



SOUTHERN CALIFORNIA

COLLEGE OF BARBER & BEAUTY

641 N. Broadway, Escondido, CA 92025

(Classroom Instruction is Provided at Address)

Phone: (760) 294-6405

www.sccbb.edu

ENROLLMENT AGREEMENT

Full time Part time

Student Name _____ Student Identification Number _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Email Address _____@_____

Period Covered by the Enrollment Agreement

Start Date _____ Scheduled Completion Date _____

Program Name

Length in Hours

_____ Clock Hours _____ Weeks _____ Transfer/Re-Entry hours

This program will be taught in English; The contract is in English.

_____ Total Contract Hours

Class Schedule of Hours

	(Circle)			(Circle)
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.	
Saturday	_____ a.m./ p.m.	to	_____ a.m./ p.m.	

Upon successful completion of the program, you will receive a Certificate of Completion certifying your graduation. Note: An on-time graduation date includes a grace period of 14 calendar days. Additional training time beyond this date will cost you \$8.00 per hour.

Tuition Payment Methods

SCCBB accepts the following payment methods: cash, check and/or credit card. Credit card payments are only accepted for initial payment, after that monthly payments are to be made via TFC Tuition unless otherwise specified.

Student's Initials: _____



ADDITIONAL FEES (These fees may occur during or after your enrollment)

Additional Fees	Fees
Overtime fees after 14 day grace period charged	\$8.00 per hour
Transcript fee (2 certified copies)	\$25.00
Duplicate Proof of Training	\$25.00
State Board Charge (BBC fee) /Barber & Cosmetology	\$125.00
State Board Charge (BBC fee)/ Esthetician	\$115.00
State Board Charge (BBC fee)/Manicurist	\$110.00
T-Shirt	\$20.00
Name Tag Replacement	\$3.00

STUDENT RIGHT TO CANCEL

The student has the right to cancel the Enrollment Agreement without penalty for any program of instruction, through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when the student gives a notice of cancellation in writing to the school’s administrative office at:

Southern California College of Barber and Beauty
 Attn: Linda Garcia, School Director
 641 N. Broadway
 Escondido, CA 92025

If enrollment is cancelled, SCCBB will refund all monies paid by the student, less the non-refundable registration fee of \$75.00. All money will be refunded to you within 45 calendar days. You must exercise your right to cancel on or before this date: / /

WITHDRAWAL POLICY

For determining the amount, owed for the time attended, the student shall be deemed to have withdrawn from the course when any of the following occurs:

- (1) The student notifies the school of withdrawal or the actual date of withdrawal.
- (2) The College terminates enrollment or expels them for any reason, course or program cancellation or school closure.
- (3) The student fails to attend classes for 10 scheduled class days (14 calendar days). In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance. (Unofficial withdrawals will be determined by monitoring attendance every 30 days).
- (4) If an approved Leave of Absence (LOA) is allowed and the student tells the school that they will not be returning, the withdrawal date shall be the earlier of the scheduled date of return from the LOA or the date the student notifies the school of not returning.

Student’s Intials: _____

GROUNDS FOR TERMINATION

If at the end of the probationary period, the student has still not met both the pace and academic requirements for Satisfactory Academic Progress they are subject to termination of enrollment.

Students are always expected to behave professionally and respectfully. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this College.

The following can lead to Disciplinary action which include either suspension (From One-Day to Two-Weeks) or Immediate Withdrawal (Termination). This is at the discretion of the School Director.

- (1) Theft
- (2) Altering or forging timecards
- (3) Causing extreme or willful disruption of the school
- (4) Use of drugs or alcohol in school
- (5) Physical abuse of another person

Institutional Refund Policy (California State Mandated)

The College shall issue a refund for unearned institutional charges, less the non-refundable registration fee, if the applicant cancels an enrollment agreement or withdraws during a period of attendance a fair and equitable settlement will apply. The following policy applies to all termination or dismissal for any reason, by either party, including student decision, course or program cancellation or school closure. The refund policy for students who have completed 60 percent of the scheduled clock hours has elapsed or less of the period of attendance shall be a pro rata refund. The College shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

A pro rata refund pursuant to Section 94910(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of clock hours in the program), multiplied by the number of days that the student attended, or was scheduled to attend, prior to withdrawal.

No refunds are due once the student has received 60% of the scheduled clock hours of instruction in any given period of attendance, up through the last date of attendance. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this College catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the College has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. The College does not participate in federal financial aid at this time.

Student's Initials: _____



This College shall refund any credit balance on the student’s account within 45 days after the date of the student’s completion of, or withdrawal from, the educational program in which the student was enrolled.

The National Accrediting Commission of Career Arts and Sciences policy is not used in this refund policy nor in any of its collection efforts.

Refund Distribution Order

If any refunds are due based on the Institutional Refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the following order:

The order of payment of refunds is,

- (1) Agency payment(s)
- (2) Student

RETURN TO TITLE IV OVERVIEW

The Return of Title IV Policy (R2T4) addresses federal financial aid recipients who withdraw from SCCBB (“College”) and are subject to a return of Title IV calculation. This policy applies to students who received or were entitled to Title IV funds during the payment period in which the student withdrew. The College will determine the amount of federal grant and loan received for the payment period, to determine the percentage of Title IV earned for the payment period prior to withdrawal. The percentage of federal financial aid determined to be unearned for the payment period must be returned to the federal financial aid program(s).

Return to Title IV Policy

When a federal financial aid recipient withdraws from the College prior to the end of the payment period, a R2T4 calculation must be calculated to determine the amount of federal financial aid funds earned as of the withdrawal date (e.g., last date of attendance). If the total amount of aid earned is less than the amount of federal financial aid funds disbursed to the student, the difference between these amounts is returned to the applicable aid program(s). If the federal financial aid funds are greater than federal financial aid funds disbursed, the difference between these amounts are treated as a post withdrawal disbursement. In all cases, a R2T4 is required for any student who withdraws, regardless of 100% earned for the payment period.

Return to Title IV Calculation

The amount of federal financial aid earned is calculated by determining the percentage of days in the payment period completed and applying this percentage to the total amount of aid disbursed and that could have been disbursed for the payment period. A payment period is defined as the standard term. If conditions for a late disbursement are met prior to the date the student became ineligible (the student's last date of attendance), any undisbursed federal financial aid will be counted as aid that could have been disbursed.

Percentage of Federal Financial Aid Earned

The calculation of *Percentage of Federal Financial Aid Earned* includes all financial aid disbursed or that could have been disbursed to a student.

Student’s Initials: _____



This percentage is equal to the percentage of the payment period completed by the student as of the student's last date of attendance in the payment period.

If the student withdraws after successfully completing the payment period, 100% of the federal financial aid funds are earned and no calculation is required. If the withdraw date occurs after the student completes more than 60% of the payment period, the student earns 100% of the federal financial aid funds.

Total Clock Hours Completed in the Payment Period

The total number of actual clock hours completed in the payment period (numerator) is the count of clock hours from the payment period start date to the student's last date of attendance.

Treatment of a Return of Title IV and a Credit Balance

The College will hold a federal financial aid credit balance until completion of the Return of Title IV (R2T4) process. (Refer to the *Return of Title IV Policy* for additional information.) Once the R2T4 calculation is completed, if there is any federal financial aid credit balance remaining, the College allocates the credit balance as follows:

- First, to repay any grant overpayment owed by the student as a result of his/her withdrawal.
- Within 14 days of the date the R2T4 calculation is performed, the College pays any remaining federal financial aid credit balance in one or more of the following ways:
 - Pay authorized charges at the College; or
 - Pay the student directly (or parent for a Direct PLUS loan) Refer to the Return of Title IV Policy for additional information.

Returning Unclaimed Federal Financial Aid Credit Balances

Federal financial aid funds may not escheat to a state or any other third party. The College will attempt to disburse credit balances to the student or parent. However, if the credit balance funds are returned to the College or not cashed by the borrower, the College will cease all attempts to disburse the funds and return them to the appropriate lender no later than 240 days after the date the first check is issued. If the funds were issued via electronic funds transfer (EFT) and subsequently returned or rejected, the College returns the funds to the applicable federal financial aid programs no later than 45 days after the funds were returned or rejected.

All unclaimed credit balances will be returned in the following order:

- Federal Direct Unsubsidized Loans (other than Direct PLUS)
- Federal Direct Subsidized Loans
- Federal Direct PLUS Loans
- Federal Pell Grant
- Federal Supplemental Opportunity Grant (FSEOG)

Student's Initials: _____



Timelines for Return of Funds

The College completes a student's R2T4 calculation within 45 days of the College's date of determination. The College returns the amount of federal financial aid funds for which it is responsible as soon as possible but no later than 45 days after the date the College determines the student has withdrawn.

Title IV Refund Distribution Order

If any refunds are due based on the Title IV Refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the following order:

- (1) Federal Direct Unsubsidized Loans
- (2) Federal Direct Subsidized Loans
- (3) Federal Direct Parent PLUS loans
- (4) Federal Pell Grant
- (5) Iraq and Afghanistan Service Grant

DISCLOSURE

Prior to signing this enrollment agreement, you must be given a School Catalog, 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, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

Student's Initials I certify that I have received the School Catalog, School Performance Fact Sheet, a copy of the California State Board of Barbering & Cosmetology (BBC) Act & Regulation, a copy of the BBC Health & Safety Course Textbook, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable. The School Performance Fact sheet has been signed, initialed, and dated. I will also receive a copy of this Agreement for my records.

Notice:

A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education by calling (888) 370 -7589 or by completing a complaint form which can be obtained on the bureau's Internet Website at [www. bppe.ca.gov](http://www.bppe.ca.gov). Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov. (888) 370-7589 or by fax (916) 263-1897.

Any questions a student may have regarding the catalog or any complaints that have not been satisfactorily answered by the institution may also be directed to the accrediting: **NACCAS, 3015 Colvin Street, Alexandria, VA 22314. www.naccas.org**

Student's Initials: _____

STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURES

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 a 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. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are 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 College, a location of the College, or an educational program offered by the College 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 a College or a location of the College within the 120-day period before the closure of the College or location of the College or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at a College or a location of the College more than 120 days before the closure of the College or location of the College, in an educational program offered by the College 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 College has been ordered to pay a refund by the Bureau but has failed to do so.
5. The College has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the College 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 a College or representative of a College, 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 be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollecting 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) year 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 a taxpayer identification number.

Student's Initials: _____



NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR COLLEGE

The transferability of credits you earn at Southern California College of Barber and Beauty (SCCBB) is at the complete discretion an institution to which you may seek to transfer. Acceptance of the certificate you earn in Barber, Barber Crossover, Cosmetology, Esthetician, or Manicuring is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are 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 SCCBB to determine if your certificate will transfer.

EMPLOYMENT ASSISTANCE

While SCCBB will make every effort to place students in suitable positions, **NO guarantee of employment or salaries can be made or implied.** Graduates may make an appointment with the School Director or other Administrative Staff for consultation and assistance in obtaining employment. The College provides a “Job Listing” bulletin board for students to review employment opportunities.

GRADUATION REQUIREMENTS

BARBER 1000 HRS (CIP Code 12.0402): All **barber** students are required to complete 1000 hours of instruction. A student is awarded a Certificate of Completion certifying their graduation upon completing the required theory and practical hours (1000), with a minimum grade of “C” (75%). The College assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations. All student workbooks must be completed and turned into their instructor. At this point, all institutional charges and fees are either paid in full or otherwise accounted for. Upon successfully passing the examination the graduate can obtain a Registered California Barber License. With this license the registered barber may be employed in a Barber/Styling establishment, a Beauty/Styling salon or own and operate his/her own Barber establishment. The College has all Tools and Equipment available for purchase needed to successfully graduate. (SOC 39-5010, 39-5011, 39-5012)

BARBER CROSSOVER 200 HRS (CIP Code 12.0402): All **barber crossover** students are required to complete 200 hours of instruction. A student is awarded a Certificate of Completion certifying their graduation upon completing the required theory and practical hours (200), with a minimum grade of “C” (75%). The College assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs licensure examination. All student workbooks must be completed and turned into their instructor. At this point, all institutional charges and fees are either paid in full or otherwise accounted for. Upon successfully passing the examination the graduate can obtain a Registered California Barber License. With this license the registered barber may be employed in a Barber/Styling establishment, a Beauty/Styling salon or own and operate his/her own Barber establishment. (SOC 39-2010, 39-5011, 39-5012)

Student’s Initials: _____



GRADUATION REQUIREMENTS - (Continued)

COSMETOLGY 1000 HRS (CIP Code 12.0401): All **cosmetology** students are required to complete 1000 hours of instruction. The Cosmetology course is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist. The knowledge and skills will prepare licensed students for work as a hairdresser, salon manager, hair colorist, salon owner, and product demonstrator, acquire knowledge of laws and rules regulating California Cosmological establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of hair, acquire the knowledge of general theory relative to Cosmetology and theory and acquire business management techniques common to Cosmetology. A student is awarded a Certificate of Completion certifying their graduation upon completing the required theory and practical hours (1000), with a minimum grade of “C” (75%). (SOC 39-5010, 39-5011, 39-5012)

ESTHETICIAN 600 HRS (CIP Code 12.0409): All **esthetician** students are required to complete theory and practical operations defined by Bureau of Barbering & Cosmetology with a grade average of "C" (75%) or better. Students are evaluated through written and performance assessments. When a student has completed the required theory hours and practical operations in Cosmetician with a GPA of "C" (75%) or better he or she is awarded a Certificate of Completion certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate barbering and cosmetology examination. This educational program is designed to prepare students for employment as an Esthetician, Facialist, Lead Esthetician, Skin Care Specialist, Skin Care Technician, (SOC 39-5094).

MANICURING 400 HRS (CIP Code 12.0499): All **manicuring** students are required to complete theory and practical operations required by Bureau of Barbering & Cosmetology with a grade average of "C" (75%) or better. Students are evaluated through written and performance assessments.

When a student has completed the required theory hours and practical operations in Manicuring with a GPA of "C" (75%) or better he or she is awarded a Certificate of Completion of his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination. This educational program is designed to prepare students for employment as a Manicurist, Nail Technician, Pedicurist (SOC 39-5092).

The College has all tools and equipment available for purchase needed to successfully graduate. The terms and conditions of this agreement are not subject to amendment or modification by oral agreement. I, the undersigned, purchaser of the program of training, have read, understand, and agree to the terms and conditions contained herein and with my signature, I certify having received an exact copy of this agreement, a copy of the school catalog and school performance fact sheet. I further acknowledge that no verbal statements have been made contrary to what is contained in this agreement. This enrollment agreement is a legally binding instrument when signed by the student and accepted by the school.

Student's Initials: _____



SOUTHERN CALIFORNIA

COLLEGE OF BARBER & BEAUTY

FEES

Total Program Tuition	\$ _____	
Books and iPad (non-refundable)	\$ _____	(iPad not included for Manicuring and Barber Crossover)
Registration Fee (non-refundable)	\$ _____	
Kit (non-refundable)	\$ _____	
Other Charges	\$ _____	(Please specify _____)
STRF Fee (non-refundable)	\$ _____	(\$0.00 cents per \$1,000 of institutional charges)
TOTAL AMOUNT	\$ _____	

<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$ _____
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$ _____
<u>THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</u>	\$ _____

I understand that this 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. I have received a copy of this agreement.

Applicant’s Signature _____ Date Signed ____ / ____ / ____

Parent/Guardian Signature _____ Date Signed ____ / ____ / ____
(required for students under 17)

Institution Only

School Official’s Signature _____ Date Signed ____ / ____ / ____