

## ENROLLMENT CONTRACT

Student Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Primary #: \_\_\_\_\_ Alternate #: \_\_\_\_\_  
Emergency Contact Person: \_\_\_\_\_ Emergency Number: \_\_\_\_\_

### Program:

- ☐ Aesthetics (600-Hours)  
☐ Instructor (350-Hours)

\_\_\_\_\_ DAY SCHEDULE (37.5 Hours Per Week: *Tues-Sat 8:30am – 4:30pm*)

\_\_\_\_\_ NIGHT SCHEDULE (18 Hours Per Week: *Tues-Fri 5:00pm – 9:30pm*)

Transfer/Re-Entry Hours Accepted \_\_\_\_\_ Hours Contracted with the Institution \_\_\_\_\_  
Number of Weeks to Complete Hours Contracted \_\_\_\_\_

CONTRACT START DATE \_\_\_\_\_ CONTRACT GRADUATION DATE \_\_\_\_\_

### TUITION AND FEE SCHEDULES:

Books/Kit:	\$ _____	Payment Plan for	
Tuition*:	\$ _____	Balance Due	
Total:	\$ _____	Monthly Payment:	\$ _____
Less Down Payment:	\$ _____	Payments Due On:	_____
Balance Due:	\$ _____		

*\*Please note that a \$2,000 down payment is required at the time of enrollment, and Books & Kit are non-refundable once distributed*

Methods of payment include full payment at time of signing the Enrollment Agreement, or as designated on the Installment Agreement, or through the disbursement of an outside lender: All payments are to be made to The Skin and Makeup Institute of Arizona. Acceptable methods of payment are cash, check, credit card, and money order. Students are responsible for paying the total tuition and fees.

### GENERAL TERMS OF AGREEMENT

#### School:

- Shall provide programs of study that meets minimum curriculum requirements as prescribed by the Arizona State Board of Cosmetology.
- May change kit contents, textbooks, dress code, curriculum format, teaching materials or educational methods at its discretion.
- 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.

#### 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 beauty 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.

#### ETPL / WIOA:

If a student's tuition is funded in whole or in part by Workforce Innovation and Opportunity Act (WIOA) funds, the Institute will not withhold the student's certificate, diploma, or credential for any reason related to outstanding tuition balances or payment disputes. Certificates and credentials must be issued upon successful completion of the program requirements, regardless of whether any portion of tuition was paid through WIOA. Withholding credentials in such cases would be a violation of the WAC ETPL Policy and may result in removal from the ETPL.

#### GROUND'S FOR TERMINATION

Students may be terminated for any behavior or misconduct that reflects poorly on the school or violates its policies. Termination will occur if a student fails to return from an approved leave of absence. Students who do not meet satisfactory academic or attendance progress standards may also be subject to termination.

Examples of behavior that may lead to termination include, but are not limited to:

- Violating school policies or procedures
- Possession of drugs, alcohol, or weapons
- Insubordination or refusal to follow instructions
- Physical altercations or assault
- Vandalism or damage to property
- Theft or any illegal act
- Excessive absenteeism

#### 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 or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 calendar days of official cancellation or withdrawal. The policy is printed in the school catalog, in the enrollment agreement, and is provided to students prior to enrollment. 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.
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.
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 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.

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. Please note that once the student has begun classes, the non-refundable \$2,000 deposit for tuition will be the minimum amount of tuition liability for the student, regardless of scheduled time elapsed. All refunds are based on scheduled hours:

PERCENTAGE OF SCHEDULED COURSE COMPLETED	AMOUNT OF TUITION OWED TO THE SCHOOL
0.01% to 4.9%	10%
5% to 9.9%	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/program has begun, the school will either provide:

- a full refund of all monies paid OR
- completion of the course/program.

If the school cancels a course/program and ceases to offer instruction 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

If permanently closed and ceases to offer instruction after a student has 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.

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.

### GRADUATION REQUIREMENTS

Upon successful completion of the following graduation requirements, students are given a Diploma and a Certificate of Graduation. Students must complete the following requirements to be considered a graduate of any program at the school.

1. Complete all required program hours
2. Complete all academic requirements with a cumulative grade of 70% or better
3. Fulfill all financial obligations to the school or make satisfactory payment arrangements for all monies due.

This 3-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 both 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 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

\_\_\_\_\_  
Accepted by School Official

\_\_\_\_\_  
Date