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## Barber School License Application Required Information

### A.A.C. R4-10-302 Application for a License to Operate a Barber School:

- The applicant's name, full mailing, physical, and email addresses, federal tax identification number, and telephone number;
- If the applicant is a partnership, each partner's name, address, and identification of whether each is a limited or general partner;
- If the applicant is a corporation, the state of incorporation and name, title, and address of at least two officers of the corporation and the statutory agent;
- If the applicant is a limited liability company, the name and address of each member, manager, and statutory agent;
- If the applicant is an Arizona school district or community college:
  - Office address of the school district or community college, and
  - Number of the school district and name of the superintendent, or
  - Name of the community college dean;
- Documentation specified under A.R.S. § 411080(A) that the presence in the U.S. of all individuals owning at least 10 percent of the applicant is authorized under federal law;
- The name and Board-issued license number of the instructor in charge of the school;
- If a change of ownership, the date the applicant will be assuming ownership;
- If a change of location, both the old and new physical addresses of the school;
- If a new school, the scheduled date for opening the school; and
- A Certificate of Good Standing from the Arizona Corporation Commission, if applicable
- A signed statement that the school has the equipment required by statute and rule;
- An unexecuted student-school contract form, as required under R4-10-305;
- An operating schedule that includes the hours of each day and each day of a calendar week during which the school will be open for instruction;
- A proposed schedule of courses to be taught at the school;
- The name, address, email address, and telephone number of a bonding company, as required under A.R.S. § 32325(C) or 32-551, as applicable, and a copy of the bond;
- A copy of all school policies and procedures;
- A school catalog that contains the information required under A.R.S. § 32-559 and:
  - The number of days during course enrollment necessary to complete the course hours;
  - The days and hours of operation, vacation periods, and holidays;
  - Policies regarding leaves of absence, refunds, and vacation approval for students.