

Katie Skills Center

415 E. 12th Street, Oakland, CA 94606

(510) 444-6488

www.kscusa.us

(Classroom Instruction is provided at the above address)

Enrollment Agreement

(Effective on 04-01-24)

Student Name _____ Student I.D. _____ D.O.B _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Country _____

Email Address _____

Program Start Date _____ Program Completion Date _____

Period Covered by this Enrollment Agreement

Scheduled Start Date _____ Scheduled Completion Date _____

Program Name

Length in Hours

BARBER CROSSOVER

400

STUDENT'S RIGHT TO CANCEL

The student can 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 money not paid from federal student financial aid program funds.

Classroom Programs:

A cancellation notice for the current term or from the school shall be in writing and submitted to the 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 a reasonable deposit or application fee 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:

This institution requires that students attend at least 80% of scheduled classes, laboratory, and other assigned hours.

Enrollment Agreement

Notice: For students for whom English is not their primary language, an enrollment agreement is provided in Vietnamese.

Student Tuition Recovery Fund Disclosures

STRF Fee charges fifty cents (\$0.00) per 1,000.00 dollars

Student's Right to Cancel

“Under California Education Code § 94911, an enrollment agreement for a private postsecondary institution must include, at a minimum, a clear and conspicuous “Student’s Right to Cancel” disclosure [California.Public.Law+1](#). What the disclosure must contain

The “Student’s Right to Cancel” section must:

1. Caption — Be clearly labeled as “STUDENT’S RIGHT TO CANCEL” in conspicuous type [California.Public.Law](#).
2. Cancellation rights — Explain that the student has the right to cancel the enrollment agreement and receive a refund of charges paid.
3. Refund timing — State that the refund is available if the student cancels through attendance at the first class session or within the seventh day after enrollment, whichever is later [California.Public.Law](#).
4. Refund policy — Include the institution’s refund policy, including any alternative calculation method approved by the Bureau of Private Postsecondary Education (BPPE) under § 94921 [LII / Legal Information Institute](#).
5. Federal aid refund — State that if the student has received federal student financial aid funds, they are entitled to a refund of any moneys not paid from those funds [California.Public.Law](#).
6. Cancellation procedures — Provide a description of the steps the student must follow to cancel the enrollment agreement or withdraw from the institution and obtain a refund [California.Public.Law](#).

Purpose

This requirement ensures students are fully informed of their right to cancel and the conditions under which they can get a refund, protecting them from unexpected or hidden costs and ensuring transparency in the enrollment process.

Related regulations

In addition to CEC § 94911, 5 CCR § 71800 requires institutions to itemize all charges, including nonrefundable fees and Student Tuition Recovery Fund obligations, and to specify the date by which the student must cancel to receive a refund [LII / Legal Information Institute](#).

In summary: CEC § 94911(i)(2) mandates that every enrollment agreement must have a conspicuous “Student’s Right to Cancel” section explaining the student’s right to cancel, the refund timeline, the refund policy, federal aid refund rights, and the procedures for cancellation.”

Before Signing This Enrollment Agreement

Before signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review before signing this agreement. These documents contain important policies and performance data for this institution. This institution must 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, before 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 have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

Enrollment Agreement

Refund Policy

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended before 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.

To determine a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn per 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 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 any money not paid from the federal student financial aid program.

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.

CCR § (a)(3)(A) The amount of the refund owed to the student equals the total charges paid by the student, minus the daily or hourly tuition charge for the program (total institutional charge minus any non-refundable charges, divided by the number of days or hours in the program), multiplied by the number of days or hours the student attended prior to withdrawal, and minus any non-refundable charge.

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 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov (916) 574-8900 (fax) (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (916) 574-8900 or completing a complaint form, which can be obtained on the bureau's website, www.bppe.ca.gov.

Student Transcripts

Each student's file will contain records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the \$25.00 transcript fee for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

"The transferability of credits you earn at Katie Skills Center is at the discretion of the institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in Katie Skills Center certificate programs is also at the complete discretion of the institution to which you may seek to transfer. Suppose the (credits or degree, diploma, or certificate) you earn at this institution are not accepted at the institution you seek to transfer to. In that case, 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 meets your educational goals. This may include contacting an institution to which you may seek to transfer after attending Katie Skills Center to determine if your (credits or degree, diploma, or certificate) will transfer."

Notice:

A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or completing a complaint form, which can be obtained on the bureau's Website at www.bppe.ca.gov.

Enrollment Agreement

FEES

Total Program Tuition	\$ 2,000.00	
Total Materials, Supplies, Media, Textbook	\$ 325.00	(non refundable)*
Registration fee	\$ 75.00	(non refundable)
Uniforms or other special protective clothing	\$ 100.00	(non refundable)*
Student Tuition Recovery Fund (STRF)	\$ 0.00	(non refundable)
Tutor	\$ 0.00	(free of charge)
TOTAL AMOUNT	\$ 2,500.00	(This is the amount you will be required to pay to complete the program.)

Note: * These charges are non-refundable after the cancellation period

“The enrollment agreement is legally binding when signed by the student and accepted by the institution.”

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	_____
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	<u>3,500.00</u>
<u>3. TOTAL CHARGES OBLIGATED TO BE PAID UPON ENROLLMENT</u>	_____

YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN PLUS ANY INTEREST LESS THE AMOUNT OF ANY REFUND.

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.

If a student enrolls solely by executing an enrollment agreement, the agreement must be signed by the student and an authorized employee of the institution.

“I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provide in the School Performance Fact sheet.”

“If the student obtains to pay for the education program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.”

“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.” “To determine if enrollment complies with 5 CCR § 76020 under Education Code § 94897, you must assess:

1. Eligibility of the student – Must be a California resident or enrolled in a California residency program at the time of enrollment.
2. Prepayment of tuition – The student or a third-party payer must have prepaid tuition or been deemed to have paid it.
3. Assessment payment – The student or third-party payer must have paid or been deemed to have paid the applicable assessment.
4. Economic loss – The loss must result from the conditions in § 94923 or the institution losing eligibility for third-party payer benefits.
5. Certificate of Compliance – If applicable, the institution must transmit a Certificate of Compliance to the Office of the Attorney General (OAL) within the required timeframe to maintain the emergency provisions.”

This document contains a statement of the institution's cancellation and refund policy and how it applies. I acknowledge that this is not a public school.

Student's Name (print clearly) _____ Date Signed _____

Student's Signature _____

Signature of Authorized Employee _____ Date Signed _____

Name of Authorized Employee _____

Accepted by Katie Skills Center Official _____ Date Signed _____

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Home Phone _____ Cell Phone _____ Country _____

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Period Covered by this Enrollment Agreement

Scheduled Start Date _____ Scheduled Completion Date _____

Program Name

Length in Hours

_____**BARBER**_____

_____1,000_____

STUDENT'S RIGHT TO CANCEL

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Attendance Policy:

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Student's Right to Cancel

“Under California Education Code § 94911, an enrollment agreement for a private postsecondary institution must include, at a minimum, a clear and conspicuous “Student’s Right to Cancel” disclosure [California.Public.Law+1](#).

What the disclosure must contain

The “Student’s Right to Cancel” section must:

7. **Caption** — Be clearly labeled as “STUDENT’S RIGHT TO CANCEL” in conspicuous type [California.Public.Law](#).
8. **Cancellation rights** — Explain that the student has the right to cancel the enrollment agreement and receive a refund of charges paid.
9. **Refund timing** — State that the refund is available if the student cancels through attendance at the first class session or within the seventh day after enrollment, whichever is later [California.Public.Law](#).
10. **Refund policy** — Include the institution’s refund policy, including any alternative calculation method approved by the Bureau of Private Postsecondary Education (BPPE) under § 94921 [LII / Legal Information Institute](#).
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In summary: CEC § 94911(i)(2) mandates that every enrollment agreement must have a conspicuous “Student’s Right to Cancel” section explaining the student’s right to cancel, the refund timeline, the refund policy, federal aid refund rights, and the procedures for cancellation.”

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Enrollment Agreement

FEES

Total Program Tuition	\$ 4,575.00	
Total Materials, Supplies, Media, Textbook	\$ 750.00	(non refundable)*
Registration fee	\$ 75.00	(non refundable)
Uniforms or other special protective clothing	\$ 100.00	(non refundable)*
Student Tuition Recovery Fund (STRF)	\$ 00.00	(non refundable)
Tutor	\$ 0.00	(free of charge)
TOTAL AMOUNT	\$ 5,500.00	(This is the amount you will be required to pay to complete the program.)

Note: * These charges are non-refundable after the cancellation period

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<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	<u>6,500.00</u>
<u>3. TOTAL CHARGES OBLIGATED TO BE PAID UPON ENROLLMENT</u>	

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Period Covered by this Enrollment Agreement

Scheduled Start Date _____ Scheduled Completion Date _____

Program Name

Length in Hours

_____**COSMETOLOGY CROSSOVER**_____ 400 _____

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Tutor	\$ 0.00	(free of charge)
TOTAL AMOUNT	\$ 2,500.00	(This is the amount you will be required to pay to complete the program.)

Note: * These charges non-refundable after cancellation period

“The enrollment agreement is legally binding when signed by the student and accept by the institution”

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	<u>3,500.00</u>
<u>3. TOTAL CHARGES OBLIGATED TO BE PAID UPON ENROLLMENT</u>	

YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN PLUS ANY INTEREST LESS THE AMOUNT OF ANY REFUND.

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.

If a student enrolls solely by executing an enrollment agreement, the agreement must be signed by the student and an authorized employee of the institution.

“I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provide in the School Performance Fact sheet.”

“If the student obtains to pay for the education program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.”

“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.” “To determine if enrollment complies with 5 CCR § 76020 under Education Code § 94897, you must assess:

1. Eligibility of the student – Must be a California resident or enrolled in a California residency program at the time of enrollment. 2. Prepayment of tuition – The student or a third-party payer must have prepaid tuition or been deemed to have paid it. 3. Assessment payment – The student or third-party payer must have paid or been deemed to have paid the applicable assessment. 4. Economic loss – The loss must result from the conditions in § 94923 or the institution losing eligibility for third-party payer benefits. 5. Certificate of Compliance – If applicable, the institution must transmit a Certificate of Compliance to the Office of the Attorney General (OAL) within the required timeframe to maintain the emergency provisions.”

This document contains a statement of the institution's cancellation and refund policy and how it applies. I acknowledge that this is not a public school.

Student's Name (print clearly) _____ Date Signed _____

Student's Signature _____

Signature of Authorized Employee _____ Date Signed _____

Name of Authorized Employee _____

Accepted by Katie Skills Center Official _____ Date Signed _____

Katie Skills Center

415 E. 12th Street, Oakland, CA 94606

(510) 444-6488

www.kscusa.us

(Classroom Instruction is provided at the above address)

Enrollment Agreement

(Effective on 04-01-24)

Student Name _____ Student I.D. _____ D.O.B _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Country _____

Email Address _____

Program Start Date _____ Program Completion Date _____

Period Covered by this Enrollment Agreement

Scheduled Start Date _____ Scheduled Completion Date _____

Program Name

Length in Hours

_____ COSMETOLOGY _____

_____ 1,000 _____

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 a reasonable deposit or application fee 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:

This institution requires that a student attend a minimum of 80% of scheduled class, laboratory and other such assigned hours.

Effective on 05-26-26

Enrollment Agreement

Notice: For students in which English is not their primary language, an enrollment agreement is provided in the Vietnamese language.

Student Tuition Recovery Fund Disclosures

. STRF Fee charges fifty cents (\$0.50) per 1,000.00 dollars

Student's Right to Cancel

“Under California Education Code § 94911, an enrollment agreement for a private postsecondary institution must include, at a minimum, a clear and conspicuous “Student’s Right to Cancel” disclosure [California.Public.Law+1](#).

What the disclosure must contain

The “Student’s Right to Cancel” section must:

19. **Caption** — Be clearly labeled as “STUDENT’S RIGHT TO CANCEL” in conspicuous type [California.Public.Law](#).
20. **Cancellation rights** — Explain that the student has the right to cancel the enrollment agreement and receive a refund of charges paid.
21. **Refund timing** — State that the refund is available if the student cancels through attendance at the first class session or within the seventh day after enrollment, whichever is later [California.Public.Law](#).
22. **Refund policy** — Include the institution’s refund policy, including any alternative calculation method approved by the Bureau of Private Postsecondary Education (BPPE) under § 94921 [LII / Legal Information Institute](#).
23. **Federal aid refund** — State that if the student has received federal student financial aid funds, they are entitled to a refund of any moneys not paid from those funds [California.Public.Law](#).
24. **Cancellation procedures** — Provide a description of the steps the student must follow to cancel the enrollment agreement or withdraw from the institution and obtain a refund [California.Public.Law](#).

Purpose

This requirement ensures students are fully informed of their right to cancel and the conditions under which they can get a refund, protecting them from unexpected or hidden costs and ensuring transparency in the enrollment process.

Related regulations

In addition to CEC § 94911, 5 CCR § 71800 requires institutions to itemize all charges, including nonrefundable fees and Student Tuition Recovery Fund obligations, and to specify the date by which the student must cancel to receive a refund [LII / Legal Information Institute](#).

In summary: CEC § 94911(i)(2) mandates that every enrollment agreement must have a conspicuous “Student’s Right to Cancel” section explaining the student’s right to cancel, the refund timeline, the refund policy, federal aid refund rights, and the procedures for cancellation.”

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 have signed, initialed, and dated the information provided in the School performance Fact Sheet.

Enrollment Agreement

Refund Policy

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended before 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.

To determine a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn per 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 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 any money not paid from the federal student financial aid program.

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.

. CCR § (a)(3)(A) The amount of the refund owed to the student equals the total charges paid by the student, minus the daily or hourly tuition charge for the program (total institutional charge minus any non-refundable charges, divided by the number of days or hours in the program), multiplied by the number of days or hours the student attended prior to withdrawal, and minus any non-refundable charge.

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 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov (916) 574-8900 (fax) (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (916) 574-8900 or completing a complaint form, which can be obtained on the bureau's website, www.bppe.ca.gov.

Student Transcripts

Each student's file will contain records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the \$25.00 transcript fee for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

"The transferability of credits you earn at Katie Skills Center is at the discretion of the institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in Katie Skills Center certificate programs is also at the complete discretion of the institution to which you may seek to transfer. Suppose the (credits or degree, diploma, or certificate) you earn at this institution are not accepted at the institution you seek to transfer to. In that case, 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 meets your educational goals. This may include contacting an institution to which you may seek to transfer after attending Katie Skills Center to determine if your (credits or degree, diploma, or certificate) will transfer."

Notice:

A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or completing a complaint form, which can be obtained on the bureau's Website at www.bppe.ca.gov.

Enrollment Agreement

FEES

Total Program Tuition	\$ 4,575.00	
Total Materials, Supplies, Media, Textbook	\$ 750.00	(non refundable)*
Registration fee	\$ 75.00	(non refundable)
Uniforms or other special protective clothing	\$ 100.00	(non refundable)*
Student Tuition Recovery Fund (STRF)	\$ 00.00	(non refundable)
Tutor	\$ 0.00	(free of charge)
TOTAL AMOUNT	\$ 5,500.00	(This is the amount you will be required to pay to complete the program.)

Note: * These charges non-refundable after cancellation period

“The enrollment agreement is legally binding when signed by the student and accept by the institution”

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	<u>6,500.00</u>
<u>3. TOTAL CHARGES OBLIGATED TO BE PAID UPON ENROLLMENT</u>	

YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN PLUS ANY INTEREST LESS THE AMOUNT OF ANY REFUND.

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.

If a student enrolls solely by executing an enrollment agreement, the agreement must be signed by the student and an authorized employee of the institution.

“I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provide in the School Performance Fact sheet.”

“If the student obtains to pay for the education program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.”

“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.” “To determine if enrollment complies with 5 CCR § 76020 under Education Code § 94897, you must assess:

1. Eligibility of the student – Must be a California resident or enrolled in a California residency program at the time of enrollment. 2. Prepayment of tuition – The student or a third-party payer must have prepaid tuition or been deemed to have paid it. 3. Assessment payment – The student or third-party payer must have paid or been deemed to have paid the applicable assessment. 4. Economic loss – The loss must result from the conditions in § 94923 or the institution losing eligibility for third-party payer benefits. 5. Certificate of Compliance – If applicable, the institution must transmit a Certificate of Compliance to the Office of the Attorney General (OAL) within the required timeframe to maintain the emergency provisions.”

This document contains a statement of the institution's cancellation and refund policy and how it applies. I acknowledge that this is not a public school.

Student's Name (print clearly) _____ Date Signed _____

Student's Signature _____

Signature of Authorized Employee _____ Date Signed _____

Name of Authorized Employee _____

Accepted by Katie Skills Center Official _____ Date Signed _____

Katie Skills Center

415 E. 12th Street, Oakland, CA 94606

(510) 444-6488

www.kscusa.us

(Classroom Instruction is provided at the above address)

Enrollment Agreement

(Effective on 04-01-24)

Student Name _____ Student I.D. _____ D.O.B _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Country _____

Email Address _____

Program Start Date _____ Program Completion Date _____

Period Covered by this Enrollment Agreement

Scheduled Start Date _____ Scheduled Completion Date _____

Program Name

Length in Hours

ELECTROLOGY

600

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 a reasonable deposit or application fee 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:

This institution requires that a student attend a minimum of 80% of scheduled class, laboratory and other such assigned hours.

Enrollment Agreement

Notice: For students in which English is not their primary language, an enrollment agreement is provided in the Vietnamese language.

Student Tuition Recovery Fund Disclosures

STRF Fee charges fifty cents (\$0.00) per 1,000.00 dollars

Student's Right to Cancel

“Under California Education Code § 94911, an enrollment agreement for a private postsecondary institution must include, at a minimum, a clear and conspicuous “Student’s Right to Cancel” disclosure [California.Public.Law+1](#).

What the disclosure must contain

The “Student’s Right to Cancel” section must:

25. Caption — Be clearly labeled as “STUDENT’S RIGHT TO CANCEL” in conspicuous type [California.Public.Law](#).
26. Cancellation rights — Explain that the student has the right to cancel the enrollment agreement and receive a refund of charges paid.
27. Refund timing — State that the refund is available if the student cancels through attendance at the first class session or within the seventh day after enrollment, whichever is later [California.Public.Law](#).
28. Refund policy — Include the institution’s refund policy, including any alternative calculation method approved by the Bureau of Private Postsecondary Education (BPPE) under § 94921 [LII / Legal Information Institute](#).
29. Federal aid refund — State that if the student has received federal student financial aid funds, they are entitled to a refund of any moneys not paid from those funds [California.Public.Law](#).
30. Cancellation procedures — Provide a description of the steps the student must follow to cancel the enrollment agreement or withdraw from the institution and obtain a refund [California.Public.Law](#).

Purpose

This requirement ensures students are fully informed of their right to cancel and the conditions under which they can get a refund, protecting them from unexpected or hidden costs and ensuring transparency in the enrollment process.

Related regulations

In addition to CEC § 94911, 5 CCR § 71800 requires institutions to itemize all charges, including nonrefundable fees and Student Tuition Recovery Fund obligations, and to specify the date by which the student must cancel to receive a refund [LII / Legal Information Institute](#).

In summary: CEC § 94911(i)(2) mandates that every enrollment agreement must have a conspicuous “Student’s Right to Cancel” section explaining the student’s right to cancel, the refund timeline, the refund policy, federal aid refund rights, and the procedures for cancellation.”

Prior to Signing This Enrollment Agreement

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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 have signed, initialed, and dated the information provided in the School performance Fact Sheet

Enrollment Agreement

Refund Policy

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended before 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.

To determine a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn per 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 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 any money not paid from the federal student financial aid program.

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.

CCR § (a)(3)(A) The amount of the refund owed to the student equals the total charges paid by the student, minus the daily or hourly tuition charge for the program (total institutional charge minus any non-refundable charges, divided by the number of days or hours in the program), multiplied by the number of days or hours the student attended prior to withdrawal, and minus any non-refundable charge.

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NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

"The transferability of credits you earn at Katie Skills Center is at the discretion of the institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in Katie Skills Center certificate programs is also at the complete discretion of the institution to which you may seek to transfer. Suppose the (credits or degree, diploma, or certificate) you earn at this institution are not accepted at the institution you seek to transfer to. In that case, 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 meets your educational goals. This may include contacting an institution to which you may seek to transfer after attending Katie Skills Center to determine if your (credits or degree, diploma, or certificate) will transfer."

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Enrollment Agreement

FEES

Total Program Tuition	\$ 2,000.00	
Total Materials, Supplies, Media, Textbook	\$ 325.00	(non refundable)*
Registration fee	\$ 75.00	(non refundable)
Uniforms or other special protective clothing	\$ 100.00	(non refundable)*
Student Tuition Recovery Fund (STRF)	\$ 0.00	(non refundable)
Tutor	\$ 0.00	(free of charge)
TOTAL AMOUNT	\$ 2,500.00	(This is the amount you will be required to pay to complete the program.)

Note: * These charges non-refundable after cancellation period

“The enrollment agreement is legally binding when signed by the student and accept by the institution”

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	<u>3,500.00</u>
<u>3. TOTAL CHARGES OBLIGATED TO BE PAID UPON ENROLLMENT</u>	

YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN PLUS ANY INTEREST LESS THE AMOUNT OF ANY REFUND.

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.

If a student enrolls solely by executing an enrollment agreement, the agreement must be signed by the student and an authorized employee of the institution.

“I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provide in the School Performance Fact sheet.”

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Student's Name (print clearly) _____ Date Signed _____

Student's Signature _____

Signature of Authorized Employee _____ Date Signed _____

Name of Authorized Employee _____

Accepted by Katie Skills Center Official _____ Date Signed _____

Katie Skills Center

415 E. 12th Street, Oakland, CA 94606

(510) 444-6488

www.kscusa.us

(Classroom Instruction is provided at the above address)

Enrollment Agreement

(Effective on 01-24-24)

Student Name _____ Student I.D. _____ D.O.B _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Country _____

Email Address _____

Program Start Date _____ Program Completion Date _____

Period Covered by this Enrollment Agreement

Scheduled Start Date _____ Scheduled Completion Date _____

Program Name

Length in Hours

____ ESTHETICIAN _____

____ 600 _____

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:

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Enrollment Agreement

Refund Policy

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To determine a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn per 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 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 any money not paid from the federal student financial aid program.

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.

. CCR § (a)(3)(A) The amount of the refund owed to the student equals the total charges paid by the student, minus the daily or hourly tuition charge for the program (total institutional charge minus any non-refundable charges, divided by the number of days or hours in the program), multiplied by the number of days or hours the student attended prior to withdrawal, and minus any non-refundable charge.

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 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov (916) 574-8900 (fax) (916) 263-1897.

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Each student's file will contain records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the \$25.00 transcript fee for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

"The transferability of credits you earn at Katie Skills Center is at the discretion of the institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in Katie Skills Center certificate programs is also at the complete discretion of the institution to which you may seek to transfer. Suppose the (credits or degree, diploma, or certificate) you earn at this institution are not accepted at the institution you seek to transfer to. In that case, 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 meets your educational goals. This may include contacting an institution to which you may seek to transfer after attending Katie Skills Center to determine if your (credits or degree, diploma, or certificate) will transfer."

Notice:

A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or completing a complaint form, which can be obtained on the bureau's Website at www.bppe.ca.gov.

Enrollment Agreement

FEES

Total Program Tuition	\$ 2,740.00	
Total Materials, Supplies, Media, Textbook	\$ 650.00	(non refundable)*
Registration fee	\$ 75.00	(non refundable)
Uniforms or other special protective clothing	\$ 100.00	(non refundable)*
Student Tuition Recovery Fund (STRF)	\$ 00.00	(non refundable)
Tutor	\$ 0.00	(free of charge)
TOTAL AMOUNT	\$ 3,500.00	(This is the amount you will be required to pay to complete the program.)

Note: * These charges non-refundable after cancellation period

“The enrollment agreement is legally binding when signed by the student and accept by the institution”

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	<u>4,500.00</u>
<u>3. TOTAL CHARGES OBLIGATED TO BE PAID UPON ENROLLMENT</u>	

YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN PLUS ANY INTEREST LESS THE AMOUNT OF ANY REFUND.

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.

If a student enrolls solely by executing an enrollment agreement, the agreement must be signed by the student and an authorized employee of the institution.

“I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provide in the School Performance Fact sheet.”

“If the student obtains to pay for the education program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.”

“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.” “To determine if enrollment complies with 5 CCR § 76020 under Education Code § 94897, you must assess:

1. Eligibility of the student – Must be a California resident or enrolled in a California residency program at the time of enrollment. 2. Prepayment of tuition – The student or a third-party payer must have prepaid tuition or been deemed to have paid it. 3. Assessment payment – The student or third-party payer must have paid or been deemed to have paid the applicable assessment. 4. Economic loss – The loss must result from the conditions in § 94923 or the institution losing eligibility for third-party payer benefits. 5. Certificate of Compliance – If applicable, the institution must transmit a Certificate of Compliance to the Office of the Attorney General (OAL) within the required timeframe to maintain the emergency provisions.”

This document contains a statement of the institution's cancellation and refund policy and how it applies. I acknowledge that this is not a public school.

Student's Name (print clearly) _____ Date Signed _____

Student's Signature _____

Signature of Authorized Employee _____ Date Signed _____

Name of Authorized Employee _____

Accepted by Katie Skills Center Official _____ Date Signed _____

Katie Skills Center

415 E. 12th Street, Oakland, CA 94606

(510) 444-6488

www.kscusa.us

(Classroom Instruction is Provided at the above address)

Enrollment Agreement

(Effective on 01-24-24)

Student Name _____ Student I.D. _____ D.O.B _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Country _____

Email Address _____

Program Start Date _____ Program Completion Date _____

Period Covered by this Enrollment Agreement

Scheduled Start Date _____ Scheduled Completion Date _____

Program Name

Length in Hours

_____ MANICURIST _____

_____ 600 _____

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 a reasonable deposit or application fee 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:

This institution requires that a student attend a minimum of 80% of scheduled class, laboratory and other such assigned hours.

Enrollment Agreement

Notice: For students in which English is not their primary language, an enrollment agreement is provided in the Vietnamese language.

Student Tuition Recovery Fund Disclosures

STRF Fee charges fifty cents (\$0.00) per 1,000.00 dollars.

Student's Right to Cancel

“Under California Education Code § 94911, an enrollment agreement for a private postsecondary institution must include, at a minimum, a clear and conspicuous “Student’s Right to Cancel” disclosure [California.Public.Law+1](#).

What the disclosure must contain

The “Student’s Right to Cancel” section must:

37. Caption — Be clearly labeled as “STUDENT’S RIGHT TO CANCEL” in conspicuous type [California.Public.Law](#).
38. Cancellation rights — Explain that the student has the right to cancel the enrollment agreement and receive a refund of charges paid.
39. Refund timing — State that the refund is available if the student cancels through attendance at the first class session or within the seventh day after enrollment, whichever is later [California.Public.Law](#).
40. Refund policy — Include the institution’s refund policy, including any alternative calculation method approved by the Bureau of Private Postsecondary Education (BPPE) under § 94921 [LII / Legal Information Institute](#).
41. Federal aid refund — State that if the student has received federal student financial aid funds, they are entitled to a refund of any moneys not paid from those funds [California.Public.Law](#).
42. Cancellation procedures — Provide a description of the steps the student must follow to cancel the enrollment agreement or withdraw from the institution and obtain a refund [California.Public.Law](#).

Purpose

This requirement ensures students are fully informed of their right to cancel and the conditions under which they can get a refund, protecting them from unexpected or hidden costs and ensuring transparency in the enrollment process.

Related regulations

In addition to CEC § 94911, 5 CCR § 71800 requires institutions to itemize all charges, including nonrefundable fees and Student Tuition Recovery Fund obligations, and to specify the date by which the student must cancel to receive a refund [LII / Legal Information Institute](#).

In summary: CEC § 94911(i)(2) mandates that every enrollment agreement must have a conspicuous “Student’s Right to Cancel” section explaining the student’s right to cancel, the refund timeline, the refund policy, federal aid refund rights, and the procedures for cancellation.”

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 have signed, initialed, and dated the information provided in the School performance Fact Sheet.

Enrollment Agreement

Refund Policy

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended before 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.

To determine a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn per 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 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.

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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.

CCR § (a)(3)(A) The amount of the refund owed to the student equals the total charges paid by the student, minus the daily or hourly tuition charge for the program (total institutional charge minus any non-refundable charges, divided by the number of days or hours in the program), multiplied by the number of days or hours the student attended prior to withdrawal, and minus any non-refundable charge.

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Student Transcripts

Each student's file will contain records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the \$25.00 transcript fee for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

"The transferability of credits you earn at Katie Skills Center is at the discretion of the institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in Katie Skills Center certificate programs is also at the complete discretion of the institution to which you may seek to transfer. Suppose the (credits or degree, diploma, or certificate) you earn at this institution are not accepted at the institution you seek to transfer to. In that case, 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 meets your educational goals. This may include contacting an institution to which you may seek to transfer after attending Katie Skills Center to determine if your (credits or degree, diploma, or certificate) will transfer."

Notice:

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Enrollment Agreement

FEES

Total Program Tuition	\$ 1,675.00	
Total Materials, Supplies, Media, Textbook	\$ 650.00	(non refundable)*
Registration fee	\$ 75.00	(non refundable)
Uniforms or other special protective clothing	\$ 100.00	(non refundable)*
Student Tuition Recovery Fund (STRF)	\$ 7.50	(non refundable)
Tutor	\$ 0.00	(free of charge)
TOTAL AMOUNT	\$ 2,500.00	(This is the amount you will be required to pay to Complete the program.)

Note: * These charges non-refundable after cancellation period

“The enrollment agreement is legally binding when signed by the student and accept by the institution”

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	<u>3,500.00</u>
<u>3. TOTAL CHARGES OBLIGATED TO BE PAID UPON ENROLLMENT</u>	

YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN PLUS ANY INTEREST LESS THE AMOUNT OF ANY REFUND.

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.

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“I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provide in the School Performance Fact sheet.”

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This document contains a statement of the institution's cancellation and refund policy and how it applies. I acknowledge that this is not a public school.

Student's Name (print clearly) _____ Date Signed _____

Student's Signature _____

Signature of Authorized Employee _____ Date Signed _____

Name of Authorized Employee _____

Accepted by Katie Skills Center Official _____ Date Signed _____

Katie Skills Center

415 E. 12th Street, Oakland, CA 94606

(510) 444-6488

www.kscusa.us

(Classroom Instruction is provided at the above address)

Enrollment Agreement

(Effective on 01-24-24)

Student Name _____ Student I.D. _____ D.O.B _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Country _____

Email Address _____

Program Start Date _____ Program Completion Date _____

Period Covered by this Enrollment Agreement

Scheduled Start Date _____ Scheduled Completion Date _____

Program Name

Length in Hours

_____ **MASSAGE THERAPY - 600** _____

_____ **600** _____

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:

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Attendance Policy:

This institution requires that a student attend a minimum of 80% of scheduled class, laboratory and other such assigned hours.

Enrollment Agreement

Notice: For students in which English is not their primary language, an enrollment agreement is provided in the Vietnamese language.

Student Tuition Recovery Fund Disclosures

STRF Fee charges fifty cents (\$0.00) per 1,000.00 dollars.

Student's Right to Cancel

"Under California Education Code § 94911, an enrollment agreement for a private postsecondary institution must include, at a minimum, a clear and conspicuous "Student's Right to Cancel" disclosure [California.Public.Law+1](#).

What the disclosure must contain

The "Student's Right to Cancel" section must:

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44. Cancellation rights — Explain that the student has the right to cancel the enrollment agreement and receive a refund of charges paid.
45. Refund timing — State that the refund is available if the student cancels through attendance at the first class session or within the seventh day after enrollment, whichever is later [California.Public.Law](#).
46. Refund policy — Include the institution's refund policy, including any alternative calculation method approved by the Bureau of Private Postsecondary Education (BPPE) under § 94921 [LII / Legal Information Institute](#).
47. Federal aid refund — State that if the student has received federal student financial aid funds, they are entitled to a refund of any moneys not paid from those funds [California.Public.Law](#).
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Purpose

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Related regulations

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Enrollment Agreement

FEES

Total Program Tuition	\$ 1,875.00	
Total Materials, Supplies, Media, Textbook	\$ 225.00	(non refundable)*
Registration fee	\$ 75.00	(non refundable)
Uniforms or other special protective clothing	\$ 100.00	(non refundable)*
Student Tuition Recovery Fund (STRF)	\$ 0.00	(non refundable)
Tutor	\$ 0.00	(free of charge)
TOTAL AMOUNT	\$ 2,500.00	(This is the amount you will be required to pay to complete the program.)

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<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	<u>3,500.00</u>
<u>3. TOTAL CHARGES OBLIGATED TO BE PAID UPON ENROLLMENT</u>	

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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.
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Student's Name (print clearly) _____ Date Signed _____

Student's Signature _____

Signature of Authorized Employee _____ Date Signed _____

Name of Authorized Employee _____

Accepted by Katie Skills Center Official _____ Date Signed _____

Katie Skills Center

415 E. 12th Street, Oakland, CA 94606

(510) 444-6488

www.kscusa.us

(Classroom Instruction is provided at the above address)

Enrollment Agreement

(Effective on 01-24-24)

Student Name _____ Student I.D. _____ D.O.B _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Country _____

Email Address _____

Program Start Date _____ Program Completion Date _____

Period Covered by this Enrollment Agreement

Scheduled Start Date _____ Scheduled Completion Date _____

Program Name

Length in Hours

_____ **MASSAGE THERAPY - 1000** _____

_____ 1,000 _____

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.

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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 a reasonable deposit or application fee 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.

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This institution requires that a student attend a minimum of 80% of scheduled class, laboratory and other such assigned hours.

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Notice: For students in which English is not their primary language, an enrollment agreement is provided in the Vietnamese language.

Student Tuition Recovery Fund Disclosures

STRF Fee charges fifty cents (\$0.00) per 1,000.00 dollars

Student's Right to Cancel

“Under California Education Code § 94911, an enrollment agreement for a private postsecondary institution must include, at a minimum, a clear and conspicuous “Student’s Right to Cancel” disclosure [California.Public.Law+1](#).

What the disclosure must contain

The “Student’s Right to Cancel” section must:

49. Caption — Be clearly labeled as “STUDENT’S RIGHT TO CANCEL” in conspicuous type [California.Public.Law](#).
50. Cancellation rights — Explain that the student has the right to cancel the enrollment agreement and receive a refund of charges paid.
51. Refund timing — State that the refund is available if the student cancels through attendance at the first class session or within the seventh day after enrollment, whichever is later [California.Public.Law](#).
52. Refund policy — Include the institution’s refund policy, including any alternative calculation method approved by the Bureau of Private Postsecondary Education (BPPE) under § 94921 [LII / Legal Information Institute](#).
53. Federal aid refund — State that if the student has received federal student financial aid funds, they are entitled to a refund of any moneys not paid from those funds [California.Public.Law](#).
54. Cancellation procedures — Provide a description of the steps the student must follow to cancel the enrollment agreement or withdraw from the institution and obtain a refund [California.Public.Law](#).

Purpose

This requirement ensures students are fully informed of their right to cancel and the conditions under which they can get a refund, protecting them from unexpected or hidden costs and ensuring transparency in the enrollment process.

Related regulations

In addition to CEC § 94911, 5 CCR § 71800 requires institutions to itemize all charges, including nonrefundable fees and Student Tuition Recovery Fund obligations, and to specify the date by which the student must cancel to receive a refund [LII / Legal Information Institute](#).

In summary: CEC § 94911(i)(2) mandates that every enrollment agreement must have a conspicuous “Student’s Right to Cancel” section explaining the student’s right to cancel, the refund timeline, the refund policy, federal aid refund rights, and the procedures for cancellation.”

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 have signed, initialed, and dated the information provided in the School performance Fact Sheet.

Enrollment Agreement

Refund Policy

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended before 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.

To determine a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn per 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 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 any money not paid from the federal student financial aid program.

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.

. CCR § (a)(3)(A) The amount of the refund owed to the student equals the total charges paid by the student, minus the daily or hourly tuition charge for the program (total institutional charge minus any non-refundable charges, divided by the number of days or hours in the program), multiplied by the number of days or hours the student attended prior to withdrawal, and minus any non-refundable charge.

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 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov (916) 574-8900 (fax) (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (916) 574-8900 or completing a complaint form, which can be obtained on the bureau's website, www.bppe.ca.gov.

Student Transcripts

Each student's file will contain records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the \$25.00 transcript fee for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

"The transferability of credits you earn at Katie Skills Center is at the discretion of the institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in Katie Skills Center certificate programs is also at the complete discretion of the institution to which you may seek to transfer. Suppose the (credits or degree, diploma, or certificate) you earn at this institution are not accepted at the institution you seek to transfer to. In that case, 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 meets your educational goals. This may include contacting an institution to which you may seek to transfer after attending Katie Skills Center to determine if your (credits or degree, diploma, or certificate) will transfer."

Notice:

A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or completing a complaint form, which can be obtained on the bureau's Website at www.bppe.ca.gov.

Enrollment Agreement

FEES

Total Program Tuition	\$ 2,875.00	
Total Materials, Supplies, Media, Textbook	\$ 450.00	(non refundable)*
Registration fee	\$ 75.00	(non refundable)
Uniforms or other special protective clothing	\$ 100.00	(non refundable)*
Student Tuition Recovery Fund (STRF)	\$ 0.00	(non refundable)
Tutor	\$ 0.00	(free of charge)
TOTAL AMOUNT	\$ 3,500.00	(This is the amount you will be required to pay to complete the program.)

Note: * These charge non-refundable after cancellation period

“The enrollment agreement is legally binding when signed by the student and accept by the institution”

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	<u>4,500.00</u>
<u>3. TOTAL CHARGES OBLIGATED TO BE PAID UPON ENROLLMENT</u>	

YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN PLUS ANY INTEREST LESS THE AMOUNT OF ANY REFUND.

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.

If a student enrolls solely by executing an enrollment agreement, the agreement must be signed by the student and an authorized employee of the institution.

“I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provide in the School Performance Fact sheet.”

“If the student obtains to pay for the education program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.”

“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.” “To determine if enrollment complies with 5 CCR § 76020 under Education Code § 94897, you must assess:

1. Eligibility of the student – Must be a California resident or enrolled in a California residency program at the time of enrollment. 2. Prepayment of tuition – The student or a third-party payer must have prepaid tuition or been deemed to have paid it. 3. Assessment payment – The student or third-party payer must have paid or been deemed to have paid the applicable assessment. 4. Economic loss – The loss must result from the conditions in § 94923 or the institution losing eligibility for third-party payer benefits. 5. Certificate of Compliance – If applicable, the institution must transmit a Certificate of Compliance to the Office of the Attorney General (OAL) within the required timeframe to maintain the emergency provisions.”

This document contains a statement of the institution's cancellation and refund policy and how it applies. I acknowledge that this is not a public school.

Student's Name (print clearly) _____ Date Signed _____

Student's Signature _____

Signature of Authorized Employee _____ Date Signed _____

Name of Authorized Employee _____

Accepted by Katie Skills Center Official _____ Date Signed _____

