

Enrollment Agreement

Riggins Urban Barber College • 220 Euclid Ave, Suite 120, San Diego, CA 92114 • 619-701-7032

Where are classes are held

This Enrollment Agreement is made on _____ between **Urban Barber College** and _____ (Student), for the Barber Course that is 1500 Clock Hours provided at the Institution under the terms specified in this agreement. The Barber Course of study is designed to assist the student's capability to pass the California State Board of Barbering and Cosmetology licensing examination. Passing the exam is a requisite to obtain a Barber License. The license is a requirement to operate as a Barber in the State of California (SOC #39-5011). Successful graduates of the course will receive a **Certificate of Completion.**

PERIOD COVERED BY ENROLLMENT AGREEMENT:

Program start date: _____ Anticipated Completion Date: _____

Number of Transfer Hours Accepted _____ TOTAL HOURS BEING CONTRACTED _____

Full-time student 56 weeks at 29 hours per week Part-time student 80 weeks at 20 hours per week

Schedule: Tues. _____ Wed. _____ Thurs. _____ Fri. _____ Sat. _____

Fees are payable prior to the beginning of class unless other arrangements are made.

ITEMIZATION & TOTAL TUITION AND FEES

| | | | |
|-------------------|----------|----------------|---|
| REGISTRATION FEE: | \$ _____ | Non-refundable | METHODS OF PAYMENT: Urban Barber College accepts cash, checks and credit cards for payments. A personal payment plan can be developed for you. Late Fee charges: 7 days late = \$25.00 30 days late - \$50.00 |
| *STRF Fee: | \$ _____ | Non-refundable | |
| TUITION: | \$ _____ | | |
| KIT: | \$ _____ | Non-refundable | |
| BOOKS: | \$ _____ | Non-refundable | |
| TOTAL DUE | \$ _____ | | |
| Deposit | \$ _____ | | |
| BALANCE OWED: | \$ _____ | | |

TOTAL CHARGES THE CURRENT PERIOD OF ATTENDANCE: \$ _____

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATION PROGRAM: \$ _____

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$ _____

Student Signature

Date

*STUDENT TUITION RECOVERY FUND (STRF): 76215. Student Tuition Recovery Fund Disclosures

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students 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 enrolled in the institution prepaid tuition, and suffered and economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and pay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

EXTRA INSTRUCTION CHARGES: Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge will be made for the balance of the hours required or the completion of course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: \$12.00 per hour or any part thereof.

STUDENT'S RIGHT TO CANCEL

The Student (or legal guardian) has the right to cancel this enrollment agreement and obtain a refund of charges paid through attendance on the first day of class, or the seventh (7th) day after signing this enrollment agreement, whichever is later. Cancellation occurs when the student gives written notice of cancellation to the Director, at the address of the School, shown on this agreement.

The Student can also mail, hand deliver, fax or email the cancellation. The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with prepaid postage. Cancellation notices are to be addressed to:

220 Euclid Ave, Suite 120, San Diego, CA 92114

You have until this date: _____ to cancel.

REFUND POLICY- applies to all terminations for any reason, by either party:

After the cancellation period, the institution provides a pro rata refund of funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (including absences), there will be no refund to the student. A registration fee of \$250.00 is a non-refundable item. Equipment, books, supplies, tools, uniforms, kits and all other items issued and received by the student are not returnable. Once received by the

student it will belong to the student and will represent a liability to the student. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay the amount that you owe to Urban Barber College. Official withdrawal date is the student's notification to the School Director or the school's Determination:

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 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.

Return of Title IV: Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school

prior to the completion of the equivalent to 60 percent of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing any income tax refund to which the person is entitled, to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

School or Course Cancellation: If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, a fair refund settlement will be made. If the School is 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. _____(student initials)

HYPOTHETICAL REFUND EXAMPLE:

If the Student completes 50 hours of a 100-hour course and paid \$2,000 for tuition-in-full, the student would receive a refund of \$1,000.

| | | | | | | | | | |
|-----------------|--------|--------|-----------|-----------|-----------|-----------|------------|---------|---------|
| \$2000 | / 100 | = | \$20 | / | 50 | / | \$1000 | / | \$1,000 |
| Tuition / Total | Hourly | Charge | Completed | Total Due | to School | Total Due | to Student | Student | |

The School will refund money collected from a third party on the student's behalf, such as WIA funds, if the school cancels or discontinues the course in which the student is enrolled, or if the student drops out.

If any portion of the tuition was paid from the proceeds of a third party, the refund will be sent to the lender or agency that guaranteed the funds. Any remaining amount will first be used to repay any student financial aid programs from which the student received benefits, in proportion to the benefits received. Any remaining amount of money will be paid to the student.

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. 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.

If the student defaults on a federal or state loan, both the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance at another institution until the loan is repaid.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of the credits you earn at Urban Barber College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Barbering is also at the complete discretion of the institution to which you may seek to transfer. If the certificate and/or credits that you earn at this institution is 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 Urban Barber College to determine if your certificate will transfer.

PLACEMENT: Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, the process of follow-up begins. When students take the licensing examination, it is recorded as a pass or fail. After passing the exam, Students are encouraged to return for placement assistance by reviewing the listings of barbershops seeking employees, the requirements, salary, and other pertinent information. The school does not guarantee placement to any student.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Barbering with a GPA of "C" (70%) or better and student's tuition account is paid in full, he or she is awarded a Certificate of Completion certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering and Cosmetology Licensing Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade. A Barbering license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the Board of Barbering/Cosmetology Licensing Exam with an overall average of 75%.

Prior to signing this enrollment agreement, you must be given a catalog 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, and 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, *School Performance Fact Sheet*, and information regarding completion rates, placement rates, license examination passage rates, and 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)
This institution provides the catalog and Performance Facts sheets in English.

NOTICE
YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATION PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT ADGAINST THIS INSTITUION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE

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 North Market Blvd., Suite 225, Sacramento, CA 95834; PO Box 980818, West Sacramento, CA 95798-0818; www.bppe.ca.gov.; toll free telephone number (888)370-7589 or (916)431-6959 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."

Administrative Offices & Classrooms & main campus address:
220 Euclid Ave, Suite 120, San Diego, CA 92114.
All training is on campus; there is no distance learning at the Urban Barber College.

This 3-page Agreement constitutes a legally 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 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:

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.

Student's signature Date

School Official's signature Date