



**MINNESOTA
SCHOOL OF
BARBERING**

Enrollment Agreement
Minnesota School of Barbering
3615 E. Lake Street
Minneapolis, MN 55406
612-722-1996

Student Name: _____ Age: _____ Birth Date: _____

Address: _____

Phone: _____ Email: _____

Driver's License # _____

Soc. Security # _____ U.S Citizen: Yes _____ No _____

Program enrolling in:

_____ *Barbering – 1,500 Hours (Full Time)*

_____ *Refresher/State Mandate Barbering- 500 Hours (Full Time)*

If Transfer/Re-Entry Student:

Transfer Student- Hours Accepted: _____

Re-Entry Student - Hours Accepted: _____

Hours Contracted with Minnesota School of Barbering: _____

Number of Weeks to Complete Hours Contracted: _____

Scheduled Start Date: _____ *Scheduled End Date:* _____

All students are scheduled to attend full-time, which consists of forty (40) hours per week; Tuesday through Saturday 8am-4:30pm, with one half hour for scheduled lunch.

Contract Costs and Payment Terms

Student and Sponsor (if applicable) agree to pay Minnesota School of Barbering the tuition and fees for the programs 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 or payments are satisfied. The contract end date provided in the student's enrollment agreement provides students with allowed five (5) days of absence. Absences in excess of the student's contracted end date will result in a charge of \$6.75 hour missed, totaling \$54.00/day, for each extra day required to complete the graduation requirements. The student will not be assessed additional institutional charges as a result of an emergency withdrawal. The school may charge a \$10 transfer fee for transcript requests. The school will charge a \$100 application fee

for students transferring or enrolling in the school. The school will charge a \$100 re-entry fee for students who have withdrawn and wish to re-enter more than 30 days after termination. 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. Students are responsible for paying the total tuition and fees for repaying applicable loans plus interest.

Application Fee:	\$	Payment Plan for Balance Due	
Tool Kit and Supplies:	\$	Monthly Payments:	
Tuition:	\$	Payments Due on:	
Total Tuition & Fees:	\$		
Less Deposit:	\$		
Balance Due:	\$		

Graduation Requirements & Certification

In order to graduate, students must:

- 1) Have completed all required number of actual hours for their respective program.
- 2) Have satisfactorily completed all required tests, practical assignments, and final examinations. This includes maintaining a minimum 75% cumulative academic average.
- 3) Have settled all financial obligations with the school, which include having a zero balance, or making additional payment arrangements.
- 4) Have completed all exit paperwork:
 - a. Barber Student 1500 Hour Completion Certificate
 - b. Application for Home Study Course
 - c. Registered Barber Examination and Registration Application
 - d. Certificate of Achievement
 - e. Initialed and signed Exit interview form

Upon completion, each student will be awarded a certificate of completion attesting to the fact that the school's requirements have been met. Additionally, a copy of the Student Permanent Record card will also be provided. Upon graduation, graduates will apply to the State Barber Board of Examiners, the governing body of all Minnesota barbers, to take a Minnesota State barber examination. Students applying for licensure in another state will need to ensure completion of the applicable state's requirements.

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 assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but **placement is not guaranteed.**
- **Termination Policy:**
 - Students may be subject to dismissal for unsatisfactory attendance, lack of academic progress, below standard academic progress, or for conduct resulting in disruption of school operations.
 - Minnesota School of Barbering may terminate a student's enrollment for noncompliance with general policies, the enrollment contract, state laws and regulations, willful destruction of school property, theft or illegal acts, or any improper conduct or action which causes or could cause bodily harm to a client, a student, or employee of the school.

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 barbering 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 barbering 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 minimum attendance and grade requirements must be maintained for satisfactory academic progress; failure to comply will result in loss of eligibility for financial aid according to the policy found in the catalog.
- Understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.

Cancelation & Refund Policy (aligned to MN Office of Higher Education)

If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuition, fees, and other charges if you give notice that you are cancelling your contract within five business days after the contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed to effective on the date that the school notifies you that you have been accepted into the school and you have signed the contract or enrollment agreement. If the notification of acceptance into the school is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter.

This five-day refund policy applies regardless of when the program starts. If you give notice more than five days after you signed the contract, but before the start of the program, you will receive a refund of all tuition, fees, and other charges minus 15%, up to \$50, of the total cost of the program.

If you withdraw after the start of your program and it has been more than 5 days after you signed the contract, you will receive a pro-rated refund of the entire cost of your program based on your last day of attendance. You will be provided a prorated tuition, fees, and other charges of refund, minus your initial application (up to \$50), and minus the less of 25% of the total tuition or \$100. Proration is based on clock hours and how much of the program you have completed.

As this school's programs are clock hour based, the completion rate is the number of clock hours you actually attended divided by the number of clock hours in the program. The completion rate is calculated to the second decimal point (.XX).

If you withdraw from your program after 75% of the program has completed, you are not entitled to a refund of tuition, fees, and other charges.

You will receive written notice acknowledging your withdraw request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal. Any mailed notice is effective of the date of the postmark if sent by mail or the day it has been hand-delivered to the school. Notice to withdraw may also be given by email or verbally, including a voicemail, to a school official (Ms. Schmidt or Ms. Harrington).

If you do not withdraw in writing or contact the school about your absence and you have not attended your program or contact the school about your absence for 14 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance. Your school is responsible for sending you a written notice of cancellation if you are withdrawn for failing to attend to your last known address. The confirmation from the school must state that the school has withdrawn your enrollment, and if this action was not the student's intent, the student must contact the school.

You may be entitled to a refund of your equipment and supplies costs if you return your equipment and supplies within 10 days of withdrawing if your supplies are in a condition suitable for resale. If you do not return your equipment and supplies or the supplies are not in a condition suitable for resale, this cost will be deducted from your tuition, fee, and other charge refund that you may be eligible for.

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. 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. The school does not participate in any teach-out plans with other institutions.

This agreement constitutes a binding contract between the student and Minnesota School of Barbering when signed by all applicable parties and upon acceptance by Minnesota School of Barbering. By signing below, you certify that you have read the above contract. 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.

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

<hr/> Student Signature	Date	<hr/> Guardian/Sponsor (if applicable)	Date
<hr/> I Have Read the Catalog	Date	<hr/> Accepted by School Official	Date

Minnesota School of Barbering is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Hours earned at the institution may not transfer to all other institutions.

Minnesota Office of Higher Education
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St. Paul, MN 55108

651-642-0567
www.ohe.state.mn.us