

Academy of Nail, Skin, & Hair

928 Broadwater Ave., Suite C
Billings, MT 59101
Phone (406) 252-3232 Fax (406) 294-3233

Thank you for your interest in our Academy!

After reviewing the information, should you decide to enroll, please fill out the following and return to us:

- 1) Application for enrollment
- 2) Sign and date the Enrollment Contract and agreement.
- 3) Sign and date the receipt of the catalog and contract.
- 4) Application fee of \$125.00.

Upon Receipt of all requested information you will be enrolled in our Academy!

Please bring a copy of your Driver's License or Birth Certificate, and High School Diploma or GED to the Academy prior to the first day of classes.

Registration begins at 8:00 a.m. please arrive early.

If you have any questions, feel free to call the school at any time. We look forward to meeting you!

Congratulations, should you decide to attend our Academy!

PLEASE BRING ANY REMAINING ITEMS CONTAINED IN THIS ENVELOPE TO REGISTRATION WITH YOU ON THE FIRST DAY!!!!

Sincerely,

Jason Priest

Visit us at: www.academyofnailskinandhair.com

APPLICATION FOR ENROLLMENT

NAME _____ DATE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

TELEPHONE# _____ DATE OF BIRTH _____

SOCIAL SECURITY # _____ MARITAL STATUS _____

DRIVER'S LICENSE # _____

EMAIL: _____

COURSE: NAILS TECHNICIAN _____ ESTHETICIAN _____

ESTHETICIAN/NAIL TECHNICIAN _____ OUT OF STATE NAIL TECHNICIAN _____

OUT OF STATE ESTHETICIAN/NAIL TECHNICIAN _____

BARBERING COURSE FOR LICENSED COSMETOLOGIST _____

BARBERING _____ COSMETOLOGIST _____ TEACHER TRAINING _____

BRUSHUP _____ MICRODERMABRASION ENDORSEMENT _____

WHERE DID YOU HEAR ABOUT US: _____

HAVE YOU ATTENDED ANY OTHER SCHOOLS BEYOND HIGH SCHOOL LEVEL? YES _____ NO _____

IF YES, NAME OF THE SCHOOL _____

ADDRESS _____

COURSES TAKEN AT PREVIOUS SCHOOL _____

EDUCATION: (CHECK ONE)

HIGH SCHOOL DIPLOMA _____ GED _____ DATE OF DIPLOMA OR GED _____

EMERGENCY CONTACT: _____ PHONE _____

MONTH YOU ARE PLANNING TO ATTEND SCHOOL _____

WILL YOU BE FILING FOR FINANCIAL AID? YES _____ NO _____

IF YES, HAVE YOU FILED? WEB _____ PAPER _____

Student Signature

Date

Mail or Hand Deliver to:

Academy of Nail, Skin and Hair
928 Broadwater Avenue, Suite C
Billings MT 59101
(406) 252-3232

By signing this form you are authorizing Academy of Nail, Skin and Hair to order a credit report.

PLEASE READ NEXT PAGE BEFORE SIGNING

PLEASE READ CAREFULLY BEFORE YOU SIGN THE FRONT

You should be aware of the physical demands of the cosmetology and barbering profession and the work it entails.

Approximately 95% of the cosmetology and barbering work is administered while the technician is in the standing, sitting or walking position, depending on the branch of the industry. Anyone who suffers from the physical irregularities of the back, arms, hands or feet such as arthritis, varicose veins, or lower back problems, may find they are unable to train in this field.

Other irregularities may be sensitivity to the standard chemicals used in the day-to-day work. If one has allergies, one should investigate which, if any, of the chemicals one cannot tolerate before applying for entrance in this course.

Cosmetology and Barbering work is performed in close proximity to others, often for long periods of time. Clean appropriate clothing, good grooming and personal hygiene are necessary. Bad breath, body odors, cigarette smoke may offend clients and reduce success in the field of cosmetology and barbering.

You will need to be aware of the many safety requirements for the chemicals you are using, hazards of these chemicals and the safety use of all equipment used in the cosmetology field. Your performance needs to take these facts into consideration as you do your work.

To receive a license to practice in Montana, you must pass a written and practical examination. These exams are administered by approximately every two months. Academy of Nail, Skin & Hair strives to achieve 100% of our graduating students pass the State Board exam.

The pre-registration fee at the time of enrollment is to insure your placement and is nonrefundable.

ENROLLMENT CONTRACT/AGREEMENT

STUDENT COPY

ACADEMY OF NAIL, SKIN & HAIR
928 BROADWATER AVENUE, SUITE C
BILLINGS, MT 59101
406-252-3232
www.academyofnailskinandhair.com

This Contract/Agreement, when completed and signed by the student and/or co-signer, will constitute a contractual agreement between the applicant, and/or co-signer, and *Academy of Nail, Skin & Hair*. Failure to abide strictly by the terms of this contract may subject the Contract/Agreement to legal liability. Please read the entire Contract/Agreement carefully before you sign it.

ACCREDITED BY NACCAS
4401 Ford Avenue
Suite 1300
Alexandria, VA 22302
(703) 600-7600

<u>Course name</u>	<u>Hours</u>
Nail Technician Course	350
Out of State Nail Technician Course	400
Esthetician Course	650
Esthetician/Nail Technician Course	1000
Out of State Esthetician/Nail Technician Course	1050
Barbering Course	1500
Barbering Course For Licensed Cosmetologist	150
Cosmetologist Course	2000
Microdermabrasion Endorsement	50
Brush up (licensed)	To Be Determined

TITLE & LENGTH OF COURSE

ADMISSION REQUIREMENTS

All students seeking admission must have a high school diploma or a GED, a copy of Driver's License or Birth Certificate and be 18 years of age. Upon completion of a pre-entrance interview, students are eligible for enrollment. A copy of high school diploma or GED must be received prior to starting with the Academy. All students registering for 150 hour Barbering Course must have a current Cosmetology License. All students with special circumstances are advised to contact The Montana Board of Barbers and Cosmetologists.

COURSE COSTS

Nail Technician Course Length	<u>350 Hours</u>	<u>400 Hours</u>
Registration	\$125.00	\$125.00
Kits, Books, Supplies, & Misc.	\$895.00	\$895.00
Tuition	\$1775.00	\$1975.00
Total Fees & Tuition	\$2795.00	\$2995.00

If a student does not finish the course in the allotted time of 9/10.25 weeks, excluding Holidays as noted and excused absences, there may be a charge of \$6.00 per hour for the remainder of time that it takes to complete the 350/400-hour course unless at the discretion of the Administration, extenuating circumstances are determined.

Esthetician Course Length	<u>650 Hours</u>
Registration	\$125.00
Kits, Books, Supplies, Misc.	\$525.00
Tuition	\$5350.00
Total Fees & Tuition	\$6000.00

If a student does not finish the course in the allotted time of 17 weeks, excluding Holidays as noted, there may be a charge of \$9.25 per hour for the time it takes to finish the remainder of the 650-hour course unless at the discretion of the Administration, extenuating circumstances are determined.

Esthetician /Nail Technician Course Length	<u>1000 Hours</u>
Registration	\$125.00
Kit, Books, Supplies, & Misc.	\$1420.00
Tuition	\$7050.00
Total Fees & Tuition	\$8595.00

Esthetician Course must be taken prior to the Nail Technician Course. If a student does not finish the course in the allotted time of 26 weeks, excluding Holidays as noted and excused absences, there may be a charge of \$8.00 per hour for the time it takes to finish the remainder of the 1000-hour course unless at the discretion of the Administration, extenuating circumstances are determined. (The State of Montana does require that the student take a Nail Exam and a Esthetics Exam at completion of this course.)

Out of State Esthetician/Nail Technician Course Length	<u>1050 Hours</u>
Registration	\$125.00
Kit, Books, Supplies, & Misc.	\$1420.00
Tuition	\$7250.00
Total Fees & Tuition	\$8795.00

Esthetician Course must be taken prior to the Nail Technician Course. If a student does not finish the course in the allotted time of 27.25 weeks, excluding Holidays as noted and excused absences, there may be a charge of \$8.00 per hour for the time it takes to finish the remainder of the 1050-hour course unless at the discretion of the Administration, extenuating circumstances are determined. (The State of Montana does require that the student take a Nail Exam and a Esthetics Exam at completion of this course.)

Barbering Course Length	<u>1500 Hours</u>
Registration	\$125.00
Kit, Books, Supplies, & Misc.	\$1100.00
Tuition	\$7250.00
Total Fees & Tuition	\$9000.00

If a student does not finish in the allotted time of 38 weeks, excluding Holidays as noted and excused absences, there may be a charge of \$6.25 per hour for the time it takes to finish the remainder of the 1500-hour

Barbering Course For Licensed Cosmetologists	<u>150 Hours</u>
Registration	\$125.00
Kit, Books, Supplies, & Misc.	\$550.00
Tuition	\$925.00
Total Fees & Tuition	\$1600.00

course unless at the discretion of the Administration, extenuating circumstances are determined.

If a student does not finish in the allotted time of 3.25 weeks, excluding Holidays as noted and excused absences, there may be a charge of \$7.25 per hour for the time it takes to finish the remainder of the 150-hour course unless at the discretion of the Administration, extenuating circumstances are determined.

Cosmetologist Course Length	<u>2000 Hours</u>
Registration	\$125.00
Kit, Books, Supplies, & Misc.	\$1530.00
Tuition	\$7900.00
Total Fees & Tuition	\$9555.00

If a student does not finish in the allotted time of 52 weeks, excluding Holidays as noted and excused absences, there may be a charge of \$5.00 per hour for the time it takes to finish the remainder of the 2000-hour course unless at the discretion of the Administration, extenuating circumstances are determined.

PAYMENT PLANS:

NINE-WEEK PAYMENT PLAN FOR NAIL TECHNICIAN STUDENTS

Students must pay Registration and Kit fee prior to commencement of classes totaling \$1020.00. First week's payment will be due the first day of class. Tuition may be paid in equal installments of \$200.00 per week. Payments are due every Tuesday before clocking in. Any balance due must be paid prior to graduation.

TEN-WEEK PAYMENT PLAN FOR OUT OF STATE NAIL TECHNICIAN STUDENTS

Students must pay Registration and Kit fee prior to commencement of classes totaling \$1020.00. First week's payment will be due the first day of class. Tuition may be paid in equal installments of \$200.00 per week. Payments are due every Tuesday before clocking in. Any balance due must be paid prior to graduation.

MONTHLY PAYMENT PLAN FOR ESTHETICIAN STUDENTS

Students must pay Registration and Kit fee prior to commencement of classes totaling \$650.00. Monthly payment will be prorated to the 1st of each month. Tuition may be paid in equal installments of \$1350.00 per month. The first payment will be due before commencement of the first day of class. Subsequent payments are due the first Tuesday of each month thereafter until paid in full. Any balance due must be paid in full prior to graduation.

MONTHLY PAYMENT PLAN FOR ESTHETICIAN/NAIL TECHNICIAN STUDENTS

Students must pay Registration and Kit fee prior to commencement of classes totaling \$1545.00. Monthly payment will be prorated to the 1st of each month. Tuition may be paid in equal installments of \$1175.00 per month. The first payment will be due before the first day of class begins. Subsequent payments are due the first Tuesday of each month thereafter until paid in full. Any balance due must be paid in full prior to graduation.

MONTHLY PAYMENT PLAN FOR BARBERING STUDENTS

Students must pay Registration, and Kit fee prior to commencement of classes totaling \$1225.00 Monthly payment will be prorated to the 1st of each month. Tuition may be paid in equal installments of \$900.00 per month. The first payment will be due before the first day of class begins. Subsequent payments are due the first Tuesday of each month thereafter until paid in full. Any balance due must be paid in full prior to graduation.

MONTHLY PAYMENT PLAN FOR COSMETOLOGIST STUDENTS

Students must pay Registration and Kit fee prior to commencement of classes totaling \$1655.00. Monthly payment will be prorated to the 1st of each month. Tuition may be paid in equal installments of \$660.00 per month. The first payment will be due before the first day of class begins. Subsequent payments are due the first Tuesday of each month thereafter until paid in full. Any balance due must be paid in full prior to graduation.

In the event a student fails to pay an installment when due,

Whether or not the student is then currently enrolled, the Academy shall be entitled, at the sole discretion, to declare the entire balance then due under the payment agreement immediately due and payable. In the event and at that time, the student or guarantor/co-signer shall be obligated to pay that existing balance in full. The failure of the Academy to insist upon the timely payment of any installment shall not be construed as a waiver of the Academy's right to insist upon timely payment of any subsequent installment.

In the event legal action is required to enforce payment of the sum due the Academy, the student and guarantor/co-signer shall be responsible for all costs of collection including collection agency charges, fees, or reasonable attorney's fees, whether or not the matter is litigated. All monies due the Academy must be paid in full, or contracts brought current, before graduation. This includes, but is not limited to, completion records needed for state board examinations, diploma, and requests for records from other schools.

Should the student or guarantor default in the payment of their contract, and the Academy must turn the contract over to the Credit Bureau, or any other collection service, or attorney for collections, the student or guarantor agrees to pay

1. The balance of the contract then due, plus
2. Any other costs that the Academy might incur to collect the contract, such as collection agency fees, attorney fees, accountant fees, court costs, and filing fees.

STARTING DATES

Regular courses begin monthly. Call for exact dates.

DRESS CODE

Students are required to wear an Academy jacket and nametag, (which are provided as part of the kit) over their clothing. The required Dress Code is Black and White. Absolutely no shorts above the knee, sleeveless tops or hoodies will be permitted by either male or female students. Shoes must be closed toe black or white. Students are required to be aware of personal hygiene, grooming and present themselves in a professional manner and appearance. Cosmetologists, Barbers and Estheticians are required to wear closed toed shoes. Students not dressed in the proper attire will be clocked out. In order to be successful, you must look successful. This is an industry of beauty and hygiene.

CLASS SCHEDULE

Class hours are from 8:30 a.m. to 5:00 p.m. Tuesday through Saturday with one half hour for lunch. Absences must be prearranged at least one week in advance. If a student must be absent for any reason, he/she is to call the office before 8:30 a.m. and speak with a staff member, or if necessary leave a message, otherwise it will be an unexcused absence. The Academy reserves the right to dismiss a student for excessive nonattendance.

If the student is tardy and theory class has already begun, the student will not be allowed to check in until after theory class has ended. If a student misses two theory classes in a month, the third theory they cannot return to school for the day. If a student misses Saturday without a prearranged absence, the student cannot return to school until the following Wednesday.

If a student takes a leave of absence of two or more weeks up to 30 days, after notifying the Academy in writing, he/she must vacate the assigned locker. A new locker will be assigned upon his/her return to Academy. Personal belongings may be stored up to fourteen (14) days, after which the Academy assumes no responsibility and the items will be discarded.

All students must attend class's full time unless arrangements are made prior to registration.

TERMINATION BY INSTITUTION

Each student at *Academy of Nail, Skin & Hair* assumes an obligation at the time of enrollment to

- Obey all rules and regulations made by the proper authorities
- Preserve and protect all property provided by the Academy for the student's educational purposes and benefits, and to
- Maintain appropriate conduct both at Academy and elsewhere with diligence, maturity, and responsibility.

Any student who violates any rule, regulation or policy the consequence may be terminated. Students who are terminated by the Academy will be charged a \$50.00 termination fee.

A suspended student may apply for readmission through the office of the Academy Director in writing. Such application may be made at the completion of the period of suspension. No student who has been terminated may apply for re-admission.

CANCELLATION AND REFUND:

An applicant not accepted for training by the school shall be entitled to all monies paid.

If a student (or, in the case of a student under legal age, his/her parent guardian) cancels his/her contract and requires their money back in writing within three (3) business days of the signing of the enrollment agreement or contract, all monies collected by the school shall be refunded. The postmark on receipt of this written notification will determine the cancellation date, 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. If a student cancels after three business days, but prior to starting class, he/she is entitled to a full refund less the registration fee of \$125.00 for each course. For students who begin classes, the following schedule of tuition adjustment is authorized:

Percentage Time to total time

Amount of total tuition owed to school

0.1% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

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. Any monies due the applicant or student shall be refunded within thirty (30) days of formal cancellation by the student, or formal termination by the school, which shall occur no more than thirty (30) days from the last day of physical attendance, or in the case of leave of absence, the documented date of return.

When situations of mitigating circumstances are in evidence, the school may provide a refund, which exceeds this refund policy.

The cost of the kit and supplies is not included in tuition adjustment computations; these items become the property of the student and are non-refundable.

Any student who terminates prior to course completion will be charged a \$50.00 termination fee.

If for any reason, the school is permanently closed, or is no longer offering instruction after a student has enrolled: the student shall be entitled to a pro-rate share of tuition refund. If a course is cancelled subsequent to a student’s enrollment, the school, as its option shall: (a) Provide a full of all monies paid: or (b) Provide the course.

GRADUATION REQUIREMENTS

A student is awarded the Academy’s diploma after:

1. Completion of the required hours and requirements.
2. Completion of all Academy’s written assignments and practical exams with a 75% grade average.
3. Completion of all clinic and classroom experience required by the Academy.
4. Tuition and all the charges due the Academy are paid in full.

After graduation, all students are required to take and pass the Montana State Board Examination to receive their license to work. Tuition and fees do not include the cost of the License and Exam.

EVALUATION PROCEDURE

We conduct written evaluation of theory knowledge, and practical exams/evaluations of practical skills. Student must maintain a 75% grade average on theory and practical exams to be considered as making satisfactory progress.

EXCELLENT	90-100	A
GOOD	80-89	B
SATISFACTORY	75-79	C
UNSATISFACTORY	70-74	D
FAILING	0-69	F

A grade of 75% or above is considered a passing grade. We give tests and grades on both practical and theory classes. Students are given all test results. Students will receive written progress evaluations at the completion

of basic training and each month of instruction. Students on clinic floor must have all services checked by an instructor.

Students failing the final Academy exam must schedule to retake it with their instructor.

PROBATION

Students failing to meet the minimum academic and attendance requirements will be placed on probation for the following Probationary Period:

Nail Technician Students	2 Weeks
Esthetician Students	4 Weeks
Cosmetologist Students	4 Weeks
Barbering Students	4 Weeks

While on probation, the student will be considered to be making satisfactory progress. Students will be evaluated at the end of the probationary period with assurance of meeting minimum requirements. Any student failing to meet our minimum requirements may be advised to terminate.

DRUG AND ALCOHOL

Drug and Alcohol use is prohibited. Please refer to our Drug and Alcohol Abuse Policy located in our libraries regarding the possession, use or sale of alcohol and illegal drugs along with a list of drugs and alcohol counseling rehabilitation or reentry programs available in our area.

GROUND FOR TERMINATION

All students must agree to comply with all rules, regulations and understand that the Academy shall have the right to terminate any student for a violation of any rule or regulation outlined in this catalog. The Academy reserves the right to modify any rule or regulation but will advise the student of any and all modifications.

EMPLOYMENT ASSISTANCE

We are dedicated in employment assistance. Our Academy is in frequent contact with salons, distributors, spas, and the medical profession. Upon notification of an opening it will be announced in theory and will be posted for review on the bulletin board. If you need any assistance or concerns at any time do not hesitate to ask an instructor/administrator.

ACKNOWLEDGMENT

Notice to the Student or Guarantor:

1. Do not sign this agreement before you read it and all blank spaces have been filled in to your satisfaction.
2. You are entitled to a fully completed copy of this agreement.
3. You have the right to pay the full amount due in advance.
4. Initials on this agreement are acknowledgments by you and the Academy of changes to this agreement.

THIS AGREEMENT IS A LEGAL CONTRACT AND IMPOSES CERTAIN LEGAL RIGHTS AND RESPONSIBILITIES UPON THE PERSONS WHO HAVE SIGNED IT. THE SIGNATURE OF THE STUDENT AND THE CO-SIGNER/GUARANTOR (IF APPLICABLE) ON THIS AGREEMENT IS AN ACKNOWLEDGMENT THAT THOSE PERSONS HAVE READ THIS AGREEMENT IN ITS ENTIRETY, UNDERSTAND THE AGREEMENT, AND AGREE TO BE BOUND BY ITS TERMS.

ACCEPTANCE BY STUDENT

I, _____, hereby make application for

Nail Technician Course, Starting Date of _____ and Ending Date of _____

Esthetician Course, Starting Date of _____ and Ending Date of _____

Cosmetologist Course, Starting Date of _____ and Ending Date of _____

Barbering Course, Starting Date of _____ and Ending Date of _____

_____ Course, Starting Date of _____ And Ending Date of _____

Schedule Full Time
 Part Time _____ Hours per Week

All part time students must obtain approval prior to enrollment.

I, _____ having been enrolled and accepted as a student in the *Academy of Nail, Skin & Hair*, agree to comply with the payment option chosen, such payment to be made at the office of the Academy. I have received a copy of the Academy catalog dated _____, 20_____.

I further agree to comply with the following stipulations:

A. If I do not finish the course in the allotted time of 9/ 10.25 weeks for Nail Technician or 17 weeks for Esthetician or 26/27.25 weeks for the combined Esthetician/Nail Technician Course, 38 weeks for Barbering Course, 52 weeks for Cosmetologist Course, excluding Holidays as noted previously, I agree to pay the amount of \$6.00 per hour for the Nail Technician, \$9.25 per hour for Esthetician, \$8.00 per hour for Esthetician/Nail Technician Course, \$6.25 per hour for Barbering Course, and \$5.00 per hour for Cosmetologist Course for the remainder of time that it takes me to complete the Course.

B. This agreement shall not be changed or modified in any manner after the date hereof unless such modifications of changes are in writing and signed by all parties who signed this agreement.

C. Except under circumstances constituting negligence on the part of the *Academy of Nail, Skin & Hair*, or its agents or employees, the Academy shall assume no responsibility of any negligence, carelessness, or lack of skill, by one or more students while practicing any part of the Academy course upon another. Except under circumstances constituting negligence on the part of *Academy of Nail, Skin & Hair*, or its agents or employees, the Academy shall assume no responsibility for loss or damage to any student's property.

D. By my signature below, I certify that I have no known learning, physical, emotional. Anxiety-based, life-style, or personal responsibility limitations that will prevent me from participating in: making progress in accordance with school policy; or completing my course of study within the time frame of this contract.

I further agree to obey the rules, regulations, and policies of this Academy, which are in effect, or which may become in effect, during my period of enrollment. I am aware that failure to do so may result in suspension or termination and in no way releases me from any incurred financial obligations to the *Academy of Nail, Skin & Hair*, I understand the Academy reserves the right to modify any rule, regulation, or policy but will advise the student of any and all modifications.

SIGNATURE OF STUDENT

DATE

PHOTO RELEASE:

I agree, by my signature below, to allow The Academy of Nail, Skin and Hair to use my photo in advertising and promotional materials unless I provide them with a signed statement stating that I do not give my permission for use of any photographic materials. PHOTOS are sometimes taken in the school and may be used for promotional purposes.

SIGNATURE OF STUDENT

DATE

**ACCEPTANCE BY
ACADEMY OF NAIL, SKIN & HAIR**

The *Academy of Nail, Skin & Hair*, in fulfilling its part of the agreement hereby admits a student in its Academy and hereby agrees to furnish said student with the course of instruction as mentioned in this agreement.

ACCEPTED BY:

ACADEMY REPRESENTATIVE

DATE

Receipt of Catalog and Contract:

I, _____ have reviewed and received a copy of the Academy of Nail, Skin and Hair catalog, and pre-enrollment, and contract.

Date this day _____, 20____

Student Signature

Student Name Printed

Academy of Nail, Skin and Hair By

Academy Representative