

Complete entire form, in INK only.

Hours of Operation: Monday through Friday 8:30 a.m. to 9:00 p.m.

Love Beauty School, Inc.

1161 Murfreesboro Hwy. Manchester, TN 37355

Campus Extension: The Barber Academy 301 Hillsboro Blvd. Suite 6

Manchester TN 37355

Enrollment Agreement

Personal Information

Name: \_\_\_\_\_ Other: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Preferred Email Address: \_\_\_\_\_

Birth Date: \_\_ / \_\_ / \_\_ S.S.#- \_\_\_\_ - \_\_\_\_ - \_\_\_\_ U.S. Citizen Yes / No

Working: Yes / No Full Time / Part Time Employer: \_\_\_\_\_

Marital Status \_\_\_\_\_ # of Children \_\_\_\_\_ DI or ID # \_\_\_\_\_

Race \_\_\_\_\_ Nonresident alien, Hispanic, Latino, American Indian or Alaskan native, Asian, African American or blk, Native Hawaiian, or other pacific islander, white, 2 or more, unknown

Spouses Employer and Phone # \_\_\_\_\_ / \_\_\_\_\_

Education

High School Grad: Yes / No (if Yes) Month \_\_ Year \_\_\_\_ School \_\_\_\_\_

(If No) GED: Yes / No County GED issued from \_\_\_\_\_ State \_\_\_\_\_

(If No) Two Years high School Transcripts completed: Yes / No Yrs. Completed \_\_\_\_

Any other schooling / College Yes / No (If Yes) Started \_\_ / \_\_\_\_

Program Interested in Joining

Cosmetology / Barber (1500 hrs.) \_\_\_\_\_ Nail Tech. (600 hrs.) \_\_\_\_\_ Aesthetics (750 Hrs.) \_\_\_\_\_

Instructor Training (300 hrs.) \_\_\_\_\_ Cosmetology / Nails/ Aesthetics /Barber

Enrollment Date \_\_ / \_\_ / \_\_\_\_ Start Date \_\_ / \_\_ / \_\_\_\_ Full Time / Part Time

Graduation Date \_\_ / \_\_ / \_\_\_\_ Total Months to complete \_\_

Only fill in space provided below on days and hours you're attending. Example Monday (8:30-3:00)

Monday	Tuesday	Wednesday	Thursday	Friday

References: Name and Phone Number

Name \_\_\_\_\_ # \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_

Tuition:\$ \_\_\_\_\_

Kits:\$ \_\_\_\_\_

Registration:\$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Total Cost:\$ \_\_\_\_\_

Everything listed above is true and accurate and I have read and understood and accept these conditions and financial obligations. Transfer hours attained from another school if any \_\_\_\_\_, this is also the number of hours I wish to keep and use towards this enrollment. Valid only if you have brought transcripts / release forms from another cosmetology / barber school. \*Description of what other means if amount is filled in above cost area. By signing this I have read, understood and received an exact copy of this agreement.

Applicants Signature \_\_\_\_\_ Date: \_\_\_\_\_

### **\*Terms & Conditions\***

**\*Refund policy:** Refunds when due must be made without requiring a request from student. Refund, when due, shall be made within 45 days (1) of the last day of attendance if written notification of withdrawal has been provided to the institution the student, or (2) from the date the institution terminates the student or determines withdrawal by the student. Retention of tuition and fees collected in advance for a student who does not commence class shall not exceed \$100. If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of tuition and fees collected must be refunded. The refund shall be made 45 days of the start date.

**Refunds for Students Who Withdraw On or Before the First Day of Class:** If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraw on the first day of class, no more than \$100 of the tuition and fees may be retained by the institution. Appropriate refund for a student who does not begin classes shall be made within 45 days of the class start date.

**Refunds for Students Enrolled Prior to Visiting the Institution.** Student who have not visited the facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of equipment.

**\*Refund policy for tuition due to non completion of the program:** The refund policy

for a student attending this institution are as follows. If you go 1% to 10% then you pay 10%. If you go 11% to 25% then you pay 50%. If you go 26% to 50% then you pay 75%. If you go 51% to 100% then you pay 100%. You will be responsible for your kit and registration in full in addition to the tuition.

**Return to of title IV funds: Section 484B of the HEA**

The return of title IV funds as prescribed in section 484b of the HEA amendments determines the amount of the title IV aid a student has earned at the time a student withdraws. The amount of the title IV aid a student has not earned is then returned to the title IV program. It is a proportional calculation based on the date of the withdrawal through 60% of the payment period. The school defines its payment periods for the cosmetology programs as payment period 1 is from 1-450 scheduled hours. Payment period 2 is from 451-900 scheduled hours and payment period 3 is from 901-1200 scheduled hours and payment period 4 is from 1201-1500 hrs. The formula is as follows: 1) The institution will determine the date of withdrawal and determine the percentage of the payment period scheduled for the student. 2) The institution will determine the amount of title IV aid for which the student was eligible by the percentage of the time scheduled. 3) The institution will compare the amount earned to the amount disbursed. If the amount of aid disbursed exceeds the amount earned, the amount of title IV aid must be returned. 4) The institution allocates the responsibility for returned unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered. 5) The institution and/or the student must then distribute the unearned title IV aid back to the title IV programs.

The following title IV refund distribution is used for all students due a title IV refund: 1) federal unsubsidized Stafford loan 2) Federal Subsidized Stafford loan 3) Federal plus loan 4) Federal Pell grant. Example Financial aid award: Pell \$4731.00 1<sup>st</sup> disbursement \$2366.00 Direct loan 1<sup>st</sup> disbursement \$1724.00 student withdraws on 12/01/09; the student was scheduled to complete 212 hours of the 1500-hour program. 212 hours/450 hours (payment period 1) = 47.1% The student has completed 47.1% of the payment period and therefore, has earned 47.1% of the financial aid that had been disbursed. \$4090 aid disbursed x 47.1% = \$1926.39 earned Financial aid. The school must return the unearned aid to the department of education. \$4090 aid received - \$1926.39 earned aid = \$2163.61 unearned aid. The school will return \$1724 to the direct loan program and \$439.61 to the Pell grant program for a total of \$2163.61

**Grounds for Termination:** Students may be terminated at any time for the following reasons: failing to meet satisfactory academic progress policy with attendance, grades, or clinicals. Refusal to complete theory or practical assignments, absenteeism, behavior, refusal to follow rules, regulations, policies and procedures of either institution. Please be advised grounds for termination are not limited to those listed herein.

**\*Attendance:** You will be charged a fee of \$4.50 per hour for every hour you miss. Your attendance is one of the things we try to improve, attendance is important to the salon job you attain when you leave here. Also if you fail to call in for being late or absent this will result in a no call no show fee. There is a \$20 suspension fee for every day a student is absent while on prob.

**\*Stealing is prohibited:** any student stealing from this institution, or the students will be charged their full tuition price without refund.

**\*Drugs and alcohol:** Any student who gives or sells a student medication, drugs or alcohol of any kind that does not belong to the one receiving it will call for both students to be released from this institution and they will have to pay for their whole tuition without refund.

**Harassment:** Absolutely no sexual harassment or any type of harassment involving race, religion or gender will be tolerated. Any student or staff member in violation of this agreement will be terminated immediately this is the only warning given and this will be strictly enforced.

**\*Zero-Tolerance:** This is a drug free school no illegal drugs or alcohol is permitted on the premises and also any student under the influence of such is not allowed on the premises either. Absolutely no manufacturing, consumption, or sale of any drug will be allowed on the premises. Absolutely no carrying or concealing of any weapons of any kind. Absolutely no sexual harassment or any type of harassment involving race, religion or gender will be tolerated. Any student or staff member in violation of this agreement will be terminated immediately this is the only warning given and this will be strictly enforced.

I \_\_\_\_\_ have read and understand the terms, financial obligations and conditions of my enrollment agreement and have received a copy

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*Transfer of Hours:** This school does not imply, promise or guarantee transferability of or release of hours earned to any other institution, if a student has not paid for the hours obtained. This school does Not imply, promise, or guarantee to accept transferred hours from any other institution. Hours transferred within the institution are strictly by Tennessee state Board of Cosmetology / Barber allowance. If transferred hours are obtained at another school are accepted, it is as follows: Cosmetology / Barber hours allowed to transfer is maximum of 900 and all other programs 100 hours. Owner reserves the right to accept more or less hrs. based on students' ability to test out. Transferred students will pay tuition, enrollment fees, and cost of any necessary supplies. See also transferability of credit disclosure.

**\*Placement Assistance Disclaimer:** This school provides placement assistance upon graduation without additional charges. However, the student is notified that such assistance is not given as an inducement to enroll and there is no guarantee, promise or representation of placement is made or implied.

**\*Arbitration:** Upon the written request of the school, after services of that request, any controversy between the parties to this agreement, including any claim arising out of the agreement or its breach, shall be submitted to arbitration under the terms of the Federal Arbitration Act and the Commercial Arbitration Rules of the American Arbitration Association. Costs of the arbitration shall be borne equally; judgment upon the award rendered but the arbitrator shall be final and binding on both parties and may be entered in any court having jurisdiction.

**\*Attorneys & Collection Fees:** In any legal action or arbitration between the parties arising out of this agreement, the school, if it prevails shall be entitled to recover its attorney fees in addition to any other relief to which it may be entitled. Further, the school shall be entitled to recover an attorney's fee or collection agency fees and interest associated with the collection of a delinquent account of the student. Also, the school can turn in your dept as uncollectable to credit bureaus.

**\*Schools policy on loans:** This school offers a payment plan for student tuition and kits. Your amount down as well as your payment method will be reviewed on an individual basis, your hours will not be released unless your account has been paid in full including any fees that you have accrued during your enrollment. Late fees on payments will be charged at the owners discretion. Please be advised any accounts that are not paid in full or had written arrangements made and approved Within 30 days of exit from the school (graduates, terminations, withdrawals) will be sent to collections. Hours will not be released until paid for.

**\*Sanitation:** Beauty Schools as well as salons are required to maintain sanitary conditions to ensure the safety of the general public as well as themselves. Students are assigned a daily clean up in order to earn sanitation credit as required by the TN Board of Cosmetology. Students who fail to do their clean up will not receive sanitation credit.

**Graduation Requirements / Final Exams:** Students must complete all required hours, clinicals and pass all assignments with a minimum of a 70 in order to graduate. Upon graduation all account balances must be paid in order for hrs to be released for student to test. Once students' hours are released, they must take and pass both a theory and practical exam through PSI, and apply for their license through the TN Board of Cosmetology / Barber.

**\*Completion of the program:** Failure to complete the program by \_\_/\_\_/\_\_ will result in an hourly charge of \$4.50 per hour in addition to your other tuition amount. \*There are also fees for suspension, and no call no shows, please see handbook for fees-subject to change\* \*Please be advised you are expected to view the student catalog, as well as the consumer information handbook at [www.lovebeautyschool.net](http://www.lovebeautyschool.net). You are expected to adhere to the policies and procedures, rules, and regulations, listed within each of these documents as well as what is listed in this enrollment agreement. Please be advised changes may be made at any time at the owner's discretion. \* For a copy of FERPA please request. \*

**\*Non-Discrimination:** Love Beauty School, Inc. and or The Barber Academy does not discriminate in admissions, employment, or in any of its educational programs or activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex, or gender. Retaliation is also prohibited.

**Method and Back up plan for tracking hours:** Students clock in and out on a timeclock each day, this data is transferred into administrative software which is stored on servers. Students are also given a two year calendar to manually track their time as well. Full time and part time hours are tracked separately.

**Domestic Violence Training:** All students are required to go to [Shear Haven Domestic Violence Training | BARBICIDE®](#) to complete their domestic violence training. This is typically done on orientation day.

I \_\_\_\_\_ have read and understand the terms, financial obligations and conditions of my enrollment agreement and have receive copy of this agreement.

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

**\*Curriculum-** Love Beauty School Inc. and or the Barber Academy uses Milady textbooks for all programs.

**Cosmetology student's curriculum** consist of 1500 hours comprised of 300 general hours, 600 chemical hours, and 600 physical hours. The fifteen hundred (1,500) clock hours/45 credit hours of instruction required of applicants for a license to practice cosmetology shall be apportioned as follows: General 300 clock hours/9 credit hours Sterilization, sanitation and bacteriology, anatomy and physiology, shop ethics, personality and salesmanship, state law. Chemical 600 clock hours/18 credit hours Permanent waves, hair relaxer, hair coloring, bleaching and toning, sculptured nails, hair structure and chemistry. Physical 600 clock hours/18 credit hours Shampooing and rinses, hair and scalp care, hair shaping, hairdressing and styling, facials, arching, lash and brow tinting, manicures and pedicures. Full time students (8:30 to 3) will complete within 50 weeks or 12.5 Months. Part time students completions may vary based on # of hrs. per week. At a minimum part time students will complete within 100 weeks or 25 months.

**Barber students curriculum** consist of 1500 hours comprised of 900 Physical Hours, 360 Chemical Hours, and 240 General Hours. Fifteen hundred (1500) hours of training are required of applicants for a certificate of registration as a master barber with at least one (1) hour of theory class per day. The hours shall be apportioned as follows: General Hours: History and fundamentals of barbering Elementary chemistry relating to sterilization, sanitation, bacteriology, and hygiene Barber implements, Shaving Skin, scalp and hair Haircutting, hairstyling and hair setting Hairpieces - (sales and service) Chemical theory (permanent waving, hair coloring, bleaching and straightening) Manicure and nail care Anatomy, physiology and systems structure of the head, face and neck, including muscles and nerves Makeup and skin care Theory of massage and facial treatment Disorders of the skin, scalp, and hair Barber law, rules and regulations Business management and salesmanship Preparation for seeking employment Required Total: 240 Hours, Chemical Hours: Permanent waving Hair relaxer Hair coloring, bleaching and toning Manicures Required Total: 360 Hours Physical Hours: Shampooing and rinses Hair care and scalp care Haircutting (male and female) Shaving (beards and mustaches) Hairpiece-fitting Hairstyling Facials and makeup Manicures Required Total: 900 Hours Curriculum Total: 1500 Hours. Full time students (8:30 to 3) will complete within 50 weeks or 12.5 Months. Part time students completions may vary based on # of hrs. per week. At a minimum, part time students will complete within 100 weeks or 25 months.

**Nail Technology student's curriculum** consists of 600 hours comprised of 150 general hours, 100 chemical hours, and 350 physical hours. The six hundred (600) clock hours/18 credit hours of instruction required of an applicant for a license to practice manicuring shall be apportioned as follows: General 150 clock hours/4.5 credit hours Sanitation and bacteriology, anatomy and physiology, state law, salon management, and ethics. Chemical 100 clock hours/3 credit hours Product knowledge, ingredients and usage of materials, manicuring and pedicuring, EPA and OSHA requirements. Physical 350 clock hours/10.5 credit hours Massage, manicuring, pedicuring, nail care, nail artistry, nail wraps, sculptured nails, nail tips, gel nails, and nail safety. Full time students (8:30 to 3) will complete within 20 weeks or 5 Months. Part time students completions may vary based on # of hrs. per week. At a minimum part time students will complete within 40 weeks or 10 months.

**Aesthetics student's curriculum** consists of 750 hours comprised of 150 general hours, 150 chemical hours, and 450 physical hours. The seven hundred and fifty (750) clock hours/22.5 credit hours of instruction required of an applicant for a license to practice aesthetics shall be apportioned as follows: General 150 clock hours/4.5 credit hours Sterilization, sanitation and bacteriology, professional ethics, personality, salesmanship, anatomy and physiology, and state law. Chemical 150 clock hours/4.5 credit hours Skin conditions and disorders, nutrition, aging factors, product ingredients and usage, waxing, lash and brow tinting, OSHA and EPA requirements. Physical 450 clock hours/13.5 credit hours Massage movements and manipulations, masks and packs, facial treatments with and without the use of machines, skin analysis and consultation, application of all products and machines, color psychology, make-up and corrective make-up arching. Full time students (8:30 to 3) will complete within 25 weeks or 6.25 Months. Part time students completions may vary based on # of hrs. per week. At a minimum part time students will complete within 50 weeks or 12.5 months.

**Instructors program curriculum** consists of 300 hours comprised of 100 hours under lesson planning and motivation and 200 hours under demonstration. The three hundred (300) clock hours/9 credit hours of instruction required of applicants for an instructor's license shall include no less than a total of one hundred (100) clock hours/3 credit hours in lesson planning and motivation. Instructors must be licensed in their discipline for a minimum of three years prior to being able to test to become licensed as an instructor. Full time students (8:30 to 3) will complete within 10 weeks or 2.5 Months. Part time students completions may vary based on # of hrs. per week. At a minimum part time students will complete within 20 weeks or 5 months.

- Love Beauty School, Inc. is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, and fiscal responsibility. The Barber Academy is in the process of applying.

I \_\_\_\_\_ have read and understand the terms and conditions, including the financial obligation of my enrollment agreement and have received a copy of this agreement.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School Official Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_