

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

**ENROLLMENT APPLICATION**

**Name:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**Age:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Check one:** ( ) Single ( ) Married ( ) Other

**Email address** \_\_\_\_\_

**Are you left or right handed:** ( ) Left ( ) Right

**Occupation:** \_\_\_\_\_

**Medical Problems:** \_\_\_\_\_

**Medications:** \_\_\_\_\_

**Have you ever been convicted of a felony:** \_\_\_\_\_

**Name of Parent/Guardian:** \_\_\_\_\_

**High School Attended:** \_\_\_\_\_

**Grade Completed:** \_\_\_\_\_

**Diploma:** \_\_\_\_\_ **GED:** \_\_\_\_\_

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

**Tennessee Institute of Cosmetology  
2438 East Andrew Johnson Highway  
Morristown, TN 37814  
423-587-5520**

**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\*\*

### Cosmetology Tuition (1500 Hours):

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

Tuition: \$7,900

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 \$6,900.00. We divide your balance into 10 payments of \$690.00 for the 10 months you will be in class. Keep in mind that because you are in class for only 10 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 a month processing fee for monthly payments. This makes your payments \$700.00 per month.

It should take 45 weeks or almost 10 months to complete the course. You are allowed 15 days of personal time to miss with this course. School closing for weather or any circumstance will not be counted as your time missed. You are required to call in before 8:00 am or let your instructor know in advance if you are absent for it to be excused.

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

\*\*All additional time needed to complete the course will result in a charge of \$10.00 per hour.

\*\*There is no finance charge applied to your monthly payments. However, there is a \$20.00 late fee for any payment received 5 or more days past the due date.

*Tennessee Institute of Cosmetology*

*2438 East Andrew Johnson Highway*

*Morristown, TN 37815*

*Email: [tncosmetology@earthlink.net](mailto:tncosmetology@earthlink.net)*

*Website: [tennesseeinstituteofcosmetology@yahoo.net](mailto: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 4<sup>th</sup>, 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 herein after 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 instructions 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 \$ \_\_\_\_\_

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.

## **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 !!!!!!