

4713-3-13

School contract requirements.

Prior to the first day of class, the institution, shall obtain a fully-executed written contract, or enrollment agreement for each prospective student, which at a minimum contains:

- (A) Legal name and address of the school.
- (B) Obligations of the school and student.
- (C) Program length, name and starting date.
- (D) Full cost of the program including tuition, books, supplies, fees and other additional costs.
- (E) Payment terms.
- (F) Refund policy.
- (G) The school's cancellation and settlement policy including notification that the enrollment agreement may be canceled by submitting written notice within three business days pursuant to rule 4713-3-11 of the Administrative Code.
- (H) Number of clock hours in the program including the number of weeks or months necessary to complete the program.
- (I) Signature of applicant and institution designee and date signed.
- (J) Notice to student concerning their ability to file a complaint with the state ~~board of~~ cosmetology and barber board. This notice shall includinginclude the board's address and telephone number.