

Lubbock Hair Academy Enrollment Application

This application is designed for the staff of Lubbock Hair Academy to get to know the applicant. The information from this application will help the staff learn the intentions, attitudes, and desires of the prospective student in attending this institution.

Full Name: _____
 FIRST MIDDLE LAST

Address: _____

City: _____ State: _____ Zip: _____

How long at your present address? _____

Phone: () _____

What was your previous address: _____?

How long at your previous address: _____

Birth Date: _____ Birth Place: _____

Are you a citizen of the United States? _____
If "no" give name of country. _____

Social Security Number: _____

Education Background

Date you expect to enroll: _____

| Education | Name of School | Year Completed | Graduate | Type of Course |
|-----------|----------------|----------------|----------|----------------|
|-----------|----------------|----------------|----------|----------------|

| | | | | |
|-------------|-------|--|--|--|
| High School | _____ | | | |
|-------------|-------|--|--|--|

| | | | | |
|---------|-------|--|--|--|
| College | _____ | | | |
|---------|-------|--|--|--|

| | | | | |
|-------|-------|--|--|--|
| Other | _____ | | | |
|-------|-------|--|--|--|

If you did not graduate from high school, do you have a GED? Yes____ No____

Military Record: Branch_____ Entry Date_____ Date Discharged_____

Please describe your duties and any special training you received.

Personal References

Please list three (3) personal references other than family members.

Name: Address: Telephone: Occupation:

Personal Information

Please answer the following questions honestly. Lubbock Hair Academy seeks out prospective students that are motivated and interested in entering the hair/nail career. Lubbock Hair Academy seeks to select qualified students without regard to race, creed, religion, sex, age, national origin or disability.

Marital Status: ___ Single ___ Married ___ Separated ___ Divorced

Have you ever been convicted of a crime, excluding misdemeanors? ___ Yes ___ No

If yes, please describe in full.

Person to be notified in case of emergency:

| | | |
|------|---------|-------------|
| Name | Address | Telephone # |
|------|---------|-------------|

Tell us about yourself.

TUITION AND FEES

| | |
|-------------------------|-----------------|
| Enrollment Fee (permit) | \$25.00 |
| Tools | \$465.00 |
| Tuition: BARBER | \$5500.00 |
| Book/Workbook | <u>\$300.00</u> |
| | \$6290.00 |

Tools and Books are estimated, Prices will vary depending upon selection and availability

State Testing Fees

Written \$52.00

Practical \$74.00

CLASS SCHEDULE

1000 Hours

6month min.

Shift 8:30am – 5:30pm Tue- Fri

GRADING SYSTEM

Lubbock Hair Academy uses the numerical grading system. All students must maintain a grade average of 75 or above. If a student's average falls below 75, that student will be placed on probation for thirty (30) days. If in that time the student has not improved to the required level, he/she will be suspended for thirty (30) days. Reenrollment will be at the discretion of a school administrator.

ATTENDANCE POLICY

1. All students are expected to attend classes five days each week, Tuesday through Saturday, unless the administrative officer has previously approved a part-time schedule.
2. To maintain satisfactory progress, students must maintain a minimum of 140 clock hours per month for a 9-month student, 100 clock hours for a 12-month student, and 80 clock hours per month for part time students. Students failing to comply with these standards will be placed on probation to correct insufficient hours. If hours are not satisfactory at the end of the probation period, the student will be placed on 30-day suspension.
3. Students will be required to complete a minimum amount of hour's midway through their course in order to complete in the maximum time frame. Required midpoint hours are as follows:

Midpoint

| | |
|---------------------------|----------------------|
| a. Barber/Stylist(1500) | 500 HOURS / 20 Weeks |
| b. Barber Crossover(300) | 150 HOURS / 9 Weeks |
| c. Manicurist | 300 HOURS / 18 Weeks |
| d. Barber Instructor(750) | 375 HOURS /22 Weeks |
| e. Barber Instructor(500) | 250 HOURS /15 Weeks |
| f. Barber Tech(300) | 150 HOURS /9 Weeks |

Students that do not meet this requirement will be dropped from their program.

4. The electronic clock is the official record of hours. Students must clock in and out when arriving at school, leaving for lunch, returning from lunch, and when leaving school at the end of the day. Each student is responsible for his/her own record and is not allowed to clock in or out for another student.
5. Saturday is a mandatory day of attendance for all classes. There are no excused absences unless the school has given prior permission before 8:00 am on the day of the absence. Failure to notify the school of an absence will result in a three-day suspension
6. Students must make previous arrangements to be absent. In case of an emergency, the student must inform a school administrator (by 8:00 am) on the day of the absence.
7. Students are allowed ten (10) absences per year. Any additional excused absence will require appropriate documentation.

WITHDRAWAL/TERMINATION

Any student wishing to withdraw from the Lubbock Hair Academy must inform a school administrator of his/her withdrawal in writing. If the student is under the legal age of 18, the student's parent or guardian must submit the written notice.

The school may deny admission, readmission, or continued enrollment to persons whose behavior is considered by the staff to be unproductive, disruptive, dangerous, or abusive.

MAKE-UP WORK/HOURS

Students must make up all class work/hours for both excused and unexcused absences through arrangement with his/her instructor.

REFUND POLICY

The Lubbock Hair Academy has a fair and equitable policy for the refund of tuition, fees, and other institutional charges in the event the Academy cancels a class or if a student does not enter or does not complete the period of enrollment for which the student has been charged.

A. A full refund of all tuition and fees will be made if:

1. The student cancels the enrollment agreement no later than midnight of the third day after the date on which the agreement is signed by the prospective student excluding Sunday, Monday, and legal holidays, or
2. If the course for which the student is enrolled is canceled by the school, or
3. If the enrollment of the student was procured as a result of a misrepresentation made in the advertisement or promotional materials of the school or by the owner or representatives of the school.

B. Partial refunds will be made as follows:

1. Refund computations will be based on the number of clock hours the student has successfully completed through the last day of attendance as follows:

% Of Required Clock Hours % Refunded by the School

.01 – 10 % 90%

10.01% and up to 20% 80%

20.01% and up to 30% 70%

30.01% and up to 40% 60%

40.01% and up to 50% 50%

50.01% and up to 60% 40%

60.01% and above 0%

2. The portion of the required clock hours is defined as:

$$\frac{\text{Number of Hours Completed}}{\text{Number of Hours Required to Complete Course}}$$

3. Refunds, when due, will be made without requiring a request from the student.

4. Refunds, when due will be made within 30 days of the last day of attendance if written notification has been provided to the school by the student or from the date the school terminates the student or determines withdrawal by the student.

C. All extra costs such as equipment and state fees are non-refundable and are not considered in the refund computations when they are purchased from some other place than the school. These items are considered non-returnable, non-reusable, and the property of the student.

The curriculum for the class A barber certificate in a private or public post-secondary barber school consists of 1000 hours, to be completed in a course of not less than six months, as follows:

**Private Post-Secondary Barber School
Class A Barber Curriculum**

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Basics: anatomy and physiology; disorders of the skin, scalp, hair and nails; chemistry (haircoloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation; safety, first aid, and sanitation; barber implements, tools, equipment and related theory; and history of barbering | 150 |
| Practice: shaving; mustaches and beards; haircutting; hairstyling; hair and scalp treatments, scalp massage; safety, first aid, and sanitation; hairweaving, extensions, and wigs; face and neck massage and treatments; facial hair removal; manicuring; chemistry (haircoloring, chemical waving, and relaxing); and razor techniques, safety, first aid, and sanitation. | 750 |
| Business: Texas barber laws and rules; customer service; barbershop management; professional ethics and image; safety, sanitation, related practices and theory; and hygiene and good grooming. | 100 |

NOTICE OF POTENTIAL INELIGIBILITY FOR LICENSE

Texas law:

- restricts the issuance of occupational licenses based on a license applicant's criminal history; and
- authorizes the Texas Department of Licensing and Regulation (TDLR), in some cases, to consider a person convicted, even though the person was only on probation or community supervision without a conviction.

As an applicant/enrollee in an educational or training program that prepares individuals for issuance of an occupational license, I have been provided with notice by _____ [NAME OF EDUCATIONAL PROGRAM PROVIDER] of the following:

- If I have been convicted of an offense or placed on probation, I might not be eligible for an occupational license issued by TDLR after I complete this educational or training program; TDLR's criminal history guidelines are available at www.tdlr.texas.gov/crimconvict.htm and include restrictions or guidelines TDLR uses to determine eligibility for an occupational license; and
- I have the right to request a criminal history evaluation letter from TDLR, which is explained in more detail at www.tdlr.texas.gov/crimhistoryeval.htm.

Section 53.152, Occupations Code, requires that notice be provided to each applicant and enrollee regardless of whether the applicant or enrollee has been convicted of an offense.

REFUND AND ORDERED PAYMENTS. State law requires TDLR to order an educational program provider to refund tuition, license application fees, and examination fees if:

- TDLR determines the provider failed to provide notice to me; and
- my license application was denied because of my criminal history.

ACKNOWLEDGEMENT

By my signature below, I, _____, (*Print Name of Applicant/Enrollee*), certify that I have read and understand the information above.

(*Signature of Applicant/Enrollee*)