FINAL TOUCH BARBER ACADEMY LLC.

923 Spring Garden Street, Philadelphia PA. 19123

(215) 232-1152

**RON CURTIS - EXECUTIVE DIRECTOR**

**Enrollment Agreement**

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Birth Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver’s License #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SS# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Contract Begins: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contract Ends: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_Barber - 1250 Contracted Hours, 46 Weeks to Complete (Day-Time) 9am to 3pm

\_\_\_\_\_\_Barber—1250 Contracted Hours, 50 Weeks to Complete (Night-Time) 4pm to 9pm

\_\_\_\_\_\_Teacher's License - 1250 Contracted Hours, 46 Weeks to Complete (Day-Time) 9am to 3pm

\_\_\_\_\_\_Crossover - 695 Contracted Hours, 26 Weeks to Complete (Day-Time) 9:00am to 3:00pm

\_\_\_\_\_\_State Board Prep Refresher Session (1 Hour per session)

(All Programs are taught in the English language.)

**Contract Costs and Payment Terms**

Student and Sponsor (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance of payments are satisfied. The school may charge a S10.00 transcript fee for transcript requests. Schedule change fee of S250 for each change. The school will charge a non-refundable registration fee for students enrolling or transferring to the school of S50.00. A $25 "Late Fee" will be charged to all Students who fail to make their scheduled payments. This includes Students who requested alternative payment arrangements. If a Student has not paid their tuition up to date after 30 days in "Default," that Student must pay their entire tuition in order to re-enter the Academy. Students who fail to make their scheduled payment after the grace period will be considered. If a Student is late 3 times during their enrollment period they will be suspended and must pay a $100 Re-Instatement Fee to attend classes. Students whom have not paid their tuition after 50 days "In Default," will be terminated from the session and the Academy. Students will forfeit all prior payments prior to being "In Default" and will be sued in civil court for the remaining balance.

Students who wish to re-enter the school after withdrawing must wait a 6 month (180 day) period from their last date of attendance, meet all of the of the above requirements, pay off previous balance, and sign a new enrollment agreement and pay the current rate of tuition for the hours remaining in the program. Methods of payment include full payment at time of signing the Enrollment Agreement, application fee paid at time of submitting application, and down payment is paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, or through non-federal loan programs, and Federal Pell Grants (for those who qualify). Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest. See Tuition payment structure(s) at <https://finaltouchbarberacademy.com/tuition-%26-aid>

**Barbering School**

 Tuition $18,800 Kit / Books $1150 Registration Fee $50

**Total Cost $20,000**

**Teacher's License**

 Tuition $13,800 Kit / Books $1150 Registration Fee $50

**Total Cost $15,000**

**Crossover Program**

 Tuition $8,300 Kit / Books $1,150 Registration Fee $50

**Total Cost $9,500**

**State Board Prep**

**Cost $100 per session**

 **TUITION SCHEDULE**

**NEW! Low down payments options to fit your budget! (Effective Sept 19th 2023**)

**REGISTRATION & TUITION COST $20,000.00**

**IMPORTANT**

After 3 months / 350hrs of attendance all cash paying students are responsible for their entire tuition. Final Touch Barber Academy reserves a student's spot and will pursue civil action for those people who register and then leave the academy.

**REGISTRATION FEE $50.00\***

The registration fee is to show your intentions of studying at

The Final Touch Barber Academy™

(Refundable only if you attend Academy)

**PROGRAM TUITION**

Enrolled Students are required to pay one of the following down payments.

(1) $1000 (2) $1500 (3) $2000

BEFORE the first day of classes at

Final Touch Barber Academy™

Payments can be made via:

Money Order, Cashier's Check, MasterCard & Visa (NO CASH)

(THIS PAYMENT IS REQUIRED BEFORE STARTING FINAL TOUCH BARBER SCHOOL™)

We try to make attending Final Touch Barber Academy™ affordable for every student. Speak to a staff member about building a payment plan that works for everyone.

Tuition must be paid IN-FULL to be considered as a candidate for graduation.

**Tuition Payments $1000 Down Payment (Before 1st Day of Classes)**

1st Month $2000 ($1000 Bi-Weekly)

2nd Month $2000 ($1000 Bi-Weekly)

3rd Month $2000 ($1000 Bi-Weekly)

4th Month $2000 ($1000 Bi-Weekly)

5th Month $2000 ($1000 Bi-Weekly)

6th Month $2000 ($1000 Bi-Weekly)

7th Month $2000 ($1000 Bi-Weekly)

8th Month $2500 ($1250 Bi-Weekly)

9th Month $2500 ($1250 Bi-Weekly)

Final Payment Due before Graduation

$500-$50 Refundable Registration Fee=$450

**Tuition Payments $1500 Down Payment (Before 1st Day of Classes)**

1st Month $1900 ($950 Bi-Weekly)

2nd Month $1900 ($950 Bi-Weekly)

3rd Month $2100 ($1050 Bi-Weekly)

4th Month $2100 ($1050 Bi-Weekly)

5th Month $2100 ($1050 Bi-Weekly)

6th Month $2100 ($1050 Bi-Weekly)

7th Month $2100 ($1050 Bi-Weekly)

8th Month $2100 ($1050 Bi-Weekly)

9th Month $2100 ($1050 Bi-Weekly)

Final Payment Due before Graduation

$500-$50 Refundable Registration Fee=$450

**Tuition Payments $2000 Down Payment (Before 1st Day of Classes)**

1st Month $2000 ($1000 Bi-Weekly)

2nd Month $2000 ($1000 Bi-Weekly)

3rd Month $2000 ($1000 Bi-Weekly)

4th Month $2000 ($1000 Bi-Weekly)

5th Month $2000 ($1000 Bi-Weekly)

6th Month $2000 ($1000 Bi-Weekly)

7th Month $2000 ($1000 Bi-Weekly)

8th Month $2000 ($1000 Bi-Weekly)

9th Month $2000 ($1000 Bi-Weekly)

Final Payment Due before Graduation

$500-$50 Refundable Registration Fee=$450

Please see school website and or catalog for a list of all fees at <https://finaltouchbarberacademy.com>

**Veterans Benefits**

This 2 page Agreement constitutes a binding contract between the student and the school when signed by all applicable parties and upon acceptance by the school. By signing below, you certify that you have read both 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. Additionally, I certify that I have received access to or a hard copy of the school catalog and all pre-enrollment information (Outcome rates, licensure information, Pre-Requisites for Employment, SAP policy, Right to Know, Consumer Disclosures).

<https://finaltouchbarberacademy.com/military-registration> Please see school website and or school catalog for tuition and payment information

**ACKNOWLEDGEMENT**: My signature below certifies that I have read, understand, and agree to comply with its contents, and that the institution's cancellation and refund policies have been clearly explained to me. I have received a copy of this fully executed.

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Student Signature Guardian/Spouse (If necessary) Date

 Accepted by School Official\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GENERAL TERMS OF AGREEMENT**

School:

* Shall provide programs of study that meets minimum curriculum requirements as prescribed by the state regulatory agency.
* May change kit contents, textbooks, dress code, curriculum format, teaching materials or educational methods at its discretion.
* Will grant a Certificate of Completion for the applicable course when the student has completed the course of study and designated hours as required by the State regulatory agency, passed a final written and practical examination, made satisfactory arrangements for payment of all debts owed to the school.
* Will issue a Certification of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork and made satisfactory arrangements for debts owed the school.
* Will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes. Placement is not guaranteed.
* May terminate a student enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; theft or any illegal act; failure to graduate from the barber program within 2.5 years.

Student:

* Agrees to pay applicable school and state fees and provide all required registration paperwork in a timely manner.
* Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
* Agrees not to refuse to perform client services or other program requirements.
* Agrees to provide all financial aid documents, if applicable, in the designated time frame.
* Agrees to comply with the school's dress code at all times and project a professional image representative of the cosmetology and image industry.
* Agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of the school.
* Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.
* Understands that if he/she is a financial aid recipient minimum attendance and grade requirements must be maintained for satisfactory academic progress; failure to comply will result in loss or eligibility for financial aid according to the policy found in the catalog.
* Student understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.
* Barber students understand that they must graduate from the barber program(s) within 2.5 years, or will be terminated.
* Student understands that they may file a complaint regarding safety, sanitation, and/or licensing issues by calling the Pennsylvania Barber Board's [**https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/BarberExaminers/Pages/default.aspx**](https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/BarberExaminers/Pages/default.aspx)

**REFUND POLICY - NOTICE OF CANCELLATION**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and rightful settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 40 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid minus the application fee

2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.

3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of $50.

4. A student notifies the institution of his/her withdrawal in writing.

5. A student on an approved leave of absence notifies the school that he/she will not be returning

The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)

7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

**PERCENT OF SCHEDULED TIME ENROLLED TOTAL TUITION SCHOOL SHALL**

**TO TOTAL COURSE/PROGRAM RECEIVE/RETAIN**

0.01% to 04.9% 20%

5% to 09.9% 30%

10% to 14.9% 40%

15% to 24.9% 45%

25% to 49.9% 70%

50% and over 100%

• AII refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 40 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student’s immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

• The requirements for Title IV program funds when you withdraw are separate from any refund policy your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV pro- gram funds that the school was required to return. Your school can provide you with the requirements and procedures for officially withdrawing from school.

**School Cancellation**

1. If at any time the school cancels the program following a students’ enrollment but before instruction in the program, the school will issue full refunds of payments received.

2. If the school cancels a program and stops offering instruction after students enroll and instruction has begun, the school will provide a pro-rata refund for students transferring to another school based on the hours accepted by the receiving school.

3. If the school closes permanently and stops all instruction after students enroll and instruction has begun, the school will provide a pro-rata refund.

**ACKNOWLEDGEMENT**: My signature below certifies that I have read, understand, and agree to comply with its contents, and that the institution's cancellation and refund policies have been clearly explained to me. I have received a copy of this fully executed

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Student Signature Guardian/Spouse (If necessary) Date

Accepted by School Official\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_