**Crevier’s Academy of Cosmetology Arts**

240 West Idaho Street

Kalispell, MT 59901

406-257-2525

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**Student Enrollment Contract**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (printed student name) having been accepted for enrollment into the class starting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and ending \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ + \_\_\_\_\_\_ holidays = contract graduation date of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is hereby enrolled 30 hours per week as a student in said school, providing the following conditions precedent to enrollment are satisfactorily met, understood and agreed upon:

The $100.00 application fee has been paid as stated in the Admission Application. Students are contracted based on a 30-hour week.

**Check a box for course of study and required hour**s

[ ] Cosmetology - 1500 hours, tuition $14800 for 50 weeks of enrollment, $100 application fee, $325 book fee, $975 kit fee

[ ] Barber Chemical – 1100 hours, tuition $12800 for 37 weeks of enrollment, $100 application fee, $325 book fee, $1175 kit fee

[ ] Barber Non-Chemical – 900 hours, tuition $9500 for 30 weeks of enrollment, $100 application fee, $325 book fee, $1075 kit fee

[ ] Barber Supplemental – 150 hours, tuition $2500 for 5 weeks of enrollment, $100 application fee, $325 book fee, $575 kit fee

[ ] Manicuring - 400 hours, tuition $3500.00 for 14 weeks of enrollment, $100 application fee, $325 book fee, $675 kit fee

[ ] Esthetics - 650 hours, tuition $8500.00 for 22 weeks of enrollment, $100 application fee, $325 book fee, $875 kit fee

[ ] Teacher Training – 650 hours, tuition $8500.00 for 22 weeks of enrollment, $100 application fee, $325 book fee, $300 kit fee

[ ] Transfer/Re-Entry Student - Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Hours accepted:\_\_\_\_\_\_\_\_\_\_\_\_\_

 Hours needed:\_\_\_\_\_\_\_\_\_\_\_ Tuition: Weeks: \_\_\_\_\_\_\_\_\_\_\_ $100 application fee, $325 book fee

Tuition may be broken into payments per month due each month on the students starting date. Note: enrollment is defined as the time elapsed between the actual starting date and the date of the students last day of physical attendance in the school. All monies due to applicant or student or financial assistance program shall be refunded within 45 days of formal cancellation by the student or formal termination by the school. **If a student must attend longer than the contracted time allotted for any course, he or she must pay an extra instructional charge. The student will be charge for each day enrolled after the contract period. This charge is calculated at the current hourly rate of the student’s contracted tuition. Daily rates for extra instructional charges are as follows: Cosmetology $59.20, Barber Chemical $69.82, Barber Non-Chemical $63.35, Barber Supplemental $100, Esthetics $78.46, Manicuring $52.50, Teacher Training $78.46.**

* Student may pay for the full tuition at registration, the first day of school or monthly. All fees, books & kit costs must be paid up front, by or before the first day of school. Books and supplies become the property of the student upon purchase and are non-refundable. The school accepts cash, checks, debit/credit cards (only in the name of student attending), Job services, VA funds, Vocational Rehabilitation, or Title IV funds. Any other payment types must be discussed with the school.
* A withdraw fee of $150.00 may be charged for a student withdrawing before contract ending dates.

• Students are accepted on a full-time basis (special requests may be considered case by case) at 30 hours per week and are

required to maintain 75% accumulative attendance to remain in satisfactory progress. Freshman hours (Cosmetology 300,

Barber Chemical 225, Barber non-chemical 150, manicuring 110, Esthetics 150) students are expected to maintain 100%

attendance.

* It is understood that the student will obey all rules and regulations of the Montana State Board of Barbers and Cosmetology, and Crevier’s Academy of Cosmetology Arts. Not to do so will be grounds for termination.
* It is understood that Crevier’s Academy of Cosmetology Arts does not guarantee employment. However, the school will educate students in employment opportunities and necessary knowledge in job seeking.
* Students’ termination dates will be determined by the postmark on a written letter or 4 consecutive days of no contact by the student. Crevier's Academy of Cosmetology Arts reserves the right to dismiss or terminate a student if that student is in violation of the school's policies, or in violation of the state laws and rules, or is not in satisfactory progress. A fee of $150.00 may be charged for a student withdrawing before their contract ending date.
* Policies regarding any breach of the student contract/handbook such as tardiness, unexcused absences, inappropriate conduct, dissent, theft, dishonesty, neglect, etc., will be documented and recorded in the student’s file. If the problem persists the student will be put on a warning. If the problem still persists the student will be given a suspension or terminated. After meeting with the instructor and the problem is corrected the student may be allowed to return upon the discretion of the staff. School policies are reviewed at orientation. The student also understands that the school reserves the right to modify the rules. Students will be notified, and a copy of the new policies will be issued to the student.
* Should a student complete the program earlier than the estimated timeframe stated in the contract, the student’s financial aid package may be recalculated and that this may result in liabilities owed by the student and/or the institution, if applicable.

 **GRADUATION REQUIREMENTS**

Upon completion of all graduation requirements the school will issue the student a diploma or certificate in their course of study.

**COSMETOLOGY-COMPLETE 1500 HOURS OF TRAINING**

**BARBER CHEMICAL-COMPLETE 1100 HOURS OF TRAINING**

**BARBER NON-CHEMICAL – COMPLETE 900 HOURS OF TRAINING**

**BARBER SUPLEMENTAL – COMPLETE 150 HOURS OF TRAINING**

**MANICURING - COMPLETE 400 HOURS OF TRAINING**

**ESTHETICS- COMPLETE 650 HOURS OF TRAINING**

**TEACHER TRAINING- COMPLETE 650 HOURS OFTRAINING**

**MICRODERMABRASION – COMPLETE 50 HOURS OF TRAINING**

**All financial obligations to school have been met (tuition, charge accounts, other fees)**

**All final paperwork and testing is complete**

**Student must be in satisfactory progress.**

NOTE: CREVIER’S SCHOOL OF COSMETOLOGY ART”S WILL NOT DENY ADMITTANCE BECAUSE OF RACE,

 COLOR, AGE, SEX, RELIGION, OR ETHNIC ORIGIN

**CREVIER’S REFUND POLIC**Y

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 to 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 legal 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 application 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 or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from 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 30 days.)
7. In type 2, 3, 4, 5 or 6 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 student’s 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, the school may exceed the minimum tuition adjustment settlement. 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 may be 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, books, products, unreturned school property, $100.00 application fee, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
* Unofficial withdrawals are determined by the school through monitoring clocked hours at a minimum of every 30 days. The date of the refund is determined by the last date of attendance.

CANCELLATION and/or PROGRAM CANCELLATION POLICY

• If a course and/or program is canceled subsequent to a student's enrollment, and before instruction in the course and/or program

 has begun the school shall provide a full refund of all monies paid OR provide completion of the course and/or program.

• If the school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has

 begun, the school shall at its option:

 a.) Provide completion of the course and/or program

 b.) Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school

 c.) Participate in a Teach-Out Agreement

 d.) Provide a full refund of all monies paid

• If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the

 school must make arrangements for students. The school has at its option:

 a.) Proved a pro rata refund. Participate in a Teach-Out Agreement

**COLLECTION POLICY**

Collection procedures will reflect ethical business practices. Any collection efforts will recognize this Withdrawal and Settlement Policy.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print name) have read and received a copy of this contract and Crevier’s Academy of Cosmetology Arts current catalog. I fully understand and agree to follow the above provisions and information.

Student signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Print legal guardian name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of legal guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Signature of school official \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of acceptance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_