



Enrollment Agreement

(\$100 non-refundable application fee)

Email: info@kobarberacademy.com

Website: kobarberacademy.com

Name: _____ DOB: _____ Age: _____

Address: _____ City: _____ State: _____

Zip: _____ Phone: _____ SS #: _____

DL #: _____ U.S. Citizen: Yes _____ No: _____ Felon: Yes _____ No _____

Email: _____

Emergency Contact Name and #: _____

Highest Grade Level Completed: _____ High School: _____

Complete this section only if the student is under 18:

Name: _____ DOB: _____ Age: _____

Address: _____ City: _____ State: _____

Zip: _____ Phone: _____ Social: _____

Employer Name: _____ Employer Phone: _____

Course of Study

- _____ Master Barber (1500 hours) Tuition Price \$9000.00 _____ Full-Time _____ Part-Time
- _____ Barber Instructor Program (300 hours) Tuition Price \$6000.00
- _____ Crossover Program (300 hours) Tuition Price \$5000.00

Program	Schedule	Weeks	Daily Schedule	Hours Per Day	Hours Per Week
Master Barber Program (Apprentice Program is 1.5 times the standard program)	Full-Time	49 weeks (Apprentice 73.5 weeks)	Tues-Fri 9-5 & Sat 9-2	7	33
(1500 Hours)(Apprentice Program is 1.5 times the standard program)	Part-Time	86 weeks (Apprentice 129 weeks)	Day Class: Tuesday-Friday 9-12:30 Sat 9-2 Evening Class: Tuesday-Thursday 5-9 Sat 9-2	3.5-4	17-19
Barber Instructor/Crossover Program	Full-Time	10 weeks	Tues-Fri 9-5 & Sat 9-2	7	33
(300 Hours)	Part-Time	19 weeks	Day Class: Tuesday-Friday 9-12:30 Sat 9-2 Evening Class: Tuesday-Thursday 5-9 Sat 9-2	3.5-4	17-19

Official start date: ____/____/____ Official completion date: ____/____/____

Final Completion Date: ____/____/____

Start and Completion Dates Policy

Each student is assigned three key dates upon enrollment:

- **Official Start Date:** The date the student begins attending school.
- **Official Completion Date:** The scheduled graduation date assuming no missed hours.
- **Final Completion Date:** The latest possible date a student must complete the program before incurring additional charges.

Attendance and Makeup Hours

Students are granted a maximum of **100 hours** to cover absences related to illness, vacations, or other unforeseen circumstances. Any time missed **beyond these 100 hours** must be made up **before the final completion date**.

If the required hours are not completed by the final completion date, the student will be charged **\$15 per hour** for the remaining hours **in addition to tuition**. All balances must be paid in full before the student will be allowed to take the state board examination. Please refer to the full attendance policy in the school catalog for additional details.

Leave of Absence (LOA) Policy

K.O. Barber Academy offers a Leave of Absence policy for long-term, documented emergencies. If a student returns **within 6 months**, they may continue under the original terms of their enrollment agreement. If a student returns **after 6 months**, any tuition increases will apply, and the enrollment agreement must be

updated. All LOAs are subject to approval by school administration and must be requested and granted in writing.

School Closures

The school will be closed for all major holidays. These closures are accounted for in the student's original completion timeline. Please see the current school catalog for the updated holiday schedule

Tuition Payment Plans

Tuition:	\$
Down Payment:	\$
Financed Amount:	\$
Monthly Payment:	\$
# of Payments:	

Tuition Payment Policy

- The student agrees to pay K.O. Barber Academy \$_____ monthly. Payments are due on the **1st of each month**, with a grace period until the **5th**. If payment is not received by the 5th, the student **will not be permitted to attend classes** unless an approved payment arrangement has been made with school administration. No exceptions will be granted without a valid arrangement in writing.

- A **\$25 late fee** will be applied beginning on the **6th of the month** and will continue to accrue **every three days** until payment is made in full.

Example: A payment made on the 9th would result in \$50 in late fees.

- The **first tuition payment** is due on: ____ / ____ / ____.

Accepted payment methods include **cash, personal check, and credit/debit card** (note: a processing fee applies to all card transactions).

- **Returned payments** will incur a **\$16 fee**, in addition to any bank charges incurred.

- The school reserves the right to use any reasonable means to **locate and collect overdue balances**. Students will be billed for **90 consecutive days**. If payment or a written payment arrangement is not made within this period, the account will be **turned over to a collection agency**, and the student will be responsible for all associated **collection and legal fees**. A **40% collection fee** will be added to the outstanding balance.

- All course pricing is stated in this agreement. There are **no additional or hidden charges** associated with any of the programs. K.O. Barber Academy does **not charge interest or financing fees** for its internal payment plans.

Refund Policy and Information

K.O. Barber Academy maintains a clear and structured refund policy in the event a student **withdraws or is terminated** from the program. All tuition refunds will be calculated based on the **percentage of hours completed** at the time of withdrawal or termination, **minus any applicable fees**.

Refunds are determined using the following formula:

- **Refund Amount = Tuition Paid – (Tuition Owed Based on Hours Completed + Applicable Fees) based on the chart below:**

Percentage of Scheduled Time Enrolled to Total Course	Amount of Total Tuition Owed to/Retained by the School
.01%-25%	50%
25.1%-49.9%	75%
50% and over	100%

All refunds will be issued **within 45 days** of the official withdrawal date, which is defined as the date the school receives written notice of withdrawal or the date the student is officially terminated by the school.

Students who are terminated due to **policy violations or unpaid balances** are still subject to the same refund formula and are responsible for any outstanding fees.

Please refer to the full refund policy in the school catalog for additional details.

Refund Details

- All refunds will be processed **within 45 days** of the student's **last date of attendance** and will be issued via **check made payable to the student** for documentation purposes.
- Refund calculations are based on the **percentage of hours completed** as of the student's last date of attendance. Please refer to the refund chart in the school catalog for exact percentage breakdowns.
- All **applicable fees** will be deducted from any refund due. See "Refund Fees" section below for details.
- Refunds may apply in cases of **voluntary withdrawal, involuntary termination, medical leave**, or other qualifying circumstances.

Refund Fees

- The **\$100 application fee** is **non-refundable** under any circumstances.
- Students who **cancel enrollment within three (3) days** of signing the enrollment agreement are eligible for a **full refund**, minus the \$100 non-refundable application fee.
- Students who **cancel enrollment after three (3) days** from the enrollment agreement date will be charged a **\$300 cancellation fee** in addition to the non-refundable \$100 application fee.
 - If the student **re-enrolls within 365 days** of the original enrollment date, the \$300 cancellation fee will be **credited back** to the student.
 - If re-enrollment occurs **after 365 days**, the cancellation fee is **forfeited**.
- Once issued, **kits and textbooks are non-refundable**. The value of the **kit and textbooks (\$750)** will be deducted from any refund owed if they have been distributed to the student.

Kit Checklist:

Comb Set	Neck Strips
Picks	Water Bottle
Round Vent Brush	(12) Perm Rods
Vent Brush	Color Bowl
All-Purpose Styling Brush	Color Brushes
Rubber Styling Brush	(1) Cuticle Snipper
(12) Butterfly Clips	(3) Orangewood Sticks
(6) Duckbill Clips	(1) Box of Emory Boards
Blow-dryer	(1) Sanitizable File
Curling Iron	(1) Finger Bowl
Clipper and Trimmer Set	(1) Nail Brush
Straight Razor	Hand Form
Razor Blades	Cuticle Pusher
Shear Set	Large Storage Case
Chemical Cape	Fingernail Clipper
Cutting Cape	Buffing Block
Mirror	Mannequin
Ethnic Brush	Textbook
Bag	Workbook

Grounds for Termination

Enrollment at K.O. Barber Academy is a privilege that requires students to uphold professional conduct and adhere to all institutional policies. The following actions constitute grounds for **immediate suspension or termination**:

- All students are required to comply with **all rules and regulations** outlined in the **school catalog** and **enrollment agreement**.
- **Physical or verbal altercations** with fellow students, clients, or staff members are strictly prohibited and may result in **immediate termination**.
- The use of **profanity, vulgar language**, or participation in **inappropriate conversations** is not permitted **on or off school property** when representing the academy.
- The use or possession of **tobacco (in any form), vapes, illegal drugs**, or **alcohol** is strictly forbidden on school premises and will result in disciplinary action.
- K.O. Barber Academy maintains a **zero-tolerance policy on discrimination**. Discrimination based on **politics, religion, race, ethnicity, gender, sexual orientation**, or any other personal characteristic will not be tolerated.
- Acts of **theft, vandalism**, or intentional damage to school property or the property of others are grounds for **immediate termination**.
- Any **ongoing behavior issues**, including those outlined above, will result in either **suspension or termination**, at the discretion of the school administration.

Graduation Requirements:

To be eligible for graduation from K.O. Barber Academy and to qualify for state licensure, students must meet **all** of the following requirements:

- Maintain a **minimum average of 70%** in **all subjects**, including both **theory** and **practical** components.
- Complete the **required number of clock hours** for their enrolled program, as mandated by the Tennessee State Board of Cosmetology and Barber Examiners:
 - **1500 hours** – Master Barber Program
 - **300 hours** – Barber Instructor Program
 - **300 hours** – Crossover Program
- Have **all tuition and fees paid in full** prior to being permitted to take the **state board examination**.
- Successfully pass **all parts of the state board exam** in order to obtain licensure following graduation.

- Complete the **required online Domestic Violence Training** and submit a valid **certificate of completion** to the school.

(The training link is available in the most current version of the school catalog and the website.)

Transfer Policy:

- Students seeking to transfer must provide **official transfer documentation** from their previous school.
- The **number of transferrable hours** is determined **at the discretion of the Academy**. Hours accepted will be based on the student's **demonstrated skill level and knowledge**, which will be evaluated through **both practical and theory examinations**.
- **Tuition for transfer students** will be calculated based on the **percentage of hours accepted**, plus an additional **10%**.
For example: if 30% of the required hours are transferred, the tuition will be 40% of the total program cost.
- Students who complete **50% or more of their program hours** are **responsible for the full tuition amount**.
- Students may **transfer their hours to another school** only if their **account balance is paid in full**.

Curriculum:

Master Barber Program: 1500 Total Hours

1500 Hours of training are required of applicants for a certificate of registration as a master barber.

a. 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

b. Chemical Hours:

- ☐ Permanent waving
- ☐ Hair relaxer
- ☐ Hair coloring, bleaching, and toning
- ☐ Manicures

Required Total: 360 hours

c. 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

Require total: 900 Hours and 1500 Hours Total

Barber Instructor Program (300 Total Hours):

(To become a licensed instructor one must have held a barber license for 3 years)

Lesson Planning:

- ☐ Course outlining and development

- ☐ Lesson planning and motivation
- ☐ Record keeping
- ☐ Testing
- ☐ Grading

Required Total: 100 Hours

b. **General:**

- ☐ Book knowledge
- ☐ Teaching techniques
- ☐ Visual aid equipment
- ☐ Classroom management
- ☐ Student motivation
- ☐ Product knowledge
- ☐ State laws

Required total: 100 Hours

c. **Physical:**

- ☐ Permanent waving
- ☐ Relaxers
- ☐ Shampooing
- ☐ Nail care
- ☐ Facials
- ☐ Hair coloring/lightening
- ☐ Haircutting
- ☐ Clinic floor management

Required Total: 100 Hours

Crossover Program: 300 Total Hours

Cosmetologists who have held an active license for **five (5) years or more** are eligible to **take the Master Barber licensure exams without completing the additional 300 hours** of training required for our crossover students.

We offer **Crossover classes** designed to teach the **fundamentals of barbering** and prepare students for success in the field. While not required by the state for eligible cosmetologists, these classes are highly recommended to help build **strong foundational techniques and industry-specific skills**.

To become licensed as a Master Barber, all applicants **must successfully complete both the theory and the practical** portions of the Tennessee State Board examination.

Attendance Policy and Expectations:

- **Attendance is mandatory** and is monitored on a **daily, weekly, and monthly basis**.
- Students are expected to follow the **schedule outlined in their enrollment agreement**, unless a change is approved in writing by both the student and administration.
- Persistent attendance issues may result in **verbal and written warnings** and may ultimately lead to **termination** from the program.

Key Attendance Dates:

- **Official Start Date:** The date the student begins school.
- **Official Completion Date:** The date the student would graduate with perfect attendance and no missed time.
- **Final Completion Date:** The last day a student may attend before incurring additional hourly charges. Any hours not completed by this date will result in a **\$15 per hour overage fee**.

Absence Policy:

- Each student is given **100 hours of personal time** to use for illness, vacations, or other personal matters.
- **Any hours missed beyond the 100-hour allowance must be made up before the Final Completion Date.**
- **Balances, including any overage fees, must be paid in full** before a student is eligible to take the State Board exam.

Excused Time Off:

- Up to **3 days of excused absence for illness** with a doctor's note (does **not** count against the 100-hour allotment).
- Up to **3 days of bereavement leave** for immediate family members (mother, father, child, sibling, grandparent) with documentation.
- Approved **Leave of Absence (LOA)** requests are available for extended absences due to unforeseen circumstances.
 - Students returning **within 6 months** will retain the original terms of their enrollment agreement.

- Students returning **after 6 months** must sign a new agreement and will be responsible for any tuition increases.

School Schedule & Punctuality:

- **Class begins at 9:00 AM.** The building doors will be locked at **9:20 AM.** Students arriving after this time **will not be allowed to attend that day.**
- **Saturdays are Mandatory unless otherwise agreed in writing prior to enrollment.**

Disciplinary Actions for Attendance Violations:

- **Verbal warning**
- **Written warning**
- **Termination if necessary**

Timekeeping Policy and Requirements:

- All students are required to **clock in and out daily** using the **Homebase app** at the **beginning and end of each day**, and for **lunch breaks**.
- Any student on campus for **8 or more hours** must take a **minimum 30-minute lunch break**.
- **Homebase** is the official timekeeping system. Students must **download and use the app** to manage clock-ins and request time off.

Time Corrections:

- Time corrections must be submitted **via private message in the GroupMe app**.
- Corrections must be submitted **promptly—within the same week** the error occurred.
- **No corrections will be made** after the monthly hours have been **reported to the state**.
- Hours are submitted to the state by the **3rd of each month**; all time corrections must be resolved **before this date** for accurate credit.

General Timekeeping Policies:

- If a student **leaves the building at any time**, they must **clock out**.
- Students may not exceed:
 - **6 days of attendance per week**
 - **48 total hours per week**
 - **10 hours in a single day**

- If the electronic time system is down, time will be tracked **manually using written logs** until the system is restored.

Violations:

- **Falsifying hours**—such as failing to clock out when leaving the premises—will result in:
 - **First offense: One-week suspension**
 - **Subsequent offenses: Possible termination from the program**

Reminder: Accurate timekeeping is the **student's responsibility** and directly affects graduation.

Time-Keeping Methods Primary and Backup

We utilize **Homebase**, an online timekeeping system, to accurately track student attendance and hours.

In the event that the **Homebase system is temporarily inoperable**, the Academy will implement a **manual time tracking process** to ensure continuity in recording hours. Students will be required to **sign in and out on a physical log sheet** during the outage.

Once the Homebase system is restored:

- **All manually tracked hours will be entered into the system**, and
- **Records will automatically update** to reflect the accurate attendance for each student.

This backup process ensures that **no hours are lost** and that all timekeeping remains **compliant with state reporting requirements**.

Discrimination Policy:

We are committed to providing an inclusive and respectful educational environment. In all aspects of **admissions, instruction, and graduation**, the Academy **does not discriminate** on the basis of **sex, race, age, color, ethnic origin, religion, disability, sexual orientation, or ancestry**.

Discrimination, **bullying, harassment**, or **hazing** of any kind is strictly **prohibited**. This applies to all students, faculty, staff, and visitors.

Any student or faculty member who **experiences or witnesses** acts of bullying, harassment, or hazing is **required to report the incident immediately** to school administration. All reports will be addressed promptly, and **appropriate disciplinary action** will be taken to ensure a safe and respectful learning environment for everyone.

Harassment Policy:

Our school is committed to maintaining a **safe, respectful, and harassment-free environment** for all students, staff, and visitors. Harassment of any kind—including **sexual, racial, ethnic, or any behavior that creates a hostile environment**—is strictly prohibited.

Policy Statement

Harassment will not be tolerated under any circumstances. **Disciplinary action, up to and including termination or expulsion**, will be taken against any individual who engages in such conduct.

Sexual Harassment Definition

Sexual harassment includes, but is not limited to:

- **Unwelcome sexual advances**
- Requests for sexual favors in exchange for **academic or workplace benefits**
- **Verbal or physical conduct** of a sexual nature, including inappropriate jokes, comments, or gestures
- **Non-consensual touching**
- Display of **sexually suggestive images**, objects, or behaviors
- Conditioning grades, evaluations, or treatment on the basis of sexual cooperation or rejection
- **Failure to stop** harassing behavior after being asked

Reporting and Enforcement

Anyone who **experiences or witnesses** harassment is encouraged to report the incident to school administration **immediately**. All reports will be treated seriously and handled in a **confidential and respectful** manner.

Our school is committed to ensuring that **no student or staff member faces retaliation** for reporting harassment or participating in an investigation.

Records Retention Policy:

As a school we are committed to maintaining accurate, secure, and confidential student records in compliance with applicable regulatory and institutional standards.

Policy Guidelines:

- **Student records will be maintained in both paper and electronic formats.**
- All records will be **securely stored** in locked cabinets and/or password-protected systems to ensure **privacy and confidentiality**.

- Records will be **retained for a minimum of seven (7) years** from the student's official graduation date.
- Student files will include, but are not limited to:
 - **Academic and course progress records**
 - **Programs of study, grades, and completed coursework**
 - **Dates of enrollment, withdrawal, or completion**
 - **Student status** (e.g., graduated, on probation, terminated)
 - **Attendance records**
 - **Financial and payment history**
 - **Documentation of admissions compliance**
 - **Theory and practical transcripts**
- Records for **full-time and part-time students will be maintained separately** for clarity and compliance.

The school ensures that **all permanent records are adequately preserved** and readily accessible to authorized personnel when needed, such as for regulatory review, student inquiries, or verification of academic history.

Sanitation Policy:

A key aspect in barbering is to keep a clean and sanitary work environment for both the students and the clients. It is important that every student understands it is everyone's responsibility to make sure that they are doing their part in keeping up the sanitary requirements per the Tennessee State Barber Board. Students are responsible for the cleanliness of their work area and equipment throughout the day. Students are required to follow all State Board sanitation and sterilization laws including keeping his/her chair, individual workstation, mirror, drawers, kit and supplies neat and clean during training hours. Hair and any garbage must be promptly swept from the floor and placed in the garbage. School sanitation must be done every day in the various departments. It is the responsibility of everyone to make sure that the school stays clean and neat, and all students must participate in the sanitation duties each day. You will be written up if you fail to complete your sanitation or it is marked as unsatisfactory. For every four unsatisfactory sanitation grades, you will be given a warning which could lead to probation, suspension, or termination.

- Location:
Barber schools and colleges may be operated only in rooms which are adequately lighted and ventilated, and so constructed that they can be kept clean. Floors, walls, ceilings, and windows must remain free of dirt, dust, and other unclean substances. Floors shall be thoroughly swept or mopped each day. All hair, nail dust and nail tips shall be removed from the floor promptly after completion of each customer.
- Communicable Diseases:

1. No patron with definite open sores, exhibiting symptoms of infectious or contagious disease or disorder of the skin, or parasitic infestations will be served in a shop or school unless written permission from a physician has been secured.
2. No master barber or barber technician who knowingly has an infectious or contagious disease or parasitic infestation in a communicable stage shall give service in a school or shop.
3. The Board shall have the right to require a physical examination of any person employed in a shop or school who is suspected of having a contagious or infectious disease or parasitic infestation in a communicable stage.

☐ Sanitation and Disinfection:

1. No licensee or student shall commence work on any patron before:
 - a) Washing hands with soap and water; and
 - b) Placing around the patron's neck a fresh neck strip or towel, so that the cape does not contact the skin.
2. Wet Disinfection Standard.
 - a) All tools and implements which come into contact with the face, neck, feet or hands must be treated after each use by washing thoroughly with soap and water and must be disinfected by complete immersion in a United States Environmental Protection Agency (EPA) registered bactericidal, virucidal, fungicidal and pseudomonacidal (formulated for hospitals) disinfectant that is mixed and used according to the manufacturer's directions.
3. Dry Disinfection Standard.
 - a) All tools and implements which have come in contact with blood or body fluids must be disinfected, at a minimum, by complete immersion in an EPA registered disinfectant that is effective against HIV-1 and human hepatitis B virus or in a tuberculocidal that is mixed according to the manufacturer's directions.
 - b) Disinfected implements must be stored in a disinfected, dry, covered container.
4. A licensee shall maintain a supply of seventy percent (70%) alcohol to be used if a patron's skin is accidentally broken during the manicuring process.
5. Before use, manicuring instruments must be cleaned with soap and water, and immersed in seventy percent (70%) alcohol for at least ten (10) minutes. The alcohol for this purpose may be kept in a covered container of sufficient size to accommodate the instruments to be immersed.
6. When not in use, manicuring instruments must be dried and kept in a cabinet sanitizer.

7. The foot bath shall be cleaned and disinfected after each use. The filters and jets must be flushed, cleaned and disinfected twice a week with the use of a hospital grade tuberculocidal disinfectant, or an equivalent solution circulated through the machine for the minimum time recommended by the manufacturer.
8. Towels.
 - a) A separate, clean towel shall be provided for each patron, as required.
 - b) The headrest shall be covered with a separate, clean towel or paper for each customer.
 - c) The practice of dipping a towel previously used for any purpose into a container of hot water and using the towel on a patron is prohibited.
9. Combs.
 - a) Each licensee shall have enough combs to allow for proper sanitation.
 - b) No licensee shall carry combs or other instruments in the pocket of his/her uniform.
10. Powders, Lotions and Creams.
 - a) Powders and lotions must be applied with cotton or gauze puffs. Such puffs shall be disposed of in a waste receptacle immediately after use.
 - b) Creams and other semi-solid substances must be removed from their container with a clean spatula (or similar device) and disposed of in a waste receptacle immediately after use. Any device used for the removal of such substances must not contact the skin of a patron.
11. After handling any patron with any eruption or skin disorder, the attendant shall immediately disinfect his/her hands by thoroughly washing with soap and water, followed by rinsing in alcohol (no less than seventy (70%) percent pure), or some equivalent disinfectant.
12. Finger bowls, basins, shampoo boards, cups, etc. shall be thoroughly cleaned after each service, and always kept in good repair and in a sanitary condition. Back bars and mirrors shall be always kept clean.

☐ Prohibited Hazardous Substances/Use of Products:

- a) No establishment or school shall have on the premises cosmetic products containing hazardous substances which have been banned by the United States Food and Drug Administration (FDA) for use in cosmetic products, including, but not limited to, liquid methyl methacrylate. No product shall be used in a manner that is inconsistent with the cosmetic products manufacturer's instructions.

☐ Animals:

- a) No animals, birds or fish, shall be permitted in any establishment with the exception of animals used to help disabled person(s), (i.e. guide dogs).

Other Terms of the Agreement

- No modification, amendment, or representation regarding this agreement shall be valid **unless made in writing** and **signed by both the student and a representative of K.O. Barber Academy**.
- The school assumes **no responsibility or liability** for any **negligence, carelessness, or lack of skill** demonstrated by students while practicing course-related services on other students or members of the public.
- A complete list of **school rules, regulations, and policies** can be found in the official **school catalog**, which has been provided to students **electronically**. It is the student's responsibility to review and understand this information.
- K.O. Barber Academy does **not guarantee a specific skill level** upon graduation. Student success is dependent on **individual effort, classroom engagement, hands-on participation**, and a **willingness to receive instruction and correction**. Always remain **teachable and committed to learning**.

NOTICE TO ALL STUDENTS

DO NOT SIGN THIS CONTRACT/AGREEMENT before you read it or if it contains any blank spaces. You will be provided with a copy of this document after completion. Understand this is a legal and binding agreement, and we encourage you to read it in its entirety.

~It is important to read, understand, and agree with this agreement before paying any funds to the academy.~

I understand and certify that I have read and received a copy of this agreement, and if accepted, I agree to the conditions herein stated. I further certify that I have received an electronic copy of the school catalog. Finally, I certify that all the information in this contract is true and correct.

Student: _____ Date: _____

Parent/Guardian (if student is a minor): _____ Date: _____

School Official: _____ Date: _____