



Enrollment Agreement

The White Magnolia Advanced Skin Care Institute

2203 S. College Ave. Suite 150

Fort Collins, CO 80525

(970)484-1740

Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board

General Information

Date _____

Student's Name _____

Address _____

Home Phone _____

Cell Phone _____

Email _____

Date of Birth _____

Social Security Number ____ - ____ - ____

CO Driver's License _____ exp. _____

Program/Stand Alone Course

Program/Course _____

Contact/Credit Hours _____

Start Date _____ Estimated Completion _____

Full-Time ___ Part-Time ___

Type of Instruction

Classroom____ Lab____ On-line____

Admission Requirements

The school does not discriminate based on race, sex, religion, ethnic origin, or disability.

Prospective students must be a minimum of 18 years of age to be accepted for enrollment. Students must show proper identification and proof of citizenship. Students may be required to take a pre entrance exam prior to enrollment to establish if the student can benefit from training in Esthetics.

All Certification Programs require valid Colorado Esthetics or Cosmetology license

Tuition & Fees

Tuition \$_____

Registration Fee \$_____ (if applicable)

Books/Supplies/Equipment \$_____ (Non-refundable)

Total Cost of Program \$_____

Method of Payment (cash/check #/credit card)

Credit card number _____ expiration _____

zip code _____

please note, credit card payments are subject to a 3.5% processing fee

Schedule of Payments

Kit fee \$_____ Date_____ BALANCE DUE \$_____

The School does not accept full payment in advance for any tuition. Kit Fee must be paid prior to the week of start date and is non-refundable. Monthly payments are accepted for these programs in equal monthly installments (full tuition of program divided by length of time given to complete program).

Tuition fees are due on the 1st of every month after student commences training. Payments not received by the 3rd of the month are subject to a \$50 late fee. Any payments not received by

the 5th day of the month shall be released from the program with refund/balance due per refund policy. _____

Date Due _____ \$ _____ Recd _____
 Date Due _____ \$ _____ Recd _____
 Date Due _____ \$ _____ Recd _____
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 Date Due _____ \$ _____ Recd _____
 Date Due _____ \$ _____ Recd _____
 Date Due _____ \$ _____ Recd _____
 Date Due _____ \$ _____ Recd _____

Refund Policy:

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. Student shall receive a full refund of pre paid tuition and or fees if not accepted by the School. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of days enrolled divided by total number of days in the program as described in the table below. The refund is based on the official date of termination or withdrawal. Attendance is not a factor, refund is based on days of enrollment

<i>Student is entitled to upon withdrawal/termination</i>	Refund
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% [if paid in full, cancellation charge is not applicable]	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.

2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the school receives written notice of the student's intention to discontinue the training program; or
 - b. The date on which the student violates published school policy, which provides for termination.
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a Program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy. Please note, the refund policy is effective for all full pay students and payments that have been made in advance for training not yet received. Refunds will not be given for training already received and paid for. Kit fees are non-refundable. Kits are student property. Books, materials, equipment, registration fee and uniforms are non-refundable

Student Complaints:

Attempting to resolve any issue with the School first is strongly encouraged. Student Complaints may be brought to the attention of the Division of Private Occupational Schools online at <http://highered.colorado.gov/dpos> , 303-862-3001. There is a two-year statute of limitations for the Division to take action on a student complaint (from student's last day of attendance).

By signing below, the student agrees to pay *The White Magnolia Advanced Skin Care Institute* ("school") the total stated tuition & fees. The school agrees to provide the occupational training in accordance with the provisions of the school's current Catalog Volume No. _____ Dated _____ ("Catalog"). Payment of all monies due shall be a condition of continuing enrollment. Upon satisfactory completion of all academic and skill requirements and when all financial obligations to the school have been met the school will award the Certificate of Completion to the student. The student and school understand that this Enrollment Agreement, WHICH INCLUDES THE REFUND POLICY, may not be amended except in writing and signed by both parties.

I HAVE RECEIVED A COPY OF THIS ENROLLMENT AGREEMENT AND A CURRENT SCHOOL CATALOG.

Student Signature

Date

School's Approved
In State Agent

Date