



## Enrollment Agreement

### Reading Barber Institute

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

**General Information:**

Student Name: \_\_\_\_\_ Age: \_\_\_\_\_ SS# \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email \_\_\_\_\_ Date of Birth \_\_\_\_\_ U.S. Citizen: Y or N  
**Class Start Date** \_\_\_\_\_ **Contract Ends** \_\_\_\_\_

**Program Choice:** *All Programs are only available in English*

- Barbering Program: 1250 Hours
- Crossover Barber Program: 695 Hours
- Barber Teacher: 1250 Hours

Transfer/Re-entry Hours Accepted N/A \_\_\_\_\_ (maximum 200 hours)

Contract Schedule Hours: \_\_\_\_\_

Full time / Part time

Number of Weeks to Complete Contracted Hours: \_\_\_\_\_

Student is scheduled to attend a total of \_\_\_\_\_ hours weekly.

Days: Monday \_\_\_\_\_ to Friday \_\_\_\_\_ 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.

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. Tuition and fees are due in full on or in advance of the first day of classes unless other arrangements have been made. Students can pay with cash, check (check or money order) payable to Reading Barber Institute.

Returned checks are subject to a \$35.00 returned check fee.

**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**.

Registration Fee (*non-refundable*): **\$45.00**

Enrollment Fee: **\$450.00** Student Kit: **\$500.00** Program Tuition\_\_

\_\_\_\_\_

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

**Balance Due:** \$\_\_\_\_\_

Payment Plan for Balance Due: Weekly payments \$118.00\_\_\_\_\_for\_ weeks

Payment after 5pm **Tuesday** a \$25 dollar late fee will apply.

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.***

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 the next evaluation after a 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

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 time frame 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 70% or better.
  - Compliance with 75% attendance within all regulations of Reading Barber Institute.
  - All financial obligations to Reading Barber Institute satisfied.
  - Undergo an exit interview with a school administrator.

**Student:**

- 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.

**WITHDRAWAL/CANCELATION AND SETTLEMENT POLICY**  
(Institutional Refund Policy)

For applicants who cancel enrollment or students who withdraw from enrollment (started classes) a fair and equitable 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.

1. Any monies due the applicant or students shall be refunded within 45 calendar days of official cancellation or withdrawal (Date of Determination). Official cancellation or withdrawal shall occur on the earlier of the dates that:
  - a. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
  - b. A student (or legal guardian) cancels his/her enrollment in writing within three (3) business days of signing the enrollment agreement/contract. In this case all monies collected by the school shall be refunded regardless of whether or

not the student has actually started classes. There is an exception for any textbooks and student kits that have been issued. All textbooks and student kits must be returned in new (Unopened and unused) in order to receive a refund for these items. If not returned the student will be charged for these items.

- c. A student cancels his/her enrollment after three (3) 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 with the exception of the non-refundable Registration Fee of \$45.00.
  - d. A student notifies the institution of his/her withdrawal in writing.
  - e. A student is terminated/expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
  - f. In type b, c, d, or e, official cancelations or withdrawals, the cancelation/withdrawal 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.
  - g. An applicant that enrolls and does not show for classes in accordance with the  
The start date listed on their enrollment agreement will be canceled by the school and he/she shall be entitled to a refund of all monies paid to the school with the exception of the Registration Fee of **\$45.00**.
  - h. Lack of notification of withdraw from the student / applicant the school shall make the determination of the cancelation or termination (Date of Determination)
2. For students who enroll and begin classes but withdraw (officially or unofficially) prior to/after course completion (after three (3) business days of signing the enrollment agreement/contract), the following schedule of tuition earned by the school applies. Unofficial withdrawals (those without written notification) are determined through monitoring clock hour attendance at least every thirty (30) days. All refunds are based on scheduled hours as of the last date of attendance:

Percentage length completed to Total Length of school attendance				Amount of total tuition owed to the school
0.01 %	to	4.99 %	=	20%
5%	to	9.99 %	=	30%
10%	to	14.99 %	=	40%
15%	to	24.99 %	=	45%
25%	to	49.99 %	=	70%
50%	and	over	=	100%

- a. 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 calendar 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.

- b. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is canceled after students have enrolled and before instruction has begun, the school shall provide a pro rata refund for all Students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- c. Registration **fee(\$45.00)**, textbooks issued to student fee, student kits issued to Student fees as outlined in this catalog and on the Student Enrollment Agreement are not refundable.
- d. This refund policy applies to tuition in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in this catalog and in the enrollment agreement.
- e. Students who withdraw or are terminated prior to course completion are charged a separation fee of \$150.00.
- f. Outside source funding overages will not be paid to the student unless the student is in an active status.