



2505 Lake Road Suite 1 Huntsville, Texas 77340

Welcome to Versatile Barber and Beauty Academy

Dear Student,

Welcome to Versatile Barber and Beauty Academy and thank you for choosing us to support you in pursuing your Cosmetology or Barbering education. You are entering a highly in-demand profession where artistic skill, technical knowledge, and entrepreneurial thinking open the door to a rewarding and creative future in the beauty and spa industry.

At Versatile Barber and Beauty Academy, our goal is to provide you with the foundational training necessary to pass the Texas Bureau of Barbering and Cosmetology examination. We also focus on preparing you for long-term success by teaching the essential skills needed to thrive in today's marketplace—including effective shop management, sound business practices, and the mindset for personal and professional achievement. Your progress will require dedication, hard work, and consistent practice, and we are committed to guiding you throughout your journey.

Please review this enrollment package carefully. Complete all required forms and ensure that every document requiring a signature has been signed. Once finished, save a copy for your records and email the completed materials to us at versatilebeautyacademy@gmail.com

This package is designed for digital completion. Please make sure you have PDF viewing software installed. Complete the forms first, then save a copy for your records. Use the tab key to move to the required fields. You can also use the email button at the end of the forms to email us your completed package. You will not be able to make any changes after you have saved the forms. If needed, you may download a free version of [Adobe Acrobat Reader using the link provided](#).

We are dedicated to supporting you as you move toward your career goals and are excited to connect you with a diverse community of professionals who can offer both guidance and future employment opportunities.

Sincerely,
Versatile Barber and Beauty Academy



ENROLLMENT AGREEMENT

OPERATOR COURSE Barber & Cosmetology

2505 Lake Road Suite 1 Huntsville, Texas 77340

I, _____, hereinafter called the student, hereby apply for enrollment for the course of (select one)
Cosmetology **Barber** and upon acceptance, do enroll in Versatile Barber and Beauty Academy hereinafter called
"THE SCHOOL". My Enrollment is subject to all terms and conditions of the school. Total hrs.scheduled: _____ Clock Hours
Contract period begins: _____ Contract Period Ends: _____ To Attend _____ hrs per week for _____ weeks.
=====

Stated contract period is divided into two academic years. Said academic years consist of 900 clock hours for year 1 and 100 clock hours of year 2. Stated 900 and 100 hour academic years span a contract period of 8 to 10 months depending on your schedule of attendance. The course requires a total of 1,000 clock hours.

Tuition:

Registration Fee:

Book Fee:

Permit Fee:

Kit Fee:

**In the event of a payment default, the school may
assess a delinquency fee of \$25.00 after a
two (2) grace period.**

Total Cost of Contract:

Less Down Payment:

Balance Due: _____

SCHEDULE OF PAYMENTS

ALL TUITION, APPLICATION FEES, & SUPPLY FEES ARE DUE BY THE FIRST DAY OF ATTENDANCE AT THE SCHOOL. Any alternative payment plan must be approved by the school Director or Owner.

If a Payment Plan has been Approved

I, the student agree to make _____ timely payments of \$ _____, and a final payment of \$ _____. The first installment is payable on _____. The first payment of \$ _____ is due on _____ and All subsequent payments are due on the same day of each consecutive week/month until paid in full.

ALL TUITION, KIT AND FEES MUST BE PAID PRIOR TO COURSE COMPLETION.

Tuition payments must be paid in **FULL before 900
hours of the program are completed.**

STUDENTS MUST MAINTAIN SATISFACTORY PROGRESS IN ORDER TO RECEIVE FUNDS.

Any instruction required beyond the contract period ending date for any reason will be provided at the cost of \$50.00 per day for every day the school is open after the contract ending date regardless of the number of hours the student attends (or fails to attend) on those days. You must pay this fee upon arriving at school each day or you will not be allowed to clock in.

You the student agrees to comply with all Standards of Conduct and General Policies of "The School". You, the Student Standards of Policies may result in suspension and/or dismissal of the student from "The School".

No responsibility is assumed by "The School", for any negligence, carelessness or lack of skill while practicing any part of the school's course on each other. If you refuse a client or refuse to do what a school Administrator ask, you will be written up and suspended for no less than three days for the first offense. One week for 2nd offense and terminated on third offense.

STATE REGISTRATION FEE

There is a \$25.00 State Registration fee at enrollment time, this fee includes the State examination fee and is not part of the school's tuition, registration fee or cost of student supplies or kit. The student agrees that if for any reason HE/SHE cannot continue HIS/HER course of study, HE/SHE will discuss the matter With an Administrative Official of the school and give written notice of HIS/HER intent to withdraw. The school shall issue a written release provided the student has complied with the school's refund policy as stated in this enrollment agreement. In any case a student shall be held responsible for the tuition. Supplies, registration and fees as stated in this contract.

STUDENT INFORMATION RELEASE STATEMENT

The school has permission to release any necessary information regarding myself, my records, my attendance, my performance, and my accomplishments while I am attending the school, only to those authorized to receive said information.

ADDITIONAL TERMS AND CONDITIONS:

1. All pages of this document are one agreement.
2. Student and school have herein set out a complete description of services school is to furnish for which student is to pay. Such description as to classes and hours, conduct and schedules may be augmented by bulletins and other notices furnished to the student by the school.
3. Student agrees to attend classes regularly as scheduled and as may appear on all such bulletins and notices, to prepare all lessons and perform all duties incident thereto and to abide by all the rules of the school as may now exist or as may be changed or come into existence from time to time.
4. Student agrees to abide by the dress codes as set up by the school pertaining both to the type and style of uniform required and to any requirements of hair style, facial/leg hair, and jewelry that may now exist or as may be changed or come into existence from time to time.
5. Student may be expelled or suspended for violation of any of these or of any rules listed separately.
6. Any student who is under the legal age of majority will require a guarantor who will be liable to the school for the fees agreed to in this agreement if student should default in any payments thereof. This provision may be waived by written agreement between student and school only.

REFUND POLICY:

- A. An applicant who is not accepted by the school is entitled to a full refund of all monies paid.
- B. If a student (or, in the case of a minor, the student's parent or guardian) cancels the enrollment agreement within three (3) business days of signing and before entering classes, the school will refund all monies collected.
- C. If a student cancels the enrollment agreement after the three (3) business-day cancellation period but prior to entering classes, the student is entitled to a refund of all monies paid to the school, less a \$100.00 registration fee.
- D. For students who enroll and begin classes and have paid their full tuition, no refund will be issued

If a school permanently closes and ceases offering instruction after a student has enrolled, the student shall be entitled to a pro-rata fund of tuition. If a course is canceled after a student's enrollment, the school will provide a full refund of all monies paid. Enrollment time is defined as the period between the registration date and the date the student officially withdraws from the school. Any monies due to the applicant or student shall be refunded within 45 days of formal cancellation by the student, as defined in Item #1, or formal termination by the school, which shall occur no later than 30 days from the last day of physical attendance or, in the case of a leave of absence, the documented date of return. The transcript or certificate of completion will be withheld until all fees and charges have been paid in full..

Student Signature Required

ANY EXCEPTIONS OF THESE TERMS MUST BE APPROVED BY THE HOME OFFICE OF Versatile Barber and Beauty Academy.

Date: _____ Payment herewith:\$ _____ StudentSignature _____

Parent/Guardian Signature _____

Social Security #: _____ Drivers License #: _____

Address: _____ CITY: _____ STATE: _____ ZIP: _____

Telephone #: _____

Accepted by: _____

Authorized signature-Versatile Barber and Beauty Academy



2505 Lake Road Suite 1 Huntsville, Texas 77340

RULES & REGULATIONS

1. Hours: 8:00 to 4:00 Tue. – Fri. Check with office to see which times you are coming.
2. All students must clock their own card in & go to assigned station & start the assignments on the days, if you come early and need to study this must be cleared by the office.
3. Always keep your station neat & clean, keep all hair always sweep up, no matter what you do next. This is for everyone's safety.
4. Students must always be in dress code. If not in code you may be sent home. Black pants, black shirt, white /black tennis shoes, or black shoes closed in and not over 1 inch tall & soft rubber soles. If not sure, ask office. Fri. Is jean day.
5. All students must park in designated areas only as reserved for versatile barber and beauty academy.
6. You must have all your supplies each day, you may be asked to bring additional supplies, but you'll be given time to get them, if not you may be sent home or assigned something to do if you do not have your supplies each day.
7. Be courteous to fellow students, staff members and above all to your customers.
8. All instructions are provided by an instructor only & not a student.
9. All students will always remain at their assigned station except during lunch, break, or under the request by an school official. The classroom is for class only unless designated as lunch or break area.
10. Do not stand by front desk or dispensary, if you are doing your assignments this should not happen.
11. Students are allowed a 30-minute break at lunch and two 10-minute breaks which the instructor will call at said time. If you leave the school for any reason you must clock out and in, if you do not do this you may be dropped from the school and if VBBA finds you out of school and on the clock you may have to pay a fine and if the school gets a fine you'll pay that also and you may be dropped from VBBA if this continues to be an issue.
12. Students are not allowed to sit in dryer chairs, styling chairs, and shampoo chairs, manicure chairs or chairs at the front desk unless you have permission from an instructor or the office.
13. Raise your hand for assistance or quietly ask the instructor for assistance. Remember it is up to you to get your grades for each thing you do.
14. Students caught in idle gossip about a fellow student, staff, instructors or patrons may be suspended or terminated. Profanity will not be tolerated or physical action toward a student or teacher if you do so you may be suspended or terminated.
15. Smoking, alcoholic beverages or drugs will not be permitted or tolerated ever at VBBA person caught violating this rule will be terminated immediately.

16. Students will not argue with instructors or student instructors at any time. You will do as you are instructed & with a smile on your face.
17. No food, drinks (water or soda) are allowed in any area other than those designated. You will not consume any product unless you are on your assigned break.
18. You must follow all sanitation rules and regulations of the tdlr. And VBBA. Each day you must do all sanitation assigned to you. You must use approved supplies. This is part of your learning at VBBA and thing you must also do in your workplace after you graduate.
19. Do not be on your phones during class times or with clients.
20. Customers come first. They come for your benefit; anyone refusing to do a customer will be suspended for the day or terminated if this continues to be an issue.
21. When you are given a customer, you are only to do what you have been told to do on them, if you do more than that, then you'll pay what they should have. No shop wants someone working for them that gives away services. With customers you use the school supplies and not yours.
22. Having only your supplies at your station, all other things must be in your car or locker. Only students that ride the bus or walk to school may leave their bags in the classroom. VBBA is not responsible for your supplies.
23. Always knock first before you enter the office if they are on the phone or talking to someone please come back later
24. All students must always keep a grade of average 70 or higher in theory and practical work. If you fall below this, you'll be given extra work to bring up your grades.
25. You must inform the office of absentee & bring in dr. Notes, etc. To reenter school you must call the office if you are not coming to school and let them know when you'll be back, if you are sick stay home, call & go to the dr. Office and get a note to come back to school, if the school does not get a call from you, the office will call and check on you after 3 day of being out of school.
26. Students are required to maintain ordinary rules of conduct. If you fail to do so you will be suspended or terminated from school. The school gives 3 written warnings & then you are suspended or terminated from the school. Depending on the warnings.
27. All students are to have a final interview. If you are looking for a job we may be able to help you in finding employment. Check in the office.
28. Failure to comply with any and all rules set forth or any augmented by the school in the future will result in suspension and or termination. The school also may have you do special assignments as seen fit by the office or an instructor.
29. Grading system: a = 90 – 100 b = 80 – 89 c = 70 – 79 d = 60 – 69 f = 68 – 0 i = incomplete

I _____, A STUDENT OF VERSATILE BARBER AND BEAUTY ACADEMY, HAVE READ AND WRITTEN DO FULLY UNDERSTAND THE RULES AND REGULATIONS OF THE SCHOOL. I WILL DO MY BEST TO COMPLY WITH THE RULES AND REGULATIONS AT ALL TIMES. I ALSO UNDERSTAND THAT FAILURE TO DO SO WILL RESULT IN MY SUSPENSION AND OR TERMINATION. I ALSO UNDERSTAND THAT FROM TIME TO TIME THE RULES OF THE SCHOOL MAY CHANGE AS SEEN FIT BY THE C.E.O. OR THE DEAN OF INSTRUCTORS.

STUDENT SIGN: _____ DATE _____



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I UNDERSTAND THAT

PAYMENT OF ANY BALANCE IS DUE ON THE FIRST DAY OF SCHOOL

IF AN ALTERNATIVE PAYMENT ARRANGEMENT HAS BEEN APPROVED, ALL PAYMENTS ARE DUE AND PAYABLE ON THE FIRST DAY OF SCHOOL EACH MONTH.

ANY PAYMENT PAID LATE IS SUBJECT TO A LATE FEE OF \$15.00 PLUS \$2.00 PERD DAY UNTIL PAID

MY TIMECARD MAY BE PULLED IF I FAIL TO MAKE MY AGREED PAYMENT

YOUR TUITION PAYMENTS MUST BE PAID IN **FULL BEFORE 900 OF THE HOURS OF THE PROGRAM ARE COMPLETED.**

- I will not be allowed to clock in until all payments are current
- I can be dropped from school as a result of non-payment
- I will not be allowed to reenter school until all my payments, fees. Ect are current
- I must call the school each and every day by 9:00 am so that I will be absent from school. Texting friends or talking to other students is not acceptable; you must talk to an instructor or the school director.
- I must have documentation to prove my absence if i want it to be considered as excused.
- Students are permitted for up to 10 unexcused absences. Unexcused absences are defined as any reason without proper documentation or prior approval from the school (acceptable reasons) include doctor's notes, immediate/extended family funerals or other pre-approved circumstances)
After the 10th unexcused absence, a fee of \$50 per day will be charged for each additional unexcused absence. Late arrivals and being asked to leave or being suspended for any reason is defined as an unexcused absence and will be charged \$50 fee per day.
- I agree as per my contract to complete 30 hours per week. A minimum of 24 hours per week or minimum of 96 hours per month is required to maintain satisfactory progress. Failure to maintain satisfactory progress may result in financial aid probation, suspension and/or termination from school.
- By only attending the minimum required hours, i will not complete my course of study before my enrollment agreement ends. This will result in my having to pay the required fee each day thereafter until i complete my course. Said fees must be paid daily, failure to pay will result in my not being allowed to attend school that day, which only adds to another day's fee. There will be no exceptions to this rule.
- I must complete all my assignments, theory and practical alike.
I will be charged \$400.00 for breach of contract, if i fail to meet the terms of my enrollment agreement.
- My enrollment agreement is based on scheduled hours, not clock hours. I can have fewer hours but owe more money plus additional fees, penalties, fines.etc. All because i didn't honor my enrollment agreement.
- I must be in complete uniform as prescribed by the school at all times. Failure to comply with the prescribed dress code may result in fines, suspension and/or termination from school.
- I consider myself to be an adult. School starts at 8:00am, and 8:15 is tardy.

- I will always conduct myself on a professional level. I will come to school with a pleasant positive attitude, ready to learn as much as I can each day.
- I will apply myself and my time in a constructive manner each day so that I may gain the full benefit of my time here at versatile barber and beauty academy.
- All sanitation must be completed before I leave school each day. Failure to comply may result in suspension and/or termination from school and may result in my having to pay fine.
- If I drop from school all tuition and fees must be paid at the time I drop.
Failure to comply will result in my hours being frozen until such time that all monies due are paid in full.
- If I disappear without conducting an exit interview, I will not ever be allowed to reenter school to finish my education and training.
- Failure to comply at any level will result in a written warning along with possible suspension and/or termination. Three warnings will result in a two-week suspension. A fourth warning will result in termination from the school. Cell phones are not permitted in the school. However, in the event of an emergency, you may keep your phone vibrate in your bag next to your workstation. You may use your phone on breaks and outside the building during scheduled break times.

My signature signifies that i have read and fully understand all the above. Further, I will do my best to be in and always remain in compliance.

PRE-REGISTRATION REQUIREMENTS:

Copy of driver's license/Id
 SS card
 HS diploma/GED/ self-certification statement
 2 photos – B&W or color, head shoulders shot me looking straight ahead.

Uniform code

Top: black, black tops. Must have a sleeve – short or long, no tank tops, versatile b&ba school shirts may be worn any day. Black jackets, smocks or cover ups.
 _____ initial here.

Bottom: black bottoms. No faded black jeans, no rips or tears. No leggings.
 _____ initial here.

Shoes: tennis shoes. Must have rubber soles, be completely enclosed. No crocs, sandals, flip flops, uggs, house shoes or slippers.
 _____ initial here.

**I HAVE READ AND FULLY UNDERSTAND AND FULLY AGREE TO THE TERMS AS STATED ABOVE.
 I AM READY TO ENROLL AND BEGIN MY NEW CAREER.**

MY SIGNATURE

DATE



TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157

www.tdlr.texas.gov

COSMETOLOGY STUDENT PERMIT APPLICATION INSTRUCTIONS

DOCUMENTS SUBMITTED WITH YOUR APPLICATION WILL NOT BE RETURNED. KEEP A COPY OF YOUR COMPLETED APPLICATION, ALL ATTACHMENTS, AND YOUR CASHIER'S CHECK OR MONEY ORDER.

1. NAME – Your name must match your ID or driver license.
2. SOCIAL SECURITY NUMBER – Disclosure is required by the [Texas Family Code](#) to obtain a license. Your Social Security Number is subject to disclosure to an agency authorized to assist in the collection of child support payments. For more information regarding child support payments, contact the [Texas Attorney General](#) or call (512) 460-6000 or (800) 252-8014.
3. DATE OF BIRTH – MM/DD/YYYY
4. GENDER – Select Male or Female.
5. PHONE NUMBER – Provide a phone number where we can reach you during the day.
6. EMAIL ADDRESS – By providing your email address you agree to receive communications and required notices by email and to keep a valid email address on file.
7. MAILING ADDRESS – The address where you receive mail. This address can be a post office box. Always keep your mailing address current with the Texas Department of License and Regulation, (TDLR).
8. COSMETOLOGY SCHOOL INFORMATION – Provide name, school permit number, and address of school.
9. COURSE TYPE – Select only one.
10. ENROLLMENT DATE – Provide the date you enrolled in the cosmetology school course listed in item 9.
11. ACKNOWLEDGEMENT OF APPLICANT – Carefully read the statement before you date and sign your application.

SEND YOUR COMPLETED APPLICATION AND REQUIRED DOCUMENTS TO:

Texas Department of Licensing and Regulation
P.O. Box 12157
Austin, TX 78711-2157

Do not send cash.

For additional information and questions, please visit the [TDLR website](#) or reach Customer Service via [webform](#). The [webform](#) will allow you to submit your request for assistance and include attachments needed. You may also reach us at (800) 803-9202 [in state only], (512) 463-6599, Relay Texas-TDD: (800) 735-2989. Customer Service Representatives are available Monday through Friday (excluding holidays).

TDLR Public Information Act Policy ("Public Information Act"): This document is subject to the Public Information Act. With certain exceptions, information in this document may be made available to the public. For more information visit our [Public Information website](#).



TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157

www.tdlr.texas.gov

COSMETOLOGY STUDENT PERMIT APPLICATION

APPLICATION FEE: \$25.00 (FEE IS NON-REFUNDABLE)

PAYMENTS MUST BE IN THE FORM OF A CASHIER'S CHECK OR MONEY ORDER PAYABLE TO TDLR

ALL INFORMATION MUST BE TYPED OR PRINTED IN BLACK INK

1. Name: (As listed on your government issued ID or driver license)

Last

First

Middle

Suffix (Jr., Sr., III)

2. Do you have a Social Security Number (SSN): ☐ Yes

(See instruction sheet for disclosure information)

☐ No, I certify I have never been issued or assigned a social security number by the Social Security Administration or any other agency of the federal government of the United States of America.

3. Date of Birth:

MM/DD/YYYY

4. Gender:

☐ Male ☐ Female

5. Phone Number:

(Area Code) Phone Number

6. Mailing Address: (USED TO RECEIVE MAIL FROM TDLR)

Street Number and Name

Apt/Bldg/Ste #

City, State

Zip Code

7. Email Address:

(See instruction sheet for disclosure information)

8. Cosmetology School Information:

School Name

School Permit Number

Street Number and Name

Suite Number

City, State

Zip Code

9. Course Type: (select only one)

☐ Operator (high school program)

☐ Manicurist

☐ Hair Weaving

☐ Operator

☐ Eyelash Extension

☐ Esthetician

☐ Barber to Operator (300 hours)

☐ Manicurist/Esthetician

10. Enrollment Date:

11. ACKNOWLEDGEMENT OF APPLICANT

I certify that I will comply with all applicable laws and rules related to my licensed occupation or profession. I further certify that all information I have provided is true and correct. I understand that providing false information may result in denial of this application and/or revocation of the student permit.

Date Signed

Student Signature

Date Signed

School Representative Signature

Printed Name of School Representative