



# Central Texas Barber College

3602 Watercrest RD, Suite 400  
 Killeen, TX 76549  
 (254) 432 - 4439 Fax: (254) 432 - 4657

## CONTRACT

This agreement entered into between Central Texas Barber College, known hereafter as **Barber School or School**, and the applicant, **STUDENT**.

**Name:** \_\_\_\_\_ **SSN:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

That for and in consideration of \$ \_\_\_\_\_ as a **down payment** at the signing of the agreement and the monthly tuition as stated, the SCHOOL agrees to instruct said STUDENT in the following course of study:

**CONTRACT DATE BEGINS:** \_\_\_\_\_ **CONTRACT ENDS:** \_\_\_\_\_

### CERTIFICATE PROGRAM

\_\_\_ Barber Course  
 1000 hours of training (Full-time – 33 weeks)

\_\_\_ Cosmetology Course  
 1000 Hours of Training  
 (Full-time- 33 weeks)

\_\_\_ Cosmetology Crossover Course  
 300 hours of training  
 (Full-time – 12 weeks)

\_\_\_ State Board Preparation  
 100 hours of training  
 (Full-time – 3 weeks)

### COST OF TRAINING

\$20,000.000

\$6,400.00

\$1,100.00

### TRAINING HOURS

Monday – Friday  
 8:30 am- 3:30 pm  
 Wednesday -  
 Saturday

8:30 am - 5 pm  
Saturdays are  
Mandatory

Monday - Friday  
 8:30 am - 3:30 pm

Tuesday - Friday  
 12:30 pm - 4:30 pm

Course	Barber A Course	Cosmetology Course	Cosmetology Crossover Course	State Board Prep
Tuition	\$16,600.00	\$16,600.00	\$4,500.00	\$600.00

Application Fee	\$150.00	\$150.00	\$150.00	\$150.00
Enrollment Fee	\$150.00	\$150.00	\$150.00	\$150.00
Kit	\$3000.00	\$3000.00	\$3000.00	\$3000.00
Other	TDLR \$25.00	TDLR \$25.00	TDLR \$25.00	TDLR \$25.00
Lab Cost	\$75.00	\$75.00	\$75.00	\$75.00
Total Cost	\$20,000.00	\$20,000.00	\$6,400.00	\$1,100.00

Previous hours accepted by school: \_\_\_\_\_ Number of hours contracted to train: \_\_\_\_\_ Cost per hour: \$\_\_\_\_\_

**METHOD OF PAYMENT**

\_\_\_\_ I, the student, agree to pay the school \$\_\_\_\_\_ in full on or before the beginning of classes, in consideration for admitting me into the course program and providing me the necessary instruction to complete the program.

\_\_\_\_ I may, at the school's option, pay to the school \$\_\_\_\_\_ of \_\_\_\_\_ installments for the total cost.

**OPTIONAL METHOD OF PAYMENT PLAN**

**TRUTH IN LENDING STATEMENT**

All prices for courses are printed herein. There are no carrying charges, interest charges, or service charges connected or charged with any of these. Program Contracts are not sold to a third party at any time. Cost of credit is included in the price cost for the goods and services. **NOTICE:** Any holder of this consumer credit contract is subject to all claims and defenses, which the debtor could assert against the seller's goods or services, obtained pursuant and adheres to all with the proceeds hereof. Recovery hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.

Student payments are due on the 1<sup>st</sup> day of each month after enrollment and are considered LATE after the 1st of the month. There will be an initial late fee of \$25.00 on the 2nd of the month and it will accrue an additional \$5.00/day until payment is made. \_\_\_\_\_ (Initial)

There is a \$25.00 (*non-refundable*) State Permit \_\_\_\_\_ (initial) \$150.00 Enrollment fee payable at the time of enrollment. **School Registration fee \$150** (*non-refundable*) \_\_\_\_\_. (*Initial*)

The student has agreed to report to Central Texas Barber College located at 544 W Veterans Memorial Blvd, Suite 210, Harker Heights, TX on or before the date mentioned above & agreed upon above. And must maintain regular attendance at the SCHOOL during the period of training and abide by all rules and regulations of the school. The student will be given reasonable extensions of time to report in case of illness. The SCHOOL agrees to provide and furnish all the necessary specialized equipment and instruments, which it considers necessary for this course of training. The school furnishes the **kit, learning aids, and uniform** which is *non-refundable* \_\_\_\_\_. (*Initial*)

The STUDENT agrees that if for any reason, they cannot continue their course of study, they will discuss that matter with an officer of the school. At that time, the school agrees to accept the student's written release, provided the

student has complied with the school's refund policy as stated in this enrollment agreement. a student will not be held responsible for more than the tuition payments for the student enrollment time.

### **GRADUATE REQUIREMENTS**

Please see Certificate Program on page 1, for the number of hours required for graduation in order to take the State Examination. Specific graduation requirements are listed in the school catalog.

**Completion Date:** \_\_\_\_\_

Extra instructional fees will be charged on training extended beyond completion date. Charges are \$50.00 a day for all training courses plus an additional \$3.00 per hour all transfers \$6.00 per hour and is payable in advance, until graduation. All course hours are based on Scheduled hours not Actual hours. Tuition is due on the 1<sup>st</sup> of each month and considered late after the 2<sup>nd</sup> of each month. Late fees are \$25.00 plus five will accrue after the 2<sup>nd</sup> day this will be added to your balance, unless you are paying the balance in full. **Student Signature:** \_\_\_\_\_

WE ACKNOWLEDGE THAT WE HAVE READ AND RECEIVED A COMPLETED COPY OF THIS CONTRACT AND ACKNOWLEDGE THAT WE HAVE INITIATED (APPROVED) ANY CHANGES TO THIS CONTRACT.

**Date:** \_\_\_\_\_ **Accepted:** \_\_\_\_\_

**School Official:** \_\_\_\_\_ **Parent or Guardian:** \_\_\_\_\_

\_\_\_\_\_  
**STUDENT'S SIGNATURE**

\_\_\_\_\_  
**PARENT OR GUARDIAN PHONE**

Not binding until accepted by the **Director** (Signed): \_\_\_\_\_ **Date:** \_\_\_\_\_

### **GENERAL TERMS OF AGREEMENT**

1. All pages of this document are one agreement.
2. Student and school have herein set out a complete description as to classes and hours, conduct, and schedule may be augmented by bulletins and other notices to the student by school.
3. Students agree to attend classes regularly as schedules may appear on such bulletins and notices to prepare all lessons and perform all duties and abide by all rules of the school as they may now exist or may be changed or come into existence from time to time.
4. Students may be expelled or suspended for violation of any of these or the rules listed separately.
5. Any student who is under the legal age of majority will require a guarantor who will be liable to the school for the fees agreed to in this agreement if student should default in any payment thereof. This provision may be waived by written agreement between students and school only.
6. If a student loses his/her Student Permit, he/she will be responsible for purchasing a replacement at \$10.00 per replacement.
7. **If a student fails to properly clock in or out time will be lost! \_\_\_\_\_ (Initial)**

### **Refund and Cancellation Policy**

In the event a student withdraws, is terminated, or a course is canceled, the following refund policy shall apply. An applicant rejected by the school shall be entitled to a refund of all monies paid. A student (or in the case of a student under legal age, his/her parent or guardian) may cancel this agreement at no penalty within 3 business days of the signing of the enrollment agreement. In this case, all monies

collected by the school shall be refunded. This policy applies regardless of whether the student has started training. If a student cancels the contract after business days after signing, but prior to entering classes. In this case, the student shall be entitled to a refund to all monies paid to the school less a registration fee. In the case of official cancellation or withdrawal, the cancellation date will be determined by the postmark on the written notification or the date such information is delivered to the school administrator in person.

### **Withdrawal or Termination of Student**

**NOTE: IF A STUDENT CHOOSE TO WITHDRAW ONCE THEY HAVE STARTED THEIR COURSE, THEY WILL BE LIABLE FOR 40% WITHDRAWAL FEES WHICH IS NON-REFUNDABLE!!! IF A STUDENT IS THINKING ABOUT WITHDRAWAL THEY ARE STRONGLY ENCOURAGED TO CONSULT A FINANCIAL AID ADVISOR TO REVIEW THE IMPACT THAT THE A WITHDRAWAL WILL HAVE ON THEIR FINANCIAL AID PACKAGE I.E. VA, DARS**

If a student withdraws or is terminated before the last 50 percent of the course begins, the school shall refund:

- (1) 90 % of any outstanding tuition for a withdrawal or termination that occurs *during* the first week or first one-tenth of the course, whichever period is shorter.
- (2) 80 % of any outstanding tuition for a withdrawal or termination that occurs *after* the first week or first one-tenth of the course, whichever period is shorter, but within the first three weeks of the course.
- (3) 75 % of any outstanding tuition for a withdrawal or termination that occurs *after* the first three weeks of the course *but not later* than the completion of the first 25 percent of the course; and
- (4) 50% of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.
  - a. A refund owed under this section must be paid not later than 45 days after the date the student becomes eligible for the refund.

Any monies to the applicant shall be refunded in 45 days of formal cancellation by the student, or formal termination by the school which shall occur no more than 30 days from the last day of physical attendance. In the case of a leave of absence, the date of withdrawal is the earliest date of expiration of the leave of absence or the date the student notifies the school that the student will not be returning. If the school is permanently closed and no longer offers instruction after the student has enrolled, the student shall be entitled to a prorated refund of tuition.

### **Cancellation of Courses**

If a course is canceled after a student's enrollment, the school shall:

- (1) Provide a full refund of all monies paid.
- (2) Provide completion of the course.

### **Mitigating Circumstances**

In the case of illness, disabling, accident, death, or circumstances beyond the control of the student, the school will make a settlement that is reasonable to all concerned parties.

### **State Rehabilitation**

The school accepts training clients for the State Rehabilitation Agencies.

### **Certificate**

Students successfully completing a certificate course will be awarded a Certificate.

**Title IV**

Students receiving assistance from Federal Title IV (***not eligible at this time for Title IV funding***) programs may be subject to a special refund or return of Title IV requirements as per Federal regulations, provided they have completed less than 60 percent of the payment period for which the aid was or could have been disbursed.

**Re-Entry Procedure**

The school will allow a student to re-enter at the same progress within a six-month length of time. If there has been an increase in tuition, there will be an adjustment on the remaining hours added to the previous balance. There is also a \$100.00 re-admit fee.

**Closing of School**

If the school is permanently closed and no longer offers instruction after a student has enrolled, the student shall be entitled to a prorated refund of tuition.

**Employment Assistance**

I understand that the school has not made and will not make any guarantees of employment or salary upon my graduation. The school will provide me with placement assistance which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

**Grounds for Termination**

The school reserves the right to modify the Rules & Regulations at any time and inform the students of the modifications. The school reserves the right to terminate a student for the following:

- (1) **Failure to maintain 70 % in THEORY academics.**
- (2) **Failure to maintain 67 % attendance rating**
- (3) **Missed thirty (30) consecutive days**
- (4) **Did not return from a Leave of Absence**
- (5) **Breach of School Standard**

**Acknowledgement**

This contract contains the entire agreement between the school and me. I acknowledge that I have read this contract in its entirety, and that I have received a copy of this contract, and all blank spaces have been filled to my satisfaction. I have also received a copy of this student handbook.

**Parent or Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_