

**REGISTRATION CONTRACT  
HAYS ACADEMY OF HAIR DESIGN**

115 South 5th Street  
Salina, Kansas 67401  
(785) 833-2280

Date of Birth \_\_\_\_\_ Date \_\_\_\_\_  
Social Security Number \_\_\_\_\_  
Driver's License Number \_\_\_\_\_

NAME \_\_\_\_\_ AGE \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE & ZIP \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_ HOW OFTEN EMAIL CHECKED \_\_\_\_\_

TOTAL HOURS OF INSTRUCTION: ( ) Full Time / > 32 hours week ( ) Part Time / < 32 hours week ( ) Day ( ) Night

<b>COURSE OF STUDY</b> ( x ) Cosmetology Course (1500 hrs., 47 wks)		TERM BEGINS	/	/	TERM ENDS	/	/
Transfer/Rentry Hours Accepted (If Applicable)	_____	Total Contracted Hours	_____	Approx. Weeks Contracted	_____		
Registration Fee.....\$	100.00	Total Course .....	\$	17,200.00			
Books, Kit, Equipment.....\$	2,100.00	Less Registration Fee .....	\$				
Tuition .....	15,000.00	Less Tuition & Equipment .....	\$				
Total Cost.....\$	17,200.00	Balance.....\$					

**The student (or his/her guardian) agrees to pay the school designated above \$6,700 the first day of school, \$4,500 at the completion of 450 hours of training, \$3000 at the completion of 900 hours of training, and \$3000 at the completion of 1200 hours of training. If you desire another payment option please set up a meeting with the administration. Payments may be made by cash, check, money order, credit card, Title IV or through non-federal agency or loan programs.**

***In addition, students are required to pay appropriate examination and licensure fees at the completion of training.***

I, \_\_\_\_\_ having been enrolled and accepted as a student at the school designated above, agree to make regular payments as scheduled above, payable at the office of the school.

Attendance may be held in abeyance at the option of the school until such balance is fully paid.

The student acknowledges that he/she understands that reasonable attorney's fees and costs shall be awarded in any action taken on this contract or any part of it.

This course of study is intended to qualify students for the State Cosmetology licensing examination.

**I FURTHER AGREE TO COMPLY WITH THE FOLLOWING STIPULATIONS:**

No change or representation in the contract will be recognized unless made in writing.

No responsibility is assumed by the school for any negligence, carelessness or lack of skill by one or more students while practicing any part of the school course upon another.

**I FURTHER AGREE** that in the case of an emergency involving the student the school personnel will call an ambulance for which the student will be responsible for any and all expenses incurred.

**I, HEREBY ACKNOWLEDGE THAT I HAVE READ AND RECEIVED A COPY OF THIS CONTRACT. In addition, prior to enrollment and signing this enrollment contract, applicant has received OR been granted online access to a copy of the following items (please initial by each item):**

- Completion rates for student in the school. \_\_\_\_\_
- Pass/fail rates of school graduates on certification or licensing examinations. \_\_\_\_\_
- Placement rates of the school's graduates. \_\_\_\_\_
- The physical demands of practicing the profession. \_\_\_\_\_
- Safety requirements for the profession. \_\_\_\_\_
- Certification or licensing requirements for the jurisdiction in which the school is located or for which it is preparing graduates to practice. \_\_\_\_\_
- Drug Prevention Policy. \_\_\_\_\_
- Campus Security Report. \_\_\_\_\_
- School Catalog. \_\_\_\_\_
- Course Outline. \_\_\_\_\_

**ADDITIONAL CONDITIONS**

1. Both sides of this document are one agreement.
2. Student and school have herein set out a complete description of services school is to furnish for which student is to pay. Such description as to classes and hours, conduct and schedules may be augmented by bulletins and other notices furnished to the student by the school.
3. Student agrees to attend classes regularly as scheduled and as may appear on all such bulletins and notices, to prepare all lessons and perform all duties incident thereto and to abide by all the rules of the school as may now exist, or as may be changed or come into existence from time to time.
4. Student may be expelled or suspended for violations of any of these or the school rules.
5. A student will receive a certificate of completion after he/she has completed the minimum requirements listed under each curriculum in the catalog, achieved an average grade of 75%, and paid his/her financial obligations to the school or made arrangements for payment.
6. Upon the successful completion of the course, the student may register for employment assistance and the school will use its best efforts to successfully place the student. The school will evaluate job interviews and call salons for open positions, and give each student a list of openings in salons. However, the student is advised that the law prohibits any school, college, etc. from guaranteeing placement as an inducement to enter the school.
7. Any student who is under the legal age of majority will require a guarantor who will be liable to the school for the fees agreed to in this agreement if the student should default in any payments thereof. Grounds for termination: I agree to comply with the rules and policies and understand that the school shall have the right to terminate this contract and my enrollment at any time for violation of the rules and policies as outlined in the catalog. I understand that the school reserves the right to modify the rules and regulations and that I will be advised of any and all modifications. The change or addition of rules or policy may become effective by posting said modifications on the student bulletin board. *Provision may be waived by written agreement between the student and school only.*

**Withdrawal and Settlement Policy**

Our school has a definite and written policy for the settlement of cases of students who discontinue training for any reason, by either party, including student’s decision, course or program cancellation or school closure.

**Official Withdrawal or Cancellation:**

- A. An applicant rejected by the school shall be entitled to a refund of all monies paid.
- B. If a student (or in case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her money back, in writing within three business days of the signing of an agreement or contract. In this case all monies collected by the school shall be refunded. This policy applies regardless of whether or not the student actually started training.
- C. 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 fee of \$100.00 for either the cosmetology course or the Nail Technology course.
- D. A student notifies the institution of his/her withdrawal.
- E. 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; or
- F. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
- G. In type B, C, D, or E 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.
- H. For students who enroll in 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.

The registration fee of \$100.00 for either the cosmetology or the Nail Technology course and the cost of the kit is part of the total price set out and are not refundable.

Percentage of Time To Total time of Course	Amount of Total Tuition Owed to the School
0.01% to 4.9%	20% Retained or Received
5% to 9.9%	30% Retained or Received
10% to 14.9%	40% Retained or Received
15% to 24.9%	45% Retained or Received
25% to 49.9%	70% Retained or Received
50% and OVER	100% Retained or Received

- I. All refunds will be calculated based on the students last date of attendance. Any monies due to 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 mitigating circumstances beyond the student's control, a reasonable and fair refund settlement will be made.
- J. The cost of extra items to the student, such as instructional supplies or equipment, service charges, activity fees, state board examination fee, and other charges need not be considered in refund computations provided charges are itemized separately in the enrollment agreement. The cost of the kit and the registration fee of \$100.00 for Cosmetology and Nail Technology students are part of the total price set out and are not refundable after the starting date of classes.
- K. If a course and/or program is canceled subsequent to a student’s enrollment, and before instruction has begun, the school shall, at its option, provide a full refund of all monies paid or provide completion of the 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, 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 and/or program; or participate in a Teach-Out Agreement; or provide a full refund of all monies paid.
- L. If permanently closed or no longer offering instruction after a student has enrolled, and instruction has begun, 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.
- M. Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally to receive. If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. A withdrawal refund calculation is available in the office upon request.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

Parent’s or Guardian’s Signature if Applicant is a Minor \_\_\_\_\_ Date \_\_\_\_\_

**HAYS ACADEMY OF HAIR DESIGN**

In fulfilling its part of the agreement, here admits \_\_\_\_\_ as a student in its school and hereby agrees to furnish said student with it regular course of instruction as mentioned in this contract.

Date \_\_\_\_\_ Director or Registrar \_\_\_\_\_