

# CHELMSFORD BEAUTY ACADEMY

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

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Gender: \_\_\_Female \_\_\_Male \_\_\_ Prefer not to answer

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security #: \_\_\_\_\_

Cell#: \_\_\_\_\_ Work #: \_\_\_\_\_ Home#: \_\_\_\_\_

Email: \_\_\_\_\_

I am a \_\_\_U.S. Citizen \_\_\_Permanent Resident

# \_\_\_\_\_

## Emergency Contact

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Relationship: \_\_\_\_\_

| Highest Level of Education  |                       |               |
|-----------------------------|-----------------------|---------------|
| Name of High School/College | City/State or Country | Area of Study |
|                             |                       |               |

I am applying for:

\_\_\_ 600 Hours Esthetics Part Time Program

\_\_\_ 600 Hours Esthetics Full Time Program

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approx. End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

(filled out by staff)

## Esthetics Program Cost

Book Rental \$50.00

Lab Fee \$350.00

Student Kit \$150.00

Tuition \$7450.00

**Total \$8000.00**

**\*\*Tuition will be increasing to \$8500.00 in 2025**

Students have up to 1 month from date of registration to switch to different section, if not student will have to pay registration fee again.

Please carefully read the Cancellation Refund Policy for Withdrawal Procedure.

### **\*Methods of Payment**

- Cash
- Private Financing

### **Attendance**

After 8 days of excused or unexcused absences student's enrollment will be up to administration discrepancies. Students are required to provide documentation for absences longer than one week.

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 If there is no notification given – students will automatically be withdrawn with no refund.

### **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 uniform. Uniforms will be black scrubs, pants must be ankle length, and black closed toe shoes. Under shirts must be black. Nails must be kept short and natural length with no artificial enhancements.

### **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 fee for any credit hours transferred from other institutions. Transcript or documentation from the State Board is required. Hours may not be transferred in after the start of the program.

### **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 500 hours by the end of course completion date if not students may have to pay additional fees per hour.
2. All students must be in full uniforms during school hours or may not receive hours for the day.

3. 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.
4. 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 or may not receive hours for the day.
5. Students are expected to follow classroom or clinic policies if not they may be reprimanded.
6. 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.

|                          |           |      |
|--------------------------|-----------|------|
|                          |           |      |
| 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. 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 unsatisfactory progress, nonpayment of tuition or failure to abide by the Chelmsford Beauty Academy's standards of conduct.
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. 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: \_\_\_\_\_  
Student/Guardian Signature

\_\_\_\_\_ Date: \_\_\_\_\_  
Administration Signature

# CHELMSFORD BEAUTY ACADEMY

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Chelmsford, MA 01824

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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 fee of \$150.00 (not part of tuition & non-refundable)