

REFUND POLICY

REFUNDS

Before the start of the elected program a written notice of withdrawal must be received by the institution in order to receive the following refunds.

- **7 days after signing** the CONTRACT BETWEEN THE INSTITUTION AND STUDENT, (found in the mail-out package), all but the Registration Fee (\$500.00 non-refundable) will be refunded.
- **Between 8 days and 29 days before the start of the program**, 80% of the fees due under the contracted will be re-funded excluding the non-refundable registration fee.
- **30 Days before the start of the program**, 70% of the fees due under the contracted will be re-funded excluding the non-refundable registration fee.

After the start of the elected program a written notice of withdrawal must be received by the institution in order to receive the following refunds.

- Upon completing 2 weeks of the Esthetics's program, 2.5 months of the Cosmetology program, and or 1 week of the Nail Technician program the institution shall retain 30% of the total fees due under the contract.
- After completing between 2 weeks and up to 2 months of the Esthetics's program, 2.5 months and up to 6.5 months of the Cosmetology program, 1 week and up to 1 month of the Nail Technician program, the institution shall retain 50% of the total fees due under the contract.
- Upon completing over 2 months of the Esthetics's program, 6.5 months of the Cosmetology program, and 1 month of the Nail Technician program , no refund will be received.

All refunds will be paid by the institution within 30 days after receiving the students written notice of withdrawal or dismissal.

A **DISPUTE RESOLUTION POLICY** and a **STUDENT DISMISSAL POLICY** will be reviewed and examined following the complete understanding of this contract.

Signature of Student _____

Signature of Parent or Guardian _____
(applicants under 17 years of age)

Signature of Institution Representative _____

Date: _____

Minimum requirement for enrollment is 16 years of age or Grade 12 as stated in the brochure