



## **Methods of Payment**

In House

Lumin (Private Financing)

For all repayment options there is a 0% interest rate but there are late and returned check fees.

For the In House Repayment, we accept cash. There is a late fee of \$50.00 for repayment past 4 days of payment due date, \$75.00 for repayment past 2 weeks of payment due date and returned check fee of \$30.00.

A deposit or full tuition payment is due at least one week prior to the first day of class. Payments made after this deadline will incur a \$25 late fee.

For Lumion's method of payment and list of fees, please contact their customer support line (307-227-6250).

## **Attendance**

After 8 days of excused or unexcused absences student's enrollment will be up to administration discrepancies. Valid reason must be given to the administration if a student will be absent for more than two consecutive weeks. If there is no notification given – students will automatically be withdrawn with no refund.

Scheduled days off needed must be requested and submitted by the start of class.

## **Punch Ins & Outs**

Students are required to punch in and out every day for attendance. Students must notify proper staff by email by the end of the day or may not receive credit for their hours.

A 30 minute lunch will be taken out per class day of 6 hours and more.

## **Appearance/Uniform**

1. All students must wear uniforms while on school property.
2. Students who do not abide by this rule will not receive hours.

Students are to provide their own uniforms. Uniforms will be black scrubs, pants must be ankle length, and black sneakers. Under shirts must be black. Nails must be kept at natural length with no artificial enhancements or any polish.

## **Graduation Requirements**

600 hours

Passing grade of 75% for Theory

Completed student clinic requirements

Please see the course outline for standard student requirements.

## **Continuing Education Students**

Students with current cosmetology licenses may receive 80 hours deducted from our 600 Hour Course, **upon State Board approval.**

There is a \$500 transfer fee for any credit hours transferred from other institutions. Transcript or documentation from the State Board is required. Hours may not be transferred after the start of the program. We require a school transcript as proof.

### **Additional Fees for Lost or Stolen Property**

Milady's "Standard Esthetics Fundamentals"  
Textbook      \$200

Students will rent the textbook for the duration of the Academy program and must be returned in the same condition.

### **SCHOOL POLICY**

1. Students must complete 600 hours by the end of course completion date if not students may have to pay \$10 per hour.
2. Students are required to have a passing grade for their theory portion. If students need to repeat the online portion, there is a fee.
3. Students have up to 2 months from the expected graduation date to complete remaining hours and requirements.
4. Students who are absent for more than two weeks without a notice will be withdrawn from Chelmsford Beauty Academy without a refund. Students may be absent for an extended period only with a written notice given to administration.
5. Students are expected to follow classroom and clinic policies.
6. All students must be in full uniform and proper appearance during school hours or may not receive hours for the day.
7. Students who are absent or are leaving for the day must inform an instructor or staff member with the proper email prior to the start of class.
8. We have a zero tolerance policy of bullying or harassment against staff, other classmates, and clients. Student enrollment will be terminated for any incident occurring with no refund.
9. Graduation documents may take up to 2 weeks to process. Students must retrieve graduation documents within 3 weeks of graduation completion date or 3 weeks after last payment date, whichever is the latter, if not an additional administration fee will incur.

I have read and understand this agreement and acknowledge receipt of the copy. My signature below signifies that I have read and understood all aspects of this agreement and do recognize my responsibility regarding this contract.

\_\_\_\_\_

3 \_\_\_\_\_ (Initials)

**Print Name**

**Sign Name**

**Date**

\_\_\_\_\_  
**Administration Signature**

\_\_\_\_\_  
**Date**

### **CANCELLATION REFUND POLICY**

Massachusetts State Refund Policy (as per M.G.L. Chapter 255, Section 13K)

Section 13K. Every written contract between a private occupational school, as defined in section 263 of chapter 112, or dance studio and any person who is to receive physical, mental or emotional benefit therefrom shall contain the following notice on the front of said contract above the place for the student's signature in a type size at least as large as the largest type size appearing in any other part of the said contract:

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
7. If you terminate this agreement after the initial five-day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five per cent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.
8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day such writing is mailed.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

### **WITHDRAWAL PROCEDURE**

A student choosing to withdraw from Chelmsford Beauty Academy after the commencement of classes is to provide a written notice to the administration. The notice must be signed and dated by the student.

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument. Both sides of the contract are binding only when the agreement is accepted, signed and dated by the authorized administration staff at Chelmsford Beauty Academy, the principal place of business. Read both sides before signing.
3. You are entitled to an exact copy of this agreement and any disclosure pages you sign.

4 \_\_\_\_\_ (Initials)

4. This agreement and Chelmsford Beauty Academy handbook constitute the entire agreement between the student and the school.
5. Chelmsford Beauty Academy does not guarantee job placement to graduates upon graduation.
6. Chelmsford Beauty Academy reserves the right to reschedule the program start date when the number of students scheduled is too small.
7. Chelmsford Beauty Academy reserves the right to terminate a student's training for insubordination, numerous unexcused absences, nonpayment of tuition or failure to abide by the Chelmsford Beauty Academy's standards of conduct with no refund.
8. Chelmsford Beauty Academy does not transfer credits to a college, university or institution. Any decision on the comparability appropriateness and application of credit and whether they should be accepted is the decision of the receiving institution.

**Student/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**STUDENT ACKNOWLEDGEMENT**

1. I have carefully read and received an exact copy of this enrollment agreement.  
\_\_\_\_\_ Student's Initials
2. I understand that Chelmsford Beauty Academy may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school handbook, while enrolled at Chelmsford Beauty Academy. Student's enrollment will be terminated if they are in suspension for more than a 1 month period. I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before the certificate may be awarded.  
\_\_\_\_\_ Student's Initials
3. I understand that Chelmsford Beauty Academy does not guarantee job placement to graduates upon program completion or upon graduation.  
\_\_\_\_\_ Student's Initials
4. I have read and understood the refund policy (as per M.G.L. chapter 255, section 13K)  
\_\_\_\_\_ Student's Initials

**CONTRACT ACCEPTANCE**

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the school official. I also understand that if default upon this agreement I will be responsible for payment of any collection fees or attorney fees incurred by Chelmsford Beauty Academy. My signature below signifies that I have read and understand all aspects of this agreement and do recognize my legal responsibility in regard to this contract.

\_\_\_\_\_ **Date:** \_\_\_\_\_

5 \_\_\_\_\_ (Initials)

**Student/Guardian Signature**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Administration Signature**

**CHELMSFORD BEAUTY ACADEMY**

6 \_\_\_\_\_ (Initials)

60 Chelmsford St. 2<sup>nd</sup> Floor  
Chelmsford, MA 01824  
978-250-4488

Students are able to submit their application online through email to [Admissions@chelmsfordacademy.com](mailto:Admissions@chelmsfordacademy.com) or in person. Student must submit the following with their application:

- ✓ Have taken a School Tour
- ✓ Copy of Driver License, State ID, or Passport
- ✓ Registration and Administration fee of \$150.00 (Not part of tuition & non-refundable)
- ✓ Filled out Application