

ENROLLMENT AGREEMENT

The Beauty Collective Academy
1385 Carr Street, Unit 1, Lakewood, CO 80214
(720) 467-9909
TheBeautyCollectiveAcademy@gmail.com

**Approved and Regulated by the Colorado Department of Higher Education,
Private Occupational School Board**

General Information

Date _____

Student's Name _____

Address _____
Street City State Zip

Home Phone _____ Bus. Phone _____

Email Address: _____

Program/Stand Alone Course

Program/Course _____ Contact/Credit Hours or Lessons _____

Start Date _____ Estimated Completion _____ Days _____ Evenings _____

Full-Time _____ Part-Time _____

Type of Instruction

Classroom _____ (If applicable) On-line _____

Admission Requirements

High school diploma or GED

STAND ALONE COURSE REQUIREMENTS:

Nails: Must be a licensed nail technician or cosmetologist LICENSEE NUMBER: _____

Eyelashes: Must be a licensed esthetician or cosmetologist LICENSEE NUMBER: _____

Tuition & Fees

Tuition \$ _____

Registration Fee \$ _____ (if applicable)

Books/Supplies/Equipment \$ _____
(Non-refundable)

Total Cost of Program \$ _____

Method of Payment (cash/check)

Schedule of Payments

Deposit \$ _____ Date _____ BALANCE DUE \$ _____

Date Due _____ \$ _____ Recd _____

Date Due _____ \$ _____ Recd _____

Date Due _____ \$ _____ Recd _____

Date Due _____ \$ _____ Recd _____

Date Due _____ \$ _____ Recd _____

Date Due _____ \$ _____ Recd _____
Date Due _____ \$ _____ Recd _____
Date Due _____ \$ _____ Recd _____
Date Due _____ \$ _____ Recd _____
Date Due _____ \$ _____ Recd _____

By signing below, the student agrees to pay *The Beauty Collective Academy* the total stated tuition & fees. The school agrees to provide the occupational training in accordance with the provisions of the school's current Catalog Volume No. 1 Dated Dec. 2021. Payment of all monies due shall be a condition of continuing enrollment. Upon satisfactory completion of all academic and skill requirements and when all financial obligations to the school have been met the school will award the Certificate of Completion to the student. The student and school understand that this Enrollment Agreement, WHICH INCLUDES THE REFUND POLICY, may not be amended except in writing and signed by both parties.

Student Complaints

Attempting to resolve any issue with the School first is strongly encouraged. Student Complaints may be brought to the attention of the Division of Private Occupational Schools online at <http://higherred.colorado.gov/dpos> , 303-862-3001. There is a two-year statute of limitations for the Division to take action on a student complaint (from student's late date of attendance).

Refund Policy

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price whichever is less. In the case of students withdrawing after commencement of classes, the school will retain the cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended in the Program/Stand Alone Course, as described in the table below. The refund is based on the official date of termination or withdrawal.

Refund Table

Student is entitled to upon withdrawal/termination*	Refund
Within first 10% of program 60 hours	90% less cancellation charge
After 10% but within first 25% of program 61-150 hours	75% less cancellation charge
After 25% but within first 50% of program 151-300 hours	50% less cancellation charge
After 50% but within first 75% of program 301-450	25% less cancellation charge
After 75% [if paid in full, cancellation charge is not applicable]	NO Refund

Student is entitled to upon withdrawal/termination* Refund

- Within first 10% of program (Lessons 1-2) 90% less cancellation charge
 - After 10% but within first 25% of program (Lessons 3-5) 75% less cancellation charge
 - After 25% but within first 50% of program (Lessons 6-10) 50% less cancellation charge
 - After 50% but within first 75% of program (Lessons 11-15) 25% less cancellation charge
 - After 75% (Lesson 16) [if paid in full, cancellation charge is not applicable] NO Refund
1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
 2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:

- a. The date on which the school receives notice of the student’s intention to discontinue the training program;
 - or
 - b. The date on which the student violates published school policy, which provides for termination.
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition & fees paid if the school discontinues a Program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
 4. The policy for granting credit for previous training shall not impact the refund policy.
 5. If a student drops from a program and decides to re-enroll they will need to purchase a new kit or completely replenish their original kit (at their expense) in its entirety.
 6. If a student does not formally request a temporary leave of absence, has zero communication with the school, and are missing classes then they will be officially withdrawn from the school after 60 days. A leave of absence can only last 90 days and if the student doesn’t return then it will be considered a termination.

I HAVE RECEIVED A COPY OF THIS ENROLLMENT AGREEMENT AND A CURRENT SCHOOL CATALOG.

_____	_____	_____
Student Signature Date	Date	School’s Approved In-state Agent