

PRE-ENROLLMENT CHECKLIST

Success Barber College

1642 E. Shelby Drive Memphis TN 38116

901-590-0199

successbarbercollege@gmail.com

TO BE PLACED IN EACH STUDENT'S FILE ONCE THEY HAVE SIGNED AND DATED THE FORM

STUDENT INFORMATION

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Telephone No.: _____ Email: _____

Name of Course or Expected Program of Enrollment: _____

Check each section when completed.

Toured the institution:

☐ In-person

☐ Virtually

☐ Not applicable because the institution provides only distance education.

_____ Received an institutional catalog and all addendums and attachments referenced therein. If the catalog and addendums/attachments are provided electronically understands that the student may request a hard copy of any of the documents at any time;

_____ Was given the time and opportunity to review the institutional policies in the catalog;

_____ Knows the length of the program for full-time and part-time students in academic terms and actual calendar time;

_____ Has been informed of the total tuition and other fees of the program;

_____ Has been informed of the estimated cost of books and any required equipment purchases such as a computer, specialized tools, art supplies;

_____ Has been given a copy of the institutional refund policy;

_____ Has executed a Transfer of Credits Disclosure statement in compliance with Tenn. Code Ann. § 49-7- 144 and understands the specific limitations should the institution have articulation agreements;

_____ Understands any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization (DPSA) after exhausting the grievance process at the institution. DPSA's address is Tennessee Tower, 9th Floor, 312 Rosa L. Parks Ave., Nashville,

TN 37243-1102, its telephone number 615.253.7458. Refer to
<https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization/request-for-complaint-review.html>.

_____ Prerequisites for employment

_____ Received information about the Satisfactory Academic Report

_____ Understands the State-required information.

_____ Understands the certification and licensure requirements.

_____ Understands that this is a new program and placement, completion and withdrawal information will be provided by THEC approximately one year after the institution begins offering the program.

Signature of Director

Date

Signature of Student

Date