

Barber Concierge Academy  
 1556 Edwards Ave Suite 1  
 Tunica, MS 38676  
 www.barberconciergeacademy.com

Student Name \_\_\_\_\_ Age \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Drivers License # \_\_\_\_\_  
 Soc. Security# \_\_\_\_\_ U. S. Citizen \_\_\_ Yes \_\_\_ No  
 Contract Begins: \_\_\_\_\_ Contract Ends: \_\_\_\_\_

<u>Program</u>	<u>Clock Hours</u>	<u>Full-Time/Part-Time</u>	<u>Tuition</u>	<u>Books/Kits</u>	<u>Enroll Fee</u>	<u>Total</u>
Barbering	1500	50 wks/75 wks	\$7000	\$1200	\$100	\$8300
Instructor	1000	15 wks/22.5 wks	5000	400	100	5500
Instructor	600	10 wks/15 wks	4500	400	100	5000
Crossover	600	10 wks/15 wks	4500	400	100	5000

\_\_\_\_\_ Transfer/Re-Entry Student – Hours Accepted: \_\_\_\_\_

Number of Weeks to Complete Hours Contracted: \_\_\_\_\_ Number of Hours Contracted: \_\_\_\_\_

Schedule: Students are scheduled to attend a total of \_\_\_\_\_ hours per week.

Student's personal schedule is: \_\_\_\_\_

Contract Costs and Payment Terms

Student and sponsor (if applicable) agree to pay **Barber Concierge Academy** (hereinafter referred to as “The School”) Tuition and Fees for the program selected according to the approved payment plan stated below. Classes start each week. A Minimal monthly payment for your balance will be accepted, the student will be responsible for remaining balance at the completion of the program. The School may, at its options without notice, prevent the student from attending class until any applicable unpaid balance of payments are satisfied. The School charges \$9.00 per hour for hours remaining after the contracted end date. The School does not charge for transcript requests. The School will charge an Enrollment/ Application (Non-Refundable) Fee for students enrolling or transferring to The School of \$100.00. The School will charge a Re-Entry Fee to students who have withdrawn and wish to re-enter more than 30 days after termination of \$100.00. The current Tuition rates at the time of re-entry will apply to the balance of training hours needed for students returning 30 days after the formal withdrawal date, unless mitigating circumstances apply. Methods of payment include full payment at the time of signing the Student Enrollment Agreement; Application Fee paid at the time of signing the Student Enrollment Agreement with the balance paid prior to the start date or through an approved payment plan stated herein. Payments may be made in the form of cash, check, money order, or it agency or loan programs may be accepted as well. Students are responsible for paying the Total Tuition and Fees for reimbursing any applicable loans in addition to interest.

	Deposit:	\$ _____
Enrollment Fee:	\$ _____	Balance Due:
Books/Kit:	\$ _____	\$ _____ <b>Payment</b>
Tuition:	\$ _____	<b>Plan for</b>
Kit Sales Tax:	\$ _____	<b>Balance Due</b>
Student Tuition	\$ _____	Monthly Payment:
<b>Total Tuition &amp; Fees:</b> Less	\$ _____	\$ _____ Payments
		Due On: _____

This 2 page Agreement constitutes a binding contract between the student and the school when signed by all applicable parties and upon acceptance by the school. By signing below, you certify that you have read both pages. You will receive an exact copy of the signed contract. Keep it to protect your rights. The school reserves the right to change start dates based on class enrollment, staff availability and other considerations.

ACKNOWLEDGEMENT: My signature below certifies that I have read, understand, and agree to comply with its contents, and that the institution's cancellation and refund policies have been clearly explained to me. I have received a copy of this fully executed agreement.

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Student Signature	Date	Guardian/Sponsor (if applicable)	Date

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School	Accepted By School Official	Page 1 of 2
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**GENERAL TERMS OF AGREEMENT**

- Shall provide programs of study that meet minimum curriculum requirements as prescribed by the state regulatory agency. The program will be taught in ENGLISH.
- May change kit contents, textbooks, dress code, curriculum format, teaching materials or educational methods at its discretion. • Will grant a diploma of graduation and official transcript of hours for the applicable course of study upon completion of all phases • required by The School and the South Carolina Board of Cosmetology. (Included, but not limited to; required tests, practical assignments, final written and practical examinations, exit paperwork, exit interview, and satisfactory arrangements for payment of all • debts owed to The School.)
- Will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview and made satisfactory arrangements for debts owed the school as approved by the School. • Will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is *not guaranteed*.
- May terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

Student:

- Agrees to pay applicable school and state fees and provide all required registration paperwork in a timely manner.
- Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to provide all financial aid documents, if applicable, in the designated time frame.
- Agrees to comply with the school's dress code at all times and projects a professional image representative of the cosmetology and image industry. •
- Agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of the school. •
- Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed. •
- Understands that if he/she is a Title IV financial aid recipient,\* minimum attendance and grade requirements must be maintained for satisfactory academic progress; failure to comply will result in loss of eligibility for financial aid according to the policy found in the

catalog. • Understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.

**REFUND POLICY – NOTICE OF CANCELLATION**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the enrollment fee in the amount of \$100.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the student's last date of attendance. Any monies due a student who withdraws shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is canceled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

**\*The School is not currently eligible to participate in federal Title IV Financial Aid Programs**