#  **Meryma’at Barber College, Inc**

**12827 Lorain Ave. Cleveland, Ohio 44111**

**Phone: 216-202-1144**

 **Fax: 216-202-1044**



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

**College Catalog**

(ENGLISH)

 **2017-2018**

*Publication Date: 5-1-2017*

**TABLE OF CONTENTS**

Mission Statement 2

College Location 2

Facilities 2-3

Faculty and Staff 3

Admission requirements 4-5

School Calendar 6

Class Schedule 6

1,800 Hour Barber Course Program/Curriculum 7-8

1,000 Hour Cross Over Program/Curriculum 8-9

500 Hour Barber Instructor Training Program/Curriculum 9

Stimulant Course Program /Curriculum 10

Tool Kits 11

Tools/Supplies 11

Satisfactory Academic Progress & Grading Policies 12-15

Graduation Requirement & Fees 15

Withdrawal Policy 17

Attendance Policy 18

Refund & Settlement Policy 18-19

Time Card Policy 20

Leave of Absence Policy 20-21

Grievance Policy 21

Release of Student Records Policy 23-24

Dress Code Policy 24

Drugs & Alcohol Policy 26

Safety & Emergency Evacuation Policies 26

Job Placement Policy 27

**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 Barber Board.

**College Location**

Meryma’at Barber College is located 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 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 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 (Omar)

**Principal** - Deana Ibarra

**Instructor**- Michael Ivey

**Instructor**- Adrian Lamb

**State Approving Agency The Ohio State Barber Board**

 77 South High Street, 16th Floor, Columbus, Ohio43215-6108

 (614) 466-5003 <http://barber.ohio.gov/Home.aspx>

**Facilities**

Meryma’at Barber College sits on 3500 square ft. and is ADA handicapped accessible. Meryma’at 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

**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 chair 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.

**Offices**

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

The Principal's 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 barber clinic

**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 lunch room 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.

**ADMISSIONS AND ENROLLMENT REQUIREMENTS**

**All Students Must:**

* Fill out College Enrollment Application (student must be approved)
* Student must be at least 17 years of age with valid identification such as a birth certificate AND a valid Driver’s License/State ID
* Student must complete an application to the State Board and be accepted by the Ohio State Barber Board.
* Students must show proof of a high school diploma or GED along with academic transcripts
* 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 Barber Board’s website

<http://barber.ohio.gov/Home.aspx> and see “Announcement” for information on having their license evaluated by AEQUO International

* All applicants must have submitted a certificate from a licensed physician stating that the applicant is free of infectious diseases that are contagious or communicable.
* All applicants must submit a $70 application fee (non refundable)

Instructor Training Course Applicants must meet all of the above requirements and:

* Hold a current barber license
* Complete an enrollment application
* Complete a State Board Instructor Training application

**DISCLOSURE FOR ALL COURSES**

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

* Submit certified copies for each charge
* Write a 500 word essay on why they would like to attend Meryma’at Barber College
* Submit 3 reference letters

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.

Please note that the crime(s) committed must be at least 3 years old.

***\*Please check with the Ohio State Barber Board for reason why the Barber Board may deny approval of attendance to Meryma’at Barber College***

**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, or ancestry. 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 any way, he or she is required to report the matter to the school’s director.

**TRANSFER HOURS**

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

It is the responsibility of each student to provide their own transcripts. Students are required to pay additional fees throughout the course 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 with us.**

**REENTRY STUDENTS**

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

* Outstanding tuition, fee, and overtime expenses must be paid in advance or the student must make satisfactory arrangements with the Business Office.
* 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. If a reenrolling student has previously used all of their excused absences provided under their original contract, the student will not receive any additional time for excused absences under the new re-enrollment contract.

**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 $500 along with their last monthly payment that was due before the last day attended.

**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 2017**: January 16, February 20, March 20, April 17, May 15, June 19, July 17, August 21,

 September 18, October 16, November 20, December 18.

**Year 2018:** January 15, February 19, March 19, April 16, May 21, June 18, July 16, August 20,

 September 17, October 22, November 19, December 17

**Holidays and school closures:** The school observes the following holidays: **New Year’s Day, Memorial Day, 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.

 The unexcused absence fees per hour for the day before/after holidays and Saturdays are as follows:

* 1800 Hour Barber Course Program will be calculated at $11.20 per scheduled hour
* 1000 Hour Crossover Program is $13.90 per scheduled hour
* 500 Hour Instructor Training Program is $27.20 per scheduled hour
* Stimulant Barber Course Program is $15.20 per scheduled hour

**Class Schedule**

The school is open 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.

**Full time schedule**: Monday through Saturday from 8:45am-5:30 pm

Full time students must attend 40 hours a week to avoid penalty.

**Part time schedule:** Monday through Saturday 9am-3pm (days), or 4pm-8pm (nights).

Part time students must complete a minimum of 15 hours our more weekly to avoid penalty**.**

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

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.

At Meryma’at Barber College we understand that life happens and sometime the schedule of the student changes.

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. Part time students must complete a minimum of 15 hours per week.

**1800 HOUR BARBER COURSE PROGRAM**

The 1800 hour Barber Course 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.

**Curriculum Outline**

  **Theory Practice Clinic Total**

|  |
| --- |
| **1800 Hour Barber Program** |
| 1. Student Handbook
 | **4** | **0** | **0** | **4** |
| 1. Introduction to Barbering and Barber History
 | **11** | **0** | **0** | **11** |
| 1. Sanitation, Infection Control, Barber Implements, and Honing and Stropping
 | **9** | **8** | **8** | **25** |
| 1. Bacteriology, Biology, Chemistry and Anatomy
 | **10** | **10** | **0** | **20** |
| 1. Histology of the Hair, Skin and Nerves
 | **10** | **10** | **0** | **20** |
| 1. Disease of Skin, Hair, and Glands
 | **10** | **10** | **0** | **20** |
| 1. Fundamentals of Barber Styling (Haircutting I, Tapers and Haircutting II, Styles/Trim Cuts)
 | **12** | **50** | **852** | **914** |
| 1. Facial Shaving and Beard Trimming
 | **5** | **20** | **125** | **150** |
| 1. Facial Treatment and Massage
 | **5** | **20** | **75** | **100** |
| 1. Scalp and Shampoo Treatment
 | **5** | **10** | **50** | **65** |
| 1. Haircolor, Permanent Waving, Chemical Relaxing and Straightening
 | **15** | **20** | **40** | **75** |
| 1. Hair Pieces
 | **2** | **3** | **0** | **5** |
| 1. Product and Safety
 | **2** | **4** | **10** | **16** |
| 1. State Barber Board Rules and Regulations
 | **10** | **0** | **10** | **20** |
| 1. Barber Ethics and Human Relations
 | **2** | **3** | **10** | **15** |
| 1. Business Management and Barbershop Duties
 | **5** | **25** | **50** | **80** |
| 1. Sales, Advertising and Employment
 | **3** | **7** | **0** | **10** |
|  |
| **Total Hours** | **120** | **200** | **1230** | **1550** |
| **The Remaing 250 hrs, may be allocated by the college to related theory practice, or as it deems necessary** |

**1,000 HOUR CROSS OVER COURSE PROGRAM**

**The 1000 Hour Cross over Course Program** is for students with an existing cosmetology license who also want to become a barber. Students taking this course 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. Cost of tuition without tools is $7,780

 Full time students must maintain at least 35-40 per week for 25 weeks and part time students must maintain a minimum of 15 hours per week for 67 weeks.

**Curriculum Outline**

 **Theory Practice Clinic Total**

|  |
| --- |
| **1000 Hour Crossover Program** |
| 1. Student Handbook
 | **4** | **0** | **0** | **4** |
| 1. Introduction to Barbering and Barber History
 | **11** | **0** | **0** | **11** |
| 1. Sanitation, Infection Control, Barber Implements, Honing and Stropping
 | **9** | **8** | **8** | **25** |
| 1. Fundamentals of Barber Styling (Haircutting I, Tapers and Haircutting II, Styles/Trim Cuts)
 | **12** | **34** | **590** | **636** |
| 1. Facial Shaving and Beard Trimming
 | **5** | **20** | **80** | **105** |
| 1. Facial Treatment and Massage
 | **5** | **20** | **70** | **95** |
| 1. Hair Pieces
 | **2** | **3** | **0** | **5** |
| 1. State Barber Board Rules and Regulation
 | **7** | **0** | **12** | **19** |
| 1. Barber Ethics and Human Relations
 | **2** | **3** | **10** | **15** |
| 1. Business Management and Barbershop Duties
 | **5** | **15** | **30** | **50** |
| 1. Sales, Advertising and Employment
 | **3** | **7** | **0** | **10** |
|  |  |  |  |  |
| **Total Hours** | **65** | **110** | **800** | **975** |
| **The remaining 25 hrs, may be allocated by the college to related theory practice, or as it deems necessary** |

**500 HOUR BARBER INSTRUCTOR TRAINING PROGRAM**

**500 Hour Barber Instructor Training Program** is a program designed for any barber that already has a State of Ohio Barber License with a minimum of 1 year experience and wishes to become an instructor. Full time students must complete 35-40 hours per week for 13 weeks, and part time students must complete 15-20 hours per week for 25 weeks. Cost of this program is $7500

**Curriculum Outline**

* Training in everyday school operations 100 Hours
* Classroom training in the science of teaching 100 Hours
* Observing and assisting 100 Hours
* Performance and Demonstration 100 Hours
* Supervised practice teaching 100 Hours

**Total Hours 500**

**STIMULANT BARBER COURSE PROGRAM**

**Stimulant Barber Course Program** for any student who is coming from another country with valid verification so that the student may be prepared to pass the Ohio State Barber Board exam. Full time students must complete 35-40 hours per week for 13 weeks, and part time students must complete 15-20 hours per week for 25 weeks. Total cost for this program starts at $4,500.

**Curriculum Outline for the Stimulant Course Program**

 **Theory Practice Clinic Total**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **500 Hour Stimulant Program** |  |  |  |  |
| 1. Student Handbook
 | **2** | **0** | **0** | **2** |
| 1. Introduction to Barbering and Barber History
 | **6** | **0** | **0** | **6** |
| 1. Sanitation, Infection Control, Barber Implements, Honing and Stropping
 | **6** | **4** | **4** | **14** |
| 1. Fundamentals of Barber Styling (Haircutting I, Tapers, Haircutting II, Styles/Trim cuts, Ohio State Barber Board Haircut, medium sideburn taper and neck shave)
 | **6** | **20** | **295** | **321** |
| 1. Facial Shaving and Beard Trimming (14 stroke razor shave)
 | **3** | **10** | **40** | **53** |
| 1. Facial Treatment and Massage (11 manipulations)
 | **2** | **10** | **35** | **47** |
| 1. Scalp Manipulations and Shampoo Treatment
 | **2** | **3** | **5** | **10** |
| 1. State Barber Board Rules and Regulations
 | **3** | **0** | **6** | **9** |
| 1. Barber Ethics and Human Relations
 | **1** | **2** | **5** | **8** |
| 1. Business Management and Barbershop Duties
 | **2** | **8** | **15** | **25** |
| 1. Sales and Advertising
 | **2** | **3** | **0** | **5** |
|  |  |  |  |  |
| **Total** | **35** | **60** | **405** | **500** |

* Hours and price to be determined by our instructor for any students with an out of state/country license who wish to become a barber in the state of Ohio
* Reciprocity application at the Ohio State Barber Board
* Price for this course is determined by how many hours the evaluated student is required to complete.

.

**Tools/Kits**

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.

**Kits include:**

Andes Master adjustable blade clipper

BGRC Andis

000” Blade pack

1” blade pack

 1.5” Blade pack

 2” Blade pack

3.5” Blade pack

 Styliner 2 corded trimmer T blade Z

Silver Bird

Sheer set, styling

Shaping/styling straight razor

Finest Clubman talc powder 9 oz bottle

Spray bottle

Andes clipper oil 4 oz

Hair shaper blades 1 box

Scalp master styling blade

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

Detangling styling comb

 Scalp Master brush

 Tweezers

Students are responsible for their tools kits once they are signed for.

**Tools/Supplies**

All tools and supplies are required upon class attendance and is the responsibility of the students. This includes all text books, kits 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 in 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.Itisprintedinthecatalogtoensurethatallstudentsreceiveacopypriortoenrollment. Thepolicy 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.

**SAP EvaluationPeriods**

Students are evaluated for Satisfactory Academic Progress as follows:

1800 Hours Barber Course Program 450, 900, 1350, 1700, 1750 scheduled hours

1000 Hours Cross Over Program 450, 900, 1000

500 Hours Barber Instructor Training Program 250, 500

**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.Thefrequencyofevaluationsensuresthatstudentshavehadatleastoneevaluationbymidpoint in the course.

### **Attendance Progress Evaluations**

Students are required to attend a minimum of 67% 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 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### **Maximum Time Frame Course**

 Program Weeks Schedule Hours

1800 Hour Barber Program (Fulltime) 68 2700

 1800 Hour Barber Program (Part-time) 180 2700

 1000 Hour Cross Over Training Program (Fulltime) 43 1500

 1000 Hour Cross Over Training Program (Part-time) l00 1500

 500 Hour Instructor Program (Fulltime) 22 750

 500 Hour Instructor Program (Part-time) 50 750

The maximum time allowed for transfer students who need less than the full course requirements or part­ time students will be determined based on 150% of the scheduled contracted hours .A student is ineligible when it becomes mathematically impossible for her/him to complete her/his program within 150% of its program length.

## **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 unit of study, At the end of each evaluation period, a student must have achieved an overall minimum passing grade of 78% 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 average of 78% 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:

94% -100% is equal to the letter grade A

88% - 93% is equal to the letter grade B

82% - 87% is equal to the letter grade C

81% - 75% is equal to the letter grade D

## **Warning**

Students who fail to meet minimum requirements for attendance or academic progress are placed on Warning and considered to be making satisfactory academic progress while during the Warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period,the student has still not met both the attendance and academic requirements, the student must file an appeal to remain in school.

**Probation**

Studentswhofailtomeetminimumrequirementsforattendanceoracademicprogress**after**theWarning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, **if the student appeals the decision, and prevails upon appeal**. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. 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, Course 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.

Students may not arbitrarily decide to “take” a leave of absence.

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 from school as of that date the student began the LOA.

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. 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.

\*One additional approved leave (not to exceed 30 days) may be allowed for unforeseen circumstances such as jury duty, military reasons or circumstances covered under the Family Medical Leave Act (FMLA) of 1993.

# **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. A student may repeat a course they failed or did not complete. The repeat grade will supersede the previous grade. However, students repeating a course must complete the program within the maximum time frame allowed.

**Graduation Requirements**

The following requirements must be met in order for a student to qualify for graduation and issued a certificate of hours and completion:

\* Complete all courses of study and designated hours as required by the Ohio State 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 78% or higher

 \* Must have completed a minimum of 800 services combined of chemical services, haircuts, facials, shaves, and shampoos

Upon completion of all courses and graduation requirements a certificate of Completion 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 school. 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 courses will receive a diploma**

**Fees**

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 $75 penalty fee. All fees and other chargers are subject to change. All students of Meryma’at Barber College are responsible for any and all fees at all times.

**Lockers**

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.

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.

**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 (10) 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 15th 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 the Federal financial aid programs, it will be completed within 30days.

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 the 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 students 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 College school enrollment contract, or State Law regulations will be terminated from any and all programs of the College.

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 schools policies at any time**.**

**Attendance Policy**

All students’ attendance is always very important. Students are to attend all classes regularly. Full time students are required to attend class for a minimum 35 hours per week including mandatory Saturdays. Failing to attend scheduled class time may result in additional fees. Fees are as follows:

* 1800 Hour Barber Course Program: 01-30 minutes late fee is $2.80, 31-59 minutes is $5.60
* 1000 Hour Crossover Program: 01-30 minutes late fee is $3.48, 31-59 minutes is $6.95
* Barber Stimulant Program: 01-30 minutes late is: $3.80, 31-59 minutes $7.60
* 500 Hour Barber Instructor Program: 01-30 minutes late is $6.80, 31-59 minutes is $13.60

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.

Excessive absence may result in additional fees and possible dismissal from the program.

**REFUND & CANCELLATION POLICY**

a.) Students wishing to withdraw must submit a written notice to: Meryma’at Barber College, 12827 Lorain Avenue, Cleveland, Ohio 44111.

b.) An applicant rejected by the school will be given a full refund of all money paid. If the cancellation is within 3 business days they will be entitled to a full refund of all monies paid, regardless of whether course has begun.  If the cancellation is after 3 business days they will be entitled to a full refund less the registration fee of $100.  A rescheduled course 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 course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school at its option will provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school, provide completion of the course and/or program, participate in a Teach-Out Agreement or provide a full refund of all monies paid.  If a course is cancelled after a student enrolls and before instruction in the course has begun, the school at its option will provide a full refund of all monies paid or completion of the course.  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 course early, or changing a course.  This includes adding or dropping the advanced course.  Students that re-enroll or drop and change courses 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 actual 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.

g)  Refund Schedule

PERCENTAGE LENGTH COMPLETED TUITION OWED TO SCHOOL

TO TOTAL LENGTH OF PROGRAM  AMOUNT OF TOTAL

0.01% TO 04.99%         20%

5.0% to 9.99 %               30%

10.0% TO 14.99%         40%

15.0%TO 49.99 %          45%

25.0% TO 49.99%          70%

50% AND OVER         100%

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

h.)  Formal termination or graduation shall occur no more than the later of 10 school days or 14 calendar days after 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 or graduation.  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.) The refund schedule applies when withdrawing from any course.  The procedure when changing courses is to withdraw the student from the first course and then re-enroll the student in the second course.  If the total owed from the first course is greater than the cost of the second course, the difference will be a cost associated with the second course.

k.)Costs not included in the course pricing are stated in the catalog.   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.  .

**Time Card Policy**

The Ohio State 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

 -students will clock out for 30 minutes lunches each day which do not count toward your credit hours.

 - There are two 15 minute breaks

 -credit will only be given for time verified by time clock

 -mistakes will only be corrected by instructors/staff

 -all students are expected to arrive 15 minutes before school starts and prepared for class

Corrections to the time clock are to be made by the principal 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.

**Tardiness Policy**

Students are required to call the main office prior to any absence or send an email to inform they will arrive late. **All students are to arrive at Meryma’at Barber College 15 minutes prior to class.** You may be charged a late fee if you are not on time and will be charged per hour.

Students will not interrupt a class in progress due to tardiness. You must be respectful to the students that made it on time.

**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’at 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 Barber Board**

77 South High Street, 16th Floor

Columbus, Ohio

 43215-6108

(614) 466-5003

**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.

**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.

**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 located in the break room and each student is assigned a duty every day.

**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.

***As stated in the Time Card Policy, any tampering or changing of the time card, or punching someone else in by any student is a violation. Any cheating, stealing, or lying will not be tolerated.***

**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 Fairview 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.

Education records are defined as files, materials, or documents that contain information directly related to students and maintained by Fairview. 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 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.

**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 College requires all students to dress in a professional manner. Dress code consists of black dress pants and nonslip black dress shoes.

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

School smocks must be worn at all time. No hats, caps, or bandanas.

Meryma’at Barber College is a professional environment, therefore, no open toed shoes, tennis shoes or sneakers. Jewelry is to be kept at a minimum, no excessive jewelry, no shorts or skirts above the knee.

 No hair or head covering at any time unless for religious purposes.

 No jeans are permitted. Proper fitting black dress pants, black smock and non slip black dress shoes are the appropriate attire for class.

 All clothes are to be worn in a professional business manner.

***All students attending class on Saturdays are allowed business casual attire for that day only.***

**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 in the Clinic or classroom.

Cell phones must be kept on silent and out of sight. 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.

**Smoking Policy**

Meryma’at 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. Allied Behavioral Health Services, In.

2800 Westgate Professional Center, Suite 200 22540 Lorain Road

Fairview Park, Ohio 44126 Fairview Park, Ohio 44126

440-333-4949 440-401-2516

info@effective-living.com <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, is the State Drug Abuse Prevention and Treatment coordinator at (614) 466-7893.

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

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

**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.

**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 and tools are to be cleaned regularly and after all uses. Cleanliness is very important and all cleaning must be done thoroughly enough to be accepted according to the Ohio State Barber Board rules and sanitation regulations.

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

**Inspection Policy**

Meryma’at Barber College may be subject to random inspections by the Ohio State 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 Barber Board rules and regulations governing barbers of barber shops.

Following the rules and regulations of the Ohio State 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.