

**Madison Barber Stylist School  
 ENROLLMENT AGREEMENT**

This **Enrollment Agreement** (Agreement) is made on \_\_\_\_\_ between **MADISON BARBER STYLIST SCHOOL** (School) and \_\_\_\_\_ (Student), Social Security Number \_\_\_\_\_, for the **Barbering Course/Cosmetology Course (1000 Clock Hours)** (please circle applicable course) provided at the School under the terms specified in this Agreement. This Agreement is legally binding upon signing by the Student, and acceptance by the School.

**THE COURSE:**

Madison Barber Stylist School is designed to grant the Student the proper credentials to sit for the Texas Class A Barber or Cosmetology licensing examination, as well as prepare and train the Student to pass said examination. **MADISON BARBER STYLIST SCHOOL is dedicated not only to producing great barbers, and stylist but also, to cultivating great people.** Therefore, part of the course curriculum focuses on proper etiquette and people skill development.

**The Course is a 34 week-month(full-time)/50 week (part-time) program which consists of 1000 clock hours.** These hours consists of classroom “theory” lessons from the textbook (Milady Textbook, 6<sup>th</sup> Edition), and “lab” work, during which the Student will receive hands on barber or cosmetology training (based on the students chosen course of study). **\*Students will be administered written and practical examinations throughout the Course, which will be graded by School instructors.** These examinations are modeled after the examination of the State Board, and shall determine whether or not the Student has successfully completed the Course. **\*Students will not be allowed to sit for any School examinations if their tuition balance is not paid up.**

**CERTIFICATION:**

Once a Student successfully completes 900 course hours, the Student shall be eligible to sit for the state written examination.

Upon successful completion of the entire 1000 course hours, the Student will be eligible for their practical exam and shall receive a *\*Certificate of Completion.*

**FEES: *\*Fees are payable prior to the beginning of class unless other arrangements are made.***

<u>TOTAL TUITION AND FEES</u>	
Registration Fee:	\$ 200.00 <i>*Non-refundable one-time only fee</i>
Tuition Fee: _____	\$ 14,100.00
<b>Total:</b>	\$ 14,300.00
 <b>SCHOOL HAS RECEIVED:</b>	 \$
<b>BALANCE OWED:</b>	\$

**PAYMENT PLAN OPTIONS:**

***\*ALL FUNDS PAYED UNDER THE FOLLOWING PAYMENT OPTIONS ARE NON-REFUNDABLE:***

**STUDENT'S RIGHT TO CANCEL:**

The Student has the right to cancel this Agreement and obtain a refund of charges paid through attendance, on the first day of class, or the seventh (7<sup>th</sup>) day after enrollment, whichever is later. Cancellation occurs when the Student gives **written notice of cancellation** to the Director, at the address of the School, shown on this agreement. The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with prepaid postage. Cancellation notices are to be addressed to: ***Madison Barber Stylist School, 1737A Troup Hwy, Tyler, TX 75701.***

**REFUND AND CANCELLATION POLICY**

In the event student withdraws, terminated or a course is cancelled 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 student under legal age, his/her parent or guardian) may cancel this agreement at no penalty within 3 business days after signing, but prior to entering the 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 determine by the postmark on the written notification, or the date such information is delivered to the school administrator in person. If a student choose to withdrawal from his or her course, they may be subject to this institution withdrawal fee rate of 40 percent which is nonrefundable.

**WITHDRAWAL or TERMINATION of STUDENT**

(Private Pay Student Only)

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 1/10 of the course, whichever period is shorter.
2. (80%) of any outstanding tuition for a withdrawal or termination that occurs after the first two week or first 1/10 of the course, which ever 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; (50%) of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50% of the course

**A REFUND OWED UNDER THIS SECTION MST BE PAID NOT LATER THAN THE 30<sup>TH</sup> DAY AFTER THE DATE THE STUDENT BECOMES ELIGIBLE FOR THE REFUND.**

Any monies due the applicant shall be refunded in 30 days of formal cancellation by the student, or formal termination by the school which shall occur no more than 30 days from last day of physical attendance. In the case of a leave of absence, the date of withdrawal is the earliest of the 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 offer instruction after the student has enrolled, the student shall be entitled to a pro-rated refund tuition.

**(WITHDRAWAL or TERMINATION of VA Eligible Student)**

Furthermore, in the event the VA eligible person fails to enter the course, or withdraws, or is discontinued therefrom at any time prior to completion of the approved program length for VA students, the amount charged to the student for tuition, fees, and other charges for the completed portion of the course shall not exceed \$10.00 (only if a registration fee is charged) plus the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The completed portion is the total number of days the student was scheduled to attend (from first to last date of attendance) multiplied by the scheduled hours of attendance per day. Refunds will be totally consummated within the forty (40) days after termination

## **TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT THIS INSTITUTION: TRANSFER POLICY**

Madison Barber Stylist School LLC accepts hours from other institution on a case-by-case basis provided that such hours are accepted by TDLR.

First and foremost "Why do you want to transfer from another school"? It is probable that you'll find some of the same characteristics at Madison Barber Stylist School LLC regardless of what your reason for leaving the other school may have been. The first recommendation is that you return to the original school and work things out; likely to resolve the issue in a work environment rather than run away from it. Transferring from one school to another almost always increase the amount you'll spend for your education.

Students transferring from a barber and/or cosmetology schools in Texas will be eligible for enrollment upon being dropped from their prior institution. All hours received from any Texas Licensed Cosmetology or Barber School will be accepted by Madison Barber Stylist School.

Transfers of student hours from out of state.

A student may transfer to Texas hours of barber or cosmetology training received from a school of another state by providing the following to the department:

- An official transcript from the school attended, showing hours credited;
- A statement from the licensing authority of the other state showing hours credited; and
- proof of at least a seventh grade education.
- If the student has not completed 1,000 hours in another state, credit for hours completed will be given when he or she is enrolled in a Texas cosmetology or barber school and when a student permit is issued.
- Tuition for the transfer students is charged by the hour.
- VA Students must submit military transcripts.

## **ATTENDANCE POLICY**

### **(Attendance Policy for Private Pay Students Only)**

All private pay students registered at Madison Barber Stylist School LLC will comply with attendance rules of a minimum of 67% attendance. This means that all private pay student must at all times be progressing at a pace that ensures completion of the program within 150% of the program length. If at any time throughout the program it becomes documented that completion within 150% of the program is prohibitive, student will be place on an action plan. To continue in the program student must appeal the reason or reasons he was unable to comply with attendance requirements and state how the matter will be remedied. If student prevails in the appeal, he/she will be placed on probation until the next evaluation. See SP policy. The contract you make with the school provides additional hours in which you can complete your program if necessitated by an emergency or unanticipated absence. A student will be terminated from school if he/she misses 5 consecutive days unless mitigating circumstances can be documented and a Leave of Absence is appropriate.

1737A Troup Hwy

Tyler, TX 75701

(903) 952-5198

**(Attendance policy for VA Students eligible and receiving Funding)**

Students using veterans' benefits to attend Madison Barber Stylist School LLC will have attendance monitored until the time the student drops, graduates, or completes the program.

For VA eligible students, the attendance policy (20% of the total program and/or being absent five (5) consecutive days) will apply throughout the student's stay in school. All violations of the attendance policy will be reported to DVA on VA Form 22-1999b or via VA Enrollment Manager data system within 30 days of date of occurrence.

To continue in the program, VA student may appeal the reason or reasons he was unable to comply with attendance requirements and state how the matter will be remedied. If student prevails in the appeal, he/she will be placed on probation until the next evaluation. See SP policy. The contract you make with the school provides additional hours in which you can complete your program if necessitated by an emergency or unanticipated absence. A student will be terminated from school if he/she misses 5 consecutive unexcused days unless mitigating circumstances can be documented and a Leave of Absence is deemed appropriate.

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**I understand that this agreement is a legally binding instrument when signed by me and accepted by Madison Barber Stylist School. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that Madison Barber Stylist School's cancellation and refund policies have been clearly explained to me.**

Student Signature	Payment Option	Date
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*(If Student is under the age of 18 years old)*

Parent/Guardian: Printed Name	Parent/Guardian: Signature	Date
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**My signature below certifies that I am an authorized representative of Madison Barber Stylist School and that I have personally explained the School's cancellation and refund policies to the Student. I certify that the School has met all disclosure requirements as required by Texas Administrative Code Chapter 82 and Texas Occupations Code 1601 and 1603.**

School Official / Title	Date
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## **New MBSS Barber Student Equipment Requirements and Guide**

Welcome to Madison Barber Stylist School LLC! Barber school is a remarkable journey in which you'll learn countless new words, facts, and concepts as well as brand new skills. Acquiring these skills requires a lot of practice – both during formal teaching sessions with your instructor and also on your own. To be successful, you also need to own the right equipment to learn and practice with. We expect all students to have required barber equipment in their possession on day 1 of school. This guide will help you buy what you will attest to owning at the start of school. We highly recommend considering using RDA, Beauty Elements, and Sally's as they all offer discount options for purchase when you bring a picture of your student permit.

If you choose to purchase your equipment through the school, please submit your purchase form at least a week prior to enroll, you will be able to pick up your equipment the first week of school.

Please reach out to us any time with questions.

Sincerely,

Zaccur Isaac

## Required Equipment

Item Description	Price Range	Notes	
Clippers	\$20-250		
Trimmers	\$20-250		
Shavers	\$30-300		
Cutting and Thinning Shears	\$40-1600		
Pack of All Purpose Comb	\$3-10		
Clipper Comb	\$10-25		
Afro Pick Comb	\$1-5		
Wide Tooth Combs and Styling Comb Combo	\$10		
Hair Gel (Medium and Strong Hold)	\$10-25		
Hair Mousse	\$10-30		
Oil Sheen	\$5-15		
Styptic Powder	\$6-10		
Cape	\$10-60		
Neck Strip (640 count)	\$15		
Razor holder and 1,000 pack of razor blades	\$50		
Five Male Human Hair Mannequins	\$200-350	Optional, but useful in working on shear work	

\_\_\_\_\_ Initial here as acknowledgment of required list