



Claim Form

Table with 3 columns: YOUR CLAIM FORM MUST BE SUBMITTED ON OR BEFORE NOVEMBER 24, 2023; Eberline v. Douglas J. Holdings c/o Kroll Settlement Administration LLC; FOR OFFICE USE ONLY

To receive a payment, you must submit your claim online by November 24, 2023 at www.CosmetologySchoolSettlement.com, OR complete and mail this Claim Form to the Settlement Administrator, postmarked by November 24, 2023.

You may submit a claim for a settlement payment if you were a student who attended Defendant Douglas J. Institute, Inc.'s cosmetology programs in Michigan and participated in the Alpha, Beta, Gamma, and/or Salon Life courses between 2012 and 2022 and if you have not opted out of the Class.

TO SUBMIT A CLAIM FOR PAYMENT:

- 1. Complete all sections of this Claim Form.
2. Print and sign the Claim Form.
3. Submit the completed Claim Form and IRS Forms (if applicable) to the Settlement Administrator by November 24, 2023.

This Claim Form should only be used if it is being mailed and you are not filing a claim online. You may go to www.CosmetologySchoolSettlement.com to submit your claim online immediately, or you may submit this Claim Form by mail to the address at the top of this form and it will be processed.

I. SETTLEMENT CLASS MEMBER INFORMATION

*Class Member ID: 71080

Your Class Member ID can be found on the Email Notice or Postcard Notice you received informing you about the Settlement. If you need additional help locating this ID or if you need to obtain a Class Member ID, please contact the Settlement Administrator at the contact section of the Settlement website, www.CosmetologySchoolSettlement.com.

*First Name MI *Last Name

*Mailing Address: Street Address/P.O. Box

Mailing Address 2: Apartment/Suite/Floor Number

*City *State *Zip Code Zip4 (Optional)

*Current Email Address @ () *Current Phone Number

I understand that the Settlement Administrator may email or call me in connection with this Settlement.

*Last Four Digits of Social Security Number





II. PAYMENT ELIGIBILITY INFORMATION

Settlement Class Members who file a valid claim will be eligible to receive payment based on their enrollment status, enrollment period and work time. All information provided will be confirmed against Defendants’ records.

1. Check the appropriate box below to indicate whether you were a Full-time Student or a Part-time Student.

- I was enrolled primarily as a Full-time Student. I was enrolled primarily as a Part-time Student.

III. HOURS SPENT ON WORK

2. During your enrollment at Douglas J, were you required to do laundry during your time at the school?

- Yes No

If you answered ‘No’ to question 2, please proceed to question 3. If you answered ‘Yes’ to question 2, please answer the following: **How many hours per week on average do you estimate that you spent doing required laundry and related activities (e.g., doing laundry, folding towels, restocking towels, etc.) during the time you were enrolled in the Alpha, Beta, Gamma, and/or Salon Life courses? (Select one and only one box below, as applicable)**

As a Full-time Student:

- Less than 1 hour
- 1-2 hours
- More than 2 hours

As a Part-time Student:

- Less than 45 minutes
- 45 minutes- 1.5 hours
- More than 1.5 hours

3. During your enrollment at Douglas J, were you required to assist with general cleaning tasks during your time at the school?

Please note general cleaning tasks do not include cleaning your assigned work station, cleaning your own tools, and cleaning up areas that you used to provide services to a guest. Instead, general cleaning tasks include activities such as:

- sweeping or mopping floors away from the area around your work station;
- cleaning and wiping down the glass doors and windows;
- cleaning and wiping sinks or mirrors other than at your work station;
- cleaning and wiping down counters or cabinet faces other than after you provided services to a guest;
- cleaning and wiping down walls;
- cleaning the face and wheels of carts other than yours;
- cleaning and wiping down bottles in the shampoo area;
- restocking products such as shampoo and conditioner in the back bar;
- cleaning bowls, brushes or other equipment in the color area other than after you provided services to a guest;
- cleaning throughout the student break room;
- cleaning and wiping down classroom desks, blackboards or whiteboards;
- picking up trash in the classrooms, etc.

- Yes No

If you answered ‘No’ to question 3, please proceed to question 4. If you answered ‘Yes’ to question 3, please answer the following: **How many hours per week on average do you estimate that you spent doing required general cleaning tasks as described above during the time you were enrolled in the Alpha, Beta, Gamma, and/or Salon Life courses? (Select one and only one box below, as applicable)**

As a Full-time Student:

- Less than 1 hour
- 1-2 hours
- 2-3 hours
- 3-4 hours
- More than 4 hours

As a Part-time Student:

- Less than 45 minutes
- 45 minutes - 1.5 hours
- 1.5 hours - 2 hours
- 2 - 3 hours
- More than 3 hours





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4. During your enrollment at Douglas J, were you required to engage in any product restocking activities or product sales tasks during your time at the school?

Yes No

If you answered 'No' to question 4, please proceed to question 5. If you answered 'Yes' to question 4, please answer the following: **How many hours per week on average do you estimate that you spent doing product sales activities during the time you were enrolled in the Alpha, Beta, Gamma, and/or Salon Life courses?** (Select one and only one box below, as applicable.)

As a Full-time Student:

- Less than 1 hour
- 1-2 hours
- More than 2 hours

As a Part-time Student:

- Less than 45 minutes
- 45 minutes - 1.5 hours
- More than 1.5 hours

5. If you answered 'No' to question nos. 2, 3 and 4, you may skip this question. If you answered "Yes" to question numbers 2, 3, or 4, then please answer the following question:

Were you eligible to work in the United States during the time that you were enrolled as a student at Douglas J.? (Please note that your answer to this question is only being used for the purposes of this Settlement and not for any other purpose. Additionally, you are still entitled to payment even if you were ineligible to work in the United States at the time of your enrollment, however taxes will be withheld as required by law).

Yes No

IV. SIGN AND DATE YOUR CLAIM FORM

I declare under the penalty of perjury that all the above information is true and correct to the best of my knowledge.

Signature

____ / ____ / ____
Date (mm/dd/yyyy)

Print Name

Please keep a copy of your completed Claim Form for your records.

If you are submitting your Claim Form by mail, send the completed form to the Settlement Administrator at:

Eberline v. Douglas J. Holdings
c/o Kroll Settlement Administration LLC
P.O. Box 225391
New York, NY 10150-5391

It is your responsibility to notify the Settlement Administrator of any changes to your contact information after you submit your claim. You can also update your contact information on the Contact page at the Settlement website, www.CosmetologySchoolSettlement.com.



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