



BELLE ACADEMY of COSMETOLOGY  
27A South Commons Rd Waterbury, CT 06704  
P 203-528-0200 fax 203-528-0202  
m.cervellino@snet.net

**ENROLLMENT AGREEMENT (rev 05/01/2022)**

Student Name \_\_\_\_\_ Age \_\_\_\_\_ Birth Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Driver's License # \_\_\_\_\_ Soc. Security # \_\_\_\_\_ U. S. Citizen \_\_\_ Yes \_\_\_ No

**Contract Begins:** \_\_\_\_\_ **Contract Ends:** \_\_\_\_\_

Email Address \_\_\_\_\_

\_\_\_\_ **Nail Tech Program 100 Hours Day** \_\_\_\_\_      \_\_\_\_ **Eye Lash Tech Program 50 Hours Day** \_\_\_\_\_

**Nights/Days** 100 hours / 8 Weeks / 12 hrs. per week \_\_\_\_\_      **Nights/ Days** 50 hours / 4 Weeks / 12 hrs. per week \_\_\_\_\_

*\*\* Transfer hours from another school will not be accepted for the Nail Tech or Eye Lash Tech programs. \*\**

**Schedule:**

All Night Nail Tech students are scheduled to attend 12 hours weekly from 5:00pm to 9:20 pm  
Tuesdays, Wednesdays & Thursdays.

All Night Eyelash Tech students are scheduled to attend 12 hours weekly from 5:00pm to 9:20 pm  
Tuesdays, Wednesdays & Thursdays.

**Contract Costs and Payment Terms:**

- Student and Sponsor (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated below.
- The School may, at its option and without notice, prevent student from attending class until any applicable unpaid balance or payments are satisfied.
- The School may charge a \$10.00 transcript fee for transcript requests. The school will charge a re-registration fee for Students enrolling or transferring to the school of \$175.00.
- Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein.
- Payments may be made by cash, check, money order, credit card.
- Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

Student Initials \_\_\_\_\_

**Fees:**

Registration Fee: \$175.00 (non-refundable)

Books/Kit: \$ \_\_\_\_\_

Tuition: \$ \_\_\_\_\_

Miscellaneous: \$ \_\_\_\_\_

**Total Tuition & Fees: \$ \_\_\_\_\_**

Less Deposit: \$ \_\_\_\_\_

**Balance Due: \$ \_\_\_\_\_**

**► Payment for Balance Plan Due:**

**Payment due on:** \_\_\_\_\_ of each

Week \_\_\_\_\_ / Month \_\_\_\_\_

**Payment amount: \$ \_\_\_\_\_**

**GENERAL TERMS OF AGREEMENT**

**School:**

- Shall provide programs of study **taught in English** that meets minimum curriculum requirements as prescribed by the state regulatory agency.
- May change kit contents, textbooks, dress code, curriculum format, teaching materials or educational methods at its discretion.
- Will award a graduate diploma/ certificate of completion of Hours for the applicable course when the student has successfully completed all hours of instruction for their chosen field, with a cumulative overall grade point average of 75% or better, and all financial arrangements are complete.
- Will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the following requirements: attended an exit interview and paid all monies owed the school or made satisfactory arrangements for debts as approved by the School.
- 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 this contract, State Laws and Regulations, General policies, rules and regulations of the school, Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property, theft, drug / alcohol use or any illegal act, Failure to meet required Satisfactory Progress.
- The school reserves the right to change start dates based on class enrollment, staff availability and other considerations.

**Student:**

- Agrees to pay applicable school and state fees and provide all required registration paperwork in a timely manner.
- Agrees to comply with all Standards 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 provide all financial aid documents, if applicable, in the designated time frame.
- Agrees to comply with the school's dress code at all times and project a professional image representative of the cosmetology and image industry.
- 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 school.
- 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 minimum attendance and grade requirements must be maintained for satisfactory progress (75% attendance / 75% GPA); failure to comply will result in termination according to the policy found in the catalog.
- Understands that he/she is responsible for the state licensing exam fee, licensing fee and other related expenses.

**REFUND POLICY – NOTICE OF CANCELLATION**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school 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 school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment withdrawal, within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three 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 school less the registration fee in the amount of \$175.
4. A student notifies the institution of his/her May or Should” provide notice of written withdrawal,
5. A student on an approved leave of absence notifies the school 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 institution that the student will not be returning. Refunds are calculated based on the students last date of verifiable attendance.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution 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 school administrator or owner in person.
8. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOAL COURSE	TOTAL TUITION SCHOOL SHALL RECEIVE / RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
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 school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student’s enrollment, and before instruction has begun the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school 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 participate 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 or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
- If a student withdraws prior to course completion, a calculation for return of funds will be completed and any applicable returns by the school shall be paid, as applicable.
- After all applicable returns have been made, this refund policy will apply to determine the amount earned by the school and owed by the student.
- If the student has received personal payments of aid, he/she may be required to refund the aid to the applicable program.
- If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student.
- After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student.
- If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program. This calculation may take several days.

**\*The School is currently eligible to participate in federal Title IV Financial Aid Programs**

## Cost Over Contract

If a student fails to complete the program in the time allowed as contracted, an additional time period of 5 clock hours will be given to the student to complete the course without charge to the student. Hours made up after graduation date will be charged at the programs hourly rate: **Nail Tech \$38.74**  
**Eye Lash Tech \$49.90**

## Graduation Requirements

A student is considered graduated when he/she has completed the required clock hours of instruction for their chosen field, with a cumulative overall grade point average of 75% or better and all financial arrangements are complete. Upon successful completion the student will be awarded a Diploma / Certificate of completion.

## Employment Assistance Policy

While Belle Academy of Cosmetology **cannot guarantee employment** for its graduates, assistance in finding suitable employment is provided by posting job openings on the career opportunities bulletin board. Students also receive training in Resume development, Professionalism and Job interview skills. Belle Academy of Cosmetology maintains a relationship with professionals and potential employers of Belles graduates. Job referrals are made known to interested graduates as available. A Criminal background may prohibit a student / Graduate from obtaining employment.

**This Agreement constitutes a binding contract between the applicant and the school when signed by all applicable parties, and upon acceptance by the school. By signing below, you certify that you have read the contract, understand its contents, and agree to comply with all its requirements, as well as the general policies of the school.**

**In addition, prior to enrollment and signing this contract, you acknowledge having received a copy of the following items:**

- |  |  |
|--|--|
| ✓ School Catalog   | ✓ Course outline                                 |
| ✓ Student Kit List   | ✓ Satisfactory Academic Progress Policy          |
| ✓ Industry Requirements regarding state licensure                              | ✓ Family Education Rights and Privacy Act Policy |
| ✓ Drug Free Campus Policy  | ✓ Release of Liability Policy                    |
| ✓ Photo Release and Consent  | ✓ Student Grievance Policy                       |
| ✓ Most recent Annual statistics regarding completion, licensure, and placement |  |

## ACKNOWLEDGEMENT:

My signature below certifies that I have read, understand, and agree to comply with its contents, and that the institution's cancellation and refund policies have been clearly explained to me. I have received a copy of this fully executed agreement.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guardian/ Sponsor (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Accepted by School Official

\_\_\_\_\_  
Date

Student Initials \_\_\_\_\_