

MOLER

SCHOOL CATALOG

Period Covered: 1/01/2026 – 12/31/2026

Published: 12/15/2025 **Revised:** 7/01/2026

Moler Barber College

Main Campus:

1440 7th Street, Oakland, CA 94607

(510) 652-4177 Phone | www.moler.edu | info@moler.org | (925) 233-1414 Fax

Satellite Campuses:

22425 Main Street | Hayward | CA | 94541 | (510) 237-3800

22641 Main Street | Hayward | CA | 94541 | (510) 398-4800

4908 Kirk Ln | San Pablo | CA | 94805 | (510) 860-4900



DISCLAIMER STATEMENT

This catalog is published in accordance with state and federal requirements and provides current information regarding programs, policies, and student rights and responsibilities. It is not a contract and should not be interpreted as such. Moler Barber College reserves the right to revise policies, programs, tuition, fees, and other information in this catalog as permitted by law. The College is responsible for the accuracy of the information in this catalog. Any changes will be reflected in an official Catalog Addendum.

All students receive a copy of the catalog and the School Performance Fact Sheet prior to signing an Enrollment Agreement.

As a prospective student, you are encouraged to review this catalog, the School Performance Fact Sheet, and all enrollment documents prior to signing an Enrollment Agreement.



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A Message from the Chief Executive Officer

Dear Students,

Welcome to Moler Barber College. For more than a century, Moler has stood as a place where people come to learn a craft, pursue opportunity, and build a future through skill, discipline, and creativity. It is an honor to continue that legacy and to support the next generation of professionals who will serve our community with pride.

My late husband, Frank, and I shared a deep belief in the power of career education. While Moler's history long predates our stewardship, we were drawn to this institution because of its reputation, its commitment to hands-on training, and its impact on tens of thousands of graduates. My family, including our daughter Amanda, is grateful for the opportunity to support Moler's long-standing mission. Today, as a family-owned institution, we remain deeply committed to preserving Moler's standards and honoring the legacy entrusted to us. I am grateful to everyone who contributes to this work each day — our instructors, our staff, our partners, and most importantly, our students.

At Moler, you will be challenged, supported, and held to high standards. You will learn techniques, practice until you master them, and gain the confidence needed to enter the industry. You will also be part of a community that values professionalism, safety, and respect for one another. These expectations prepare you not only for licensure, but for a career built on integrity and consistency.

For more than 115 years, Moler's story has been shaped by its students. Now you join that legacy. We are honored to support the next chapter of your journey, and we look forward to seeing where your craft will take you!

Warm regards,



Christina Quattro
Chief Executive Officer
Moler Barber College



Institutional Information

Institutional Identity

Moler Barber College is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 and Division 7.5 of Title 5 of the California Code of Regulations.

The College offers barbering, cosmetology, and esthetics programs at its main campus in Oakland and at approved satellite locations in Hayward and San Pablo, including the Hayward Cosmetology location operating as *Moler Cosmetology College, a division of Moler Barber College*. Throughout this catalog, these locations are referred to collectively as Moler Barber & Cosmetology Colleges.

Mission Statement

To empower individuals through top-tier beauty education, fostering sustainable careers and lasting impact in the communities we serve.

Purpose of Educational Programs

Each educational program at Moler Barber College supports this mission by preparing students for licensure and entry-level employment in their chosen field. Programs emphasize hands-on training, practical skill development, client service, professionalism, and workplace readiness, equipping students with the competencies and confidence needed to succeed in today's beauty and grooming professions.

History

Founded more than a century ago, Moler Barber College is one of California's longest-established institutions dedicated to barbering and cosmetology education. The College has served the Bay Area continuously since 1910, evolving from a single Oakland barbering school into a multi-campus institution offering barbering, cosmetology, and esthetics programs.

Over the decades, Moler Barber College has maintained its commitment to practical, skills-based training rooted in the traditions of the profession. Today, the College operates a main campus in Oakland and approved satellite locations in Hayward and San Pablo, continuing its long-standing mission of preparing students for licensure and successful careers in the beauty and grooming industries.

Accreditation, Licensing, and State Approval

Moler Barber College is institutionally accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Accreditation includes the main campus in Oakland and approved satellite locations in Hayward and San Pablo, including the Hayward Cosmetology location operating as *Moler Cosmetology College, a division of Moler Barber College*.

The College is a private postsecondary institution approved to operate in the State of California by the Bureau for Private Postsecondary Education (BPPE) under the California Private Postsecondary Education Act of 2009 (CEC §94897). Approval to operate indicates that the institution meets minimum state standards for quality and accountability. The Board of Barbering and Cosmetology approves the program curricula offered by the College, which prepares students to qualify for California licensure examinations.

Moler Barber College maintains an active commitment to regulatory compliance and incorporates ongoing self-monitoring into its daily operations. Designated administrators review BPPE updates, evaluate institutional policies, and ensure procedures remain aligned with current state requirements. Internal reviews are periodically conducted in areas such as enrollment documentation, advertising, disclosures, refund calculations, and student recordkeeping. Staff training, onboarding, and professional development reinforce a culture of compliance and help employees stay informed of regulatory expectations.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE) at:

Bureau for Private Postsecondary Education

1747 North Market Blvd., Suite 225, Sacramento, CA 95834

www.bppe.ca.gov | (888) 370-7589 | Fax: (916) 263-1897

The Office of Student Assistance and Relief (OSAR) is available to support prospective, current, or former students in understanding their rights and navigating available resources. OSAR may be reached at (888) 370-7589 or www.bppe.ca.gov.

This catalog is updated annually. Any changes to educational programs, services, or policies required by statute or regulation that occur before the next annual edition will be communicated through catalog supplements or inserts at the time such changes take effect.

Institutional Ownership & Administrative Staff

Moler Barber College is owned and operated by Quattro Barber Colleges, Corp., a privately held California corporation. The institution's executive leadership is responsible for ensuring compliance, educational quality, and the effective operation of all campuses.

Key Administrative Personnel

- **Christina Quattro**, Chief Executive Officer
- **JCRivas**, Chief Operating Officer
- **Raymond Torres**, Director of Education
- **Virginia Ochoa**, Student Services Administrator
- Additional administrative and instructional personnel are listed in campus directories and organizational charts available on campus.

Campus Locations

(Instruction will be provided at the following locations.)

Main Campus

Moler Barber College
1440 7th Street, Oakland, CA 94607
(510) 652-4177

Satellite Locations

22425 Main Street, Hayward, CA 94541
(510) 237-3800

22641 Main Street, Hayward, CA 94541
(510) 398-4800

4908 Kirk Ln, San Pablo, CA 94805
(510) 860-4900

Catalog Availability and Updates

This catalog is updated annually and reflects the policies, programs, and information in effect at the time of publication. The current catalog is available to all prospective and enrolled students on the College's website and in the administrative offices at each campus. The catalog is provided to prospective and enrolled students at no cost and is available in print upon request or online at www.moler.edu.

Students receive the current catalog prior to enrollment.

If changes to educational programs, policies, or procedures required by statute or regulation occur before the next annual publication, the College will issue a catalog supplement or addendum at the time such changes take effect. Supplements or addenda are distributed to students and made available in campus offices and online.

The following section explains how conflicts between documents are resolved and identifies which source governs institutional policy.

Catalog Authority

If any information in departmental handbooks, or supplemental documents conflicts with the policies and requirements contained in this catalog, the catalog shall be considered the official and current reference for institutional policies. The College reserves the right to update or revise catalog information as needed and will notify students of any substantive changes as soon as practical.

Facilities and Learning Resources

All Moler Barber & Cosmetology Colleges campuses provide professional, clinic-based training environments designed to mirror real workplace settings. Each location includes a fully equipped clinic floor where students practice services on mannequins and live clients under instructor supervision. Workstations are arranged to resemble modern barbershops, salons, and esthetics studios, helping students acclimate to the professional environments they will enter after graduation.

Facilities include dedicated classroom spaces for theory instruction, barber and cosmetology stations, shampoo areas, esthetics treatment rooms (where applicable), product dispensaries, storage areas, restrooms, and administrative offices. Campuses are equipped with the tools and materials required for instruction in barbering, cosmetology, and esthetics, such as professional clippers and trimmers, shears, combs, brushes, dryers, irons, mannequins, skincare equipment, and related supplies. Students receive the kit and learning materials needed to complete all required services and practical operations throughout their program.

Learning resources support both academic and practical skill development. Students have access to textbooks, digital curriculum materials, lesson plans, demonstrations, and state board preparation resources aligned with California Board of Barbering and Cosmetology requirements. Instructors provide additional support through individualized assistance, review sessions, demonstrations, and guided practice. Supplemental resources—including sanitation protocols, practical checklists, mock exam tools, and client service procedures—are available at each campus.

In addition to on-campus materials, students have 24/7 access to CIMA, the College's digital learning hub. CIMA provides centralized access to program materials, instructional videos, study guides, academic support tools, and career-oriented resources. The platform helps students track their progress, review course content, access supplemental learning materials, and explore topics that support both licensure preparation and long-term career development. Students may access CIMA and all digital learning resources from any internet-enabled device. On-campus devices and printed reference materials are available upon request at each campus.

All campuses comply with applicable state and local health, safety, and accessibility requirements. Facilities are maintained to ensure a clean, sanitary, and professional environment that promotes effective learning, client safety, and preparation for licensure and employment.

Instructional Staff

Moler Barber College employs qualified instructors who meet or exceed the minimum requirements established by the California Board of Barbering and Cosmetology and the Accrediting Commission of Career Schools and Colleges (ACCSC). All instructors hold current licensure in their field and possess the professional experience and instructional skills necessary to provide effective training.

A current list of instructional staff, including names, titles, and qualifications, is available in the administrative office at each campus and is provided to students upon request.

Class Size and Instructor-to-Student Ratios

Moler Barber College maintains a maximum class size of 30 students to support effective instruction, safe supervision, and consistent educational quality. When a class exceeds 20 students, an additional instructor is assigned to ensure appropriate oversight and balanced instructional support.

The College monitors attendance and staffing on an ongoing basis to maintain stable learning conditions and appropriate instructional coverage. Typically, the College's instructor-to-student ratio averages approximately 1:14, though actual ratios may fluctuate slightly based on attendance.

Institutional Schedule Adjustments

Moler Barber College reserves the right to adjust class schedules, start dates, or instructional delivery methods when necessary to support effective operations, maintain educational quality, or comply with state or local requirements. In the event of any schedule change, students will be notified as soon as practical and provided with updated information to support their continued progress in the program.

If a scheduled start date is delayed, students may elect to attend the next available start date or cancel enrollment and receive a full refund of all monies paid in accordance with the College's cancellation and refund policy. The College does not anticipate delays extending beyond the next available start date, which is typically scheduled within 30 days.

Academic Calendar

Moler Barber College operates on a year-round instructional schedule and observes limited scheduled breaks and campus closures during the year. Campuses are closed in observance of major holidays, including New Year's Day, Martin Luther King Jr. Day, Juneteenth, Memorial Day, Independence Day (Fourth of July), Labor Day, Thanksgiving

Day, and Christmas Day. Campuses may also close for limited periods for faculty in-service activities, administrative purposes, safety concerns, or emergency situations. Students are notified of scheduled closures through campus postings, the student portal, and electronic communication. Current holiday and closure information is available from the administrative office at each campus.

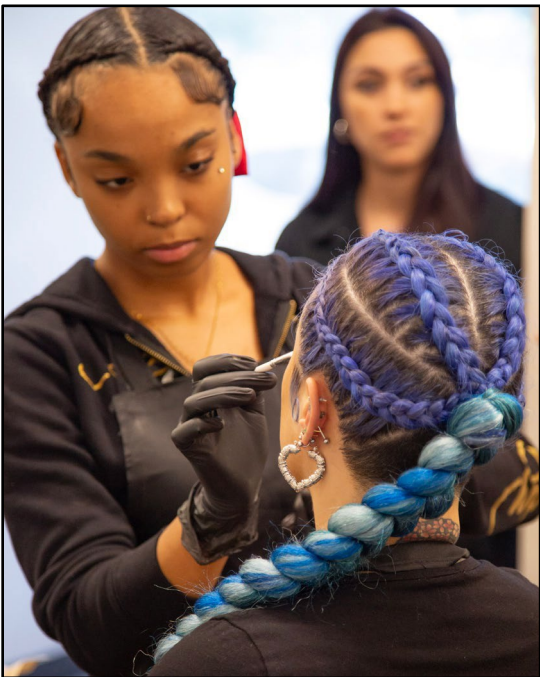
Academic Programs

Programs Overview

Moler Barber College offers three programs approved by the California Board of Barbering and Cosmetology: Barbering, Cosmetology, and Esthetics. Each program is designed to prepare students for licensure and entry-level employment in the field through a curriculum that combines theory instruction, practical training, and supervised clinic experience. All programs are measured exclusively in clock hours; the College does not award semester or quarter credit hours.

Moler Barber College does not offer distance education. All instruction is delivered in person at the campus locations listed in this catalog.

The following pages provide program-specific information, including program objectives, curriculum requirements, program length, graduation requirements, and licensure eligibility.



Barbering Program

Total Clock Hours: 1000

Estimated Program Length: 7 to 10 months (varies by schedule and attendance)

Credential Awarded: Certificate

Locations Offered: Oakland, Hayward, San Pablo

Program Description

The Barbering program provides 1,000 clock hours of combined classroom instruction and supervised practical training designed to prepare students for entry-level employment in the barbering profession. Students receive instruction in haircutting, hairstyling, shaving, chemical services, sanitation, infection control, professional development, and California laws and regulations in accordance with the requirements of the California Board of Barbering and Cosmetology.

The curriculum develops the knowledge, technical skills, professional behaviors, and work habits necessary to perform barbering services safely and effectively. Instruction emphasizes progressive skill development through classroom instruction, practical training, supervised clinical experience, and preparation for the California Board of Barbering and Cosmetology licensure examination.

Students who complete the program, meet all academic requirements, maintain Satisfactory Academic Progress, and satisfy all financial obligations to the College are eligible to apply for the California Board of Barbering and Cosmetology licensure examination. Completion of the program does not guarantee licensure.

Program Objectives

The Barbering program is designed to prepare graduates to:

- Apply theoretical knowledge to practical barbering services in accordance with California Board requirements.
- Perform basic haircutting, hairstyling, shaving, and related grooming procedures in a professional setting.
- Demonstrate safe and sanitary work practices.
- Understand state laws and regulations governing barbering in California.
- Meet the educational requirements necessary to apply for the California Board of Barbering and Cosmetology licensure examination.

Career Outcomes

Graduates are prepared for entry-level employment in barbershops, salons, and similar grooming establishments. Common job classifications include Barber, Stylist, Barber-Stylist, Grooming Specialist, and related roles.

SOC Codes Commonly Associated With This Program:

- Barber – 39-5011
- Hairdresser, Hairstylist – 39-5012

Program Course Structure

Course	Course Title	Clock Hours
BAR 101	Professional Foundations	100
BAR 102	Health Sciences, Safety & Infection Control	200
BAR 201	Hair Design, Cutting & Styling	200
BAR 202	Chemical Hair Services	200
BAR 203	Barbering & Grooming Services	250
BAR 204	Nail Care Fundamentals	50
Total		1,000

Course Descriptions

BAR 101 – Professional Foundations (100 Hours)

This course introduces students to the barbering profession by developing the professional knowledge, communication skills, workplace behaviors, ethical standards, and career readiness expected of entry-level barbers. Students establish a foundation in professionalism, client relations, personal wellness, career development, and business fundamentals while becoming familiar with the expectations of the barbering profession and the California Board of Barbering and Cosmetology. This course establishes the professional foundation that supports student success throughout the Barbering Program.

BAR 102 – Health Sciences, Safety & Infection Control (200 Hours)

This course provides the scientific foundation and health and safety principles essential to the practice of barbering. Students develop an understanding of human anatomy and physiology, hair and skin science, infection control, chemistry, electricity, and the health and safety practices necessary to protect clients, coworkers, and themselves. Emphasis is placed on the application of scientific principles, regulatory compliance, and safe professional practices consistent with the standards of the California Board of Barbering and Cosmetology.

BAR 201 – Hair Design, Cutting & Styling (200 Hours)

This course develops the technical knowledge and practical skills required to perform professional haircutting and hairstyling services. Students learn the principles of hair design, client consultation, hair and scalp analysis, service preparation, haircutting, clipper cutting, razor cutting, hairstyling, and finishing techniques through classroom instruction, practical laboratory activities, and supervised clinical experience. Emphasis is placed on technical precision, service quality, client satisfaction, and the development of safe and efficient work habits consistent with professional barbering practice.

BAR 202 – Chemical Hair Services (200 Hours)

This course develops the knowledge and technical skills required to safely and effectively perform professional chemical hair services. Students learn the principles and application of haircoloring, chemical texture services, consultation, hair analysis, strand testing, formula selection, product application, corrective procedures, and chemical safety through classroom instruction, practical laboratory activities, and supervised clinical experience. Emphasis is placed on technical accuracy, client safety, product knowledge, and compliance with professional standards established by the California Board of Barbering and Cosmetology.

BAR 203 – Barbering & Grooming Services (250 Hours)

This course develops the specialized knowledge and technical skills unique to the barbering profession. Students learn traditional barbering services including facial treatments, professional shaving, beard and mustache design, facial massage, hair loss services, and client grooming techniques through classroom instruction, practical laboratory activities, and supervised clinical experience. Emphasis is placed on client consultation, service customization, technical precision, safety, and the delivery of professional grooming services consistent with the standards of the California Board of Barbering and Cosmetology.

BAR 204 – Nail Care Fundamentals (50 Hours)

This course introduces the fundamental principles and procedures of professional nail care within the scope of barbering practice. Students develop an understanding of nail anatomy, sanitation, client safety, and professional manicure services through classroom instruction, practical laboratory activities, and supervised clinical experience. Emphasis is placed on infection control, safe work practices, and the delivery of professional nail care services consistent with the standards of the California Board of Barbering and Cosmetology.

Cosmetology Program

Total Clock Hours: 1000

Estimated Program Length: 7 to 10 months (varies by schedule and attendance)

Credential Awarded: Certificate

Locations Offered: Oakland, Hayward, San Pablo

Program Description

The Cosmetology program provides 1,000 clock hours of combined classroom instruction and supervised practical training designed to prepare students for entry-level employment in the cosmetology profession. Students receive instruction in haircutting, hairstyling, chemical hair services, skin care, nail care, sanitation, infection control, professional development, and California laws and regulations in accordance with the requirements of the California Board of Barbering and Cosmetology.

The curriculum develops the knowledge, technical skills, professional behaviors, and work habits necessary to perform cosmetology services safely and effectively. Instruction emphasizes progressive skill development through classroom instruction, practical training, supervised clinical services, and preparation for the California Board of Barbering and Cosmetology licensure examination.

Students who complete the program, meet all academic requirements, maintain Satisfactory Academic Progress, and satisfy all financial obligations to the College are eligible to apply for the California Board of Barbering and Cosmetology licensure examination. Completion of the program does not guarantee licensure.

Program Objectives

The Cosmetology program is designed to prepare graduates to:

- Apply theoretical knowledge to practical cosmetology services in accordance with California Board requirements.
- Perform haircutting, hairstyling, chemical hair services, skin care, nail care, and related cosmetology services in a professional setting.
- Demonstrate safe and sanitary work practices.
- Understand California laws and regulations governing cosmetology practice.
- Meet the educational requirements necessary to apply for the California Board of Barbering and Cosmetology licensure examination.

Career Outcomes

Graduates are prepared for entry-level employment in salons, spas, beauty studios, and similar service environments. Common job classifications include Cosmetologist, Hairstylist, Colorist, Salon Assistant, or related roles.

SOC Codes Commonly Associated With This Program:

- Hairdressers, Hairstylists, and Cosmetologists – 39-5012

Program Course Structure

Course	Course Title	Clock Hours
COS 101	Professional Foundations	100
COS 102	Health Sciences, Safety & Infection Control	200
COS 201	Hair Design, Cutting & Styling	200
COS 202	Chemical Hair Services	200
COS 203	Skin Care & Beauty Services	200
COS 204	Nail Care & Enhancement Services	100
Total		1,000

Course Descriptions

COS 101 – Professional Foundations (100 Hours)

This course introduces students to the cosmetology profession by developing the professional knowledge, communication skills, workplace behaviors, ethical standards, and career readiness expected of entry-level cosmetologists. Students establish a foundation in professionalism, client relations, personal wellness, career development, and business fundamentals while becoming familiar with the expectations of the cosmetology profession and the California Board of Barbering and Cosmetology. This course establishes the professional foundation that supports student success throughout the Cosmetology Program.

COS 102 – Health Sciences, Safety & Infection Control (200 Hours)

This course provides the scientific foundation and health and safety principles essential to the practice of cosmetology. Students develop an understanding of human anatomy and physiology, hair and skin science, infection control, chemistry, electricity, and the health and safety practices necessary to protect clients, coworkers, and themselves. Emphasis is placed on the application of scientific principles, regulatory compliance, and safe professional practices consistent with the standards of the California Board of Barbering and Cosmetology.

COS 201 – Hair Design, Cutting & Styling (200 Hours)

This course develops the technical knowledge and practical skills required to perform professional haircutting and hairstyling services. Students learn the principles of hair design, client consultation, hair and scalp analysis, service preparation, haircutting, hairstyling, braiding, braid extensions, wigs, hair additions, and finishing techniques through classroom instruction, practical laboratory activities, and supervised clinical experience. Emphasis is placed on technical precision, creativity, service quality, client satisfaction, and the development of safe and efficient work habits consistent with professional cosmetology practice.

COS 202 – Chemical Hair Services (200 Hours)

This course develops the knowledge and technical skills required to safely and effectively perform professional chemical hair services. Students learn the principles and application of haircoloring, chemical texture services, consultation, hair analysis, strand testing, formula selection, product application, corrective procedures, and chemical safety through classroom instruction, practical laboratory activities, and supervised clinical experience. Emphasis is placed on technical accuracy, client safety, product knowledge, and compliance with professional standards established by the California Board of Barbering and Cosmetology.

COS 203 – Skin Care & Beauty Services (200 Hours)

This course develops the specialized knowledge and technical skills essential to the cosmetology profession in the areas of skin care, hair removal, and makeup. Students learn facial treatments, hair removal techniques, lash and brow beautification, and makeup application through classroom instruction, practical laboratory activities, and supervised clinical experience. Emphasis is placed on client consultation, individualized treatment planning, safe and hygienic practices, and enhancing client appearance and confidence.

COS 204 – Nail Care & Enhancement Services (100 Hours)

This course develops the knowledge and technical skills required to perform professional nail care and enhancement services. Students learn manicuring, pedicuring, nail tip application, nail enhancements, resin systems, and light-cured gel services through classroom instruction, practical laboratory activities, and supervised clinical experience. Emphasis is placed on client consultation, nail health, safe application procedures, infection control, and professional standards consistent with the California Board of Barbering and Cosmetology.

Esthetics Program

Total Clock Hours: 600

Estimated Program Length: 4 to 7 months (varies by schedule and attendance)

Credential Awarded: Certificate

Locations Offered: Oakland, Hayward, San Pablo

Program Description

The Esthetics program provides 600 clock hours of combined classroom instruction and supervised practical training designed to prepare students for entry-level employment in the esthetics profession. Students receive instruction in skin care, facial treatments, hair removal, lash and brow beautification, makeup application, sanitation, infection control, professional development, and California laws and regulations in accordance with the requirements of the California Board of Barbering and Cosmetology.

The curriculum develops the knowledge, technical skills, professional behaviors, and work habits necessary to perform esthetic services safely and effectively. Instruction emphasizes progressive skill development through classroom instruction, practical training, supervised clinical services, and preparation for the California Board of Barbering and Cosmetology licensure examination.

Students who complete the program, meet all academic requirements, maintain Satisfactory Academic Progress, and satisfy all financial obligations to the College are eligible to apply for the California Board of Barbering and Cosmetology licensure examination. Completion of the program does not guarantee licensure.

Program Objectives

The Esthetics program is designed to prepare graduates to:

- Apply theoretical knowledge to practical esthetic services in accordance with California Board requirements.
- Perform professional skin care services, facial treatments, hair removal, lash and brow beautification, and makeup application in a professional setting.
- Demonstrate safe and sanitary work practices.
- Understand California laws and regulations governing esthetics practice.
- Meet the educational requirements necessary to apply for the California Board of Barbering and Cosmetology licensure examination.

Career Outcomes

Graduates are prepared for entry-level employment in spas, salons, skincare clinics, and similar service environments. Common job classifications include Esthetician, Skincare Specialist, Spa Technician, Makeup Artist (settings vary), or related roles.

SOC Codes Commonly Associated With This Program:

- Esthetician, Skincare Specialist – 39-5094

Program Course Structure

Course	Course Title	Clock Hours
EST 101	Health Sciences, Safety & Infection Control	200
EST 201	Esthetics Skin Care Services	350
EST 202	Hair Removal, Lash & Brow Beautification	50
Total		600

Course Descriptions

EST 101 – Health Sciences, Safety & Infection Control (200 Hours)

This course provides the scientific foundation and health and safety principles essential to the practice of esthetics. Students develop an understanding of anatomy and physiology, skin histology, skin disorders and diseases, infection control, chemistry, electricity, professional communication, career readiness, and the health and safety practices necessary to protect clients, coworkers, and themselves. Emphasis is placed on regulatory compliance, safe professional practices, and the development of professional behaviors consistent with the standards of the California Board of Barbering and Cosmetology.

EST 201 – Esthetics Skin Care Services (350 Hours)

This course develops the specialized knowledge and technical skills unique to the practice of esthetics. Students learn the principles and application of professional skin analysis, skin care product selection, treatment room preparation, facial treatments, facial massage, facial devices and technology, makeup application, and advanced esthetic treatments through classroom instruction, practical laboratory activities, and supervised clinical experience. Emphasis is placed on client consultation, treatment planning, technical proficiency, client safety, and the delivery of professional skin care services consistent with the standards of the California Board of Barbering and Cosmetology.

EST 202 – Hair Removal, Lash & Brow Beautification (50 Hours)

This course develops the knowledge and technical skills required to safely and effectively perform professional hair removal, lash, and brow beautification services. Students learn client consultation, contraindications, hair removal techniques, brow shaping, lash and brow enhancement procedures, and post-service care through classroom instruction, practical laboratory activities, and supervised clinical experience. Emphasis is placed on client safety, technical precision, sanitation, and the delivery of professional services consistent with the standards of the California Board of Barbering and Cosmetology.

Graduation Requirements

Students must complete all required program hours and maintain Satisfactory Academic Progress. They must earn a minimum score of 70% on each required examination and meet all attendance expectations. Students are also required to complete all administrative processes and satisfy all financial obligations to the College to be eligible for graduation.

Licensure Requirements

Graduates of the Barbering, Cosmetology, and Esthetics programs must obtain a license from the California Board of Barbering and Cosmetology (Board) to work in these professions in the State of California. Licensure requires completion of an approved program, submission of an application and associated fees, and fingerprinting for a background check through the California Department of Justice.

The Board may deny licensure to applicants with certain criminal convictions or disciplinary actions. Applicants with prior convictions are encouraged to review the Board's regulations at www.barbercosmo.ca.gov or contact the Board directly for guidance on eligibility.

Graduation from a Moler Barber College program does not guarantee licensure. Individuals must meet all requirements set by the California Board of Barbering and Cosmetology to become licensed.

Student Kit and Equipment

Each program requires a professional kit containing the tools, equipment, and supplies necessary for practical training. Kits are issued to students at the beginning of the program and become the property of the student once received. A complete and itemized list of kit contents is provided at the time of issuance and is available for review upon request.

Students are responsible for maintaining their kit in good working condition throughout the program. Replacement costs for lost or damaged items are the responsibility of the student.



Admissions

Admissions Requirements

Moler Barber & Cosmetology Colleges welcome applicants who are prepared to pursue training in barbering, cosmetology, or esthetics and who meet the minimum admissions standards listed below. All applicants must complete an admissions interview and submit the required documentation prior to enrollment.

General Requirements

To qualify for admission, an applicant must:

- Be at least 17 years of age.
- Provide proof of high school graduation, GED/HiSET, or an evaluated foreign equivalent.
- Provide a valid government-issued photo ID.
- Complete an Enrollment Agreement and all required enrollment-related documents and disclosures.
- Downpayment if required

Program-Specific Admissions Requirements

There are no additional program-specific admissions requirements for the Barbering, Cosmetology, or Esthetics programs. All applicants must meet the general admissions standards listed above.

Admissions Procedures

Prospective students may begin the admissions process by requesting information through the College's website, calling the campus, or visiting in person. They are then invited to schedule a campus visit, where they receive a tour of the facility and a program overview. During this visit, applicants also participate in an admissions interview to review prior education, career goals, schedule preferences, and overall readiness for training.

Applicants who wish to continue the process after the interview complete an application for admission. At that time, they receive the required disclosures, including the catalog and School Performance Fact Sheet, so they can review program expectations and institutional policies in full.

After submitting an application, applicants may meet with the Financial Aid Department to review program costs, payment options, and available funding sources, and to complete a financial aid application if they choose to apply. This meeting helps applicants make an informed decision about how they plan to finance their education.

and does not influence admissions decisions.

Applicants who decide to move forward with enrollment must meet all admissions and enrollment requirements, complete all required enrollment documents and disclosures, and sign an Enrollment Agreement. Once all steps and documentation have been completed, the College reviews the applicant's file for enrollment approval, confirms the approved start date, and provides orientation and first-day information.

Documentation of Previous Education

Applicants must provide acceptable documentation of high school completion before enrollment. Acceptable documentation includes:

- A high school diploma
- A high school transcript showing graduation
- A GED or HiSET certificate or transcript
- An official foreign transcript or diploma evaluated and translated by an approved third-party service

The College reviews documentation for legitimacy and may require additional evidence if questions arise regarding authenticity. Applicants who cannot provide acceptable proof of education will not be admitted.

Language Proficiency

All instruction, materials, and enrollment documents are provided in English only. Applicants must be able to speak, read, write, and understand English at a level sufficient to complete coursework and safely perform practical services. The College does not admit Ability-to-Benefit (ATB) students.

International Students / Visa Services

Moler Barber College does not provide visa services, does not issue I-20 forms, and does not assist with obtaining F-1 or M-1 student visas. The College is not authorized to enroll international students who require a student visa and does not vouch for student status or provide verification to immigration authorities. Applicants must have valid U.S. identification and work or study authorization that permits enrollment at the time of admission.

Independent Study

Moler Barber College does not offer independent study. All coursework is completed through scheduled, in-person instruction and supervised clinic training.

Non-Discrimination Policy

The College does not discriminate on the basis of race, color, national origin, religion, gender, gender identity, sexual orientation, disability, age, or any other characteristic protected by federal, state, or local law in admissions or access to programs.

Transfer of Credit / Credit for Previous Training

Applicants who have completed prior training in barbering, cosmetology, or esthetics at another school may request an evaluation of their previous education for possible transfer credit. All requests must be submitted during the admissions process and prior to signing an Enrollment Agreement. Transfer credit cannot be awarded once a student has enrolled.

Documentation Required

Applicants must submit:

- A written request for transfer credit evaluation
- Official, verifiable documentation of prior training (such as transcripts, progress reports, or other institutional training records)

The College reviews documentation for legitimacy and may request additional proof if needed.

Evaluation Criteria

Transfer hours are evaluated based on the following:

- Comparability and applicability of prior coursework to the current Moler program
- Academic preparedness demonstrated at the prior institution
- Competencies achieved, including required practical operations
- Accreditation or recognized approval status of the prior institution

The College may accept all, some, or none of an applicant's prior hours. Transfer credit is not guaranteed and is awarded at the College's discretion in accordance with institutional policy and state regulations.

Awarding Transfer Credit

If transfer hours are accepted:

- Hours will be applied to the end of the program
- The enrollment agreement will reflect total program hours minus accepted transfer hours
- Tuition and schedules will be adjusted accordingly
- Financial aid payment periods will be recalculated based on remaining hours (when applicable)

At least 25% of the clock hours for any program must be completed at Moler Barber College. The College does not award credit for prior experiential learning and does not maintain articulation or transfer agreements with other institutions. No fees are charged for evaluating or applying transfer credit.

Out-of-State or Foreign Training

Applicants who completed training outside California must obtain written approval from the California Board of Barbering and Cosmetology before the College can evaluate or apply any transfer hours.

VA and Military Students

In accordance with federal regulations, the College evaluates prior education and training for all students using military or VA benefits. This includes review of military transcripts such as the Joint Services Transcripts (JST) or Community College of the Air Force (CCAF) records, when applicable, or other official documentation. This evaluation is completed prior to enrollment and documented on the College's standardized evaluation form.

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

The transferability of credits you earn at Moler Barber & Cosmetology Colleges is at the complete discretion of the institution to which you may seek to transfer.

Acceptance of the certificate you earn in Barbering, Cosmetology, or Esthetics is also at the complete discretion of the institution to which you may seek to transfer.

If the credits, clock hours, or credentials earned at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution.

For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Moler Barber & Cosmetology Colleges to determine whether your credits, clock hours, or credentials will transfer.



Academic Policies

Attendance Policy

Regular attendance is essential to successful progress in all programs. Students are expected to attend all scheduled classes, arrive on time, and participate for the full duration of their scheduled hours. Attendance is recorded daily and becomes part of the student's permanent academic record.

A student is considered absent when not present for scheduled hours and tardy when arriving late. Students who are absent for fourteen (14) consecutive calendar days, excluding College-scheduled holidays, breaks, and other campus closures published in this catalog's Academic Calendar (during which instruction is not offered), and who do not have an approved Leave of Absence (LOA), are withdrawn from the program.

A clock hour is defined as a minimum of 50 minutes of instruction within a 60-minute period.

Leave of Absence (LOA) Policy

A Leave of Absence (LOA) may be granted to students who experience temporary circumstances that prevent them from attending classes. A student must submit a written request for an LOA that includes the reason for the request and the expected return date. LOA requests are reviewed and approved in accordance with institutional policy and applicable regulations.

An LOA may not exceed 180 days within any 12-month period. Only one LOA, or multiple LOAs that do not exceed a combined total of 180 days, may be approved within this period. While on an approved LOA, a student is not considered withdrawn, and no additional tuition or fees are charged.

Students who do not return on or before the approved return date are withdrawn from the program. The student's withdrawal date will be the last date of attendance prior to the start of the LOA.

Satisfactory Academic Progress (SAP) Policy

All students must maintain Satisfactory Academic Progress to remain enrolled and, when applicable, to retain federal financial aid eligibility. SAP standards include both attendance pace and academic performance and require students to complete their program within 150% of the published program length. SAP is evaluated at designated points during the program. SAP is reviewed using the same standards for all students and is evaluated at the end of each payment period in accordance with federal requirements. Students are notified in writing when they are placed on Warning or Probation.

Students must maintain a minimum academic average of 70% to remain in good academic standing.

Students who do not meet SAP standards at an evaluation point are placed on Warning for one evaluation period. If SAP standards are not met by the end of the Warning period, a student may be placed on Probation following a successful appeal and academic plan. Students who do not meet SAP standards at the end of the Probation period are dismissed from the program.

Students receiving Veterans educational benefits are required to meet all institutional academic, attendance, conduct, and satisfactory academic progress policies in the same manner as all other students.

Grading System

Student progress is evaluated through academic assessments. Grades are assigned according to the following scale:

A = 90–100%

B = 80–89%

C = 70–79%

F = Below 70%

Students must maintain a minimum academic average of 70% to remain in good academic standing.

Make-Up Work

Students are responsible for completing all assigned work and assessments. Missed work may be made up at the discretion of the College and must be completed within the timelines established by the instructor or administration. Make-up work does not replace attendance requirements or affect a student's recorded hours.

Progress Delays & Impact on Expected Graduation Date

Progress in clock-hour programs is based on consistent attendance, completion of required coursework and assessments, and maintaining satisfactory academic progress. Absences, course withdrawals, incompletions, failures, schedule changes, approved Leaves of Absence (LOA), or other interruptions may extend the time needed to complete the program and result in a revised expected graduation date.

When a student requests an LOA, schedule change, or other enrollment modification, the College reviews their progress and informs them of any impact on the projected completion date. Students who fall behind in attendance or need additional time to meet competency expectations must make up missed hours or requirements, which may also extend their enrollment period.

For ongoing transparency, students can view their real-time projected completion date—and the impact of their attendance and progress—at any time through the Student Portal. Students are encouraged to use the Portal regularly and meet with campus staff if they need support staying on track.

Academic Advising

The College provides academic advising to help students understand program expectations, monitor their progress, and address challenges that may affect their academic performance. Instructors are the primary point of contact for questions related to coursework, assignments, and day-to-day classroom expectations. Students who need additional support may request an appointment with an instructor or an administrator at any time.

The College monitors student progress and may reach out to students when concerns arise or when guidance may be helpful. Advising may include discussing academic needs, attendance expectations, or connecting students with appropriate campus or community resources. Support is available throughout the program to help students stay on track and succeed in their studies.

Student Records & Transcripts

The College maintains student academic records in accordance with state and accrediting requirements. Academic transcripts are retained permanently, and all other required student records are retained for a minimum of five years. Students may request an official transcript from the College at any time.

Academic Integrity

Students are expected to uphold the principles of honesty and integrity in all coursework and assessments. Academic integrity requires that all work submitted be the student's own and that students refrain from cheating, plagiarism, unauthorized collaboration, or any other form of academic misconduct. Maintaining academic integrity supports a fair learning environment and reflects the professionalism expected within the barbering, cosmetology, and esthetics fields.

Transfer Between Programs / Re-Entry

Students who wish to transfer from one program to another or who seek re-entry after withdrawal must request approval from the College. Transfers and re-entries are considered on a case-by-case basis and are subject to space availability, academic standing, attendance history, and other factors determined by the College. Applicants may be required to meet with an instructor or administrator, complete an evaluation of prior progress, or provide additional documentation as needed.

Approval for transfer or re-entry is not guaranteed. When approved, the College will determine any applicable transfer hours, remaining program requirements, and the appropriate point of re-entry.

Financial Policies

Federal Student Aid

Moler Barber College is approved to participate in the Federal Student Aid programs administered by the U.S. Department of Education. Financial aid is available for those who qualify. Students seeking assistance may meet with the Financial Aid Department to review available options and determine eligibility.

Loan Default Consequences

If a student defaults on a federal or state student loan, the following may occur:

- a. Federal or state agencies may take action to recover the balance owed, including intercepting tax refunds.
- b. The student may become ineligible for additional federal or state financial aid.

Veterans and Third-Party Funding Programs

Moler Barber College is approved by the state approving agency to enroll students who are eligible to receive Veterans educational benefits. The College also accepts funding from additional third-party sponsors, such as California Vocational Rehabilitation (Voc Rehab), Workforce Innovation and Opportunity Act (WIOA) programs, and other workforce or community agencies that support vocational training.

Students using VA, Voc Rehab, WIOA, or other third-party funding may contact the Financial Aid Office for help with documentation, certification, and program eligibility requirements. Students receiving assistance through these programs are also subject to the refund or return-of-funds policies established by the sponsoring agency.

Information regarding these policies is available from the Financial Aid Office or directly from the agency upon request.

Tuition and Fees

The tuition and fees listed below apply to all programs offered at Moler Barber College. Tuition includes instruction and access to required learning resources. Non-refundable fees and required equipment are included in the totals below.

Program	Tuition	Application/ Registration Fee	Books/Kit & Tax*	STRF Fee**	Total Program Cost
Barbering	\$16,392.66	\$250.00	\$2,133.34	\$0.00	\$18,776.00
Cosmetology	\$16,392.66	\$250.00	\$2,133.34	\$0.00	\$18,776.00
Esthetics	\$10,200.00	\$250.00	\$1,411.20	\$0.00	\$11,861.20

* Application and Registration Fees are non-refundable.

** STRF fees are determined by the Bureau for Private Postsecondary Education (BPPE) and may change based on state requirements.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Other Fees

In addition to the tuition and fees listed above, students may incur the following fees during enrollment:

- Overtime Hours – Students who require training hours beyond their scheduled completion date are charged overtime hours at the hourly rate disclosed in their Enrollment Agreement. The College reserves the right, at its discretion, to waive all or part of these charges.
- Replacement Kit Items – Students are responsible for the cost of replacing any kit items that are lost, stolen, or damaged. Replacement costs vary based on the item.
- Returned Payment Fee – If a payment is returned by the bank, the student is responsible for any bank fees incurred by the College.

These fees apply only when applicable and are not included in the total program cost listed above. Students are responsible for their own transportation to and from campus, which is not provided by the College and is not included in the total program cost. There is no additional fee for graduation beyond the tuition, fees, and required equipment disclosed in this catalog.

Payment Plans

Payment plans may be available to eligible students who wish to divide tuition payments over the course of the program. All payment arrangements must be approved by the College and may require an initial payment at enrollment. The College

may use a third-party payment servicing provider to administer approved payment plans, including billing and payment processing. Terms and conditions are provided to students at the time a payment plan is arranged.

Bankruptcy Statement

Moler Barber College has never filed for bankruptcy, does not have a pending bankruptcy petition, and is not operating as a debtor in possession. The College has not filed for bankruptcy within the past five years and has no such actions pending.

Students' Right to Cancel

In accordance with California Education Code Section 94919(d), a student has the right to cancel the Enrollment Agreement and obtain a refund of all charges paid, less the cost of any non-returnable equipment that is not returned in unused condition. If cancellation is submitted through attendance at the first class session or within seven (7) calendar days after enrollment, whichever is later, the student will receive a full refund of all charges paid.

A student may cancel by clearly notifying authorized College personnel of their intent to cancel. Acceptable methods include mail, email, and in-person communication. Any refund due will be issued within 45 days of the College's receipt of the notice of cancellation. Any equipment issued as part of the program must be returned in unused, original condition at the time the student submits their cancellation notice; if the equipment is not returned, or if it has been opened or used, its cost will be deducted from the refund.

Withdrawal and Refund Policy

Students who withdraw from the College after the cancellation period are entitled to a pro rata refund of tuition if they have completed 60 percent or less of the period of attendance for which they were charged. Refunds are calculated based on scheduled clock hours through the student's last date of attendance and apply to tuition only. The College will issue any refund due within 45 days of the student's withdrawal.

Certain charges are non-refundable. These include the STRF fee and the cost of books, supplies, or equipment that have been opened, used, or not returned in new condition. Application and Registration Fees become non-refundable after the cancellation period has ended. Equipment and supplies are refundable only during the cancellation period and must be returned in unused, original condition at the time the student submits their notice of cancellation. After the cancellation period ends, books, supplies, and equipment are non-refundable regardless of condition.

A student's withdrawal date is determined by the date the student provides notice of withdrawal or by the date the College determines the student has withdrawn based on institutional policy. All refunds are calculated using the student's last date of attendance and are based on scheduled clock hours in the period of attendance, not hours actually attended. If tuition was paid by a third party or through financial aid, any refund due will be returned to the appropriate agency, lender, or program before any remaining amount is

paid to the student.

For purposes of determining a refund, a student's withdrawal date is the earliest of the following:

- The date the student provides notice of withdrawal to the College.
- The date the College determines that the student has withdrawn based on the student's conduct, including but not limited to lack of attendance.
- The date the College terminates the student's enrollment for violation of institutional policies, failure to meet financial obligations, or failure to meet attendance or academic requirements.
- The date the student fails to return from an approved leave of absence. In this case, the withdrawal date is the earlier of the scheduled date of return or the date the student notifies the College that they will not return.

Refund Calculation Example

The following is an example of how a refund is calculated for a student who withdraws after the cancellation period. This is only an illustration; actual amounts will vary based on the student's specific charges and withdrawal date.

Program Length: 1,000 clock hours

Tuition: \$16,000

Non-Refundable Fees: \$250 (Application + Registration)

Student's Last Date of Attendance: 250 scheduled hours

Percentage of Program Completed: $250 \div 1,000 = 25\%$ Tuition

Earned by School: $\$16,000 \times 25\% = \$4,000$

Tuition to Be Refunded: $\$16,000 - \$4,000 = \$12,000$

In this example, the student would receive a tuition refund of \$12,000, less any non-refundable charges and the cost of any used, opened, or unreturned equipment.

In addition to the institutional refund policy, federal regulations require a separate calculation for students receiving Title IV financial aid.

Return to Title IV Policy

Return of Title IV funds for students receiving Federal financial aid will be calculated as required by the US Department of Education. Required aid disbursements and refund calculations may result in financial aid funds not covering all school expenses as expected in the award letter. In this case, the student will owe money to the institution. Examples of refund calculations are available in the office.

Title IV funds are awarded under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. If a recipient of Title IV grants or loans withdraws from the College, the amount of Title IV assistance earned must be determined. The amount of Title IV aid earned is based on the student's last date of attendance.

Calculation of Earned and Unearned Title IV Aid

If the amount disbursed to the student is greater than the amount earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount earned and for which the student is otherwise eligible, the student may be eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

Institutional refunds are calculated based on the College's pro rata refund policy under state law. The Return to Title IV calculation is separate from and in addition to the institutional refund policy, and it determines the portion of federal aid the student earned based on scheduled hours through the student's last date of attendance.

For those students who have Title IV aid applied to their account, the R2T4 calculation may result in a post-withdrawal disbursement. If this occurs, grant aid will be disbursed within 45 days. Direct Loan funds will be offered to the student/parent (parent for PLUS loans only) within 30 days. The student and/or parent has up to 14 days to accept or deny the loan post-withdrawal disbursement. If accepted, all post-withdrawal disbursements will be applied to the student's account first, before any credit balance is returned to the student/parent. The school will return any credit balance after any post-withdrawal funds are applied within 14 days.

If the R2T4/Institutional Refund determines a credit balance is due, all credit balance funds will be returned no later than 14 days after the calculation of R2T4. If the R2T4 determines there is an amount to be returned by the student, after the allowed 50% of grant funds, the school will notify the student, and if the refund is not made to the school within 30 days of the grant funds, the school will turn the unpaid balance over to the USDE for collections. Direct loan funds are paid back according to the signed promissory note. If the student does not have Title IV aid, the student must pay the school any balance that is due.

Determination of Withdrawal From School

The withdrawal date shall be the last date of recorded attendance. The student will be determined to have withdrawn from school on the earliest of the following:

- The date the student notifies the Financial Aid Office in writing of their intent
- to withdraw (by postmark date or when delivered in person). Only the Financial Aid Office is authorized to accept a notification of intent to withdraw.
- The date the school terminates the student's enrollment due to academic failure or for violation of institutional rules and policies.
- The date the student fails to attend classes for fourteen (14) consecutive calendar days, excluding College-scheduled holidays, breaks, and other campus closures published in this catalog's Academic Calendar (during which instruction is not offered), and does not notify the College of their intent to continue.
- The date the student fails to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of determination will be the earlier of the date the student notifies the school they will not be returning or the scheduled date of return.

Calculation of Amount Earned

To calculate the amount earned:

- Determine the date of withdrawal and calculate the percentage of the payment period attended by the student, based on scheduled hours.
- Multiply the total Title IV aid for which the student was eligible by the percentage of time enrolled.
- Use the R2T4 tool on the COD website to determine the amount earned versus the amount disbursed. If the amount disbursed exceeds the amount earned, the difference must be returned to Title IV programs. If the amount earned is greater than the amount disbursed, a post-withdrawal disbursement will be made if the student is eligible under cash management rules. Notification to the student or parent will occur no later than 30 days from the date the school determines the student withdrew.
- Allocate the responsibility for returning unearned aid between the school and the student according to the portion of aid that could have been applied to institutional charges and the portion that could have been disbursed directly to the student.
- Distribute the unearned Title IV aid back to the Title IV programs, within 45 days from which it was funded in accordance with DOE guidelines, detailed below:

Order of Return of Title IV Funds

1. Unsubsidized Direct Loans (other than Direct PLUS Loans)
2. Subsidized Direct Loans
3. Direct PLUS Loans (parent or graduate)
4. Federal Pell Grants for which a return of Title IV funds is required

Student Tuition Recovery Fund (STRF)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following apply to you:

- (1)** You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans; and
- (2)** Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following apply:

- (1)** You are not a California resident, or are not enrolled in a residency program; or
- (2)** Your total charges are paid by a third-party payer as described above.

The State of California created the STRF to relieve or mitigate economic losses suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in an institution, prepaid tuition, and suffered an economic loss. Students may be eligible for STRF reimbursement if they are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of the institution closing, failing to pay refunds or to provide the contracted-for services, or violating the law.

As of the publication date of this catalog, the STRF assessment rate is \$0.00 per \$1,000 of institutional charges.

Return of Equipment

Students who withdraw from the College after the cancellation period are not eligible for a refund of books, supplies, equipment, or materials issued as part of the program. Equipment and supplies are refundable only during the cancellation period and must be returned in unused, unopened, and original condition at the time the student submits their notice of cancellation. After the cancellation period ends, all books, supplies, and equipment are non-refundable regardless of condition.

Student Services

Career Services & Placement Assistance

Moler Barber College provides career-related support to help students prepare for employment and long-term success in the fields of barbering, cosmetology, and esthetics. Professional readiness is integrated throughout the curriculum through technical and theoretical instruction, hands-on skill development, sanitation and safety practices, attendance and punctuality expectations, and the development of workplace professionalism.

Career services and placement assistance include, but are not limited to: résumé development, interview preparation, professional presentation, personal branding, and strategies for seeking employment and building an independent clientele. Students receive guidance on how to market their services, build and retain clients, request referrals, use social media professionally, and develop habits that contribute to long-term success in barbershops, salons, spas, or self-employment settings. The College also maintains relationships with local employers who share job openings or request referrals; when such opportunities arise, they are communicated to eligible students and recent graduates.

Students also have access to online career resources through partners such as Beauty Cast Network, a free platform designed specifically for the beauty and grooming industry. Beauty Cast Network provides career tips, hiring guidance, industry insights, employer interviews, and weekly career-focused content for students and new professionals. The platform connects graduates with national employers—such as barbershops, salons, and large beauty brands—through a searchable talent database, helping students explore job opportunities across the country. Participation is optional and serves as a supplemental tool to support students in preparing for employment and engaging with potential employers.

For students interested in self-employment or entrepreneurship, the College partners with nonprofit organizations such as The Alliance for Community Development, which provides free navigation services, one-on-one business strategy sessions, and support for individuals exploring business ownership in the beauty, barber, and wellness industries. Participation in external programs is optional and serves as an additional resource for students considering business development or independent work.

Moler Barber College is committed to providing meaningful career support; however, each student's professionalism, attendance, technical proficiency, and engagement in the job search or business-building process plays a significant role in securing employment or establishing a clientele. Outcome information, including completion, licensure, and job placement rates, is published annually in the School Performance Fact Sheet (SPFS) as required by the Bureau for Private Postsecondary Education.

While the College provides career services in good faith, it does not guarantee employment or a specific wage rate.

Student Support Services

Moler Barber College is committed to supporting students' well-being and helping them address personal or logistical challenges that may affect attendance, engagement, or successful program completion. The College believes that students are most successful when they have access to timely information, practical resources, and a supportive point of contact whenever concerns arise.

Students are informed of available support resources during the enrollment process, at new student orientation, and throughout their program as needs are identified. The College's Student Services Administrator monitors attendance patterns and proactively contacts students who experience multiple consecutive absences or other signs of disengagement. Instructors may also refer students directly to the Student Services Administrator when they observe concerns or become aware that a student may be at risk. This coordinated approach helps identify challenges early and provides students with timely support.

All campuses maintain a small food pantry for students experiencing food insecurity or who may need access to snacks or basic refreshments during training. Items such as instant meals, bottled water, granola bars, and other shelf-stable options are available to students at no cost as needed. These resources are offered to help ensure that short-term financial or personal challenges do not become obstacles to daily attendance or participation.

The Student Services Administrator serves as the primary contact for students seeking help with non-academic challenges. When students face barriers such as unstable housing, food insecurity, childcare difficulties, transportation issues, mental health concerns, domestic violence, or other personal hardships, staff are available to discuss the concern and provide referrals to community-based agencies, public programs, and nonprofit organizations that may offer support.

While the College does not provide clinical counseling, therapy, legal services, or direct social services, staff maintain the ability to refer students to qualified external professionals when specialized assistance is appropriate or necessary. Referral resources may include crisis hotlines, mental health providers, housing and food assistance programs, community clinics, and other support organizations.

The goal of Student Support Services is to help students maintain continuity in their training by ensuring they are aware of available resources and feel supported throughout their time at Moler Barber College. Students are encouraged to seek assistance promptly whenever personal challenges may impact their progress.

Housing

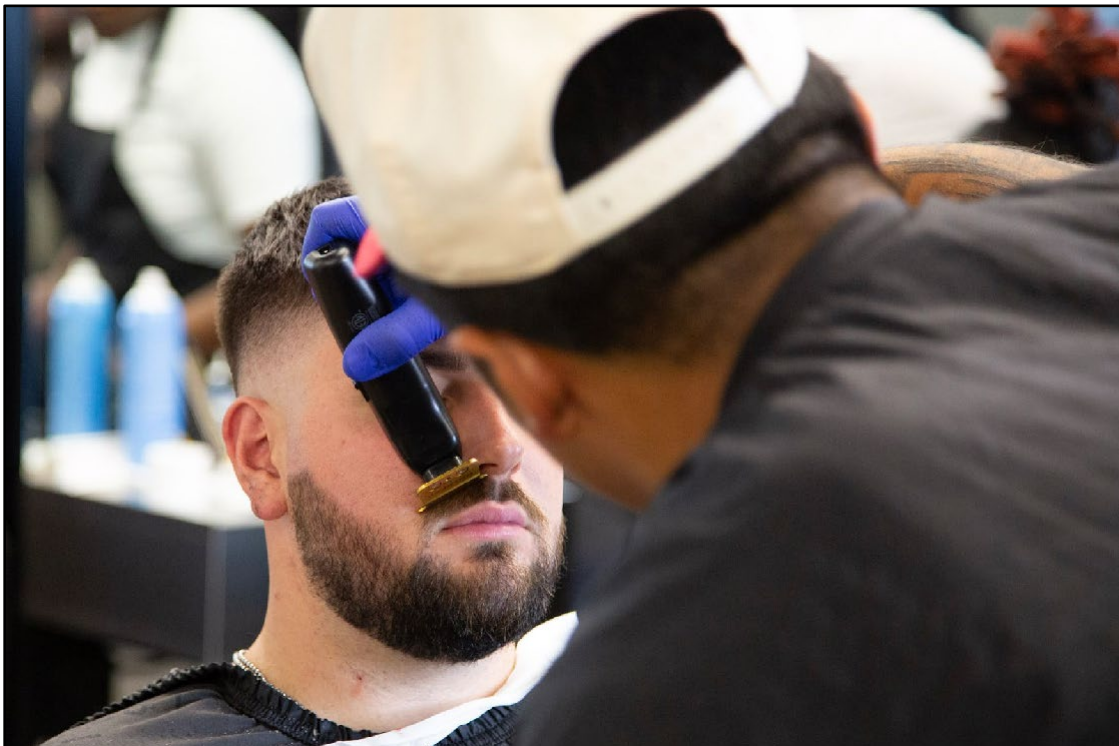
Moler Barber College does not operate dormitories or provide student housing. The College does not have dormitory facilities under its control and does not assist students with finding housing. Students are responsible for securing their own housing accommodations. While the College does not provide housing referrals, local rental information and community resources may be available upon request.

Disability Accommodations

Moler Barber College is committed to providing equal access to educational opportunities for students with disabilities in accordance with applicable state and federal laws. Students who require accommodation due to a documented disability may contact the Campus Director or Student Services Administrator to begin the accommodation process.

Once a request is made, the College will work collaboratively with the student to determine reasonable and appropriate accommodations. These may include adjustments to instructional methods, testing environments, or other academic supports that do not fundamentally alter program requirements or conflict with state licensure standards. Students may be asked to provide documentation from a qualified professional to help identify appropriate accommodation.

The College does not provide medical evaluations or diagnoses but can offer referrals to community resources when needed.



Student Rights & Consumer Information

Student Right to Know

Moler Barber College provides clear and accurate information to help students make informed decisions about their education. This includes details about program length, tuition and fees, graduation requirements, and available student services. Additional consumer information is available in this catalog and through the School Performance Fact Sheet (SPFS), which includes annual outcomes such as completion, licensure, and job placement rates for each program.

Prospective students receive the SPFS and the current catalog prior to signing an Enrollment Agreement. Updated copies of the SPFS are available upon request at each campus and on the College's website. Students may also request information about program outcomes, institutional policies, or student services at any time from the Campus Director or administrative staff.

Moler Barber College is committed to transparency and encourages students to review available information so they can fully understand program expectations and available resources.

Privacy of Student Records (FERPA)

Moler Barber College maintains the privacy and confidentiality of student education records in accordance with the Family Educational Rights and Privacy Act (FERPA). Students have the right to review their education records, request corrections to inaccurate information, and receive an explanation of how their information may be used or disclosed. These rights are granted to students upon enrollment, regardless of age.

Education records include any records maintained by the College that are directly related to a student, such as enrollment documents, academic progress records, attendance, grades, financial information, and disciplinary documentation. Students may request access to their records by submitting a written request to the Campus Director or designated administrator. The College will provide access within a reasonable timeframe and will notify the student when records are available for review.

The College does not release personally identifiable information from a student's education record without the student's written consent, except as permitted by FERPA. Exceptions include disclosures to authorized school officials with legitimate educational interests, accrediting agencies, the Bureau for Private Postsecondary Education, federal or state education authorities, financial aid providers, and in response to a lawfully issued subpoena or safety emergency. The College does not sell or share student information for marketing purposes.

Moler Barber College does not designate “directory information” for public release and does not disclose student information to external parties without written consent unless required by law. Students may request amendments to their records if they believe information is inaccurate or misleading. Requests must be submitted in writing and will be reviewed by the appropriate administrator; students will be notified in writing of the outcome of the review.

Students who believe the College has not complied with FERPA may file a complaint with the U.S. Department of Education at:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-8520

Student Responsibilities

Students play an essential role in maintaining a professional and productive learning environment. By enrolling at Moler Barber College, each student accepts responsibility for contributing positively to the classroom, clinic floor, and campus community.

Professional Conduct

- Treat classmates, clients, instructors, and staff with courtesy and respect.
- Demonstrate professionalism in behavior, communication, and attitude.
- Follow all safety and sanitation requirements.

Attendance and Engagement

- Arrive on time, prepared, and ready to participate.
- Follow the College’s attendance procedures, including proper notification.
- Stay engaged and use training hours productively.

Learning and Skill Development

- Take ownership of your progress by practicing consistently and seeking help when needed.
- Complete assignments, evaluations, and practical requirements on time.
- Work steadily toward competency in both theory and practical skills.

Appearance and Equipment

- Maintain a professional appearance and follow the College's dress code.
- Bring required tools daily, ensuring they are clean, sanitized, and in proper working order.
- Use College equipment responsibly and report issues promptly.

Campus and Clinic Conduct

- Help keep learning spaces clean, organized, and respectful.
- Follow clinic floor procedures, station assignments, and service protocols.
- Use personal devices only in accordance with instructor guidelines.

Communication and Integrity

- Check for updates from the College regularly and communicate respectfully with staff and instructors.
- Seek assistance early if challenges arise.
- Demonstrate honesty and integrity in all academic and practical work.

By upholding these responsibilities, students contribute to a safe, respectful, and effective learning environment and are better prepared for success in their training and future careers.

Student Conduct & Professional Standards —

Moler Barber College expects all students to uphold behavior that reflects the professionalism and safety standards of the barbering, cosmetology, and esthetics industries. A respectful, clean, and orderly learning environment is essential to student success, client confidence, and public safety. Students are responsible for conducting themselves in a manner that supports a productive educational setting and complies with institutional policies, state requirements, and instructor direction.

Professional Appearance

Students are expected to present themselves in a professional manner each day. The College encourages students to wear all black attire and requires the use of a smock or apron while participating in any practical or clinic activities. Smocks are provided by the College; students may also choose to wear their own aprons or smocks if they meet professional standards.

For safety and sanitation, the following items are not permitted on campus or during training:

- Flip-flops or open-toed shoes
- Shorts, tank tops, crop tops, or similarly revealing clothing
- Clothing with inappropriate, offensive, or unsafe messaging

Students must maintain appropriate personal hygiene and ensure that clothing and footwear support safe, professional practice on the clinic floor.

General Conduct Expectations

To maintain a professional and safe environment, students must adhere to the following expectations:

- Follow all instructor directions and institutional policies
- Treat clients, peers, staff, and visitors with courtesy and respect
- Maintain appropriate language and behavior; disruptive or abusive conduct is not permitted
- Observe all sanitation, health, and safety procedures at all times
- Refrain from cellphone use, personal calls, or other distractions while in class or on the clinic floor
- Attend all scheduled hours, arrive on time, and participate constructively in training
- Participate fully in assigned services; refusing client services without valid cause is not permitted
- Use equipment, tools, and supplies safely and responsibly
- Refrain from loitering, sleeping in class, or interfering with the learning environment
- Comply with all clinic-floor safety protocols and professional standards

Prohibited Conduct

Certain behaviors are strictly prohibited and may result in disciplinary action up to and including immediate dismissal. Prohibited conduct includes, but is not limited to:

- Harassment, discrimination, bullying, or threats
- Violence or aggressive behavior of any kind
- Theft, vandalism, or intentional property damage
- Possession of weapons on campus
- Fraud, forgery, or falsifying institutional documents
- Possession, use, or influence of alcohol or illegal substances on campus
- Unsafe practices that jeopardize clients, students, or staff
- Repeated refusal to follow instructor direction or institutional policy

Disciplinary Actions

When conduct concerns arise, the College may take disciplinary action to address the behavior and protect the learning environment. Factors such as the nature and severity of the conduct, prior incidents, and safety considerations are taken into account to ensure a fair and consistent response.

Disciplinary actions may include:

- Verbal Warning
- Written warning
- Clocking a student out and dismissing them for the remainder of the day
- Temporary removal from class, clinic, or campus until the student meets with a designated administrator to address the concern and clarify expectations for return
- Dismissal from the program

The College reserves the right to move directly to more serious disciplinary action, including temporary removal or dismissal, when warranted by the severity of the conduct or where safety is compromised.

Immediate Dismissal

Certain behaviors may result in immediate removal from campus and termination from the program, including:

- Violence, threats, or aggressive behavior
- Harassment, discrimination, or abusive conduct
- Drug or alcohol use, possession, or impairment on campus
- Theft, fraud, or intentional property damage
- Possession of weapons
- Conduct that creates a serious safety hazard for clients, students, or staff

Students who are dismissed may be eligible to request re-entry in accordance with the College's Re-Entry policy described elsewhere in this catalog. Approval for re-entry is not guaranteed.

In addition to behavioral expectations, students are also required to follow all campus safety procedures outlined in the next section.

Safety, Security, & Compliance

Campus Security & Safety Practices

The College is committed to providing a safe, clean, and sanitary environment. Campuses are maintained to meet health, safety, and sanitation standards required by the Board of Barbering and Cosmetology. First aid supplies and Safety Data Sheets (SDS) are available at each location, and instructors supervise all clinic services to ensure safe work practices and proper use of tools and equipment.

Students are encouraged to report safety concerns, suspicious activity, or facility issues to any instructor, Campus Director, or the Student Services Administrator. Reports may be made in person, by phone or email, or through the student portal. The College responds promptly and takes appropriate action to address reported concerns. Moler Barber College prohibits retaliation against any student or staff member who raises a good-faith safety concern. In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the College publishes an Annual Security Report (ASR) by October 1 each year. The ASR is available on the College's website and may also be requested from the administrative office at any campus.

Emergency Procedures & Communication

Emergency procedures are reviewed with students during New Student Orientation and reinforced as needed throughout enrollment. These procedures are implemented in accordance with the College's written Emergency Preparedness Plan, which is available for review in the administrative office at each campus. In the event of an emergency, the College communicates instructions through its Student Information System via text and email, and may provide in-person direction when appropriate.

Each campus maintains posted evacuation maps and follows established procedures for fire, medical emergencies, shelter-in-place situations, and other incidents that may affect operations. The Campus Director or designee coordinates emergency response efforts, and drills are conducted periodically to support preparedness. In any situation involving immediate danger or a medical emergency, students and staff should call 911 first and then notify campus personnel as soon as it is safe to do so.

Drug-Free School Policy

Moler Barber College maintains a drug-free learning and working environment. The possession, use, distribution, or sale of alcohol, illegal drugs, or controlled substances on campus or during school-related activities is prohibited. Students may not attend class or be present on campus while under the influence of drugs or alcohol. Violations of this policy may result in removal from campus and may lead to dismissal, depending on the seriousness of the behavior and any associated safety concerns. Students who disclose challenges related to substance abuse may be referred to appropriate community resources.

Weapons, Violence & Inappropriate Conduct

To protect the safety of all students, staff, and guests, Moler Barber College strictly prohibits the possession of firearms, knives, or any other dangerous weapons on campus. Acts or threats of violence, intimidation, harassment, or behavior that endangers the health or safety of others are not tolerated.

Students who engage in prohibited conduct may be immediately removed from campus and may be subject to dismissal following administrative review. The College evaluates each situation carefully, considering the nature of the behavior, any safety risks, and the impact on the campus community. Allegations involving weapons or credible threats are taken very seriously and may also be reported to law enforcement when appropriate.

Sexual Harassment & Misconduct Policy

Moler Barber College is committed to maintaining a learning and working environment that is free from sexual harassment, sexual misconduct, and any form of sex-based discrimination. The College prohibits unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature, or any behavior that creates a hostile, intimidating, or unsafe environment for students, staff, or guests.

Students who experience or witness sexual harassment or misconduct are encouraged to report the concern as soon as possible. Reports may be made to any instructor, Campus Director, the Student Services Administrator, or any staff member a student feels comfortable approaching. Reports may also be submitted through the student portal or by email or phone. The College reviews all reports promptly and takes appropriate steps to address the concern, ensure safety, and support those involved.

The College may implement supportive measures such as schedule adjustments, check-ins, campus restrictions for involved parties, or other actions appropriate to the situation. When a report involves potential criminal conduct—such as sexual assault, stalking, or violent behavior—students and staff are encouraged to contact local law enforcement. The College will assist individuals who request help contacting authorities.

Retaliation against anyone who makes a good-faith report of sexual harassment or misconduct, or who participates in a review of such a report, is strictly prohibited. Any student found responsible for violating this policy may be subject to disciplinary action, up to and including dismissal from the College.

This policy applies to conduct occurring on campus, during school-related activities, or in situations that impact the safety or well-being of the campus community. If safety concerns or other issues cannot be resolved through standard procedures, students have access to a formal grievance resolution process.

Student Grievance & Complaint Procedure

Moler Barber College encourages students to raise concerns openly so they can be addressed quickly, respectfully, and without fear of retaliation. Students may bring concerns to an instructor, the Campus Director, the Student Services Administrator, or any staff member they feel comfortable approaching. Many issues can be resolved immediately through conversation and clarification.

Concerns may be submitted in person, by email, verbally, or through the student portal, which allows students to direct a message to a specific administrator or to a general inbox. All students receive contact information for campus leadership, instructors, and key departments during enrollment and at New Student Orientation to support timely communication. The College reviews all concerns promptly, typically within 24–48 hours, and works with the student toward a timely and fair resolution. If a student is not satisfied with the outcome, they may request that a senior administrator review the matter.

Moler Barber College strictly prohibits retaliation against any student who raises a concern or submits a complaint in good faith. If a concern cannot be resolved through the College's internal process, students may contact the College's accrediting agency.



Accrediting Commission of Career Schools & Colleges (ACCSC)

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges

2101 Wilson Boulevard, Suite 302

Arlington, VA 22201

(703) 247-4212

www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting:

complaints@accsc.org or at <https://www.accsc.org/Student-Corner/Complaints.asp>

Students may also pursue a complaint with the state regulatory agency that governs private postsecondary institutions in California.

Bureau for Private Postsecondary Education (BPPE)

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) by calling the bureau at: (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Web site.

Bureau for Private Postsecondary Education (BPPE)

1747 North Market Blvd., Suite 225

Sacramento, CA 95834

Phone: (888) 370-7589 | Fax: (916) 263-1897

Email: bppe@dca.ca.gov

Website: www.bppe.ca.gov

Non-Discrimination & Equal Opportunity

Moler Barber College provides equal opportunity in education and does not discriminate on the basis of race, color, national origin, ancestry, religion, gender, gender identity or expression, sexual orientation, age, disability, medical condition, marital status, veteran status, or any other characteristic protected by federal, state, or local law.

This policy applies to admissions, access to training and student services, instructional activities, campus programs, financial aid, and all other aspects of the College's operations. Students who believe they have experienced discrimination or unequal treatment may report their concern to any instructor, the Campus Director, or the Student Services Administrator. Reports will be reviewed promptly, and retaliation for raising a good-faith concern is prohibited.

Catalog Summary and Closing Statements

General Provisions

This catalog is intended to provide current information about Moler Barber College's programs, policies, and procedures. The College reserves the right to modify its curriculum, schedules, tuition, fees, policies, or other provisions as necessary to comply with regulatory requirements or to ensure the quality and effectiveness of its educational programs. Any such changes will be communicated to students in a timely manner.

This catalog supersedes all previous editions and remains in effect until replaced by a subsequent version.

Catalog Acknowledgment

Students enrolling at Moler Barber College receive a copy of this catalog and are responsible for reviewing and understanding its contents. By signing the Enrollment Agreement, students acknowledge receipt of the catalog and agree to comply with the policies, procedures, and standards contained herein.

Closing Statement

Moler Barber College is committed to supporting every student's growth, confidence, and success. We encourage students to use this catalog as a resource throughout their training and as a guide to the expectations that support a safe, respectful, and professional learning environment.

