

_____ Full-Time 30 Hours

_____ Part Time- 20 Hours

Monday	_____	a.m. /p.m. to	_____ a.m./p.m.
Tuesday	_____	a.m. /p.m. to	_____ a.m./p.m.
Wednesday	_____	a.m. /p.m. to	_____ a.m./p.m.
Thursday	_____	a.m. /p.m. to	_____ a.m./p.m.
Friday	_____	a.m. /p.m. to	_____ a.m./p.m.

The following terms and conditions shall apply to this Enrollment Agreement:

Tuition shall be \$ _____ for _____ clock hours of instructional time/ _____ weeks. Student Kit of tools, jacket, and Books are included in the total cost of the program. These items are non-refundable and non-returnable after they have been issued to the Student. Registration and enrollment fees are also included in the total cost of the program and are non-refundable after three (3) business days after the signing of this Agreement. The breakdown of total cost of the program as follows:

BARBER STYLIST

Tuition	\$15,000
Registration Fee	\$100
Student Kit, jacket, Books (non-refundable once issued)	\$2280
Technology Fee	\$100
Student License	\$90
Exam Fee	\$50
Total Cost	\$17,620

BARBER INSTUCTOR

Tuition	\$4000
Registration Fee	\$100
Student Kit, jacket (non-refundable once issued)	\$571.16
Books	\$245
Technology Fee	\$70
Student License	\$110
Exam Fee	\$70
Total Cost	\$5196.16

Exceeding Your Contract

Your contract is written to cover a specific time period. You must complete the course within this time frame. If you do not graduate within the time frame agreed upon in your contract, you will be charged additional daily training fees of \$7

per hour. These fees are charged regardless of your absences or attendance. You will be charged these fees until you reach the number of hours required to graduate.

Payment Methods –to be completed when you begin class. Student Initial When Complete_____

PAYMENT OPTIONS The following payment options are available

1. A student may pay for the full tuition amount at the time of registration via certified check or money order.
2. A student may make a minimum payment of \$200 on the first class date of each month while attending VH Barber & Styling Academy. Once a student has completed 1400 hours of the Barbering program, students must pay any remaining financial obligations owed to the Academy unless arrangements are made and approved by VH Barber & Styling Academy - Administrator. Students will not be allowed to continue nor hours released if the total amount is not paid unless other arrangements have been made with Academy Administrator.
3. Student has qualified for Title IV.
4. Student has qualified for Veteran’s Benefits

Student agrees to pay late charges of \$5.00 if payment is ten (10) or more days late. Student also agrees to pay all costs of collection, including attorney’s fees, if Student fails to pay Contract in full. The Academy does not provide financing and non-payment of the specified fees shall be grounds for suspension or dismissal.

Refund policy The refund policy applies to all terminations.

Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant rejected by the School prior to commencement of training shall be entitled to a refund of all monies paid.
2. If Student (or in the case of a Student under legal age, his/her parent or guardian) cancels this Agreement and demands his/her money back in writing within three (3) business days of the signing of the Enrollment Agreement, all monies collected by the School shall be refunded. The postmark on the written notification of withdrawal shall determine the cancellation date or the date said information is delivered to the School Administrator/Owner in person. This policy applies regardless of whether or not the student has actually started training.
3. A Student who cancels his/her contract after three (3) business days after signing the Enrollment Agreement, but prior to entering classes, shall be entitled to a refund of all monies paid to the School less registration fee of One Hundred Dollars (\$100.00).
4. A student notifies the institution of his/her withdrawal.
5. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the scheduled date of return from 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.
7. In types 1, 2, 3 or 4, official cancellations or withdrawals the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.
8. Enrollment time is defined as time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Any monies due the applicant or student shall be refunded within 45

days of formal cancellation by the student as defined above, or formal termination by the school – either officially or unofficially - which shall occur no more than 30 days from the last day of physical attendance.

9. The required date of the refund is determined by counting from the date the withdrawal was determined and the refund is based on the student’s last date of physical attendance.
10. For Students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds: Refunds are calculated on **scheduled** time.

Percentage Time to Total Time of Course School	Amount of Total Tuition Owed to
.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

11. Kit and books are non-returnable and non-refundable after being issued to the student.
12. A termination fee of \$150 will be charged to a student who discontinues or is dismissed prior to graduation.
13. In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school will make a settlement that is reasonable and fair to both.
14. If the School is permanently closed or no longer offering instruction, after a student has enrolled, the School at the student’s option, will provide the student a reasonable opportunity to promptly resume and complete the cancelled course(s) of study or receive a prorated refund or a substantially similar course of study at an institution(s) which offers similar educational programs, in the same geographic area as the School. The Teach-out School (if applicable) shall not charge students more than the School has been charging and for which the student has not paid. Individual notice shall be provided to students.
15. If the course is canceled subsequent to a student's enrollment and before instruction has begun, the school shall at its option:
 - a. Provide a pro-rata refund of tuition and lab fees or
 - b. Provide completion of the course or program
16. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:
 - a. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
 - b. Provide completion of the course and/or program; or
 - c. Participate in a Teach-Out Agreement; or
 - d. Provide a full refund of all monies paid.

Graduation requirements A candidate for graduation must satisfy the following requirements: Complete all tests with a grade point average of 70% or better; Complete all contracted hours based on their program; Pay any tuition and fees owed to VH Barber & Styling Academy unless other arrangements have been made with VH Academy.

Upon satisfactory completion of the scheduled course work and payment of all fees, a diploma will be awarded.

Termination The Student agrees that irregularity of attendance, non-payment of fees or other required charges, violation or infringement of the Academy’s policies, rules and regulations, will subject the Student to dismissal at the option of the Academy.

Employment Assistance VH Barber & Styling Academy will arrange interviews and provide placement assistance, which will consist of identifying employment opportunities after graduation. However, VH Barber & Styling Academy does not make any guarantees of employment or salary. The final decision regarding jobs – accepting or rejecting – is between the student and the employer

Received Prior to Signing The Student acknowledges that they have received and/or has reviewed electronic copies the Academy Catalog, Consumer Information Handbook and Student Policies by visiting (www.vhacademy.edu) prior to signing this agreement. By signing this agreement, the Student agrees that they understand and accept the provisions stated herein. I agree to attend classes as required and comply with the policies and procedures set forth in the Student Catalog. I agree to the terms of the program and payment schedule. I understand that all tuition payments, when made in installments are interest free and a credit agreement has not been established between the Academy and myself.

Additional Provisions All conditions and provisions contained in the current catalog of V H Barber & Styling Academy shall by this reference be made part of this agreement. In the event the terms and provisions of this agreement are inconsistent with the terms and conditions of the said catalog, this agreement shall prevail. This agreement contains the entire understanding among the parties and supersedes any prior understandings and agreements between them respecting the within subject matter. There are no representations, agreements, arrangements, or understandings, verbal or written, between or among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein. This agreement shall be binding upon and inure to the benefit of the executors, administrators, personal representatives, heirs, successors and assigns of each party. All questions with respect to the construction of this agreement and the rights and liabilities of the parties shall be determined in accordance with the laws of the State of Louisiana. Any litigation arising out of, concerning, or in any way related to this agreement shall be proper only in the appropriate court situated in and for Bossier Parish, Louisiana. In the event of any litigation involving this agreement, the prevailing party shall be entitled to recover from the losing party or parties, all of its attorney's fees and costs, including any appeals.

I acknowledge and have read the terms of the agreement between V H Barber Styling Academy and I am in receipt of a copy of this agreement. I agree to the terms set forth herein by applying my signature below.

Student’s Signature

Date

Parent/Guarantor Signature

Date

Accepted by: _____

Title _____

Acceptance Date: _____