

### ENROLLMENT AGREEMENT

STUDENT NAME: \_\_\_\_\_ AGE: \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-MAIL \_\_\_\_\_ SOC. SECURITY # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

CONTRACT BEGIN: \_\_\_\_\_ CONTRACT ENDS: \_\_\_\_\_ CONTRACTED CLOCK HOURS: \_\_\_\_\_

\_\_\_\_\_ COSMETOLOGY- 1550 HOURS (49-64 WEEKS FULL TIME) HOURS SCHEDULED TO ATTEND PER WEEK <sup>32-34</sup>

\*contract date is 1550 required clock hours + 110 allowable absent hours. Date may be modified for additional closure or schedule changes.

\_\_\_\_\_ MANICURING-350 HOURS (8-20 WEEKS FULL TIME or PART TIME) HOURS SCHEDULED TO ATTEND PER WEEK \_\_\_\_\_

\_\_\_\_\_ ESTHETICS-600 HOURS (15-30 WEEKS FULL TIME or PART TIME) HOURS SCHEDULED TO ATTEND PER WEEK <sup>25</sup>

\_\_\_\_\_ ADVANCED ESTHETICS- 150 HOURS (4 -10 WEEKS FULL TIME or PART TIME) HOURS SCHEDULED TO ATTEND PER WEEK \_\_\_\_\_

\_\_\_\_\_ n/a TRANSFER/RE-ENTRY STUDENT: \_\_\_\_\_ n/a HOURS TRANSFERRED \_\_\_\_\_ n/a HOURS NEEDED TO COMPLETE

HOURS SCHEDULED TO ATTEND PER WEEK \_\_\_\_\_ n/a \*contract for \_\_\_\_\_ n/a scheduled hours

\_\_\_\_\_ MASSAGE THERAPY-750 HOURS (26-38 WEEKS FULL TIME or PART TIME) HOURS SCHEDULED TO ATTEND PER WEEK \_\_\_\_\_

A description of the Massage Therapy Program can be found on page 7 of the catalog revised 10/2020.

\_\_\_\_\_ BARBERING 1000 HOURS (32-39 WEEKS FULL TIME) HOURS SCHEDULED TO ATTEND PER WEEK <sup>33</sup> \*70 Allowable absent hours

\_\_\_\_\_ BARBERING 1500 HOURS (47-58 WEEKS FULL TIME) HOURS SCHEDULED TO ATTEND PER WEEK \_\_\_\_\_

\*contract end dates may be modified for additional closures and/or modified schedules. Contract end dates will be determined by the allowable scheduled time.

#### Contract Costs and Payment Terms

Student and Sponsor (if applicable) agree to pay the school the 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 of payments are satisfied. School will charge additional tuition for hours remaining after the contract ending date at the rate of \$15.00 per hour, or any part thereof, payable in advance until graduation. The school may charge a \$25.00 transcript fee for transcript requests. The school will charge a \$90.00 Registration fee and \$10.00 Application fee for students enrolling or transferring to the school. 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 \$90.00. 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 180 days after the formal withdrawal date unless mitigating circumstances apply. Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee and application fee paid with Application submission 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 federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest. The consequences of defaulting on federal student loans can be severe as the Department of Education reports to credit bureaus.

REGISTRATION FEE \$90 +APPLICATION FEE \$10	\$100.00	BALANCE DUE	\$
BOOKS/SUPPLIES	\$	ESTIMATED PELL GRANT	\$
TUITION	\$	ESTIMATED LOAN AMOUNT	\$
TOTAL TUITION & FEES	\$	REMAINING BALANCE	\$
DOWN PAYMENT	\$	MONTHLY PAYMENT DUE TO SCHOOL	

**THIS 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 THE ENTIRE CONTRACT (TOTAL 5 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.**

**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 and a copy of the First Class Cosmetology Schools Catalog, revised 12/2018.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

ACCEPTED BY SCHOOL OFFICIAL: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

## GENERAL TERMS OF AGREEMENT

### SCHOOL

- Shall provide programs of study that meets minimum curriculum requirements as prescribed by the State of WI Regulatory agency.
- May change supply list contents, textbook, dress code, curriculum format, the teaching materials or educational methods at its discretion.
- Will grant a certificate of completion and Official Transcript of Hours for the applicable course when the student has successfully 1.) Completed the required number of hours in theory and practical training. In order to be considered a graduate you must complete all program hours, even if those hours are greater than the hours required by the State of WI. 2.) Complete all examinations and quota of theory and practical requirements; 3.) Maintain a 75% cumulative average in theory and practical grades; 4) Pay all tuition and fees due to First Class Cosmetology School or make appropriate arrangements to do so; 5.) Pass the final written and practical exam with a 75% or higher and 6.) Complete the final exit interview and counseling.
- Will issue an Official Transcript of Hours to students who withdraw prior to program completions when the student has successfully completed required exit paperwork, attended and exit interview and made satisfactory arrangements for debt 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**. Referrals made to prospective employers are not based on direct contact with the employer.
- May terminate a student's enrollment for noncompliance with General Policies, this contract, 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.
- First Class Cosmetology School is not liable for any injury that may occur during education/career related instruction. First Class Cosmetology School is not liable for students' personal belongings. All students will be furnished with a locker and a lock for storage of personal belongings and their student kit.
- First Class Cosmetology School pays the initial state licensing fee for each graduated student upon completion of their program hours and requirements.

### 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 test have been taken and passed.
- Understands that if he/she is a Title IV financial aid recipient\* that minimum attendance and grade requirements must be maintained for satisfactory academic progress; failure to comply will result in loss of eligibility for financial aid according to the policy found in the catalog.
- Understands that he/she is responsible for and subsequent state licensing exam fee and other examination or licensing related expenses after the initial exam. The student is not eligible for licensing exams until graduation from this facility. The student is responsible for preparing, studying, and passing the state exam.

## Enrollee's Right to Cancel

You may cancel this agreement by mailing or delivering a notice to First Class Cosmetology School, 306 State St, Beloit WI 53511, before midnight of the third business day after you sign this agreement. "Business Day" means any calendar day except Saturday or Sunday, and except for the following business holidays: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving and Christmas. If you wish you may use this page as written notice by writing "I hereby cancel" and adding you name and address. A duplicate of this page is provided to you by the school for your records. \*All classes at First Class Cosmetology School are taught in English. If your principal language is other than English, please inform administration if you would like a copy of this Right to cancel in your principal language.

## INSTITUTIONAL REFUND POLICY

### Cosmetology Practitioner/ Aesthetic/ Advanced Esthetics/ Manicuring

For Applicant 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 reasons, by either party, including student decision, course or program cancellation, or school closure.

Any monies due to the applicant or students shall be refunded within 30 days of the 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.
  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 students has cancels his/her enrollment after three business days of signing the enrollment agreement but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school minus the registration fee of \$90 and application fee of \$10.
  4. A student notifies the institution of his/her withdrawing in writing.
  5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of the withdraw 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 who is expelled from school. ( unofficial withdrawls will be determined by the institution by monitoring attendance at least every 30 days)
  7. In type 2,3,4 or 5, official cancellation 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 administration or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion(after three business days of signing enrollment agreement)) the following schedule of tuition earned by the school applies. All refunds are based on **scheduled** hours:

<u>Percentage of Scheduled time</u>	<b>TOTAL TUITION CHARGED</b>
<b>0.01% to 04.9%</b>	<b>20%</b>
<b>5% to 09.9%</b>	<b>30%</b>
<b>10% to 14.9%</b>	<b>40%</b>
<b>15% to 24.9%</b>	<b>45%</b>
<b>25% to 49.9%</b>	<b>70%</b>
<b>50% and over</b>	<b>100%</b>

- Any monies due the applicant or student will be refunded within 30 days of formal cancellation date as defined above. 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 school permanently closes or is no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the school cancels a course after a student's enrollment, the school will either provide pro rata refund for all students transferring to another school based on the hours accepted by the receiving school, or completion of the course at a later date. The school does not participate in any teach-out plans with other institutions.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$100.00. 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 supply materials, books, products, books unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees identified in the catalog and in this enrollment agreement
- If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program, second to subsidized Federal Stafford Student Loan Program, third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance program; and last to the student. After all applicable returns to Title IV aid have been made, this institutional refund policy will apply to determine the amount earned by the school and owed by the student. If the student received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

Collection Policy: Any student that withdraws, is terminated or completes the program with an unpaid balance must make reasonable repayment arrangements. If the student fails to make arrangements for unpaid balance, First Class Cosmetology School will begin collection methods that reflect ethical business practices. Ultimately if arrangements for payment cannot be met, or are not followed through with, you will be sued to collect. Collection fees will be added to your unpaid balance.

\*The School is currently eligible to participate in federal Title IV Financial Aid Program

## **INSTITUTIONAL REFUND POLICY**

### **MESSAGE THERAPY PROGRAM**

The Student will receive a full refund of all money paid if the student:

- The student cancels within three-business days
- The student accepted was unqualified, and the school did not secure a disclaimer
- The school procured the student's enrollment as the result of any false representations in the written materials used by the school or in oral representation made by or on behalf of the school.

Refunds will be made within 10 business days of cancellation.

A Massage student who withdraws or is dismissed after attending at least one class, but before completing 60% of the scheduled instruction in the current enrollment period, shall be entitled to a pro rata refund, less any amounts owed by the student for the current enrollment period. Pro rata refund shall be determined as the number of units remaining after the last unit completed by the student, divided by the total number of units in the enrollment period, rounding down to the nearest downward to the nearest ten percent. Pro rata refund is the resulting percent applied to the total tuition and other required costs paid by the student for the current enrollment period.

This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure. In the event of school closure or program cancellation the school will allow completion for those currently attending. In such case that allowing for completion is not foreseeable, a pro-rated refund will be made to the student.

As part of this policy, the school may retain a one-time application fee of no more than \$10 and registration fee of 90\$. The school will make every effort to refund prepaid amounts for books, supplies and other charges that has not been used. A student will receive the refund within 40-days of termination date. If a student withdraws after completing 60% of the instruction, and withdrawal is due to mitigating circumstances beyond the student's control, the school may refund a pro rata amount. A written notice of withdrawal is not required. You will be administratively withdrawn after 14 days of unreported absences and refunds will be based on last day of attendance.