

REGISTRATION CONTRACT

For Instruction in Adult Education: COSMETOLOGY COURSE 1500 HRS

Maplewood Career Center

7075 State Route 88

Ravenna, Ohio 44266

(330)296-2892

TODAYS DATE: _____

COURSE START DATE: _____

STUDENT NAME: _____ DATE OF BIRTH: _____

PHONE #: _____ EMAIL: _____

ADDRESS: _____ CITY: _____ ZIP: _____

SOCIAL SECURITY #: _____ DRIVERS LICENCE #: _____

SCHOOL TERM TO BEGIN: _____ TERM TO END: _____

Course of Study: Cosmetology 1500 hour course *15 months *Evening classes *25 hours per week

Registration Fee: \$1400.00 _____

Total Course: \$5600 _____

Books, Kit, Equipment: \$600.00 _____

Less Registration Fee: \$ 1400.00 _____

Tuition: \$3600.00 _____

Less Tuition & Equipment: \$600.00 _____

Total Cost: \$6200.00 _____

Balance Due: \$ 3600.00 _____

In addition, students are required to pay appropriate examination and licensure fees at the completion of training. Upon Graduation cost of Kit will be applied to the tuition.

Registration fee must be made in full before the course registration deadline, which is 7 business days before class begins unless otherwise stated in the course catalog. Adult Education does not hold spots for students who have not paid for their registration. Maplewood Career Center accepts cash, check or money order, Visa, MasterCard, and Discover.

Make checks and money orders payable to: Maplewood Adult Education

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 License examination. If additional instruction is required after the ending date of the contract, it will be provided at the cost of: \$6.00 _____ per hour.

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.

DATE: _____ SIGNATURE: _____

WITNESSED BY: _____ DATE: _____

MAPLEWOOD CAREER CENTER: ADULT EDUCATION DEPARTMENT

In fulfilling its part of the agreement, her 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 INSTURCTOR: _____

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 violation of any of these or the school rules.
5. A student will receive a certificate from the school attended after he/she has completed the minimum requirements listed under each curriculum in the catalog, achieved an average grade of 80%, and paid his/her financial obligations to the school.
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.

REFUND POLICY

Cancellation of the course- Maplewood Career Center Adult Education reserves the right to cancel or delay the opening of any course. Reasons for cancellation or delay might include, but are not limited to, insufficient enrollment, and/or concerns regarding illness, safety, equipment, or construction, among other extenuating circumstances.

When the Director of Adult Education decides that a class will be cancelled or postponed, the school will make every effort to notify registered students immediately by the fastest means available, including phone and email. Please make sure to notify the Adult Education Office if any contact information has changed. Refunds for Cancelled Classes If Maplewood Career Center Adult Education cancels a class, the school will refund the tuition in full to the person who paid for the class.

WITHDRAWAL POLICY

When students withdraw from class, a \$25.00 withdrawal fee is charged for course withdrawal. Full Tuition minus the \$25.00 withdrawal fee will be refunded only if written notice is received within 3 business days of the course beginning.

Official withdrawals, the postmark on written notification will determine the cancellation date, or the date said information is delivered to the school administrator/owner in person. Any monies due a student who unofficially withdraws from the school shall be refunded within 45 days of a determination by the school that the student has withdrawn without notifying the institution. If a student has not been present in school for thirty days, they will be officially withdrawn from the course.

For students who enroll in and begin classes, the following schedule of tuition adjustments is authorized:

The registration fee and the cost of the kit is part of the total price set out and is not refundable.

Percentage length completed to the total length of program per enrollment agreement.	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%

Contact the Adult Education office if you require a refund as soon as possible.

*Withdrawal policy and late registration fee also applies to companies registering employees.

WITHDRAWAL PROCEDURES

Students planning to withdraw must notify the Adult Education office and by filling out a Withdrawal Survey. Withdrawal surveys are available at computer labs throughout the building and students can ask a member of the Adult Education staff to direct the student to a capable computer. Non-attendance does not constitute an official withdrawal. Involuntary or Unrequested Withdrawal, Instructors will automatically withdraw any student missing more than 30 days of the course and/or 80% of the class time. Refund Process for Withdrawal Refunds will only be issued to the person who paid for the course regardless if that person is the student. Refunds will be made by check from the Maplewood Treasurer's office if student paid tuition by cash or check. Credit to the charge card will be issued if student paid tuition by Visa, MasterCard, and Discover. Please allow 2-4 weeks for processing paperwork and/or mailing checks. Please note, books and other supplies are not refundable.

RETURNED CHECKS

6151 - BAD CHECKS Adopted 5/19/94 When the District receives a check from a student or parent that, when deposited, is returned marked "insufficient funds", the Treasurer shall provide an opportunity for the payor to make proper payment or to arrange for a satisfactory payment schedule. If payment is not received within thirty (30) days, the payment schedule is not adhered to, or the monies do not appear to be collectable, the Board of Education authorizes the Treasurer to remove the fee or charge from the District's Accounts Receivable to take appropriate action against the student and/or the parents.

Notice to Student;

Students who have complaints or concerns about their program, instructor(s), and/or administration should take the following steps:

1. Discuss the concern with the instructor.
2. Fill out a Grievance Form completely, stating your case in full, and return to the Main Office.
3. Grievance Forms will then be reviewed by the Adult Education Director
4. Necessary follow up action will be taken at the Director's discretion.
5. Contact the *Ohio State Board of Cosmetology: 1929 Gateway Circle Grove City, Ohio 43123.*
(614)466-3834 & Fax (614)644-6880 www.cos.ohio.gov

Administrator's Signature: _____ **Date:** _____

Student's Signature: _____ **Date:** _____

Guarantor's Information (when applicable);

Guarantor's Name: _____ **Birth Date:** _____

Address: _____ **City & State:** _____, _____ **Zip:** _____

I understand that I am liable for amounts set forth herein if the student does not pay.

Guarantor's Signature: _____ **Date:** _____