

SOUTHEASTERN ESTHETICS INSTITUTE  
823 GERVAIS STREET SUITE 120 COLUMBIA SC 29201  
803.814.1772 | WWW.SEESTHETICSINSTITUTE.COM

STUDENT ENROLLMENT AGREEMENT  
ESTHETICS LICENSURE COURSE

STUDENT INFORMATION

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_ RACE: \_\_\_\_\_

DOB: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONTRACT BEGINS: \_\_\_\_\_ CONTRACT ENDS: \_\_\_\_\_

ESTHETICS LICENSURE COURSE | 600 CLOCK HOURS | 20 WEEKS: \_\_\_\_\_

ESTHETICS LICENSURE EVENING COURSE | 600 CLOCK HOURS | 30 WEEKS: \_\_\_\_\_

TRANSFER STUDENT/REENTRY STUDENT: \_\_\_\_\_ HOURS NEEDED THIS CONTRACT: \_\_\_\_\_

CONTRACT COSTS & PAYMENT TERMS

STUDENT agrees to pay the school the tuition and fees for the program selected in advance at the start of the program. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance is satisfied. The school may charge a \$10.00 transcript fee for requests for transcripts to transfer to another school. The school will charge a registration fee for students transferring to the school and a reentry fee to students who have withdrawn and wish to reenter more than 30 days after termination, of \$100.00. The tuition rates current at the time of reentry will apply to the balance of training hours needed for students who reenroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. The student's tuition may be paid by cash, check, money order or through Veteran's Affairs funds for those who qualify. Textbooks and Kits are supplied the first day of class for all students in attendance.

REGISTRATION FEE: \$100.00  
BOOK FEE: \$500.00  
KIT FEE: \$1,200.00  
TUITION: \$9,500.00  
TOTAL TUITION & FEES: \$11,300.00

PAYMENT TYPE:

CASH  Title IV  
 VA Chapter 33  
 VA Chapter 35

LESS DEPOSIT/PAYMENTS: \$ \_\_\_\_\_

BALANCE DUE: \$ \_\_\_\_\_

I have read this contract in its entirety, understand its contents, agree to comply with all requirements contained herein and the General Polices of the school. I have received a copy of this fully executed agreement.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_


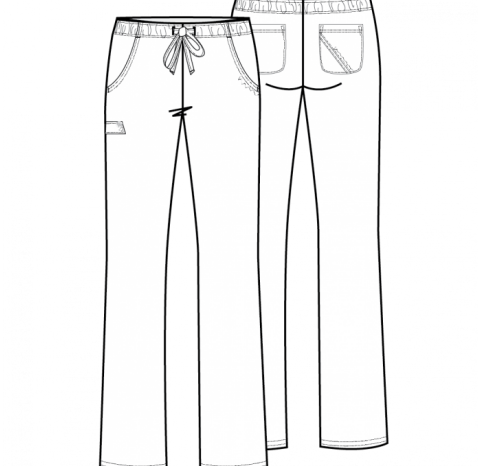
SCHOOL OFFICIAL SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT/GUARDIAN (if applicable): \_\_\_\_\_ DATE: \_\_\_\_\_

SCRUBS

Available Fit (Circle Preferred Fit for Tops): Regular | Petite | Tall

Available Fit (Circle Preferred Fit for Pants): Regular | Petite | Tall

Description	Image	Available Sizes (Circle One)	
<p>A Modern Classic fit V-neck top features tonal zigzag stitching detail on the left neckband, two patch pockets, and an additional angled pocket with pin-tucks and tonal zigzag stitching. Back darts and side vents complete this. Center back length: 26"</p>		<p>XX-Small Small Large 2X-Large 4X-Large</p>	<p>X-Small Medium X-Large 3X-Large 5X-Large</p>
<p>A Modern Classic fit, low rise, straight leg pant features an elastic waistband with a functional drawstring. Also featured are two slash pockets, an instrument loop below the right side pocket and two back pockets. The right back pocket has multiple pin-tucks with a tonal zigzag design. Inseam 28 1/2"</p>		<p>XX-Small Small Large 2X-Large 4X-Large</p>	<p>X-Small Medium X-Large 3X-Large 5X-Large</p>

STUDENT ENROLLMENT CONTRACT

INITIALS \_\_\_\_\_

Applicants must be at least 17 years of age with a high school diploma, transcripts or GED equivalent. Applicants must be a legal US citizen and have no involvement with crimes related to drug or moral turpitude.

Applicants must be of sound mind and good character. It takes many qualities to become a successful Esthetician, with examples consisting of good listening, being a strong director and team player, and contain strict promptness when it comes to time management during contacts with the school.

Applicants must also possess financial stability and thoughtful consideration as to the cost of training and how they will budget for this additional expense.

Southeastern Esthetics Institute does not discriminate on the basis of gender, race, color, religion, nationality, sexual orientation, ethnicity, origin, physical/mental disability or age in the administration of its education policies or other school administered programs.

Students will need to provide a copy of TWO forms of identification and a copy of their High School Diploma, Transcripts or GED Equivalent.

SCHOOL shall provide a course of study that meets minimum curriculum requirement as prescribed by the state regulatory agency.

SCHOOL may change kit contents, textbooks, dress code, curriculum format, teaching materials or any other educational methods at its discretion.

SCHOOL assumes no responsibility for negligence or lack of skills of students while practicing any curriculum related services on each other.

SCHOOL will grant a diploma of graduation and Official Transcript of Hours for the applicable course of study when the student has successfully completed all phases of study, required tests, practical/laboratory assignments; passed a final written and practical examination; completed the course of study according to State Board requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school. For more information refer to the school catalog.

SCHOOL will issue an Official Transcript of Hours to students who withdraw prior to course completion when the student has successfully completed the required exit paperwork, attended an exit interview and paid all debts owed to the school or made satisfactory arrangements for debts owed the school as approved by the Chief Administrative Officer of the Institution.

SCHOOL will assist graduates in finding suitable employment by posing area employment opportunities and teaching Job Readiness classes, but placement is not guaranteed.

SCHOOL may terminate a student's enrollment for immoral or improper conduct; noncompliance with educational requirements, Standards of Conduct, General Policies, Enrollment Agreement, Satisfactory Progress Policy, State Laws and Regulations; Any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft.

SCHOOL will issue a complete kit of textbooks, implements, tools and supplies for the applicable course of study. Students are responsible for replacement of lost, stolen, or broken items.

SCHOOL provides adequate equipment, desks, and work stations for the maximum number of students assigned to them at one time. The school does not assign work stations to any student to be used solely by that student during the course of study.

SCHOOL agrees to pay the registration fee required by the State Board and provide all required registration paperwork in a timely manner.

STUDENT agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.

STUDENT understands that revenue retained by the school for the student's required completion of clinic services for clients is applied to the overall cost of providing education to the student resulting in applicable tuition rates. Student agrees NOT to refuse to perform client services or other course requirements.

STUDENT agrees to comply with the school's published dress code which may be changed at the discretion of the school. Student also agrees to project a professional image representative of the cosmetology industry. STUDENT agrees to comply with the assigned schedule for the applicable course of study which may change from time to time at the discretion of the management.

STUDENT understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.

SOUTHEASTERN ESTHETICS INSTITUTE WILL NOT RELEASE, TO ANY LICENSING BOARD OR OTHER SCHOOLS, ANY CERTIFIED HOURS OR TRANSCRIPTS UNLESS FINANCIAL AND CONTRACTUAL OBLIGATIONS FOR THOSE HOURS OBTAINED HAVE BEEN MET.

## STUDENT DRESS CODE

INITIALS \_\_\_\_\_

It is required that all students wear proper attire for all classroom and/or clinic work within our school setting at all times. Esthetics students are required to wear black scrubs and comfortable close-toed shoes during all classroom activity. Students are also required to wear a Student Name Tag daily. Students must keep fingernails trimmed at all times.

REFUND POLICY

Refunds for classes cancelled by the institution:

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, the institution refunds 100% of the tuition and fees collected.

Refunds for students who withdraw on or before the first day of class:

If tuition and fees are collected in advance of the start date of classes and student does not begin classes or withdraws on the first day of classes, the institution retains no more than the \$100.00 application fee.

Appropriate refunds for a student who does not begin classes are made within 45 days of the class start date.

Refunds for students enrolled prior to the visit of the institution:

Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment.

Refunds for students enrolled in professional development and/or continuing education courses:

Students deciding to withdraw or change dates of attendance in any certification and/or continuing education course prior to the start of the class will receive a full refund on all fees paid towards the course.

Refunds for withdrawal after class commences:

The refund policy for students attending non-public institutions who incur a financial obligation for a period of 12 months or less is as follows:

During the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution refunds at least 50% of the tuition.

After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution refunds at least 25% of the tuition.

After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SCHOOL OFFICIAL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

EMERGENCY CONTACT \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_