

CHESAPEAKE SCHOOL OF ESTHETICS: SKIN CARE AND MAKEUP ARTISTRY
1507 Ritchie Highway
Suite 105
Arnold, MD 21012
410-757-5545

ENROLLMENT AGREEMENT

This enrollment agreement is made by and between _____

whose address is _____

Social Security # _____

Telephone # _____

(hereinafter "Student") and Chesapeake School of Esthetics: Skin Care and Makeup Artistry, (hereinafter "CSE") doing business at 1507 Ritchie Highway, Suite 105, Arnold, MD 21012.

CSE has been approved by the Maryland Higher Education Commission. Upon successful completion of the 40 Hour Makeup Demonstrators Program, the Student will be eligible to apply for a Makeup Artists License from the Maryland State Board of Cosmetologists.

1. Course of Study:

- A) 40 Hour Makeup Demonstrators Program
- B) Curriculum is 40 hours in length and based on 50 minute clock hours.
- C) Classes are four hours long and run from 6:00 to 10:00 p.m. (with a 15 minute break).
- D) Classes meet two times a week on Mondays & Tuesdays for a total of eight hours per week.
- E) The entire course is 5 weeks in length.

2. Entrance Requirements:

CSE admits applicants who:

- ◆ provide evidence of being at least 17 years old
- ◆ provide a high school diploma, a copy of their high school transcripts or G.E.D

OR

- ◆ provide evidence of being at least 17 years old
- ◆ provide evidence of having completed a ninth (9th) grade education

AND

- ◆ pass the Ability to Benefit Entrance Exam with a passing score of at least 24

All potential students must be a United States citizen or hold a US Visa which authorizes permanent employment in the United States.

3. Tuition:

Tuition for the 40 Hour Makeup Demonstrators Program is \$980.00. There is an Enrollment Fee of \$100.00, which holds a place in the class for the student. The Enrollment Fee is due upon the signing of this agreement and is payable by cash, check, Visa or MasterCard. There will be a 7% processing fee applied to all Visa and MasterCard charges. Credit terms and financing are not available. The balance of the tuition must be paid in full eight (8) days before the first day of instruction. Students must supply their own notebooks, folders and writing materials (approximate cost) \$8.00. Please note: the Enrollment Fee holds a place in the class session the student has selected. It is for one class session only and cannot be applied towards another class session. If the student moves their initial enrollment date to another class session, the student will be asked to pay another Enrollment Fee of \$100.00.

4. Refund Policy:

If the school closes, cancels, or discontinues a course or program, the student shall receive a full refund of tuition (\$980.00), and enrollment fee (\$100.00). Applicants rejected by the school shall be entitled to a full refund.

5. 7 Day Cancellation Policy:

All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from the school within seven calendar days after having signed a contract. If the student chooses not to enroll after the seven-day cancellation period, but before the first day of class, the school will charge the enrollment fee of \$100.00. If after the seven-day cancellation period expires, a student withdraws, refunds shall be based on the price of the tuition, \$980.00. This refund shall include all fees, except the enrollment fee, and any charges for materials, supplies or books which have been purchased by and are the property of the student.

The minimum refund the school shall pay a student who withdraws or is terminated after the seven-day cancellation period has expired and after the first day of instruction has passed is as follows:

Proportion of Total Course Taught by Date of Withdrawal:

- Less than 10% 90% refund
- 10% up to but not including 20% 80% refund
- 20% up to but not including 30% 60% refund
- 30% up to but not including 40% 40% refund
- 40% up to 50% 20% refund
- More than 50% No refund

Refunds due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination. For the purpose of calculating refunds, the date of withdrawal or termination is the last date of attendance. The school shall maintain documentation to verify that a refund has been made.

6. Graduation:

A graduation certificate will be awarded to the student provided they have met the following:

- the attendance requirement (all 10 classes)
- the hourly requirement (all 40 hours)
- to have a passing grade on class discussion and group activities
- to have completed all required assignments
- class time missed due to absences must be made up by the 5th week of the program.
- to have received a passing score of 75% or higher on all written and practical examinations
- to have paid all monies owed the school in full

A high school education or G.E.D. is not required in order to graduate from CSE. The graduation certificate issued will acknowledge that the student has completed all phases of the course and is therefore eligible to apply for a Makeup Artists license from the Maryland State Board of Cosmetologists. (A statement of attendance shall be issued upon request of the student, if withdrawal occurs before completion or graduation, provided the student has satisfied all obligations to the school). Academic transcripts will be available to all graduates upon request.

7. Attendance:

Attendance of all 10 classes and a completion of the full 40 hours is necessary in order to graduate. Tardiness, lateness and absences will be documented by the instructor and recorded on the Student Progress Card. Class time missed due to absences must be made up by the 5th week of the program. Students are only allowed one absence and one makeup day per five week session.

8. Examinations:

There will be two take home quizzes and two graded examinations given during the course of the 40 Hour Makeup Demonstrators Program.. The final examination will have a written and practical component. The final exam also doubles as the students State Board Examination.

9. Rules and Regulations:

Student agrees to adhere to the Rules and Regulations as established by CSE.

10. Credit for Previous Training:

If a student withdraws or is terminated from the 40 Hour Makeup Demonstrators Program, they do not have the option of enrolling back into the program at a later date. Classes and class hours are earned for determining progress towards completion only and are not necessarily transferable to another private career school or collegiate institution

11. Job Placement:

CSE takes placement inquiries from employers in the health, beauty and fashion industries throughout the Annapolis, Baltimore and Washington D.C. areas. The school by regulation is not permitted to guarantee employment or salaries, however, CSE will provide a bulletin board listing current job opportunities for the student to review and consider. CSE shall publish in its catalog the schedule of tuition, fees and methods of payment. CSE may not and will not deviate from the published tuition, fees and methods of payments. The enrollment fee charged will not exceed 10% of the total contract price of the course.

Please fill out the following section:

I _____ have elected to enroll in The Chesapeake School of Esthetics: Skin Care and Makeup Artistry's 40 Hour Makeup Demonstrators Program. The enrollment fee for this course is \$100.00; payment of which is hereby acknowledged. If the enrollment fee is paid by Visa or MasterCard, the amount due is \$107.00.

A place has been reserved in the class beginning _____ and ending _____.

The balance of the tuition, \$980.00 will be due and payable eight days before the first day of instruction. If the tuition payment is made by Visa or MasterCard, a 7% processing fee is added to all charges. The tuition balance due if paying by Visa or MasterCard is \$1048.60.

For this class session, payment will be due in full on or before:
_____.

This enrollment contract may be extended or modified only with the written consent of both the student and the school.

Credit terms and financing are not available through Chesapeake School of Esthetics.

It is advised that the student keep this contract and all documents regarding enrollment and financial obligations.

I have received a copy of the enrollment agreement, rules and regulation and current school catalog.

Signature of Student

Director Chesapeake School of Esthetics:
Skin Care and Makeup Artistry

Parent or Guardian

Date: _____

In order for this enrollment to be binding, it must be signed by the applicant, the guardian, if applicable, and the school official.

Additional Documentation:

Please submit the following along with your signed enrollment agreement:

- Proof of being 17 years-or-age or older (example: copy of your driver's license)
- A copy of one of the following:
 1. G.E.D.
 2. High school diploma
 3. High school transcripts
 4. College diploma
 5. College transcripts
 6. Diploma from last school attended