

CHELMSFORD BEAUTY ACADEMY

60 Chelmsford St. 2nd 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#: _____ 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

Start Date: ____/____/____ Approx. End Date: ____/____/____
(filled out by staff)

I am applying for:

____ 100 Hours Manicuring Full Time Day Program (Mon-Wed 9:30AM-4:00PM)

____ 100 Hours Manicuring Part Time Day Program (Thurs-Fri 9:30AM-2:30PM)

____ 100 Hours Manicuring Part Evening Time Program (Mon-Tues 5:45PM-9:30PM)

____ 100 Hours Manicuring Part Saturday Time Program (Sat 9:30AM-4:00PM)

Advance Classes (Optional)

____ Gel-X Class (1 Day Class) Sun 10AM-4:00PM \$200.00

_____ Acrylic Class (2 Day Class) Sun 10AM-4:00PM \$500.00

_____ Gel-X + Acrylic Class Combo Sun 10AM-4:00PM \$650.00

MANICURIST PROGRAM COST

Student Kit	\$100.00**
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Lab Fee	\$375.00**
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Tuition	\$1225.00
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TOTAL	\$1700.00
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1 _____ (Initials)

****Non refundable after the first day of class. Please see class outline for list of content in student kit.**

Students have up to 30 days from date of registration to switch to different sections as long as the class has yet to start, if not students will have to pay registration fee again.

Please carefully read the Cancellation Refund Policy for Withdrawal Procedure.

ADDITIONAL COST (OPTIONAL)

Gel-X Class	\$200.00
Acrylic Class	\$500.00
Gel-X + Acrylic Combo	\$650.00

The cost of these classes are due in addition to your down deposit or one time payment. If students choose to enroll at a later time they will be unable to receive the same rate. To enroll at a later time, please make payment directly through the front desk or online.

Student Kit

Please see the class outline.

Method of Payment

In House

For all repayment options there is a 0% interest rate but are late and returned check fees. For the In House Repayment, we accept cash and check. There is a late fee of \$25.00 for repayment past 4 days of payment due date, \$50.00 for repayment past 2 weeks of payment due date, and returned check fee of \$30.00.

A down deposit or full tuition amount is due one week prior to the first day of class. Payments made 6 days prior to the start of class or after will incur a \$25 late fee.

We do offer a discount for those who make a one-time payment. We also offer our own in-house repayment program. (SEE OUTLINE)

Attendance

After 5 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.

Planned days off needed must be requested and submitted before the start of class.

Time cards

1. For school to keep track of student hours, students must clock in at time of arrival and clock out before leaving.
2. 30 Minutes will be deducted for lunch per class day of 6 hours and more.

Appearance/Uniform

1. Students are to be in proper appearance during class times.
 - a. Tops are to be black. The top cannot have any rips, be low cut, backless, or sleeveless. Mid drift cannot be showing.
 - b. Bottoms must be black, ankle length, and no rips. Bottoms cannot be sweat pants or lounge wear.
 - c. Closed toe shoes are required.
 - d. No artificial nails. Students are required to work on each other for nails and feet
2. Students who do not abide by these rules will not receive hours and will be sent home for the day.

Graduation Requirements

100 Hours

Passing grade of 75% for Theory

Completed student clinic requirements

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 is 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 constitutes 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 with the number of students scheduled is too small.
7. Chelmsford Beauty Academy reserves the right to terminate a student's enrollment for unsatisfactory progress, nonpayment of tuition or failure to abide establishment's standards of conduct or rules 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: _____

SCHOOL POLICY

1. Students must complete 85 hours by the end of course completion date if not students will have to pay \$10 per hour.
2. Students have up to 2 months from the expected graduation date to complete remaining hours and requirements; if not they will have to repay the registration fee (\$50) and \$10 per hour.
3. Students must be all set with payment within 2 months of the expected graduate date if not there will be an additional \$200.00 late fee.
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 and are responsible for the cleanliness of their classroom.
6. 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.
7. 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.
8. 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.

Print Name

Signature

Date

Administration Signature

Date

STUDENT ACKNOWLEDGEMENT

I have carefully read and received an exact copy of this enrollment agreement.

_____ (Initials)

4 _____ (Initials)

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. _____ (Initials)

I understand that Chelmsford Beauty Academy does not guarantee job placement to graduates upon program completion or upon graduation. _____ (Initials)

I have read and understood the refund policy (as per M.G.L. chapter 255, section 13K).
_____ (Initials)

I agree to pay the tuition in full within 2 weeks of completion date unless an agreement has been approved at the director's discretion. After 2 weeks a fee will be added to the balance due.
_____ (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 regards to this contract.

Student/Guardian Signature: _____ **Date:** _____

Administration Signature: _____ **Date:** _____

CHELMSFORD BEAUTY ACADEMY

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

- ✓ Have taken a School Tour
- ✓ Registration fee of \$50.00 (not part of tuition & non-refundable)
- ✓ Copy of Driver License, State ID, or Passport
- ✓ Filled out Application