

METIME ACADEMY ENROLLMENT AGREEMENT

MeTime Academy
1200 Town Center Drive, Suite 108
Jupiter, Florida, 33458
(561)402-1983

PROGRAM NAME: Full Cosmetology Training Program

PROGRAM DESCRIPTION: The cosmetology program consists of 1,200 total clock hours, delivered through in-person instruction to meet the Florida State Board of Cosmetology requirements. This training will include lectures, demonstrations, and hands-on practice in hair cutting, coloring, styling, nail care, and skin care techniques.

Student Name _____

Date of Birth _____

Address _____

City _____ State _____ Zip _____

Student Social Security Number _____ Phone _____

Permanent Address (if different than above):

Contract Begin Date _____ Contract End Date _____

Class Start Date _____ Anticipated Program Completion _____

Cosmetology Program – 1200 Clock Hours

I hereby make application for the course indicated above and in consideration for my enrollment, and you furnishing and offering instruction in your school as defined by the curriculum contained in the student catalog, I agree to the following payments and conditions.

Investment:

DOWN PAYMENT \$ _____

BALANCE DUE (PAID IN FULL): \$ _____

BALANCE DUE (PAID MONTHLY): \$ _____

Tuition (1200 clock hours)	\$ 12,000.00	
Kit	\$ 1,000.00	
Application Fee	\$ 150.00	
Registration Fee	\$ 150.00	
Books & Lab Fee	\$ 355.00	
Uniform	\$ 150.00	
Licensure Fee	\$ 64.00	
Total	\$ 13,719.00	

CLASS SCHEDULE: Tuesday-Friday- 8:30-5 (lunch break 12-12:30)

PAYMENT OF TUITION: Students may pay by cash, check, money order or credit card for educational costs. Payment of tuition is due, in full, on or before the first day of class unless a student is on a payment plan.

Any student who is unable to pay the tuition and fees in full may arrange a payment plan to be paid monthly or weekly to the school. Contracts are not sold to third parties; however, the school reserves the right to assign any unpaid balances to an outside agency for collections.

Payment Options:

1. Payment in full before the first day of class.
2. Installment Plan which will be set up based upon the student's ability to make scheduled payments over the length of the program with a minimum down payment made prior to the first day of class.

**There is a \$50 fee for any check returned for insufficient funds.*

Students on a payment plan must make payments as scheduled. All payments are due on Monday prior to entering class. A late payment will result in a 10% late fee being added to your balance. Failure to make a payment within 3 days of when due will result

in the student not being allowed to attend the class unless prior arrangements in writing have been made with the Campus Director.

PROGRAM DESCRIPTION: The cosmetology program consists of 1,200 total clock hours, delivered through in-person instruction, including lectures, demonstrations, and hands on practice in hair cutting, coloring, styling, nail care, and skin care techniques.

ATTENDANCE AND PROGRESS: Students are expected to attend all scheduled hours and actively participate in all practical exercises. Progress will be tracked based on completed hours and demonstrated competencies in cosmetology skills

TERMINATION: The school may terminate a student's enrollment for immoral or improper conduct, failure to make scheduled payments, receiving 3 suspensions, noncompliance with catalog policies, educational requirements, student professional development guidelines, general policies, or as contained in this contract. The student will be charged an administrative fee of \$100.00. Students who withdraw from the course are required to empty their student locker and gather all personal items. Any items left behind by the student will be stored for 60 days, at which time they become school property.

SUSPENSION: Students may be suspended for failure to comply with school rules or general policies, leaving the school without permission, failing to notify the school regarding absences and tardiness, incomplete worksheets, failing to attend theory or maintain current theory tests, or insubordination.

GRADUATION REQUIREMENTS: The school will issue the graduate a diploma at which time the student has passed all written and practical exams with an 80% average or higher and completed the State of Florida license requirements. Students must pass a State Board pre-exam with at least an 80%. All tuition must be paid in full prior to graduation. Upon meeting these requirements, the student will receive a diploma along with an application for the State Board Exam. A student must graduate in order to take the state licensing exam.

EMPLOYMENT ASSISTANCE: The school will assist students in finding suitable employment by posting area employment opportunities and teaching classes on seeking employment. However, the school cannot guarantee placement.

RIGHT TO CHANGE: The school reserves the right to modify its rules, curriculum, dress code, or any other policies at its discretion.

REFUND & CANCELLATION POLICY: For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellations can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded deducted if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.
6. Termination Date: In calculating the refund due to student, the last date of actual attendance by the student is used in the calculation unless an earlier written notice is received.

TRANSFER STUDENTS: MeTime Academy makes no promise of acceptance of credit from any other Institution. Credit may be granted for training in another school, whether in-state, out-of-state, or out-of country. Documentary proof of verifying licensure or school experience must be submitted prior to enrollment. After evaluating the official transcripts of the other institution attended, an evaluation exam may be conducted by the Education department and may include both written and practical examinations. Based upon the recommendation of the Education department and/or Campus Director, MeTime Academy may accept a transfer of student hours and services from another licensed institution. The students' tuition account will be adjusted accordingly to reflect the reduced hours of training.

EMPLOYMENT GUARANTEE DISCLAIMER: MeTime Academy makes no guarantee for job placement but will assist with job placement services.

STUDENTS RIGHTS: Students have the right to receive a copy of this agreement, review school policies and access your educational records. You are entitled to clear information about tuition, fees and the non discriminatory learning environment, You may withdraw or cancel enrollment in accordance with school procedures.

ENTIRE AGREEMENT: This contract constitutes and expresses the entire agreement and understanding of the parties hereto in reference to the matters stated herein. No prior discussions, promises, representations, warranties, or understandings relative thereto, if any, had between the parties hereto, shall be of any force or effect with respect to the subject matter hereof. This contract shall be deemed to be an integrated agreement,

and the contract supersedes all prior and contemporaneous oral and written agreements, promises, and understandings between the parties with respect to the subject matter hereof.

REENTRY TERMS: A student who has been terminated or withdrawn may reapply to MeTime Academy in the same status as when they were withdrawn. At that time, the student's academic records will be evaluated to determine if it is possible for a cumulative grade point to be achieved and for the program to be completed within the maximum time frame of 150%. Returning Students will be charged a \$100 Re-entry fee.

After being readmitted to MeTime Academy, the student progress will be re-evaluated at the next scheduled progress evaluation point. If the student has failed to achieve minimum requirements, the student is subject to termination from the school.

PHOTOGRAPHY RELEASE: I hereby give permission to MeTime Academy Inc. to reproduce and use photographs and/or digital images of me and/or my model work (in either case, with or without my name), for use in advertising, Web sites, printed or electronic promotional materials, or in any other context. I further agree that my name may (but need not) be revealed in descriptive text or commentary in connection with the image(s). I authorize the use of these images without compensation for me.

I have read and received a copy of the binding document, complete contract and catalog, understand its contents, and agree to comply with all requirements contained herein and the general policies of the school.

Student Signature

Date

Guardian Signature (if student is a minor)

Date

School Official Signature

Date