

Jama's Beauty College
22049 Ventura Blvd. Woodland Hills, CA 91364
(Classroom Instruction is Provided at the Above Address)

Enrollment Agreement

Student Name _____ Student Identification Number _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Country _____

Program Start Date _____ Program Scheduled Completion Date _____

Period Covered by the Enrollment Agreement

Scheduled Start Date _____ Scheduled Completion Date _____

Program Name

Length in Hours

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the 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.

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.

Classroom Programs:

A notice of cancellation for the current term or from the school shall be in writing and submitted to the school administrative office. A withdrawal for the current term or from the school may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The institution shall refund 100 percent of the amount paid for institutional charges, less an enrollment fee of \$150 (not to exceed two hundred fifty dollars (\$250)).

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

Attendance Policy – All Programs

Students are required to attend 85% of the scheduled sessions throughout the entire program. By maintaining a cumulative average attendance level of at least 85% of the scheduled hours indicated on this student's enrollment contract at the end of each evaluation period ensures that there will be completion of the student's program within 150% of the scheduled course length which is the maximum time frame in which a student must complete the course. When a student falls below 85% attendance they will be given a two week warning and if their attendance fails to meet minimum requirements, the student will be placed on probation until their cumulative attendance is equal to or greater than 85%. The student will be notified of their probation status and they will be required to meet with the Chief Academic Officer. The student must complete the course within a maximum time frame of one and one-half (1 ½) times the length of the course.

Makeup hours: upon signing your enrollment agreement, your tuition covers all fees up to your anticipated graduation date. Students may make-up any missed hours at the discretion of their instructor as long as there is

space in the classroom. However, after the scheduled completion date for your program, JBC will continue to train students toward completion for an additional 20 hours at no additional cost. Once the student has exhausted the additional 20 hours of training, each additional hour will cost \$15 per hour. Sick days, personal religious holidays, etc., are subjected to this charge. Approved Documented medical emergencies, court days, pre-arranged days off, or funerals are not subject to this charge.

Tardiness:

Start times for Day Classes and Evening Classes. (Class days and times are subject to change, based on school's need.)

DAY CLASS starts at 9:00am – 3:00pm or 9:00am – 5:00pm. Please be Punctual!

1. Between 09:30am – 09:37am, student is given a 7 minute grace period to get into his/her designated class on time, be advised that if he/she come in after the 7 minute grace period, 15 minutes will be deducted from the his/her hours. If a student is more than 15 minutes late, the student is not allowed onto the school premises and considered absent for the day. **NO EXCEPTIONS!**

EVENING CLASS starts at 6:00pm – 10:00pm. Please be Punctual!

1. Between 06:00pm – 06:07pm, a student is given a 7 minute grace period to get into their designated class on time, be advised that if he/she come in after the 7 minute grace period, 15 minutes will be deducted from his/her hours. If a student is more than 15 minutes late, the student is not allowed onto the school premises and considered absent for the **day. NO EXCEPTIONS!**

Time cards

- a. All timecards must stay on school premises at all time. Timecards are legal documents and must be treated with high importance.
- b. Please make sure all timecards are neat and legible.
- c. Students must have instructor's signature AND student Signature on their timecards and Instructor must sign off all credits given for the day. **NO EXCEPTIONS!**
- d. All timecards must be COMPLETED and given to the Instructor at the end of the week to be given to the Registrar's office.

Time Clock Terminal

- a. A time clock terminal is a system that keeps track of your time in and out.
- b. No student is allowed to clock in or clock out for another student. If a student is caught doing this he/she will be suspended and/or terminated from the program.
- c. If a student is caught cheating on required amount of assignments on time sheets, the student will be terminated.
- d. No student is allowed to clock out during college hours without permission from their Instructor. This rule is strictly enforced. Anytime a student leaves the building during the day his/her time card must be left with the instructor.

Rules and Regulations

In this section, we outlined important rules and regulations relating to a student's enrollment at Jama's Beauty College. JBC reserves the right to modify these rules and regulations at any time.

All students must comply with Jama Beauty College rules and regulations as a condition of their enrollment. Failure to comply with these School rules and regulations can lead to any or all of the following disciplinary actions being taken depending on the severity of the misconduct: (written warnings, probation, suspension and termination from school)

Students who are terminated for failure to comply with JBC rules and regulations may appeal their termination. Students in this situation must submit a written appeal to the School Director stating the reasons why the decision to terminate should be reversed and requesting a re-evaluation of their status. Supporting documentation should be included, as necessary. This appeal must be received by the School Director within five (5) business days of termination. Should a student fail to appeal this decision within the time required, the decision to terminate will be final. A decision on the student's appeal will be made by the School's Executive Committee and will be communicated to the student in writing. The Executive Committee's decision on the appeal is final.

The Rules and Regulations are as follows:

Uniform Policy

All students must wear black tee-shirts or black sweatshirts with the school's name imprinted on the required uniform tops purchased from the school. Black pants without an elastic ankle or cuff may be worn. Skirts must be knee length and legs must be covered with same colored hosiery. **No leggings are allowed.**

No head apparel such as hats, scarves, sunglasses, etc. is permitted.

Black leather uniform shoes with rubber soles are recommended, (no open toe shoes, no high tops, no sandals, no open back shoes, no shoes higher than 1" to 1 1/2" heel.

All students must wear the school issued name badge every day.

Students are required to keep uniforms neat and clean, and keep shoes polished, and hair/makeup appropriate for daytime wear.

Students may not add jackets, sweaters or sweatshirts, etc., over the regulation uniform top.

Students may wear a long sleeve t-shirt or turtleneck underneath his/her uniform shirt as long as it is the same color as the regulation uniform top, or white and has no visible writing.

While in the school uniform, students are expected to look and act as a professional. This includes wearing the school uniform during the lunch break while on or off the premises of Jama's Beauty College.

You are expected to look and conduct yourself as a professional, particularly in terms of personal hygiene and good grooming, attitude and personality.

Students who do not meet the uniform code will not be permitted to attend classes, therefore losing training hours for the day and thus receiving absent hours.

Phone/Text Messaging

Under no circumstances are cell phones permitted to ring during school hours. Please keep phones off or on silent/vibrate mode. Students may check their messages and use their phone during lunchtime/night break and before or after school. Students will be permitted to take the classroom pass in order to use their cell phone or check their messages. Students are asked to use their phones outside only. Students will not be permitted to use cell phones in the lobby, hallways, classrooms, clinic, or ladies rooms or to leave the building to use their phone. "Students are not permitted to text message during class hours. Anyone who violates this policy will be sent home for the day, therefore losing training hours. In addition, students are not permitted to receive or make phone calls from the business line except for emergency cases.

Student Pass

Students are required to have a student pass if they are leaving class any other time than a scheduled break or lunchtime. Students are not permitted to leave the building even with a student pass.

Disciplinary Action

Students may be disciplined by their educator or an administrator for lack of motivation, poor attitude, general disregard for policies and procedures, failure to complete classwork and assignments, and failure to service clinic customers. Students that are disciplined will have written documentation placed in their school file. At the discretion of the School Director, students will be suspended or terminated.

Harassment, Intimidation, Bullying

JBC prohibits acts of harassment, intimidation, or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. "Harassment, intimidation, or bullying" means any gesture, written, verbal, or physical act, or electronic communication that takes place on school property or at any school sponsored function and that the act(s) will have the effect of harming a student or damaging the student's property, or placing the student in reasonable fear of harm to his/her person or damage his/her property; or has the effect of insulting or demeaning any student in such a way to cause substantial disruption with the orderly operation of the school. The policy will impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying, at the discretion of the School Director. The consequences only may be exercised when it is reasonably necessary for the student's physical or emotional safety or for reasons relating to the safety and well-being of other students, staff, or school property.

Summary of General Rules:

Students are under the supervision of their instructor and should cooperate with them at all times.

Students are required to participate in all classes, lectures, workshops and other learning activities assigned by their instructor. Students refusing to participate whether it is on a written assignment, a mannequin, a model, or a client will be dismissed for the day, therefore losing clock hours.

The atmosphere in the classroom is expected to be conducive to learning at all times. Be nice and courteous at all times. Do not tease, name call or use put – downs. Be respectful of others and treat others as you would want to be treated.

Your instructor, fellow students and clients deserve the utmost professional attitude from you at all time. Your communication skills should be professional.

Students are required to inform their instructor if a situation arises in which they need to leave the classroom due to an emergency.

Students are required to notify their instructor of an absence by way of written notification if an absence is planned or by telephone call. The school telephone number is (818) 888-2452.

Students who would like to have a school service performed in the school's student salon may do so during the student's non regular class schedule. (Example: full time students may have services performed during the night school hour of operation and part time students may have services performed during day hour of operation).

Students receiving a clinic service at JBC must be supervised by an educator, will be charged half the price of the regular student salon charge, and must sign a student salon ticket. **Students may not provide their own products. Only school-provided products may be used.**

Students are required to have their kit and textbooks for all classes. Kit checks are performed at random intervals. Students without their full kit and textbooks will be dismissed for the day. No borrowing of kits/textbooks is permitted. Only school issued kit bags are permitted on the premises. **It is the responsibility of the student to replace lost or damaged kit parts.**

Classroom stations and work areas should be set up & kept clean and protected. Damages caused due to carelessness will result in replacement charges to the student.

Tools, products, and equipment owned by the school must be returned to your instructor by the end of the day.

Any student who mistreats school property or equipment, or steals property from the school or fellow classmates, will be terminated from the school.

Before dismissal, all classrooms and work areas must be cleaned and sterilized. Students are required to participate in daily sanitation and sterilization assignments at the completion of each class.

Chewing gum is prohibited on the student salon floor while servicing customers.

Food and/or beverages are not permitted in the classrooms or student salon floor, unless for special occasions and must be approved in advance by an Instructor.

Smoking is prohibited on the property of JBC. Students must walk to the sidewalk or street to smoke.

Students may not have personal visitors during school hours. Student salon customers must leave the premises at the completion of the service. All visitors to the school must sign in at the visitors log located at the lobby desk. In case of emergency, visitors must report to the reception desk where they will be assisted by a staff member to locate the student.

Students may not receive incoming calls or make outgoing calls through the school's business office.

Cell phone/text messaging usage is prohibited during class time. It is only permitted during break time.

It is the responsibility of each student to check the student activities board regularly for announcements and notices.

Lobby and reception areas are designed for clients and visitors. Students must be quiet in the hallways. Parking spaces in the parking lot are for staff, clients, and students. From time to time, spaces will be reserved for staff or clients. Students who do not get a space in the lot may park on the street. Do not park in reserved spots, handicapped spots (unless handicapped), fire lanes or other areas marked "no parking".

Students are responsible for all of their kit belongings. All kits, books, and personal items should be taken home daily. The school is not responsible for lost or stolen items.

Students are required to remain in their assigned classrooms while class is being conducted. Visiting of students in other classrooms while class is in session is not permitted. A Student Pass should be obtained from the instructor when it is necessary to leave the classroom while class is in session.

Student Passes are for use within the building only. Students are not permitted to use the Student Pass to go outside to smoke during class hours. Exception: is for emergency phone calls outside.

Prohibited Conduct:

Failure to comply with the school's rules, regulations, and policies will result in disciplinary action or expulsion.

The following acts are prohibited:

Insubordination

Intoxication

Cheating, copying, or the offering or receiving of unauthorized assistance in examinations, tests, quizzes, or projects.

Cheating on clock hours

Cheating on number of assignments completed

Stealing while on campus or while on field trips

Disruption of classes, assemblies, prospective student tours or school activities of any kind.

Use, possession, sale, or distribution of drugs/alcohol.

Inflammatory statements, obscenities, malicious remarks or threats to patrons, instructors, staff members, visitors, or other students.

Interference with any instructor or administrator in connection with carrying out their duties.

Use, possession, or sale of illegal firearms, weapons, or dangerous objects is prohibited.

Activities that involve holding, pushing, tackling, wrestling or any other type of physical contact or threat of physical contact.

***All of the above violations of school rules and regulations are grounds for termination.**

Student Tuition Recovery Fund Disclosures.

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges.

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

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

Prior to Signing This Enrollment Agreement

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, 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 catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

Refund Policy

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(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 days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

No refunds are due once the student has received more than 60% of the clock hours of instruction in any given period 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 institution's catalog.

You must exercise your right to cancel or withdraw on or before this date: _____.

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 institution 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.

This institution 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.

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 2535 Capital Oaks Dr.,

Notice: “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 (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s Internet website www.bppe.ca.gov.”

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

“The transferability of credits you earn at Jama’s Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in _____ program 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 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 Jama’s Beauty College to determine if your certificate will transfer.”

FEES

Total Program Tuition	\$ _____
Books, Materials, Supplies (non refundable)	\$ _____ (This is only an estimate for the program.)
Enrollment Fee (non refundable)	\$ _____ (\$150.00)
Uniform (non refundable)	\$ _____
Lab supplies or kits (non refundable)	\$ _____
Credit Hour Transfer	(\$ _____)*
Equipment (non refundable)	\$ _____
Fees Paid to Other Entities	\$ _____
Other Charges	\$ _____ (Please specify _____)
	\$ _____ Additional Tuition Hours (\$15/hr)
STRF Fee (non refundable)	\$ _____ (\$0 cents per \$1,000 of institutional charges)
TOTAL CHARGES	\$ _____ (This is the amount you will be required to pay to complete the program.)

*Tuition Credit Hour Transfer: \$3.44 per hour for the Cosmetology program, \$6.67 per hour for the Esthetician program and \$8.00 per hour for the Manicurist program.

- 1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE _____
- 2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM _____
- 3. TOTAL CHARGES OBLIGATED TO BE PAID UPON ENROLLMENT _____

CALL the school’s Financial Officer to see how you can QUALIFY FOR A DISCOUNT ON TUITION, and for payment options that are right for you at (818) 888-2452.

**The school offers flexible payment options.
Cash, Credit Card and Personal Checks are accepted.**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan, plus interest, less the amount of any refund. (94911(f).

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.

I understand that this is a legally binding contract when signed by the student and accepted by the institution.

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 fully executed agreement.

X Student's Signature _____ Date Signed _____

For Office Use Only

School Official's Signature _____ Date Signed _____