

HERRON ACADEMY OF BEAUTY AND THERAPEUTIC WELLNESS

ENROLLMENT AGREEMENT

STUDENT NAME _____ SS# _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE# _____ E-MAIL _____

COURSE OF STUDY:

- COSMETOLOGY
- MANICURIST
- ESTHETICS
- EDUCATOR
- MASSAGE THERAPY

COURSE SCHEDULE:

TOTAL CLOCK HOURS _____
 PART TIME FULL TIME
CONTRACTED HOURS PER WEEK _____
TOTAL # OF WEEKS IN PROGRAM _____

START DATE _____

PROJECTED GRADUATION DATE _____

This binding agreement made on the _____ day of _____, 20__ between **HERRON ACADEMY OF BEAUTY AND THERAPEUTIC WELLNESS (SCHOOL)** and _____ (STUDENT) is for the enrollment in the course program selected above. The school agrees to provide the instruction necessary for the student to receive licensure by the Indiana State Board of Cosmetology and Barber Examiners. The student agrees to the following terms and conditions:

INVESTMENT: The total cost for the course is detailed below.

Registration Fee	\$ _____	Total Investment	\$ _____
Tuition	\$ _____	Deposit/Payment	\$ _____
Books	\$ _____	Balance Due	\$ _____
Kit	\$ _____		
Total Investment	\$ _____		

TUITION POLICY/ PAYMENT SCHEDULE: Tuitions and fees are due prior to class unless other arrangements are made and approved by school administration. Students on a payment plan must pay in full before graduation. Tuition is due in installments as outlined in the below payment plan summary. Tuition may be paid in the following formats: ACH, money order, cashier's check or credit/debit card. Tuition may be paid on a monthly or weekly basis. If a payment is not made by the agreed upon due date, you may not attend classes until your tuition account is in good standing. Failure of student to complete the required hours within the contracted date may result in student paying tuition in excess of amount listed above. This additional tuition will be calculated at a rate of \$10 per hour for every scheduled hour after the expiration of the contracted time. In the event the student defaults on the payment plan, the school reserves the right to assess additional collection fees, up to 20% of the unpaid debt.

Payment Plan Summary:

Initials _____

REFUND POLICY:

1. An applicant not accepted into the program is entitled to a refund of all monies paid except the nonrefundable registration fee.
2. A student that cancels his or her agreement and demands a refund in writing within 3 business days of entering into agreement shall receive a full refund except for nonrefundable fees.
3. Monies paid for a student kit are nonrefundable unless the student cancels his or her enrollment before the first day of class.
4. All extra cost such as books, equipment, graduation fees and other such charges are not considered a part of the tuition and are nonrefundable
5. If the program course is cancelled after student has enrolled and before instruction has begun, the school will provide a full refund except the nonrefundable registration fee.
6. All monies shall be refunded within forty-five days of cancellation.

PERCENTAGE OF ENROLLMENT TIME	AMOUNT OF TUITION CHARGED
0.01%-4.9%	20%
5%-9.9%	30%
10%-14.9%	40%
15%-24.9%	45%
25%-49.9%	70%
50% and over	100%

