

Initials: _____



Success Barber College

1642 Shelby Dr

Memphis, TN 38116

ENROLLMENT AGREEMENT

NAME: _____ SSN: _____ PHONE #: _____

ADDRESS: _____ DATE OF BIRTH: _____

CITY: _____ STATE: _____ ZIP: _____

This agreement is entered into between Success Barber College and Applicant, that for and in consideration of the administration fee and tuition cost as stated below, the school agrees to instruct said student in the following course of study:

PROGRAM	CLOCK HOURS	FULL-TIME	PART-TIME	ADMINISTRATION FEE	TUITION	BARBER KIT,	UNIFORM	BOOKS	TOTAL
Barbering	1500	50 weeks	100 weeks	\$100	\$15,000	\$700	\$150	\$550	\$16,500
Barber Instructor	300	10 weeks	20 weeks	\$100	\$2,225	\$300	\$150	\$550	\$3325

*This charge includes the cost of books, supplies, lab coat, kit, and instructional materials necessary for this course of training. All books and supplies become the property of the student in the event of cancellation or termination of enrollment.

Transfer/Re-Entry Student-Hours Accepted: _____ Number of Weeks to Complete Hours Contracted: _____

Contract Begins: _____ Contract Ends: _____ Number of Hours Contracted: _____

Schedule:

Students are Scheduled to attend a total of _____ hours per week. _____ Full-time is 30 hours p/week _____ Part-time is 15 hours p/week.

Contract Costs & Payment Terms

Student and sponsor (if applicable) agree to pay Success Barber College (herein after referred to as "The School") Tuition and Fees for the program selected according to the approved payment plan stated below. 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 will not charge for additional hours remaining after the contracted end date. The school will not charge for transcript requests. The school will charge an administration (**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 The school will charge a Re-Entry Fee to students who have withdrawn and wish to re-enter more than 30 days after termination of \$100.00.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; Administration 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 credit card. Non-federal 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.

Administration Fee	\$100.00 (Nonrefundable)
Books/Kit Tuition	\$ _____
Misc	\$ _____
TUITION.	\$ _____
Total Tuition & Fees	\$ _____
Less Deposit	\$ _____
Balance Due	\$ _____

Payment Plan for Balance Due:

MONTHLY Payment

\$ _____
PAYMENT DUE _____ day of each month.

If using a monthly payment plan, the student will receive a copy of the monthly payment plan and due date schedule.

Student Signature

Guardian/Sponsor Signature (if applicable) Date

Success Barber College Student Enrollment Agreement

General Terms of Agreement

The School:

- Provide program of study to 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 The School's discretion.
- Will grant a diploma of Graduation and Official Transcript of hours for the applicable course When the student has successfully completed all phases of study, required tests, practical assignments, passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork, attended an exit interview and made satisfactory arrangements for payments of all debts owed to the school.
- Official Transcript of Hours will be issued to students who have withdrawn prior to program completion when the student has successfully completed all required exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all outstanding tuition.
- Assist graduates in finding suitable employment by posting area employment opportunities and teaching "Job Preparedness" classes. (Placement is not guaranteed.)
- May terminate a student's enrollment for noncompliance with General Policies, the Student Enrollment Agreement, or State Laws and Regulations; improper conduct or any action which causes or could cause bodily harm to a client, student, or employee of The School; willful destruction of School property; and theft or any illegal act.
- Success Barber College is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, and fiscal responsibility.

The Student:

- Agrees to pay applicable school and state fees and tuition.
- Provide all required admission paperwork in a timely manner.
- Agrees to comply with all Standards of Conduct, General Policies, State Laws & Regulations, and educational requirements.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to provide all financial documents (if applicable) in the designated time frame.
- Agrees to comply with The School's Uniform Policy and project a professional image representative of the barber industry.
- Agrees to comply with the assigned schedule for the applicable program of study which is subject to change 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 completed at satisfactory progress.
- Understands that the student is responsible for the state licensing examination fee and other examination and/or licensing expenses.
- Understands that Success Barber College is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, and fiscal responsibility.

Refund Policy – Notice of Cancellation

(Applicants who cancel enrollment or students who withdraw from enrollment with a fair equitable settlement apply.)

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. ***This refund policy/notice of cancellation complies with the mandated policy.***

Any monies due to the applicant or students shall be refunded within 45 calendar days of official cancellation or withdrawal and that **both refund calculations and refunds are made timely**. Official cancellation shall occur when an applicant is not accepted by the school or an applicant requests cancellation. The applicant shall be entitled to a refund of all monies paid except the \$100 administration fee. ***All refund calculations are based on scheduled hours.***

The following fees are **NOT** included in tuition and therefore would not be included as part of any refund calculation. Those fees are: transcript fees, late fees and the cost of any extra instructional charges. Also, non-refundable fees would be those charged for registration (if, applicable), kit, books, uniforms and other supplies issued and opened in any manner.

OFFICIAL CANCELLATION OR WITHDRAWAL SHALL OCCUR ON THE EARLIER OF THE DATES THAT:

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 calendar days of a determination that a student has withdrawn, whether officially or unofficially.

- An applicant is not accepted by the school and is entitled to a refund of all monies except a non-refundable \$100.00 administration fee.
- A student or legal guardian cancels the contract and demands his/her money back in writing, within three business days of signing the enrollment agreement regardless of whether the student has actually started training. All monies collected by the school are refunded except

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a non-refundable \$100 administration fee.

- A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In this case, the student is entitled to a refund of all monies paid to the school less an administration fee of \$100.
- A student notifies the institution of his/her withdrawal.
- A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.
- A student is expelled by the school.
- In the above bullet points under official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said information is delivered to the school in person.

THE POLICY REQUIRES THAT:

: **All refund calculations are based on scheduled hours.**

- Unofficial withdrawals will be determined by the school through monitoring clock hour attendance at least every (14) calendar days. The school is required to take attendance, The date of determined that the student is no longer in attendance will be the 14th day after the student's last day of physical attendance.
- Any monies due to a student who withdraws from the institution shall be refunded within forty-five (45) calendar days of a determination that a student has withdrawn, whether officially or unofficially.
- When situations of mitigating circumstances are in evidence, schools are encouraged to adopt a policy wherein the refund to the student may exceed the Minimum Tuition Adjustment Schedule.
- All extra costs, such as books, equipment, graduation fees, etc., that are not included in the tuition price are stated and any non-refundable items are identified.
- A non-refundable administration fee of \$100 is charged.
- A termination fee of \$100 will be charged.

. MINIMUM TUITION ADJUSTMENT SCHEDULE

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%
5.0% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

COURSE and/or PROGRAM CANCELLATION POLICY:

If a course or program is cancelled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall at its option:

- Provide a full refund of all monies paid; or
- Provide completion of the course and/or program.

If a school cancels a course and/or program ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:

- 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 and/or program; or
- Participate in a Teach-Out Agreement; or
- Provide a full refund of all monies paid.

If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students.

The school has at its option:

- Provide a pro rata refund; or
- Participate in a Teach-Out Agreement.

This 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 all 3 pages. You will receive an exact copy of the signed contract. Keep it to protect your rights. By signing this agreement, the institution understands its obligation to immediately provide the student an exact signed copy of the agreement.

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 exact copy of this fully executed agreement.

Student Signature

Date

School Official Signature

Date

School Official Signature

Date

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