



Nail Technology Training & Educational Center

Date: \_\_\_\_\_

Nail Technology Training & Educational Center Student Enrollment Agreement

1116 W. Little Creek Rd Norfolk VA 23505

Phone: 1-888-N2-Nailz

Student Name \_\_\_\_\_ Age \_\_\_\_\_ Birth Date \_\_\_\_\_
Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Phone \_\_\_\_\_
Drivers License # \_\_\_\_\_ Soc. Security # \_\_\_\_\_ U. S. Citizen \_\_\_ Yes \_\_\_ No
Contract Begins: \_\_\_\_\_ Contract Ends: \_\_\_\_\_

Please circle 1 option for classes: Onsite Classroom Learning or Online Classroom

Students for online learning agrees and understand that all exams must be taken onsite, and student must come in to receive hands on training on days schedule. Students will be given weekly curriculum to learn online.

Please Initial: \_\_\_\_\_

- \_\_\_\_\_ Nail Technician - 150 Hours Full Payment made Total Access \_\_\_\_\_ Full Time Student \_\_\_\_\_ Part Time Student
\_\_\_\_\_ Wax Technician - 115 hours Full Payment made Total Access \_\_\_\_\_ Full Time Student \_\_\_\_\_ Part time Student
\_\_\_\_\_ Natural Hair & Braiding Certificate Program Full Time \_\_\_\_\_ Part-time \_\_\_\_\_
\_\_\_\_\_ Nail Instructor Program 600 clock hours \_\_\_\_\_ Full Time Student \_\_\_\_\_ Part Time Student
\_\_\_\_\_ License Esthetician Program 600 Clock Hours \_\_\_\_\_ Full Time \_\_\_\_\_ Part-time
\_\_\_\_\_ Salon Management Business Course 6-8 Week Course \_\_\_\_\_ Part Time

\_\_\_\_\_ Transfer Hours: How many: \_\_\_\_\_ Program: \_\_\_\_\_/Re-Entry Student - Hours Accepted: \_\_\_\_\_
Number of Weeks to Complete Hours Contracted: 14-31 weeks (Nail Program) 8-12 weeks (Waxing Program)
25-48 weeks ( Nail Instructor Program) 26-31 weeks ( Esthetician Instructor Program) 8-12 weeks (Natural Hair Braiding Program)
Schedule: Student is scheduled to attend first class on: \_\_\_\_\_ Email: \_\_\_\_\_

Nail Technology Program 13 & Up Program

Registration Fee: \$75.00 Books: \$185.00 Tuition cost: \$3000.00 Lab Fee: \$260.00 Total: \$3520.00
Down Payment required to get started: \$660.00 dollars this includes \$400. 00 of tuition, book and registration fees
Balance Due: \$2860.00 / Other: \_\_\_\_\_ Please circle one: \$50.00 Weekly Payment / \$100.00 Bi-Weekly Payment
First payment will be due on first day of school on \_\_\_\_\_. Student has paid full tuition \_\_\_\_\_
I \_\_\_\_\_ am here by stating and agreeing to sign up for the payment plan for the following program
\_\_\_\_\_. I agree to pay Nail Technology Training & Educational Center \$ \_\_\_\_\_
on the Weekly or Bi-Weekly Basis. I understand that my payment must be paid on time on date assigned to continue with program.
Student Signature: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

Wax Technology Program 18 & Over Program

Registration Fee: \$75.00 Books: \$115.00 Tuition cost: \$3150.00 Lab Fee: \$160.00 Total: \$3500.00
Down Payment required to get started: \$660.00 dollars (this includes \$470.00 towards tuition, registration and book fees)
Balance Due: \$2840.00 / Other: \_\_\_\_\_ Please circle one: \$100.00 Weekly Payment / \$200.00 Bi-Weekly Payment
First payment will be due on first day of school on \_\_\_\_\_. Student has paid full tuition \_\_\_\_\_
I \_\_\_\_\_ am here by stating and agreeing to sign up for the payment plan for the following program
\_\_\_\_\_. I agree to pay Nail Technology Training & Educational Center \$ \_\_\_\_\_
on the Weekly or Bi-Weekly Basis. I understand that my payment must be paid on time on date assigned to continue with program.
Student Signature: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

Nail Instructor Program 18 & Over Program

Registration Fee: \$75.00 Books: \$165.00 Tuition cost: \$4260.00 Total: \$4500.00
Down Payment required to get started: \$660.00 dollars
Balance Due: \$3840.00 / Other: \_\_\_\_\_ Please circle one: \$175.00 Weekly Payment / \$250.00 Bi-Weekly Payment until tuition paid
in full.
First payment will be due on first day of school on \_\_\_\_\_. Student has paid full tuition \_\_\_\_\_
I \_\_\_\_\_ am here by stating and agreeing to sign up for the payment plan for the following program
\_\_\_\_\_. I agree to pay Nail Technology Training & Educational Center \$ \_\_\_\_\_
on the Weekly or Bi-Weekly Basis. I understand that my payment must be paid on time on date assigned to continue with program.
Student Signature: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

**Natural Hair & Braider Certificate Program:** 13 & Up Program

Registration Fee: \$75.00 Books: \$115.00 Tuition cost: \$3550.00 Lab Fee: \$260.00 **Total: \$4000.00**

Down Payment required to get started: \$660.00 dollars.

Balance Due: \$3,340.00 / Other: \_\_\_\_\_ Please circle one: \$275.50 Weekly Payment until tuition is paid in full.

First payment will be due on first day of school on \_\_\_\_\_. **Student has paid full tuition** \_\_\_\_\_

I \_\_\_\_\_ am here by stating and agreeing to sign up for the payment plan for the following program

\_\_\_\_\_. I agree to pay Nail Technology Training & Educational Center \$ \_\_\_\_\_

on the Weekly or Bi-Weekly Basis. I understand that my payment must be paid on time on date assigned to continue with program.

Student Signature: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

**License Esthetician Program:** 18 & Over Program

Registration Fee: \$75.00 Books: \$255.00 Tuition cost: \$8510.00 Lab Fee: \$360.00 **Total: \$9200.00**

Down Payment required to get started: \$1250.00

Balance Due: \$7950.00 / Other: \_\_\_\_\_ Please circle one: \$318.00 Weekly Payment until tuition is paid in full.

First payment will be due on first day of school on \_\_\_\_\_. **Student has paid full tuition** \_\_\_\_\_

I \_\_\_\_\_ am here by stating and agreeing to sign up for the payment plan for the following program

\_\_\_\_\_. I agree to pay Nail Technology Training & Educational Center \$ \_\_\_\_\_

on the Weekly or Bi-Weekly Basis. I understand that my payment must be paid on time on date assigned to continue with program.

Student Signature: \_\_\_\_\_

**Salon Manager Course:** 18 & Over Program

Registration Fee: \$75.00 Books: 115.00 Tuition cost: \$3310.00 Lab Fee: \$360.00 **Total: \$3500.00**

Down Payment required to get started: \$660.00

Balance Due: \$2840.00 / Other: \_\_\_\_\_ Please circle one: \$237.50 Weekly Payment until tuition is paid in full.

First payment will be due on first day of school on \_\_\_\_\_. **Student has paid full tuition** \_\_\_\_\_

I \_\_\_\_\_ am here by stating and agreeing to sign up for the payment plan for the following program

\_\_\_\_\_. I agree to pay Nail Technology Training & Educational Center \$ \_\_\_\_\_

on the Weekly or Bi-Weekly Basis. I understand that my payment must be paid on time on date assigned to continue with program.

Student Signature: \_\_\_\_\_

Nail Student Supplies Needed for class	Wax Student supplies needed for class	Nail Instructor Supplies needed for class	Natural Hair & Braiding Supplies for class	License Esthetician Supplies for class	Salon Management Course
Nail Practice Trainer Hand	Muslin Strips	Notebooks	Mannequin Head	Mannequin Head	Notebooks
Bits & Sanding band	Container to hold items	Pens, Highlighter, Laptop, Binder	7 Packs of Pre-Stretch Braiding Hair	Wood Lamp	Pen, Highlighter, Laptop, Binder
Nail Acrylic Brush	Wood Spatulas			Facial Cleaner, Toner, Mask, Make up Remover, Facial Exfoliant Scrub	
Nail Drill	Vinyl or Nitrile Gloves if allergic to latex	Uniforms		Facial Sponges	
Nail Tip Box Sizes with Nail Tips Sizes 0-10	Double Wax Pot with Hard Wax Beads & Soft Wax				
Black Scrubs	Pink Scrubs	Business Casual	Red Scrubs	Blue Scrubs	Business Casual
Sign:	Sign:	Sign:	Sign:	Sign:	Sign:

Students will be responsible for purchasing the above items in box. Nail Technology Training & Educational Center will supply all other supplies & implements needed for training at school. Students will purchase supplies for at home use for continued practice and homework. All above items listed will go home with students on the daily basis for at home practice. \_\_\_\_\_



(This form must be notarized and returned.)

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**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 or payments are satisfied. School will charge additional tuition for hours remaining after the contract ending date 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 registration fee for students enrolling or transferring to the school of \$75.00. The school will charge a re-entry fee to students who have withdrawn or who have missed more than 2 weeks of training and wish to re-enter, of \$375. 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 fee 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 or money order. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest. Initial: \_\_\_\_\_

This 2-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 start dates based on class enrollment, staff availability and other considerations. The school reserves the right to not allow student to enter classroom to receive instruction if payment has not been made to school as agreed in this contract. School reserves the right not to allow students into the program if they have failed to attend classes on days schedule. Students acknowledge that if they have failed to attend classes as schedule the school has no obligation to student to allow them to re-enter the program. After 2 weeks of non-payment students must restart program training at school. A re-entrance fee will be due prior to next start date for new classes of \$375.00 and remaining balance must be paid in full to restart classes. Classes cannot be transferred to another student from the current student if they are no longer able to participate and attend classes under no circumstances. This contract agreement or any contents within are not transferrable under any circumstances. If student have not return to the program after 30 days; school reserves the right to not allow any student to re-enter school program. Students acknowledge that Nail Technology Training & Educational Center is currently not an approved accredited school by the U.S department of Education and therefore cannot provide students with 1098t form for tax purposes at the end of the year. We operate under DPOR of the Virginia Department of Occupations and Regulations Board. No refund will be given after 3 days of signing this agreement.

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. This form must be notarized and stamped by notary.

\_\_\_\_\_  
Student Signature Date Guardian/Sponsor (if applicable) Date

\_\_\_\_\_  
Notary Signature:

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

TRAINING AND EDUCATION CENTER



Senior Feet LLC

Nail Technology Training and Educational Center

GENERAL TERMS OF AGREEMENT

School:

- Shall provide programs of study that meets minimum curriculum requirements as prescribed by the state regulatory agency.
- May change kit contents, textbooks, dress code, curriculum format, teaching materials or educational methods at its discretion.
- Will grant a diploma of 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 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*.
- May terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct, Hostile Behavior, Hostile words to incite hostility in a direct or indirect matter 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. \_\_\_\_\_ Please initial

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 nail technology 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 if he/she is a Title IV financial aid recipient,\* 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 the state licensing exam fee and other examination or licensing related expenses.
- \* Student agree to not miss 2 weeks of schedule classes. If so, student will be responsible for paying \$375.00 re-entrance fee and understands it may take 2-28 weeks to get you back on schedule for class.

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 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.
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 except for registration fee of \$75.00, partial \$200 deposit they will not be refundable and book fees.
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 \$75.00 and partial down payment of \$200.00 deposit and book fees.
4. A student notifies the institution of his/her withdrawal in writing. Refund policy is determined below.
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. : After 3 classes you are assign to no refund will be given rather or not student is in attendance of classes or online.. If students are paying on a payment plan this refund policy below does not apply and no reimbursement will be issue after 3 online or in person classes are taken by student because you are making payments as you go through the selected course.

PERCENT OF SCHEDULED TIME TOTAL TUITION SCHOOL ENROLLED TO TOTAL COURSE/PROGRAM SHALL RECEIVE/RETAIN

0.01% to 12.5% 75% of full payment will be issued back to student within 45 days  
12.5% to 100% (no refund will be given).

- 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 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.
- 

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**







## NEW STUDENT ORIENTATION CHECKLIST

Student Name \_\_\_\_\_ Instagram: \_\_\_\_\_ Facebook: \_\_\_\_\_

Program \_\_\_\_\_ Date \_\_\_\_\_

### I have received information concerning the following topics during my orientation:

- Program Objectives
  - School Catalog
  - School Graduation Rate
  - School Licensure Rate
  - School Job Placement Rate
  - Pre-Requisites for Employment (Seeking Employment)
  - State Required Information
  - Photos, Videos, social media (Students acknowledges that pictures and videos maybe used for social media post, brochures, website, catalogs etc. School may tag and follow students to follow their successful career journey.
  - Desired Student Characteristics
  - Job Opportunities in the Chosen Field
  - Program and/or Course Outlines
  - Student has been given Course Lengths and Schedules
  - Licensure Requirements
  - General School Policies
  - Clocking Procedures
  - Lockers
  - Kit Policy
  - Dress Code (Program Scrubs Color) no low cut shirts, no short shorts, no high heels, no sandals
  - Standards of Conduct/Rules
  - Campus Security and Crime Awareness
  - Drug Free School Policy
  - Student Grievance Policy and Procedure
  - Leave of Absence
  - Disciplinary Policy  No Tolerance for Hostile Behavior in classroom, automatic termination from program
  - No stealing of products and/or material in classroom, automatic termination from program
  - Student understands that they cannot miss no more than 2 schedule classes. If so, student will need to pay \$375.00 re-entrance fee upon returning. Student understands that upon wanting to return to school it may take 2-28 weeks for student to return to normal scheduling. Alternative times and days may be offered but is not guaranteed.
  - Student understands that the school is not required or obligated to work around student personal, private or work schedule for student to complete class. Student must adhere to school schedule given for the duration of the program.
  - Counseling Resources and Procedures
  - Reference Materials/Media Center
  - Payment Plans, Tuition, Refund Policy, Financial Aid Program Review
  - Consumer Information
  - Satisfactory Academic Progress
  - Safety, First Aid
  - Evacuation Procedures
  - Location and Use of Fire Extinguishers
  - Other Policies as applicable to the school
- Signature Date : \_\_\_\_\_ Date: \_\_\_\_\_



## **JOB PLACEMENT POLICY**

While the school cannot guarantee employment for graduates, we will assist the student with finding job opportunities in their career field. Students will have assistance in finding suitable employment. Students are encouraged to go on many interviews as they can to find the perfect work environment that reflex their style and professionalism. Job openings post are located on our career opportunities bulletin board for students to review in classroom. Students also receive training in professionalism and job search skills including how to write a resume, creating a picture skilled portfolio, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs.

## **STUDENT GRIEVANCE PROCEDURE**

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.
8. Nail Technology Training & Educational Center embraces diversity and values the integrity of the individual differences of religion, culture, socioeconomic status, national origin, race, ethnicity, biological sex, gender identity, gender expression, sexual orientation, physical appearance, are acknowledge and respected.



Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Instagram: \_\_\_\_\_ Facebook: \_\_\_\_\_

Nick Name: \_\_\_\_\_

Please answer the following questions.

1.) Why have you chosen nail technician as your new profession?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.) What are goals you hope to accomplish upon completion of this course?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3.) Who are you? Tell us about yourself?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Follow Us @ntechva Instagram.

Nail Technology Training and Educational Center on Facebook

Website: [www.ntechva.com](http://www.ntechva.com)

Email: [info@ntechva.com](mailto:info@ntechva.com) or [nailtechnology@yahoo.com](mailto:nailtechnology@yahoo.com)

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