

Tennessee Institute of Cosmetology
2438 E. Andrew Johnson Hwy.
Morristown, Tennessee 37814
423-587-5520

Nail Tech Enrollment Application

Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Home Phone : _____ **Cell Phone :** _____

Age: _____ **Date of Birth:** _____

Social Security Number: _____ - _____ - _____

Email Address: _____

Children: () Yes () No **How many:** _____ **Ages:** _____

Are you allergic to any medications or products: _____

Medical Problems: _____

Medications: _____

Occupation: _____

Have you ever been convicted of a felony: _____

Name of Parent/Guardian: _____

Grade Completed: _____ **High School Attended:** _____

Diploma: _____ **GED:** _____

Signature: _____ **Date:** _____

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All classes are Monday through Friday 8:00 - 4:30

Requirements

All Students are required to have a high school diploma or GED.
All Students are required to have a photo ID.
All Students must have a social security card.
All Jr. Instructors must have been licensed for (3) years minimum.

*Cosmetology and Nail Tech students are required to wear black scrubs.
*Aesthetic students are required to wear black scrub pants and white scrub tops.
**Jr. Instructors must wear a white lab jacket with your name, file number and Jr. Instructor embroidered on it. Wear respectable clothing.

All students are subject to random drug screenings. The screening may be at the cost of the student. If a positive result is returned, the student may be dismissed immediately with NO refund.

Transfer Students

Cosmetology students are required to complete a minimum of 500 hours or until you meet satisfactory results to take your state board exams.
Nail Tech and Aesthetic students are required to complete a minimum of 300 hours or until you meet satisfactory results to take your state board exams.

Transfer students are required to pay a \$100 registration fee due before or on the first day of class. Transfer students will be charged \$10.00 per hour for the number of hours needed to complete the course. Transfer students must purchase books and supplies needed for the course separately, they are not included in the tuition. **Books and supplies are charged per your chosen course**

Nail Technician Tuition (600 hours)

Nail technician tuition: \$5000.00

Registration Fee: \$100.00 (must be paid before or on first day of classes, not included in tuition, and non-refundable).

Tuition may be paid in full on or before the first day of classes. If tuition is not paid in full, a minimum deposit of \$1000.00 is required by the first day of class. This leaves a balance of \$4000.00. We divide your balance into 4 payments of \$1000.00 for 4 months you will be in class. Keep in mind that because you are in class for only 4 months, a payment is due the same month you start classes. If you cannot make this payment, there will be an extra payment at the end of your course. There is a \$10.00 processing fee for each monthly payment, so this will make your payments \$1010.00. Your payment will come due on the beginning of each month, there is a \$20.00 late fee for anything over 5 days late.

Nail technician students are estimated for graduation 4 months or 16 weeks from their start date. You are allowed to miss 8 days from school for personal time. For bad weather or unexpected school closing, this time will not count against you. For each hour past your graduation date, students will be charged \$10.00 per hour to complete the course.

****Tuition covers all supplies and books necessary to complete the selected course.**

Tennessee Institute of Cosmetology

2438 East Andrew Johnson Highway

Morristown, TN 37815

Email: tncosmetology@earthlink.net

Website: tennesseeinstituteofcosmetology@yahoo.net

423-587-5520 fax 423-587-5560

Tennessee Institute of Cosmetology opened in August of 2006, we are a privately owned and operated school. Our facility is approximately 6800 square feet, with 24 styling stations, 1 child styling station, 10 manicure tables, 8 pedicure chairs, 1 child pedicure chair, 10 dryer chairs, 5 shampoo bowls, 1 large classroom, 1 small classroom, 1 breakroom with lockers, 1 utility room, 2 ladies and 2 gentlemen's restrooms, 1 large stock room, 1 large reception area, 1 large office and 2 aesthetician rooms. We take great pride in offering the Cosmetology, Nail Tech, Aesthetician and Junior Instructor programs.

Tennessee Institute of Cosmetology is committed to a learning environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal learning opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Tennessee Institute of Cosmetology expects that all students in the school will be business-like and free of bias, prejudice and harassment. It is the policy

of Tennessee Institute of Cosmetology to ensure equal learning opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law.

Hours of operation are Monday through Friday 8:00 to 4:30, unless otherwise specified. Closed for Holidays include: New Years Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the Day after, Christmas will be the Day before, Christmas Day and the Day after.

*Cosmetology programs start every 8 weeks.

*Nail Technician, Aesthetician and Junior Instructor programs start at the beginning of each month.

In order for each student to achieve their greatest potential, regular attendance is crucial. Excessive absences not attending theory class, and tardiness can be hindrances in our standards of teaching and learning. Attendance must be consistent with each student's documented schedule.

Any absence exceeding 30 days without approval of the director constitutes a void of agreement and will require new enrollment. ** Student may be allowed one approved leave of absence, not to exceed 45 days. Graduation date may be extended one time during completion of course.

***Excessive absences may cause graduation date to exceed projected date and will result in extra hourly fees.

ENROLLMENT AGREEMENT

I _____, hereby make application for the course identified below and, in consideration of my enrollment and your furnishing, or offering to furnish, instruction in Tennessee Institute of Cosmetology hereinafter referred to as school, provide the following information and agree to the following payments and conditions.

Address _____ City _____

State _____ Zip _____

COURSE DATA

I am applying for the _____ course of study, which begins on _____ and ends on _____. The program will be taught for _____ hours over _____ weeks.

School Hours will begin at 8:00 am until 4:30 pm

PAYMENT TERMS AND METHODS

I agree to pay the school \$ _____ in full on or before the commencement of classes, in consideration for admitting me into the program and providing the necessary instruction to complete the program. The program price will be payable as follows:

Registration fee (non-refundable)	\$ _____
Tuition	\$ _____
Total Tuition and Fees	\$ _____
Less Down Payment	\$ _____
Balance	\$ _____

I may, at the School's option, pay the School \$ _____ per month in _____ monthly installments. With a \$10.00 processing fee, for a total monthly payment of \$ _____.

The first installment is due and payable on _____ and all subsequent installments are due and payable on the same day of each subsequent month until paid in full. Furthermore, the School may at its option and without notice, prevent me from attending class or receiving a diploma and/or State Board application until the unpaid balance is satisfied.

POLICY ON EXTRA INSTRUCTIONAL CHARGES

Tennessee Institute of Cosmetology will charge an additional \$5.00 per hour for students who have required additional time of instruction to complete the course beyond their contracted time.

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REFUND POLICY

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last date of physical attendance in school. Any monies due the applicant or student shall be refunded within 30 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 for training by the school. This applicant shall be entitled to a refund of all monies paid.
- 2.) A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and requests his/her money back in writing, within three business days of the signing of an enrollment agreement or contract, all monies collected by the school shall be refunded. This policy applies regardless of whether or not the student has actually started training.
- 3.) A student cancels his/her enrollment after the three business days after signing but prior to entering classes. He/she shall be entitled to a refund of all monies paid to the school less a registration fee of \$100.00.
- 4.) A student on approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of the leave absence or the date the student notifies the school that the student will not be returning.
- 5.) A student is expelled by the school.
- 6.) When situations of mitigating circumstance are in evidence, the school may provide a refund which exceeds this refund policy.
- 7.) The cost of the books and equipment is not included in tuition adjustment computations. These items become the property of the student issued and are non-refundable except as stated in items 1, 2, and 3 above.
- 8.) If student decides to leave or is dismissed from the school they will then be charged \$10.00 per hour for every hour completed plus the \$1,000 cost of books and kit. This amount must be paid in full before hours can be released.
- 9.) Students who terminate or are terminated by the school prior to course completion will be charged a \$100.00 termination fee.

- 10.) If the School is permanently closed and no longer offers instruction after a student has enrolled, the student shall be entitled to a pro-rated refund of tuition.
- 11.) If a student is caught stealing from the school, teacher or another student, there will be cause for termination and there will be no refund of any monies.

Employment Assistance

I understand that the School has not made and will not make any guarantees of employment or salary upon my graduation. The School will provide me with placement assistance which will consist of identifying employment opportunities and advising means of attempting to realize these opportunities.

Graduation Requirements

I understand that in order to graduate from the program and receive a diploma, I must successfully complete the required number of clock hours as specified in the catalog and on the contract, pass all written and practical examinations with a 70% average and satisfy all financial obligations to the School.

Grounds for Termination

I agree to comply with the rules and policies and understand that the School shall have the right to terminate this contract and my enrollment at any time for violation of the rules and policies as outlined in the catalog. I understand that the School reserves the right to modify the rules and regulations and that I will be advised of any and all modifications.

Acknowledgement

This contract contains the entire agreement between the School, Tennessee Institute of Cosmetology, and myself and no further modification or representation except as herein expressed in writing will be recognized.

I acknowledge that I have read this contract in its entirety, and that I have received a copy of this contract and all blank spaces have been filled in to my satisfaction. I have also received a copy of the catalog and School rules and regulations.

Signature of Applicant _____ Date _____

Signature of Parent or

Legal Guardian _____ Date _____

Accepted by: _____ Date _____

School Official

Attendance:

In order for each student to achieve their greatest potential, regular attendance is crucial. Excessive absences, not attending theory class, and tardiness can be hindrances in our standards of teaching and learning. Attendance must be consistent with each student's documented schedule.

***Excessive absences may cause you to be dismissed from school.

Any absence exceeding 15 days without approval of the director constitutes a void of agreement and will require new enrollment.

**Student may be allowed one approved leave of absence, not to exceed 45 days. Graduation date may be extended one time during completion of course.

If you will be absent for the day, you must call in before 8:00 am.

***It is the goal of Tennessee Institute of Cosmetology to graduate responsible, professional and knowledgeable students. Your success will largely depend on you and the effort you put into the pursuit of your educational program while a student. Becoming a good student requires a lot of hard work and mostly commitment. The staff of this Institute challenges you to do your best every day. By doing your personal best you will prepare yourself for your highly challenging and rewarding career. Think Professional !!!!!!!