

Carolina College of Hair Design

College diplomas are issued to all students who have completed their entire elected course at in accordance with all school requirements as stated below:

1. Satisfactory attendance and completion of the number of hours required by the applicable state board for each course completed.
2. Grade Point Average of 80% or above.
3. All financial requirements to the College completed.

The student agrees to comply with all rules and regulations of the school. If the institution’s rules and regulations are violated, the institution has the right to terminate the student. Responsibility will not be assumed by the institution for any negligence, carelessness or lack of skills by one or more students while practicing any part of the school course upon another student. If the student does not finish the course within the designated contracted time, a fee of \$50.00 per day will be charged to the student; and must be prepaid before completing the hours.

INSTITUTIONAL REFUNDS

All refunds, when due, will be made with or without the request of the student.

CLASSES CANCELLED BY THE INSTITUTION / STUDENT NOT ACCEPTED BY THE INSTITUTION

If tuition and or fees are collected in advance of a start date and the institution cancels the class or does not accept the student, all tuition and fees shall be refunded within 30 days.

Applicants and students may cancel or terminate their training at any time before or during their training by notifying the school director in writing. The day the written cancellation/termination notice is delivered to the school director, scheduled class start date, or a postmark date will be considered the receipt date for purposes of calculating and returning funds if applicable. An applicant rejected by the school shall receive a full refund of all monies paid. Refunds will be made within 30 days from the date cancellation/termination notice delivered to the school, scheduled start date or date postmarked. The earliest date of notification received shall be used for refund calculation purposes.

If a course is cancelled after a student’s enrollment and prior to the student starting classes, the school shall provide a full refund of all monies paid by the student. If a school is permanently closed after a student begins attending classes, the maximum liability of the school shall be a tuition refund to the student based on the refund policy in this contract.

CANCELLATION OF ENROLLMENT AGREEMENT

Applicants canceling their enrollment within three (3) days of signing an enrollment agreement shall be entitled to a refund of all monies paid, less any material costs. Students who cancel this agreement before commencing classes shall also receive a full refund of all monies paid, less any material costs. Any student who enrolls prior to visiting the institution will have the opportunity to withdraw without penalty within three days following either a regularly scheduled orientation or a tour of the facilities and inspection of the equipment.

TERMINATION DATE FOR REFUND PURPOSES

Termination date for refund purposes (to those students who have paid for more than the obligatory amount listed below) shall be the earliest of the following: last day of actual attendance, written notice of cancellation or withdrawal delivered to the owner, date of postmark of a mailed written notice, expiration date of a leave of absence, or date of termination established by the school. Refunds will be made within thirty (30) days of the termination date. The charges for tools, text, and materials are nonrefundable and not included in the tuition refund policy. The registration fee of \$100.00 is non-refundable.

STUDENT OBLIGATION CALCULATION

(All periods of financial obligation are based upon scheduled hours)

Periods of Obligation (Scheduled Hours)	Amount of Total Tuition & Fees Owed to School
0.01 % to 9.99%	10%
10.00% to 24.99%	50%
25.00% to 49.99%	75%
50.00% to 100%	100%

Student Initials: _____

Carolina College of Hair Design

If a student is taken from school enrollment for any reason and a refund is calculated to be due, all financial aid will be returned to the Federal Fund before a student may receive any cash refund. Refunds will be returned to the separate funds in this order: Pell. In compliance with and in accordance with the Higher Education Amendment Act of 1998 schools must calculate refunds according to "the Return of Title IV Federal Funds" for students failing to complete a course of study as scheduled. **This may result in the student owing the school a considerably large amount of tuition, without the assistance of Financial Aid.**

Financial Responsibility: Each student is personally responsible for all outstanding balances owed to the school. It is the student's responsibility to understand his/her financial status with the school. If it becomes necessary for Carolina College of Hair Design, Inc. to hire a third-party service to collect delinquent funds, the student is responsible for all costs incurred. These costs include but are not limited to the cost of collection, attorney fees, and court costs.

The parties to this agreement agree that it shall be a condition precedent to filing a lawsuit or other legal proceeding that the parties shall mediate any dispute arising under or relating to this agreement. Mediation will be held in the following counties applicable to campus location:

- Asheville Campus: Buncombe County, pursuant to the state laws of North Carolina

Arbitration

A condition of enrollment is the signing of an enrollment agreement by both the student and a school administrator. The following provision with respect to arbitration is part of the enrollment agreement.

You (the student) and Carolina College of Hair Design agree that any dispute arising out of or relating to this enrollment agreement, your enrollment or your attendance at Carolina College of Hair Design, whether such dispute arises during or after your attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be resolved by binding arbitration in the city and county in which the school is located. You (the student) and Carolina College of Hair Design each further agrees that this arbitration provision provides each party with its exclusive remedy for redress of any grievance or resolution of any dispute arising out of this Agreement, AND EACH PARTY EXPRESSLY WAIVES ANY RIGHT, INCLUDING WITHOUT LIMITATION THE RIGHT TO TRIAL BY JURY, IT MIGHT HAVE TO SEEK REDRESS IN ANY FEDERAL, STATE OR LOCAL COURT OR OTHER FORUM, except for an action to enforce in court an arbitration award rendered to this Agreement.

I have read and agree to the refund policy and financial responsibilities _____ Date _____

PLACEMENT SERVICES:

The College will help in placing graduates in the job market as long as the student holds a valid state license *but in no case do we guarantee placement for any student.*

Changes: The school reserves the right at any time to change the daily schedule hours, time, and location of classes, policies, procedures, and rules without notice.

Student and/or parent, guardian (if a student is a minor) or spouse, "I (we), the undersigned, have read, received a copy of this agreement, and agree to the terms and conditions stated herein.

Student: _____ Date: _____

Parent or Guardian: _____ Date: _____

Carolina College of Hair Design, Representative:

I have explained this agreement to the parties concerned and have executed this agreement this _____ day of _____, _____ year.

School Official: _____

Student Initials: _____

References

Name:	_____	Phone:	_____	Phone 2:	_____
Address:	_____				
City:	_____	State:	_____	Zip	_____
Email Address	_____	@	_____	_____	

Name:	_____	Phone:	_____	Phone 2:	_____
Address:	_____				
City:	_____	State:	_____	Zip	_____
Email Address	_____	@	_____	_____	

Name:	_____	Phone:	_____	Phone 2:	_____
Address:	_____				
City:	_____	State:	_____	Zip	_____
Email Address	_____	@	_____	_____	

Carolina College of Hair Design

**Title IV Federal Student Aid
Statement of Educational Purpose and Certifications**

If you are the student by signing this statement, you certify that you:

1. will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education,
2. are not in default on a federal student loan or have made satisfactory arrangements to repay it,
3. do not owe money back on a federal student grant or have made satisfactory arrangements to repay it,
4. will notify your school if you default on a federal loan and
5. will not receive a Federal Pell Grant for more than one school for the same period of time.

If you are the parent or student by signing this statement, you agree if asked:

1. to provide information that will verify the accuracy of your completed Federal Student Aid Application
2. to provide U.S. or state income tax forms that you filed or are required to file.

You also certify that you understand that the Secretary of Education has the authority to verify information reported on your application with the Internal Revenue Service and other federal agencies.

If you purposely give false or misleading information, you may be fined \$20,000, sent to prison, or both.

EVERYONE WHOSE INFORMATION IS GIVEN ON THE FEDERAL APPLICATION FOR STUDENT AID SHOULD SIGN BELOW. THE STUDENT AND ONE PARENT WHOSE INFORMATION IS PROVIDED IN THE PARENTS' SECTION, IF PARENT INFORMATION IS GIVEN, MUST SIGN BELOW.

Student _____ Date _____

Parent _____ Date _____

This signature page is for FAA Records Only.

Student Initials: _____

Receipt of Student Handbook

Information about the institution:

- The cost of attending, including:
 - Tuition and Fees
 - Estimates of typical room and board
 - Estimates of transportation costs
- Any refund policy with the institution is required to comply for the return of unearned tuition and fees
- The requirements of officially withdrawing
- A summary of the requirements under 668.22 (Return to Title IV)
- The academic program of the institution
- Facilities
- Staff and Faculty
- The names of associations, agencies or governmental bodies that accredit, approve, or license
- Special services to the disabled
- Titles of persons designated under 668.22
- Information about a student's rights under FERPA
- Notice about the availability of the Security Report
- Completion, Licensure, Placement rates
- Mission Statement
- Admissions and Transfer Policies
- Grievance Policy
- Health and Safety Plan
- Drug Free Campus Procedures
- General Rules of Conduct

Financial Assistance Information

- The procedures and forms by which you apply
- Student eligibility requirements
- The criteria for selecting recipients from eligible applicants
- The criteria for determining the amount of the student's award
- The criteria for continued student eligibility under each program
- Standard in which the student must maintain in order to be considered to be making SAP for the purpose of receiving financial aid
- How to reestablish SAP
- The terms of any loan received as a student and the necessity of repaying loans
- The rights and responsibilities of students receiving Federal Student Aid
- How and when aid is disbursed and when students are eligible to receive personal disbursements

Receipt of Enrollment Packet

- Industry Information
 - Expected Salary Ranges
 - Safety Requirements
 - Physical Demands of the Industry
- Campus Security Report

Acknowledgement

I certify that I am in receipt of the Carolina College of Hair Design, Inc. Student Handbook and Enrollment Packet. I acknowledge that I have been shown where to find the above-listed information, and I have also been told who to contact with any questions or concerns about the contents found within.

Signature _____

Date _____

Student Initials: _____

Carolina College of Hair Design

Student Authorization to Budget Funds

I hereby authorize the school to credit my Title IV payments (Pell Grants) toward my school charges incurred in addition to my tuition and fees. These school charges can include, but are not limited to: books, supplies, equipment, tools, etc.

I further authorize the school to apply any credit balance remaining in the current period to Institutional costs for future periods. Also, if I have a balance remaining from a prior period, I authorize the school to apply any credit balance remaining in the current period to the previous balance.

I understand that I have the right to refuse to authorize any of the items on this statement.

Student Signature

Date

Policy Concerning Credit Balances

As a student progresses through his/her education, there may come a time when a credit balance exists in a student’s account. This balance is often a result of financial aid that is over and above the costs of tuition, fees, tools, and other charges. These funds are available to students by the following procedures:

- Schedule an appointment with the financial aid office in your city. You do not need to visit the office to schedule an appointment. A phone call is acceptable.
- Meet with a financial aid counselor to determine if a credit balance exists in your student account.
- If there is indeed a credit balance in your account, simply complete the “Request for Credit Balance” form that is available in the financial aid office.
- At the time of your request, the financial aid counselor will inform you of when your check will be ready. New checks will be available every Tuesday, but the cut-off time for this date will be noon on the previous Thursday.
- If a credit balance check has not cleared the bank after 30 days, the funds will be returned to the lender or financial institution.

It is important to note that credit balances will not be disbursed in anticipation of *future* disbursements. Students are not entitled to receive a credit balance that does not yet exist.

WAIVER OF REFUND AND PERMISSION TO RETAIN FUNDS FROM CREDIT BALANCES ON STUDENT ACCOUNT

I hereby waive my right to an immediate refund of any credit balance that may appear on my student account as a result of all Title IV funds (except FWS) including other outside financial aid funds applied against my tuition account. I understand that these credit balances may be applied against institutional charges for educationally related activities other than tuition, fees, and other direct institutional & minor prior-year charges. I further understand that if any credit balance remains at the end of my course of study it will be refunded to me within 14 days of my graduation date. I have the right to revoke this waiver at any time by informing the school in writing and I will receive a refund of any existing credit balance that may exist at the time of my revocation within 14 days. I further understand that as stated in the school catalog that the full program's tuition payment is due on the day of registration.

STUDENT SIGNATURE

DATE

Student Initials: _____

Industry Information

Expected Salary Ranges

The following illustrates salary ranges per course for the Asheville, NC area according to www.cosmetology-license.com

Course	Salary Range	
	From	To
Cosmetologist	\$27,800.00	\$64,170.00

Cosmetologist, and Cosmetologist Instructors Trainees and all other persons working in beauty salons and schools must follow all safety precautions when working with chemicals. All chemical product packaging contains specific descriptions of safety procedures. These procedures MUST be strictly followed. Anyone working with these chemicals must be careful to sanitize all metal implements and other items before each use. Cosmetologists, and Cosmetologist Instructors Trainees, and all Students must wash their hands before and after each patron. Sharp instruments must be handled with care so not to cut oneself or a patron. All work areas must be well ventilated and kept in a clean, sanitary condition at all times.

All safety procedures and directions found in all the cosmetology, and Cosmetologist Instructors trainees and related instructional materials must be followed strictly during all services and procedures.

All Federal, State and local laws and regulations pertaining to public safety and hygiene as they apply to services must always be followed completely.

Physical Demands of the Industry

Good health and stamina are important in the Cosmetology industries. Cosmetologists stand a great deal throughout the course of a day, sometimes with very little break time. This can become very trying to someone who is not able to function upright for a long period of time. Cosmetologists and Cosmetologists Instructors constantly use their hands throughout the day. Strong wrists are imperative to avoid injuries or conditions such as Carpal Tunnel Syndrome.

This industry is a "people friendly" industry requiring interaction with many different people daily. Polished "people skills" and quality work habits are essential for success.

CAMPUS SECURITY REPORT, POLICIES AND PROCEDURES

THIS SCHOOL WILL NEVER USE A STUDENT'S NAME OR IDENTIFY A STUDENT IN REPORTING ANY CRIMINAL ACTIVITY.

In accordance with the Crime Awareness and Campus Security Act of 1990, the College collects crime statistics as the basis for this Annual Report which is made available to students, employees and applicants for enrollment or employment. CAMPUS is defined as "any building or property owned or controlled by the school within the same contiguous area used by the school in direct support or related to its educational purposes. Carolina College of Hair Design, Inc. encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses that occur on campus to the Director or any staff or faculty member of this College immediately after the crime is committed or became known.

Student Initials: _____

Carolina College of Hair Design
CRIME REPORT

THE OFFENSES ARE AS FOLLOWS:

1. Criminal homicide
 - a. Murder and non-negligent manslaughter
 - b. Manslaughter by negligence
2. Forcible rape
 - a. Rape by force
 - b. Attempts to commit forcible rape
3. Robbery
 - a. Firearm
 - b. Knife or cutting instrument
 - c. Other dangerous weapon
 - d. Strong-arm, hand, fist, feet, etc...
4. Aggravated assault
 - a. Firearm
 - b. Knife or cutting instrument
 - c. Strong-arm, hand, fist, feet, etc...
5. Burglary
 - a. Forcible entry
 - b. Unlawful entry - no force
 - c. Attempted forcible entry
6. Larceny - theft (except motor vehicle theft)
7. Motor vehicle theft
 - a. Autos
 - b. Trucks and buses
 - c. Other vehicles
8. Arson
 - a. Structural
 - b. Mobile
9. Crime of Prejudice
 - a. Race
 - b. Gender
 - c. Religion
 - d. Sexual Orientation
 - e. ethnicity
 - f. disability
10. Liquor Law Violations (including those referred for such violation)
 - a. Underage drinking
11. Drug Law Violations (including those referred for such violation)
 - a. Possession of illegal drugs
 - b. Distribution of illegal drugs
12. Illegal Weapons Possession (including those referred for such violation)

THE FOLLOWING IS A SUMMARY OF CRIMES REPORTED PER CAMPUS OR ON PUBLIC PROPERTY SURROUNDING CAMPUS FOR THE LAST THREE YEARS AS OF **August 2023**:

Asheville Campus: No Crimes Reported

INFORMATION ON CAMPUS CRIMES

All criminal activity will be reported to the students, instructors, and any other personnel the following day of the crime, by announcement during the first hour class, and a crime report will be posted on the student bulletin board.

Any voluntary or confidential reports made by victims or witnesses of the above-mentioned crimes will be included in the crime statistics survey.

Student Initials: _____

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CAMPUS LAW ENFORCEMENT

All campuses are protected by local government law enforcement agencies. Staff and faculty will notify local law enforcement immediately after a crime has either occurred on campus or reported to them. Staff and faculty do not have the authority to arrest individuals. In addition to reporting the crime to staff and faculty or if staff and faculty are unavailable, any witness or victim of a crime should report the crime to local law enforcement agencies as soon as possible. Victims and witnesses are encouraged to report the crime as accurately and promptly as possible.

NO SEXUAL OFFENSE AND HARASSMENT POLICY

This policy prohibits all unlawful sexual offenses and harassment, including sexual harassment and harassment based on age, race, color, religion, national origin, or disability. The policy ensures a prompt, thorough investigation of all complaints. It also ensures employees that they will not be retaliated against and that the organization will keep the matter as confidential as possible. Interviews will be conducted with the complainant, the alleged harasser, and witnesses. The school asks that all students and instructors please report any crime as soon as possible.

Filing the Complaint:

If you feel that you are being harassed or assaulted in any way by a student or employee of the school, you should notify the school director immediately and preserve any evidence to the proof of the sexual assault. If the school director is part of the problem, the initial complaint should be made to the president. This complaint procedure should be followed for all forms of harassment and sexual offenses.

If you make your complaint to the school director and feel that your complaint has not been handled to your satisfaction, you should then contact the president. If the victim feels the harassment or offense is criminal in nature, the victim should notify local law enforcement immediately. School personnel will assist the victim in notifying local law enforcement, if requested by the victim.

The complaint will be kept as confidential as possible consistent with an appropriate investigation.

Investigation of the Complaint:

The school director will investigate the complaint completely and thoroughly and will interview the person that filed the complaint, the accused harasser, and witnesses.

The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.

Remedial Action:

If the investigation determines that sexual harassment has occurred, the director will take action, up to and including termination of education or employment, to ensure that the conduct is not repeated.

On and off campus counseling is available to victims of sex offenses. Please see the school director for a list of counselors in the community who are qualified to help victims of sex offenses and their contact information.

Sex offense victims will have the option to change their academic situation after an alleged sex offense occurs if such changes are reasonably available.

For more information on sex offenses and harassment, please contact the local law enforcement agency to find information concerning registered sex offenders who may be present in the community. The contact information is:

Asheville City Police Dept. 100 Court Plaza, Asheville NC 28801 (828)252-1110

Student Initials: _____