



Admissions: Dermaline Skin Care & Academy
 966 W. State Road 434
 Longwood, FL 32750
Tel: 407.410.9080
Email: info@dermalineskincare.com

Student Enrollment Agreement

1 Student Information

I hereby apply for admission to the Skin Care Specialist program at Dermaline Skin Care & Academy. I agree to follow your study plan, and upon satisfactory completion of my program and tuition obligation, I will be awarded a diploma.

FULL NAME: _____

ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____

EMAIL ADDRESS: _____ DATE OF BIRTH: _____

SOCIAL SECURITY#: _____ MOTHER'S MAIDEN NAME: _____

EDUCATION: (check one) _____ High School _____ Graduate Equivalent _____ Month/Year of Graduation: _____

NAME OF HIGH SCHOOL OR ISSUING AGENCY: _____

CURRENT EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

NAME OF AND RELATIONSHIP TO CLOSEST RELATIVE: _____

ADDRESS OF CLOSEST RELATIVE: _____

If you require reasonable accommodation under the Americans with Disabilities Act, please contact us at 407.410.9080

2 Program Information

PROGRAM: Skincare Specialist

CLASS SCHEDULE:

Class Days: (check all apply) _____ Class Times: Start Time: _____ Program Length: _____ Required Clock Hours: 220 hours

M	T	W	R	F	S	S

End Time: _____ Program Length (weeks): 14 weeks

START DATE: _____ ANTICIPATED ENDING DATE: _____

PROGRAM COST AND 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. School will charge additional tuition for hours remaining **after the contract ending date at the rate of \$500, plus tax, per week until graduation. 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school will charge a registration fee for students transferring to the school and a reentry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$150 or 15% of tuition, whichever is less. 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. The student's tuition may be paid by cash, check, and money order.**

() Full payment at time of signing enrollment agreement.

() Registration fee at time of signing enrollment agreement with balance paid prior to starting date.

REGISTRATION FEE: \$ 150.00

TAX (if applicable): \$ _____

TUITION: \$ 3,850.00

TOTAL TUITION & FEES: \$ _____

LESS DEPOSIT/PAYMENTS: \$ _____

BALANCE DUE: \$ _____

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Cancellation and Refund Policy

The following refund policy applies in the case of student withdrawal, course or program cancellation, or Academy closure. Refund calculations are based on actual hours completed, and refunds are processed within 30 days of the official withdrawal date.

1. Student Right to Cancel

- A student may cancel this agreement within three (3) business days after signing the enrollment agreement and receive a full refund of all monies paid, including the \$150 registration fee.
- If a student is not accepted by the school, all fees, including the registration fee, will be refunded in full.
- If a student has not visited the school prior to enrollment, they may cancel within three (3) business days following their scheduled orientation or after a school tour.

2. Refund Calculation (Pro-Rata Refund)

- If a student withdraws before the first class, they receive a full refund minus the registration fee (not exceeding \$150).
- If a student withdraws after classes begin but before completing 40% of the program (88 clock hours), a pro-rata refund will be issued based on the percentage of the program completed.
- If a student withdraws after completing 40% or more of the program (88 or more clock hours), no refund will be issued.
- Refund Calculation Formula:
 - $\text{Refund Amount} = (\text{Total Tuition} \div \text{Total Program Hours}) \times (\text{Total Program Hours} - \text{Completed Hours})$
- Example Calculation:
 - Program cost: \$3,850 for 220 hours
 - Hourly rate: $\$3,850 \div 220 = \17.50 per hour
 - If a student withdraws after completing 50 hours:
 - Tuition earned: $\$17.50 \times 50 = \875.00
 - Refund amount: $\$3,850 - \$875.00 = \$2,975.00$

3. Determination of Withdrawal Date

- The student's last date of recorded attendance will be used to calculate refunds.
- A student is considered withdrawn if they:
 - Submit written notice of withdrawal.
 - Are absent from scheduled classes for 8 consecutive days without notice.
 - Fail to meet Satisfactory Academic Progress (SAP) as outlined in the school catalog.

4. Refund Disbursement

- Refunds are processed within 30 days from the Date of Determination (DOD) or the official withdrawal date, whichever is earlier.
- Refunds will be issued using the same method of original payment.
- If applicable, refundable fees paid by the student will also be included in the refund calculation.

5. Academy Closure

- If Dermaline Skin Care & Academy permanently closes or discontinues a program, a full refund of tuition paid will be provided within 30 days of the official closure announcement.
- Students will be provided with options to complete their education at another approved institution, where applicable.

4 Read, Sign Your Name, and add Today's Date

TERMS AND CONDITIONS

- 1. ACCEPTANCE:** If accepted by Dermaline Skin Care & Academy, all terms and conditions outlined herein together with the School Catalog shall become binding; a signed copy of this Enrollment Agreement will be available to the student prior to signature.
- 2. TUITION:** Tuition is payable in U.S. funds, by check on a U.S. bank, credit card, bank card, or money order. All prices for the diploma programs are printed or filled in on this Enrollment Agreement. Tuition does not include the cost of textbooks, software, or other required course materials. DERMALINE SKIN CARE & ACADEMY may sell, assign, or transfer the Enrollment Agreement at any time to third parties. Cost of credit is included in the price for goods and services. If the student fails to make tuition payment before the start of class, DERMALINE SKIN CARE & ACADEMY reserves the right to cancel this agreement. Bookkeeping fees of \$10.00 are due for each returned check.
- 3. FIRST TUITION PAYMENT:** The first payment of tuition is due within 30 days of acceptance of student by DERMALINE SKIN CARE & ACADEMY and before the start date of the program.
- 4. DIPLOMA:** A diploma is awarded upon program completion when the student satisfactorily completes & passes every unit quiz and course exam and satisfied payment obligation. Students must be free of any financial obligation to DERMALINE SKIN CARE & ACADEMY prior to a diploma being awarded.
- 5. PROGRESS:** A student must obtain satisfactory grades on quizzes and course exams to be considered maintaining satisfactory progress in the program, including obtaining a pass (75 percent) on the exam at the end of each course. A diploma is awarded upon program completion when the student satisfactorily completes each of the courses in the program, or preapproved transfer curriculum, and satisfies all payment obligations to Dermaline Skin Care & Academy. The faculty will assist the student in maintaining satisfactory progress. Students requiring additional time will be charged a weekly extension fee of \$500.00 beginning in the week following the end of the program's maximum completion time.
- 6. ENTRANCE:** Students must be at least 16 years of age, pass the DERMALINE SKIN CARE & ACADEMY admissions application process, and satisfy all program prerequisite and prior knowledge requirements to enter the program. Students should refer to the School Catalog for program-specific entrance requirements. Any student under the age of 18 must have his/her Enrollment Agreement signed by a parent or legal guardian.
- 7. PROGRAM START DATE:** The date students are deemed to have started their program of study is when the three-day period for rescinding the Enrollment Agreement has passed, they have met the entrance requirements, and a proper tuition payment has been made.
- 8. INSTRUCTION:** The student will be responsible for the cost and acquisition of all textbooks and other required course materials. Students can purchase required textbooks and/or course packs independently. A faculty member will answer student questions and reasonably assist the student with his or her studies while enrolled in the program.
- 9. EMPLOYMENT:** Pursuant to Florida Rule 6E-1.0032(6)(j), DERMALINE SKIN CARE & ACADEMY will not make any employment guarantee or implication. DERMALINE SKIN CARE & ACADEMY may disclose information relating to market and job availability that is verified through statistical research; however, DERMALINE SKIN CARE & ACADEMY will not promise or imply any specific market or job availability amounts.
- 10. FOREIGN STUDENTS:** Students in foreign countries or U.S. territories will assume payment of customs duties and any difference in exchange rate and additional postage. Payment in full of the program tuition is required. All instruction is conducted in English.
- 11. PROBATION AND TERMINATION:** (1) Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the first probationary period or if the student appeals the decision and prevails. (2) Students on probation will be provided a written document (academic plan) enumerating the attendance and academic requirements that must be met (attendance at or above 80% and academic performance at or above 75%) to maintain a rating of Satisfactory Academic Progress. (3) Those probationary students who succeed in meeting the standards by the next evaluation period will be rated as making Satisfactory Academic Progress. (4) Those probationary students who fail to meet the standards by the next evaluation period will be rated as making Unsatisfactory Academic Progress. (5) Students who are not progressing satisfactorily will be terminated.

NOTICE TO STUDENT (BUYER):

(1) Do not sign this Agreement before you read it or if it contains any blank spaces. (2) You are entitled to a completed copy of this Agreement; and if accepted, such a copy will be mailed to you. (3) Under the law you have the right to pay off, without penalty, in advance, the full amount due. (4) You may cancel this transaction at any time prior to midnight of the fourth (4th) calendar day after the date you sign this Enrollment Agreement. By signing this Enrollment Agreement, I hereby agree to its terms and conditions.

ALL SIGNERS HAVE RECEIVED AND READ A COPY OF THE BINDING DOCUMENT AND CATALOG.

STUDENT SIGNATURE: _____ TODAY'S DATE: _____

PARENT SIGNATURE: _____ TODAY'S DATE: _____
(if student is under the age of eighteen)

SCHOOL OFFICIAL: _____ TODAY'S DATE: _____