

Enrollment Agreement
Ensynergy Southeastern School of Esthetics
105 Glendalough Ct. Suites I
Tyrone, Ga. 30290

Esthetic Instructor Program-

Program is 500 clock/credit hours will be completed within 9 months and 1 Year master level work experience.

The total cost of the program is \$4,050.00

- a. Tuition \$3,650.00
- b. Fee for Books, Supplies, Implements \$250.00 non refundable -Refundable within the first 5 days of school attendance, there after full fee will be assessed.
- c. Application Fee \$50.00 non refundable
- d. Registration or Enrollment Fee \$100.00
- e. Fees- Day students must complete Esthetics Instructor course within 36 weeks, if the student has not completed the course due to excessive absenteeism, and or unsatisfactory progress, the student will be given a 10-day grace period wherein there will no charge for make-up hours. After that, there will be a charge assessed against him at \$10.00 per credit hour.
- f. Graduation Fee of \$35 (if the student chooses to walk formally)
- g. Payments
Direct Payment to School- Down Payment of \$400.00 plus the \$50 Application Fee – Non Refundable

Other Fees:

- \$150- Re-entry fee
- \$200- Withdrawal fee
- \$50- Late payment fee (for students on a monthly payment plan) + \$10 each additional week payment is late)
- DL Roope Exam Fee- \$89
- State Licensure Fee- \$30

Extra Instructional Charges:

If the student has not completed the course within 41 weeks due to excessive absenteeism, and or unsatisfactory progress, and absences allowed within the contract period have been exhausted, the student will be given a 10-day grace period wherein there will be no charge for make-up hours. After that, there will be a charge assessed against him or her at \$10.00 per credit hour. The terms are clearly stated on the enrollment agreement and tuition and fees information is provided to students upon enrollment.

Starting Date _____

Completion Date _____

Class Schedule _____ (GA. State Board requires that the program is completed within 9 month)

Total Tuition _____

Application Fee _____

Payment Terms _____

Deposit _____ Form of Payment _____

Monthly Payments _____ Starting _____

Georgia State Licensing Requirements

Esthetic Instructor License

Any Person desiring to teach or instruct must:

1. Provide a copy of current Georgia Cosmetology License at appropriate level
2. Proof of one (1) year work experience as a licensee at the appropriate level
3. In Addition to the above requirements candidates for instructors license must also follow the necessary steps to obtain licensure:

Schedule Request Form Application (SRF) to: D.L. Roope Administrations. All applications must be accompanied by a copy of your **High School Diploma, GED Certificate or transcript** with an \$89.00 non refundable Application Fee and two passport photos for the Written and Practical Exam. Diplomas from correspondence Schools are not accepted- All diplomas must be translated into English by a board approved translator. Must have either a GA,FL,AL,NC,SC or TN drivers license or state issued ID upon graduation.

4. A copy of your official Esthetic School transcript is mailed to the Georgia State Board of Cosmetology with credit hours obtained within 9 months.
5. After obtaining a passing score on both the written and practical portion of the examination, a candidate must submit an application for licensing to the Georgia State Board of Cosmetology with a \$30 non refundable fee. You may obtain a copy of the Cosmetology Application for Licensing at www.sos.state.ga.us . Please be reminded that, passing the written and practical exam does not guarantee licensing. All criminal convictions and any board sanctions must be reviewed on an individual basis by the Board as a consideration for Licensing.

Termination by Institution-

Ensynergy Southeastern School of Esthetics Reserves the Right to **terminate** any Student for the following:

- a. Any destruction of school supplies or property
- b. Theft or plagiarism
- c. Conduct that is considered to be inappropriate or detrimental to himself, students, clients or the school
- e. Failure to meet required financial obligations to Ensynergy Southeastern School of Esthetics.

Ensynergy Southeastern School of Esthetics has a ZERO TOLERANCE for

- * Sexual Harassment
- * Carrying or concealing any weapons
- * Using, Selling or Making illegal Drugs

Arbitration

At the written request of the school, after the student has been served notice at that request, any controversy between the parties to this Agreement or its breach shall be submitted to arbitration under the terms of the Federal Arbitration Association. The cost of the arbitration will be divided equally. The judgment rendered will be final and binding for both parties and may be entered in any court having jurisdiction.

Legal and Collection Fees

If there is any legal action or arbitration between the parties arising out of this Agreement, the school, if it prevails, shall be entitled to recover its reasonable attorney fees in addition to any relief in which it may be entitled. Also the school shall be entitled to recover any attorney or collection agency fees and interest associated with the collection of delinquent account of the student.

Liquidation Damages

The parties agree that if the school is found to have breached, to the student's substantial detriment, a material provision of the Enrollment Agreement, then the school must pay a sum up to an amount equal to any non-refunded tuition payment to the student, or student's lender in the case of a loan or appropriate government agency in the case of a grant as liquidated damages.

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 the school. Any money due the applicant or student will be refunded within thirty (30) days of formal cancellation either by the school or the student which will occur no more than thirty (30) days from the last day that the student physically attended school, or if there is a leave of absence it shall be the scheduled date of return. If a course is canceled subsequent to the student's enrollment, the school shall, at its option, provide a full refund of all money paid or the school shall provide completion of the course.

Refund Policy

Any monies due the applicant or student shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that

1. An applicant not accepted by the school shall be entitled to a refund of all monies paid with the exception of a \$50 application fee.
2. If a student (or in case of student under legal age, his/her parent or guardian cancels his/her enrollment and demands his/her money back, in writing or in person, within three business days of the signing of an enrollment agreement or contract. In this case all monies collected by the school shall be refunded except a \$50 application fee. This policy applies regardless of whether or not the student has actually started training.
3. If a student cancels his/her enrollment after three business days after signing but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less a registration or enrollment fee \$100, and \$50 application fee.
4. A student notifies the institution of his/her withdrawal; there will be a \$200 Fee.
5. A student on an approved leave of absence notifies the school that he or 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.
7. In type 2,3,4, or 5 official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.
 - a. Any monies due to a student who unofficially withdraws from the institution shall be refunded within 30 days of determination by the institution that the student has withdrawn without notifying the institution. To determine unofficial withdrawals, the school must monitor each student's completion of class participation in learning activities (such as class assignments, examinations, tutorials, computer-assisted instruction, and participation in academic advisement or other academically-related activities). For programs measured in clock hours, unofficial withdrawals must be monitored, but a minimum of once a month (every 30 days).

- b. When situation of mitigating circumstances are in evidence, schools are encouraged to adopt a policy wherein the refund to the student may exceed the Withdrawal and Settlement Policy and Checklist and Minimum Refund Guidelines.
- c. Books and equipment are non-refundable items.
- d. All fees are identified in the catalog and on the enrollment agreement
- e. In case of illness or disabling accident, death in the immediate family or other circumstances beyond the control of the student, the school makes a settlement which is reasonable and fair to both.

The following refund policy applies for students enrolled in one or more programs.

For the student who enrolls in and begins classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds:

| PERCENTAGE LENGTH COMPLETED TO TOTAL TOTAL LENGTH OF PROGRAM | AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL |
|---|---|
| 0.01% 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% |

Program or Course Cancellations Policy

If a program or course is canceled subsequent to a student’s enrollment, and before instruction in the program or course has begun, the school shall at its option:

- a. Provide a full refund of all monies paid
- b. Provide completion of the program or course

Collection Policy

Collection procedures must reflect good taste and sound ethical business practices. Payments will be made at the office of the Seller or seller’s Assignee

1. In the event of default of buyer in the payment of any installment, if such default shall continue for a period of 10 days, seller may collect
2. Students making direct payments to the school must pay their payment **on or before the date** that is agreed upon in this initial contract. If the payment is not received by this agreed upon date there will be a \$50 late fee for the first week and a \$10 additional fee will be charged for every week after the first week that the payment is late.
3. In the event that buyer shall fail to notify seller of any change of address, or shall not communicate with the seller for a period of 45 days after any default in paying any installments due hereunder, the seller may collect reasonable costs of collection.
4. If buyer defaults in the performance of his obligation here under including making of any payment provided for herein when due and payable, the seller at this option and without notice to buyer, may declare the whole amount unpaid hereunder immediately due and payable.
5. In the event that holder of this contract prevails in any action to enforce the terms or provisions hereof, buyer agrees to pay reasonable attorney fees and actual court costs. Buyer warrants that all of the statements made in “Buyer’s Statement” are true and correct.
- 6.

Extra Instructional Charges

If the student has not completed the course within 41 weeks due to excessive absenteeism, and or unsatisfactory progress, and absences allowed within the contract period have been exhausted, the student will be given a 10-day grace period wherein there will be no charge for make-up hours. After that, there will be a charge assessed

against him or her at \$10.00 per credit hour. The terms are clearly stated on the enrollment agreement and tuition and fees information is provided to students upon enrollment.

The school assesses such a fee in the following manner:

a. The school will follow the Satisfactory Progress Policy

Students must maintain a grade average of at least 80% and attend at least 75% of all classes to be considered as making satisfactory progress through their course of study. It is also the responsibility of all instructors to ensure that the student maintains a satisfactory progress.

b. Evaluation of progress will be conducted by School Director of Education or Instructor on the first business day of each month. If attendance falls below 90% an instructor will meet with the student and will be counseled and given a written notice of probation provided by school director of education

c. Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance for the month will be added to attendance from the preceding months to determine whether the student will complete the course within the maximum time frame established in this policy.

Students meeting minimum requirements at evaluation will be considered to be making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress, he or she must meet both attendance and academic minimum requirements on at least one evaluation by the midpoint of the program or midpoint of the academic year, whichever is shorter.

If this does not happen the student is not making satisfactory progress.

d. Students failing to meet minimum progress requirements will be placed on probation for one month with the opportunity to meet requirements for the next evaluation period. Grades of theory tests and practical work are used to evaluate the student's academic progress. During probation, students are considered to be making satisfactory progress and financial aid funds will be disbursed to eligible students.

At the end of the probationary period, the student's progress will be re-evaluated. If the student is meeting minimum requirements in both academics and attendance, he or she will be determined to be making satisfactory progress. If the student fails to meet minimum requirements, he or she will be terminated from Title IV programs and may be terminated from the school. No more than four (4) probationary periods will be allowed during the program.

In addition, a minimum overall grade average of an 80% is required for satisfactory progress and for graduation.

School Closure Policy

If Ensynergy Southeastern School of Esthetics closes permanently and ceases to offer instruction after students have enrolled, or if a program is canceled after students have enrolled and instruction has begun, the school must make arrangements for students or implement any applicable teach-out plan in compliance with the following requirements:

- a. The arrangements or plan must offer the student a reasonable opportunity to promptly resume and complete the canceled program or course(s) of study or transfer to a substantially similar program or course at the institution (or institutions) which offer similar educational programs.
- b. The arrangements or teach-out is to be performed, by and institution in the same geographic area as Ensynergy Southeastern School of Esthetics which provided the program or course.
- c. The school at which students continue their education or training shall not charge the students an amount greater than that to which the original school would have been entitled under its contract with the student and for which the student has not yet paid.
- d. Ensynergy Southeastern School of Esthetics shall notify affected students individually of the availability of the arrangements or teach-out plan, and diligently advertise such availability. The agreements among institutions may provide that these notices may be sent by the schools that are accepting students from the original school.
- e. The school will submit to NACCAS a list of all students who were enrolled at the time of closure, and indicate on it the arrangements made for each student to complete his or her education.
- f. The school shall dispose of school records in accordance with state laws.
- g. If Ensynergy Southeastern School of Esthetics does not have teach-out plan, students shall receive a prorated refund of tuition.

Graduation Requirements

- Successfully complete the designated work assignments for the course in which he/she is enrolled
- Pass the final examination with at least 80% grade
- Complete 500 credit/clock hours within 9 months
- Ensure all financial obligations have been met

Ensynergy Southeastern School of Esthetics will award an official **Certificate of Completion** to successful graduates.

Graduate Placement Assistance

The primary goal of Ensynergy Southeastern School of Esthetics is to see that all students are successfully employed using their Esthetics License. To accomplish this, the school provides placement assistance upon graduation without an additional charge. This assistance is not given as an inducement to enroll, and no guarantee or representation of placement is made or implied.

After graduation, the services of the job placement office are at the student's disposal. Only when the student is gainfully employed in a chosen field is the school's job complete. Even though a secure job position cannot be guaranteed, the student can be assured that every effort will be made by the placement office to assist in finding suitable employment.

A special feature of the job placement service is available to all graduates of Ensynergy Southeastern School of Esthetics at any time of their career without a fee to the student or the employer.

This program is taught in English

I _____ **ACKNOWLEDGE RECEIPT AND HAVE READ THE ENROLLMENT**
 (print name)

AGREEMENT POLICIES AND PROCEDURES OUTLINE OF CURRICULUM AND CATALOG _____
 initial

DATE _____ SELLER: Ensynergy Southeastern School of Esthetics:
105 Glendalough Ct. Suite I, Tyrone, Ga. 30290

Received By: _____ Title: _____

Signature of Applicant: _____ Date:

Ensynergy School Official Signature: _____ Date:

Ensynergy Southeastern School of Esthetics is Licensed, Insured and Bonded.
 WHEREAS, Buyer wishes certain specialized training and
WHEREAS, Seller has the ability, experience, facilities and personnel to furnish such training: