

College of International Esthetics, Inc.
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Approved and Regulated by the Colorado Department of Higher Education,
Private Occupational School Board
1560 Broadway Suite 1600 Denver, CO. 80202 (303) 866-2723
www.highered.colorado.gov/dpos

National Accrediting Commission of Career Arts and Sciences (NACCAS.org)

ENROLLMENT AGREEMENT

I, Jody Wackowski, hereby make application for the course identified below and, in consideration of my enrollment and your furnishing, or offering to furnish, instruction in accordance with the provisions of the Catalog Volume XII, dated October 10, 2014 at The College of International Esthetics, Inc., hereinafter referred to as a School, provide the following information and agree to the following payments and conditions:

Address 6350 So. Havana St. # 1112
City Denver State CO Zip 80111
Phone Number (day) _____ (evening) _____ (cell #) 952-807-7071
Social Security Number 888-52-1152
I am applying for the Dermatology course of study, which begins on 8-3-15 and ends on 8-3-15. The program will be taught for a total of _____ days for a total of _____ weeks. Schedule: () full-time to _____ to _____ () part-time 9:00 to 3:30 Monday to _____
Saturday (pick one) first second third fourth
Hours per week. 4 for a total of 6 Credits. Type of instruction: Classroom X

☐ I understand that by checking this box, I am indicating that I intend to apply for Financial Aid to help cover the cost of my education

PAYMENT TERMS AND METHODS

I agree to pay the School \$ 399.00 in full on or before the commencement of classes, in consideration for admitting me into the program and providing the necessary instruction to complete the program. The program price will be payable as follows:

Admission Fee	\$ <u>50.00</u>	(non-refundable)
Registration Fee	\$ <u>100.00</u>	
Tuition	\$ <u>194.00</u>	
Kit, Books, Supplies	\$ <u>55.00</u>	
Other Expenses or discounts	\$ _____	
Total Tuition and Fees	\$ <u>399.00</u>	
Less Down Payment	\$ <u>399.00</u>	
Balance	\$ <u>0.00</u>	

I may, at the School's option, pay the School \$ NA per month, in monthly installments. The first installment is due and payable on 8.3.15, and all subsequent installments are due and payable on the same day of each subsequent month until paid in full. A diploma will not be issued until all money due is paid in full. Other payment plans may be arranged. Furthermore, the school may, at its option and without notice, prevent me from attending class until the unpaid balance is satisfied. I understand that I must complete the program by 8.3.15, and that I will be required to pay double the hourly rate or \$ NA per program hour for any hours remaining after this completion date. The additional hourly charge may be waived only with the written consent of the school upon a demonstration of circumstances warranting such a waiver. The cost of credit is included in the price quoted for the goods and services.

POSTPONEMENT OF START DATE

Postponement of starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement, must set forth: a. whether the postponement is for the convenience of the school or student, and; b. a deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

REFUND POLICY

1. An applicant not accepted for training by the school shall be entitled to a refund of all monies paid.
2. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and requests his/her money back in writing, within three (3) business days of the signing of an enrollment agreement or contract, all tuition and fees collected by the school shall be refunded. The cancellation date will be determined by the postmark upon written notification, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.
3. If a student cancels his/her enrollment after the three (3) business days after signing, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school, less a admission fee of \$50.00. If either party postpones the start date, the contract will be extended to the new scheduled date of completion.
4. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized.

Students Entitlement Upon Withdrawal	Amount of Refund
Within first 10% of the program	90% less \$150.00
After 10% but within 25% of the Program	75% less \$150.00
After 25% but within 50% of the Program	50% less \$150.00
After 50% but within 75% of the Program	25% less \$150.00
After 75% of the program. If paid in full, no cancellation Charge is applicable	No Refund

5. Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in school. Refunds must be calculated based on the clock hours completed as of the last date of recorded attendance. Any monies due the student shall be refunded within thirty (30) days after cancellation or termination, or in the case of a leave of absence, the documented date of return. The student will be granted credit for previous training hours that are approved by the State of Colorado. The policy for the granting of credit for previous training shall not impact the refund policy.
6. When situations of mitigating circumstances are in evidence, the school may provide a refund, which exceeds this refund policy.
7. The cost of the kit and supplies are not included in tuition adjustment computations. These items become the property of the student and are non-refundable.
8. The college applies the applicable refund policy to all terminations for any reason, by either party, including student decision, course and /or program cancellation, or institution closure. Students who terminate prior to course completion will be charged a \$150.00 termination charge.
9. If the school is permanently closed and no longer offers instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition.
10. If a course is discontinued after the student has enrolled, the student shall be entitled to a full refund. The school reserves the right to reschedule, postpone, or cancel classes.
11. Any return of Title IV funds will be paid as applicable, 1) Unsubsidized Federal Direct Loan, 2) Subsidized Federal Direct Loan, 3) Federal PLUS/Direct PLUS Loan, 4) Federal Pell Grant, 5) Federal SEOG 6) Other Federal, state, private or institutional aid, 7) 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.
12. For duplication of previously transferred transcript paperwork a fee of \$25.00 will be charged and paid each time prior to duplication of transcripts. The school does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution. All requests for duplicate transcripts must be submitted in writing.
13. In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school will make a settlement, which is reasonable and fair to both parties on the basis of the refund table.
14. Students are encouraged to attempt to resolve any issue with the College first but the student may file a complaint with the Department of Higher Education, Private Occupational School Board; 1560 Broadway Suite 1600; Denver, CO 80202, 303-866-2723, or online at www.highered.colorado.gov/dpos. There is a 2 (two) year limitation on the Division taking action on student complaints. The Division shall not consider any claim that is filed more than 2 (two) years after the date the student discontinues his/her training at the school.

EMPLOYMENT ASSISTANCE

I understand that the School has not made and will not make any guarantees of employment or salary upon my graduation. The School will provide me with placement assistance, which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

GRADUATION REQUIREMENTS

I understand that in order to graduate from the ~~DEMANUATION~~ program, and to receive a diploma, I must successfully complete the required number of clock or credit hours as specified in the catalogue and on the contract, pass all written and practical examinations with a 75% average or better and satisfy all financial obligations to the school.

GROUND FOR TERMINATION

I agree to comply with the rules and policies and understand that the School shall have the right to terminate this contract and my enrollment at any time for violation of the rules and policies as outlined in the catalogue.

NON-DISCRIMINATION

College of International Esthetics, Inc., in all its programs including admission and employment, does not discriminate on the basis of age, race, religion, political beliefs, financial status, sex, marital status, handicap, or country of origin, and is prohibited from such discrimination by law.

ACKNOWLEDGEMENT

This contract contains the entire agreement between the School and me, and no further modification or representation except as herein expressed in writing will be recognized.

I acknowledge that I have read this contract in its entirety, and that I have received a copy of this contract and all blank spaces have been filled in to my satisfaction. I have also received a copy of the Catalog Volume XII, dated October 10, 2014.

Signature of Applicant Jody Machewski Date 7-23-15

Signature of Parent or Guardian _____ Date _____

Acceptance Date: 7/23/15 Name/Title of School Official: Principal, agent