

**MOLER-HOLLYWOOD
BEAUTY ACADEMY**

**6142 Montgomery Road
Cincinnati, Ohio 45213**

(513) 621-5262

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INDEX

Licensing Agency	3
Accrediting Agency	3
Mission Statement	3
Educational Objectives	3
Statement of Non-Discrimination	4
Faculty Members	4
Payment Methods	4
School Schedule	4
School Facilities	4
Scholarship Program	4
Admission Policy	5
Training Location	5
Student Services	5
Outline of Cosmetology Course	5
Outline for Advanced Cosmetologist	5
Combination Course-Cosmetology & Advanced Cosmetology	6
Outline for Manicure Course	6
Grading Policy	7
Leave of Absence	7
Refund Policy	7&8
Termination Policy	8
Transfer of Credit Policy	8
Make-Up Work Policy	8
Re-entry	8
Credit for Previous Training	8
Student Records	9
Educational Resources	9
Attendance Policy	9
Absence Policy	9
Tardiness Policy	9
Internal Complaint Procedure	9
Rules & Regulations	10
Course Format for Cosmetology Students	10
Grading Procedure for All Students	11
Completion-Placement-Licensure Rates – 2011	11
Confirmation of Receiving School Catalog and Rules and Regulations	11
Title IV Recipients	11
Graduation Requirements	11

Moler-System of Beauty Culture, under the direction of Joseph Hornsby, has been in existence since 1958 in downtown Cincinnati. Upon Mr. Hornsby's death, Mark IV Hairstylists acquired the school through his estate in January 1972. On June 18, 1973 Moler-System of Beauty Culture acquired the student enrollments of the Hollywood School of Hair Designing and changed the name to the Moler-Hollywood Beauty College. As of July 1, 1983 there was a corporation split and the name became Moler-Pickens Inc.

LICENSING AGENCY

The school is licensed by the Ohio State Board of Cosmetology, located at 1929 Gateway Circle, Grove City, Ohio 43123. The phone number is (614)466-3834.

ACCREDITING AGENCY

The school is accredited by the National Accrediting Commission of Career Arts & Sciences, which is located at 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302. The phone number is 703-600-7600.

MISSION STATEMENT

The goal of the Moler-Hollywood Beauty Academy is to make a quality cosmetology education available to any person who wishes to explore the field of cosmetology for a possible career. This school has programs to assist economically and socially disadvantaged people. Our goal therefore, is to encourage them to complete the cosmetology course and to prepare them to successfully pass the state board examination which will lead to state licensure and finally to profitable employment.

EDUCATIONAL OBJECTIVES

COSMETOLOGY

The 1500 clock hour cosmetology course is designed to prepare students for the state licensing exam and for profitable employment. Once licensed, you will be able to work as a hairdresser, salon owner, color technician, manufacturers' representative, etc. To graduate from the course, the student must accumulate 1500 clock hours of attendance, take all tests and exams, and have paid in full all financial obligations. The student is then awarded a diploma and is assisted in filing to take the state board examination.

ADVANCED COSMETOLOGY

The 300 clock hour course will prepare students for the state licensing examination and for profitable employment. Once licensed, you will be an advanced cosmetologist, salon owner, color technician, manufacturers' representative, etc. To graduate from the course the student must complete the 300 clock hours, take all tests and exams, and have paid in full all financial obligations. The student is then awarded a diploma and is assisted in filing to take the state board examination.

COMBINATION COSMETOLOGY AND ADVANCED COSMETOLOGY

The 1800 clock hour program will prepare students for the state licensing examination for cosmetology and advanced cosmetology license and for profitable employment. Once licensed, you will be able to work as an advanced cosmetologist, color technician, salon owner, manufacturers' representative, etc. To graduate from the course, the student must complete 1800 clock hours, take all tests and exams, and have paid in full all financial obligations. The student is then awarded a diploma and is assisted in filing to take the state board examination.

MANICURING COURSE

The 200 clock hour course will prepare the student for the state licensing exam and for profitable employment. Once licensed the student may work in a beauty or nail salon. To graduate the student must complete the 200 hours, take all tests and exams, and pay all financial obligations to the school. A diploma is then issued and the student receives assistance in filing for the state board examination.

STATEMENT OF NON-DISCRIMINATION

The school does not discriminate on the basis of race, color, sex, ethnic origin, age, or religion.

FACULTY MEMBERS

OWNER: Patty Marquet,
 FINANCIAL AID DIRECTOR- Monica Schirmer
 SCHOOL MANAGER- Liz Spencer
 COSMETOLOGY INSTRUCTORS: Mattie Stallworth, Tashia Earley
 LaTwanda Gordon, and Kristna Brown.

PAYMENT METHODS

All students enrolling in the 1500 or 1800 clock hour program are required to make a \$200.00 down payment towards their tuition. Students enrolling in the 200 clock hour manicuring course are required to make a \$250.00 down-payment towards their tuition. A payment plan will be set up for cash paying students and they can not be more than 2 payments behind or they must take a voluntary leave until the tuition is current. Students receiving Title IV funding must make their down payment and then payments will be processed according to particular benchmarks and according to satisfactory progress.

SCHOOL SCHEDULE

A student may apply for enrollment any day of the school calendar year with classes beginning every two weeks on Monday for day classes and Tuesday evening for night classes. The school is closed on the following holidays: January 1, Martin Luther King Day, Memorial Day, July 4, Labor Day, Thanksgiving Day, Christmas Day through New Year's Day. If Christmas Eve or New Years Eve falls on a night when evening classes are scheduled, those classes will also be closed. If for any reason the school must close, it will be announced on television and radio. During the year, In-service days for staff will be held and the students will receive prior notice as the school will be closed on those days also.

SCHOOL FACILITIES

Facilities consist of a theory room, junior practice room, clinic/lab, 3 offices, student lounge, manicuring room, reception room, stock room, dispensary, and facial room. Male and female restrooms are available. This consists of approximately 7500 square feet. Equipment consists of 24 styling stations, 7 shampoo bowls, 12 dryer chairs, mannequins, student kits, equipped dispensary, facial chairs, various products, 25 desk chairs for theory room, and a reference and video library.

SCHOLARSHIP PROGRAM

The school annually solicits applicants for a limited number of particular scholarships resulting in a deduction of \$1000.00 from the cost of tuition. Scholarships are offered to high school graduating seniors of the current year and are limited to the cosmetology and combination courses. Applicants must write an essay, obtain a counselors' endorsement, and complete a personal interview. Scholarships are awarded by a scholarship committee and the awards are sent to the high school for presentation.

ADMISSION POLICY

Requirements for admission: personal interview, completed and signed enrollment agreement. We accept as regular students in our school those who are high school graduates or those who have received the

equivalent such as a GED certificate. Effective July 1, 2012, the U.S. Department of Education is no longer allowing students without a High School Diploma or GED to be eligible for Title IV funding. Prospective students must bring in their social security card, I.D. with a birth date on it and educational verification. The school does not recruit students already attending or admitted to another school offering a similar program of study.

TRAINING LOCATION

This training will take place at the Moler-Hollywood Beauty Academy, 6142 Montgomery Road, Cincinnati, Ohio 45213.

STUDENT SERVICES

The school does not guarantee placement, but does assist whenever possible and does provide placement counseling as the need arises. Senior students are taught how to write a resume and mock job interviews are practiced. Many students know where they will work, however, Patty Marquet also assists students with finding jobs. Job opportunities are also posted on the student information bulletin board located on the clinic/lab floor. We do not offer housing or parking. Individual, career, financial aid, and satisfactory progress counseling is available as the need arises.

OUTLINE OF COSMETOLOGY COURSE

Hygiene, good grooming & poise	40	Bacteriology & Sanitation	40
Massage, skin, facials, make-up	25	Chemistry	15
Disorders-skin, scalp, & hair	30	Shampoo and Rinses	80
Electricity & Light Therapy	15	Manicure & Nails	40
Hair analysis & scalp treatments	40	Ohio State Law	5
Hair shaping	150	Dispensary	37.5
Brushing, styling & waves	275	Desk Training	37.5
Permanent Waving & Relaxing	180	Shop Sanitation Duties	20
Hair Coloring	100	Salon Management	20
Hair Lightening	100	Theory review	25
Wigs-shaping, style, & care	75	Practical review	50
Personality & Sales	30	Professional Ethics	20
"How to Succeed in Business"	10	Anatomy & Physiology	40

TOTAL HOURS: 1500

The cosmetology course includes training in all phases of hair care, basic manicuring, facials & light make-up. Students receive theory throughout their training, hands on techniques on manikins and fellow classmates in the junior department, and approximately 900 hours of training in the clinic area on clients. Instructional methods used in this course include lecture, demonstration, question and answer, problem solving, student presentations, role playing, individualized instruction, study groups and DVD presentations. Goals and objectives are on page 2 of this catalog and the grading policy is on page 6.

Tuition for the cosmetology course is \$15750.00 which does not include the nonrefundable fees which are the registration fee of a \$100.00, and the books and supply fees of \$2140.00

OUTLINE FOR ADVANCED COSMETOLOGY PROGRAM

Lecture & Practice in hygiene, personality development in dealing with employees	35
Lecture, practice, & demo in purchasing salon supplies & equipment	20
Laws governing employees, sanitation & sterilization laws, insurance & safety	70
Practice and demo in advanced cutting & styling techniques	56
Practice and demo in advanced hair coloring and hair lightening	34
Lecture and practice in mixing and diluting supplies	30
Telephone techniques and sales	55

TOTAL HOURS: 300

Tuition for the ADVANCED COSMETOLOGY Course is \$1825.00, the registration fee \$100.00(non-refundable), and the \$125.00 book fees which is also non-refundable. Instructional methods include lecture, demonstration, questions and answers, individualized instruction, problem solving, student presentations, role playing, study groups, and DVD presentations. See goals and objectives on page 2 and grading policy on page 6.

(1800 HOUR COMBINATION COSMETOLOGY AND ADVANCED COSMETOLOGY)

Hygiene, good grooming & poise	40	Bacteriology & Sanitation	40
Massage, skin, facials, make-up	25	Chemistry	15
Disorders-skin, scalp, & hair	30	Shampoo and Rinses	80
Electricity & Light Therapy	15	Manicure & Nails	40
Hair analysis & scalp treatments	40	Ohio State Law	5
Hair shaping	150	Dispensary	37.5
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Personality & Sales	30	Professional Ethics	20
“How to Succeed in Business”	10	Anatomy & Physiology	40
Lecture & Practice in hygiene, personality development in dealing with employees			35
Lecture, practice, & demo in purchasing salon supplies & equipment			20
Laws governing employees, sanitation & sterilization laws, insurance & safety			70
Practice and demo in advanced cutting & styling techniques			56
Practice and demo in advances hair coloring and hair lightening			34
Lecture and practice in mixing and diluting supplies			30
Telephone techniques and sales			55
1800 clock hours			

The 1800 clock hour combination course consists of the curriculum outlined in both the 1500 hour cosmetology course and the 300 hour ADVANCED COSMETOLOGY course. The tuition is \$17575.00 which does not include the \$100.00 registration fee, and \$2265.00 books and fees which are non-refundable. A diploma is presented for the cosmetology and advanced cosmetology course upon completion of all hours, tests, and fees paid in full. Instructional methods used in this course are lecture, demonstration, questions and answers, individualized instruction, problem solving, student presentations, role playing, study groups and DVD presentations. See goals and objectives on page 2 of this catalog and grading policy on page 6.

OUTLINE FOR MANICURE COURSE

Sanitation, sterilization & bacteriology	8	Manicures: Water	79
Sculptured and artificial nails	50	Oil	47
Skin and nails	6	Electric	3
Hand & Arm Massage	7		

TOTAL HOURS: 200

Tuition for the Manicuring Course is \$2,050.00, the registration fee is \$100.00(non-refundable), and \$150 book and kit fee which is also non-refundable. Instructional methods used in this course are lecture, demonstration, questions and answers, individualized instruction, problem solving, student presentations, role playing, study groups, and DVD presentations. See goals and objectives on page 2 of this catalog and grading policy on page 6.

GRADING POLICY

Students will be graded for academic progress in theory, practical, and clinical work. The students' academic progress will be measured according to the following scale:

93 to 100%-A-Excellent
 85 to 92%-B-Good
 75 to 84%-C - Satisfactory
 74 and under - Unsatisfactory

All students must maintain a 75% or above grade average to be considered making satisfactory progress.

LEAVE OF ABSENCE

In the event a student finds it necessary to be absent from school for an extended period of time, he/she may request an official leave of absence from the institution. Students may request official leaves of absence subject to the following U.S. Department of Education limitations:

- A single leave of absence may be granted for up to 180 days in a twelve month period.
- A second leave of absence in the same twelve month period may be granted providing the second leave does not exceed 30 days and the leave is due to unexpected circumstances and the combined number of days in both leaves does not exceed 180.
- Additional leaves in the same twelve month period may be granted providing the additional leaves are for documented jury duty, military leave, or Family Medical Leave Act (FMLA)provisions, and the combined number of days in all leaves does not exceed 180.
- The twelve month period referenced in these provisions starts on the first day of the first leave.

A student's request for a leave of absence must be submitted in writing and must be approved by the institution to be considered an official leave of absence. Students will not incur additional charges from the institution for any absences during an official leave of absence period. Students who fail to return to school as scheduled from an official leave will be considered as withdrawn as of the start of the leave of absence.

REFUND POLICY

Cancellation and Settlement Policy

The Moler-Hollywood Beauty Academy has initiated the following policies for refunding training costs when a student

1. For applicant who cancels enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. Applicants not accepted by the school shall be refunded all monies paid to the school. If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment, all monies collected by the school will be refunded even if the student has begun classes. The "formal cancellation date" will be determined by the postmark on written notification; the date said notification is delivered to the school in person, the date of expulsion by the school, or 30 days after the last day of attendance, or the expiration date of an approved Leave of Absence.
2. If a student cancels his/her enrollment after three business days of the signing, but prior to entering classes, he/she shall be entitled to a full refund of all monies paid to the school less a registration fee of \$100.00.

3. For students who enroll in and begin classes, the following schedule of refunds for tuition and lab fees is authorized:

Length completed to total length of program	Amount of total tuition owed to the school
.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

4. Enrollment time is defined as the time elapsed between the actual course starting date and the date of the student's last day of physical attendance in the school. Refunds are calculated on scheduled time.

5. If a student fails to return from an approved leave of absence, the earlier of either the student notifying the school or the leave of absence scheduled date of return is used as the withdrawal date. A leave of absence shall be granted to Student's in good standing with prior written notice from the student. The leave shall be no longer than 180 days during any 12-month period of time.

6. If Moler-Hollywood Beauty Academy is permanently and no longer offering instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition. and the school will If the program is cancelled subsequent o a student's enrollment, the school will, at its option, either provide a full refund of all monies paid or completion of the course at a later time.

7. In case of disabling illness or accident, death in the student's immediate family or other documented mitigating circumstances beyond the control of the student, the school will make a settlement which is reasonable and fair to both.

8. Books and fees are non-refundable and fees will not be refunded in whole or in part.

9. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation made by the student in writing or formal termination by the school, which shall occur no more than 30 days from the last day of physical attendance, or in the case of a leave of absence, the documented date of return. Attendance is monitored on a monthly basis.

TERMINATION POLICY

A student may be terminated by the school prior to completion of the course for the following reasons: continued tardiness, extended unexcused absences, insufficient progress, non-payment of tuition, and failure to comply with the school rules and regulations. FOR STUDENTS RECEIVING TITLE IV funding, they must be terminated if they miss 14 consecutive days.

TRANSFER OF CREDIT POLICY

If a student requests a transfer, the school will transfer all hours if the tuition is current. There would be a charge of \$20.00 assessed for the preparation of necessary transfer papers. Transfer privileges are open to all students. Maximum time frames will be adjusted according to the number of hours needed to complete the program.

MAKE-UP WORK POLICY

If a student misses a quiz, test, or an assignment, they will be given the opportunity to make them up. All work must be made up before the number of clock hours for the course is completed.

RE-ENTRY

A student who has been terminated or discontinued may re-enter the program after at least 30 days. Such students must pay a re-entry fee upon re-entering the program which will be \$100.00 or 15% of the new

contracted tuition cost, whichever is less. A student who is re-entering the program with a zero tuition balance is charged \$25.00.

CREDIT FOR PREVIOUS TRAINING

Transfer students must have hours certified through the Ohio State Board of Cosmetology before beginning classes in our school. A theory and practical review will be given to determine what subjects are needed to complete the training. Credit is given for previous training.

STUDENT RECORDS

Students may gain access to their cumulative records by making an appointment with a qualified staff person who can explain the contents of the file. Release of information pertaining to students' cumulative record will be released only upon written permission from the student. A parent or guardian of a dependent minor may have access to that student's records. No information will be released to a third party without written consent of the student or the parent or guardian of tax dependent or minor students, however no written consent is required to release the information for legal or accreditation purposes.

EDUCATIONAL RESOURCES

The school has various texts, magazines, journals, and other printed material pertaining to cosmetology and manicuring. The students may request to utilize these books through their instructor. The school also has an audio-visual library which will also be supervised by the instructors. The library is located in the Managing Instructors office.

ATTENDANCE POLICY

All students are required to attend 70% of the schedule as outlined in the enrollment agreement. Attendance progress is monitored monthly and cumulatively. All students must attend at least two Saturdays a month.

*150% ENROLLMENT TIME: Students must complete the course within 150% of the scheduled enrollment time. If a leave of absence occurs, the graduation and maximum time frame dates are adjusted accordingly.

ABSENCE POLICY

An excused absence may be defined as: illness, family crisis, weather, or vacation. Any absence not covered by the above list is considered an unexcused absence. Regardless of the nature of the absence, the school must be notified. If a student can provide the school with medical documentation for absences, the student can make up hours during that month and remain satisfactory. (Veterans should understand that V.A. regulations concerning benefits of time allowed may not be extended.) The veteran may find it necessary to attend make-up classes at their own expense. A Veteran's absenteeism is reported to the Veterans Administration. 1. There would be an automatic termination for V.A. payment purposes for any student exceeding five (5) absences. 2. After 30 days, Veteran could apply for re-certification after termination pertaining to violation of the absence policy. A student would have to undergo counseling to determine if the cause for V.A. termination for excess absences has been removed. 3. If it is necessary for V.A. purposes, the third time for excessive absences, it will be impossible for the school to re-certify Veteran for continued participation in the V.A. program.

TARDINESS POLICY

Students are signed in at quarter hour intervals and receive credit for all hours attended. Hours are not taken from students for any reason.

INTERNAL COMPLAINT PROCEDURE

The following steps need to be taken if students or customers have any complaints:

1. Talk to the instructor over-seeing you to try to get the situation resolved.
2. If you are not completely satisfied, contact Patty Marquet at (513)621-5262.

RULES & REGULATIONS

1. Full-time and part-time classes begin at 9 a.m. Junior students arriving after 9 a.m. will be signed in at quarter-hour intervals. Junior students arriving after 10 a.m. will not be admitted to class without an excuse that can be verified. Senior day students may not sign in after 10:30 a.m. On Tuesday, day students can only stay until 5:30p.m. On Wednesday and Thursday, day students can only stay until 6:30 p.m.
2. We are a drug-free institution. Anyone caught with drugs or alcohol on the school premises will be expelled.
3. Students must come to class in proper uniform . Make-up is optional. The uniform is black, (solid) and closed-toed shoes along with the Moler-Hollywood apron or smock. Violators of this rule will not be signed in for the day.
4. All leave of absences must be in writing and presented to the office for approval.
5. Students are permitted 30 minutes for lunch, however, can take one hour knowing that one hour will be deducted from their time. Students gone over one hour will be signed out for the day. The only exception would be if a student has a documented excuse that can be verified.
6. **STUDENTS MUST MAINTAIN A PROFESSIONAL ATTITUDE AT ALL TIMES.**
7. Insubordination or foul language is not permitted. Violators will be given one warning. If the situation persists, the student will be sent home for the day, second offense-two weeks, 3rd offense-three weeks, 4th offense-one month.
8. Any foul language or insubordination towards an instructor or staff person will result in an automatic 30-day suspension. (no warning)
9. Physical confrontations of any kind on the school premises will result in immediate expulsion.
10. Any student on the clinic floor that refuses a patron will be sent home for the day.
11. Any clinic student caught performing a service without a paid customer ticket or performing a service that was not outlined and paid for will be expelled. If a patron wants to change their service or add a service, it must be done through the instructor so that any necessary charges can be adjusted or deleted.
12. .Students are not permitted to bring their children to school. If your child has come to get their hair done, they cannot come until 10 a.m. and must limit the service time to two hours and then they must leave the premises. Cost for the service will be ½ the regular price
13. Any student caught defacing school property will be expelled.
14. Students are not permitted to leave their classroom or designated area (clinic floor) without permission from their instructor. If you do not sign in and out, the instructor will sign you out for the last time you were seen. **ANY STUDENT WHO HAS BEEN SIGNED OUT, MUST LEAVE THE PREMISES IMMEDIATELY. FAILURE TO DO SO WILL RESULT IN A POLICE ESCORT.**
15. Senior students may get their hair done on Mondays and must have permission from their instructor. Violators of this rule will be signed out for the day.
16. Senior test day is Monday and make-up tests are given on Wednesdays.

COURSE FORMAT FOR COSMETOLOGY STUDENTS

Full and part-time junior day students receive theory from 9 a.m. until 12:30 Monday through Friday. Practical classes are from 1p.m. to 4:30 p.m. (Part-time students leave at 2:30. Students have one test per week on material covered and receive grades on practical work daily. At approximately 350 hours the junior student will begin practical mark-offs for advancement to the senior department. Students are

generally advanced between 450 to 500 clock hours. Full and part-time senior day students receive theory from 9 a.m. to 10 a.m. Monday through Friday and are tested weekly. Clinic services and practical work is graded daily. Clinic services begin at 10 a.m. Monday through Thursday and 9 a.m. on Friday and Saturdays and are strictly clinic work for senior students from 9 a.m. until 4:30 p.m. Senior exams are taken between 1400 and 1500 hours.

Night junior and senior students have theory on Tuesday evenings from 6p.m. to 9 p.m. Practical and clinic work is on Wednesday and Thursday from 5p.m. to 9p.m. and every Saturday from 9 a.m. until 4:30 p.m.

GRADING PROCEDURE FOR STUDENTS:

All students will be graded on theory, practical, & lab work. Grades are recorded in the teacher’s grade book and on the student’s monthly chart. All test & quiz grades are added up & an average is calculated for the theory grade. Practical and/or lab work is graded & averaged to get a “hands on” grade. Evaluations will be conducted quarterly for purposes of determining the student’s progress, satisfactory or unsatisfactory & the student will receive such report for review.

COURSE FORMATS AND GRADING PROCEDURES FOR Salon Management and Manicuring
Courses coincide with the schedules listed above.

COMPLETION-PLACEMENT-LICENSURE RATES – 2014

COMPLETION RATE: 53.06%

LICENSURE RATE: 80.95% PASSED THE EXAM

PLACEMENT RATE: 61.54% FOUND JOBS

CONFIRMATION OF STUDENT RECEIVING THE SCHOOL CATALOG AND RULES AND REGULATIONS:

I, THE UNDERSIGNED, verify that I have read and received the school catalog, rules and regulations, and the course formats.

SIGNATURE: _____

DATE: _____

ATTENTION: ALL STUDENTS RECEIVING TITLE IV FUNDING

I understand that due to the Department of Educations new “Return of Title IV Funds” that there is a possibility that if I terminate before achieving a certain percentage of hours, I might be required to repay a portion of my grant to the Department of Education.

SIGNATURE: _____

DATE: _____

GRADUATION REQUIREMENTS

In order to graduate, all students must complete all required hours, have taken all required tests, and have all financial obligations paid to the school. The student will then be issued a diploma and be assisted with filing their paperwork with the Ohio State Board of Cosmetology.