



BIG ISLAND BEAUTY ACADEMY

Knowledge is Beautiful

Student Enrollment Application

FIRST NAME

MIDDLE INITIAL

LAST NAME

ADDRESS

CITY

STATE

ZIP CODE

Female Male

BIRTHDATE

AGE

SEX

PHONE NUMBER

CELL PHONE CARRIER

EMAIL ADDRESS

DRIVER'S LICENSE NUMBER

SOCIAL SECURITY NUMBER

Yes No

Yes No

U.S. CITIZEN

VETERAN

RACE

HIGH SCHOOL GRADUATION DATE

MARITAL STATUS

(Copy of Diploma or GED Required with Application)

No Yes:

HAVE YOU BEEN CONVICTED OF A FELONY IN THE LAST 5 YEARS?

No Yes:

DO YOU HAVE ANY LEARNING DISABILITIES/MENTAL DIAGNOSES THAT MAY CREATE TEACHING CHALLENGES?

No Yes:

IS THERE ANYONE WE SHOULD THANK FOR YOUR ENROLLMENT?

74-5599 Luhia St. Suite F1, Kailua-Kona, HI 96740

Phone: (808) 329-6447 • Fax: (808) 329-6449

apply@bigislandbeautyacademy.com



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COURSE SELECTION & SCHEDULE

PROGRAM START DATE

ACCEPTED GRADUATION WINDOW

Unless otherwise agreed upon in writing, all full-time students will attend class Thursday–Saturday 8:00am–5:30pm. All students must take a 30 minute break and no student can receive more than 7 hours per day and 35 hours per week.

PROGRAMS TO BE COMPLETED:

Cosmetology
1800 Hours = 52 Weeks = 12 Months
Students are given 180 hours (5 weeks) additional time to complete the program at no additional cost. This is known as the Max Time to Graduate — 57 weeks.

Hairdressing
1250 Hours = 36 Weeks = 9 Months
Students are given 125 hours (4 weeks) additional time to complete the program at no additional cost. This is known as the Max Time to Graduate — 10 months.

Esthetics
600 Hours = 17 Weeks = 4 Months + 1 Week
Students are given 60 hours (1.7 weeks) additional time to complete the program at no additional cost. This is known as the Max Time to Graduate — 18.7 weeks.

Nail Technology
350 Hours = 10 Weeks = 2.5 Months
Students are given 35 hours (1 week) additional time to complete the program at no additional cost. This is known as the Max Time to Graduate — 11 weeks.

Beauty Instructor
600 Hours

Note on our School Calendar: We are closed for two weeks over the holidays (exact time varies); the first two weeks in June; Thursday–Saturday (3 days) over Thanksgiving; and Ironman Saturday. These 24 days do not count against your Max Time to Graduate, but must be considered when figuring true graduation dates. Your specific program start date will determine to what extent you are affected by school closures.

Are there any special arrangements that BIBA is making with the student, hours or schedule?

TRANSFER STUDENTS: **Transfer/Re-Entry**

How many hours accepted from previous school's official transcript? _____

How many hours contracted with Big Island Beauty Academy, LLC? _____

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Enrollment Agreement & Payment Terms

ENROLLMENT AGREEMENT

Please initial next to each item on the agreement.

- _____ 1. I have received the refund policy and it has been explained to me in detail. I understand that, unless I've paid for the entire course up front, there will be no refunds. I fully understand that if I choose to terminate my attendance for any reason, there will be no refunds. I understand the refund schedule is designed by NACCAS and is based on scheduled time. If a refund is due a student, Big Island Beauty Academy has 45 days to make payment.
- _____ 2. If I cancel the contract within three business days of signing, but prior to entering class, I'm entitled to a full refund minus the application and registration fees.
- _____ 3. I understand once I've accepted and received my books and kit, under no circumstances will I be refunded for them. If any items have been back-ordered, they will be made available to me when received by Big Island Beauty Academy.
- _____ 4. There will be \$150.00 charge for early withdrawal, leave of absence in excess of one month, or to change chosen course.
- _____ 5. I understand that if I do not enroll, and have not paid my deposit for kits and books 21 days prior to commencement of class, my items may arrive after the first day of class. It is my responsibility to make up time due to books/kits late arrival.
- _____ 6. I understand and agree that I am welcome at Big Island Beauty Academy only as long as they welcome me here. If for any reason they deem my attendance not in the best interest of the school, they can terminate my enrollment immediately.
- _____ 7. I have downloaded and read the catalog for my chosen course. All questions have been answered to my satisfaction.
- _____ 8. I agree and understand that I'm given 10% additional time to complete my chosen course. If I exceed that time frame, I may be charged \$15.00 per hour make up time.
- _____ 9. I understand that the school may, at its option, and without notice, prevent any student from attending class until any applicable, unpaid balance, or payments are satisfied.
- _____ 10. I understand that I am obligated to complete all services asked of me as they fall under my chosen field.
- _____ 11. I understand that if I no call/no show for six consecutive scheduled days (Thursday, Friday, Saturday), I may be un-enrolled. Re-enrollment requests will be in writing and at the sole discretion of management and at a cost of \$150.00.
- _____ 12. I understand that further obligations and requirements are outlined in the catalog, and it is my responsibility to familiarize myself with them.

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Enrollment Agreement & Payment Terms, Continued

PAYMENT TERMS

Student and Sponsor (if applicable) agree to pay Big Island Beauty Academy, the tuition and fees for the program selected per the approved payment plan stated below.

The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance or payments are satisfied.

School will charge additional tuition for hours remaining after the contract end date, or any part thereof, at the current rate per course hour, payable in advance until graduation.

The school will charge a Re-Entry Fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$200. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply.

Applications will NOT be considered without full payment of the Application Fee (\$75) and Registration Fee (\$125). These fees are non-refundable, and secure your spot in the course. Refer to the Course Fee Schedules for additional tuition costs applicable to each course.

The school reserves the right to change start dates based on class enrollment, staff availability, and other considerations.

TUITION FEES

Registration Fee:	\$ _____
Books/Kit:	\$ _____
Tuition Fees:	\$ _____
Miscellaneous:	\$ _____
Total Course Costs:	\$ _____
Less Deposit:	\$ _____
Balance Due:	\$ _____

PAYMENT PLAN FOR BALANCE DUE

Monthly Payment:	\$ _____
Number of Months:	_____

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Enrollment Agreement & Payment Terms, Continued

This Agreement constitutes a binding contract between the student and Big Island Beauty Academy, once signed by all applicable parties and upon acceptance by the school.

By signing below, you certify that you have read all pages. You will receive an exact copy of the signed contract. Keep it to protect your rights.

Acknowledgment:

My signature below certifies that I have read, understand, and agree to comply with its contents, and that the institution’s cancellation and refund policies have been clearly explained to me. I have received a copy of this fully executed agreement.

STUDENT SIGNATURE	DATE
GUARDIAN/SPONSOR SIGNATURE	DATE
SCHOOL OFFICIAL SIGNATURE	DATE

FOR OFFICE USE ONLY

- | | |
|----------------------------------|------------------------------------|
| _____ Application Complete | _____ Kit Fee Collected |
| _____ Copy of DL | _____ Book & Uniform Fee Collected |
| _____ Copy of Diploma/GED | _____ First Payment Collected |
| _____ Registration Fee Collected | |
| _____ Application Fee Collected | |

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Cosmetology Course

TUITION BREAKDOWN

Application Fee	\$75.00
Registration Fee	\$125.00
Books & MindTap Fee	\$600.00
Kit Fee	\$2,950.00
Tuition	\$17,910.00
Subtotal	\$21,660.00
Tax (4.172%)	\$1,020.62
Cosmetology Program Total Cost	\$22,680.62

PAYMENT IN FULL

Save **5%** or **\$1,134.03** when you pay for the full program up front. This reduces the total program cost to **\$21,546.59**.

MONTHLY PAYMENT PLAN

With our monthly payment plan, the Tuition cost is divided into **12 monthly payments**.

Payment for Application and Registration Fees, Books, Kit, and the first of 12 monthly installments is due three weeks prior to commencement of program. Monthly tuition payments are due on the 15th of each month.

	<i>Subtotal</i>	<i>Tax</i>	<i>Total</i>
Total Due Prior to Commencement of Program	\$5,242.50	\$247.03	\$5,489.53
Monthly Tuition Payment	\$1,492.50	\$70.33	\$1,562.83

There is a 3% surcharge for all credit card payments.

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Hairdressing Course

TUITION BREAKDOWN

Application Fee	\$75.00
Registration Fee	\$125.00
Books & MindTap Fee	\$600.00
Kit Fee	\$2,500.00
Tuition	\$13,500.00
Subtotal	\$16,800.00
Tax (4.172%)	\$791.62
Hairdressing Program Total Cost	\$17,591.62

PAYMENT IN FULL

Save **5%** or **\$879.58** when you pay for the full course up front. This reduces the total program cost to **\$16,712.04**.

MONTHLY PAYMENT PLAN

With our monthly payment plan, the Tuition cost is divided into **10 monthly payments**.

Payment for Application and Registration Fees, Books, Kit, and the first of 10 monthly installments is due three weeks prior to commencement of program. Monthly tuition payments are due on the 15th of each month.

	<i>Subtotal</i>	<i>Tax</i>	<i>Total</i>
Total Due Prior to Commencement of Program	\$4,650.00	\$219.11	\$4,869.11
Monthly Tuition Payment	\$1,350.00	\$63.61	\$1,413.61

There is a 3% surcharge for all credit card payments.

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Esthetics Course

TUITION BREAKDOWN

Application Fee	\$75.00
Registration Fee	\$125.00
Books & MindTap Fee	\$600.00
Kit Fee	\$1,725.00
Tuition	\$6,525.00
Subtotal	\$9,050.00
Tax (4.172%)	\$426.44
Esthetics Program Total Cost	\$9,476.44

PAYMENT IN FULL

Save **5%** or **\$473.82** when you pay for the full course up front. This reduces the total program cost to **\$9,002.61**.

MONTHLY PAYMENT PLAN

With our monthly payment plan, the Tuition cost is divided into **4 monthly payments**.

Payment for Application and Registration Fees, Books, Kit, and the first of 4 monthly installments is due three weeks prior to commencement of program. Monthly tuition payments are due on the 15th of each month.

	<i>Subtotal</i>	<i>Tax</i>	<i>Total</i>
Total Due Prior to Commencement of Program	\$4,156.25	\$195.84	\$4,352.09
Monthly Tuition Payment	\$1,631.25	\$76.86	\$1,708.11

There is a 3% surcharge for all credit card payments.

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Nail Technology Course

TUITION BREAKDOWN

Application Fee	\$75.00
Registration Fee	\$125.00
Books & MindTap Fee	\$600.00
Kit Fee	\$1,205.00
Tuition	\$3,800.00
Subtotal	\$5,805.00
Tax (4.172%)	\$273.53
Nail Technology Program Total Cost	\$6,078.53

PAYMENT IN FULL

Save **5%** or **\$303.93** when you pay for the full course up front. This reduces the total program cost to **\$5,774.61**.

MONTHLY PAYMENT PLAN

With our monthly payment plan, the Tuition cost is divided into **3 monthly payments**.

Payment for Application and Registration Fees, Books, Kit, and the first of 3 monthly installments is due three weeks prior to commencement of program. Monthly tuition payments are due on the 15th of each month.

	<i>Subtotal</i>	<i>Tax</i>	<i>Total</i>
Total Due Prior to Commencement of Program	\$3,271.67	\$154.16	\$3,425.83
Monthly Tuition Payment	\$1,266.67	\$59.69	\$1,326.35

There is a 3% surcharge for all credit card payments.

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Bank Transfer Authorization Form

I authorize Big Island Beauty Academy, LLC to electronically debit my bank account according to the terms outlined below. I acknowledge that electronic debits against my account must comply with United States law.

TERMS OF BILLING

- One time on _____ for the amount of \$ _____
- Monthly starting _____ through _____ for the amount of \$ _____

PREFERRED DATE FOR MONTHLY ELECTRONIC DEBIT:

- Withdrawal on the 1st of each month
- Withdrawal on the 15th of each month

CUSTOMER BANK ACCOUNT INFORMATION

ROUTING NUMBER

ACCOUNT NUMBER

ACCOUNT TYPE:

- Checking Savings
- Consumer Business

AGREEMENT

This payment authorization is to remain in effect until I, _____, notify Big Island Beauty Academy, LLC of its cancellation by giving written notice in enough time for the business and receiving financial institution to have a reasonable opportunity to act on it.

CUSTOMER SIGNATURE

CUSTOMER PRINTED NAME

DATE

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Credit Card Authorization Form

Please complete all fields. You may cancel this authorization at any time by contacting us.
This authorization will remain in effect until cancelled.

TERMS OF BILLING

One time on _____ for the amount of \$ _____

Monthly starting _____ through _____ for the amount of \$ _____

PREFERRED DATE FOR MONTHLY ELECTRONIC DEBIT:

Withdrawal on the 1st of each month

Withdrawal on the 15th of each month

CREDIT CARD INFORMATION

CARD TYPE: MasterCard VISA Discover AMEX

Other: _____

CARD NUMBER

EXPIRATION DATE

CVV CODE

CARDHOLDER NAME *(as shown on card)*

BILLING ZIP CODE

AGREEMENT

I, _____, authorize Big Island Beauty Academy, LLC to charge my credit card above for agreed upon purchases. I understand that my information will be saved to file for future transactions on my account.

CUSTOMER SIGNATURE

CUSTOMER PRINTED NAME

DATE

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