



## CLIPPERNOMICS ACADEMY OF HAIRSTYLING BARBER INSTRUCTOR ENROLLMENT AGREEMENT

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### EDUCATIONAL SERVICE (The educational program that I will be taking.)

Program: Barber Instructor Total Clock Hours: 300 Approximate Number of Weeks: 15, full time.

This student will be part of the barber instructor academic curriculum.

Enrollment Agreement Period: Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Program Hours are from 8:30am to 12:30pm and 1:30pm to 5:30pm. Eight hours per day, closed one hour for lunch. Returning for Part time evening scheduled classes from 6:00pm. to 10:00pm. The Program runs Monday through Saturday, closed on Sunday, plus major holidays.

Although the Clippernomics Academy of Hairstyling is approved to teach in both English and Spanish, this Barber Instructor program will be taught in English only. All recruitment for this Program is in English.

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### PROGRAM DESCRIPTION

The course of study is for a licensed barber who has completed 2100 hours and has been licensed in the state of Iowa for longer than 2 years. Thus, to be enrolled in the Barber Instructor course it shall consist of three hundred (300) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering.

For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation or examination. Practical operation shall mean the actual performance by the student of a complete service on another person or mannequin. The required course of 300 clock hours of instruction in the practical phases of the Barbering Instructor Course, shall cover no less than 180 hours of the entire 300 clock hour courses, including training in knowledge and technical instructions of 120 hours relative to teaching barbering in this entire 300 clock hour Course. Barber Instructors teach the responsibilities of barbering (cutting, chemically treating and styling hair, shaving, trimming beards and mustaches, etc.) to students.

**BARBER INSTRUCTOR** - Program length – 300 Clock hours - Day program 15 Weeks

Cost: See detailed "Tuition and Fees" section below.

Students must have a barber license to enroll into barber instructor program.

**Students must purchase supplies from the Academy.**

Students must follow the apparel code for their program.

**I HAVE READ ALL THE CONTENT OF THIS NINE PAGE AGREEMENT. I UNDERSTAND THAT IT IS A PART OF MY CONTRACT WITH THE ACADEMY.**

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6007 SW 7<sup>th</sup> St, Des Moines, IA 50315 | P: 515.988-5377 | F: 515.XXX.XXX clippernomicsacademyofhairstyling.org



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**Methods:** Instruction in barbering at The Academy uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, quizzes, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids include whiteboards, videotapes, audio tapes, video discs and more. Every effort is made to stimulate growth in knowledge and skills for the individual.

### Program Content

The Barber Instructor course is designed to prepare students for the state licensing examination.

<b>TECHNICAL INSTRUCTION:</b>	<b>Required Hours:</b>
Lesson Planning	10
Record Keeping	10
Testing	10
Grading	10
Book Knowledge	10
Teaching Techniques	10
Visual Aid Equipment	10
Classroom Management	10
Student Motivation	10
Product Knowledge	10
State Laws	10
Additional Training – Teaching Methodology	10
<b>TOTAL THEORY HOURS</b>	<b>120</b>

<b>PRACTICAL OPERATIONS:</b>	<b>Required Hours:</b>
Lesson Planning	30
Record Keeping	10
Grading	10
Disinfections & Sanitation	10
Permanent Waving	10
Clipper tool maintenance and repair	10
Chemical Relaxers	10
Shampooing	10
Hair Coloring/Lightening	10

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Haircutting	30
Hairstyling	20
Shaving/Facial	30
<b>Total Practical Hours</b>	<b>180</b>
<b>TOTAL CLOCK HOURS IN COURSE (Theory + Practical)</b>	<b>300</b>

- The course hours are determined by the program taken. Your schedule is part of your enrollment agreement and is subject to change. The electronic scanner time clock keeps your hours recorded in minutes. **Even one minute late is a tardy!**

### Break Time/ Lunch-Dinner

Each student is given one (1) fifteen (15) minute breaks each day. Breaks should be taken on campus, in the student lounge, outside on rear area of the complex, or in your automobile.

### TUITION AND FEES (The costs listed are amounts that I will be required to pay for this program of study.)

<b>Registration Fee, *Non-Refundable.</b>	\$200.00*
<b>Tuition.</b> See Section D, below for Refund rules.	\$3600.00
<b>Supplies, *Non-Refundable.</b>	\$600.00*
<b>Books, Tools and Equipment,</b> *Refundable only if they are returned unused <b>and</b> within 15 days of cancelling the Enrollment Agreement	\$600.00*
<b>Extra Instructional Charge,</b>	\$11.00 per hour*
<b>Total Student Cost for Program</b>	<b>\$5000.00</b>

\* Registration and books fee are due at the time of this student's enrollment.

**Location of Instruction:** All instruction occurs at 6007 SW 7th St, Des Moines, IA 50315.

Clippernomics Academy of Hairstyling does not offer English as a Second Language instruction. All program instruction occurs in English. English language proficiency is documented by the admissions interview and receipt of prior education documentation. If English is not the student's or parent/guardian's primary language, and the

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student or parent/guardian was unable to completely understand the terms and conditions of the enrollment agreement, the student or parent/guardian was given the opportunity to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.

**Additional Fees, paid by the graduate:**

Iowa Board of Barbering, Barbering examination and initial license fee \$125.00.

**Additional Fees, if applicable:** Return check fee: \$30.00.

**\*Extra Instructional Charges** - Academy will charge additional tuition for hours and/or work projects remaining after the contract ending date at the rate of \$11 per hour, or any part thereof, payable in advance until graduation." "Hours missed for Approved Absences should be made up before contract graduation or the student will be over contract even though absence was approved."

**PAYMENTS (These are the payments you will make during the term of your course of study.)**

Clippernomics Academy of Hairstyling provides an in-house student payment plan at a zero-percent interest rate for 300 hour program lasting up to 15 weeks, **full payment is required on or before completion of course.**

- Total Due at time of Registration/Enrolment: **\$1400.00**  
(**Non-Refundable** Registration Fee, plus cost for supplies, tools, and books)
- Barber Instructor Program: **\$5000.00**

- Cash \$ \_\_\_\_\_
- Credit Card \$ \_\_\_\_\_ Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
CVS Code \_\_\_\_\_
- Sponsor \$ \_\_\_\_\_ Sponsor Name: \_\_\_\_\_
- Check \$ \_\_\_\_\_ Check Number: \_\_\_\_\_
- Other \$ \_\_\_\_\_ Describe: \_\_\_\_\_

**Initial Payment Total** \$0.000

**Remaining Balance Due** \$----- This is the amount you will be paying in full or using the monthly payment agreement.

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**Commented [1]:** Did you make an error here? We compared this to the barbering program enrollment agreement, where you charged, at the time of enrollment, a \$500 down payment on tuition, supplies, tools, books. Did you mean to charge a down payment of \$200 here, which when added to the \$200 nonrefundable registration fee, totals the \$400 "total due at the time of registration/enrollment"?

**Commented [2]:** Changed



## CLIPPERNOMICS ACADEMY OF HAIRSTYLING BARBER INSTRUCTOR ENROLLMENT AGREEMENT

### MONTHLY PAYMENT AGREEMENT:

A total of \$ \_\_\_\_\_ will be paid in 20 weekly installments of \$ \_\_\_\_\_ due on the first of each month commencing on \_\_\_\_\_. Student initials: \_\_\_\_\_

### REFUND POLICY

#### STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction and receive 100% refund of tuition charge through attendance at the first-class session or the seventh calendar day after you sign the Enrollment Agreement, whichever is later. See #5 for supplies and #6 for an explanation of the Academy's cancellation policies on charges for books, tools, and equipment.

Cancellation of this agreement can occur up to: \_\_\_\_\_ Date Student initials: \_\_\_\_\_

2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Clippernomics Academy of Hairstyling, 6007 SW 7<sup>th</sup> St, Des Moines, IA 50315. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective upon the postmark date if properly addressed with 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 within the seven-day cancellation period, the Academy will refund the 100% of tuition charges and any money he/she paid the Academy, less the non-refundable \$200 registration fee and the non-refundable fee of \$600 for supplies the Academy provided to the student.
6. Refund 100% of charges for books, tools, and equipment the Academy provided to the student ONLY if these items are returned to the Academy unused **and** within 15 days after the Academy received the student's notice of cancellation. The Academy does not refund charges for used books, tools, or equipment, or unused items that are returned late.

**Commented [3]:** Marc, your policy on refund (or no refund) of fees for supplies is in #5, but #6 has your refund policy on books, tools and equipment.

**Commented [4]:** hanged

#### WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a partial refund (reduction) of tuition charges if your last day of attendance is **before** the date you were scheduled to have completed 60 percent of the hours in your program. A student who withdraws is entitled to have a percentage of his or her tuition charges refunded (reduced) as follows:

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<u>CLOCK HOURS THE STUDENT WAS SCHEDULED TO COMPLETE AS OF THE WITHDRAWAL DATE BARBER INSTRUCTOR PROGRAM</u>	<u>TOTAL PERCENT OF TUITION CHARGES SCHOOL SHALL REFUND</u>
1 HR. – 59 HRS. *	90%*
60 HRS. – 119 HRS.	60%
120 HRS. – 179 HRS.	30%
180 HRS. OR MORE	0%

\* If a student cancels his/her enrollment during the seven-day cancellation period (see page 5 of this Enrollment Agreement under Student's Right to Cancel), but after the first class session, the student is entitled to a 100% refund of tuition charges for hours of class instruction the student was scheduled to complete during that seven-day cancellation period.

The Academy will deduct from any tuition refund a non-refundable registration fee of \$200, a non-refundable \$600 charge for supplies the Academy provided to the student, and full charges (see page 3 of this Enrollment Agreement) for equipment, tools, or books not returned unused **and** within 15 days of withdrawal. If the student's last date of attendance is on or after the date the student was scheduled to have completed 60% or more of the program, all tuition charges are considered earned by the Academy and the student will receive no tuition refund.

Amounts a withdrawn student directly paid to the Academy toward charges that exceed the final bill owed to the school, after any reduction to which the student is entitled, will be repaid to the student.

For the purpose of determining if a student is entitled to a refund of tuition or other refundable charges 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 Academy of the student's withdrawal or the last date of the student's attendance, whichever is later.
- The date the Academy notifies the student, in writing, of his or her termination of the student's enrollment for failure to maintain satisfactory academic progress; failure to abide by the rules and regulations of the Academy; absences in excess of maximum set forth by the Academy; and/or failure to meet financial obligations to the Academy.
- The student has failed to attend class for 14 consecutive days.
- The student fails to return from an Academy-approved leave of absence.

For the purpose of determining the amount of the tuition charge refund (reduction), the date of the student's withdrawal is always the last date of recorded attendance.

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### ADDITIONAL DISCLOSURES AND UNDERSTANDINGS

1. The Clippernomics Academy of Hairstyling is licensed by the State of Iowa Board of Barbering. The Iowa College Student Aid Commission authorizes the Clippernomics Academy of Hairstyling to operate in Iowa under an exemption from registration as a licensed barbering school.
2. Clippernomics Academy of Hairstyling is not accredited by any public or private institution.
3. If the student has obtained a loan, of any type or from any lender, the student will have the obligation and responsibility to repay that loan in full, plus any interest, less any amount the student authorizes the Academy to refund to the lender.
4. **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.**

For students who change from one program of instruction to another, Clippernomics Academy of Hairstyling shall grant credit for training obtained in one course that is identical to training required. The transferability of credits you earn at Clippernomics Academy of Hairstyling is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Barber Program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the Academy. For this reason, you should make certain that your attendance at this institution will meet to which you may seek to transfer after attending Clippernomics Academy of Hairstyling to determine if your credits or certificate will transfer.

5. **Academy Catalog:** Information about Clippernomics Academy of Hairstyling is published in a school catalog that contains a description of certain policies, procedures, and other information about the school. Clippernomics Academy of Hairstyling reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format.
6. **Placement assistance information** is provided to our students. Additional information may be found in the Academy Catalog. The Academy does not guarantee employment.
7. **Tools/Supplies/Books:** All tools, equipment, supplies and books for the program selected will be provided by the Academy at the stated charge. All tools, equipment and books are refundable only if they are returned unused and within 15 days of cancelling the Enrollment Agreement. All supplies are non-refundable. Lost, mutilated, or stolen items will be replaced at the expense of the student. Replacements must be pre-paid prior to ordering.

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8. **Complaints:** Any student or any member of the public may file a complaint about this institution with the Board of Barbering by completing a complaint form, which can be obtained on the Board's website. In addition, a student may file a complaint with the Iowa College Student Aid Commission by calling (877) 272-4456 or completing a student complaint form at <https://www.iowacollegeaid.gov/StudentComplaintForm>.
9. **Financing:** The Student understands that if a separate party is financing his/her education, that the Student, and the Student alone, is still directly responsible for all payments and monies owed to the school listed on this agreement.
10. **Graduation Requirements:** A student will be eligible for graduation and receive a certificate upon meeting the following conditions:
  1. Completed all required hours;
  2. Received a 75% average GPA; and
  3. Cleared all financial obligations

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### CATALOG AND ACADEMY POLICIES

Prior to signing this enrollment agreement, you must be given an Academy Catalog, which you are encouraged to review prior to signing this agreement. These documents contain important policies for this institution.

I certify that I have received the Academy Catalog and reviewed all policies for Clippernomics Academy of Hairstyling.

Student initials: \_\_\_\_\_

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### AGREEMENT AND SIGNATURES

THE TERMS AND CONDITIONS OF THIS AGREEMENT ARE NOT SUBJECT TO AMENDMENT OR MODIFICATION BY ORAL AGREEMENT. I, THE UNDERSIGNED PURCHASER OF THE PROGRAM OF TRAINING, HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS CONTAINED HEREIN AND WITH MY SIGNATURE I CERTIFY HAVING RECEIVED AN EXACT COPY OF THIS AGREEMENT, AND A COPY OF THE ACADEMY CATALOG. I FURTHER ACKNOWLEDGE THAT NO VERBAL STATEMENTS HAVE BEEN MADE CONTRARY TO WHAT IS CONTAINED IN THIS AGREEMENT.

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**CLIPPERNOMICS ACADEMY OF HAIRSTYLING  
BARBER INSTRUCTOR ENROLLMENT  
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<u>ESTIMATED DUE FOR THE ENTIRE PROGRAM</u>	\$ <u>5000.00*</u>
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$ <u>3600.00</u>
<u>CHARGES DUE UPON ENROLLMENT</u>	\$ <u>1400.00</u>

\* THE STUDENT IS RESPONSIBLE FOR THIS AMOUNT. IF THE STUDENT HAS OBTAINED A LOAN, OF ANY TYPE OR FROM ANY LENDER, THE STUDENT WILL HAVE THE OBLIGATION AND RESPONSIBILITY TO REPAY THAT LOAN IN FULL, PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND.

THIS ENROLLMENT AGREEMENT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE ACADEMY.

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.

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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Signature of Parent or Guardian (if student is under age 18) \_\_\_\_\_ Date \_\_\_\_\_

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Signature and Title of School Official Accepting Enrollment \_\_\_\_\_ Date \_\_\_\_\_

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