



Student contract

Academy Address 107 N. Meridian Street, Lebanon, IN. 46052 Phone (765)482-9500

Name _____ Age _____ Date of birth _____

Address _____ City _____

State _____ Zip _____ SSN _____

Home phone # _____ Mobile # _____

Course – Cosmetology Length of Program – 1500 Hours Hours per Week - 20

Days scheduled - Monday through Friday

Full-time- N/A Part-time – Class hours 7:30a.m. – 11:30a.m.

Hours contracted with the academy 1500 Approximate Number of Months 20

Start Date _____ Projected Graduation Date _____

Academy Fees

Tuition fee \$12,000.00 Enrollment fee \$100.00 Book & kit fee \$900.00

Total Cost
(Choose option 1 or 2)

1. Cash pay \$13,000 _____ 2. Freestyle Academy Financing \$13,750 _____
(Additional fee and contract applies)

Option 1- all Academy fees must be paid in full before start date.

Option 2- down payment must be paid before start date.

Payment Options and additional fees

1. Students paying in full.
2. Students financing through the Academy pay an additional \$750 handling fee. The student is required to pay \$1600 down and a monthly payment on the remaining balance. Payments will

remain intact for any leave of absence or if student drops out or is dropped from the program for any reason. Total cost includes enrollment fee, handling fee, books, supplies and student kit.

3. Any students who do not finish the program by projected graduation date will be charged an additional \$250.00 per week to finish hours needed.

4. Payments may be made by cash, check, and money order or through non-federal agency or loan program.

Students are responsible for paying the total tuition and fees and for repaying applicable loans.

5. Enrollment and book and kit fees are nonrefundable

GENERAL TERMS OF AGREEMENT

School

- Shall provide program of study that meets minimum curriculum requirements as prescribed by the state regulatory agency.
- May change kit contents, textbooks, dress code, and curriculum format, teaching materials or educational methods at its discretion.
- Will grant a diploma of graduation when the student has successfully completed all phases of study, required tests, practical assignments, passed a comprehensive written and practical exam, completed the program of study according to state requirements, and paid all monies owed to academy.
- Will issue an Official transcript of hours to students who withdraw prior to program completion when the student has successfully filed the proper paperwork and paid all monies owed to academy.
- Will assist graduates in finding suitable employment by posting area employment opportunities, and teaching job readiness classes, but placement is **NOT GUARANTEED.**
- May terminate a student's enrollment for noncompliance with General policies, this contract, or State Laws and Regulations, Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the academy, willful destruction of academy property, and theft or any illegal act.

Student

- Agrees to pay applicable school and state fees and provide all required registration paperwork in a timely manner.
- Agrees to comply with all Standard of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to comply with the academy's dress code at all times.
- Agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of the academy.
- 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 he/she is responsible for the state licensing exam fee and other examinations or licensing related expenses.

Student Withdrawal

Students who wish to withdrawal prior to course completion must notify the academy in writing.

Refund Policy

The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or academy closure.

Any monies due the applicant or students shall be refunded within 45 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 by the academy. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within 3 business days of signing the enrollment agreement. In this case all monies collected by the academy shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after 3 business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the academy less the enrollment fee in the amount of \$100.
4. A student notifies the academy of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the academy that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the academy that the student will not be returning.
6. A student is expelled by the academy. (unofficial withdrawals will be determined by the academy by monitoring attendance at least every 30 days.)
7. In type 2,3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the academy administrator or owner in person.
 - For students who enroll and begin classes but withdraw prior to course completion (after 3 business days of signing the contract), the following schedule of tuition earned by the academy applies. All refunds are based on scheduled hours.

PERCENT OF SCHEDULE TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION ACADEMY SHALL RECEIVE/RETAIN
0.01% to 4.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	50%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. 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 after a student has enrolled, the academy will provide a pro rata refund of tuition

to the student or if available provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the academy will either provide a full refund of all monies paid or completion of the course at later time. If the course is canceled after students have enrolled and instruction has begun, the academy shall provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school or provide completion of the course or participated in a teach-out agreement or provide a full refund of all monies paid.

- Students who withdraw or terminate prior to course completion are charged a cancellation fee of \$150. This refund policy applies to tuition and fees in the enrollment agreement. Other miscellaneous charges the student may have incurred at the academy (extra kit materials, books, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

Extra Instruction Charge

Each program has been scheduled for completion within an allotted time frame. A grace period of approximately ten percent has been added to the calculated completion date for each program. If the student does not graduate within the contract period, additional training will be billed rate of \$250 per week, or any part thereof, payable in advance, until graduation. Students will not be allowed to clock in until applicable weekly payments are made.

Instructional Languages

Freestyle academy for hair offers instruction ONLY in English.

Graduation Requirements for Licensure

1. All cosmetology students must complete 1500 hours. All progress and tests must be completed with a grade of 75% or higher .The written and practical final tests are to be passed with a 75% grade or higher. Students are responsible for requesting make-up tests.
2. All tuition and overage charges must be paid in full.
3. Final practical exam will be scheduled with instructor and given at the academy. Students who do not show up for their scheduled final exam time will have to pay a fee of \$100.00 to reschedule.
4. Final State written exam will be scheduled by the student through the state assigned location. Student is responsible for paying the testing fee at time of scheduling.
4. Student is responsible for paying license fees.
5. Once your 1500 hours has been reached Freestyle academy for hair is no longer liable for further education.

Document Awarded Upon Graduation

Upon graduation student will be awarded a diploma for successfully completing the cosmetology course.

Job Placement Assistance

Job placement assistance is available to all graduates at no additional charge. Any known job openings will be posted on the bulletin board in break room. The curriculum includes training in

professionalism, resume development, interview preparation, and job search skills. Graduates are encouraged to maintain contact with the academy on current employment or employment needs. Freestyle academy will not guarantee employment to any student.

State requirements application for license

1. Applicant must be 17 years of age
2. Has successfully completed the tenth grade or received the equivalent of tenth grade education.
3. Has graduated from a beauty culture school
4. Has received a satisfactory grade on an examination for cosmetologist license applicants prescribed by the board
5. Has not committed an act for which the applicant could be disciplined under IC 25-8-14
6. Has paid the fee set forth in IC 25-8-13-7 for the issuance of a license.

Freestyle academy for hair is not currently eligible to participate in federal Title IV Financial Aid Program.

Attorney fee clause

All reasonable legal fees and expenses are to be paid by student if he or she breaks contract. All terms are contained in contract. No outside terms or representation unless agreed to in writing.

I acknowledge having read all of the contract. Student shall receive a copy the signed contract to keep to protect your rights. The academy reserves the right to change start dates bases on class enrollment, staff availability and other considerations.

Signature of student _____ Date _____

Signature of parent or guardian _____ Date _____
(if student is a minor)

Signature of director _____ Date _____