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# **Meryma’at Barber College, Inc**

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

**College Catalog**

  **2016-2017**

**Our Mission**

The mission at Meryma’at Barber College is to teach and train our students to be successful professionals in the barbering industry by giving them the opportunity to learn the latest techniques of cutting and styling all hair types of all ethnicities for our clients. Meryma’at Barber College is a professional barber college dedicated to providing each of our students with the training, knowledge, and hands on experience necessary to obtain a successful and fulfilling

career as in today’s barber industry. This is achieved by providing a complete barbering course as approved by the Ohio Barber Board. Students are encouraged to exceed basic expectations through staff leadership and mentoring, personal attention, and precise technical demonstrations.

**Objective**

To provide our students the training they will need in all services such as hair cutting techniques, traditional shaves, hair coloring, permanent waves,and the latest styles in hair. Students will receive the training they need to pass the Ohio State Barber Board. At Meryma’at Barber College our students will receive the proper education and practical knowledge to become a licensed barber and hair stylist. The education and customer services techniques received at Meryma’at Barber College will give our students the upper hand in having an excellent career barbering and running their own business. At Meryma’at Barber College we offer a uniform barber program with the main focus of graduating quality barbers who possess the skills and information needed to provide a wide array of haircuts and shaves to suit the needs of today’s diverse customer styles and preferences . At Meryma’at Barber College we recognize the importance for a barber to be universal.

**College Location**

Meryma’at Barber College is located in the heart of Cleveland, OH in a multicultural ethnically diverse neighborhood. 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 have 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 of Meryma’at Barber College- Deana Ibarra

Instructor- Michael Ivey

**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 students 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. 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.

**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. Students have up to 30 days to remove contents from their locker once the student graduates or is no longer attending. After the 30 day, locks will be cut off and belongings will be discarded.

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

**Laundry Room**

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

**Admissions and Enrollment Requirements**

* Student must be at least 17 years of age with valid identification such as a birth certificate and valid Driver’s License.
* Student must complete an enrollment application and be accepted by the Ohio State Barber Board.
* Students must have a high school diploma or GED along with academic transcripts

Students from around the world must have an international certificate equivalent to a GED or Diploma.

All applicants must submit a $70 application fee (non refundable)\*\*

 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 required such as identical photos for identification at the cost of $10.

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.

 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.

**Disclosure:**

Any applicant with a felony must get an approval from the Ohio State Barber Board before they can attend Meryma’at Barber College

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

**Please be sure to report any changes at all times.**

**Course Length**

Students have a 9 month minimum to complete the barber course and a maximum of 13 months according to the Ohio State Barber Board. If the courses are not complete in that time frame,

There will be a penalty of a minimum $50 per day for full time students until the Barber program is completed.

**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.

 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 fulfil 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.

**Syllabus/Programs**

* Our 1800 Hour Barber Course Program is an academic program designed for students that have no experience in the field of barbering and are looking to become a licensed barber in the state of Ohio.
* Our 1000 Hour Cross Over Course Program is designed for students who have a valid cosmetology license. With the combined total hours of Theory, Practice time and Clinic time totalling 1000 Credit hours the student will cross over from cosmetology to barbering.
* We offer a Stimulant Barber Course Program for any student who is coming from another state/country with valid verification so that the student may be prepared to pass the Ohio State Barber Board exam .
* Our 500 Hour Instructor Course Program is for any licensed barber who wishes to become an instructor. The barber must complete an additional 500 course hours program and have a valid Ohio State Barber License with 1 year work experience.

 **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 in our school lockers. All tools and 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

**Program**

(All Programs Taught in English)

 **1800 Hour Barber Program**

* 1800 Hour Program, this program is designed for students that have no experience in the field of barbering and are looking to become a licensed barber in the State of Ohio.
* Total cost of program: $11,800
* Cost of program includes Student Kit, Milady’s Professional textbook and workbook, Ohio State enrollment fee, registration fee,and a smock. There will be no refund for these

**1,000 Hour Cross Over Course ( cross over for licensed cosmetology)**

* 1000 Hour Cross Over for an existing cosmetology license and wanting to become a barber
* Consisting of 133 Theory Hours, and 867 Practice Hour
* Total Cost of Program $7,500
* Fees including Ohio State enrollment fee, Ohio registration,and a smock. There will be no refund for these.

**500 Hour Barber Instructor Training Program**

* 500 Hour Program, this program is 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.
* Total Cost of Program $6,500
* Cost includes Milady’s Professional Textbook, No refund
* Background check fee is NOT included with this program

Meryma’at Barber College will also provide a barber program called the **Stimulant Course** for any students with an out of state/country license who wish to become a barber in the state of Ohio. Once they have completed a reciprocity application at the Ohio State Barber Board, the student will then be evaluated by Meryma’at Barber College and designed the appropriate curriculum by the instructor.

 **Curriculum Outline for 1800 Hour Barber Program**

 **Theory Class Practical Training Total**

 **Hours Hours Hours**

**Scientific:**

Scientific Fundamentals of barbering, 10 Hours \_\_\_\_\_\_ 10hrs

barbering history

**Sanitation:**

General Safety, First Aid, Work Station, 40 Hours 30 Hours 70hrs

Bacteriology,Scalp, Skin and Glands

 **Patron Analysis:**

Structure of hair, skin,head, faces, neck bone

structure to determine the Patron’s 30 Hours Included 30hrs

desired service, examination of the

Patron to make sure they do not have

 Any diseases or disorders

 **Men, Women and Styling:**

Hair cutting to regular cut taper, razor

Honing and stropping, facial shave, back 60 Hours 1,000 + additional 1260hrs

shave, beard and mustache shave/trim 200 Hours

and line up

**Chemical Hot Oil Shampoos:**

Shampoo and Condition the hair, hair

coloring, hair relaxer, hair waving, and 35 Hours 200 Hours 235hrs

highlighting

**Skin Care Services:**

Facial rolling cream, head and scalp treatment,

hair pieces 20 Hours 100 Hours 120hr

**Rules and Regulations**

Ohio State Barber Board rules 10 Hours \_\_\_\_\_\_\_ 10hrs and regulations governing Barbers of Barber Shops

**Barbershop Management:**

Customer Service, bookkeeping, tax, 15 Hour 50 Hours 65hrs

Insurance, daily management

  **Total Hours** **1800hrs**

 **Curriculum Outline for 1000 Hour Cross Over Program**

 **Theory Class Practical Training Total**

**Scientific:**

Scientific Fundamentals of barbering, 6 Hours \_\_\_\_\_ 6hrs

barbering history

**Sanitation:**

General safety, first aid, 15 Hours 15 Hours 30hrs

Work station, bacteriology, scalp,

skin and glands

**Patron Analysis**

Structure of hair, skin,head, faces, neck bone

structure to determine the Patron’s 20 Hours Included 20hrs

desired service, examination of the

Patron to make sure they do not have

 Any diseases or disorders

 **Men, Women and Styling:**

Hair cutting to regular cut taper, razor

Honing and stropping, facial shave, back 30 Hours 700 Hours 730hrs

shave, beard and mustache shave/trim

and line up

**Chemical Hot Oil Shampoos:**

Shampoo and Condition the hair, hair

coloring, hair relaxer, hair waving, and 20 Hours 80 Hours 100hrs

highlighting

**Skin Care Services:**

Facial rolling cream, head and scalp treatment, 10 Hours 70 Hours 80hrs

hair pieces

**Rules and Regulations:**

Ohio State Barber Board rules 6 Hours \_\_\_\_\_\_\_\_\_ 6hrs

and regulations governing Barbers

of Barber Shops

 **Barber Shop Management:**

Customer services, bookkeeping, taxes 8 Hours 20 Hours 28hrs

**Total Hours 1000**

**Curriculum Outline for 500 Hour Instructor Course**

 **Total**

* 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**

**Curriculum outline for Out of State/Country Barber License**

\*To be determined upon evaluation of Meryma’at Barber College Instructor\*

**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. ALL fees are NON REFUNDABLE based on what the fee paid for.

**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.

**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)

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.

**Grading**

At Meryma’at College of Barbering we follow a grade point system. Grading System is 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

C= Average

D is satisfactory at 75% Anything lower than 75% is failing and Unsatisfactory

**Meryma’at Barber College Policies**

**Meryma’at Barber College Discrimination Policy**

Meryma’at Barber College does not discriminate in its employment, admission, instruction, or graduation policies based on age, sex, religion, color, ethnicity, or creed.

**Attendance Policy**

Full time students are required to attend class for a minimum 40 hours per week which is 8 hours a day for 5 days including mandatory Saturdays. Failing to attend scheduled class time may result in additional fees. Our hours of operation are from 9am-8pm. Part time students are expected to attend at least 5 hours per day and one theory class per day.

Saturday attendance is mandatory for both full and part time students. Any student who fails to attend on a Saturday will be charged for that day. $96 for full time and $56 for part time.

**Time Card Policy**

The Ohio State Barber Board requires that all student hours are documented via a time clock 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.

**Absence Policy**

All students attendance is always very important. Students are to attend all classes regularly. Each student is to maintain 160 clock hours on average per month. In the event that a student must be absent, the student is responsible to bring their clock average back up by the end of that month. If the student fails to bring their clock average up, they will be dismissed from Meryma’at Barber College. Excessive absence may result in additional fees and possible dismissal from the program. Should a student arrive after the 15 min grace period, that day will be counted as ½ of an unexcused absence.

**Unexcused Missed Days**

All students that have unexcused missed days are to pay as follows:

Weekdays Monday thru Friday are $6.00 per hour for for every hour missed.

Saturdays are $12.00 per hour for every hour missed. Should there be a death of a relative, an injury or illness to the student, the student must request approval from Meryma’at Barber college to be granted for a leave of absence in written form specifying the reason for the request. The leave of absence can not be more than 180 days in a single 12 month period.

**Observed Days for School Closing**

Meryma’at Barber College will be closed on the following days: New Year’s Day, Memorial day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. The dates will be put up in advance. If you have any questions about the days off, students may call the school answering service and receive any information regarding the days off. In the event that the college may be closed for a day other than a holiday each student shall receive notice via email, phone call and/or text message.

**Tardiness**

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.

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 principal 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 at 77 South High Street, 16th Fl, Columbus, Ohio 43215-6108 (614) 466-5003

**Withdrawal Policy**

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 debts have been paid. Upon all of the students debts are paid, Meryma’at Barber College will send paperwork to the student.

**Termination 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. Also any misconduct toward a student, employee, or client is cause for termination. Meryma’at Barber College Reserves the right to terminate any student they feel is not following the schools policies at any time.

**Cheating Policy**

Theinstructors of the classes at Meryma’at Barber College make the judgement 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.

**Disciplinary Policy**

The disciplinary policy excludes the Attendance Policy.

Students are expected to conduct themselves in a professional manner at all times. Our students are to show respect. 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
* Fourth and final offense is termination.

 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

All students must charge clients the full correct amount at all times for any service or product. All services and products sold are to be recorded at the front desk.

School authority are in charge of any judgment call on each student. 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. 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.

**Dress Code Policy**

Meryma’at college requires all students to dress in a professional manner. 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 times,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 are plenty of staff appointed designated areas for students to park their vehicle.

Students are to park beside 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. Please be respectful of our neighbors. Smoking is only allowed during lunch/break times.

**Drugs and/or Alcohol Policy**

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 verbal, 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 Collegemay 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.

**Cancellation/Refund Policy**

Any student who wishes to cancel enrollment or withdraw from Meryma’at Barber College will receive the proper refund based on consequences for cancellation. The student will get a refund based on a percentage of time enrolled in our barber program. If the applicant is not accepted by Meryma’at Barber college, they will receive a full refund. All refunds are based on scheduled hours.

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| --- | --- |
| PERCENTAGE LENGTH COMPLETED TO TOTAL LENGTH OF PROGRAM | AMOUNT OF TOTAL TUITION OWED TO SCHOOL |
| 0.01% to 4.9% | 20% |
| 5.0% to 9.9% | 30% |
| 10.0% to 14.9% | 40% |
| 15.0% to 24.9% | 45% |
| 25.0% to 49.9% | 70% |
| 50% and over | 100% |

**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.

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