

Simpson Academy of Cosmetology
501 North First St Suite B
Jacksonville AR, 72076
501-982-4347
simpsonacademyar@yahoo.com



Dear Prospective Student:

Thank you for your interest in furthering your education and career opportunity here at Simpson Academy of Cosmetology (hence forth referred to as SAC). We are very thankful you chose SAC, it is our goal to provide you with superior academic and practical achievements which will prepare you for a successful future in the cosmetology industry, as well as an accomplished business professional.

We emphasize the importance that knowledge and professionalism plays an important role in our industry. At SAC we take pride in our craft, and we are excited to inspire our Training Professionals to take pride in our industry as well thru hard work, dedication, passion, and love. When you successfully complete our program, you will not only be prepared for the basic for the basic fundamentals of Cosmetology, Esthetics, Instructor, or Manicuring, but you will also have all the tools necessary to build yourself as a career driven individual. Once again, I would like to thank you for considering SAC to further your education. Our team looks forward to serving you in a professional and courteous manner. It is our privilege to prepare you for a promising career in cosmetology. Please let us know if we can provide you with further information about our student programs. All programs taught and contracts are in the English language.

To help us complete your enrollment application we will need the following documents:

ENROLLMENT REQUIREMENTS (All courses are instructed in English)

A candidate for admission to SAC must provide:

- 1) Proof of age (government issued photo ID/DL)
- 2) Social Security Card
- 3) Proof of Education (High School Diploma/ GED/ Transcript that reflects high school graduation)
- 4) \$270 Registration & Student Permit fee
- 5) Student Instructor applicants must hold a current Arkansas Cosmetology license
- 6) Transfer students are accepted and granted full credit for hours completed at another school. However, they must complete a "request of hours" form with the former school to have the

certification of hours sent directly from the State of Arkansas Department of Health -
Cosmetology Section

Applicants must be at least sixteen (16) years old. A Birth certificate is needed if student is under the age of 18 and must be accompanied by a parent/legal guardian to co-sign your contract. If diploma is foreign, verification must be performed by an outside agency, that is qualified to translate documents into English, and confirm the academic equivalence to a U.S. high school diploma. Students wanting to enroll in the Instructor Course must provide a current Cosmetology license and must be 21 years of age.

SAC does not recruit students attending an institution of similar study.

Sincerely,

Geniese Simpson

Geniese Simpson, Owner/Director

Simpson Academy of Cosmetology (SAC) Enrollment Agreement

Personal Information

Full Name _____ SSN# _____
Date of Birth ___/___/___ Age ___ Telephone () _____
Email _____
Address _____

Contract Begins _____ Contract End _____ Start Date _____

Transfer/ Re-Entry Student hours accepted _____

Calculated Completion Date _____

___ Cosmetology - 1500 (Full-time)

___ Manicuring – 600 hours (Full-Time) ___ Esthetics – 600 hours (Full-Time)

___ Instructor – 600 hours (Full-time) Hours

Hours Contracted with the Institution: _____

Number of Weeks to Complete Hours Contracted: _____

Schedule: Student is scheduled to attend a total of ___ hours weekly.

Student's personal schedule is:

US Citizen? ___ Yes ___ No Household Annual Gross Income \$ _____

Marital Status ___ Single ___ Divorced ___ Married Number of Dependents in Home _____

When you cut with scissors are you right-handed or left-handed? _____

Education

High School Graduate? ___ Yes ___ No Name of High School _____

Date Diploma Received ___/___/___ Or GED Received ___/___/___

Are you enrolled in another college or institution, if so, where? _____

Degrees, Certificates Earned: _____

How many ___ hours/week. SAC does not offer Part time at this time.

Are you Interested in Applying for SS? ___ Yes ___ No

Background

Are you employed: ___ Yes ___ No If yes, where: _____

Work Schedule(days/hours): _____

Do you have reliable transportation? ___ Yes ___ No Dependents: ___Yes, ___# ___No

Military Veteran: ___Yes ___No Handicaps or Special Needs: _____

Please give a brief summary of reasons for pursuing this career: _____

Emergency Contact:

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Have You Ever Been Convicted of a Felony? ___ Yes ___ No Comments: _____

Have You Ever Been Convicted of Possessing or Selling Illegal Substances? ___Yes ___No

Applicant Signature _____

Print Name _____ Date _____

Tuition and Fees

All tuition and fees must be paid in FULL prior to completion of clock hours, except for students who have been awarded scholarships or grants

Program	Tuition	Kit, Books, & Supplies	Registration & Student Permit	Total
Cosmetology	\$8,750	\$1,000	\$270	\$10,020
Manicuring	\$5,400	\$1,000	\$270	\$6,670
Instructor	\$5,400	\$1,000	\$270	\$6,670
Esthetics	\$5,400	\$1,000	\$270	\$6,670

ADDITIONAL TUITION CHARGES

If a student must attend the academy longer than the prescribed time allotted for the course of study, he or she must pay an additional Contract Overage fee of **\$250.00** per week. This fee is based on hours remaining starting the day after the student contract ending date and is due after the contract ending unless other arrangements are made with the academy. The additional weekly fee or any portion thereof may be waived with written consent of the academy under demonstration of any circumstances warranting such a waiver. The student requesting a waiver must submit their reasons in writing with any documentation supporting the claim. The Director will evaluate the request and decide what portion if any will be excused.

*Charges for extra instruction see Tuition and Fees

*Training Professionals are to make payments at the times scheduled, unless in writing and approved by SAC office, in writing extends the time. As stated in contract and secured by student's Promissory note, Student may at SAC's option, pay SAC per month, in monthly installments. The first installment is due per outlined in the contract signed by student and all subsequent installments are due and payable on the same day or each subsequent month until paid in full. Furthermore, SAC may, at its option and without notice, prevent Training Professional from attending class until the unpaid balance is satisfied.

By signing this form, I understand and agree I have received and read the SAC disclosure of cost and tuition information. I understand that the \$270 Registration and Student Permit Fee is only refundable if the student is not accepted into SAC or the student cancels his/her enrollment within 3days of signing the enrollment agreement.

Signature _____ Date _____

Terms and Conditions

I UNDERSTAND THAT:

1. ___ I am to make my payments at the times scheduled unless SAC office, in writing, extends the time. As stated in contract and secured by my promissory note, I may at SAC option, pay SAC \$ ___ per month, in monthly installments. The first installment is due and payable on _____, _____ and all subsequent installments are due and payable on the same day or each subsequent month until paid in full. Furthermore, SAC may, at its option and without notice, prevent me from attending class until the unpaid balance is satisfied.
2. ___ Upon acceptance of my application by SAC, this enrollment contract will constitute a binding contract and both the SAC, and I will abide by its terms.
3. ___ I give SAC permission to request a transcript of my high school records.
4. ___ Time is of essence for this contract. I understand that if I am absent, it is my responsibility to make up missed time. If I do makeup missed time, I will be charged ___ per hour missed. All time must be made up by graduation date.
5. ___ Fridays are mandatory, not attending on Friday without prior approval will result in **\$100** charge.
6. ___ If I do not notify SAC that I am withdrawing, formal termination shall be based on monitoring of participation determined by the institution.
7. ___ If I were to take a Leave of Absence and not return on my return date, last date of leave is used as my termination date.
8. ___ The student and/or his parent or guardian hereby give permission to call upon a physician or dentist and/or to refer the student to same for medical/dental assistance in the event of sudden illness. It is understood and agreed that any expenses incurred will be the sole responsibility of the student and/or his parent or guardian.
9. ___ The student's rights under this agreement may not be assigned to any other person. SAC may assign or sell its rights to payment under this agreement. Such assignment, however, will not relieve SAC from fulfillment of its duties hereunder and any holder of this consumer credit contract is subject to all claims and defenses, which the debtor could assert against the seller of goods or services, obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.
10. ___ SAC reserves the right to change class schedules and to change curriculum. Changes will not increase the student's tuition unless he or she has been absent for an extended time.
11. ___ Student must maintain a complete kit at all times. Students failing to have required tools and equipment will not be allowed to remain in SAC. Items lost or misplaced during the course of training must be replaced at the student's expense.
12. ___ This agreement is to be governed by and construed according to the laws of Arkansas. If any part or provision hereof is contrary to the provision of laws of the United States, Arkansas, or any other applicable authority, then the remaining provisions shall be binding and effective, nevertheless.

13. ___ Grounds for termination by SAC prior to completion are: **1)** Missing 14 consecutive days. **2)** Unsatisfactory academic progress or attendance, **3)** Nonpayment, **4)** The use of alcohol and/or drugs on SAC premises, **5)** Padding of operational sheets (i.e.: daily and/or monthly worksheets), **6)** Insubordination to clients, fellow students, Instructors, or any member of the administration, **7)** Disruption of classes, **8)** Obtaining credits by dishonest means, **9)** Theft, **10)** Fighting, physical threat or harassment, **11)** Name drop/gossip. SAC may terminate a student's enrollment for noncompliance with General Policies; the enrollment contract; State Laws and Regulations; improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of SAC; willful destruction of SAC property; and theft or any illegal act. Student will receive a warning if issue not corrected termination will be forced. Termination does not discharge or waive the student's obligations under this contract. Refunds, if any, shall be competed on the basis of the policy set forth in the Refund Policy.
14. ___ I understand that SAC does not make any guarantees of employment or salary upon my graduation. Upon my request SAC will provide me with placement assistance, which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.
15. ___ Certificates of completion are given upon completing the following requirements: **1)** Maintain satisfactory academic progress. **2)** Completion of hours of training required by the State of Arkansas Department of Health for your course of study (Cosmetology 1500 clock hours, Manicuring/Esthetics/Instructor 600 clock hours). **3)** Completion of minimum practical requirements. **4)** Completion of all written and practical exams with a grade of 70 percent or higher. **5)** Payment of all debts owed to the school (**before student receives certificates all debts must be paid to apply for state board**).
16. ___ **SAC reserves the right to withhold all transcripts of grades and hours until such time as financial obligations to SAC have been satisfied.**
17. ___ Any equipment or supplies used by student that's found to be broken while in students used will be billed to students account and due upon receipt by that student.
18. ___ No responsibility will be assumed by SAC for negligence, or lack of skill by one or more students while practicing any part of SAC course upon another student.
19. ___ Should any party to the enrollment agreement commence a legal action against another party, such litigation relating in any way to their respective obligations pursuant to the agreement, or concerning the meaning or interpretation of any provision contained in the agreement, all parties agree that venue shall lie only in the State Courts in Little Rock, AR.
20. ___ In the event of any litigation involving the parties to this enrollment agreement, such litigation relating in any way to their respective obligations pursuant to the agreement or concerning the meaning or interpretation of any provision contained in the agreement or concerning the meaning or interpretation of any provision contained in the agreement, the losing party shall pay the prevailing party's costs and expenses of such litigation, without limitation, reasonable attorney's fee.
21. ___ Students have to right to gain access to their files, one time upon request.

22. ___ I must conduct myself in accordance with SAC Rules and Regulations at all times during my course of training pursuant to the enrollment agreement.
23. ___ I agree to pay applicable SAC's and state fees and provide all required registration paperwork in a timely manner.
24. ___ I agree to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
25. ___ I agree not to refuse to perform client services or other program requirements.
26. ___ I agree to provide all financial aid documents, if applicable, in the designated time frame.
27. ___ I agree to comply with SAC dress code at all times and project a professional image representative of the cosmetology and image industry.
28. ___ I agree to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of SAC.
29. ___ I agree to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.
30. ___ If he/she is a Title IV financial aid recipient, * minimum attendance and grade requirements must be maintained for satisfactory academic progress, failure to comply will result in loss of eligibility for financial aid according to the policy found in the catalog.
31. ___ He/she is responsible for the state licensing exam fee and other examination or licensing related expenses.
32. ___ Competency-Based Programs with a Clock Hour Component – Notice to the student that, should the student complete the program earlier than the estimated timeframe stated in the contract, the student's financial aid package may be recalculated and that this may result in liabilities owed by the student and/or the institution, if applicable.

***SAC is not authorized for Title IV funding**

The Terms and conditions document attached hereto is incorporated herein by reference and forms as integral part of this enrollment agreement.

Signature of Applicant _____ Date _____

Guarantor's/Surety Signature _____ Date _____

SAC's Official _____ Date _____

GENERAL TERMS OF AGREEMENT

School:

- Shall provide programs of study that meets minimum curriculum requirements as prescribed by the state regulatory agency.
- May change kit contents, textbooks, dress code, curriculum format, teaching materials or educational methods at its discretion.
- Will grant a diploma of graduation and official transcript of hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to state requirements, completed all exit paperwork, attended an exit interview, and made satisfactory arrangements for payment of all debts owed to SAC.
- Will issue an official transcript of hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview, and made satisfactory arrangements for debts owed the school as approved by SAC.
- Will assist graduates in finding suitable employment by posting area employment opportunities and teaching job readiness classes, but placement is not guaranteed.
- May terminate a student's enrollment for noncompliance with general policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of SAC, willful destruction of SAC's property; and theft or any illegal act.

Student:

- Agrees to pay applicable academy and state fees and provide all required registration paperwork in a timely manner.
- Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
- Agrees not to refuse to perform client services or other program requirements
- Agrees to provide all financial aid documents, if applicable, in the designated time frame.
- Agrees to comply with the Academy's dress code at all times and project a professional image representative of the cosmetology and industry.
- Agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of the academy.
- Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.
- Understand that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.

*SAC is not authorized for Title IV funding.

Contract Costs and Payment Terms

Student and sponsor (if applicable) agree to pay SAC the tuition and fees for the program selected according to the approved payment plan stated below. SAC may, at its option and without notice, prevent student from attending class until any applicable unpaid balance of payments are satisfied. SAC will charge additional tuition for hours remaining after the contract ending date at the rate of \$250 per week, or any part thereof, payable in advance until graduation. SAC may charge a \$10.00 transcript fee for transcript requests. SAC will charge a registration fee for students enrolling or transferring to SAC of \$175.00. SAC will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$175. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. Methods of payment include full payment at time of signing the enrollment agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

Registration & Student Permit fee: \$ _____	Balance Due: \$ _____
Books/Kit/Supplies: \$ _____	<u>Payment Plan for</u>
Tuition: \$ _____	<u>Balance Due</u>
Scholarship: \$ _____	Monthly Payment: \$ _____
Total Tuition & Fees: \$ _____	Payments Due On: _____
Less Deposit: \$ _____	Program Assistance \$ _____

This page Agreement constitutes a binding contract between the student and SAC when signed by all applicable parties and upon acceptance by SAC. You will receive an exact copy of the signed contract. Keep it to protect your rights. SAC reserves the right to change start dates based on class enrollment, staff availability and other considerations.

ACKNOWLEDGEMENT: My signature below certifies that I have read, understand, and agree to comply with its contents, and that the institution's cancellation and refund policies have been clearly explained to me. I have received a copy of this fully executed agreement.

_____	_____	_____
Student Signature	Date	Guardian/Sponsor (if applicable)

_____ 2

Accepted by SAC's Official Date

REFUND POLICY

The refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or SAC closure. Refund calculations are performed, and refunds made timely. For those students that begin classes, refunds are made based on scheduled hours as of students last date of attendance SAC.

Any monies due to the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that

- a. An applicant is not accepted for training by SAC shall be entitled to a refund of all monies paid.
- b. A student (or in the case of student under legal age, his/her parent or guardian) cancels his/her contract in writing, within three (3) business days of the signing of the enrollment agreement regardless of whether the student has actually started training. All monies collected by SAC are refunded within fourteen (14) days.
- c. A student cancels his/her contract **after** three (3) business days after signing, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to SAC, less the registration & permit fee in the amount of **\$270**.
- d. A student notifies SAC of his/her withdrawal.
- e. A student on an approved leave of absence notifies SAC that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning. A student on an approved leave of absence does not notify SAC of withdrawal and does not return from leave of absence, the last date of leave is used as the termination date.
- f. A student is expelled by SAC.
- g. In type b, c, d, or e official cancellations or withdrawals, the postmark on written notification will determine the cancellation date, or the date said information is delivered to SAC administrator/owner in person.

Any monies due to a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. To determine unofficial withdrawals, SAC monitors student attendance at a minimum of once a month (every 30 days). Refund is calculated based on scheduled hours as of the student's last date of attendance at SAC. Any monies due to a student who withdraws from the institution shall be refunded within forty-five (45) days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family, or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. A refund to the student may exceed the minimum cancellation and settlement policy at the discretion of SAC. **Books and equipment are non-refundable items.** All fees are identified in this catalog and on the enrollment contract.

- If a course and/or program is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, SAC shall at its option:
 - provide a full refund of all monies paid or
 - provide completion of the course and/or program
- If SAC cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, SAC shall at its option:
 - provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; OR
 - provide completion of the course and /or program; OR
 - participate in a Teach-Out Agreement; OR
 - provide a full refund of all monies paid.
- If SAC closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, SAC must make arrangements for students. SAC has at its option:
 - provide a pro rata refund; OR
 - participate in a Teach-Out Agreement.

Students that terminate their enrollment before program completion will be charged a termination fee of **\$150.00**. For students who enroll in and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by SAC applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SAC SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

*The academy is currently not eligible to participate in federal Title IV Financial Aid Program.

Student Signature

Date

Accepted by SAC's Official

Date