




**READING BARBER
INSTITUTE**



Policy IV.03 Item 1

Enrollment Agreement

Policy IV.03 Item 2

Reading Barber Institute

810 Oley Street Space E
Reading, PA 19604
(610) 236-0300

General Information: Policy IV.03 Item 3

Student Name: _____ Age: _____ SS# _____

Address: _____ Phone: _____

Email _____ Date of Birth _____ U.S. Citizen: Y or N

Contract Begins: _____ **Class Start Date** _____ **Contract Ends** _____

Policy IV.03 Item 7

Policy IV.03 Item 8

Program Choice: *All Programs are only available in English* Policy IV.03 Item 4, 5a, 19

_____ Barbering Program: 1250 Hours

_____ Crossover Barber Program: 695 Hours

_____ Barber Teacher: 1250 Hours

Transfer/Re-entry Hours Accepted _____ (*maximum 200 hours*) Policy IV.03 Item 5b

Contract Schedule Hours: _____ Policy IV.03 Item 5c

Full time / Part time Policy IV.03 Item 9

Number of Weeks to Complete Contracted Hours: _____ Policy IV.03 Item 5d

Student is scheduled to attend a total of _____ hours weekly.

Days: _____ to _____ Time: _____ to _____

This 6 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 the entire agreement. You will receive an exact copy of the signed contract. Keep it to protect your rights. The school reserves the right to change contract start dates based on class enrollment, staff availability and other considerations.

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 agreement. Policy IV.03 Item 14

Student: _____ Date: _____

Parent / Guardian (if applicable): _____ Date: _____

School Official _____ Date: _____

Contract Cost and Payment Terms

Student and parent/sponsor (if applicable) agree to pay the school "Reading Barber Institute" 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 the student from attending class until any applicable unpaid balance or payment are satisfied. Institution will charge for Over Contracted charges for hours remaining over **98 hours** to complete their education after the contract ending date at a rate of **\$10.00** per clocked hour, or any part thereof, payable in advance until graduation. The school may charge a **\$10.00** transcript fee for transcript request. The school will charge a registration fee for students enrolling or transferring to Reading Barber Institute a payment of **\$45.00 (non-refundable)** fee. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than **30 days** after termination of **\$200.00**. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than **30 days** after the formal withdrawal date unless mitigating circumstances apply. Methods of payments include full payment at time of signing the **Enrollment Agreement**, registration fee 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 payable to "**Reading Barber Institute**" and or **Money Order** payable to "**Reading Barber Institute**" all payment methods acceptable. **Students will be charged a \$35.00 return check fee.** Reading Barber Institute works with a financial freedom program for students in need of financial assistance. Students are fully responsible for all financial costs after 6 months in a work placement and or graduated from the approved programs. Link to register/apply- apply.mertize.com nonfederal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest. **Note* Late Fee of \$25.00 for any payment received after Wednesday by 5:00pm.**

The school is not currently accredited for Federal Title IV Financial Aid programs.

In addition to the tuition and fees agreed to below the student is separately responsible for the purchase of class texts currently at a cost of **\$308.80.** Policy IV.03 Item 6b

Registration Fee (*non-refundable*): **\$45.00** Policy IV.03 Item 6c

Enrollment Fee: **\$450.00** Student Kit: **\$500.00** Policy IV.03 Item 6d

Program Tuition: \$ _____

Total Tuition and Fees: \$ _____ Less Deposits: \$ _____

Balance Due: \$ _____ Policy IV.03 Item 6a

Payment Plan for Balance Due: Weekly payments \$ _____ for _____ weeks Policy IV.03 Item 6e

Policy IV.03 Item 15, 16

Signature of Student: _____ Date: _____

Signature of Parent /Guardian: _____ Date: _____

Signature of School Official: _____ Date: _____

General Terms of Agreement

School:

- Shall provide programs of study that meets the 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 diploma of graduation and Official Transcript of hours for the applicable course when the student has successfully completed all phrases of study, required test, practical assignments: passed a final comprehensive written and practical examination: completed the program of study according to State requirements: completed all exit paperwork: attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.
- Will issue an Official transcript of Hours to students who withdraw prior to program completion when student has successfully completed the required exit paperwork, attended an exit interview and made satisfactory arrangements for debts owed to the school as approved by the School.
- Will assist graduates in finding suitable employment by posting areas of employment, **but placement is not guaranteed.** Policy IV.03 Item 13
- The school may terminate a student prior to/after the completion of their program of study for one or more of the following: 1) Insufficient academic progress. 2) Not fulfilling financial obligations to the school. 3) Failure to comply with the rules and regulations of the school. 4) Failure to meet SAP at next evaluation after Warning has been issued. 5) Insubordination. 6) If withdrawal is determined by Institution Director after consecutive absences from last date of attendance for a period of (14 calendar days) violation of the probationary period policy Policy IV.03 Item 10
- If a student requests an **Annual Report** rate of graduation percentages or average % percentage in pass or fail rate, students will have written access during the enrollment process.
- Graduation Requirements:
 - Complete all program required clock hours within the maximum allowable timeframe for the enrolled program of study.
 - a. Refer to Satisfactory Academic Progress policy in this catalog for maximum time frames.
 - Successfully complete all State Barber Board requirements for the enrolled program of study.
 - Achieve a grade of 70% or better on all didactic and skills tests.
 - Achieve a grade of 70% or better final written exam
 - Achieve a cumulative grade point average of a 70% or better.
 - Compliance with all regulations of Reading Barber Institute.
 - All financial obligations to Reading Barber Institute satisfied.
 - Undergo an exit interview with a school administrator.

Student: Policy IV.03 Item 18

- Agrees to pay applicable state fees and provide all required registration paperwork in a timely manner.
- Agrees to independently purchase text and related workbooks necessary for class and that this cost is in addition to the tuition and fees agreed to on page 3 of this Agreement.
- Agrees to comply with all Standards of Conducts, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
- Agrees not to refuse to perform client services or other program requirements.
- Reading Barber Institute at this current time does not provide Financial Aid, no current documents are needed at this present time for enrolled students.
- Agrees to comply with the school dress code at all times and project a professional image representative of Barbering and image industry.
- Agrees to comply with the assigned schedule for the applicable program of study between the hours of 9:00 am and 5:00 pm and 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
- Understanding Reading Barber Institute does not qualify for Title IV financial aid programs, no required documents are needed at this present time.
- Understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.
- Graduation requirements: students must meet the school's stated requirements and pay full tuition, fees, and expenses in order to receive **1250 hours** of affidavit.

Institutional Refund Policy- Policy IV.03 Item 11

Applicants who cancel enrollment, or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decisions, course or program cancellation, or school closure. Any monies due the applicant or student shall be refunded within **45 days** of official cancellation or withdrawal. Official cancellations or withdrawals shall occur on the earlier of the dates that:

- An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid, except a non-refundable registration fee of **\$45.00**.
- A student (or legal guardian) cancels his/her enrollment in writing within **3 business days** of signing the enrollment agreement. Refunded and paid in full. collected by the

school shall be refunded except a non-refundable **\$45.00**, regardless of whether or not the student has actually started classes.

- If a student who cancels his/her enrollment after 3 business days will be entitled to a refund less the registration fee of **\$45.00**.
- If a student is expelled by the school for policy abused, they shall forfeit all monies paid.
- Reading Barber Institute does not participate in a leave of absence policy notice.
- In type 2,3, and 4 official cancellations or withdrawals 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 is withdrawn prior to course completion (after 3 business days) of signing the contract, the following schedule of tuition earned by the school applies. Any refunds are based on scheduled hours:

Percentage of Scheduled Time Enrolled to Total Course/ Program	Total Tuition School Receives/Retains
.01% - 4.9%	20%
5.0% - 9.9%	30%
10.0% - 14.9%	40%
15.0% - 24.9%	45%
25.0% - 49.9%	70%
50.0% - above	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days. In case of a disabling illness or injury, or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If the school will provide a prorated refund of tuition, or provide course completion through a prearranged agreement with another institution.
- If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund, or provide enrollment into the next available class.
- Students who withdraw or terminate prior to course completion will be charged a separation fee of \$150.00. This refund policy applies to tuition and fees charged in enrollment agreement. Other miscellaneous charges the student may have incurred at the institution, (Student Kit, Materials lent by the school, unreturned school properties, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog, and in this enrollment agreement.