

[10012] **ENROLLMENT AGREEMENT** (California BPPE Page 1)

<b>School's Name:</b> <b>The Institute of Beauty Culture</b>	<b>Address where instruction will be provided</b> <b>325 E. Betteravia, Santa Maria, CA. 93454</b>
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<b>Student Name</b>	<b>Social Security No.</b>
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<b>Student Street Address:</b>	<b>City:</b>	<b>State: CA</b>	<b>Zip Code:</b>
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- COSMETOLOGY COURSE** (1600 Clock Hours) (D.O. T, # 332.271-010 CIP #120401)  
 **BARBER COURSE:** (1500 Clock Hours) (D. O. T, # 332.271-010 CIP # 120402)  
 **MANICURIST** (400 Clock Hours) (D.O.T, # 332.271-010 CIP # 120410)

**Course description:** Each course of study is designed to assist the student's capability to pass the California State Barbering and Cosmetology Department licensing examination. Passing the state exam is a requirement in order to obtain a license. A state license is a requirement to work/operate in the State of California.

**Graduation Requirements:** When a student has completed the required theory hours and practical operations in Cosmetology, Barber o Manicurist with "C" (70%) or better and taken and passed 10 final tests with 70% or better and has paid all debt in full to the institution.

The student shall receive a graduation diploma and proof of training documentation certifying his/her graduation.

Enrollment:	Cr/Clock Hrs. in Course	Transferred Hours	Hours Enrolled	Cancellation Date
	<b>Start Date</b>	<b>Expected End Date</b>	<b>Instructional Weeks #</b>	<b>On-time Graduation Date: (See Note)</b>

Note: On time Graduation date includes a grace period of 10 additional calendar days to complete the course. Additional training time beyond this date will cost the student \$ 10.00 per hour needed. These charges would not be covered by Title IV Financial aid. Initials ✓ \_\_\_\_\_  
 The period covered by this Enrollment Agreement is from \_\_\_\_\_ to \_\_\_\_\_.

**Enrollment Status:**  Full time    ¾ time    1/2 time    Less than 1/2 time    Part time   **DAYS**  **EVENINGS**

Class Schedule:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours per Week
<b>Daily Hours</b>	N/A	N/A	830-5	830-5	830-5	830-5	830-5	<b>40</b>

Itemized Charges By Payment Period	1st Payment Period	2nd Payment Period	3rd Payment Period	4th Payment Period	Total Charges for Entire Course
Tuition					
Fees (Non-Refundable)					
Supplies (Non-Refundable)					
Other Charges (Non-Refundable)					
STRF (Non-Refundable)					

**TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE.** \$ \_\_\_\_\_  
**ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM** \$ \_\_\_\_\_  
**TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT.** \$ \_\_\_\_\_

Estimated Payments:	1st Payment Period	2nd Payment Period	3rd Payment Period	4th Payment Period	Total Charges for Entire Course
Cash					
Other (_____)					
<b>Total Estimated Payments</b>					

**Prior to signing** this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable prior to signing this agreement”  

**Student Initials** ✓ \_\_\_\_\_

**I certify** that I have received the catalog, the School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet”  

**Student Initials** ✓ \_\_\_\_\_

“I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities and that the institution's cancellation and refund policies have been clearly explained to me”.  
**If I accept a student loan I will be responsible to repay the full amount of the loan plus interest, less any amount of any refund.**

<b>Student Signature:</b> ✓	<b>Guarantor's Signature:</b>	<b>Institutional Representative Signature:</b>
<b>Printed Name:</b>	<b>Printed Name:</b>	<b>Printed Name and Title:</b>
<b>Date:</b>	<b>Date:</b>	<b>Date:</b>

This enrollment agreement is a legally binding document when signed by the student and accepted by the institution.

“Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, www.bppe.ca.gov, (916) 574-8900 or by fax (916) 263-1897.”

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

All charges stated on page one of this agreement are due and payable prior to the completion of each payment period. The Title IV aid stated on page one of this agreement are only estimates depending on your eligibility for funds.

Student remains responsible for all incurred charges.

A monthly payment plan has been arranged for you. The plan is to make \_\_\_\_\_ payments due on the first of each month for the monthly amount of \$ \_\_\_\_\_, and a payment of \$ \_\_\_\_\_ on first day of class on \_\_\_\_\_ and a final payment of \$ \_\_\_\_\_

Equipment received and accepted by the student is NOT REFUNDABLE.

Student Initials  \_\_\_\_\_

You are responsible for the total amount of charges stated on page one of this enrollment agreement.

**As stated on page one after the on-time graduation date, the student will be responsible for additional tuition needed to complete the course by hour or per week. There will be no Financial Aid available for this period.** Student Initials  \_\_\_\_\_

**STUDENT'S RIGHT TO CANCEL:**

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: **325 E. Betteravia, Santa Maria, CA. 93454** This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

**WITHDRAWAL FROM THE PROGRAM**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. Student Initials  \_\_\_\_\_

If a student takes a loan to pay for a program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. Student Initials  \_\_\_\_\_

If a student defaults on a federal or state loan, both of the following may occur: (1) The federal or state government or a third party loan guarantee agency may take action against the student which may include garnishing an income tax refund; and (2) The student may not be qualified for any other government financial assistance at another institution until the loan is repaid.

Student Initials  \_\_\_\_\_

**Determination of withdrawal from school:** The withdrawal date shall be the last date of recorded attendance.

The student would be determined to have withdrawn from school on the earliest of:

The date you notify the Office of your intent to withdraw. Only the Office would be authorized to accept a notification of your intent to withdraw. The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog. The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing. The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

Student Initials  \_\_\_\_\_

