



### 39 hours Pre-Apprenticeship Enrollment Agreement

Revision May 2022

The minimum of pre-apprentice training referred to in Section 7334 of the Business and Professions Code shall be *thirty-nine (39) hours* of instruction in the following areas:

- Basic Patron Protection
- Disinfection Procedures
- Laws and Regulations of the Board of Barbering and Cosmetology
- Basic Patron Sanitation
- Health and Safety

CENTER:  Downey  Southern and Northern California Counties

Student Number: \_\_\_\_\_  Barbering  Cosmetology Date of Admission: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Name: \_\_\_\_\_ SSN or ITIN #: \_\_\_\_\_

Address: \_\_\_\_\_

Cell: \_\_\_\_\_

Work: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Program Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Mo. Day Year

Anticipated End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Mo. Day Year

**Please choose one of the following payment options, study method and location:**

**Payment option:**

- Paid in full **\$2,350.00** ( Tuition Cost: \$2,125.00, Registration: \$75.00, Materials: \$150.00 )
- Payment Plan **\$2,475.00** ( Tuition Cost: \$2,250.00, Registration: \$75.00, Materials: \$150.00 )

**Payment plan is as follows:**

First payment: \$ 495.00 due at time of registration.  
The Balance of \$1,980.00 shall be paid in 4 consecutive monthly payments of \$495.00.

Note: The \$75.00 Registration Fee is non-refundable

**Study Method and Location:** (For all methods, class hours are from 10:00AM to 4:30PM)

- Downey, 5 days a week Monday to Friday.
- Southern and Northern California Counties, 5 days a week Monday to Friday.
- Online Course (this option is temporarily available)

**Note: When choosing a payment plan please be advised that;**

- a) That the "39 hour Pre-Apprenticeship" and "Apprenticeship" programs are two separate/individual programs and it is your responsibility to comply. The pre apprenticeship payment agreement does not depend on the status of the apprentice process. Becoming delinquent with the payment agreement stipulated will
  - 1. A hold will be placed on the apprentice application process of one month or more.
  - 2. If the apprentice license has been issued it will be revoked.
  - 3. The unpaid balance will be submitted to a collections agency.
 have the following consequences:
- b) The student is responsible of notifying the office in a timely manner if the credit/debit card on file has been changed or needs to be updated. (A minimum of 3-business days prior)
- c) If your credit card is denied for insufficient funds or if you change the date of the withdrawal there will be an additional charge of \$25.00 each time.
- d) A credit/debit card authorization form must be completed and signed.

\_\_\_\_\_  
Signature of Acknowledgement Date

**CONTRACT ACCEPTANCE**

**Payment Plan Schedule:**

1<sup>st</sup> payment: \_\_\_\_\_ Date \_\_\_\_\_ 2<sup>nd</sup> payment: \_\_\_\_\_ Date \_\_\_\_\_ 3<sup>rd</sup> payment: \_\_\_\_\_ Date \_\_\_\_\_

4<sup>th</sup> payment: \_\_\_\_\_ Date \_\_\_\_\_ 5<sup>th</sup> payment: \_\_\_\_\_ Date \_\_\_\_\_ 6<sup>th</sup> payment: \_\_\_\_\_ Date \_\_\_\_\_

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. I also understand that if I default upon this agreement I will be responsible for payment of any collection or late fees incurred by Cosmetica Latina.

My signature below signifies that I have read and understand all aspects of this agreement and do recognize my legal responsibilities in regard to this contract.

Signature of Student \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_



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### CANCELLATION REFUND POLICY

**Five day cancellation:** An applicant who provides written notice of cancellation within five (5) business days prior to commencing course, excluding weekends and holidays, of executing the enrollment agreement is entitled to a full refund of monies paid, minus the registration fee of \$75.00

**Other Cancellations:** An applicant requesting cancellation four (4) to one (1) day/s after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a full refund of all monies paid, less a service charge of 10% of the **TOTAL COST**.

**No refunds or credit will be granted after the 1<sup>st</sup> class has commenced/ or if the student did not show to class on program start date scheduled on enrollment agreement.**

A refund can take up to 45 days from the withdrawal date if a refund is granted.

If you decide to begin another program after classes have commenced, it is your responsibility to notify us. In addition, you are held liable to pay off the pre-apprentice to Cosmetica as stipulated in this contract.

### Withdrawal Procedure:

- A. A student choosing to withdraw from the school before or after the commencement of class is to provide a written notice to the school Director.
- B. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.
- C. A student will be determined to be withdrawn from the institution if the student misses three consecutive instructional days and all of the days are unexcused.

### NOTICE TO APPLICANT

1. Cosmetica Latina reserves the right to reschedule the program start date.
2. Cosmetica Latina reserves the right to terminate your enrollment if you fail to comply with attendance, academic, and financial requirements, or if you fail to abide by established standards of conduct. While enrolled in the school, understand that you must maintain satisfactory academic progress, and that your financial obligation to the school must be paid in full before a certificate is awarded.  
**Note: When choosing a payment plan please be advised that the application process will be delayed up to one month if the automatic payment can not be processed or if the apprentice license has been issued it will be revoked/cancelled.  
The student is responsible of notifying the office in a timely manner if the credit/debit card on file has been changed or needs to be updated.**
3. Cosmetica Latina does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution.
4. Cosmetica Latina does not guarantee The Board of Barbering and Cosmetology will approve your apprentice application.
5. The course fee is not transferable or cannot be given as credit to another applicant
6. This course does not certify you as an apprentice. You must first apply for an apprentice license. Once The Board of Barbering and Cosmetology issues your license, you can then begin your 3200 hours of training at an establishment.
7. **Cosmetica Latina reserves the right to send students who fail to comply with contract payment plan for the Pre-Apprenticeship Program to collections.**
8. Cosmetica Latina does not guarantee placement for the On The Job Training to graduates upon course completion or upon graduation.
9. Upon finishing the 39-hour pre-apprentice course you must have received at least a 75% (C) or higher in order to receive your pre-apprenticeship certification, also you must turn in your exams to an office official.
10. The certificate for the 39 hour pre-apprenticeship course will be given upon finalizing all pending payments to Cosmetica Latina.

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. I also understand that if I default upon this agreement I will be responsible for payment of any collection or late fees incurred by *Cosmetica Latina*.

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### Class Rules

#### You must always;

1. Log in upon arrival and log out upon departure using your student number and taking a picture on the Cosmetica's Login System. Sign in and sign out on the attendance sheet in the classroom with the Instructor.
2. Come prepared to learn with all necessary material. Not doing so will result in being asked to leave for the day.
3. You must wear the appropriate uniform at all times. Not doing so will result in being asked to leave for the day. (Uniform shirt has a cost of \$18.00)
4. Take care of all course material that is being loaned to you. (If the materials are returned damaged, lost, or you decide to keep them, you will have a surcharge of \$150.00)
5. Always clean up your work area.

### Behavior

Cosmetica wants to foster a safe environment where students feel confident expressing their thoughts and ideas. In order to do this we need to work on creating a secure, safe, respectful learning environment. This class will respect each other and treat each member with respect and dignity. The following is NOT permitted on school premises and can lead to an immediate expulsion or for law enforcement to be involved; bullying, harassment, disruptive or aggressive behavior, soliciting, being under the influence or possessing any alcohol or drugs, and stealing.

#### The following is NOT permitted in class and can lead to a disciplinary action;

1. The use of cellphones or any other electronic devices.
2. Hats, sunglasses, open shoes, high heels, shorts, or skirts.
3. Meals. chewing gum, or drinks (only labeled water).
4. The use of obscene language.

### Attendance

You are required to attend the 39 hours Pre-Apprenticeship course in a timely manner. Attending class is more than just showing up, you must be organized and ready to comprehend the class material that will be discussed. You must take an active roll in class. It is very difficult to be a successful student if you are late and disruptive. Here are some things you need to know about attendance:

1. Registration is not allowed before 9:45 am and no later than 10:25 am
2. If you register in between 10:25 am to 10:45 am, 30 minutes will be deducted for the day.
3. If you arrive after 10:45 am, you will not be allowed to enter class.
4. Leaving the class before 3:30 pm is not permitted. If you leave before class ends without a valid reason/notification 1 hour will deducted for the day.
5. After the 3rd absence, tardy, or leaving early will result in having to restart the program.(There will be an administration fee of \$75.00)
6. Absences, tardiness and leaving early must have valid reasoning, proper documentation, and must be approved by a school official.
7. Attendance must be logged in daily for entrance and exit, not doing so will result in 1 hour being reduced for the day.

#### Notice;

1. The use of any recording device is prohibited inside the classroom.
2. For your own safety, we kindly ask of you to AVOID jaywalking across the street. If you do so, it is under your own risk and Cosmetica Latina Edu. Inc is not responsible for any injury resulting from doing so.
3. Cosmetica Latina is not responsible for vandalism, theft, and/or any damages to your vehicle resulting from parking your vehicle on school premises.
4. You must never log in or out for any one else but yourself!
5. If parking at Cosmetica Latina premises is full you must find parking elsewhere, blocking other vehicles is not permitted and can lead to your vehicle being towed at your expense.

Signature of Student \_\_\_\_\_ Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_