



BIG ISLAND BEAUTY ACADEMY ENROLLMENT AGREEMENT

Student Legal Name: _____ Age: _____
 Soc. Security # _____ Birth Date: _____ HS Graduation Date: _____
 Complete Mailing Address: _____
 Phone: _____ Email: _____
 Contract Start Date: _____ Contract End Date: _____
Class Start Date Scheduled Graduation Date

Big Island Beauty Academy offers full-time courses only. DE = Distance Education

- _____ Cosmetology Course – 1800 Hours (DE 25%)
- _____ Hairdressing Course – 1250 Hours (DE 25%)
- _____ Esthetics Course – 600 Hours (DE 25%)
- _____ Nail Technician Course – 350 Hours (DE 25%)
- _____ Instructor Training Course – 600 Hours (No DE Hours)

Transfer/Re-Entry Hours Accepted: _____ Hours Contracted with the Institution: _____
 Number of Weeks to Complete Hours Contracted: _____
 Maximum Graduation Date _____ Once exceeding this date, a fee of \$250.00 per week will accrue.

Schedule: Student is scheduled a total of 32 hours weekly, with 8 of those hours as distance education hours. Student understands that the three days a week they are required to be at school, they are here all day from 8:00am – 4:30pm and are given a half hour lunch which they must clock out for.

Application Fee (non-refundable): \$ 100.00
 Registration Fee: \$ 100.00
 CIMA Seat/Books: \$ 475.00
 Transfer or Re-Entry Fee: \$ _____
 Kit: \$ _____
 Tuition: \$ _____
 Other (State Tax 4.712%): \$ _____
Total Tuition & Fees: \$ _____
 Discount Applied: \$ _____
 Balance Owed: \$ _____
 Initial Deposit: \$ _____
 Balance Due: \$ _____

Payment Plan for Balance Due:

Monthly Payment: \$ _____
 Payments Due the 15th of each month.
 Starting: _____
 Ending: _____

Program	Total Hours	Application Fee (non-refundable)	Registration Fee	CIMA Seat/Books (Milady online curriculum)	Kit	Tuition	Subtotal	Tax (4.712%)	TOTAL COST
Cosmetology Course	1800	\$100	\$100	\$475	\$3,075	\$17,910	\$21,660	\$1,020.62	\$22,680.62
Hairdressing Course	1250	\$100	\$100	\$475	\$2,500	\$13,625	\$16,800	\$791.62	\$17,591.62
Esthetics Course	600	\$100	\$100	\$475	\$1,725	\$7,075	\$9,475	\$446.46	\$9,921.46
Instructor Training Course	600	\$100	\$100	\$475	\$0.00	\$6,650	\$7,325	\$345.15	\$7,670.15
Nail Technician Course	350	\$100	\$100	\$475	\$1,205	\$3,925	\$5,805	\$273.53	\$6,078.53

Payment may be made by personal check, account transfer, money order, cashier's check or credit card (a 3% charge is added to all credit card payments)

NOTE: Once a student is in receipt of their Kit and Books, they accept full ownership and no refund is given should they decide to withdrawal for any reason.

Miscellaneous Fees - the following fees shall apply and be payable by personal check, money order or cash. All of the below fee's are non-refundable.

- | | |
|---|------------------------------|
| ○ Accounts 30 days past due | Interest of 24% Annually |
| ○ Accounts 60 days past due | Will be sent to collections* |
| ○ Payments returned for NSF (for any reason) | \$50.00 |
| ○ Student ID replacement | \$20.00 |
| ○ Exceed Max Time to Graduate (per week or a portion thereof) | \$250.00 |
| ○ Termination Fee | \$150.00 |
| ○ Re-Entry fee | \$150.00 |

*If a student's account is required to be turned over to a collection agency for collections due to delinquent payments such student shall be responsible for any fees or expenses charged by the collection agency in addition to the base tuition and fees.

CONTRACT COST & PAYMENT TERMS

Student agrees to pay Big Island Beauty Academy, the full cost, plus any additional fees that may occur, for the program selected. If the student is under the age of 18 years old, parent or guardian must sign the contract and agree to financial responsibility. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance and/or payments are satisfied. School will charge additional tuition for hours remaining after the contract exceeds its maximum time frame at the rate of \$250 per week, or any part thereof. The school may charge a \$10.00 fee for additional transcript copy requests. The school will charge a transfer fee to any student transferring to the school of \$150.00. The school will charge a re-entry fee of \$150.00 to students who have withdrawn and wish to re-enter. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who are permitted to re-enroll.

Transcripts and Certificate of Completion will be withheld from student until all financial obligations have been met (unless previously agreed upon).

GENERAL TERMS OF AGREEMENT

Big Island Beauty Academy:

- Shall provide programs of study that meets or exceeds minimum curriculum requirements as prescribed by the Department of Commerce & Consumer Affairs.
- May change kit contents, textbooks, dress code, curriculum format, teaching materials or educational methods at its discretion.
- Requires students to maintain a grade average of 75%.
- Will grant a Certificate of Achievement at graduation 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; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and have satisfied all debts.
- 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 satisfied all debts.
- Will assist graduates in finding suitable employment by posting area employment opportunities and teaching a Business Skills classes, but placement is *not guaranteed*.
- 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.
- Big Island Beauty Academy has a zero-tolerance policy for the use of drugs or alcohol on school property or being under the influence while in school.

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 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.

REFUND POLICY – NOTICE OF CANCELLATION

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course cancellation, or school closure.

Refund calculations and any monies due the applicant or students shall be completed within 45 calendar days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1 _____ An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid, except a non-refundable application fee of \$100.

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 except a non-refundable application fee of \$100, 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 except a non-refundable application fee of \$100 and the registration fee in the amount of \$100.

4 _____ The student must notify 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 2, 3, 4 or 5, 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.

8 _____ 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:

9 _____ Once a student is in receipt of his/her course kit and books they take full ownership and no refund is given should they withdrawal for any reason.

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
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 calendar 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 the course is canceled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall at its option provide:
 - a full refund of all monies paid OR
 - completion of the course
- If the school cancels a course/program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option 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
- If permanently closed and ceases to offer instruction after students have enrolled, and instruction has begun, the school will provide:
 - a pro rata refund of tuition to the student OR
 - participate in a Teach Out Agreement
- Students who withdraw or terminate prior to course completion are charged a termination 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, shirts, 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.

*Big Island Beauty Academy is not currently eligible to participate in Federal Title IV Financial Aid Programs

GRADUATION REQUIREMENTS

In order for a student to be eligible for graduation the following requirements must be met:

1. Big Island Beauty Academy and The State of Hawaii require the completion of the following hours per course:

○ Nail Technician Course...	350 Hours
○ Esthetics Course...	600 Hours
○ Instructor Training Course...	600 Hours
○ Hairdressing Course...	1250 Hours
○ Cosmetology Course...	1800 Hours
2. Students must maintain a GPA of 75% or greater
3. Students must pass a final written exam with a score of 75% or greater
4. Students must pass a final practical exam with a score of 75% or greater
5. Prior to graduation all workbooks, skill sheets and assignments must be completed and reviewed by an instructor

Big Island Beauty Academy will not release any official graduation paperwork to students prior to payment of all sums owed to the school (unless previously agreed upon). Upon completion of the above requirements, graduates will participate in an exit interview where they will receive their Certificate of Achievement and an Official Transcript. At this time staff will assist the student with completing the packet necessary to apply with the DCCA for scheduling of the State exam.

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 contract start dates based on class enrollment, staff availability and other considerations.

ACKNOWLEDGEMENT: My signature below certifies that I have read, understand, and agree to comply with this Enrollment Agreement, its contents, and that the institution's graduation requirements as well as the cancellation and refund policies have been clearly explained to me. I have received a copy of this fully executed agreement.

Student Signature _____ Date _____

Parent/Guardian (if student is under 18) _____ Date _____

Accepted by School Official _____ Date _____