

Wisconsin Department of Safety and Professional Services

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

BARBERING OR COSMETOLOGY SCHOOLS OR SPECIALTY SCHOOL

REQUIRED CONTENTS FOR STUDENT CONTRACT

Listed below are the content requirements for the contract between a barbering and cosmetology school or specialty school and a student as stated in Wis. Admin. Code § [SPS 62.02](#).

Please submit two copies of the student contract. Write the **number** of each requirement listed below on one contract to indicate its location. You must use the corresponding number on the contract; any other markings are not acceptable.

Initial on this form each requirement as stated to verify its inclusion in the contract.

- ___ (1) Complete identifying information of both the school or specialty school and the student, including the address of the school or specialty school location and its administrative offices; and the name, local address and permanent address of the student. Other identifying information may be included.
- ___ (2) A statement of the total cost and the unit costs of the contract for which the student will be responsible, including tuition, all fees, and the charges for books, materials and equipment.
- ___ (3) A detailed statement of obligations of the school or specialty school to the student.
- ___ (4) A clear reference identifying the specific edition of the school's or specialty school's catalog or bulletin which was given to the student to provide the student with information about the school or specialty school prior to entering into the contract with the school or specialty school.
- ___ (5) The anticipated starting and ending dates for the student's course of instruction.
- ___ (6) A clear statement of the educational requirements for licensing in Wis. Stat. § [454.06](#), and any requirements for graduation from the school or specialty school which exceed the requirements for eligibility to take the state licensing examination, and whether graduation from the school or specialty school is required before the student will be allowed to take the state licensing examination.
- ___ (7) A clear, simple description of the rules, policies, regulations and laws governing the rights responsibilities of the school or specialty school and the student or enrollee in regard to any loans, financial aid, or credit extended to or on behalf of the student or enrollee by or through the school or specialty school. To the extent the details are known at the time the contract is signed, the description shall include the details of the amount of any loan, financial aid, or credit extended to or on behalf of the student or enrollee by or through the school or specialty school, and the nominal and effective interest rate, the payment terms, the default provisions, and the defenses to default, which are or may be applicable to the loan, financial aid or credit extended. When any details of an enrollee's financial aid package are not known at the time the contract is signed, the contract shall identify those details which remain to be determined, and what effect, if any, the final determination of those details will have on the enrollee's contract.

Wisconsin Department of Safety and Professional Services

- ___ (8) A clear statement of the refund policy used by the school or specialty school.
- ___ (9) A clear statement of conditions the school or specialty school considers to be breach of the contract, and a description of the possible remedies to be pursued against the student.
- ___ (10) Notice that an enrollee has the right to cancel the contract until midnight of the third business day following receipt by the enrollee of a notice of right to cancel. In this paragraph, "business day" has the meaning give under Wis. Stat. § [421.301\(6\)](#).
 - (a) The notice shall be printed in letters of not less than 12-point boldface type under the caption: **"ENROLLEE'S RIGHT TO CANCEL"** and read as follows:

You may cancel this agreement by mailing or delivering a notice (insert name and mailing address of agent of school or specialty school) before midnight of the third business day after you signed this agreement. "Business day" means any calendar day except Saturday or Sunday, and except the following business holidays: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving and Christmas. If you wish, you may use this page as that written notice by writing "I hereby cancel" and adding your name and address. A duplicate of this page is provided to you by the school for your records.

- (b) If the principal language of the enrollee is other than English, the school or specialty school shall give the enrollee written notice of the right to cancel in English and the principal language of the enrollee.
- (c) The school or specialty school shall deliver 2 copies of the notice of a right to cancel after the enrollee has signed the enrollment contract, but not before.

SIGNATURE OF PERSON PROVIDING INFORMATION

(If unable to provide a digital signature print and sign form.)

TITLE

DATE ___ / ___ / _____