



Jama's Beauty & Barber College
 8300 Valley Circle Blvd., Unit A
 West Hills, Ca. 91304
 (Where all instruction occurs)

Enrollment Agreement

This Enrollment Agreement is made on _____ between **Jama's Beauty & Barber College** and _____(Student), under the terms specified in this agreement/contract. This agreement is legally binding upon the signing of this agreement by the student and acceptance by the institution. All courses of study are designed to assist the student's capability to pass the California State Board licensing examination for Cosmetology, Barbering, Esthetician or Manicurist. Passing the exam is a requisite in order to obtain a Cosmetologist, Barber, Esthetician or Manicurist license. The license is a requirement to operate as a Cosmetologist, Barber, Esthetician or Manicurist in the State of California.

Student Information

Student Name:	Date of Birth:	Address:
City, State, Zip:		Phone:
Email:	SSN:	HS Name/Date of Graduation:

For the following program (check one): Cosmetology (1000 Clock Hours), Barbering (1000 Clock Hours), Esthetician (600 Clock Hours), Manicurist (400 Clock Hours) or Transfer and/ or Re-entry (if applicable) to _____program (complete below):

Transfer Students Complete, only if applicable:

Transfer/re-entry hours accepted at time of enrollment, if any	_____
Hours Contracted:	_____
Total Weeks:	_____

Period Covered by the Enrollment Agreement

Contract Start Date: _____

Contract End Date: _____

Schedule/Program

All Students (Check One)

Check One	Program	Monday	Tuesday	Wednesday	Thursday	Friday	Program Length
<input type="checkbox"/>	Cosmetology 1000 hours 30-hours /week	9:00am to 3:30pm	9:00am to 3:30pm	9:00am to 3:30pm	9:00am to 3:30pm	9:00am to 3:30pm	33.50 Weeks
<input type="checkbox"/>	Cosmetology 1000 hours 16-hours /week	6:00pm to 10:00 pm	6:00pm to 10:00 pm	6:00pm to 10:00 pm	6:00pm to 10:00 pm	N/A	62.50 Weeks
<input type="checkbox"/>	Barbering 1000 hours 30- hours/week	9:00am to 3:30pm	9:00am to 3:30 pm	9:00am to 3:30 pm	9:00am to 3:30pm	9:00am to 3:30pm	33.50 Weeks
<input type="checkbox"/>	Barbering 1000 hours 16- hours/week	6:00pm to 10:00pm	6:00pm to 10:00pm	6:00pm to 10:00pm	6:00am to 10:00pm	N/A	62.5 Weeks
<input type="checkbox"/>	Esthetician 600 Hours 30- hours/week	9:00am to 3:30pm	9:00am to 3:30pm	9:00am to 3:30pm	9:00am to 3:30pm	9:00am to 3:30pm	20 Weeks
<input type="checkbox"/>	Esthetician 600 Hours 16- hours/week	6:00pm to 10:00 pm	6:00pm to 10:00 pm	6:00pm to 10:00 pm	6:00pm to 10:00 pm	N/A	37.5 Weeks
<input type="checkbox"/>	Manicurist 400 Hours 22- hours/week	N/A	9:00am to 3:00pm	9:00am to 3:00pm	9:00am to 3:00pm	9:00am to 3:00pm	18.5 Weeks
<input type="checkbox"/>	Manicurist 400 Hours 16- hours/week	6:00pm to 10:00pm	6:00pm to 10:00pm	6:00pm to 10:00pm	6:00pm to 10:00pm	N/A	25 Weeks

Tuition & Fees Policy

Total Charges for the Entire Educational Program	
Registration*	\$150
Kits**	\$
Books**	\$
Uniforms**	\$120
STRF (non-refundable)*	\$
Cosmetology \$ 37.50	
Barbering \$ 32.50	
Esthetician \$ 25.00	
Manicurist \$ 20.00	
Tuition	\$
Other Charges	\$
Total	\$
Payments Received	
Payments Received (by School)	\$

Kit costs: Cosmetology \$2,894.50, Barbering \$2,894.50, Esthetician \$2,860.00, Manicurist \$2,880.00

Books Cost: Cosmetology \$ 336, Barbering \$336, Esthetician \$370, Manicurist \$350

*Non-Refundable

**Non-refundable 7 days after signing enrollment

The cost of tuition does not include the California State Board Examination Fee or License Fee, which is currently \$115. This fee is the responsibility of the student. There will be a \$200 Contract Change Fee per change and a \$25 late fee may be assessed if a payment is not paid by the due date.

Tuition for Transfer Students

A transfer student for Cosmetology tuition cost will be \$11.00 per hour + STRF Fee

A transfer student for Barbering tuition cost will be \$ 9.00 per hour + STRF Fee

A transfer student for Esthetician tuition cost will be \$10.00 per hour + STRF Fee

A transfer student for Manicurist tuition cost will be \$10.00 per hour + STRF Fee

*Registration fee, kits, books, or uniforms required is a separate cost.

*** STRF fee will be computed on total charges.

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE : \$ _____

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

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

Student's Signature

Date

Parent or Guardian Signature, if applicable

Date

Methods of Payment

Acceptable methods of payments are Cash, Cashier's Check, Money Order and Personal check and Jama's Beauty & Barber College's *Payment Plan*. Jama's Beauty & Barber College's payment plan is offered to all students at no interest at the time of enrollment. Please be advised that certificate of completion documents will be withheld until all monies owed the school have been paid in full.

Extra Instructional (Overtime) Charges

Students are expected to complete their training (hours & operations) within the maximum time allowed in their Enrollment Agreement. The Jama's Beauty & Barber College Enrollment Agreement allows for all school Holidays and 5 personal days based on the student contract for full time students and 4 personal days based on the student contract for

part time students. If a student exceeds the time frame outlined in their Enrollment Agreement, an extra instructional charge will be added for the remaining hours & operations needed to complete their course. **The current rate per hour is \$20.00. All monies paid to school for extra-instructional charges (overages) prior to completion of the student's contract are refunded if the student terminates prior to completion of the program.**

Dismissal Policies and Termination Policies

The following acts *may* result in **immediate termination** from Jama's Beauty & Barber College.

- Missing school for 14 sequential calendar days
- Intoxication
- Cheating, copying, or the offering or receiving of unauthorized assistance in examinations, tests, quizzes, or projects.
- Cheating on clock hours
- Cheating on number of assignments completed
- Stealing
- Use, possession, sale, or distribution of drugs/alcohol.
- Interference with any instructor or administrator in connection with carrying out their duties.
- Use, possession, or sale of illegal firearms, weapons, or dangerous objects is prohibited.
- Activities that involve holding, pushing, tackling, wrestling or any other type of physical contact or threat of physical contact.

Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student 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 student enrolled in the institution, prepaid tuition, and suffered an 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 prepay 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."

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Ste. 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100% less registration fee of \$150.

You must exercise your right to cancel your enrollment on or before this date: _____

Withdrawal/Institutional Refund Policy and Procedures

A notice of cancellation shall be in writing. The cancellation or withdrawal is effective on the date written notice of cancellation is sent either by email, mail or letter given by student in person and a withdrawal may be effectuated by the student's written notice to the school administrative office at 8300 Valley Circle Blvd., Unit A West Hills, Ca., 91304 or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Applies to all terminations for any reason, by either party, including a student's decision, course or program cancellation, or school closure.

1. Jama's Beauty & Barber College shall refund 100 percent of the amount paid for institutional charges, less a registration fee of \$150 not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later (cancellation period).
2. After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60% or less of the period of attendance. Once more than 60% of the enrollment period in the entire course has elapsed (including absences), there will be no refund to the student.
3. This policy applies to all students.
4. This policy is based on scheduled hours.
5. The registration fee is a non-refundable. Equipment, books, supplies, tools, uniforms, kits are non-refundable.
6. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee, equipment, books, supplies, tools, uniform and kits as described in the refund policy above.
7. If you withdraw from school after the cancellation period, the refund policy described above will apply.
8. There may be a \$50 Administrative Drop fee, if student drops after 7 days of enrollment.
9. 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. See Refund section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the Director to pay that balance.

Percent of Scheduled Time	Tuition Earned by School
0-60%	Pro-rata calculation based upon scheduled hours
60.01% and over	100%

*Eligible enrolled veterans receive a 100% pro -rata refund, including a \$10.00 registration fee, if applicable.

Other Terms

- (1) 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. (CEC 94911 (f))
- (2) If the student defaults on a federal or state loan, both the following may occur:
 - (a) 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.
 - (b) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.
- (3) 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.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Jama’s Beauty & Barber College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in _____ is also at the complete discretion of the institution to which you may seek to transfer. If the certificate 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 Jama’s Beauty & Barber College to determine if your certificate will transfer.

Graduation Requirements

To graduate from Jama’s Beauty & Barber College and receive a certificate of graduation from the school, students must have completed the prerequisite clock hours, have paid all tuition and fees in full. There is a final practical and written test, a score of 75% or higher is required to graduate.

Requirements for Eligibility for Licensure

The Board of Barbering and Cosmetology requires the completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered written and practical exam. The application can be found on the website of the California Board of Barbering and Cosmetology. The Board of Barbering and Cosmetology requires a \$115 non-refundable initial license fee to accompany the completed application. Students are required to pre-apply to the California Department of Consumer Affairs for their licensure exam. Jama’s Beauty & Barber College assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations. The following are the eligibility requirements:

- Complete the required hours from a California Board approved school(s) and attached the Proof of Training Document(s).
- Be at least 17 years of age.
- Completed the 10th grade in a public school or its equivalency.
- Committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.
- Cosmetology Program: Completed 1000 hours in a Board approved school.
- Barbering Program: Completed 1000 hours in a Board approved school.
- Esthetician Program: Completed 600 hours in a Board approved school.
- Manicurist Program: Completed 400 hours in a Board approved school.

Career Development and Job Placement Resources

Jama’s Beauty & Barber College assists students in their career development, such as in-school workshops on resume writing, interviewing skills and customer service skills as well as building a client base, retention and a job posting board. We will also have Alumni Guest Speakers, keep a notebook binder of employers and/or managers of Salons and Spas who

express an interest in interviewing our graduates for employment. Jama's Beauty & Barber College cannot guarantee employment. **Please note that in order to comply with various Federal, State, and Local oversight agencies, Jama's Beauty & Barber College is required to call employers that employ our graduates in order to verify placement.**

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by this institution may be directed to the Bureau for Private Postsecondary Education at:

Address: P.O. Box 980818, West Sacramento, CA. 95798-0818
Telephone & Fax #s: (888) 370-7589 or by fax (916) 263-1897
(916) 431-6959 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 website www.bppe.ca.gov.

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, 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.

English Proficiency

Jama's Beauty & Barber College is taught in English only. The student must have the ability to read and write in English at the level equivalent of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam. We do not provide English language translators or ESL classes. However, if a student's primary language is not English, the school allows the student to bring in an interpreter, when signing the Enrollment Agreement contract to obtain a clear understanding of the terms, conditions, disclosures and statements, cancellation and refund policies noted in this Enrollment contract in the student's primary language.

I understand that this Enrollment Agreement is legally binding when signed by the student and accepted by the institution. A student shall enroll solely by means of executing an enrollment agreement. The enrollment agreement shall be signed by the student and by an authorized administrator of the institution.

Acknowledgment: 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. I have received an exact copy of this fully executed agreement, 7 pages in total. 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.

Student Signature

Date

Parent or Guardian Signature, if applicable

Date, if applicable

School Official Signature

Date