ENROLLMENTAGREEMENT  *2025-2026*

*Beginning Esthetics & Advanced Esthetics*

**STUDENT INFORMATION STUDENT #\_\_\_\_\_\_\_**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_ SS#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip, County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

High School Attended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduated: **YES** **NO** Graduation Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reg Diploma: **YES NO**\_\_\_\_

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nationality: **Hispanic/Latino** **American Indian/Alaskan Native** **Asian**\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_ **African American** \_\_\_ **Native Hawaiian/Pac Islander**\_ **White** **Rather Not Say**\_\_\_\_\_

Disabled Status: **YES NO**\_\_ US Veteran: **YES NO**\_\_\_ International Student**:** \_\_**YES**\_\_\_**NO**\_\_

Emergency Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROGRAM INFORMATION**

Date of Admission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program Course: \_\_\_**BEG**\_\_\_\_\_\_**ADV**\_\_\_\_\_\_\_\_\_

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Anticipated End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Session: **FALL** **WINTER** **SUMMER**\_\_\_ Class Days: **T/TH**\_\_ Class Time: **9AM – 5PM**\_\_\_\_

Required Clocked Hours: \_\_\_**500**\_\_\_\_\_\_\_ Total # of Weeks: **20**\_ (2wk grace period)\_\_\_\_\_\_\_\_\_

**TUITION**

Total Cost of the \_\_\_\_\_\_\_\_\_**Beginning Esthetics** \_\_\_\_\_\_\_\_**Advanced Esthetics**\_\_\_\_\_\_\_\_\_\_\_\_\_ program.

 **TUITION** $ **$10,500 $18,750 \_\_\_\_\_**

 **ENROLLMENT FEE**: $ **$150.00**\_\_\_\_\_\_\_\_\_\_ **(*MAY NOT EXCEED $150)***

(Non-Refundable)

**MILADY ONLINE**: $ **$350.00**\_\_\_\_\_\_\_\_\_\_

**TOTAL COST**: **$ $11,000 $19,250.00\_**

**Installment Payment Plan: 1st The first payment is divided into two parts:**

1. **First half: Due at the time of enrollment to secure your spot in the class.**
2. **Second half: Due on the first day of school.**

**2nd payment due week 6. 3rd payment due week 12 It is the responsibility of the student to know their payment schedule and make payments on time to the payment administrator. A fee of $35.00 will be assessed on all late payments.**

**Refund Policy**

Refunds will be calculated from the date and time of withdrawal, which is the last date of actual attendance. Written notice is required. You may use email, USPS or hand deliver to the Executive Director, Michele Strobel.

1) Via email to: advancedestheticsinstitute@gmail.com

2) Through the US Postal Service, mailed to Advanced Esthetics Institute, C/O Executive Director, 3467 Hilyard St, Eugene OR 97401, or written and given to the Executive Director, Michele Strobel. No refund will be made to a student who withdraws unofficially or who has been required to withdraw by the school.

**No refunds will be issued on the non-refundable registration fee.**

**No refunds will be issued to a student who was made to drop due to misconduct or poor progress.**

**Refunds will be issued on tuition and fees under the following circumstances:**

**Cancellation and Refund Policies**

**Advanced Esthetics Institute**

The minimum cancellation and settlement policy will apply to all terminations for any reason by any party. If a student’s attendance is terminated for any reason and by either party prior to the scheduled completion date of the program, the student is obligated for payments listed below.

Advanced Esthetics Institute’s refund policy is based on the state (OAR 715-045-0036)

 (1) A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:

(a) If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded.

(b) If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the published registration fee. Such a fee shall not exceed 15 percent of the tuition cost, or $150, whichever is less.

(c) If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the pro-rated tuition, the school may retain the registration fee, book and supply fees, and other legitimate charges owed by the student.

(d) If withdrawal or termination occurs after completion of 50 percent or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund.

(e) The enrollment agreement shall be signed and dated by both the student and the authorized school official. For cancellation of the enrollment agreement referenced in subsections (1)(a) and (b) of this rule, the "date of enrollment" will be the date that the enrollment agreement is signed by both the student and the school official, whichever is later.

(2) Published Class Schedule (for the purpose of calculating tuition charges) means the period of time between the commencement of classes and the student's last date of attendance as offered by the school and scheduled by the student.

(3) The term "Pro rata Refund" means a refund of tuition that has been paid for a portion of the program beyond the last recorded date of attendance.

(4) When a program is measured in clock hours, the portion of the program for which the student will be charged is determined by dividing the total clock hours into the number of clock hours accrued according to the published class schedule as of the last date of attendance.

(5) When a program is measured in credit hours, the portion of the program for which the student will be charged is determined by dividing the total number of weeks into the number of weeks accrued according to the published class schedule as of the last date of attendance.

(6) For other measurements of time such as days or weeks, the portion of the enrollment period for which the student will be charged is determined by dividing the total number of days or weeks into the number of days or weeks, accrued according to the published class schedule as of the last date of attendance.

(7) The term "tuition cost" means the charges for instruction including any lab fees. "Tuition cost" does not include application fees, registration fees, or other identified program fees and costs. The school shall adopt and publish policies regarding the return of resalable books and supplies and/or the prorating of user fees, other than lab fees.

(8) The school shall not charge a withdrawal fee of more than $25.

(9) The school may adopt and apply refund calculations more favorable to the student than those described under this policy.

(10) When a cancellation, withdrawal, termination, or completion occurs, a calculation of all allowable charges under this rule shall be made. If such calculations evidence that the school received total payments greater than its allowable charges:

(a) Within 40 days after notification of such cancellation, withdrawal, termination, or completion, a written statement showing allowable charges and total payments received shall be delivered to the student by the school, together with a refund equal in amount to monies paid to the school in excess of those allowable charges.

(b) In the event payments to a student account are derived from federal and/or state tuition assistance program(s), including student loan programs, regulations governing refund notification and awarding

within respective program(s) shall prevail in lieu of paragraph (a) of this subsection, but only with respect to the covered portions thereof; and

(c) In the event payments to a student account are derived from a sponsoring public agency, private agency, or any source other than the student, the statement of charges and payments received together with an appropriate refund described under paragraph (a) of this subsection may be delivered instead to such party(ies) in interest, but only with respect to the covered portions thereof.

(11) In case of disabling illness or accident, death in the immediate family, or other circumstances beyond the control of the student that causes the student to leave school, the school shall arrange a prorated tuition settlement that is reasonable and fair to both parties.

(12) A school shall be considered in default of the enrollment agreement when a course or program is discontinued or canceled or the school closes prior to completion of contracted services. When a school is in default, student tuition may be refunded by the school on a pro rata basis. The pro rata refund shall be allowed only if the Superintendent determines that the school has made provision for students enrolled at the time of default to complete a comparable program at another institution. The provision for program completion shall be at no additional cost to the student in excess of the original contract with the defaulting school. If the school does not make such provision, a refund of all tuition and fees shall be made by the school to the students.

By signing, I agree that I have read and understand the Cancelation and Refund Policy for the Advanced Esthetics Institute.

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

**STATEMENT OF NON-DISCRIMINATION**

Advanced Esthetics Institute follows an equal opportunity policy. We do not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of students and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, and clients.

Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries.

# NOTICE TO STUDENTS

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument. Both sides of the contract are binding only when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school’s principal place of business. Read all pages before signing.
3. You are entitled to an exact copy of this agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. The school does not guarantee job placement to graduates upon program completion or upon graduation.
6. The school reserves the right to reschedule the program start date when the number of students scheduled is too small.
7. The school reserves the right to terminate a students’ training for unsatisfactory progress, nonpayment of tuition or failure to abide established standards of conduct.
8. The school does not guarantee the transferability of credits to a college, university, or institution. Any decision on the comparability, appropriateness, and applicability of credit and whether they should be accepted is the decision of the Advanced Esthetics Institute.
9. Any inquiry a student may have regarding this contract may be made in writing to Advanced Esthetics Institute, 3467 Hilyard Street, Eugene OR 97405 or to the Executive director, Oregon Higher Education Coordinating Committee, 3225 25th St. SE, Salem OR 97302.
10. Our program is measured in clock hours. The portion of the program for which you will be charged is determined by dividing the total clock hours into the number of clock hours accrued according to the class schedule as of last date of attendance.

# STUDENT ACKNOWLEDGMENTS

1. I hereby acknowledge receipt of the school’s catalog dated \_\_\_, which contains information describing programs offered, and equipment/supplies provides. The school catalog is included as part of this enrollment agreement, and I acknowledge that I have received and read a copy of this catalog.

 \_\_\_\_\_\_ Initials

1. I have carefully read and received an exact copy of this enrollment agreement.

 \_\_\_\_\_\_ Initials

1. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate may be awarded.

 Initials

1. I understand that the school does not guarantee job placement to graduates upon program completion or upon graduation.

\_\_ Initials

1. I understand that if I cancel my enrollment and request a refund within five business days, all monies collected by Advanced Esthetics Institute shall be refunded. Cancellation after the fifth day will result in loss of the enrollment fee. If, after terminating, I still owe tuition or fee balances, I understand that Advanced Esthetics Institute has the right to turn the account over to a collection agency for the unpaid balance.

 \_\_\_\_\_\_\_ Initials

# CONTRACT ACCEPTANCE

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. I also understand that if I default upon this agreement, I will be responsible for payment of any collection fees or attorney fees incurred by Advanced Esthetics Institute.

My signature below signifies that I have read and understand all aspects of this agreement and do recognize my legally binding responsibilities in regard to this contract. The student will receive the original copy of this contract and the school will keep a copy on file.

Signed this \_\_\_\_\_\_\_\_day, Month \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of, 20 \_\_\_\_\_\_\_\_\_\_\_

Signature (Student):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of School Official:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# REPRESENTATIVES CERTIFICATION

I hereby certify that has been interviewed by me and in my judgment, meets all requirements for acceptance as a student in the **Esthetics Advanced Esthetics** course at Advanced Esthetics Institute, as described in the school catalog. I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

Signature of School Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_