosmetology and Barber Board Exam. Full time students must complete 35 hours per week for 6 weeks, Part time students must maintain at least 15 hours per week for 14 weeks.

**Total Cost of program \$2,000**

**CURRICULUM OUTLINE FOR 200 HOUR BARBER REFRESHER PROGRAM**

**Theoretical and Practical Studies**

<p><b>HAIRCUTTING</b></p> <ul style="list-style-type: none"> <li>• Principles and Techniques of Sectioning, Removing length or bulk with razor, scissors, clippers,</li> <li>• Haircutting-tapers, style/trend cuts,</li> </ul>	<p><b>75 Hours</b></p>
<p><b>FACIALS/SHAVES 75 Hours</b></p> <ul style="list-style-type: none"> <li>• Principles and Techniques of Skin Care Treatment and, Histology of the Skin,</li> <li>• Theory of Massage, Facial Treatments, Facial Shaving</li> </ul>	<p><b>75 Hours</b></p>
<p><b>SHOP DUTIES</b></p> <ul style="list-style-type: none"> <li>• State Laws and Regulations, Public Sanitation and Rules of Sanitation, Principles of Prevention</li> <li>• Control, Safe Work Practices, First Aid</li> </ul>	<p><b>50 Hours</b></p> <p><b>TOTALHOURS 200</b></p>

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the Ohio State Cosmetology and Barber Board for examination.

**Student will be observed and graded on technical skills. The student will have performed or will perform a facial, shave, scalp manipulation, haircut, and neck shave. Once completed the instructor will assess were the student will be placed. Chapters to be reviewed 11, 12, 13, and 14. In addition to the 4 chapters to be reviewed the student will**

**also be given the 4 review tests. At 100 hours a 100 Hour Practical Evaluation will be administered a passing rate of 75% must be achieved.**

### **Student Tool Kit**

Meryma'at Barber College reserves the right to distribute student kits at their discretion. The instructors may change items in the kits as they feel necessary. All supplies and kits that are purchased and issued to the students at Meryma'at Barber College are NON-REFUNDABLE.

#### **Student Tool Kit includes:**

Andes Master adjustable blade clipper

Andes Ultra Edge Detachable blade BGRC clipper including 000" Blade pack, 1.5" Blade pack, 2" Blade pack, 3.5" Blade pack, Andes Outliner corded Tblade, hair dryer, sheer set, Finest Clubman talc powder 9 oz bottle, Spray bottle, Mirror, shaving straight razor, 2 clips, Shaving mug set, Pick, Taper comb, Tail comb, 2 styling combs, Flat top comb, 2 Clipper cleaning brushes, 2 spatulas, Scalp Master brush, Tweezers, Styptic Powder

Students are responsible for their tool kit once they are signed for.

#### **Student Tool Kit and Supplies/Misc**

All student tool kit and supplies are required upon class attendance and is the responsibility of the students. This includes all text books, student tool kit and all supplies needed for class. All students may keep their supplies/tools in our school lockers. All tools/supplies must be cleaned and disinfected after every use. Sharing of supplies is not allowed. If a student is lacking a supply, it is their responsibility to get it on their own.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

The school's Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Meryma'at Barber College. All periods of enrollment count toward SAP. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Students receive a user name and password upon enrollment to access academic and attendance records. Based upon the SAP evaluation periods, students receive a written evaluation of their academic progress at the end of each payment period. Students are required to sign a copy of their progress reports.

#### **SAP Evaluation Periods**

The Institutions academic year for all programs is 900 Clock Hours.

Students are evaluated based on **actual hours** Satisfactory Academic Progress evaluations are completed as follows:



1800 Hours Barber Program	450, 900, 1350
1000 Hour CrossOver Program	450, 900
500 Hour Barber Teacher Training Program	250
200 Hour Barber Refresher Program	100

The 1800 Hour Barber Program is the only Pell Eligible Program therefore, requires SAP evaluation at the end of each payment period

**Transfer Students** - Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the program. Transfer hours that are accepted are counted as both attempted and completed hours for the purpose of determining when the maximum time frame has been exhausted. The SAP evaluation periods are based on actual contracted hours at the institution.

**Attendance Progress Evaluations**

All full-time and part-time students in all programs are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The Attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 80% attendance per the evaluation period. Since the beginning of the program which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

**Maximum Time Frame Program**

<u>Program</u>	<u>Weeks</u>	<u>Schedule Hours</u>
1800 Hour Barber Program (Fulltime)	65	2250
1000 Hour CrossOver Program (Fulltime)	36	1250
500 Hour Barber Teacher Training Program (Fulltime)	18	625
500 Hour Barber Teacher Training Program (Part-time )	42	625
200 Hour Barber Refresher Program (Fulltime)	8	250
200 Hour Barber Refresher Program (Part-time)	17	250

The maximum time allowed for transfer students who need less than the full program requirements or part-time students will be determined based on 125% of the scheduled contracted hours. A student is ineligible when it becomes mathematically impossible for her/him to complete her/his program within 125% of its program length and must pay a \$70 charge per day until the program is complete.

## **Academic Progress Evaluations**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each payment period. At the end of each evaluation period, a student must have achieved an overall minimum passing grade of 75% or better; based upon written test and performance in practical and demonstration experience. Students will receive a copy of their Satisfactory Academic Progress Evaluation at the time of each of their evaluations.

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Student's must maintain a written grade of 82% or higher and pass final written and practical exams prior to graduation.

## **Grading Procedure**

At Meryma'at Barber College we follow a grade point system as follows:

93%-100% is Excellent (A)

85%-92% is Very Good (B)

75% -84% is Good Satisfactory (C)

74% and below is Unsatisfactory

Students who meet minimum requirements are considered making satisfactory academic progress until next scheduled evaluation.

### **Warning**

Students who fail to meet minimum requirements for Satisfactory Academic Progress at the end of the first evaluation period (every 450 scheduled clock hours) are placed on Warning Status and considered to be making satisfactory academic progress during the Warning period and. will continue to be eligible for Title IV financial aid. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation.

### **Probation**

Students who fail to meet minimum requirements for Satisfactory Academic Progress at the end of the second consecutive evaluation period will not be considered to be making Satisfactory Academic Progress and, therefore, not eligible for Title IV financial aid. The

student may appeal the Satisfactory Academic Progress decision and if successful, the student will be placed on Probation for an evaluation period, given an Academic Plan and, eligible for Title IV financial aid during probation period.

Students placed on an Academic Plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the Probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as **NOT** making satisfactory academic progress and may be subject to dismissal from the school.

### **Re-Establishment of Satisfactory Academic Progress**

Students may re-establish satisfactory academic progress, as applicable, by meeting the minimum attendance and academic requirements by the end of the warning or probationary period.

#### **Appeal Procedure:**

If a student is determined not to be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of spouse/ relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and final decision documents will be retained in the student's academic folder. If the student prevails upon appeal, the Satisfactory Academic Program Determination will be reversed.

### **Interruptions, Program Incompletes, Withdrawals**

If enrollment is temporarily interrupted for a Leave of Absence (LOA), the student will return to school in the same progress status as prior to the LOA. Hours elapsed during a LOA will extend the student's contract period and maximum time frame by the same number of days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Meryma'at Barber College does not give out Incompletes.

### **Leave of Absence Policy**

A Leave of Absence (LOA) is a temporary interruption in a Student's program of study. LOA refers to the specific time period during an ongoing program when a Student is not in academic attendance. Leaves of Absence can be granted in cases of emergency or medical problems with doctor notification, which cause attendance to be impossible or impractical.

**In order to be placed on Leave of Absence, the Student must:**

1. Obtain a copy of the school's Leave of Absence Request Form from the School Director.
2. Submit the completed and signed form to the School Director in advance, unless unforeseen circumstances prevent the student from doing so.
3. Must state the reason for the Leave of Absence (LOA) request
4. Be approved by the School Director and Financial Aid Officer.
5. Must be in Satisfactory Progress.
6. Leaves must be a minimum of 14 days and a maximum of 180 days in a 12-month period.

A leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence.

The student **will not** be granted a LOA if the LOA , together with any additional LOA's previously granted, exceeds a total of 180 days in a 12-month period.

Students may not arbitrarily decide to "take" a leave of absence. If the student takes an unapproved LOA, he/she will be withdrawn from school.as of the last date of attendance.

There will be no additional charges for a LOA. If the student fails to return or contact the school on the documented return date, the Student will be considered to have withdrawn. The withdrawal date for the purpose of calculating a refund is always student's last date of attendance

In special circumstances, the school may grant a leave of absence to a student in the case of an emergency, such as a car accident or other medical issue that would prevent the student from requesting the leave of absence prior to the incident occurring. In these cases, the school will document the reason for the granting of the leave after the incident has occurred and collect the request from the student at a later date. The beginning date of the leave of absence will be based on the first date it has been determined that the student cannot come to class due to the accident or medical situation.

In order to grant a Leave of Absence there must be the expectation that the student will be returning to school.

A student who is granted a LOA that meets these criteria is not considered to have withdrawn and no refund calculation is required at that time.

Changes to the contract period on the enrollment agreement via an enrollment agreement addendum must be completed by all parties and must be signed and dated by all parties to reflect the new contract end date.

**Noncredit. Remedial Courses.Repetitions**

Noncredit, remedial courses and repetitions do not apply at this school. Therefore, these items have no effect upon the school's satisfactory academic progress standards

Satisfactory Progress in attendance and academic work is a requirement for all students enrolled in this school. Students making a minimum of 75% or better; based upon written test and performance in practical exams, evaluations and demonstration experience and have

achieved at least 80% of their scheduled hours at evaluation will be considered making satisfactory progress until the next evaluation. Students failing to meet satisfactory progress requirements in any or all areas will be placed on warning status until the next evaluation period and given the opportunity to meet satisfactory progress requirements. Student's attendance is on quantitative basis and academic is based qualitative basis. Students are responsible for meeting all SAP (Satisfactory Academic Progress).

### **Graduation Requirements**

The following requirements must be met for all programs in order for a student to qualify for graduation and be issued a diploma:

- \* Complete all courses of study and designated hours as required by the Ohio State Cosmetology and Barber Board
- \* Submit all exit paperwork
- \* Make satisfactory arrangements for all tuitions and debts owed to Meryma'at Barber College.
- \* Pass the final exams (written and practical) with scores of 75% or higher

Upon completion of all programs and graduation requirements a diploma for the course of study will be granted. All graduates will be eligible to complete an application for the state licensing exam.

The application will be forwarded to the State by the student. Upon obtaining a valid license, the graduate may engage in his or her desired field for compensation.

***\*Students who graduate by completing any of our programs will receive a diploma***

### **Withdrawal Policy**

Withdrawal is defined as the student voluntarily ceasing enrollment in any program. Withdrawal can occur at any time after the student begins training and prior to the final day of the program.

A student who desires to withdraw from the school must submit a letter requesting a withdrawal prior to leaving school. Generally, only written notification to the school director will be considered an official withdrawal.

However, if the student is incapacitated because of health or other reasonable concerns, a verbal notice will be considered.

An unofficially withdrawal occurs when a student does not attend school for fourteen (14) consecutive days and does not notify the school of his/her intentions to return. The date of determination that the student has withdrawn will be the 15<sup>th</sup> day of absence at which time a return calculation will be performed based upon the student's last date of attendance. If it is determined that a return calculation is due, it will be completed within 30 days.

If a student chooses to withdraw from Meryma'at Barber College all required exit paperwork must be completed and turned in. Any and all money owed to Meryma'at Barber College must be paid in full leaving a zero debt.

All requirements must be completed in order to receive a copy of completed hour transcripts at a cost of \$10. If all debts are not cleared, no transcripts will be released.

Meryma'at Barber College has the right to withhold any transcripts or paper work from the student until all debt has been paid. Upon all of the student's debts are paid, Meryma'at Barber College will send paperwork to the student.

If you are a withdraw student from Meryma'at Barber College and would like to continue your barbering education at Meryma'at Barber College, you must meet all of the requirements stated above and continue making payments from the past enrollment period until you are completely paid up in full and sign another new enrollment agreement

### **Termination/Suspension Policy**

Students who choose not to comply with the Meryma'at Barber College school enrollment contract, or State Law regulations will be terminated from any and all programs of the College and will be charges a \$150 termination fee.

Any destruction of property or non-payment of fees of any kind is cause for termination. Any and All Illegal acts are cause for termination.

Any/all misconduct toward a student, employee, or client is cause for immediate suspension and/or termination. Meryma'at Barber College has a ZERO tolerance for any disrespect towards any staff member. All staff reserves the right to send a student home and may suspend and/or terminate them based on their actions. Meryma'at Barber College Reserves the right to terminate any student they feel is not following the school's policies at any time.

### **Attendance Policy**

All students' attendance is always very important. Students are to attend all classes regularly and must maintain an 80% attendance rate which is checked every 30 days.

All students are required to attend class for their scheduled hours including mandatory Saturdays. If a student is a no call no show for 14 consecutive days, they will be terminated. In the event that a student must be absent, excused absence for unforeseen emergencies, funerals, jury duty, illness, etc., the student is responsible to bring their clock average back up by the next evaluation period. Students who are not meeting attendance requirements will face consequences as follows:

- 1) Written warning
- 2) One week suspension (with unexcused absence charges)
- 3) Termination from Meryma'at Barber College

### **FEE POLICY**

All fees for testing and licensing are the responsibility of the student and are not covered by tuition fees.

Students who do not complete the requirements necessary to graduate on time will incur a \$70 penalty fee per day for every day after contracted graduation date. All fees and other charges are subject to change. All students of Meryma'at Barber College are responsible for any and all fees at all times.

### **REFUND AND CANCELLATION POLICY**

- a.) Students wishing to withdraw/cancel the contract must submit a written notice within 3 business days of signing the enrollment agreement regardless of whether the student has actually started training. All monies collected by the school are refunded except a non-refundable application fee.

Submit letters to: Meryma'at Barber College, 12825-27 Lorain Avenue, Cleveland, Ohio 44111 or

- b.) An applicant rejected by the school will be given a full refund of all money paid less the application fee. If the cancellation is within 3 business days, they will be entitled to a full refund of all monies paid less the application fee, regardless of whether program has begun. If the cancellation is after 3 business days of signing but prior to entering classes, the student will be entitled to a full refund less the registration fee of \$300 as well as a \$70 Admissions application fee. A rescheduled program will re-start the 3-day period beginning the day the student was notified. Cancellations must be in writing. The date is determined by the postmark on the envelope or the date the notice is received. Attendance is monitored at least every 30 days. When situations of mitigating circumstances are in evidence,

the school director, at his sole discretion, may issue a refund that exceeds the school refund policy.

- c.) If the school cancels a program and ceases to offer instruction after students have enrolled and instruction has begun, the school at its option will provide a pro rate a refund for all students transferring to another school based on the hours accepted by the receiving school, provide completion of the program, participate in a Teach-Out Agreement or provide a full refund of all monies paid. If a program is cancelled after a student enrolls and before instruction in the program has begun, the school at its option will provide a full refund of all monies paid or completion of the program. If the school closes permanently and ceases to offer instruction after student has enrolled, and instruction has begun, the school will make arrangements for the students by, at the school's option, provide a pro rata refund or participate in a teach out agreement.

- d.) A \$150 fee is charged for re-enrollment, withdrawal or terminating a program early. Students that re-enroll must sign a new contract at the tuition rate then in effect. Books, kit and uniform, once issued, become the property of the student and are non-refundable.

- e.) Withdrawal calculations for discontinued students are based on scheduled hours attended.

f.) Students are discontinued, and a withdrawal calculation performed, if they leave school for any reason other than graduation such as expulsion, voluntary withdrawal, and failure to return from an approved leave of absence on their scheduled date of return or if they notify the school that they will not be returning from a leave of absence. In the case of a leave, the date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the school that the student will not be returning. Money will be refunded within 45 days from the date they are discontinued, whether officially or unofficially.

g) Refund Schedule

PERCENTAGE LENGTH COMPLETED TO TOTAL LENGTH OF PROGRAM	TUITION OWED TO SCHOOL AMOUNT OF TOTAL
0.01% TO 04.99%	20%
5.0% TO 9.99 %	30%
10.0% TO 14.99%	40%
15.0%TO 24.99 %	45%
25.0% TO 49.99%	70%
50% AND OVER	100%

Students terminating training after completing more than 50% of the contracted program length will owe the entire balance of their enrollment contract.

h.) Formal termination shall occur at the end of the following: The last date of physical attendance, the date on which the student notifies the school of their intent to withdraw, the end of the leave of absence if the student does not return, or the date the student is expelled. Any money due the student shall be refunded within forty-five (45) days from the date of formal termination by check. Refunds are calculated based on the student’s last date of attendance.

i.) Enrollment time is defined as the time elapsed between the actual starting date and the last physical date of physical attendance.

j.) This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: textbook/workbook, Uniform, badge fee, un returned school property, etc.) will be calculated separately at the time of withdrawal. Costs that are not included in the program pricing are identifies in the catalog and on the enrollment agreement. Students are responsible for any additional items charged to their student ledger while in school. Students sent to collections will incur the maximum fees allowed by Ohio law.

**VETERANS REFUND POLICY**

In the event that veterans or their eligible persons sponsored as students under Chapters 30, 32, 33, 35 of Title 38 and Chapter 1606 or Title 10 U.S. Code, fail to enter the Program or withdraw or are discontinued therefrom at any time prior to completion, the amount charged for tuition, fees and other charges shall not



exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the non-accredited program bears to its total length. A registration fee of \$10 need not be refundable: any amount beyond that is subject to pro ration and refund (CFR 21.4254( c) (13)). The pro rata portion may not vary more than 10 percent of the total costs for tuition, fees, and other charges

### **Time Card Policy**

The Ohio State Cosmetology and Barber Board requires that all student hours are documented via a time clock palm scanner and will be posted/ reported to the Board on a monthly basis. All students shall comply with the following:

- all students will clock in/out every day and for all breaks. Breaks are given at the discretion of the instructor. Students are NOT to take a break without instructor permission. Doing so will result in being sent home and the charges that incur with being sent home.
- students will clock out for 30 minutes lunches each day which do not count toward your clock hours.
- credit will only be given for time verified by time clock
- mistakes will only be corrected by instructors/staff
- students are responsible for clocking themselves in and out.

Corrections to the time clock are to be made by the operations manager only. Clocking in late will result in losing time. For each 10 minutes that the student is late, it is counted as a half hour of time lost.

### **Unexcused Absences and Tardiness Policy**

Students are required to call the main office or send an email to inform they will arrive late or be absent prior to any absence or tardiness.

**All students are to arrive at Meryma'at Barber College 15 minutes prior to class Monday-Friday.** You may be charged a late fee if you are not on time and will be charged per hour.

Fees are as follows:

All Barber Programs: 01-30 minutes late fee is \$4, 31-59 minutes is \$8

**The unexcused absence fees per hour for the day before/after holidays and Saturdays are \$16 per hour. All Barber Programs: 01-30 minutes late fee is \$8, 31-59 minutes is \$16.**

Students will not interrupt a class in progress due to tardiness. You must be respectful to the students that made it on time. You may be sent home at the discretion of the instructor and will be responsible for the fees.

**Students must provide proper documentation for an absence to be excused such as:**

- 1) Doctor's note
- 2) Hospital papers
- 3) Funeral card or notice
- 4) Court papers

- 5) Schedule from work
- 6) Car repair ledger

**NO ABSENCES WILL BE EXCUSED THE DAY BEFORE OR AFTER A HOLIDAY**

### **Payment Methods**

*Students interested in enrolling are provided with several options for paying for their program of training during their initial admissions interview. Currently the school accepts State funding from Bureau of Worker's Compensation, Bureau of Vocational Rehabilitation, and Federal funding from Veteran's Association for qualifying students, and Title IV. Students who do not have any third-party funding assistance are to set up payment plans. Credit Cards, Cash, and Checks are accepted.*

### **Make Up Work Policy**

All makeup work due to absence is the responsibility of the student. Missed work must be done in no more than a week or a zero credit will go toward the student's grade.

### **Grievance Policy**

Meryma't Barber College wants to ensure that all students feel free to state any problem they are having with a class procedure, student, academic issue or employee.

Students are required to state any complaint to the school director verbally and in written form within a week of the issue. The principal will then exhaust all options to solve any issue quickly and effectively within 10 days' time.

If the complaint cannot be resolved with the school's grievance policy and all options have been exhausted, the student may also contact:

#### **The Ohio State Cosmetology and Barber Board**

1929 Gateway Circle  
Grove City, Ohio 43123  
(614) 466-5003

### **Professional Conduct**

Meryma't Barber College is committed to conducting its business in a professional, lawful and ethical manner. Meryma't Barber College expects all students to meet the highest standards of legal and ethical conduct. Anything else is considered unacceptable. Each of us has an obligation to behave at all times with honesty and propriety because such behavior is morally and legally right.

## **Cheating Policy**

The instructors of the classes at Meryma'at Barber College make the judgment on whether they believe if a student is cheating or not.

Any behavior consisting with but not limited to any academic dishonesty, plagiarism, sharing test information, or distributing any academic materials without the instructor's permission may result in suspension from school and/or loss of a grade.

## **House Keeping Policy**

At Meryma'at Barber College we take pride in our establishment. The school must remain clean at all times. To help ensure the cleanliness of our school, there is a weekly cleaning chart.

## **CAMPUS SECURITY**

### **Theft Policy**

The entire campus of Meryma'at Barber College is under constant surveillance.

Any person(s) caught attempting any theft from the campus will be terminated from the program and prosecuted.

cleaning chart located at the front desk, and students are assigned a cleaning task to complete.

### **Disciplinary Policy**

Students are expected to conduct themselves in a professional manner at all times. Our students are to show respect.

Any students who fail to comply with the rules at Meryma'at Barber College and or directions and instructions from Meryma'at staff or management may be subject to disciplinary action as follows:

- First Offense is a verbal warning which will be noted in the student's record/file,
- Second offense is a written warning
- Third offense is suspension (suspensions do not include Saturdays)
- Fourth and final offense is termination.

#### ***The disciplinary policy excludes the Attendance Policy***

Any student to violate any of the following regulation policies may be immediately terminated From Meryma'at Barber College:

- Loss of hours or missing school days due to incarceration for any charge
- Conviction of any crime

- Having legal problems that cause a student to be unable to commit to time and studies for school
- **Refusing to accept a client/patron of Meryma'at Barber College after being instructed by the teacher to or being discourteous to a client.**
- **Use of obscene gestures and/or words**

Should any authority decide that a student appears to be unable to have control of their physical or mental capabilities that student will be asked to leave temporarily until we receive notice from a doctor stating the nature of that the student's illness in a medical report and certifying that the student is able to return and perform barbering duties to the public, and at that time authorities at Meryma'at Barber College may decide for a return allowance.

## **Policies/Procedures under Family Educational Rights & Privacy Act (FERPA)**

### **Release Of Student Records**

Under authority of the Family Education Right to Privacy Act, the school has established a policy for the release of student and/or graduate information:

All students attending Meryma'at Barber College will have the right to inspect, review and challenge their academic records including grades, attendance, advising, and any additional information contained in their education records. The right to student file information is not conveyed to any spouse or family member by the right of relationship. A spouse does not have access unless student allows said access to file. Parents/ Guardians of dependent minors may provide for release to third parties.

Education records are defined as files, materials, or documents that contain information directly related to students and maintained by Meryma'at Barber College. The School Director supervises records and access is afforded by school officials for the purpose of recording grades, attendance, and advising, as well as determining financial assistance eligibility.

Each student has the right to review their academic and financial assistance records. The review will be allowed during regular school hours under appropriate supervision. The student must notify the school one day in advance. During and after inspection of the files, no original document may be removed by the examining party. The school will provide one copy of each document free of charge and will do so within five (5) working days of the student's request.

Written consent by parents/guardians of dependent minors is required before education records may be disclosed to third parties including parents and spouses with the exception of the accrediting commissions and government agencies so authorized by law. Anytime access is granted to a student file for purpose of review by other than appropriate management, state, or federal authorities, access documentation will be kept of the date, place, and time during which access occurred. The name of the person(s) who accessed the file and the reason for the review will be recorded.

Under no circumstance will the school disclose to any agency or person any statistic or report in the student files that relate to Campus Crime Information reporting requirement. This does not preclude disclosure under order of the court or to agencies entitled to access by right of legislation.

### **Student Access Policy**

Students who are registered at Meryma'at Barber College and have begun their classes will be required to give a password for access to their file on line to check grades at their convenience through our Genesis Software Program.

Meryma'at Barber College maintains records of grades and transcripts for 3 years.

### **Privacy Policy**

All student information is kept private. Only the Principal and College owner have access to students' personal information and files. No information will be given out about any student without first consulting with the student and receiving written permission from the student to disclose any personal or educational information.

### **Dress Code Policy**

Meryma'at Barber College requires all students to dress in a professional manner. Dress code consists of dress/casual pants, nonslip dress shoes, collar shirt, tie and smock. Smock must be worn at all times **OVER YOUR CLOTHES**. Dress down days are Friday and Saturday.

Any student not adhering to the established dress code may be asked to leave in order to change resulting in loss of required hours and sent home fees.

No hats, ski masks, durags, hoodies or bandanas allowed, caps are allowed on dress down days. Religious purpose head wraps are permitted.

Meryma'at Barber College is a professional environment, therefore, no open toed shoes. No holes in the pants. Jewelry is to be kept at a minimum, no excessive jewelry, **no shorts**, no skirts, no leggings, no yoga pants, no joggers, no sweatpants, no slides, no crocs.

**ABSOLUTELY NO SAGGING OF THE PANTS**

### **Cell Phones and Communication Devices Policy**

All Cellular phones are to be kept on silent or vibrate during class hours. Cell Phone calls are not permitted on the clinic floor or in the classroom

The staff at Meryma'at Barber College will take personal messages for you. All personal phone calls can be made during your lunch time and breaks.

Emergency phone calls or messages will be given to the student.

## **Parking Policy**

There is plenty of staff appointed designated areas for students to park their vehicle. Students are to park besides the building or on the adjacent side street. students are not permitted to park in front of the building allowing space for clients to park. However, there are parking spaces across the street from our campus and students may park across the street in the church parking lot for an additional monthly fee for the church.

## **Smoking Policy**

Meryma'at Barber College is a non-smoking campus. All smoking shall be done in the rear of the building on our beautifully designed patio designated for smoking. There is to be no smoking in front of the campus. All cigarettes must be properly extinguished and disposed of in appropriate containers. Please be respectful of our neighbors. Smoking is only allowed during lunch/break times.

## **ALCOHOL AND DRUG-FREE EDUCATIONAL FACILITY POLICY**

The School is concerned about the use of alcohol and drugs in the educational facility. This concern is based upon the effect that those substances have on a person's judgment, performance, safety, and health. The School prohibits the possession, use, or being under the influence of alcohol or an illegal substance on School premises or at a School activity.

This prohibition includes drugs which (a) are not legally obtainable or (b) are legally obtainable but have not been legally obtained. The prohibition also includes prescribed drugs not legally obtained and prescribed drugs not being used for the prescribed purposes.

In order to enforce this policy, the School reserves the right to search all School premises, including classrooms, administrative offices, corridors, storage rooms, and parking lots. The School also reserves the right to search all employees and student property on School premises or at School activities, including but not limited to backpacks, purses, handbags, lockers, and vehicles parked on School property. The School also reserves the right to implement other measures necessary to deter abuse of this policy. Failure or refusal to cooperate may be grounds for disciplinary action, including expulsion from the School or termination for employees.

The School also will not object to law enforcement seeking to search School premises or employees and students, and employee and student property on School property or at School activities.

### **Drug/Alcohol Abuse Counseling:**

There are drug or alcohol counseling treatment and rehabilitation facilities available in our area where advice and treatment may be obtained. Professional counseling is available through the following agencies:

Center for Effective Living, Inc.  
2800 Westgate Professional Center, Suite 200

Allied Behavioral Health Services, In.  
22540 Lorain Road

Fairview Park, Ohio 44126  
440-333-4949  
[info@effective-living.com](mailto:info@effective-living.com)

Fairview Park, Ohio 44126  
440-401-2516  
<http://alliedbhs.com/>

The Yellow Pages in the local phone book is an excellent source. Look under the heading “Drug Abuse & Addiction-Information and Treatment.” The Ohio Office of the Bureau of Drug Abuse in Columbus, there is the State Drug Abuse Prevention and Treatment coordinator at (614) 466-7893.

Meryma’at Barber College is a drug free College. Here at Meryma’at Barber College we have a zero-tolerance drug policy.

Any student under any influence of drugs or alcohol is subject to termination and removal from the college.

**The following is a list of local and national resources:**

**Drug & Alcohol Services**

Ala-non	216-621-1381
Alcohol/Drug Resource Hot-line	800-252-6465
Alcoholics Anonymous	216-241-7387
Recovery Resources	216-923-4001
National Council on Alcoholism	800-622-2255
National Institute on Drug Abuse	800-662-help
Cocaine/Crack Abuse Hot-line	800-234-0420
Heroin Addicts Hot-line	216-623-6888

**Safety Policy**

For the safety of the students, clients, and staff of Meryma’at Barber College, there are no weapons or guns allowed on the campus.

There is to be no loud confrontations or arguing in the classroom, the clinic or in front of customer or client.

These actions may be a result of termination. No pushing, shoving or horseplay of any kind is permitted on campus at any time. Any Physical altercation such as pushing or hitting is a direct violation of Meryma’at Barber College School Policy.

Always report if there is an accident, anything hazardous, and/or if you see something suspicious. Students who get injured on school property must report it and fill out an incident report immediately.

Meryma’at Barber College does not employ or contract for any law enforcement or security personnel.

### **Emergency Evacuation Policy**

Safety is important to us at Meryma'at Barber College. In the event that an emergency takes place, students can easily find the exit signs located by the front door, back door and by the back patio.

Students are to exit only through those doors in a quick and calm manner.

### **Sexual Harassment Policy**

No student shall discriminate against or harass another student, instructor, or staff member of this institution for any reason.

This includes but not limited to: Verbal and physical or otherwise.

Anyone violating the policy will face disciplinary action up to and including suspension or termination from the program.

### **Sanitation Policy**

All work stations which includes chair, and drawer, area around station are to be kept clean. Tools are to be cleaned regularly and after all uses. They are to be kept in closed compartments. Barbicide containers are to be maintained regularly. Cleanliness is very important, and all cleaning must be done thoroughly enough to be accepted according to the Ohio State Cosmetology and Barber Board rules and sanitation regulations.

All students are to uphold the school's high standard of cleanliness.

### **Physical Demands of Barbering**

The physical demands of barbering require the use of eyes, upper body and hands, long hours of standing on your feet. Many barbers experience problems with shoulders, arms, hands, legs, and backs due to the physical demands of barbering. Proper consideration (shoes, mats, etc.) will help to alleviate these problems.

Meryma'at Barber College does not have disability accommodations.

### **Vaccination Policy**

Meryma'at Barber College does not require vaccinations prior to enrollment for any students.

### **Inspection Policy**

Meryma'at Barber College may be subject to random inspections by the Ohio State Cosmetology and Barber Board inspector.

Ohio State board rules, regulations and sanitation policies shall be followed at all times. All instructors at Meryma'at Barber College must ensure that all rules and regulations are followed all the time.



## **Rules and Regulations Policy**

The Ohio State Cosmetology and Barber Board rules and regulations governing barbers of barber shops.

Following the rules and regulations of the Ohio State Cosmetology and Barber Board as a class it is an absolute must.

## **Placement Assistance: Careers in the Barbering Field**

Upon graduation from Meryma'at Barber College each student will have the training in all services needed by the clients in any barbershop or hair styling salon.

All students will graduate with the skill in all styling, receiving a well-rounded education to accommodate all clients' hair needs.

Although employment is not guaranteed, at Meryma'at Barber College, we follow up with you and make every effort to secure employment for our graduates.

## **FINANCIAL AID INFORMATION**

### **FEDERAL STUDENT AID**

Federal Student Aid comes from the federal government-specifically, the US Department of Education. Federal Student Aid is money that helps a student pay for higher education. Federal Student Aid covers such expensed as tuition and fees, room and board, books, supplies and transportation.

#### **WHO gets federal student aid?**

##### **Basic eligibility requirements:**

- Demonstrate financial need
- Be a US Citizen or an eligible non-citizen
- Have a valid social security number
- Register (if you haven't already) with Selective Service, if you are a male between the ages of 18-25
- Maintain Satisfactory Academic Progress while in school
- Have a high school diploma or GED

##### **How do you apply?**

- Complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov) enter our school code **042898**
- The Financial Aid Administrator will receive the information from your FAFSA and create an Award Letter which will tell you what aid you will be offered at Meryma'at Barber College.
- Federal Pell Grant – does not have to be repaid and are based on student need.
- Additional documentation may be requested by the school Financial Aid Administer for verification or to clear **C codes** from information found on the student FASFA Application.
- Students account will be credited towards tuition and fees prior to funds being disbursed to student directly.

### **FINANCIAL AID VERIFICATION POLICY**

Once students complete and submit the free application for Federal Student Aid (FAFSA) to the Central Processing System (CPS.) The application submitted may possibly be selected for a process called "verification". This may occur if there is conflicting data, change from the year before, or random selection process. If the student's application is selected, the Financial Aid Advisor (Deana Ibarra) will be required to conduct a review in order to determine eligibility. The Financial Aid Advisor will inform students within 5 business days of receiving the students Institutional Student Information Report (ISIR) of deadlines for submission of documentation. The student will be provided an estimated award letter outlining the funding that they are eligible for. Funds will not be disbursed until verification is complete. Students will be required to sign and complete verification forms and documents along with

supporting documentation such as IRS Tax Return Transcripts, W-2 forms, etc. The Verification Process cannot begin and/or be completed until all required documents are submitted. Missing deadlines for document submissions or corrections to verification paperwork may delay student's enrollment in class unless:

- Otherwise approved and agreed upon by the Director of Education and student; AND
- Student understands and is made aware via signed acknowledgement that:
- Aid may change after enrollment if undergoing verification
- They will still be held to the refund policy regardless of what their financial aid is after verification
- Should they enroll prior to verification being finalized and their aid change due to verification, the student will be provide a revised award letter. This may result in student owing school higher balance. The school will notify students within 3 business days to discuss financial aid changes resulting from verification.

### **Verification Items:**

- Adjusted Gross Income (AGI) U.S.
- Income Tax Paid
- Education Credits
- Untaxed IRA Distributions
- Untaxed Pensions
- IRA Deductions and Payments
- Tax-Exempt Interest
- Income earned from Work
- Household Size
- Number in College
- High School Completion Status
- Identity/Statement of Education Purpose

### **FINANCIAL AID DISBURSMENT POLICY**

- Upon deposit of funds from the Department of Education, disbursements are applied to student ledger. Disbursements are made in two payments. The first payment is at the beginning of the program. The second at mid-term. The second disbursement can only be released to the student is the student has successfully completed half the number of weeks in the program, 900 hours, and be maintaining satisfactory academic progress.
- The disbursement dates listed on the award letter are approximate and subject to change. Any monies due the student will be paid by check directly to the student within 14 days of disbursement from the Department of Education once the student has a zero balance with the school.

### **TIMING OF DISBURSEMENTS**

Meryma'at Barber College 1800 Hour Barber Program is an 1800 Hour barber program. In the financial aid world, this is two (2) 900 hour academic year. Each academic year has 2 enrollment periods. Pell Grants are requested by the financial aid office on day 1, 450 hours, 900 hours, and 1350 hours. It may take up to 2 weeks for the school to be funded. Schools have an additional 14 days from the date DOE funds the school to credit student accounts. Funds cannot be requested from the DOE if the student verification code or C code has not been cleared by the DOE.

**Professional Judgement-** Professional Judgement is requested when the information that was reported on the FAFSA has changes; a special circumstance has taken place, which in turn has an effect on the family to pay for the student's education. Congress has allowed the financial aid administrator the authority to take into consideration the special circumstances on a case by case basis. The school must have adequate documentation to properly support the decision. A professional judgement is optional, not mandatory. The decision of the financial aid administrator is final. There is no appeal.

### **APPOINTMENTS CAN BE MADE WITH THE FINANCIAL AID ADMINISTRATOR DEANA IBARRA IN THE ADMISSIONS OFFICE.**

### **FINANCIAL AID RESPONSIBILITIES**

- Entrance Counseling and MPN (Master Promissory Note) must be completed prior to getting your first loan disbursement. Log onto [www.studentloans.gov](http://www.studentloans.gov).
- Periodic loan counseling will be taught your time at Meryma'at Barber College

- Guest speakers from local banks will also help explain
- Exit counseling must be completed prior to graduation. Log into [www.studentloans.gov](http://www.studentloans.gov).

## **RETURN OF TITLE IV FUNDS**

The law specifies how Meryma’at Barber College must determine the amount of Title IV program assistance that has been earned if a student withdraws from school. The Financial Aid Office will perform a Return of Title IV Funds Calculation when a federal student financial aid (Title IV) recipient withdraws from his/her program. This process ensures that the institution correctly calculates the amount of federal student aid earned by the student and returns unearned funds back to the respective federal student financial aid program(s). In some cases, the student will be required to return unearned title IV funds. In addition, the return of Title IV process may result in the student owing the school for unpaid tuition and fees.

The requirements for Title IV program funds when you withdraw are separate from Meryma’at Barber College institutional refund policy. Therefore, the student may still owe a balance to the school to cover unpaid institutional charges.

A student may withdraw from Meryma’at Barber College at any time by notifying Deana Ibarra-Director of Financial Aid/Operations Manager, in writing of his/her decision to withdraw. It is highly recommended that the student speaks to a Financial Aid Advisor prior to withdrawing. The “official withdrawal date” will be determined by the postmark on written notification of withdrawal, the date the said notification is delivered to the school in person, the date of expulsion by the school, or the expiration date of an approved Leave Of Absence. If the student unofficially withdraws the official withdrawal date 14 days from the student’s last date of attendance.

The portion of Title IV funds allowed to be retained is calculated on a percentage basis by dividing the total number of clock hours scheduled to be completed as of the withdrawal date in the period, by the total clock hours in the payment period.

For example, if the student withdrew at 114 scheduled clock hours of a payment period that has 300 clock hours, the student has completed 38% of the period and therefore has earned 38% of federal student financial aid that was disbursed or could have been disbursed. That means that 62% of the aid that was disbursed or could have been disbursed remains unearned and must be returned to the federal student financial aid program(s). The order of funds will be returned to the US Department of Education is as follows:

Federal Direct Unsubsidized Loans

Federal Direct Subsidized Loans

Federal Direct parent Plus Loans

Pell Grant

Iraq Afghanistan Service Grant

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds the student was scheduled to receive during the period.

If the amount of aid disbursed to the student is greater than the amount of aid earned by the student, the unearned portion must be returned to the federal student financial aid program(s). In returning unearned funds, Meryma'at Barber College is responsible for returning the portion of the excess equal to the lesser of:

The institutional charges for the payment period multiplied by the unearned percentage of funds

All unearned Title IV Financial Aid Funds

A student may be required to return excess unearned Title IV funds. If the amount of aid disbursed to the student is less than the amount of aid earned by the student, a post withdrawal disbursement may be available to assist the payment of any outstanding tuition and fee charges on the student's account or be directly disbursed to the student. The post-withdrawal disbursement may be made from Title IV grant funds before available Title IV loan funds. The student is responsible for their portion of unearned Title IV Funds.

If a student is eligible to receive post-withdrawal disbursement from Title IV loan funds, the student (or parent) will be asked for his/her permission to either disburse the loan funds to the student's account to reduce the balance owed to the institution or disburse the excess loan funds directly to the student. Meryma'at Barber College has 30 days from the date the student withdrew, determined by Meryma'at Barber College, to offer the post-withdrawal disbursement of a loan to the student (or parent). Grants will be disbursed within 45 days. Loans must be offered to the student within 30 days, allowing the student at least 14 days to respond. If the R2T4 results in a credit balance, the credit balance must be disbursed as soon as possible and no later than 14 days after the of the R2T4 calculation.

The student (or parent) has 14 days from the date Meryma'at Barber College sends the notification to accept the post-withdrawal disbursement in writing. If the student the post-withdrawal disbursement, Meryma'at Barber College will make payment as soon as possible, but no later than 180 days from the student's withdrawal date. No portion of the post-withdrawal disbursement of loan funds will be disbursed if the student (or parent) does not respond to Meryma'at Barber College's notification.

Once the unearned portion of the return of funds has been calculated, the Financial Aid Office will return the aid to the appropriate federal student financial aid program(s) within 45 days of the date of determination that the student withdrew. The order of return is specified below. The unearned funds will be "charged back" to the student's tuition account and may result in unpaid tuition and fees. The student will then be billed for any unpaid institutional charges that result from the return of funds to the Title IV program(s) and will be responsible for full payment. A student will not be allowed to re-enter, register, or receive an official academic transcript until the outstanding balance has been paid in full.