



CLIPPERNOMICS ACADEMY OF HAIRSTYLING BARBER PROGRAM ENROLLMENT

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

Program: **Barber Program** Total Clock Hours: **2100** Approximate Number of Weeks: **44**, at full time.

This student will be part of the barber 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 Program will be taught in English only. All recruitment for this Program is in English.

PROGRAM DESCRIPTION

The Academy provides education in all phases of the barber profession. The graduate will be a knowledgeable, skilled professional barber. The graduate will have the background and skills to pass the state board exams, and to work as a barber.

BARBERING - Program length – 2100 Clock hours - Day program 10 ½ months

Cost: Tuition, kit & books and fees \$19,800.

Students provide their own basic school supplies.

Students must follow the apparel code for their program.

Professional conduct development, psychology of a higher standard of professional ethics, behavior and work-related activities while carrying out one's own duties (as an employee, self-employed person, career, enterprise, business, company, or partnership/associate/colleague.

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.

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

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CLIPPERNOMICS ACADEMY OF HAIRSTYLING BARBER PROGRAM ENROLLMENT

Program Content: 2,100 Hours to be equally divided over a period of not less than 10 1/2 months.

The course of study shall include the following:

Supervised practical instruction totaling 1,675 hours shall include:

- Scalp care and shampooing
- Honing and stropping
- Shaving
- Facials, massage and packs
- Science of hair structure
- Haircutting
- Hair tonics
- Hair relaxing
- Hair coloring and hair body processing
- Hair styling
- Fitting of hairpieces
- Manicuring
- Artificial nails (all aspects)
- Waxing

Demonstrations and lectures totaling 380 hours shall include:

- Law, ethics, economics, equipment, shop management and history of barbering
- Sanitation, sterilization, personal hygiene and first aid
- Bacteriology
- Anatomy
- Skin, scalp, and hair and their common disorders
- Electricity, as applied to barbering
- Chemistry and pharmacology
- Scalp care
- Honing and stropping
- Straight razor shaving
- Facials, massage and packs
- Hair relaxing
- Science of hair structure
- Haircutting & fading technique
- Hair tonics
- Instruments, soaps, shampoos, creams, lotions and tonics
- Nails
- Waxing

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Braiding
Sew-in weave procedures
Quick weave procedures

Special lectures totaling 45 hours must include lectures by a qualified person in the following areas: tax consulting, advertising, insurance, business management, salesmanship and barbering

Program Hours

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 two (2) fifteen (15) minute breaks each day. One break should be taken the first half of their shift the other break should be taken the second half of their shift. Breaks should be taken on campus, in the student lounge, outside on rear area of the complex, or in your automobile.

- Each student is given one (1) hour lunch/dinner breaks each day. Specific times are set by the classroom educator or their schedule on the floor. Lunch/dinner breaks are not optional for students of the Academy.

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

Registration Fee , *Non-Refundable.	\$200.00*
Tuition . See Section D, below for Refund rules.	\$18250.00*
Barber Tools and Equipment , *Refundable only if they are returned unused and within 15 days of cancelling the Enrollment Agreement	\$1100.00*
Books , *Refundable only if they are returned unused and within 15 days of cancelling the Enrollment Agreement	\$250.00*
Extra Instructional Charge ,	\$11.00 per hour*
Total Student Cost for Program	\$19,800.00

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

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CLIPPERNOMICS ACADEMY OF HAIRSTYLING BARBER PROGRAM 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 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 prior to 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 10 ½ months, full payment is required on or before completion of course. Any late payments will be subjected to a \$25 late fee.

- Total Due at time of Registration/Enrolment: \$1550.00
(**Non-Refundable** Registration Fee, plus cost for books, barber tools, and equipment)
- Barbering Program tuition: \$18250.00
- Cash \$ _____
- Credit Card \$ _____ Credit Card Number: _____ Exp. Date: _____
CVS Code _____
- Sponsor \$ _____ Sponsor Name: _____
- Check \$ _____ Check Number: _____
- Other \$ _____ Describe: _____

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Initial Payment Total \$0.000

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

MONTHLY PAYMENT AGREEMENT:

A total of \$_____ will be paid in 10 ½ monthly installments of \$_____ due on the first of each month commencing on _____ Date 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 tuition and #6 for an explanation of the Academy's cancellation policies on barber tools, equipment, and books.

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 7th 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 student paid the Academy, less the non-refundable registration fee.
6. Refund 100% of charges for barber tools, equipment, and books 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 barber tools, equipment, and books or unused items that are returned late.

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CLIPPERNOMICS ACADEMY OF HAIRSTYLING BARBER PROGRAM ENROLLMENT

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:

<u>Clock hours the student was scheduled to complete as of the withdrawal date barbering program</u>	<u>Total percent of tuition charges school shall refund</u>
<u>1 HR. – 104 HRS.*</u>	<u>90%*</u>
<u>105 HRS. – 209 HRS.</u>	<u>83%</u>
<u>210 HRS. – 314 HRS.</u>	<u>75%</u>
<u>315 HRS. – 524 HRS.</u>	<u>68%</u>
<u>525 HRS. – 1049 HRS.</u>	<u>53%</u>
<u>1050 HRS. – 1259 HRS.</u>	<u>15%</u>
<u>1260 HRS OR MORE</u>	<u>0%</u>

* 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.

In cases of withdrawal due to the student's physical incapacity or the student's spouse's employment relocation to another city, the school will provide the student with a prorated refund of tuition charges, based on the percentage of the program that the student failed to complete, up to (but not including) the end of the program.

The Academy will deduct from any tuition refund a non-refundable registration fee of \$200.00, 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:

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- 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.

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.

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CLIPPERNOMICS ACADEMY OF HAIRSTYLING BARBER PROGRAM ENROLLMENT

All transfer students are subject to a tuition charge of \$11.00 per hour that it takes to complete the program. We do not recruit students already attending or admitted to other schools offering similar programs.

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.
8. **Complaints:** Any student or any member of the public may file a complaint about this Academy 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 [attps://www.iowacollegeaid.gov/StudentComplaintForm](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

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. This institution is required to have you sign and date the information.

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CLIPPERNOMICS ACADEMY OF HAIRSTYLING BARBER PROGRAM ENROLLMENT

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

Student initials: _____

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, A COPY OF THE ACADEMY CATALOG. I FURTHER ACKNOWLEDGE THAT NO VERBAL STATEMENTS HAVE BEEN MADE CONTRARY TO WHAT IS CONTAINED IN THIS AGREEMENT.

<u>ESTIMATED DUE FOR THE ENTIRE PROGRAM</u>	<u>\$19,800.00*</u>
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE.</u>	<u>\$18,250.00</u>
<u>CHARGES DUE UPON ENROLLMENT</u>	<u>\$1550.00</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.

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CLIPPERNOMICS ACADEMY OF HAIRSTYLING BARBER PROGRAM ENROLLMENT

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 Signature

Date

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

Date

Signature and Title of School Official Accepting Enrollment

Date

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