



Commonwealth of Massachusetts
Division of Occupational Licensure
Board of Registration of Cosmetology and Barbering
1 Federal Street, Suite 0600, Boston, MA 02110
www.mass.gov/cosmetology
617-727-9940

Enrollment Agreement/Student Contract Checklist

When submitting an updated Agreement/Student Contract to the Board for review, an updated checklist must also be included.

NAME OF SCHOOL: _____

NAME OF PROGRAM: _____

Step 1 – Write your school and program name at the bottom of each page of this checklist

Step 2 – In the space provided below, list the page number where the item may be found. ***Please be reminded that all pages in the Enrollment Agreement Contract must contain page numbers.***

Step 3 – Cross-reference the lettered item on the checklist by placing the letter on the Enrollment Agreement Contract next to the respective listed requirement. Using blue ink, place circled letters on the copy of the enrollment agreement/student contract itself to show where the item is located. For example, note below that tuition is required to be listed on the contract, on the copy of the contract you are submitting to the Board, where tuition is found, the Board should be able to see “G” in blue ink.

Step 4 -- Attach a copy of the Enrollment Agreement/Student Contract to this checklist and submit the checklist and contract as one document.

Step 5 – Read the certification at the end of this form, once you understand and agree, sign and date it.

Page No.	Item
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_____	A. Massachusetts Refund Law, MGL Chapter 255, Section 13K. The following text must be placed on the first page of the Enrollment/Agreement contract in a at least as large as the largest type size appearing in any other part of the said contract, with a space below this text for the student’s signature:
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1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days you will

School Name and Program: _____

receive a refund of all monies paid, provided that you have not commenced the program.

3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.

4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.

5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.

6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.

7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five per cent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.

_____ **B.** List type of program offered: Cosmetology, Aesthetics, Manicuring, Advanced, Barbering, Electrology on each page.

_____ **C.** List the educational hours required for the program, i.e.1000, 600, 100

_____ **D.** Length of Program (start and expected end dates)

_____ **E.** Class Schedule (days per week and maximum number of hours per day)
Example: 8am to 5pm minus one hour of educational time for two 15-minute breaks and one 30-minute lunch equaling 8 hours of educational time a day 5 days a week.

_____ **F.** Clearly list time that is not included in the educational hours (i.e. lunch, breaks, etc.)

_____ **G.** Tuition

_____ **H.** Books, supplies and/or any uniform/lab coat, separated out from the tuition cost. Include the individual cost of each item. Include whether the items are non-refundable and when they become non-refundable. If the school is providing a kit, list contents and cost of student kit, and if and when the kit becomes non-refundable.

_____ **I.** Application/Registration Fee (\$50 maximum, no fee if withdrawn within 5 days of agreement date if program hasn't started). See M.G.L. c. 255, §13K(7).

_____ **J.** Types of Payments accepted listed (check, credit cards, loans, etc.), any

cost or charge for late or denied payment by credit cards or returned checks.

- _____ **K.** Grounds for termination (insubordination, unexcused absences, etc.)
- _____ **L.** Employment Assistance – A clear statement that the institution does not guarantee employment.
- _____ **M.** Attendance requirements, including any charges for makeup hours (*example: \$15 an hour for hours over the estimated end date*). Must indicate how the student should inform the school of absence.
- _____ **N.** Additional graduation requirements (grades, etc.). Put n/a if none
- _____ **O.** Signature areas for enrollee and representative of school

I certify under pains and penalties of perjury that my school's enrollment agreement/student contact meets the above requirements and that I will only use a Board approved agreement.

Signature

Date

Print Name

Title

School Name