

Love Beauty School, Inc.
1161 Murfreesboro Hwy. Manchester, TN 37355

Enrollment Agreement

Personal Information

Name: _____ Other: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell: _____ Work: _____

Preferred Email Address: _____

Birth Date: __/__/__ S.S.#- - - U.S. Citizen Yes / No

Working: Yes / No Full Time / Part Time Employer: _____

Marital Status _____ # of Children _____ DL or ID # _____

Race _____ Nonresident alien, Hispanic, Latino, American Indian or Alaskan native, Asian, African American or blk, Native Hawaiian, or other pacific islander, white, 2 or more, unknown

Spouses Employer and Phone # _____ / _____

Education

High School Grad: Yes / No (if Yes) Month __ Year ____ School _____

(If No) GED: Yes / No County GED issued from _____ State _____

(If No) Two Years high School Transcripts completed: Yes / No Yrs. Completed ____

Any other schooling / College Yes / No (If Yes) Started __ / _____

Program Interested in Joining

Cosmetology (1500 hrs.) _____ Nail Tech. (600 hrs.) _____ Aesthetics (750 Hrs.) _____ Instructor Training (300 hrs.) _____ Cosmetology / Nails/ Aesthetics

Enrollment Date __/__/__ Start Date __/__/__ Full Time / Part Time

Graduation Date __/__/__ Total Months to complete __

Only fill in space provided below on days and hours you're attending. Example Monday (8:30-5:00)

Table with 5 columns: Monday, Tuesday, Wednesday, Thursday, Friday. Each column has a space for scheduling.

References: Name and Phone Number

Name _____ # _____

Name _____ # _____

Tuition:\$ _____

Kits:\$ _____

Registration:\$ _____

Other \$ _____

Total Cost:\$ _____

Everything listed above is true and accurate and I have read and understood and accept these conditions. Transfer hours attained from another school if any _____, this is also the number of hours I wish to keep and use towards this enrollment. Valid only if you have brought transcripts / release forms from another cosmetology school. *Description of what other means if amount is filled in above cost area. By signing this I have read and understood, and received an exact copy of this agreement.

Applicants Signature _____ Date: _____

Terms & Conditions

***Refund policy:** Refunds when due must be made without requiring a request from student. Refund, when due, shall be made within 45 days (1) of the last day of attendance if written notification of withdrawal has been provided to the institution the student, or (2) from the date the institution terminates the student or determines withdrawal by the student. Retention of tuition and fees collected in advanced for a student who does not commence class shall not exceed \$100. If tuition and fees are collected in advanced of the start date of a program and the institution cancels the class, 100% of tuition and fees collected must be refunded. The refund shall be made 45 days of the start date.

Refunds for Students Who Withdraw On or Before the First Day of Class: If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraw on the first day of class, no more than \$100 of the tuition and fees may be retained by the institution. Appropriate refund for a student who does not begin classes shall be made within 45 days of the class start date.

Refunds for Students Enrolled Prior to Visiting the Institution. Student who have not visited the facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of equipment.

***Refund policy for tuition due to non completion of the program:** The refund policy for a student attending this institution are as follows. If you go 1% to 10% then you pay 10%. If you go 11% to 25% then you pay 50%. If you go 26% to 50% then you pay 75%. If you go 51% to 100% then you pay 100%. You will be responsible for your kit and registration in full in addition to the tuition.

Return to of title IV funds: Section 484B of the HEA

The return of title IV funds as prescribed in section 484b of the HEA amendments determines the amount of the title IV aid a student has earned at the time a student withdraws. The amount of the title IV aid a student has not earned is then returned to the title IV program. It is a proportional calculation based on the date of the withdrawal through 60% of the payment period. The school defines its payment periods for the cosmetology programs as payment period 1 is from 1-450 scheduled hours. Payment period 2 is from 451-900 scheduled hours and payment period 3 is from 901-1200 scheduled hours and payment period 4 is from 1201-1500 hrs. The formula is as follows: 1) The institution will determine the date of withdrawal and then determine the percentage of the payment period scheduled for the student. 2) The institution will determine the amount of title IV aid for which the student was eligible by the percentage of the time scheduled. 3) The institution will compare the amount earned to the amount disbursed. If the amount of aid disbursed exceeds the amount earned, the amount of title IV aid must be returned. 4) The institution allocates the responsibility for returned unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered. 5) The institution and/or the student must then distribute the unearned title IV aid back to the title IV programs. The following title IV refund distribution is used for all students due a title IV refund: 1) federal unsubsidized Stafford loan 2) Federal Subsidized Stafford loan 3) Federal plus loan 4) Federal Pell grant. Example Financial aid award: Pell \$4731.00 1st disbursement \$2366.00 Direct loan 1st disbursement \$1724.00 student withdraws on 12/01/09; the student was scheduled to complete 212 hours of the 1500-hour program. 212 hours/450 hours (payment period 1) = 47.1% The student has completed 47.1% of the payment period and therefore, has earned 47.1% of the financial aid that had been disbursed. \$4090 aid disbursed x 47.1% = \$1926.39 earned Financial aid. The school must return the unearned aid to the department of education. \$4090 aid received - \$1926.39 earned aid = \$2163.61 unearned aid. The school will return \$1724 to the direct loan program and \$439.61 to the Pell grant program for a total of \$2163.61

***Attendance:** You will be charged a fee of \$4.50 per hour for every hour you miss. Your attendance is one of the things we try to improve, attendance is important to the salon job you attain when you leave here. Also if you fail to call in for being late or absent this will result in a no call no show fee. There is a \$20 suspension fee for every day a student is absent while on prob.

***Stealing is prohibited:** any student stealing from this institution, or the students will be charged their full tuition price without refund.

***Drugs and alcohol:** Any student who gives or sells a student medication, drugs or alcohol of any kind that does not belong to the one receiving it will call for both students to be released from this institution and they will have to pay for their whole tuition without refund.

***Transfer of Hours:** This school does not imply, promise or guarantee transferability of or release of hours earned to any other institution, if a student has not paid for the hours obtained. This school does not imply, promise, or guarantee to accept transferred hours from any other institution. Hours transferred within the institution are strictly by Tennessee state Board of Cosmetology allowance. If transferred hours are obtained at another school are accepted, it is as follows: Cosmetology hours allowed to transfer is maximum of 900 and all other programs 100 hours. Owner reserves the right to accept more or less hrs. based on students' ability to test out. Transferred students will pay tuition, enrollment fees, and cost of any necessary supplies. See also transferability of credit disclosure.

I _____ have read and understand the terms and conditions of my enrollment agreement and have received a copy of this agreement. **Student Signature:** _____ **Date:** _____

***Placement Assistance Disclaimer:** This school provides placement assistance upon graduation without additional charges. However, the student is notified that such assistance is not given as an inducement to enroll and there is no guarantee, promise or representation of placement is made or implied.

***Arbitration:** Upon the written request of the school, after services of that request, any controversy between the parties to this agreement, including any claim arising out of the agreement or its breach, shall be submitted to arbitration under the terms of the Federal Arbitration Act and the Commercial Arbitration Rules of the American Arbitration Association. Costs of the arbitration shall be borne equally; judgment upon the award rendered but the arbitrator shall be final and binding on both parties and may be entered in any court having jurisdiction.

***Attorneys & Collection Fees:** In any legal action or arbitration between the parties arising out of this agreement, the school, if it prevails shall be entitled to recover its attorney fees in addition to any other relief to which it may be entitled. Further, the school shall be entitled to recover an attorney's fee or collection agency fees and interest associated with the collection of a delinquent account of the student. Also, the school can turn in your dept as uncollectable to credit bureaus.

***Schools policy on loans:** This school offers a payment plan for student tuition and kits. Your amount down as well as your payment method will be reviewed on an individual basis, your hours will not be released unless your account has been paid in full including any fees that you have accrued during your enrollment. Late fees on payments will be charged at the owners discretion. Please be advised any accounts that are not paid in full or had written arrangements made and approved Within 30 days of exit from the school (graduates, terminations, withdrawals) will be sent to collections. Hours will not be released until paid for.

***Completion of the program:** Failure to complete the program by __/__/____ will result in an hourly charge of \$4.50 per hour in addition to your other tuition amount.

There are also fees for suspension, and no call no shows, please see handbook for fees-subject to change

*Please be advised you are expected to view the student catalog, as well as the consumer information handbook at www.lovebeautyschool.net. You are expected to adhere to the policies and procedures, rules, and regulations, listed within each of these documents as well as what is listed in this enrollment agreement. Please be advised changes may be made at any time at the owner's discretion. * For a copy of FERPA please request. *

***Sanitation:** Beauty Schools as well as salons are required to maintain sanitary conditions to ensure the safety of the general public as well as themselves. Students are assigned a daily clean up in order to earn sanitation credit as required by the TN Board of Cosmetology. Students who fail to do their clean up will not receive sanitation credit.

***Final Exams:** Students must complete all required hours and pass all assignments in order to graduate. Upon graduation all account balances must be paid in order for hrs to be released for student to test. Once students' hours are released, they must take and pass both a theory and practical exam through PSI, and apply for their license through the TN Board of Cosmetology.

***Non-Discrimination:** Love Beauty School, Inc. does not discriminate in admissions, employment, or in any of its educational programs or activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex, or gender. Retaliation is also prohibited.

***Zero-Tolerance:** This is a drug free school no illegal drugs or alcohol is permitted on the premises and also any student under the influence of such is not allowed on the premises either. Absolutely no manufacturing, consumption, or sale of any drug will be allowed on the premises. Absolutely no carrying or concealing of any weapons of any kind. Absolutely no sexual harassment or any type of harassment involving race, religion or gender will be tolerated. Any student or staff member in violation of this agreement will be terminated immediately this is the only warning given and this will be strictly enforced.

***Curriculum-** Love Beauty School Inc. uses Milady textbooks for all programs. Cosmetology student's curriculum consist of 1500 hours comprised of 300 general hours, 600 chemical hours, and 600 physical hours. Nail Technology student's curriculum consist of 600 hours comprised of 150 general hours, 100 chemical hours, and 350 physical hours. Aesthetics student's curriculum consist of 750 hours comprised of 150 general hours, 150 chemical hours, and 450 physical hours. Instructors program curriculum consist of 300 hours comprised of 100 hours under lesson planning and motivation and 200 hours under demonstration.

- Love Beauty School, Inc. is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, and fiscal responsibility.

I _____ have read and understand the terms and conditions of my enrollment agreement and have received a copy of this agreement. **Student Signature:** _____ **Date:** _____

School Official Signature: _____ **Date** _____