



11301 Sunset Hills Road, Suite A-5, Reston, VA 20190
TELEPHONE: (703) 910-2323 FAX: (703) 988-2411

STUDENT REGISTRATION & ENROLLMENT AGREEMENT

Student Name: _____
Student Address: _____
City/State/Zip: _____ Dependent: Y / N
Telephone: Cell # _____ / Carrier _____ Home _____ Veteran: Y / N
Email: _____ Date of Birth: _____ US Citizen: Y / N
Drivers License # _____ SS # _____ Gender: F / M
Emergency Contact: _____
Relationship: _____
Cell #: _____ Home Phone #: _____

Education: Please provide details on high school completed.

HIGH Name _____
SCHOOL City/State _____ Graduation Date (or GED) _____
ATTENDED

Post Secondary Education: Provide details on last post-secondary school/university attended.

Name: _____ City/State _____
Dates Attended: _____ Degree/Date: _____

Ethnic Group & Race Categories: *The federal government requires that BOTH of these questions be answered and provides only the following categories for ethnic group and race.*

1. Are you/the student Hispanic or Latino? Y / N (please circle)

2. What is your/the student's race? (please circle)

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White (a person having origins in any of the original peoples of Europe, North Africa or Middle East)

The collection and reporting of racial/ethnic data are mandatory for all institutions that receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education (ED) regulations implementing Title VI of the Civil Rights Act of 1964 (34 CFR 100.13), or defined in any ED regulations implementing Title IX of the Education Amendments of 1972. The collection of racial/ethnic data in vocational programs is mandated by Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.

STUDENT SIGNATURE

Contract Details:

Contract Begins: _____ Contract Ends: _____
 _____ Basic Esthetics - 600 Hours _____ Full-Time - 25 Weeks _____ Part-Time – 40 Weeks
 _____ Master Esthetics - 600 Hours _____ Full-Time - 25 Weeks _____ Part-Time – 50 Weeks
 _____ Flex-Time – _____ Weeks - Aesthetician programs only
 _____ Nail Technician – 150 Hours _____ Part-time – 10 weeks
 _____ Instructor – 400 Hours _____ Part-Time – 33.3 Weeks
 _____ Transfer/Re-Entry Student – Hours Accepted: _____ Hours Contracted _____ Weeks to Complete _____

All programs are instructed in the English language.

Schedule: Student is scheduled to attend a total of _____ hours weekly. Student’s personal schedule is:

Contract Costs and Payment Terms:

Student and Sponsor (if applicable) agree to pay the school the tuition and fees for the program selected. The school may, at its option and without notice, prevent students from attending class until any applicable unpaid balance or payments are satisfied. **The school may charge a \$5 fee per copy for extra copies of contracts and Loan Agreements and a \$5.00 transcript fee for transcript requests.** If a student does not graduate within the contract period additional training will be billed at the rate of \$35 per hour, or any part thereof, payable in advance, until graduation. The contract period is calculated by 100% attendance and adding 5% of the program hours.

The school will charge a registration fee for students enrolling or transferring to the school of \$100.00. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter after termination of \$100. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll. Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through a private education loan. Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

	REGISTRATION FEE	\$
TUITION	\$ _____	
LESS DISCOUNT	\$ _____	
	TOTAL TUITION	\$
	BOOKS, SUPPLIES, LAB FEES	\$
	TOTAL TUITION & FEES	\$
LESS REGISTRATION FEE		- \$
LESS TUITION DEPOSIT		- \$
LESS PAYMENT FOR BOOKS, SUPPLIES, LAB FEES		- \$
	BALANCE DUE	\$

_____ **STUDENT SIGNATURE**

GENERAL TERMS OF AGREEMENT

School:

- Shall provide programs of study that meets minimum curriculum requirements as prescribed by the state regulatory agency.
- May change kit contents, textbooks, dress code, curriculum format, teaching materials or educational methods at its discretion.
- Will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.
- Will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview and made satisfactory arrangements for debts owed the school as approved by the School.
- Will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is **not guaranteed**.
- May terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

Student:

- Agrees to pay applicable school fees and provide all required registration paperwork in a timely manner.
- Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to provide all financial aid documents, if applicable, in the designated time frame.
- Agrees to comply with the school's dress code at all times and project a professional image representative of the cosmetology and image industry.
- Agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of the school.
- Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.
- Understands that if he/she is a Title IV financial aid recipient, minimum attendance and grade requirements must be maintained for satisfactory academic progress; failure to comply will result in loss of eligibility for financial aid according to the policy found in the catalog.
- Understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.

REFUND POLICY – NOTICE OF CANCELLATION

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
 2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
 3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the non-refundable registration fee in the amount of \$100.
 4. A student notifies the institution of his/her withdrawal in writing.
 5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal 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.
 6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 calendar days.)
 7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the 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 completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, kits & books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
- If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by 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.

RETURN OF TITLE IV FUNDS

The Office of Financial Aid is required by federal statute to recalculate federal financial aid eligibility for students who withdraw or are dismissed prior to completing 60% of the program. The federal Title IV financial aid programs must be recalculated in these situations. Students desiring to withdraw from the school must complete the withdrawal form available from the school's Director.

Earned Title IV Funds are federal Title IV funds used to cover education costs according to the length of time the student was enrolled before withdrawing. The amount of funds earned is directly proportional to the time enrolled, through 60% of the program. After 60%, the student is considered to have earned all aid. Unearned Title IV Funds are the amount of grant and loan assistance awarded under Title IV that has not been earned by the student and must be returned to the programs.

STUDENT SIGNATURE

If a student leaves the school prior to completing 60% of the program, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

- Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:
- Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, DSI Academy would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution. If a student earned more aid than was disbursed to him/her, DSI Academy would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal. DSI Academy must return the amount of Title IV funds for which it is responsible no later than 30 days after the date of the determination of the date of the student's withdrawal.

Student Acknowledgement:

1. I hereby acknowledge receipt of the school's catalog dated _____ which contains information describing programs offered, consumer information disclosures and equipment/supplies provided. The school catalog is included as part of this enrollment agreement and I acknowledge I have received a copy of this catalog. _____ Initial
2. I have carefully read and received an exact copy of this enrollment agreement. _____ Initial
3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic and financial requirements or if I fail to abide by established standards of conduct as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate may be awarded. _____ Initial
4. I understand that the school does not guarantee job placement to graduates upon program completion or upon graduation. _____ Initial
5. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the State Council of Higher Education for Virginia, 101 N. 14th Street, 9th Floor, James Monroe Building, Richmond, Virginia 23219. All student complaints must be submitted in writing. _____ Initial

NOTICE TO BUYER:

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument. All sides of the contract are binding only when the agreement is accepted, signed and dated by an authorized official of the school or the admissions officer at the school's principal place of business. Read the entire document before signing.
3. You are entitled to an exact copy of this agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Although the school will provide placement assistance, the school does not guarantee job placement to graduates upon program completion or upon graduation.
6. The school reserves the right to terminate a student's training for unsatisfactory progress, nonpayment of tuition or failure to abide by established standards of conduct.
7. The school does not guarantee the transferability of clock hours to a college, university or institution. Any decision on the comparability, appropriateness and applicability of earned clock hours and whether they should be accepted is the decision of the receiving institution.

This 4 page agreement and any addenda constitutes a binding contract between the student and the school when signed by all applicable parties and upon acceptance by the school. By signing below, you certify that you have read all pages and have a received a copy of this document. In addition, you certify that you have received a school catalog and pre-enrollment information prior to signing this agreement.

ACKNOWLEDGEMENT: My signature below certifies that I have read, understand, and agree to comply with its contents, and that the institution's cancellation and refund policies have been clearly explained to me. I have received a copy of this fully executed agreement. I understand and agree that this contract supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. I also understand that if I default on this agreement I will be responsible for payment of any collection fees or attorney fees incurred by Dermal Science International Aesthetics and Nail Academy.

Signed this _____ day of _____, 20 _____

Student Signature Date

Guardian/Sponsor (if applicable) Date

Accepted by School Official Date

I hereby certify that _____ has been interviewed by me and in my judgment, meets all requirements for acceptance as a student in the _____ program at Dermal Science International Aesthetics and Nail Academy, as described in the school catalog. I further certify there have been no verbal or written agreements or promises other than those appearing on this agreement.

Signature of School Official Date