## ENROLLMENT AGREEMENT CONTRACT - Esthetics Programs

**Name:** ___________________________________________  **Program/Course Name:** Esthetics

**Home telephone:** ___________________ **Bus:** _______________ **Cell:** ___________________

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Duration</th>
<th>Hours/Week</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time Day (600 Hour)</td>
<td>20 wks</td>
<td>30</td>
<td>20 wks required, Hours per week 30</td>
</tr>
<tr>
<td>Full Time Day (600 Hour)</td>
<td>30 wks</td>
<td>20</td>
<td>30 wks required, Hours per week 20</td>
</tr>
<tr>
<td>Part Time Day (600 Hour)</td>
<td>40 wks</td>
<td>15</td>
<td>40 wks required, Hours per week 15</td>
</tr>
<tr>
<td>Part Time Eve (600 Hour)</td>
<td>50 wks</td>
<td>12</td>
<td>50 wks required, Hours per week 12</td>
</tr>
<tr>
<td>Part Time Eve (300 Hour)</td>
<td>25 wks</td>
<td>12</td>
<td>25 wks required, Hours per week 12</td>
</tr>
</tbody>
</table>

**Course Start Date** ______________________  **End Date** ______________________

**Period beyond which late registration will not be accepted** ________________________

**Tuition Fee** __________  **Other Charges** __________  **Total Charges** __________

### COST BREAKDOWN

- **Full Time Day Esthetic Course (600 Hours) – 20 Wks**  
  Financial Aid if you qualify

  **TOTAL COST:** $8750.00

  - $500.00  Deposit due upon enrollment
  - $8250.00  Balance*
  - TUITION: $7675.00
  - 2 UNIFORMS: $100.00
  - TEXT MATERIALS: $175.00
  - SKIN CARE/MAKEUP SUPPLIES: $750.00
  - ADMINISTRATIVE FEE: $50.00

- **Part Time Esthetic Programs (300 Hours) – Day 19 Wks - Evening 25 Wks**  
  Financial Aid if you qualify

  **TOTAL COST:** $6500.00

  - $500.00  Deposit due upon enrollment
  - $6000.00  Balance*
  - TUITION: $5425.00
  - 2 UNIFORMS: $100.00
  - TEXT MATERIALS: $175.00
  - SKIN CARE/MAKEUP SUPPLIES: $750.00
  - ADMINISTRATIVE FEE: $50.00

*Weekly and Monthly Payment plans are available for all esthetic and massage therapy programs. Full tuition payment must be received before class end date to graduate.

**Applicable Discounts:**

- ___ $250.00  Paid in Full
- ___ $250.00  Complimentary Field of Study Certificate or License
- ___ $250.00  Early Enrollment
- ___ $625.00  Dual Program Enrollment
- ___ Total Tuition Discount

School Rep. Initials _____

**STUDENT’S INITIALS _____**

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REFUND POLICY
(As per M.G.L.C. 255 Sec. 13K)

1. NON-ACCEPTANCE. An applicant not accepted by the school shall be entitled to a refund of all monies paid.

2. You may terminate this agreement at any time.

3. If you terminate this agreement within five days of signing the enrollment agreement contract, you will receive a refund of all monies paid, this policy applies regardless of whether or not the student has actually started training. The postmark on written notification will determine the cancellation date, or the date said information was delivered to the school.

4. If you terminate enrollment after the initial five day period in section #3, but prior to commencing the program, you will receive a refund of all monies paid less the termination fee of $50.00.

5. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 8.

6. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty-percent of the tuition, less the actual reasonable administrative costs described in paragraph 8.

7. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable administrative cost described in paragraph 8.

8. If you terminate this agreement after the initial five-day period, you will be responsible for actual administrative costs incurred by the school to enroll you and to process your application. Administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of administrative costs is attached hereto and made part of this agreement. If the student terminates enrollment after receiving books and uniforms these items become non-refundable.

9. If you wish to terminate this agreement you must inform the school in writing of your termination, which will become effective on the day such writing is mailed.

10. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

11. Students receiving assistance from Federal Title IV programs may be subject to a special refund or return to Title IV requirements as of 10/07/2000 per Federal Regulations, provided they have completed less than 60% of the payment period for which aid was or could have been disbursed. Federal regulations require the return of Title IV funds in the following order if applicable; Unsubsidized loans, Subsidized loans, Perkins loans, Plus Loans, Pell Grants, SEOG, or other Title IV.
12. Enrollment time is defined as the time elapsed between the actual starting dates of the student’s last day of physical attendance in the school. Any monies due to the student shall be refunded within fourteen (14) days of formal cancellation by the student as in Section #3 or formal cancellation by the School, which shall occur no more than thirty (30) days from the date of withdrawal or 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.

13. Termination by the Elizabeth Grady School: Notwithstanding the forgoing, if this contract is terminated by the School due to willful misconduct and/or the inability to maintain satisfactory progress in accordance to the school’s policies and procedures, the student will be refunded monies according to the school’s refund policy.

14. Once a student begins classes, books and equipment become property of the student. If the student terminates enrollment, books and equipment become non-refundable.

15. In cases of mitigating circumstances such as prolonged illness or accident, death in the family, or other situations that make it impossible to complete the course, the School shall make a settlement, which is reasonable and fair to both.

16. If a course is cancelled subsequent to a student’s enrollment, the School shall at its option; provide a refund of all monies paid or provide completion of the course.

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

18. The School will dismiss any student who has undocumented absences for thirty (30) consecutive days.

19. A student who is on a leave of absence and who does not return to School by their scheduled return date will be dismissed from the School.

20. There will be a $25.00 fee for missed tests.

21. There will be a $20.00/hour charge for instruction past the contracted Ending date listed on page 1 of this agreement.
ADMISSION REQUIREMENTS
- All Admission requirements must be received by the by the first day of the start of your enrollment date found on page 1 of this agreement. Inability to meet this requirement will delay your enrollment start date.

PLACEMENT
- The Elizabeth Grady School does not guarantee job placement but will assist in resume preparation, job interviewing skills and job placement. The Elizabeth Grady School maintains an updated job listing for graduates and alumni.

ATTENDENCE
- A satisfactory attendance record is a course completion requirement. Any student missing more than 5% of classes will be placed on probationary status and any subsequent absence can result in dismissal from the school.

GRADUATION REQUIREMENTS
- To fulfill graduation requirements, students must complete all contracted hours in their program as well as maintain a minimum level of proficiency of 70% in all required courses as applicable to the program of study. All tuition balances must be paid in full for all programs.

STUDENT INITIALS_______

ADMINISTRATIVE COST EQUAL…………………………………………$50.00

- By affixing your signature below you have acknowledged that you have read and received a copy of this contract.

STUDENTS SIGNATURE_________________________________________ DATE___________

PARENT/GUARDIAN SIGNATURE
(If applicable)_________________________________________ DATE___________

SCHOOL OFFICIALS SIGNATURE_____________________________________ DATE___________

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