



## ENROLLMENT AGREEMENT

Student Name \_\_\_\_\_ Age \_\_\_\_\_ Birth Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email: \_\_\_\_\_ SS # \_\_\_\_\_ Veteran: \_\_ Yes \_\_ No

Driver's License/State ID# \_\_\_\_\_ U.S. Citizen \_\_ Yes \_\_ No HS Grad Date: \_\_\_\_\_

Cosmetology - 1500 Hours \_\_\_\_\_ Esthetics – 600 Hours \_\_\_\_\_

Hairdressing - 1250 Hours \_\_\_\_\_ Nail Technology – 350 Hours \_\_\_\_\_

Beauty Instructor - 600 Hours \_\_\_\_\_ Transfer/Re-Entry Student – Hours Transferred: \_\_\_\_\_  
Hours Needed: \_\_\_\_\_

### **Schedule:**

Student is scheduled to complete a total of 35 hours per week. The first four weeks are 26 hours at home with 9 hours on Wednesdays at School. From the fifth week there are 9 hours at home and Thursday-Saturday at school.

Course Start Date: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_ Max Graduation Date: \_\_\_\_\_

### **Contract Costs and Payment Terms:**

Student and Guardian/Sponsor (if applicable) agree to pay the schools tuition and fees for the program selected according to 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. Big Island Beauty Academy will charge additional tuition for hours remaining once the maximum time-frame has been exceeded at the rate of \$250 per week or any part thereof, payable in advance until graduation. The school may charge a \$10.00 transcript fee for transcript requests. The school will charge a non-refundable application and registration fee for students enrolling or transferring to the school of \$200.00. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$150. 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. Methods of payment include full payment at time of signing the Enrollment Agreement. Registration and book fees paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest (if applicable).

## COURSE BREAKDOWN

- 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.
- 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.
- Beauty Instructor** - 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.
- 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.
- 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.

Program	Total Hours	Reg. & App. Fee (non-refundable)	Books & MindTap Fee	Kit	Tuition	Subtotal	Tax	TOTAL
Cosmetology	1800	\$200	\$600	\$2,950	\$17,910	\$21,660	\$1,020.62	\$22,680.62
Hairdressing	1250	\$200	\$600	\$2,500	\$13,500	\$16,800	\$791.62	\$17,591.62
Esthetics	600	\$200	\$600	\$1,725	\$6,525	\$9,050	\$426.44	\$9,476.44
Beauty Instructor	600	\$200	\$600	\$0.00	\$6,525	\$7,325	\$345.15	\$7,670.15
Nail Tech	350	\$200	\$600	\$1,205	\$3,800	\$5,805	\$273.53	\$6,078.53

### FOR OFFICE USE ONLY:

Registration Fee: & Application Fee	\$200.00 (non-refundable)	Less Deposit: \$ _____
Books/MindTap:	\$600.00	Balance Due: \$ _____
Kit:	\$ _____	
Tuition:	\$ _____	<b>Payment Plan for Balance Due</b>
Sub-Total:	\$ _____	Monthly Payment: \$ _____
Tax (4.712%)	\$ _____	Total Months: _____
Total	\$ _____	Payment Start Date: _____
Discount (if applicable)	\$ _____	Payment End Date: _____
Total Due School	\$ _____	

*There is a \$50 Charge for all returned payments (no matter the reason)*

*There is a 3% processing fee for all credit card payments*

## GENERAL TERMS OF AGREEMENT

### **Big Island Beauty Academy:**

- Shall provide programs of study that meets minimum curriculum requirements as prescribed by the state regulatory agency.
- Is responsible for the achievement of expected and acceptable outcomes, at both the institutional and programmatic levels, regardless of the mode of educational delivery.
- May change kit contents, textbooks, dress code, curriculum format, teaching materials or educational methods at its discretion.
- Will grant a Certificate of Achievement and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination with a minimum score of 75%; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.
- Will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview and made satisfactory arrangements for debts owed the school as approved by the School.
- Will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is *not guaranteed*.
- Will maintain records of enrolled students in accordance with federal and state laws and accreditation requirements.
- May terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

### **Student:**

- Agrees to pay applicable school and state fees and provide all required registration paperwork in a timely manner.
- Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to provide all financial aid documents, if applicable, in the designated time frame.
- Agrees to comply with the school's dress code at all times and project a professional image representative of the cosmetology and image industry.
- Agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of the school.
- Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.
- Understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.

## Please initial 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 registration fee.
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 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. \_\_\_\_\_ If I am under an installment payment plan and a payment is returned/denied for any reason, I will be charged a \$50.00 fee.
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 \$250.00 per week 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. I have received the catalog and it is my responsibility to familiarize myself with its contents. I also understand the catalog is also available on-line.

## REFUND POLICY – NOTICE OF CANCELLATION

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$200.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 1, 2, 3 or 4, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

**For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies.**

**All refunds are based on scheduled hours:**

<u>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM</u>	<u>TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</u>
0.01% to 04.9%	20%
5% to 09.9%	30%
10%to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school or provide completion of the course or participate in a Teach-Out Agreement or provide a full refund of all monies paid.

- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

\*The School is not currently eligible to participate in federal Title IV Financial Aid Programs

This 6-page Agreement constitutes a binding contract between the student and the school when 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. The school reserves the right to change start dates based on class enrollment, staff availability and other considerations.

This document supersedes all other printed/published information.

**ACKNOWLEDGEMENT:** 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 (if applicable)	Date
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Accepted by School Official	Date
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