

# MOLER BARBER COLLEGE OF HAIR STYLING ENROLLMENT CATALOG

16 South 8<sup>th</sup> Street  
Fargo, North Dakota 58103  
701-232-6773

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

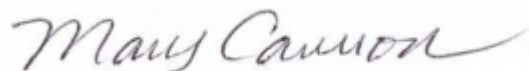
Volume 22

June 1, 2019

Director  
Andrew J. Storkamp  
[molerbarbercollegefargo@gmail.com](mailto:molerbarbercollegefargo@gmail.com)



Andrew J. Storkamp



Mary Cannon

## TABLE OF CONTENTS

<b>Subject</b>	<b>Page</b>
Philosophy	3
History	3
Code Of Ethics	3
Faculty Qualifications	4
Approved Post Secondary School	4
Entrance Requirements – Barber Styling Course	4-5
Enrollment	5
Admission Requirements	5
Educational Objective	5-6
Hours and Classes	6-8
Program Calendar	8
Grading System	8
Satisfactory Progress Policies (SAP)	9
Non-Completion of Course	9
Transfer Students	10
Evaluation of Previous Education and Training – Barber Styling Course	10
Leave of Absence	10
Withdrawal	11
Interruptions	11
Financial Aid / Academic Warning and Probation Status	11-12
Required Completion Date	12
Re-Admission Policy	12
Conduct	13
Nondiscrimination Policy	13
Diploma	13
State Board Exam	13
State Board Failure	14
Student Advisory	14
Student Services	14
Student Complaint Procedure	15
Financial Aid	15
Schedule of Costs	16-17
Cancellation and Tuition Refund Policy	17-18
Return of Title IV	19-20
Drug / Alcohol Abuse Advisory Program	20
Description of School Facilities	21
Campus Security	21

\*Any updated information can be found at the end of the catalog, including Return of Title IV Federal Student Aid, Campus Security Report, and Program Calendar.

## **PHILOSOPHY**

Moler Barber College of Hair Styling is dedicated to thoroughly training students in the theory and skills necessary for becoming a barber stylist in the State of North Dakota. The school believes in developing student motivation as well as customer relations and customer retention. Our objective is to teach a comprehensive barber styling course with professionalism as the ultimate goal of the student. An additional objective is to prepare students for examination by the North Dakota State Board of Barber Examiners.

## **HISTORY**

Moler Barber College of Hair Styling has been successfully graduating barbers since 1923. Changes have occurred in this industry during the past 93 years. Although many barbers still have the trademarked barber pole displayed outside their shop, some services have changed. Today's barber stylists are hairstyle specialists who not only cut hair but also shape, style and color men and women's hair. In addition, they offer scalp treatments and facial massages alongside the traditional services of shaving and trimming beards. To meet the demands of today's patrons, the curriculum has been expanded to include all phases of hair care. The instructors are kept knowledgeable of the latest cutting techniques. New equipment is added as necessary to keep up with any changes. We prepare men and women of all ages to meet the challenge of today's competitive job market.

## **MOLER BARBER COLLEGE OF HAIR STYLING – CODE OF ETHICS**

We pledge to you, the valued students, a constant dedication to the teaching of a comprehensive level of barber styling and artistry. We also feel it to be our professional responsibility to supply you with quality equipment, supplies, and technology. To the student and to our customers, we pledge the training and services to accomplish this end.

I certify this catalog to be true and complete in content and policy, and I adhere to the policies in this catalog with no deviation.



Andrew Storkamp

## **FACULTY QUALIFICATIONS**

Moler Barber College of Hair Styling has on instructor, and in accordance with the North Dakota Barber Laws under the supervision of the North Dakota Board of Barber Examiners, holds an instructor certificate issued upon passing the instructor examination.

## **APPROVED POST SECONDARY SCHOOL**

Moler Barber College of Hair Styling

1. Participates in TITLE IV Student Financial Assistance Program under the U.S. Department of Education.
2. Licensed by the ND Board of Barber Examiners.
3. Participates in Veterans Education Benefits, including Post 911
4. Participates in ND Department of Vocational Rehabilitation, BIA. JTPA, Social Security, and Workmen's Compensation.
5. Participates with Rural Minnesota CEP.

## **ENTRANCE REQUIREMENTS – BARBER STYLING COURSE**

An applicant, before registration as a student, must qualify under the laws of the State of North Dakota and also under the general criteria of Moler Barber College of Hair Styling. The nature of the course is barber styling/ Students are taught through theory and practical classes, the art and science of barber styling/. Training will give the student knowledge of techniques used in performing hair cutting, styling, perming coloring, facials, shaving and various subjects used in the barber stylist field today. Students will also learn to handle the implements used to perform the tasks such as clippers, shears, dryers and linen set-ups.

Moler Barber College of Hair Styling's nondiscrimination policy is on the basis of race, creed, color, sex or national origin in the admission of applicants and employment in the educational programs or activities which it operates. The school determines that each applicant accepted has no handicaps, physical or otherwise, that could reasonably prevent use of knowledge or skills gained from the training desired. According to North Dakota Laws Governing Barbers (43-04-28), a potential student must have good moral character and temperate habits. We must abide by this ruling. In any case where the school does enroll a person who does not meet the normal basic admission qualifications, it has written record of the reasons why the student was permitted to enroll and is prepared to justify its actions in accepting the enrollment. The school does not accept enrollment from a person of compulsory school age, nor one attending a school elementary or secondary level, unless it

has been established through contract with properly responsible parties that the pursuit of the course would not be detrimental to the student's regular school work.

## **ENROLLMENT**

Moler Barber College of Hair Styling has an open entry enrollment wherein students may begin their course in barber styling the second Monday of each month. Because the school is smaller in size and is limited by the state law insofar as student enrollment is concerned, all student enrollments must be pre-arranged. A typical class or laboratory situation during our course consists of four to six students. The enrollee must fill out the application form which has simple basic questions and must also complete application for Permit As A Student In Barber School which is required by the State Board of Barber Examiners for North Dakota. This form includes a physician's certificate.

## **ADMISSION REQUIREMENTS**

1. Applicant must be at least seventeen (17) years of age.
2. Applicant must have a high school diploma or GED
3. Applicant must be of good moral character and temperate habits.
4. Applicant must have signed statement of physician finding him / her free of contagious and infectious disease.
5. Provide two (2) small identification pictures.
6. Complete basic application form.
7. Complete Application for Student Permit form provided by the North Dakota Board of Barber Examiners.
8. Prospective students must arrange for a tour of facilities and equipment prior to enrollment. Application forms will be available at that time. WE advise each applicant to ensure that he / she understands both the responsibility and demands of the barber styling program before entering the school.

## **EDUCATIONAL OBJECTIVE – BARBER STYLING COURSE**

The chief educational objective of the Moler Barber College of Hair Styling is to train students to acquire satisfactory skills and demonstrate competence in barbering and hair styling. Upon satisfactory completion of the training and successfully passing the Board of Barber Examiners' state examination, students will be licensed and qualified to assume entry level positions as a barber stylist in a barbershop or salon. An apprentice license is required to work in the state.

## HOURS AND CLASSES

New classes begin the second Monday of each month.

School hours are 8:15am to 5:30pm, Monday through Friday, with a forty-five minute scheduled lunch and two fifteen (15) minute breaks, morning and afternoon.

The barber styling course consists of 1550 clock hours and can be completed in approximately forty (40) week of ten (10) months. The definition of clock hours at the Moler Barber College of Hair Styling equals a total of 60 minutes per clock hour.

## SCHEDULE OF SUBJECTS AND HOURS – BARBER STYLING COURSE

Theoretical and Scientific:

- Student orientation – career opportunities and variations in the field.
- History of barbering – past, present and future of barbering field.
- Ethics in barbering – appearance, personality and professional attitude.
- Bacteriology / Sanitation – types, growth and reproduction, safety precautions, rules.
- Hygiene and good grooming – hygienic rules and personal cleanliness.
- First aid – techniques in accidents or emergencies in the barbershop.
- Cells – study the structure and activities of cells.
- Skeletal system – study of bones, structure and functions.
- Muscular system – study the structures and function of muscles.
- Circulatory system – study of circulation throughout the body.
- Endocrine system – study of the glands in the body.
- Excretory system – study of elimination of body wastes.
- Respiratory system – study of breathing organs of the system.
- Digestive system – study of food digestion in the body.
- Barber elements – study tools and accessories used in the trade.
- Barber equipment – use and care of tools and accessories.
- Shaving – procedure of shaving, preparation, positions and strokes.
- Hair cutting – procedure for complete haircut
- Cutting / Styling curly / over-curly hair – structure and variety of curly / over-curly hair and techniques of cutting.
- Shampooing and rinsing – types and techniques.
- Hair tonics – use and actions of various types.
- Theory of massage – understanding the principles of massage.
- Facial treatment – types and techniques of facials.

- Chemical hair straightening – techniques in straightening hair with chemicals.
- Coloring / Tinting / Dyeing / Bleaching – techniques, applications and use of hair coloring.
- Hair styling – for patrons with curly and over-curly hair, cut / style techniques.
- Hair styling – for patrons with normal hair, cut / style techniques.
- Hygiene / Public Relations / Sanitary Measures – information on how to be successful and good shop management.
- Safety precautions – safety rules for electrical equipment.
- Introductions – techniques of using the curling iron.
- Implements – learn how to handle and use tools.
- Barber chair – parts, usage and maintenance of the barber chair.
- Electrical equipment – use and maintenance of electrical equipment.
- Barbering – study of shop management and professionalism.
- Miscellaneous barber laws – State of North Dakota rules and regulations for barbers.
- Examination – senior students study for state board examination.

TOTAL THEORETICAL AND SCIENTIFIC CLASS HOURS OF INSTRUCTION 200

#### Practical Training:

Student at Moler Barber College of Hair Styling begin working on live patrons during the first week of their course.

#### Subjects:

- Shaving – setup and techniques on patrons.
- Hair cutting – setup, finger work and techniques on patrons.
- Mustaches and beards – setup, trimming techniques on patrons.
- Shampooing and rinsing – setup and techniques on patrons.
- Scalp and hair treatments – setup and procedures on patrons.
- Hair tonic applications - setup and procedures on patrons.
- Facial treatments - setup and procedures on patrons.
- Perm waving - setup and procedures on patrons.
- Color / Tinting / Dyeing / Bleaching - setup and procedures on patrons.

TOTAL PRACTICAL HOURS OF INSTRUCTION 1350

TOTAL HOURS OF INSTRUCTION 1550

To ensure that the subject matter taught will be as current as possible, Moler Barber College of Hair Styling reserves the right to modify the existing curriculum as needed.

The students are notified at the end of each month the total number of hours in attendance for that particular month and also the total amount of hours completed for the time that they have been enrolled at the school.

A high proportion of student maintain satisfactory progress through the complete program.

## **PROGRAM CALENDAR FOR 2019 - 2020**

### **Start date:**

Second Monday of each month

### **End date:**

Ten months after start date

### **Winter Break:**

December 23, 2019 – January 2, 2020

## **GRADING SYSTEM**

Moler Barber College of Hair Styling uses a pass-fail grading scale based on the following:

A: 90% - 100% - Excellent

B: 80% - 89% - Good

C: 70% - 79% - Fair

D: Below 70% - Poor to Failing

A progress record is kept of each student which shows grades computed at the end of the course. Each month students meet with the school director and discuss his / her progress report for the work they have accomplished during the month. Before a student is scheduled to graduate from the school, he / she will be given a final written barber theory examination. Also, the student will be given a barber practical examination to prove his / her ability to do the practical work.



## **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

1. Satisfactory Academic Progress (SAP) applies to all students regardless of whether they are receiving Title IV financial aid.
2. Federal regulations require that all schools participating in and Federal Financial Aid program must adhere to a Financial Aid / Academic SAP policy. As a Financial Aid recipient, you must maintain SAP to remain eligible to receive Federal Financial Aid. The records of all Financial Aid recipients will be reviewed monthly to determine compliance with the SAP policy, along with a review of attendance, for all students regardless of the source of their funding. SAP determination is based on the student's complete academic history, including periods in which the student did not receive Financial Aid.
3. To meet the standards for SAP the student must:
  - a. Maintain a cumulative Grade Point Average of 70% or above.
  - b. Maintain a cumulative attendance rate of 67% of student's scheduled cumulative attendance hours during each SAP evaluation period. The pace of attendance is calculated by dividing the cumulative number of actual attended hours by the cumulative number of scheduled hours.
  - c. The maximum time frame in which a student must complete the program is no longer than 150% of the length of the program based on 100% attendance schedule. A student who exceeds the maximum time frame in the program may be withdrawn from the program. Students will be placed on probation after 40 (forty) weeks, and dismissed after 60 (sixty) weeks.
  - d. All periods of enrollment count toward SAP (Fall, Winter, Spring and Summer) including periods when a student does not receive financial aid. Official Leaves of Absence, withdrawals and other official interruptions of training are not computed in the maximum time frame.

## **NON-COMPLETION OF COURSES**

All courses must be completed within the required hours. Should a student not complete a course in the required hours or fail to receive a passing grade in a particular course, the student will have the opportunity to repeat that particular course. If the student satisfactorily completes the course the fact of the earlier non-completion will not be considered in the student's overall grade average; however it will count toward the attempted hours. Should the student again not complete the same course, the student would fail that particular course, and the failure would affect the student's overall grade average and hours attempted.

## **TRANSFER STUDENTS**

Students accepted to transfer to Moler Barber College of Hair Styling will have their transferred clock hours count toward the maximum timeframe. The school will not count the GPA of the transferred clock hours.

## **EVALUATION OF PREVIOUS EDUCATION AND TRAINING – BARBER STYLING**

Moler Barber College of Hair Styling maintains a written record of previous education and training. Students transferring to our school must submit a transcript of hours and grades from his / her former school. Students will be given full credit for transcript hours provided he / she begins his / her course within a one year period and has a passing grade of 70 percent (70%) or more. If more than one year has passed since he / she left the former school, the amount of hours credited will be determined by a practical and written examination given by the instructional staff at Moler Barber College of Hair Styling. The staff will then determine the amount of hours the student will require to accomplish the theory and practical knowledge needed to be ready for a future state board examination and future licensing.

## **LEAVE OF ABSENCE**

Students enrolled at Moler Barber College of Hair Styling may be allowed a leave of absence for medical reasons or other reasons verified by the director of the school. The maximum time allowed for a leave of absence is 180 days. Anything longer than 180 days will be considered that the student withdrew from the program. If you apply for and are given a leave of absence, you will not be charged for those specific days included in your leave. Excused leave of absence must be requested at least 24 hours prior to said absence. This request must be given in writing and specify the reason for the leave and estimated length of time before the student will return to school. The director reserves the right to approve or deny requests for excused absences on the merits of the reasons for the absence.

Students must call the school director or an instructor if they will be tardy or sick for the day.

## **WITHDRAWAL**

A student will be dropped from school if he / she is absent ten consecutive days without notifying the Moler Barber College of Hair Styling director. The school also reserves the right to expel or place a student on probation for violation of the school tardiness policy, violation of the school absence policy, failure to maintain a satisfactory academic grade point, willful damage or theft of school property, failure to pay tuition in a timely manner, behavior in a manner non-conducive to a positive educational environment. Moler Barber College of Hair Styling does not offer withdrawal passing vs. withdrawal failing.

- **Official Withdrawal**

A student must contact the school director (verbally or in writing) to withdraw or take a leave of absence. For tuition refunds and financial aid refunds, the date of withdrawal is the date the student notifies the school director they are withdrawing.

- **Unofficial withdrawal**

Occurs when a student leaves the College for ten (10) consecutive days without notice, or When all courses in which the student is enrolled are given an F grade due to non-completion of the course.

## **INTERRUPTIONS**

The school will notify the students in writing if the school interrupts the course of training for any cause, citing reasons for the school's actions.

## **FINANCIAL AID / ACADEMIC WARNING AND PROBATION STATUS**

If a student fails to meet SAP standards for either attendance or cumulative grade point average at any formal assessment point, the student will automatically be placed on Financial Aid / Academic Warning and will remain in that status until the next assessment point or until the deficiency is corrected, whichever occurs first. A student placed on Financial Aid / Academic Warning status may continue to receive financial assistance. The student will be counseled on the potential loss of eligibility of financial aid, if applicable, and will be advised with an academic plan on steps necessary to correct the academic deficiency and be reinstated to good academic standing.

If a student fails to meet minimum standards for SAP by the end of the warning period, the student will become ineligible for Federal Aid and will be placed on Probation Status. A student placed on Probation Status has the right to submit an appeal to the school director.

#### Academic Probation:

A student who does not maintain a C or 70% to 79% cumulative Grade Point Average (GPA), or who does not maintain the minimum completion requirements will be placed on academic probation for one month. After a second consecutive month of performance below a cumulative GPA of C, 70% to 79%, or below the minimum completion requirement, the student will be suspended from Moler Barber College of Hair Styling. Any government agency which has funded the student will be notified within 30 (thirty) days after the student has voluntarily or involuntarily left school.

### **REQUIRED COMPLETION DATE**

All students must attend classes regularly (40 hours per week) except with excused absences. Attendance will be reviewed monthly. The student will be given a projected graduation date upon barber styling course start date. Added to the projected graduation date will be a grace period of five days which should encompass missed time due to illness, et cetera. A student needing additional time to complete the course due to absences while attending school which will be beyond the projected graduation date will be charged an additional fee of twenty dollars (\$20) dollars per day until such time as 1550 clock hours are completed.

### **RE-ADMISSION POLICY**

A student may apply to be re-admitted to the school after being dismissed after a period of one month. Such students will be enrolled on a probationary status. This procedure applies only to dismissals caused by lack of satisfactory progress and will never be granted more than one time. It does not apply to voluntary withdrawals. Re-entering students will be charged at the current tuition rates for newly entering students. Amounts paid during their first period of enrollment will be credited to this account. If the student re-enters within twelve (12) months of the withdrawal, the registration fee will be waived.

## **CONDUCT**

Rules are enforced by our school director. Our belief is that a well-disciplined student will be a well-disciplined, successful barber stylist. Any student exhibiting persistent disruptive behavior will be terminated.

## **NONDISCRIMINATION POLICY**

Moler Barber College of Hair Styling does not discriminate on the basis of race, creed, color, sex or national origin in the admission of applicants and employment in the educational programs or activities which it operates. The school does not discriminate against handicapped persons as potential students, but there are basic qualifications established that the enrollee must have to enable successful understanding of the training and determines successful understanding of the training and determines that each applicant accepted has no handicaps, physical or otherwise, that could reasonably prevent use of knowledge or skill gained from the training desired. Our facilities are located on one main ground floor level giving easy access to clientele who are wheelchair handicapped for student practical work. Our policy is to work diligently with anyone that is physically or otherwise handicapped.

## **DIPLOMA**

Upon completion of the prepaid course of study, each student is given a certificate / diploma attesting to the fact that they school requirements have been met.

## **STATE BOARD EXAMINATION**

The North Dakota Board of Barber Examiners conducts exams at the Moler Barber College of Hair Styling in January, April, July and October of each year. The test consists of practical and written examination. Using a live model obtained by the student, the student will perform the practical exam consisting of a haircut, face shave, neck shave, shampoo, scalp massage, and a rest facial. The written exam consists of approximately 125 questions.

NOTE: for any student having a reading disability, the Board of Barber Examiners will read the questions orally.

The successful examinee will receive a state license which is required for employment. The license must be renewed annually on June 30<sup>th</sup>. The a student fails his / her examination, the State Board of Barber Examiners determines in writing that the student must attend 160

additional hours of schooling at the facility before he / she will be permitted to take another examination.

## **STATE BOARD FAILURE**

In the event a student fails to pass the state board examination but is in good standing with the school, he / she must complete a further course of study of not less than 160 hours before taking the next state board examination. (North Dakota Laws Governing additional hours is five hundred dollars (\$500).

## **STUDENT ADVISORY**

Students are advised regularly throughout the course in regard to any practical and / or theory problems that may be affecting their progress. The instructor performs the advising.

## **STUDENT SERVICES**

Moler Baber College of Hair Styling does not guarantee employment. However, placement assistance is provided by the school. Barbers from a three state area refer to our school for help in obtaining a barber. Numerous jobs are available and many barber shops are closed all over the state of North Dakota for lack of barbers. We have a large list of job openings and shops for sale on our bulletin board at the school. We establish contact between employers and students and prepare our students for the individual interview.

Students are responsible for obtaining their own living accommodations, however we provide assistance when requested. Moler Barber College of Hair Styling is located within walking distance of numerous clean and reasonably priced rooms and apartments. If assistance is required, contact the director prior to your enrollment date.

## STUDENT COMPLAINT PROCEDURE

### STUDENT COMPLAINT PROCEDURE

Moler Barber College of Hair Styling encourages the use of forms to any student wishing to make a complaint towards the school or any member of the staff at any time. Request a form from the director, write it out, sign and date it and return it to the director. The complaint will be handled privately between the student and the officials of the school.

Schools accredited by ACCSC must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contracting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy to the complaint to the school for a response.

The complainant(s) form will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

ACCSC  
2101 Wilson Blvd, Suite 302  
Arlington, VA 22201  
703-247-4212 [www.accsc.org](http://www.accsc.org)

A copy of the Commission's Complaint form is available at the school and may be obtained by contacting Andrew Storkamp.

## FINANCIAL AID

Moler Barber College of Hair Styling has a financial aid officer present when an applicant wishes to discuss financing his / her education. We do help the applicant determine what programs he / she could apply for, including:

1. Veterans Education Benefits
2. Job Service Programs
3. Vocational Rehabilitation
4. Bureau of Indian Affairs
5. Rural MN CEP

6. Social Security Benefits
7. Workmen's Compensation Benefits
8. County and State Welfare Programs of ND, SD and MN
9. Minnesota Migrant Council
10. TITLE IV Student Financial Assistance Program

## SCHEDULE OF COSTS

1. Total Course Costs - \$9,000.00
2. Registration Fee - \$100  
Payable when completing the Enrollment Agreement. Refundable only if within three days if applicant has not previously toured the facility, decides not to attend the barber styling course or if the application is rejected.
3. Tuition - \$8,045.00  
A 1550 clock hour course to be completed in ten (10) months, forty (40) weeks
4. Complete Barber Styling Tool Kit - \$855.00

Styling Dryer	\$66.70
Straight Razor	\$11.95
Personna Blades Carton of 60	\$32.95
Spray Bottle	\$2.00
Spray	\$6.50
Century Flattop Brush	\$1.00
Student ID Card	\$1.50
Feather Switchblade Shear	\$65.00
Andis Improved Master Clipper	\$95.00
Andis Styliner II Clipper	\$54.00
Thinning Shear	\$85.00
Neck Duster	\$11.00
Paint Brush Duster	\$4.00
Chair Cloth	\$9.60
2 Classy Clip Cloth Holders	\$5.00
Clipper Oil	\$2.00
Clipper Brush	\$2.00
Styptic Liquid and Powder	\$6.00



Hand Mirror	\$3.00
Hair Clips	\$7.00
Hair Brushes	\$9.00
Mannequin Head Wig	\$35.00
Hair Pick	\$1.50
2 Barber Jackets	\$51.00
Milady Textbook	\$99.40
Milady Workbook	\$79.90
State Exam Review Book	\$42.10
Tool Kit Case	\$29.90
Assorted Combs	\$26.00
TOTAL	\$855.00

**PAYMENTS DUE ON START DATE:**

Registration Fee - \$100.00  
 Tool Kit - \$855.00  
 Tuition - \$2681.66

**TOTAL DUE ON THE FIRST DAY: \$3,636.66**

**BALANCE DUE:**

Third Month Tuition - \$2,681.67  
 Sixth Month Tuition - \$2,681.67

All students must make payments promptly. Students must discuss schedule of costs and payments with the School Director if they are unable to follow the payment plan as stated above. Other arrangements may be made to pay the balance due after the first day. Weekly or monthly payments are due one month after entering school.

**CANCELLATION AND TUITION REFUND POLICY**

In the event a student's application is not accepted by the school, all monies paid by the student will be refunded. Students may cancel their enrollment at any time before or during their training. Cancellation must be given in writing. If a student is under 18 years of age, cancellation or notice of withdrawal may be given only by the guarantor. The school will refund monies whether or not notice of cancellation or withdrawal was received without

penalty. The termination date for the refund computation purposes will be the last date of school attendance and will be made to the student within forty-five (45) days.

A student who finds it necessary to leave school before completing the course of study should submit a tuition refund request. Students have the right to cancel at any time. Government supported students should get clearance from their counselor before withdrawing for any reason. For students who cancel within three (3) business days after their application is accepted, all funds paid in, if any, will be refunded. After these three (3) days, if a student is unable to enter school for any reason, all tuition and fees paid prior to entrance (with the exception of \$25.00 non-refundable enrollment fee) will be refunded upon written request.

Once a student begins classes, the refund policy is as follows:

- Within seven (7) class days after completion of the first day of instruction, 100% tuition and fees refunded.
- Within eight (8) class days after the first day of instruction up to thirty (30) calendar days after the first day of instruction, 80% tuition and fees refunded.
- Within thirty-one (31) calendar days after the first day of instruction up to 25% of the course, 75% tuition and fees refunded.
- During the second 25% of the course, 50% tuition and fees refunded.
- During the third and fourth 25% of the course, 0% tuition and fees refunded.

In addition refunds are computed on a pro-rata (hourly) basis. The refund policy used will be the one that will benefit the student the most.

In the case of agency funded programs such as JTPA, Voc Rehab or Rural MN CEP, should the student terminate before he / she has completed the course, the tool kit becomes the property of the agency involved and may not be taken by the student.

In case of illness or a disabling accident, death in the immediate family or other circumstances beyond the control of the student, the school will make a settlement which is reasonable and fair to both parties should the student decide not to finish out the program.

Students receiving assistance from Federal TITLE IV programs may be subject to a refund or return to TITLE IV requirements as of 10/07/2000 per Federal regulations, provided they have completed less than 60% of the payment for which aid was or could have been disbursed. Federal Regulations require the return of TITLE IV funds in the following order if applicable, Unsubsidized loans, Subsidized loans, Perkins loans, Pell Grants, SEOG or other TITLE IV.

## **RETURN OF TITLE IV FEDERAL STUDENT AID**

### **Federal Financial Aid Refunds – Return of Title IV Calculation**

A student recipient of Federal Title IV funds (i.e. Federal Pell or Direct loans) who withdraws for the College before completing 60% of the term is subject to the Return of Title IV Calculation to determine the percentage of Title IV funds required to be returned to the federal government. The Return of Title IV Calculation is a federally mandated formula to determine how much federal funding was “earned” up to the time of withdrawal.

The Title IV funds that were disbursed in excess of the earned amount must be returned to the federal government by the College and / or you. If you receive a refund from financial aid, which was to be used for education-related personal expenses or housing expenses, you may be required to return a portion of those funds to the College. This portion represents funds that were intended to pay your education-related expenses through the end of the semester. The amount to be returned to the College will be determined by your institutional costs, refunds you might have received for non-College expenses and the funds that must be returned to the government.

The amount to be returned to the federal government will be calculated from the date you officially withdrew from classes or, in the case of an unofficial withdrawal, the last date you were involved in an academically related activity. An official withdrawal occurs when a student follows the published process for withdrawing from the College prior to the end of the term.

To determine the amount of aid you earned up to the time of withdrawal, Moler Barber College of Hair Styling Financial Aid will determine the percentage of the weeks you attended. The percentage used to determine the return of federal student aid is equal to the number of calendar days remaining in the term divided by the number of calendar days in the term. Scheduled breaks of more than five consecutive days are excluded. The resulting percentage is then used along with your College costs and total federal funds that you received (funds that were disbursed directly to your College student account and possibly refunded to you) of that you were eligible to receive, to determine the amount of aid that you are allowed to keep.

Any unearned Title IV aid must be returned to the federal government within 45 days of the date of the determination of your withdrawal. Moler Barber College of Hair Styling’s office of Financial Aid will notify you with instructions on how to proceed if you are required to return funds to the government. Any funds returned after the Return of Title IV Aid calculation is completed and processed are then used to repay Moler Barber College of Hair Styling’s funds, state funds, other private sources and the student, in proportion to the amount

received from each non-federal source, as long as there was no unpaid balance at the time of withdrawal. All aid sources are repaid before any funds are returned to the student.

Funds that are returned to the federal government are used to reduce the outstanding balances in individual federal programs. Financial aid returned by you and / or your parent or the College must be allocated in the following order:

1. Federal Unsubsidized Direct loan
2. Federal Subsidized Direct Loan
3. Federal Pell Grant

A student may be eligible for a post-withdrawal disbursement if, prior to withdrawing, the student earned more federal financial aid than was disbursed. If a student is eligible for a post-withdrawal disbursement for Title IV funds, it will be processed for the student and a refund will be issued within 14 days of the credit balance.

If a post-withdrawal disbursement included loan funds, Moler Barber College of Hair Styling must get the student's permission before it can disburse the loan. Students may choose to decline some or all of the loan funds so that he / she does not incur additional debt. A notice will be sent out to the student, and the signed, original document must be returned to the College within 14 days.

Moler Barber College of Hair Styling may automatically use all or a portion of the post-withdrawal grant disbursement for all other College charges. If the student does not give his / her permission, the student will be offered the funds. However, it may be in the student's best interest to allow the College to keep the funds to reduce the student's debt to the College.

It is also important to understand that accepting a post-withdrawal disbursement of student loans will increase a student's overall student loan debt that must be repaid under the terms of the Master Promissory Note. Additionally, accepting the disbursement of grant funds will reduce the remaining amount of grant funds available to the student should the student continue his / her education at a later time.

## **DRUG / ALCOHOL ABUSE ADVISORY PROGRAMS**

Moler Barber College of Hair Styling has available for student, and their family, information pamphlets regarding drug and alcohol abuse. There are support groups in the Fargo and surrounding communities able to deal with these problems or to direct them where help is available. Students are encouraged to ask for this information on national drug and alcohol abuse hotlines, treatments centers and support groups.

## **DESCRIPTION OF SCHOOL FACILITIES**

Moler Barber College of Hair Styling operates on two levels with a total of four thousand (4,000) square feet of structural area. The practical instructional facilities are located on the street level. This includes barber chairs, back bars, sinks, and mirrors to accommodate a maximum of twenty-four (24) students. Also included are a sufficient number of latherizers and sterilizers as per ND state law. The area has sufficient lighting, heating, and air conditioning and general office facilities for registration, advising and financial aid.

The theory classroom, library and student lounge are located on the lower level of the building. Theory facilities include sufficient number of one armed chairs and a blackboard. We offer television and DVD player along with numerous CDs on various subjects including theory, all types of hair cutting, coloring and perming, and bookkeeping. The resource center contains references materials for the barber styling course.

A refrigerator, microwave and several dishes are available in the student lounge along with booths for eating. We encourage students to bring their noon lunch so as to teach economy.

Other study aids include a variety of charts and basic student textbooks. Mannequins are available for students to practice haircutting, perm wrapping and braiding. Supplies used by students and in storage are linens, Turkish towels, neck strips, all types of creams, tonics, hair sprays, shampoos, powders, disinfectants, and other necessary tonsorial supplies.

## **CAMPUS SECURITY REPORT FOR MOLER BARBER COLLEGE OF HAIR STYLING**

16 South 8<sup>th</sup> Street  
Fargo, North Dakota 58103

701-232-6773

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

<https://ope.ed.gov/campussafety/#/>

The school official designated for Title IV compliance is Andrew Storkamp, Director  
Updated campus security report is available anytime during school hours, in the school library for each student to read.

## ALPHABETIC GLOSSARY

Admission Requirements	5
Approved Post Secondary School	4
Campus Security	21
Cancellation and Tuition Refund Policy	17-18
Code Of Ethics	3
Conduct	13
Description of School Facilities	21
Diploma	13
Drug / Alcohol Abuse Advisory Program	20
Educational Objective	5-6
Enrollment	5
Entrance Requirements – Barber Styling Course	4-5
Evaluation of Previous Education and Training – Barber Styling Course	10
Faculty Qualifications	4
Financial Aid	15
Financial Aid / Academic Warning and Probation Status	11-12
Grading System	8
History	3
Hours and Classes	6-8
Interruptions	11
Leave of Absence	10
Non-Completion of Course	9
Nondiscrimination Policy	13
Philosophy	3
Program Calendar	8
Re-Admission Policy	12
Required Completion Date	12
Return of Title IV	19-20
Satisfactory Progress Policies (SAP)	9
Schedule of Costs	16-17
State Board Exam	13
State Board Failure	14
Student Advisory	14
Student Complaint Procedure	15
Student Services	14
Transfer Students	10
Withdrawal	11