

A co-signer will be required. Identification card and Social Security Number are required. Full Payment of the program is required in order to be eligible for your state exam.

Students with a delinquent account of 30 days or more will be placed on financial probation and will not be eligible for future registration privileges, diplomas, transcripts, and other academic information until the account is settled in full. Payments should be made to: **Marin Success Beauty Academy, 854 Fourth St., San Rafael, Ca., 94901** **Payments can be made by check, money order, credit card or cash. There is a \$5.00 Convenience Fee for the use of a Credit and Debit Cards.**

The following charges must be paid by the student. Those charges that are non-refundable are clearly labeled "Not Refundable."

TOTAL CHARGES TO BE PAID UPON ENROLLMENT:

| | |
|---|--------|
| Tuition | |
| Registration Fee (Not Refundable) | \$ |
| Kit, Textbooks & Supplies (Not Refundable) | \$ |
| Late Charges Fee (Non Refundable) | \$ |
| TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE | \$ |
| ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM | \$ |
| TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT | \$ |
| Credit Card Fee | \$ |
| STRF Fee (Not Refundable) | \$0.00 |

You are responsible for these amounts. If you get a student loan, you are responsible for repaying the loan amount plus any interest, less the amount of any determined refund. _____(Initials)

I understand that is a legally binding contract. My Signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

_____ **Date:** _____
Student Signature

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND (STRF)

I have read and agree with this page. _____ Student Initials

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that document the amount paid to the school.

Questions regarding the STRF may be direct to:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION:

Physical address: 2535 Capitol Oaks Drive, Suite 400, Sacramento Ca., 95833

Mailing address: P.O.Box 980818, west Sacramento, Ca., 95798-0818

Phone numbers: (916) 431-6959/ Toll free number (888) 370-7589

Email address: www.bppe@dca.ca.gov

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1)The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2)You were enrolled at an institution or a location of the institution within the 120 days period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 days period before the program was discontinued.

3)You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4)The institution has been ordered to pay a refund, by the Bureau but has failed to do so.

5)The institution has failed to pay or reimburse loan proceeds under federal student loan program as required by law, or has failed to pay reimburse proceeds received by the institution in excess of tuition and other costs.

6)You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7)You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must to be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

I have read and agree with this page. _____ Student Initials

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) years period, unless the period has been extended by another Act of Law.

However, no claim can be paid to any student without a social security number or taxpayer identification number.

Note: Authority cited: Section 94803, 94877 and 94923, Education Code: Reference: Section 94923, 94924 and 94925, Education Code.

STUDENT'S RIGHT TO CANCEL:

Any student has the right to cancel this enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. **Your last date to cancel this agreement is on or before: _____**

Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the first page of the Enrollment Agreement. Please send the notice of cancellation addressed to:

Marin Success Beauty Academy, 854 Fourth St., San Rafael, Ca., 94901

REFUND POLICY:

Any refund given to a student must be prorated according to the school policies, and California Students Tuition Recovery Fund (STRF). It is the policy of Marin Success Beauty Academy to provide a 60% prorated refund to students who withdraw or otherwise fail to complete a course of instruction.

The number of instructional hours a student has attended is multiplied by **\$18.00** which is the hourly charge for instruction. This is the amount the student owes for the time they were here. That amount will then be subtracted from the amount the student initially paid for down payment and Tuition. 60% refund will be given from the amount remaining of the money which the student has already paid.

If you decide to leave the program, there will be no refund of any equipment such as books, materials, supplies or any other goods related to instruction.

Hours accumulated while attending school are non-refundable.

Cancellation shall occur when you give written notice at the address of the school shown on top of this page. You can do this via email, hand delivered or via fax. The written notice or cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

You are obligated to pay only for educational services received.

I have read and agree with this page. _____ Student Initials

If you cancel this Agreement, the school will refund any money that you paid, less any non-refundable materials and equipment. The refund will be made by check within forty-five days after Notice of Cancellation is received.

The institutional refund policy for students who have completed 60 percent or less of the course of instruction, and who have not cancelled as explained above, shall be a pro-rated refund less materials and equipment. . The prorated amount shall be 60% of the amount you paid in hours of instruction but you have not yet received. The refund shall be mailed to the student within 45 days of receiving a letter of withdraw.

Distance Education Refund Provisions:

An institution offering a distance educational program where the instruction is not offered in real time must transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission. The student has the right to cancel the agreement and receive a full refund as described above before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

An institution must transmit all of the lessons and other materials to the student if the student has fully paid for the educational program, and after having received the first lesson and initial materials, requests in writing that all of the material be sent. If the institution transmits the balance of the material as the student requests, the institution must remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

Federal or State Loans: *If student obtains a loan for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest.*

If a student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid programs funds. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- 1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. _____
- 2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid. _____

WITHDRAWAL AND ATTENDANCE:

If a student wishes to withdraw from the institution or a course of instruction, the student must provide an explanation about why they are withdrawing. The withdrawal must be sent to the Marin Success Beauty Academy, Administration Office,

854 FOURTH ST., SAN RAFAEL, CA. 94901.

You have the right to withdraw from a course of instruction at any time with a written notice of withdrawal made to the address of the school shown on the first page of this Agreement. Be advised that a constructive withdrawal of a student may also be made by the school.

I have read and agree with this page. _____ Student Initials

Students must maintain successful attendance. Students will be expected to arrive no less than ten minutes prior to the start of a class. If a student is late, it will be the prerogative of the instructor as to whether the student may participate in the class. Students will be expected to register their time by clocking in and out using a time clock at the beginning of a class, for a 30 minute lunch break, and at the end of the class. Students clocking in after their scheduled start time or taking longer than a 30 minute lunch break will have 15 minutes deducted from their hours for every minute missed after each quarter hour. Students must call the school a minimum of 15 minutes prior to a scheduled start time, and must notify the school for each day of absence. Failure to abide by this requirement will result in a no-show or absence for the day. Students who have three or more unexcused absences in one month will receive a written notice of warning, and may be withdrawn depending on prior absences and their percentage of attendance. Three or more written warnings will qualify a student for expulsion. Students who have three or more no-shows or absences, or miss two or more Saturdays during their training, without a doctor's note, will be dismissed. During basic training (12 weeks for Cosmetology; 5 weeks for Esthetician; 4 weeks for Manicurist/Pedicurist), three absences of any kind may result in expulsion.

(No permissions allowed for this period of time for freshmans)

PROBATION AND DISMISSAL

Marin Success Beauty Academy reserves the right to suspend or terminate any student whose conduct is deemed inappropriate and disruptive to instruction.

Students will be expected to fully observe policies and rules of conduct of the Marin Success Beauty Academy, and all requirements of the Board of Barbering and Cosmetology. Such conduct includes: excessive absences or tardiness; failure to maintain satisfactory progress; inappropriate **behavior toward another student or staff member**; failure to abide by school rules and regulations; failure to meet financial obligations; any other conduct deemed sufficiently disruptive of instruction so that, in the estimation of the instructor, Associate Director, and Director, continued instruction is not reasonable or constructive proposition.

Students who have been suspended or terminated may request reinstatement in writing to the Director after a period of at least thirty days. Decisions on reinstatement will be at the sole discretion of Marin Success Beauty Academy.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

I have read and agree with this page. _____ Student Initials

The transferability of credits you earn at Marin Success Beauty Academy (**MSBA**) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the units or degree is also at the complete discretion of the institution to which you may seek to transfer. If the degree that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution.

For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending **MSBA** to determine if your units or degree will transfer.

Please reference the separate document entitled School Performance Fact Sheet.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education

Physical Address: 2535 Capitol Oaks Drive Suite 400 Sacramento, CA 95833

Mailing Address: P.O. Box 980818 West Sacramento, CA 95798-0818

www.bppe.ca.gov Phone: (916) 431-6959 or

Toll-free # (888) 370-7589 Fax: (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education

by calling (toll-free telephone number) or by completing a complaint form, which can be obtained on the bureau's Internet Web site Toll-free # (888) 370-7589

(www.bppe.ca.gov).

****(no-refundable)

I have read and agree with this page. _____ Student Initials

| | |
|---|-------------|
| <i>Programs Offered</i> | Cosmetology |
| <u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE</u> | |
| <u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u> | |
| <u>TOTAL CHARGES TO BE PAID UPON**** ENROLLMENT OR DOWN PAYMENT</u> | |
| <u>TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</u> | |

_____ (initials) I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information & the most recent three year cohort default rate, if applicable, included in the School Performance Fact Sheet and have signed, initialed, and dated the information provided in the school Performance Fact have

_____(Initials) Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, & the most recent three year cohort default rate, if applicable, prior to signing this agreement.

I understand that this Agreement is a legally binding when signed by the student and accepted by the Institution. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

Student signature

Date

School Representative

Date

I have read and agree with this page. _____ Student Initials

Co-Signer Information:

Name: _____

Address: _____

Social Security Number: _____

Phone Number: _____

() Copy of Identification taken

I have read and agree with this page. _____ Student Initials

Attendance Schedules

Primary Training

- Cosmetology training is the first 12 weeks
- Esthetics training is the first 5 weeks
- Nail Tech training is the first 4 weeks

| Tuesday | Wednesday | Thursday | Friday | Hours per week |
|---------|-----------|----------|--------|----------------|
| | | | | |
| | | | | |

Students will follow the following schedule after the primary training period.

| Tuesday | Wednesday | Thursday | Friday | Saturday | Hours per week |
|---------|-----------|----------|--------|----------|----------------|
| | | | | | |
| | | | | | |

You choose to be a (____) Part Time Student (____) Full Time Student

Date: _____ Signature _____

Operating hours and schedules are subject to change.

I have read and agree with this page. ____ Student Initials

School Rules:

1.-If you cannot attend school or will be late you must call in before 9:00 am. You must clock in in your time card before 9:10 we begin our class at 9:10. You must attend theory to be given credit. You may not be on the clinic floor during theory unless the Instructor has given you permission.

2.-No Cell phones and NO texting are allowed on the floor. **NO EXCEPTIONS.** If you need to make a call please step outside to do so. **EMERGENCY CALLS ONLY.** with the Instructor approval. Consequences 1-verbal, 2-written and we take the phone away for the day, 3- We kept your cell phone for a week and you will be not allowed to bring a cell phone at the school premises.

3.-No laptop computers are allowed in school, unless for note taking while in theory. If you are caught texting, or using your cell phone, and laptops you will get them taken away until the end of the school day.

4.-If you take a break more than 15 minutes you must clock out, if you are not seen in school premises for more than 10 minutes and if you are not clocked out you will be automatically clocked out by instructor/school official **AND WRITTEN UP.**

5.-When not busy all students are expected to be cleaning their stations, sweeping floors. **PLEASE TAKE THE INITIATIVE ON** whatever needs to be done and when asked by an instructor or school official.

6.-If you have music playing on the floor it must be approved music by an instructor or school official. NO PROFANITY OR VULGAR language.

7.-Only students and paying customers are allowed in school premises. If friends or family come to visit they are to be meet out in the reception lobby area or outside in front of school or elsewhere. NOT ON SCHOOL TRAINING FLOOR OR CLASSROOMS. YOU MUST CLOCK OUT IF MORE THAN 10 MINUTES.

8.-PLEASE DO NOT USE PROFANITY, OR VULGAR LANGUAGE ON THE FLOOR, if a school official or Instructor over hears you using non appropriate language you will be getting a warning. This is a school that is open to the public and we must be professional to the public and among ourselves.

9.-You must respect every single staff member, do not use profanity or vulgar language to your Instructors or gossiping behind their backs, it will result an expulsion automatically.

10.-SMOKING OR USING ILLICIT DRUGS, DRINKING ALCOHOL ARE PROHIBITED, IF CAUGHT YOU WILL GET A SUSPENSION FOR ONE WEEK.

11.-NO SMOKING within 20 feet of school entrances or premises. The hall door is out of limits for students, entrance for STAFF MEMBERS only. **STUDENTS to use FRONT DOOR only.**

12.-DRESS CODE MUST BE FOLLOWED.

-Pants, shorts and skirts are OK; one inch above the knee

-No sleeveless, tank tops or cropped tops; no midriff or underarms exposed.

-No opened toed shoes; no sandals or flip flops (with permission signed only)

-Wear appropriate school apron, smock or lab coat with name tag always.

-No gang colors or symbols on your clothes or bad messages.

13.-NO EATING on the floor or drinking at all, not even on reception area.

14.-If any student is caught stealing or trying will be automatically terminated from the program with no privileges.

15.- **BREAKS ARE AS FOLLOWED.**

- After theory you get 15 minute break, between 10:45-11:00 AM, between 11:00-11:10 AM get ready for clients or to come back to your classroom if you are a freshman. Take 30 minutes for lunch off the clock if

I have read and agree with this page. _____ Student Initials

you are full time student, if you don't clock out for your lunch and you are a full time student the administration will deduct your lunch automatically unless you have an approval for the Instructor.

16.-Students must get permission from an instructor before going on a break, clocking out for lunch or leaving early for the day.

17.-All students must ask for permission to receive personal services; must be clocked out, must pay for half price from our client price list and must pay \$\$ before services.

18.-All students must respect the fact that they will be booked with clients on the appointment book. Under no circumstances may you refuse or transfer a client unless you have an instructor approval due to other reasons. You must also be aware that other students might be absent on any given day, therefore, there are booking changes that must be made by the clinic floor Instructor. Refusing a client will result in being written up, clocked out and sent home for the day.

19.-All students needs to have all implements ready for the day, you can't borrow implements to other student is not acceptable and also not professional you have to buy the item from the school if we have it, or you be sent home for the day.

20.-Part of your training includes front desk training, this is an important part of your training it will help to build your communication skills, telephone and appointment protocol and procedures, interacting with others in a salon environment, understanding product knowledge, pricing, stocking and display, general public relations and much more. You may work on your mannequin and or book assignments in the desk area for additional credits.

21.-Clean-up assignments are part of a student's daily routine as is relates to their own personal station clean-up duties from the school's clean-up list. Each student will be given a cleaning assignment daily, but will also be responsible for cleaning their station and chair.

22.-Marin success Beauty Academy is not responsible for lost or stolen equipment or implements, you are responsible for your own personal property and work stations, lockers are available to all students. Keep your lockers and stations locked at all times. You must take good care of all your equipment and keep it in sanitary condition, remember if State Board comes and found anything wrong the fine will be on your name.

IF RULES ARE NOT BEING FOLLOWED, YOU WILL GET, **FIRST** TIME VERBAL WARNING; WRITING IN STUDENT FILE, **SECOND** TIME WRITTEN WARNING AND CLOCK OUT FOR THE DAY; **THIRD** TIME, DOCUMENTATION AND ONE WEEK SUSPENSION, **FOURTH** TIME, WITHDRAWAL FROM PROGRAM & TERMINATION.

.....
Student Signature

Date

(Parent if student under 18)

I have read and agree with this page. _____ Student Initials