

Enrollment Agreement for Full-Time Cosmetology Student

"NOTICE TO THE STUDENT"

"DO NOT SIGN this contract before you read it or if it contains any blank spaces. You are entitled to an exact copy of the contract you sign."

Effingham Academy of Cosmetology

2200 South Banker

Effingham, IL 62401

Ph. (217) 342-4015 Ph. 217-342-4016 Fax. 217-342-4017

application@effinghamacademyofcosmetology.com

Name of Enrolling Student: _____ **Right Handed Left Handed**

Address of Student: _____

Social Security #: _____ Date of Birth: _____

Driver License #/State LD. #: _____ Date of Enrollment Agreement: _____

Location of Instruction: 2200 South Banker Effingham, IL @ Effingham School of Cosmetology

This enrollment agreement is for the Course of Study of Cosmetology. Cosmetology is defined as anyone or any combination of the following practices constitutes the practice of cosmetology when done for cosmetic or beautifying purposes and not for the treatment of disease or of muscular or nervous disorder: arranging, braiding, dressing, cutting, trimming, curling, waving, chemical restructuring, shaping, shingling, bleaching, coloring or similar work, upon the hair of the head or any cranial prosthesis; cutting or trimming facial hair of any person; any practice of manicuring, pedicuring, decorating nails, applying sculptured nails or otherwise artificial nails by hand or with mechanical or electrical apparatus or appliances, or in any way caring for the nails or the skin of the hands or feet including massaging the hands, arms, elbows, feet, lower legs, and knees of another person for other than the treatment of medical disorders; any practice of epilation or depilation of any person; any practice for the purpose of cleansing, massaging or toning the skin of the scalp; beautifying, massaging, cleansing, exfoliating, or stimulating the stratum cranium of the epidermis by the use of cosmetic preparations, body treatments, body wraps, the use of hydrotherapy, or any device, electronic, mechanical, or otherwise, applying make-up or eyelashes to any person or lightening hair on the body and removing superfluous hair from the body of any person by the use of depilatories, waxing, threading, or tweezers. **This facility has had a graduation statistic at 100%. We will allow up to 25 students per enrollment period.** This course requires 1500 clock hours of study of cosmetology, which is approximately 10 months of full-time attendance and study. Course hours are as follows: Monday through Friday 8:00am to 4:30pm with 30 minutes each day withheld for lunch. Each day Monday through Friday is 8 clock hours. All students must complete the following course hours and pass 3 final exams and the course with a 75% overall average. If a student is unable to complete the course hours within the contracted time frame and needs additional hours, students will have three months past their estimated date to complete the course with a charge of \$10.50 per scheduled hour charge on additional instruction. The unexplained absence of a student from a school for more than 30 consecutive calendar days shall constitute constructive notice of cancellation to the school. For cancellation, the cancellation date shall be the last date of attendance. A school may make refunds which exceed those required.

Course of Study Required	Required Hours
Basic Training	150
Chemical Applications/ Hair Treatments	500
Hair Styling/Hair Dressing	475
Shop Management/Inter, Rel., Sanitation	200
Esthetics	85
Nail Technology	55
Electives	35
Total Hours	1500

Scheduled Start Date: ___ / ___ / ___ Calculated Completion Date: ___ / ___ / ___ Student Admission Date: ___ / ___ / ___

Student Signature

Date

School Enrollment Officer's Signature

Date

Financial Information:	
Total Cost of Course of Cosmetology	\$11,800.00
Cosmetology Deposit, Tablet, Books	\$2,500.00
School Tuition.	\$9,300.00

\$2500 DEPOSIT IS REQUIRED 14 DAYS PRIOR TO START DATE

THIS CONTRACT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE SCHOOL
 "BUYERS RIGHT TO CANCEL"

The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been enrolled; and if notice of the right to cancel is not given to any prospective student at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 10 days of cancellation. A notice to the student the cancellation must be in writing and given to the registered agent, if any, or managing employee of the school. The school shall mail a written acknowledgement within 15 calendar days of student cancellation or withdrawal. If school cancels or discontinues a course the student shall be entitled to receive from the school such refund or partial refund of tuition, fees, and other charges paid by the student or on behalf of the student as is provided under the rules by the Department. All student refunds will be made within 45 calendar days after the date of notice or cancellation that the school determines the student officially has withdrawn from the program.

Refund policy: When notice of cancellation is given within 5 days after the date of enrollment, all application and registration fees, tuition, and any other charges shall be refunded to the student. When notice of cancellation is given after the fifth day following enrollment, but before the completion of the student's first day of class attendance, the school may retain the application and registration fee, not to exceed \$100 and the cost of any books or materials that have been provided by the school and retained by the student. When notice of cancellation is given after the student's

completion of the first day of class attendance but prior to the student's completion of 5% of the course of instruction, the school may retain the application and registration fee, not to exceed \$100, 10% of the tuition, other instructional charges or \$300, whichever is less, and the cost of any books or materials that have been provided by the school and retained by the student. When a student has completed 5% or more of the course of instruction, the school may retain the application fee and registration fee, not to exceed \$100 and the cost of any books or materials provided by the school, but shall refund a part of the tuition and other instructional charges in accordance with the requirements of the regional accrediting agency. For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet the Division standards for refunds:

**Percentage of A Scheduled Course Completed
Amount of Tuition Owed to the School**

0.01% to	4.9%	10%
5% to	9.9%	30%
10% to	14.9%	40%
15% to	24.9%	45%
25% to	49.9%	70%
50% and over		100%

Effingham Academy of Cosmetology **DOES NOT GUARANTEE
EMPLOYMENT and we do not have a job placement program.**

"COMPLAINTS AGAINST THE SCHOOL MAY BE REGISTERED WITH THE DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATIONS"

Complaint Intake Unit, Department of Financial and Professional Regulation, Division of Professional Regulation, James R. Thompson Center, 100 West Randolph Street, Suite 9-300, Chicago, IL 60601. Web site: www.idfpr.com; telephone: (312) 814-6910. The Springfield office is 320 West Washington, 3rd floor, Springfield, Illinois 62786.

Effingham Academy of Cosmetology

2200 South Banker

Effingham, IL 62401

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FINANCIAL CONTRACT

"NOTICE TO THE STUDENT"

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X

_____ (Name of Cosmetology Student)

Effingham Academy of Cosmetology agrees to finance for the Cosmetology Course of Education.

Student Admission Date ____ / ____ / ____

Student Scheduled Start Date ____ / ____ /

Student Calculated Completion Date ____ / ____ /

Cosmetology Course Finance Plan

The total cost of the Cosmetology Course is \$11,800.

THE STUDENT MUST PAY \$2,500.00 for the deposit, books, and tablet two weeks prior to start date!

The amount to be financed then will be \$9,300.00 for the tuition of the program plus \$2,500.00 due at the time of enrollment to cover the cost of the deposit, books and tablet. They will be yours to keep when you leave the program.

ALL WEEKLY INSTALLMENTS ARE DUE EVERY MONDAY UPON SIGNING INTO CLASS!

(NO EXCEPTIONS WILL BE MADE)

All payments shall be made in the form of personal check, money order, credit card, or cash. All checks and money orders should be paid to the order of Effingham's Academy of Cosmetology. All checks returned for non-sufficient funds will be charged a \$35.00 check return fee in addition to the original amount of the check. Upon the event of a return check, the right of the student and or the liable parties will be restricted from paying with a personal check. The student or responsible party will then only be able to use the payment methods of CASH or MONEY ORDERS. All Major Credit Cards will be accepted. All payments will be recorded on the day of payment in a payment register. Applicants not accepted by the school will be refunded all money paid. Deposits and down payments shall become part of the tuition.

If payments are not received at the time required by this contract the student will not be permitted to attend the cosmetology course of study until payments are made. If two weeks of non-payment or late payment persists then the student will be reviewed for dismissal of the program due to inability to honor the financial contract. Dismissal of the student from the program does not terminate this financial contract.

Student will be responsible for the remaining balance of contract and possible court fees upon termination from the program.

By initialing these documents, you are acknowledging understanding the above set terms and conditions.

Student initials _____.

Date ____ / ____ / ____

If student is a minor under the age of 18, the initials of the party responsible for payment and enrollment of the student. _____

Date ____ / ____ / ____

THIS CONTRACT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY
THE STUDENT/LIABLE PARTY AND ACCEPTED BY THE SCHOOL

In the event that a student is under the age of 18 at time of enrollment a parent/guardian must assume responsibility for the financial contract.

I certify that the above is under the age of 18

X _____

Understand and agree with the financial contract terms and conditions and take full responsibility of the financial contract for _____.

X _____

Student Signature

Date

X _____

School Approval Signature

Date

**Enrollment Agreement for Graduate Coursework on
Cosmetology Instructor Training
"NOTICE TO THE STUDENT"**

"DO NOT SIGN this contract before you read it or if it contains any blank spaces. You are entitled to an exact copy of the contract you sign."

Effingham Academy of Cosmetology
School License # IL013.000816
2200 South Banker, Effingham, IL 62401
Ph. (217) 342-4015 Ph. 217-342-4016 Fax. 217-342-4017
application@effinghamacademyofcosmetology.com

Name of Enrolling Graduate Student: _____

Address of Graduate Student: _____

Social Security #: _____ Date of Birth: _____

Driver License #/State LD. #: _____

Date of Enrollment Agreement: _____

Location of Instruction: 2200 South Banker Effingham, IL @ Effingham School of Cosmetology

This enrollment agreement is for the Graduate Coursework on 500 and 1000 Clock Hours Training

The Cosmetology Instructor course is divided into six sections: Post Graduate School Training, Educational Psychology, Theory in Teaching Methods, Application of Teaching Methods, and Student Teaching

In the 1000-Hour Course, the first 500 hours are composed of Postgraduate School Training, 20 hours of Educational Psychology, 20 hours of Theory learning of Teaching Methods, 150 hours in the application of Teaching Methods, 50 hours of Business Methods, and 200 hours in Student Teaching.

In the 500-Hour Course, the first 20 hours of Educational Psychology, 20 hours of Theory learning of Teaching Methods, 150 hours in application of Teaching Methods, 50 hours of Business Methods and 200 hours of Student Teaching.

Cc: Student Copy-day of Signing Contract: ___/___/_____

ORIGINAL - School Permanent File: ___/___/_____

INSTRUCTION

Effingham Academy of Cosmetology currently has Heather Pagel as their full-time certified instructor for a 1 to 25 teacher student ratio.

Ms. Pagel's Illinois Cosmetology Instructor's License # is 012.007776

Cosmetology Teacher (500 or 1000 Hours)

SUBJECT	500 + Hour Program	1000 + Hour Program
Postgraduate Training		500
Educational Psychology	20	20
Teaching Methods	20	20
Application of Teaching Methods	150	150
Business Methods	50	20
Student Teaching	260	260
TOTAL HOURS:	500	1000

COSMETOLOGY TEACHER COURSE OUTLINE

In Effingham Academy of Cosmetology, the course will be divided into six sections:

- **Post-Graduate Training** which will give you a refresher on cosmetology skills, where you will have assignments and have you evaluated by written exams.
- **Educational Psychology** where you will be able to learn and master the characteristics and development of students.
- **Theory in Teaching Methods** in which you will learn, practice and master the practices of individual learning, lesson planning, different types of assessments and classroom management among some other.
- **Application of Teaching Methods** will be the phase where you put your learned skill to practice. Lecture, demonstration, testing, assignments and student engagement will be done on an unknit by unit basis.
- **Business Methods** will help with the empowerment of student inventory, recordkeeping, interviewing skills, supplies and all areas of growth in their business.
- **Student Teaching** under a licensed instructor will allow for growth and security, perform oral and practical demonstrations for all students in basic curriculum.

FINANCIAL CONTRACT

Cosmetology Instructor Course Finance Plan

The total cost of the 500-hour Cosmetology Instructor Course is \$4000.00.

Payment Plans

\$500.00 is due two weeks before the start date of the Cosmetology Instructor Course. It covers your student supplies, books, and enrollment fee. All of your supplies will be yours to take with you upon graduating from the program. \$3500.00 is what is left to finance. Before you get your transcripts and Cosmetology Instructor Certificate of Completion **you must be paid in full to the Effingham Academy of Cosmetology.** Once all the requirements are met with EAOC, you can sign up with the State of Illinois to take your Cosmetology Instructor State Test.

ALL WEEKLY INSTALLMENTS ARE DUE EVERY MONDAY UPON SIGNING INTO CLASS!

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Cc: **STUDENT COPY**-Day of Signing Contract (___/___/___)

ORIGINAL- School Permanent File (___/___/___)

Enrollment Agreement for Nail Technology Candidate

"NOTICE TO THE STUDENT"

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Effingham Academy of Cosmetology

School License # 013-000816

2200 South Banker, Effingham, IL 62401

Ph. (217) 342-4015 Ph. 217-342-4016 Fax. 217-342-4017

application@effinghamacademyofcosmetology.com

Name of Student: _____ Address: _____

Social Security #: _____ Date of Birth: _____ E-Mail: _____

Cosmetologist License #: _____ Start Date: _____ End Date: _____

Full Time Student: ___ (40 hours/10 weeks) Part Time Student: ___ (20 hours/20 weeks)

This enrollment agreement is for Nail Technician 350 Clock Hours Training.

In the 350-Hour Course, the first 50 hours are composed of Basic Skills and Theory Training, 15 hours of Related Concepts, 255 hours of Practices and Procedures, 30 hours of Business Practices, and 35 *optional hours Internship*.

Nail Technician Program (350 Hours)

SUBJECT	350 Hour Program
Basic Skills Training	50 hours
Related Concepts	15 hours
Practices and Procedures	255 hours
Business Practices	30 hours
Internship (<i>optional 35 hours</i>)	
TOTAL HOURS:	350 hours

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"BUYERS RIGHT TO CANCEL"

The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been enrolled; and if notice of the right to cancel is not given to any prospective student at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 10 days of cancellation. A notice to the student the cancellation must be in writing and given to the registered agent, if any, or managing employee of the school. The school shall mail a written acknowledgement within 15 calendar days of student cancellation or withdrawal. If school cancels or discontinues a course the student shall be entitled to receive from the school such refund or partial refund of tuition, fees, and other charges paid by the student or on behalf of the student as is provided under the rules by the Department. All student refunds will be made within 45 calendar days after the date of notice or cancellation that the school determines the student officially has withdrawn from the program.

Refund policy: When notice of cancellation is given within 5 days after the date of enrollment, all application and registration fees, tuition, and any other charges shall be refunded to the student. When notice of cancellation is given after the fifth day following enrollment, but before the completion of the student's first day of class attendance, the school may retain the application and registration fee, not to exceed \$100 and the cost of any books or materials that have been provided by the school and retained by the student. When notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course of instruction, the school may retain the application and registration fee, not to exceed \$100, 10% of the tuition, other instructional charges or \$300, whichever is less, and the cost of any books or materials that have been provided by the school and retained by the student. When a student has completed 5% or more of the course of instruction, the school may retain the application fee and registration fee, not to exceed \$100 and the cost of any books or materials provided by the school, but shall refund a part of the tuition and other instructional charges in accordance with the requirements of the regional accrediting agency. For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet the Division standards for refunds:

**Percentage of A Scheduled Course Completed
Amount of Tuition Owed to the School**

0.01% to	4.9%
5% to	9.9%
10% to	14.9%
15% to	24.9%
25% to	49.9%
50% and over	

- 10%
- 30%
- 40%
- 45%
- 70%
- 100%

***Effingham's Academy of Cosmetology* DOES NOT GUARANTEE EMPLOYMENT and we do
not have a job placement program.**

"COMPLAINTS AGAINST THE SCHOOL MAY BE REGISTERED WITH THE DEPARTMENT OF FINANCIAL
AND PROFESSIONAL REGULATIONS"

Complaint Intake Unit, Department of Financial and Professional Regulation, Division of Professional Regulation,
James R. Thompson Center, 100 West Randolph Street, Suite 9-300, Chicago, IL 60601. Web site: www.idfpr.com;
telephone: (312) 814-6910. The Springfield office is 320 West Washington, 3rd floor, Springfield, Illinois 62786.

FINANCIAL CONTRACT

Nail Technology Course Finance Plan

The total cost of the Nail Technology Course is \$3000.00.

Payment Plans

\$500.00 is due two weeks before the start date of the Nail Technology Course. It covers your student supplies, books, and enrollment fee. All of your supplies will be yours to take with you upon graduating from the program. \$2500.00 is what is left to finance. Before you get your transcripts and Nail Technology Certificate of Completion **you must be paid in full to the Effingham Academy of Cosmetology.** Once all the requirements are met with EAOC, you can sign up with the State of Illinois to take your Nail Technology State Test.

9 Weeks - Full Time Student

(9 weeks) - Weekly \$277.81
(5 weeks) - Bi-weekly \$500.00

18 Weeks – Part Time Students

(18 weeks) – Weekly\$138.89
(9 weeks) – Bi-Weekly\$277.81

ALL WEEKLY INSTALLMENTS ARE DUE EVERY MONDAY UPON SIGNING INTO CLASS!

(NO EXCEPTIONS WILL BE MADE)

All payments shall be made in the form of personal check, money order, credit card, or cash. All checks and money orders should be paid to the order of Effingham's Academy of Cosmetology. Any and all checks returned for non-sufficient funds will be charged a **\$35.00** check return fee in addition to the original amount of the check. Upon the event of a return check, the right of the student and or the liable parties will be restricted from paying with a personal check. The student or responsible party will then only be able to use the payment methods of CASH or MONEY ORDERS. All Major Credit Cards will be accepted with the **card processing fee added to the total amount.** All payments will be recorded on the day of payment in a payment register. Applicants not accepted by the school will be refunded all money paid. Deposits and down payments shall become part of the tuition.

If payments are not received at the time required by this contract the student will not be permitted to attend the nail technology course of study until payments are made. If two weeks of non-payment or late payment persists then the student will be reviewed for dismissal of the program due to inability to honor the financial contract. Dismissal of the student from the program **does not** terminate this financial contract.

THIS CONTRACT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT/LIABLE PARTY AND ACCEPTED BY THE SCHOOL

"NOTICE TO THE STUDENT"

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Effingham's Academy of Cosmetology agrees to finance for the Nail Technology Course of
Education

Education.

Student Admission Date: ____/____/____

Student Scheduled Start Date: ____/____/____

Calculated Completion Date: ____/____/____

Student Signature

Date

School Enrollment Officer's Signature

Date

Affix School Seal: