

**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, (hereinafter "CSE") doing business at 1507 Ritchie Highway, Suite 105, Arnold, MD 21012.

CSE has been approved by The Maryland Higher Education Commission.

**1. Course of Study:**

The Makeup Demonstrators Program has a curriculum which is 32 hours in length. Classes are 4 hours long and run from 6:00 – 10:00 p.m. (with a 15 minute break). Classes meet 2 times a week on Monday and Tuesday evenings for a total of 8 hours per week. The entire course is 4 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 (9<sup>th</sup>) grade education

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 Makeup Demonstrators Program is \$750.00. 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 credit card charges. Credit terms and financing are not available. ***The balance of the tuition must be paid in full eight (8) business days before the first day of classroom instruction.*** Students must supply their own notebooks, folders and writing materials (approximately \$10.00). 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 toward 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 (\$750.00) 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 (7) calendar days after signing 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 (\$750.00). 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 8 classes)
- ∞ The hourly requirement (all 32 hours)
- ∞ To have a passing grade on class discussion and group activities
- ∞ To have received a passing score of 75% or higher on all written 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. (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 8 classes and a completion of the full 32 hours is necessary in order to graduate. Tardiness, lateness and absences will be documented by the instructor and recorded in the student's permanent file.

**8. Credit for Previous Training:**

If a student withdraws or is terminated from The 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.

**9. Job Placement:**

CSE takes placement inquiries from employers in the health, beauty and fashion industries throughout the Annapolis, Baltimore and Washington, D.C. area. The school by regulation is not permitted to guarantee employment or salaries.

*Please fill out the following section:*

I \_\_\_\_\_ have elected to enroll in The Makeup Demonstrators Program at Chesapeake School of Esthetics. The enrollment fee for this course is **\$100.00**; payment of which is hereby acknowledged. (If the enrollment fee is paid by credit card, the amount due is \$107.00).

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

***The balance of the tuition (\$750.00) will be due in full (8) business days before the first day of classroom instruction.*** (If the balance of the tuition is paid by credit card, the amount due is \$802.50).

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 for this program. CSE will not deviate from the published tuition, fees and methods of payment.

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

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Director of CSE

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date

**10. Additional Documentation:**

Please submit the following along with your signed enrollment agreement:

- ∞ Proof of being 17 years of age or older (example: copy of your driver's license)

It is advised that the student keep a copy of this enrollment agreement and all documents regarding financial obligations.