

Enrollment Agreement

**Northern Colorado Advanced Aesthetics Academy, LLC DBA
Northern Colorado Advanced Aesthetics Academy
1000 S. Lincoln Ave Unit 100 Loveland, CO 80537
970-402-2182**

**Approved and Regulated by the Colorado Department of Higher Education, Private
Occupational School Board.**

General Information

Date _____

Student's Name _____

Address _____

Social Security Number ____ - ____ - ____ Home Ph. _____

Cell. Ph. _____

Date of Birth- _____ Drivers License: _____

Email address _____

Transfer Student- Yes _____ No _____ Fee _____

Please list limitations, disabilities or medications: _____

Program/Stand-Alone Course

Program/Course _____

Contact/Credit Hours or Lessons _____

Start Date _____

Estimated

Completion _____ Days _____ Evenings _____

Full Time _____ Part Time _____

Type of Instruction

Classroom ____ (If Applicable) Distance Education: Correspondence ____ Online ____

Admission Requirements

All Students must be 16 years of age or older to attend, dependent on Program Eligibility. Students must show proper identification and proof of citizenship. Students may be required to take a pre-entrance exam prior to enrollment, to establish if the student can benefit from training in the chosen class interest at Northern Colorado Advanced Aesthetics Academy. Please refer to the catalog for prerequisites for stand-alone courses.

Tuitions and Fees

Tuition \$ _____

Registration Fee \$ _____

Books/Supplies/Equipment \$ _____

(Non-Refundable) (Items subject to cost change)

Total Cost of Program \$ _____

Method of Payment Cash/Check #Credit Card

Tuition for all stand-alone courses:

Must be paid in full the day of the course. Example: If the stand-alone course tuition is \$350.00, a total of \$350.00 will be collected at the beginning of the first day of the course.

Tuition for Esthetics Program:

Northern Colorado Advanced Aesthetics Academy does not accept full payment in advance for any tuition. Kit Fee must be paid prior to the week of start date and is non refundable. Monthly Payments are accepted for these programs in equal monthly installments (full tuition of program divided by length of time given to complete program, Ex ample: full time 150 days divided by 30 days = 5 months.

Breakdown – Tuition of \$8,300.00 divided by 5 months = \$1660.00 per month. Students are allowed to pay a budget payment of a minimum of \$250.00 per month, with a balance due at the end of training. (Example: Full time 150 days divided by 30 days = 5 months. Breakdown budget payments of \$400.00 per month x 5 = \$2,000.00 with a \$6,300.00 balance due at end of training).

Tuition fees are due on the 20th day of the following month after student commences training. Payments not received by the 20th day of the Month due are subject to a \$50.00 late fee per day, and payments not received by the 30th of the month shall be released from the program, with refund/balance due (if any) as stated by the refund table provided.

KIT FEES ARE NON-REFUNDABLE. Kit Fees are due 7 days before the first week of training. _____ **(Initials)**

REGISTRATION FEES ARE PAYABLE AT TIME OF ENROLLMENT, AND ARE NON REFUNDABLE IF CANCELED AFTER COMMENCEMENT OF PROGRAM, FEE IS REFUNDABLE IF AGREEMENT CANCELED BEFORE COMMENCEMENT OF PROGRAM. _____ (Initial)

METHOD OF PAYMENT - (Cash/Check # or Credit Card) ***Note: credit card payments are subject to a processing fee of 3.75% (if available)***

Schedule of Payments

Deposit \$ _____ Date _____ BALANCE DUE \$ _____

A \$100.00 registration fee (non-refundable after commencement of classes) must be paid at time of registration and completion of enrollment contract. (Enrollment fee is separate from tuition and kit fees.) Kit fees (non-refundable) must be paid before or during the week of start date. Tuition payments are due the first of each month following the first month of training. (Tuition payments are paid in the arrears).

Date _____ \$ _____

Date _____ \$ _____

Date _____ \$ _____

Date _____ \$ _____

Date _____ \$ _____

By signing below, the student agrees to pay The Northern Colorado Advanced Aesthetics Academy, (hereafter referred to as the school) the total stated tuition and fees. The school agrees to provide occupational training in accordance with the provisions of Catalog Volume 27.1 Dated October 2022 (“the catalog”). Payment of monies due shall be a condition of continuing enrollment. Upon satisfactory completion of all academic and skill requirements and when all financial obligations to the school have been met the school will award Certificate of Completion (Educational Document) to the student. The student and School Northern Colorado Advanced Aesthetics Academy, Enrollment Agreement Volume 7, October, 2022. Understand that this Enrollment Agreement, WHICH INCLUDES THE REFUND POLICY, may not be amended except in writing and signed by both parties. _____ (Initial)

Student Complaints

Attempting to resolve any issue with the school first is strongly encouraged. Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student’s last date of attendance or at any time prior to the commencement of training at <http://higher.ed.colorado.gov/dpos>, 303-862-3001.

Refund Policy

Students not accepted to the school are entitled to all monies paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before commencement of

classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended as described in the table below. The refund is based on the official date of termination or withdrawal.

<u>Refund Table</u>	
Student is entitled to upon withdrawal/ termination	Refund
Within first 10% of Program	90% less cancellation charge
After 10% but within first 25% of Program	75% less cancellation charge
After 25% but within first 50% of Program	50% less cancellation charge
After 50% but within first 75% of Program	25% less cancellation charge
After 75% (If paid in full, cancellation charge is not in effect)	NO REFUND

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner”
 - a. The date on which the school receives notice of the student ’s intention to discontinue the training program; or
 - b. The date on which the student violates published school policy, which provides for termination.
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.

3. The student will receive a full refund of tuition and fees paid if the school discontinues a program/stand-alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.

KIT FEES ARE NON REFUNDABLE, KITS ARE STUDENTS PROPERTY, school assumes no responsibility for lost, stolen or missing items. (Please make sure your kit is complete and in working order before signing the invoice for items).

I HAVE RECEIVED A COPY OF THIS ENROLLMENT AGREEMENT AND A CURRENT SCHOOL CATALOG VIA E MAIL WHEN APPLICABLE OR HARD COPY UPON REQUEST.

Student Signature

Date

School's Sales Agent

Date

NOTE: Northern Colorado Advanced Aesthetics Academy, LLC, DOES NOT SELL ENROLLMENT CONTRACTS TO A THIRD PARTY. Northern Colorado Advanced Aesthetics Academy, LLC PROVIDES IN-HOUSE FINANCING VIA MONTHLY INSTALLMENTS. MONTHLY PAYMENTS ARE PAYABLE ON THE 20TH OF EACH MONTH AFTER COMMENCEMENT OF TRAINING. Northern Colorado Advanced Aesthetics, LLC WILL ISSUE A DIPLOMA AND RECORD OF COMPLETION UPON FINAL PAYMENT OF ANY BALANCE OWED AND UPON COMPLETION OF ALL SCHOOL AND ACADEMIC REQUIREMENTS. BALANCES MUST BE IN CASH OR CREDIT CARD WITH A 3.75% PROCESSING FEE. NO PERSONAL CHECKS, MONEY ORDERS OR CASHIER'S CHECKS ACCEPTED FOR FINAL PAYMENT OF TUITION BALANCE. A \$50.00 LATE FEE PER DAY SHALL BE CHARGED IF NOT PAID BY DUE DATE UP TO 3 DAYS, THEN TERMINATION OF ENROLLMENT. THE COST OF CREDIT IS INCLUDED IN THE PRICE QUOTED FOR THE GOODS AND SERVICES. IN THE EVENT OF DEFAULT, STUDENT AGREES TO PAY A REASONABLE COLLECTION AGENCY FEE, WHICH SHALL BE 35% OF THE UNPAID PRINCIPAL BALANCE. IF LEGAL ACTION IS INITIATED, STUDENT AGREES TO PAY A REASONABLE COLLECTION AGENCY FEE, WHICH SHALL BE 40% OF THE UNPAID BALANCE AND TO PAY ALL REASONABLE COURT COSTS AND ATTORNEY FEES AS A RESULT OF THE DEFAULT.