

## COMMONLY ASKED QUESTIONS ABOUT ESTHETICIANS AND ESTHETICIAN TRAINING

### What is an esthetician and what do they do?

An esthetician is a skin care specialist who is licensed to perform facials, waxing, and makeup artistry services. Estheticians can be found working in various environments including salons; day and destination spas; dermatology and plastic surgery practices; and retail or educational environments.

### How long does it take?

The Elizabeth Grady School offers esthetics programs that are 600 hours in a variety of flexible schedules. A 600 hour part-time evening program requires thirteen months. Students attend classes 12, 20, or 30 hours per week.

### How much does it cost?

The 600 Hour Esthetician program cost is \$9,500.00 and includes textbooks, uniforms, and all products and supplies. Students can take advantage of saving money by enrolling early. We also offer discounts to certified professionals in complimentary fields of study such as beauty and healthcare. Please inquire during your admissions interview.

**600 HOURS:** Independent students could qualify for up to \$6333.00 in federal loans and up to \$4130.00 in federal Pell grants. Dependent students can qualify for up to \$3666.00 in federal loans, up to \$4130.00 in federal Pell grants, and parent PLUS loans are also available and are credit based loans available to parents of dependent students.

You can find detailed information about Financial Aid online at [www.elizabethgrady.edu](http://www.elizabethgrady.edu). Click on **Prospective Students** on the task bar, and scroll down to **Financial Planning**. Additionally, Melissa Sandberg, Financial Aid Representative, can be reached at 781-960-0114 and will be happy to assist you with any questions.

### Is more education is available?

Advanced and continuing education is available to licensed estheticians and students enrolled in the programs at the Elizabeth Grady School. Numerous programs are available throughout the year including, but not limited to: Intense-Pulsed Light for Photofacials and Hair Removal (IPL), Aromatherapy, Advanced treatment of Acne, Advanced Facial Massage, Exfoliation and Chemical Peeling, Eyelash Extensions, Microdermabrasion, Reiki, and more.

### COMING SOON!!!

Advanced Esthetics- 900 Clock Hours!!! Stay tuned for upcoming dates, enrollment information, and forms.

## STEPS TO ENROLL IN AN ESTHETICIAN PROGRAM AT THE ELIZABETH GRADY SCHOOL

1. \_\_\_\_\_ **Tour and Interview:** Call 781-960-0120 to schedule a time.

The required enrollment documents listed below, numbers 2, 3, 5, & 6 are included on the following pages. You may print, complete, and bring with you to your interview or the school can provide you hard copies at the time of your interview. You also may mail, fax, or scan and email to the school. You should submit your application prior to or on the day you interview.

**Mailing Address:** Elizabeth Grady School, 222 Boston Avenue, Medford, MA 02155 att: Admissions

**Fax Number:** 781-391-4772

**Email:** admissions@elizabethgrady.com

2. \_\_\_\_\_ **Application for Enrollment.**
3. \_\_\_\_\_ **Enrollment Agreement Contract.**
4. \_\_\_\_\_ **Deposit:** Submit your Application, Contract, and Deposit of \$500.00 to reserve your seat. Students who are fully loan and grant eligible may receive a reduction in the amount of the deposit. Please inquire with Financial Aid to learn more. The deposit may be paid by check, money order, Mastercard, or Visa. Credit card payment can be made over the phone by contacting Mary at 781-960-0129.
5. \_\_\_\_\_ **Questions to Consider:** Read and sign the *Questions to Consider* document. Please ask an Admissions representative if you have any questions regarding the considerations listed.
6. \_\_\_\_\_ **Medical Documentation:** Schedule an appointment with your physician for TB (tuberculosis) test. This test can be performed by your general practitioner or at a walk-in clinic such as the CVS Minute Clinic. Submit results prior to the first day of class.
7. \_\_\_\_\_ **Photo Identification:** Provide a photocopy of your state issued driver's license, I.D., or passport. Further identification to support citizenship or eligibility may be required. A valid Alien Registration Card is required for all eligible non-citizens and an M-1 Visa is required for all ineligible non-citizens.
8. \_\_\_\_\_ **Proof of Education:** Provide a copy of high school diploma, college diploma, GED, or official transcripts. If you were educated in another country, please make sure that your diploma is translated and notarized. If you are unable to locate your diploma, please contact your high school to obtain an official copy of your transcript, which must include the school seal and be unopened or mailed directly from the school to Elizabeth Grady.
9. \_\_\_\_\_ **Complementary Field of Study Discounts:** If you retain a license or certificate in the healing arts, wellness, or beauty fields (ie: CNA, LPN, RN, MT, electrologist, cosmetologist, etc...) please provide proof of education and/or license to receive a \$250.00 tuition discount.
10. \_\_\_\_\_ **Pre-enrollment Checklist:** Acknowledge the receipt of all of the vital information provided by the school that you need to know to make an informed decision about going to school.
11. \_\_\_\_\_ **IPEDs Questionnaire:** Complete this demographics survey required by the US Department of Education.

# ELIZABETH GRADY

SCHOOL OF ESTHETICS AND MASSAGE THERAPY

## ESTHETICS ENROLLMENT APPLICATION

Name: \_\_\_\_\_ Social Security No. Last four digits: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

Complete Street Address/City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

U.S Citizenship Status (Check one and list ID number if applicable):

\_\_\_\_ Citizen/National \_\_\_\_ Eligible non-citizen **Alien I.D. #** \_\_\_\_\_ Exp. \_\_\_\_\_

### Enrolling in:

\_\_\_\_\_ **600 Hour Day M-F**                      **9:00 A.M. - 4:00 P.M.**

\_\_\_\_\_ **600 Hour Day M-F**                      **9:30 A.M. – 1:30 PM**

\_\_\_\_\_ **600 Hour Eve/Sat**                      **M/T 6:30-9:30 and Sat 9-3:30**

**Program Start Date:** \_\_\_\_\_ **Program End Date:** \_\_\_\_\_

### Financial:

Are you applying for Financial Aid (Student Loans and/or Grants)? Yes \_\_\_\_\_ No \_\_\_\_\_

Would you like a payment plan on the school balance? Yes \_\_\_\_\_ No \_\_\_\_\_

### Uniform size:

Top (XS, S, M, L, XL) \_\_\_\_\_ Pant Size (XS, S, M, L, XL) \_\_\_\_\_ Height \_\_\_\_\_

## EDUCATION

High School                                      Address                                      Year Graduated

College/Other Education                      Address                                      Year Graduated

**EMPLOYMENT**

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Present Employer	Address	phone	From/To
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**MEDICAL INFORMATION**

1. **IMPORTANT:** List all allergies, sight or hearing problems, learning disabilities, medical conditions including pregnancy, and **all prescription medications.**

2. Emergency Contact

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Name	Address	Phone (H/W)
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**ENROLLMENT APPLICATION QUESTIONS**

1. Can you devote adequate time to your studies if you are accepted?    Yes    No

2. How did you first learn or become interested in Elizabeth Grady School of Esthetics?

3. What most interests you about a career in the field of Esthetics? (Minimum 20 words)

4. What do you believe makes you uniquely qualified to become a licensed esthetician and provide services on the public? (Minimum 20 words)

**Please circle the following:**

- Have you been informed that you must fully participate in all areas of practical and make-up artistry including facial and body treatments, waxing services and make-up application?

Yes      No

- Have you been informed that attendance is extremely important to the success of your program, that you cannot miss more than 5% of the time you are enrolled, and you must make up any time missed?

Yes      No

- Have you received in the mail or during your tour, the information packet containing consumer information on the field of esthetics?

Yes      No

- Have you been informed that you will be required to report to the Elizabeth Grady School of Esthetics the name of the salon/spa/company that hires you as an esthetician or makeup artist following graduation?

Yes      No

- Have you been informed that you in Massachusetts all candidates for esthetics licensure are required to undergo a CORI (Criminal Offense Record Inquiry) and SORI (Sex Offender Registry Inquiry)?

Yes      No

Please sign and date this enrollment application and submit with your tuition deposit and Enrollment Agreement Contract. Additionally, the following items are requirements for admission and must be submitted prior to your first day of class:

- Copy of High School or College Diploma, GED, or Official Transcript
- Photo ID (State Government issued I.D., Driver's License, or Passport) with proof of age
- Medical release documentation (TB results)
- Proof of citizenship or Student Visa if non-citizen
- IPEDS questionnaire

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian (if applicant is under 18): \_\_\_\_\_ Date: \_\_\_\_\_

School Administrator \_\_\_\_\_ Date: \_\_\_\_\_

Revised 6/14/19

Elizabeth Grady School of Esthetics and Massage Therapy  
222 Boston Avenue  
Medford, MA 02155  
Phone 1-781-960-0123 Fax 781-391-4772  
[www.elizabethgrady.edu](http://www.elizabethgrady.edu)

# ELIZABETH GRADY

SCHOOL OF ESTHETICS & MASSAGE THERAPY

## QUESTIONS FOR ESTHETICIAN STUDENTS TO CONSIDER

As the leader in skin care salons, Elizabeth Grady understands the industry very well. The profession offers both personal and professional rewards with a variety of career options. We have compiled a list of questions one should consider important in making a decision to enroll in an esthetics program at the Elizabeth Grady School. Please sign the bottom line to indicate you have read, understand and accept each question.

### In the School:

1. Are you comfortable being touched by another student or teacher?
2. Are you open to wearing a professional make up?
3. Are you open to not using tanning beds and not excessively tanning?
4. Do you have good physical dexterity for massage, waxing and make-up application?
5. Are you willing to grow your hair on the brows, upper lip, underarms, bikini and legs for training in waxing techniques?
6. Attendance is key to learning, supporting your classroom community, and a prerequisite for successful completion of your program. It is also a requirement for receiving financial aid disbursements. Are you willing to be in punctual and in attendance on a daily basis?
7. Are you willing to remove visible body piercing, with the exception of single pierced ears? The Elizabeth Grady School requires that no visible piercings be worn to maintain a level of professionalism and prevent injury during massage procedures.
8. Are you willing to cut your fingernails to fingertip length? Long nails can scratch and injure clients. Massage students are required to keep their nails short at all times.
9. Do you understand that placement is not guaranteed? Although the school maintains an ongoing list of employers and provides a strong business development module within the program, it is ultimately the student's responsibility to lead their job search with the support of the school.
10. Are you proficient with speaking, writing and reading English? All programs are taught in English. Many ESL students have successfully completed our programs, however if you have a concern in this area please let us know so that we can help set you up for success.

### In the industry:

1. Do you enjoy working with people?
2. Are you a good listener and communicator?
3. Do you like to be helpful to people?
4. Are you interested in health, beauty, and wellness?
5. Do you enjoy working with your hands?
6. Do you find it gratifying helping others feel better about themselves?
7. Are you capable of not smoking during working hours?
8. Are you open to selling products and services as a trained esthetician?
9. Do you enjoy a fast past environment and understand the importance of good time management? Can you adapt to changing environments and can you remain calm in the midst of that change?
10. Are you able to stand or sit for long periods?
11. Do you have good mobility of your upper and lower limbs?
12. Are you available to work on weekends?
13. Have you ever been convicted of a felony? This could affect your ability to become licensed. If so, please contact the Board of Cosmetology for more information.

By signing below you acknowledge you have read the above questions to consider and agree that "yes" you are able to comply with the above educational and industry requirements to enter the field of study and profession. Should you have any questions please speak with an Admissions staff member.

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_ Program: \_\_\_\_\_ Day/Evening \_\_\_\_\_ Start Date: \_\_\_\_\_

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**Department of Education Annual Institutional Participation Educational Data Survey (IPEDS)**

Each year the Elizabeth Grady School is required to provide the US Department of Education with a summary of miscellaneous data (age, sex, marital status, etc...) called an IPEDS report. Please fill out the following information. This information will not be used for any other purpose other than this report.

<b>Name</b>		
<b>Address</b>		
<b>City</b>		
<b>State</b>		
<b>Zip Code</b>		
<b>Phone Number</b>		
<b>Email</b>		
<b>Date of Birth</b>		
<b>Age</b>	<input type="radio"/> Under 18 <input type="radio"/> 18-19 <input type="radio"/> 20-21 <input type="radio"/> 22-24 <input type="radio"/> 25-29	<input type="radio"/> 30-34 <input type="radio"/> 35-39 <input type="radio"/> 40-49 <input type="radio"/> 50-64 <input type="radio"/> 65 and Older
<b>Gender</b>	<input type="radio"/> Female <input type="radio"/> Male	
<b>Marital Status</b>	<input type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Divorced <input type="radio"/> Widowed	
<b>Number of Dependent Children</b>		
<b>Social Security Number</b>		
<b>Income</b>	<input type="radio"/> 0-9999.00 <input type="radio"/> 10,000.00-19,999.00 <input type="radio"/> 20,000.00-29,999.00 <input type="radio"/> 30,000.00>	
<b>Ethnicity</b>	<input type="radio"/> American Indian or Alaskan Native <input type="radio"/> Asian <input type="radio"/> Black/African American <input type="radio"/> Hispanic/Latino <input type="radio"/> Native Hawaiian or Pacific Islander	<input type="radio"/> White <input type="radio"/> Two or more races <input type="radio"/> Race/Ethnicity Unknown <input type="radio"/> Nonresident Alien
<b>Dependency</b>	<input type="radio"/> Dependent <input type="radio"/> Independent	
<b>Program/ Enrollment Info</b>	<input type="radio"/> Full-time Day Massage <input type="radio"/> Full-time Day Esthetics <input type="radio"/> ¾ Day Massage <input type="radio"/> ¾ Day Esthetics <input type="radio"/> Part-time Evening Massage <input type="radio"/> Part Time Evening Esthetics	
<b>Highest Level of Education Completed</b>	<input type="radio"/> High School Diploma <input type="radio"/> General Education Diploma <input type="radio"/> Associate Degree <input type="radio"/> Bachelor Degree <input type="radio"/> Master's Degree	

Additionally, please note that a school representative will follow up with you in the year following graduation to obtain licensing and employment information. All graduates are required to respond to the graduate survey. Please join our Facebook Group *Elizabeth Grady Schools of Esthetics and Massage Therapy* and, if you have not done so already, join our e-mailing list on line at [www.elizabethgrady.edu](http://www.elizabethgrady.edu) to help keep abreast of advanced training, employment opportunities, and general announcements.

# ELIZABETH GRADY

SCHOOL OF ESTHETICS AND MASSAGE THERAPY

## Pre-enrollment Checklist

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Student Name

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Program

Date

I have received written information and/or accessed this information electronically via email or the school website concerning the following topics prior to receiving a copy of my signed enrollment agreement contract.

<input type="radio"/>	School Catalog
<input type="radio"/>	School's Graduation Rate
<input type="radio"/>	School's Licensure Rate
<input type="radio"/>	School's Job Placement Rate
<input type="radio"/>	Requirements for Licensure
<input type="radio"/>	Prerequisites for Employment
<input type="radio"/>	Satisfactory Academic Progress Policy/School Policy Handbook
<input type="radio"/>	Copy of Signed Enrollment Agreement Contract

Student Signature:

Date:

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Admissions Official:

Elizabeth Grady School of Esthetics and Massage Therapy  
222 Boston Avenue  
Medford, MA 02155  
Phone 1-800-FACIALS Fax 781-391-4772  
[www.elizabethgrady.edu](http://www.elizabethgrady.edu)



# ELIZABETH GRADY

SCHOOL OF ESTHETICS & MASSAGE THERAPY

Dear Student:

The Elizabeth Grady School requires all students to be tested for tuberculosis prior to beginning the program. This test is an intra-dermal antibody test that requires the individual being tested to return to the medical facility 48-72 hours to be read after being planted. Test results must be dated within one year of beginning your program. If you have had a TB test in excess of one year of your start date, you must have another.

We are dedicated to promoting a healthy environment for our students, staff and clients. Testing can be performed by your regular physician or at any neighborhood clinic or hospital. Should you test positive, you are required to undergo proper treatment as prescribed by a medical doctor and/or have the results of a chest x ray with your physician stating you are able to fully participate in the program without risk to others.

Please have your physician complete the documentation below or have them supply their own documentation of your test results. Submit results to the admissions department before beginning the program. This is a requirement for admission to our program.

Sincerely,

Cate Tool  
School Director

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This is to certify that \_\_\_\_\_, Date of Birth \_\_\_\_\_ has been tested for:

- **Tuberculosis (Admissions Requirement for students attending esthetician or massage programs)**

Please circle result:    **Positive**                      **Negative**

If positive, course of treatment: \_\_\_\_\_

Begin and end dates of treatment: \_\_\_\_\_

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician's Name Printed

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Name of Medical Practice, Address and Telephone number

Add'l notes:

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www.elizabethgrady.edu

# ELIZABETH GRADY

SCHOOL OF ESTHETICS AND MASSAGE THERAPY

## ENROLLMENT AGREEMENT CONTRACT- ESTHETICS PROGRAMS Esthetics (600 clock hours)

Name: \_\_\_\_\_ Program/Course Name: Esthetics  
Street Address: \_\_\_\_\_ Unit# \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Primary telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### **Tuition Refund Policy (Numbers 1-9 per M.G.L. Chapter 255, Section 13K)**

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five per cent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.
8. 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.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

### **Administrative Cost Equals \$50.00**

The above numbers 1-9 per M.G.L. Chapter 255, Section 13K, applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due a student who withdraws shall be refunded within forty-five (45) days of a determination that a student has withdrawn, whether officially or unofficially.

By signing below, you acknowledge that you have read and understand the said tuition refund policy.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian Signature, if applicable: \_\_\_\_\_ Date: \_\_\_\_\_

**Program Enrolling In:**

**Esthetics (600 Clock Hours)**

_____ Full Time Day (M-F, 9-4)	20 wks required	Hours per week- 30
_____ Three-Quarter Time Day (M-F, 9:30-1:30)	30 wks required	Hours per week- 20
_____ Part Time Eve (M&T, 6:30-9:30 p.m. & Sat, 9-3:30)	50 wks required	Hours per week- 12

Course Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Period beyond which late registration will not be accepted \_\_\_\_\_

Tuition \_\_\_\_\_ Other Charges \_\_\_\_\_ Total Charges \_\_\_\_\_

<b>Applicable Discounts:</b> ____ \$250.00 Paid in Full    ____ \$250.00 Complimentary Field of Study Certificate/License    ____ \$250.00 Early Enrollment ____ Multiple/Dual Program Enrollment    ____ Other specify: _____ ____ Total Tuition Discount    ____ School Rep. Initials
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**Method of Payment (Check all that apply):**

\_\_\_\_ Financial Aid (Loans and/or Grants)    \_\_\_\_ Personal Check    \_\_\_\_ Business Check    \_\_\_\_ Money Order

\_\_\_\_ Cash    \_\_\_\_ MasterCard or Visa    \_\_\_\_ Other (i.e.: Veteran's Benefits, MA Rehab, etc...) Please Specify: \_\_\_\_\_

Payment Terms:    \_\_\_\_ Payment Plan\*    \_\_\_\_ Payment in Full    \_\_\_\_ Other- Please Specify: \_\_\_\_\_

\*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.

**Breakdown of Costs:**

**Esthetic (600 Clock Hours)** **\*Financial Aid if you qualify**

TOTAL COST:            \$9500.00  
                                  \$ 500.00 Deposit due upon enrollment  
                                  \$9000.00 Balance\*

- |   |           |
|---|-----------|
| • TUITION:                                | \$7970.00 |
| • UNIFORMS:                               | \$150.00  |
| • TEXT MATERIALS                          | \$330.00  |
| • SKIN CARE PRODUCTS, MAKEUP, & SUPPLIES: | \$1000.00 |
| • ADMINSTRATIVE FEE:                      | \$50.00   |

**ADMISSIONS REQUIREMENTS**

1. Students must be at least 17 years of age, must provide a copy of government issued photo identification, and proof of a high school diploma or its equivalent. Acceptable documentation that is recognized equivalent to a high school diploma include the following:
  - In the case a prospective student was homeschooled that said student must provide a home school credential recognized by the state of Massachusetts as equivalent to a high school diploma.
  - A GED or HISET certificate.
  - An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards a Bachelor's Degree; or
  - For Associate's Degree Programs: For a student who enrolls in a program that leads to an Associate's Degree or its equivalent in lieu of completing high school, a high school transcript must be presented indicating that the student excelled in high school. In addition, the student must no longer be enrolled in high school and must satisfy the Elizabeth Grady School's written policy for admitting such students prior to the first day of class.

- The Elizabeth Grady School does not enroll Ability-to-Benefit (ATB) students.
2. Students must complete a personal interview with an admissions representative. Candidates are asked questions about goals and expected outcomes of study. This interview is typically conducted during a visit and/or tour of the school or may be completed by telephone in extenuating circumstances.
  3. A completed application must be submitted and approved prior to acceptance. Upon acceptance, the student must provide a complete and signed enrollment agreement contract and designated monetary deposit to confirm attendance.
  4. Students are required to have a tuberculosis test within one calendar year of beginning the program. Students must also acknowledge that they possess the physical mobility and dexterity necessary for performing esthetics and/or massage therapy services.
  5. A valid Alien Registration card is required for all eligible non-citizens. Prospective students awaiting receipt of a valid Alien Registration card should refrain from scheduling an appointment for an interview until the Alien Registration card is received. We cannot admit students without this documentation.
  6. International students may apply for and must obtain an M-1 Visa to attend school. Obtaining a vocational student Visa (M-1) takes approximately 4-8 weeks. Students should file their application well in advance. Contact the U.S. Department of State to obtain the information needed to file for a student Visa.

Applicants must demonstrate that they meet M-1 Visa requirements including: have a residence abroad with no immediate intention of abandoning that residence; intend to depart the United States upon completion of the course of study; and possess sufficient funds to pursue the proposed course of study. The Elizabeth Grady School registers all international students with SEVIS and the U.S. Department of Homeland Security.

7. Candidates who completed their high school education in another country must submit a translated copy of their high school diploma or transcripts. An official statement that the education received is equivalent to or greater than high school level within the United States must accompany documentation and be confirmed by a certified transcript translation agency.
8. If attending under a training agreement with a government agency, i.e. U.S. Veteran's Administration, MA Rehabilitation Commission, or MA Department of Unemployment and Training, the student must meet the admissions requirements set out in the training agreement and/or applicable state licensing or certification regulations.
9. Students must possess a minimum proficiency in the English language including the ability to read, write, and speak. All programs are taught using English and all educational and other materials pertaining to the school are written in English.

### **Transfer Hours and Course Credits**

The Elizabeth Grady School of Esthetics and Massage Therapy students may request to change schedules within the same program. The Elizabeth Grady School will transfer the student's completed hours from their original contracted program schedule towards the completion of the same program within a new schedule. Students transferring to a new schedule will begin at the same point at which they left with consideration to attendance/academic progress to date. Students are required to complete and sign a Transfer Form as an amendment to this contract. The Transfer Form includes the number of hours completed to date and credited towards the student's new program schedule. Upon receipt of a signed Transfer Form, the student is withdrawn from their current program and re-enrolled in their new program schedule, per their Transfer Form.

The Elizabeth Grady School does not accept transfer hours from other institutions. Non-credit remedial courses, incompletes, and repetitions have no effect upon the Elizabeth Grady School's Satisfactory Academic Progress standards.

### **Withdrawal, Re-entry, and Repetition**

Any student who wishes to withdraw from their respective program should provide written notice to the Elizabeth Grady School Administration. A student absent for fourteen (14) consecutive days without notice or documentation will automatically be withdrawn from the program.

A student who withdraws from the program may be given the opportunity to re-apply, re-enroll, and re-enter on a date provided by the Admissions Department. A student making Satisfactory Academic Progress (SAP) at the point of withdrawal may apply for re-enrollment in the Elizabeth Grady School and will be considered to be making SAP at the point of re-entry. All hours completed prior to withdrawal will be credited to students, upon re-entry, who completed those hours within three (3) calendar years of the date of re-entry and who withdrew making Satisfactory Academic Progress.

Students not making SAP at the point of withdrawal may apply for re-enrollment in the Elizabeth Grady School and if accepted will re-enter with the same SAP status in which they left. All incomplete requirements must be completed upon re-entry. Students deemed unable to come into SAP will be required to repeat all or part of the program. Students who completed hours more than three (3) calendar years prior to the point of re-entry may also be required to repeat all or part of the program.

#### **Title IV Refund Policy**

Students receiving assistance from Federal Title IV programs may be subject to a refund or return to the US Department of Education 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. The School is allowed to retain funds for the portion of the payment period the student attended. Any excess funds will be returned to the Department of Education. If the student has not received their Title IV Aid prior to their withdrawal, the School may receive a post-withdrawal disbursement. Pell Grants may be disbursed without the student's permission. Post-withdrawal disbursements of direct loans must be accepted by the student in writing. 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.

Enrollment time is defined as the time elapsed between the first date and last date of the student's physical attendance in the school. Any monies due to the student shall be refunded within fourteen (14) days of formal cancellation by the student or formal cancellation by the Elizabeth Grady School. Formal cancellation will be determined by the postmark on written notification or the date said information is delivered to the Elizabeth Grady School in person.

#### **Veteran's Affairs Refund Policy**

For students receiving Veteran's Administration (VA) educational benefits, upon receipt of withdrawal notification from the student by the school, the Financial Aid Administrator will report to the Veteran Affairs Department via a Notice of Change in Student Status Form. This form will report the beneficiary's last date of attendance, dates of terms affected, and reason for withdrawal or termination, and hours completed. In turn, the VA will inform the school of any monies required to be returned to the VA. The school will issue any applicable refund to the student, as the student is responsible for all VA benefits received and is personally responsible for returning monies to the VA.

#### **Non-Acceptance**

An applicant not accepted by the Elizabeth Grady School will be entitled to a refund of all monies paid.

#### **Termination**

Termination by the Elizabeth Grady School: Notwithstanding the forgoing, if this contract is terminated by the Elizabeth Grady School due to willful misconduct and/or the inability to maintain Satisfactory Academic Progress in accordance with Elizabeth Grady School's Policies, the student will be refunded monies according to the Massachusetts refund policy, numbers 1-9 per M.G.L. Chapter 255, Section 13K.

A student absent for fourteen (14) consecutive days without notice or documentation will be automatically be withdrawn from the program.

Once a student begins classes, books and uniforms become property of the student. If the student terminates enrollment, books and uniforms become non-refundable. Product charges will be pro-rated, as applicable.

#### **Settlement Policy**

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 Elizabeth Grady School shall make a settlement, which is reasonable and fair to both.

#### **Program Cancellation/School Closure**

If the Program is cancelled subsequent to a student's enrollment, the Elizabeth Grady School will either provide a full refund of all monies paid or completion of the Program at a later date.

If the Program is cancelled after students have enrolled and instruction has begun, the Elizabeth Grady 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 the completion of the Program or, participate in a Teach-Out agreement or, provide a refund of all monies paid.

#### **Missed Examinations**

There will be a \$25.00 fee for missed tests to cover staffing costs to makeup examinations outside of regularly scheduled class time.

#### **Overtime Charges**

Students will be charged \$20.00 per clock hour for makeup hours completed beyond the maximum time frame.

## **BOOKS, PRODUCTS, AND SUPPLIES INCLUDED**

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### **Books:**

Gerson, Joel. D'Angelo, Janet. Deitz, Sallie. Lotz, Shelley. *Milady Standard Esthetics Fundamentals, 11<sup>th</sup> Edition*; Clifton Park, NY. Cengage Learning. 2013.

National-Interstate Council of State Boards of Cosmetology. *Milady Standard Esthetics Exam Review, 11<sup>th</sup> Edition*; Clifton Park, NY. Cengage Learning. 2013.

*Elizabeth Grady School Esthetician Practical Manuals, I and II, and Elizabeth Grady School Makeup Artistry Manual*

Photocopies of presentations, review, and coursework are also provided.

**Products provided for use during class:** Includes, but is not limited to: Cleansers, Toners, Face Moisturizers, Facial Masks, Exfoliators, Serums, Massage Creams and Oils, Essential Oils, Body and Hand Creams, Paraffin, Depilatory Wax, Microdermabrasion Crystals, Baby Powder, Cosmetic Products

**Products provided to the student that becomes their property:** Makeup Kit, Professional Brush Set, Cleanser, Toner, Moisturizer, Head Wrap and Fastener, Esthetic Sponges

**Supplies:** Linens, Cotton Swabs, Spatulas, Tissues, Facial Sponges, Cotton, Disinfectants, Disposable Makeup Applicators (Sponges, Mascara Wands, Lip Brushes), Paper Towels, Exam Paper, Trash Bags, Laundry Supplies, First Aid Supplies

**Uniforms:** Women: Two pair pants, two short sleeve Tees, two long sleeve tees, one professional smock; Men: four steel gray moisture wicking polos and two pair men's gray pants.

Once a student begins classes, books and uniforms become property of the student. If the student terminates enrollment, books and uniforms become non-refundable. Product charges will be pro-rated, as applicable.

### **Estimate of Additional Expenses to be Incurred by Student**

White, rubber-soled, closed-toe shoes: 40.00

Tweezer and Cuticle Scissors: 12.00

Combination Padlock: 5.00

Note-taking Supplies: 20.00

Massachusetts Esthetician exam fee (administered by Pearson Vue): 120.00

Massachusetts Esthetician licensing fee: 68.00

### **CORI and SORI Requirements for Licensure**

Massachusetts requires all candidates undergo a Criminal Offense Record Inquiry and Sexual Offense Record Inquiry prior to being granted a license to practice esthetics.

### **Employment Assistance**

The Elizabeth Grady School will assist in resume preparation, job interviewing skills, and job placement. The

Elizabeth Grady School does not guarantee placement. Additionally, the Elizabeth Grady School maintains ongoing job listing for graduates and alumni.

### **Attendance**

Students are expected to attend all scheduled classes. All missed hours must be made up. Students may miss up to 5% of contracted hours. Documented medical, legal, or extenuating circumstances existing beyond the student's control may permit the student to miss up to 10% of contracted hours. Absences should be reported to respective instructors on or before the date of absence. A student must complete all contracted hours to graduate.

### **Graduation Requirements**

To fulfill graduation requirements, students must complete all contracted hours in their respective program and maintain a minimum level of proficiency of 70% in all required courses as applicable to their program of study. All academic coursework and examinations must have been completed and tuition balance must be paid in full. Financial Aid requirements including, but not limited to, exit counseling must also be complete, as applicable.

Please initial the following:

- \_\_\_\_\_ I understand this contract will not be in force and effect until signed by both myself and a school representative.
- \_\_\_\_\_ I have received a copy of the school's complaint procedures policy.
- \_\_\_\_\_ I understand the refund policy as stated above.
- \_\_\_\_\_ I understand that coursework and/or credit from this school may not be transferable to other institutions of education and acceptance is at the discretion of the receiving institution.
- \_\_\_\_\_ I have received a signed copy of this contract.

I have been provided a copy of the school's catalog and policies in a manner of my choosing and

I am initialing my choice: \_\_\_\_\_ hard copy \_\_\_\_\_ sent via email

\_\_\_\_\_ I have/will download the catalogue and policies from the school's website:

Catalog: <http://www.elizabethgrady.edu/catalog.html>

Policy Handbook: <http://www.elizabethgrady.edu/policy-handbook.html>

Campus Safety Handbook: <http://www.elizabethgrady.edu/campus-safety.html>

This school is licensed by the MA Division of Professional Licensure (DPL), Board of Cosmetology and Barbering, 1000 Washington Street, Boston, MA, 02118. Any comments, questions, or concerns about this school's license should be directed to the MA Board of Cosmetology, 617-727-9940

**By affixing your signature below you have acknowledged that you have read and received a copy of this contract, pp 1-6.**

**STUDENTS SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE  
(If applicable)** \_\_\_\_\_

**DATE** \_\_\_\_\_

**SCHOOL OFFICIALS SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

Elizabeth Grady School of Esthetics and Massage Therapy  
222 Boston Avenue  
Medford, MA 02155  
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