

Express Lash & Makeup Academy
304 Coit Rd.
Suite 500
Plano, TX 75075

ENROLLMENT AGREEMENT

Student Name _____ Age _____ SS# _____

Address _____ Phone _____

Email Address _____

Contract Begins _____ Contract Ends _____

____ Eyelash Extensions (320 hours) ____ Hair Weaving (300 hours)

____ Wig Making (300 hours) ____ Esthetics (750 hours) ____ Makeup Certification (4 weeks)

____ Instructor (500 hours) ____ Cosmetology (1500 hours)

____ Class A Barber to Operator (300 hours)

____ Transfer student/Re-entry Student (hours needed this contract): _____

____ Full time _____ Modified Time (Indicate Weekly hours): _____

____ Weeks in course

Full time students are scheduled to attend 35 hours per week. Part time students or students with modified schedules are considered on an individual basis.

Contract Costs and Payment Terms

Student agrees to pay the school the tuition and fees for the program selected in advance at the start of the program. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance is hour until graduation. The school may charge additional tuition for hours remaining after the contract ending date at the rate of \$5.00, per hour until graduation. The school may charge a \$10.00 transcript fee for requests of transcripts to transfer to another school. The school will charge a registration fee for students transferring to the school and a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$100 or 15% of tuition, whichever is less. 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. The student's tuition may be paid by cash, check, and money order or through financial institute which is defined as assistance that the student has been or will be awarded from Federal, state, institutional or other scholarship, or grants.

Registration Fee: \$ _____

Book and Kit Fee: \$ _____

Tuition: \$ _____

Miscellaneous: \$ _____

Tax (if applicable in your state): \$ _____

Total Tuition and Fees: \$ _____

Less Deposit/Payments: \$ - _____

Balance Due: \$ _____

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I have read this contract in its entirety, understand the contents, agree to comply with all requirements contained herein and the General Policies of the school. I have received a copy of this fully executed agreement.

[Redacted Signature]

Student Signature

Date

School Official Signature

Date

[Redacted Signature]

Parent/Guardian (if applicable)

Date

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ENROLLMENT AGREEMENT GENERAL TERMS OF AGREEMENT

EL&MA shall provide a course of study that meets minimum curriculum requirements as prescribed by the state regulatory agency. **EL&MA** may change kit contents, textbooks, dress code, curriculum format, teaching materials or any other educational methods at its discretion. **EL&MA** assumes no responsibility for negligence or lack of skills of students while practicing any curriculum related services on each other. **EL&MA** will grant a diploma of graduation and Official Transcript of Hours for the applicable course of study when the student has successfully completed all phases of study, required tests, practical/laboratory assignments; passed a final written and practical examination; completed the course of study debts owed to the school. For more information, refer to the school catalog. **EL&MA** will issue an Official Transcript of Hours to students who withdrew prior to course completion when the student has successfully completed the required exit paperwork, attended an exit interview and paid all debts owed to the school or made satisfactory arrangements for debt owed to the school or made satisfactory arrangements for debts owed the school as approved by the President of the institution.

EL&MA will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is not guaranteed. **EL&MA** may terminate a student's enrollment for immoral or improper conduct; noncompliance with educational requirements, Standards of Conduct, General Policies, Enrollment Agreement, Satisfactory Progress Policy, State Laws and Regulations; 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. **EL&MA** will issue a complete kit of textbooks, implements, tools, and supplies for the applicable course of study.

Students are responsible for replacement of lost, stolen, or broken items. **EL&MA** provides adequate equipment, desks and work stations for the maximum number of students assigned to the at one time. The school does not assign work stations to any student to be used solely by that student during the course of study. _____ agrees to pay the registration fee required by the

_____ State Board 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.

_____ understands that revenue retained by the school for the student's required completion of clinic services for clients is applied to the overall cost of providing education to the student resulting in applicable tuition rates. Student agrees NOT to refuse to perform clientservices or other course requirements.

_____ agrees to provide all financial aid documents, if applicable, in the designated time frame.

_____ agrees to comply with the school's published dress code which may be changed at the discretion of the school. Student also agrees to project a professional image representative of the cosmetology industry.

_____ agrees to comply with the assigned schedule for the applicable course of study which may change from time to time at the discretion of the management.

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_____ 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 progress and 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.

REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. Applicants not accepted by the school shall be refunded all monies paid to the school, with the exception of a non-refundable application fee in the amount of \$50.00. If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school will be refunded, with the exception of the non-refundable application fee, even if the student has begun classes. The "formal cancellation date" will be determined by the postmark on written notification, the date said notification is delivered to the school in person, or 30 days after the last day of attendance or the expiration date of an approved Leave of Absence.

If a student cancels the enrollment more than three business days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the application fee in the amount of \$50.00 and the registration fee in the amount of \$100 (not to exceed 15% of the contract price of the program) will be made. 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:

Percent of Scheduled Time Enrolled to total Course	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%

Any monies due the applicant or student shall 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 permanently closed or no longer offering instruction

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after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is cancelled 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. 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 \$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, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal.

If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV 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 programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.