

TENNESSEE INSTITUTE OF COSMETOLOGY
2438 EAST ANDREW JOHNSON HWY
MORRISTOWN, TN 37814
423-587-5520

JR INSTRUCTOR APPLICATION
300 HOUR COURSE

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ CELL PHONE: _____

DATE OF BIRTH: _____ AGE: _____

SOCIAL SECURITY NUMBER: _____ - _____ - _____

EMAIL ADDRESS _____

EMPLOYMENT: _____

COSMETOLOGY SCHOOL ATTENDED: _____

YEARS WORKED AS COSMETOLOGIST: _____

DAY YOU WOULD LIKE TO ATTEND: _____

MEDICAL PROBLEMS: _____

MEDICATIONS: _____

SIGNATURE: _____ DATE: _____

Please note: The junior instructor program is an apprenticeship for a one year
Period of time, you will be coming for one day a week for the year. At that time
You will then be able to take your state board exam.

***Tennessee Institute of Cosmetology
3211 East Andrew Johnson Hwy.
Morristown, Tennessee 37814
423-587-5520 fax 423-587-5560
Jr. Instructor Program***

The junior instructor program consists of 300 hours, and a one year apprenticeship. You must have both completed to take your state board exam for instructors license. You can take up to 3 years to complete if necessary, however, I have found coming in one day a week for a year gives you the hours and time necessary to complete.

There is a \$100 registration fee, this is due at the time you turn in your application and is non refundable.

The full tuition is \$3900 and includes your books. Tuition may be paid in full at least 2 weeks prior to the first day of class. If tuition is not paid in full, a minimum of \$1000 deposit is required at least 2 weeks prior to the first day of class. This leaves a balance of \$2900. We divide your balance into 10 payments of \$290 for 10 months. There is a \$10 a month processing fee for monthly payments. This makes your payments \$300 per month.

Refund Policy

1. If an applicant is not accepted for training by the school, this applicant shall be entitled to a refund of tuition money, this excluded your \$100 registration fee and \$1000 deposit.
2. If an applicant cancels his/her enrollment and requests his/her money back in writing, within three (3) business days of the signing of an enrollment agreement or contract, all tuition monies collected by the school shall be refunded less registration fee and deposit.
3. If a student is expelled by the School, there will be no refund of any monies.
4. When situations of mitigating circumstance are in evidence, the School may provide a refund which exceeds this refund policy.
5. The cost of the books and equipment is not included in tuition adjustment computations. These items become the property of the student when issued and are non-refundable.
6. Students who terminate or are terminated by the School prior to course completion will be charged a \$100.00 termination fee.

7. If the School is permanently closed and no longer offers instruction after a student has enrolled, the student shall be entitled to a pro-rate refund of tuition.

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, 300 for instructors' course. I must complete the full one year apprenticeship.

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. 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 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.

Signature of Applicant _____ Date: _____

Accepted by: _____ Date: _____

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 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

Page 11 Initials _____

*** 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 !!!!

All students completing the required hours of training per chosen course and meeting satisfactory theory and practical grades will be awarded a certificate of completion diploma.