

\$50.00 Contract Fee-Not covered by VA Benefits

Miracle Beauty and Nails Academy

3420 Holland Road, Suite 102- Virginia Beach, VA 23452

Telephone: (757) 368-3344 Email: info@miraclebeautyacademy.com

Contractual Application for Admission

Date: _____ Class Beginning Date: _____ Course: _____

Name: Last: _____ First: _____ Middle: _____

Address: _____

City: _____ State/Zip Code: _____

Telephone: _____ Social Security Number: _____

Email Address: _____

Date of Birth: _____ Age: _____ Height: _____ Weight: _____

Marital Status (please check one)

Single Married Separated Divorced Widow(er)

Place of Employment:

Address:

Telephone:

In Case of Emergency Please Notify:

Address:

Telephone:

Have you ever been enrolled in a Cosmetology, Nail, Esthetics, Permanent Cosmetics, or Instructors Course before?

If so where?:

Date:

All transcripts must be made available to the school as soon as possible.

The following information is for reporting purposes only (please check one that applies to you.)

American Indian, or Native American

Hispanic

Black (Non-Hispanic Origin)

White (Non-Hispanic Origin)

Asian or Pacific Islander

Other _____

Please circle highest grade level completed

8th

9th

10th

11th

12th

School graduated from and Dates attended:

College: 1 year

2 year

3 year

4 year

Degree received _____

GED _____

For Minors Only

***Parent Information

Name:

Address:

Telephone:

Employer:

HEALTH INFORMATION

Please rate your general health (please check one)

Excellent Good Fair Poor

Do you have any sickness or physical handicap that may interfere with your studies or extracurricular activities? _____ If so, please explain:

Have you ever been arrested for the use or possession of drugs, or any other felony or misdemeanor etc.? If so, please explain, give dates and details on the back of page.

REFERENCES:

Name:

Address:

Telephone:

Name:

Address:

Telephone:

Name:

Address:

Telephone:

ENROLLMENT AGREEMENT

Name: _____ D.O.B: _____ SSN: _____

Please check one:

____ U.S. Citizen ____ Eligible Non-Citizen Alien# _____

Date to Start School: ____/____/____ Anticipated Finish Date: ____/____/____

***Date your time shall be up with the VA for this current course: ____/____/____

***If you are a student receiving VA Benefits, you will only be granted the time required to complete your course. Miracle Beauty and Nails Academy adds extra time onto your graduation date to cover the case of an emergency.

Program: _____ Required Hours: _____

SCHEDULE:

MON: TUES: WEDS: THURS: FRI: SAT:

Registration Fee: \$ 50.00 (see refund policy)

Books: \$ _____ (Non-refundable once received) Not covered by VA

Supplies \$ _____ (Non-refundable once received)

Lab Fees \$ _____

Total Tuition Fees \$ _____ ***below is not applicable unless for a VA** student*

Total \$ _____ **** \$ _____ Amount billed to VA****

***If you are a student receiving VA benefits, the VA will not cover the cost of your books. Student cannot start class without books, graduation date will not change due to showing up unprepared. If you are a VA student enrolled in Cosmetology, the VA will not cover the cost of your 13 manikins/ or your hair for the braiding and wig portion.

PAYMENT AND PAYMENT POLICIES

Below does not apply to Post 911 GI Bill, as payment is paid directly to the school

A deposit must be paid 3 weeks prior to starting date. Permanent Cosmetic students: balance is to be paid in full before starting date. Payment options are minimum payments, and there **may be a lump sum** to be paid upon graduation.

Balance will be paid in payments as follows: (Please choose one)

1. Deposit in the amount of \$ _____; Weekly payments in the amount of at least \$ _____ to be paid no later than Saturday of each week.
2. Deposit in the amount of \$ _____; Bi- weekly payments in the amount of at least \$ _____ to be paid no later than the Saturday of your payment week.
3. Deposit in the amount of \$ _____; Monthly payment in the amount of at least \$ _____ to be paid no later than _____ of each month.

If payment is not made upon the agreed date, there will be a \$25.00 late fee charged per every 7 days that the payment is late

If scheduled payment is not made within 14 days after it is due, the unpaid balance shall immediately become payable. The attendance may be held in abeyance at the option of the school until such balance is fully paid, or reasonable arrangements are made.

The student acknowledges that any reasonable attorney's fees and costs shall be awarded in any action taken upon this contract or any part of it.

Upon completion of all graduation requirements and payments of all monies due, student will receive a certificate of completion.

This course of study is intended to qualify for the Virginia State Licensing Examination.

There will be additional charges assessed beyond the required time allotted for completing the course, at a cost of \$7.50 per hours remaining. Student will be billed based on time required, beyond the contractual anticipated graduation date, in order for the course to be completed. The anticipated date has been extended beyond what it should take to finish the course, to allow for sick time, emergencies, etc. and can only be further extended by the school director.

Any applicant not accepted into this school is due a complete refund of any fees paid (except non-refundable contract fee.) This school reserves the right not to accept someone if it is deemed that it is not beneficial for the school or the student.

Student may cancel this contract, in writing, within three business days of signing, and will receive a refund of any fees paid, except non-refundable fee.

Students who are terminated from school for any reason after three business days, will be charged according to the refund policy. Books and supplies/lab supplies given, and or used during training will not be refunded.

All fees must be paid, required assignments must be done and homework assignments and lessons completed before a student may graduate.

ADMISSION REQUIREMENTS

All students upon entrance to Miracle Beauty and Nails Academy must meet the following requirements:

1. Must be at least sixteen years of age or older and have a social security number or ID number.
2. Must have at least an eighth grade education.
3. Be in good health.
4. Must present a professional and pleasant personality.
5. Must be able to read and complete the contract required for enrollment.
6. Must read the contract in entirety and ask any questions if you do not understand.
7. Agree to follow Miracle Beauty and Nails Academy dress code.
8. Agree to follow Miracle Beauty and Nails Academy attendance requirements.
9. Be well groomed.
10. Read, understand, and agree to follow the rules, regulations.

_____ Initial.

ADDITIONAL TERMS AND CONDITIONS

1. All sides of this page and document are one agreement.
2. Student and School have herein set out a complete and full description of services the School is to furnish for which the student is to pay. Such description as to classes and hours, conduct and schedules may be augmented by bulletins and other notice furnished to the student by the school.
3. Student agrees to attend class regularly as scheduled and as may appear on all bulletins and notices, to prepare all lessons and perform all duties incident thereto and abide by all the rules of the school.

4. Students may be expelled or suspended for violations of any rules listed in this contract, the rules listed below, or rules listed on Rules and Regulations page.

5. Upon successful completion of the course, student may register for employment assistance and the school will use its best efforts to successfully place student. However, the student is advised that the school cannot and does not guarantee employment to any student or graduate.

6. Any student who is under 18 years of age will require a guarantor who will be liable to the school for the fees agreed to in this agreement if the student should default in any payment thereof. This provision may be waived by written agreement between student and the school only.

I FURTHER AGREE TO COMPLY WITH THE FOLLOWING STIPULATIONS

No change or representation in the contract will be recognized unless made in writing.

No responsibility is assumed by the school for negligence, carelessness or lack of skill assumed by one or more students while practicing at any part of the school course upon another.

Students are responsible for their own equipment and personal property.

Students must obey all rules of personal hygiene, sanitation, and sterilization while in school.

Students will not be permitted to class without a clean, proper uniform and necessary equipment and supplies.

Telephone calls, except for bona fide emergencies, are not permitted while in school. Cellular phones must be kept on vibrate and cannot be used during classroom time.

I acknowledge have read and received a copy of this contract.

Student signature _____ Date _____

Guarantor's signature _____ Date _____

School Instructor Signature _____ Date _____

MIRACLE BEAUTY AND NAILS ACADEMY RULES & REGULATIONS

1. Students are to arrive to school on time. Tardiness will be handled as followed:

A. First time: Oral warning

B. Second Time within 30 days of the 1st violation: Written warning

C. Third Time within 30 days of the 2nd violation: Probation for three weeks (if within that time period, student is tardy, he/she will be suspended for 2 days.)

*If no tardies are accumulated 30 days of the last violation, tardy violations will reset. If a student is to be suspended for the 2nd time due to tardy violation, they will receive three day suspension. If a student is to be suspended for a 3rd time due to a tardy violation they will receive four days suspension.

2. All tardies are to be accompanied by a phone call 30 minutes prior. If no phone call or voice message is received by the school, student will receive a verbal warning, and if the violation should occur again, a written warning. Third time automatic 1 day additional suspension to be added to the student's current suspension.

*If a student simply fails to call he or she may be suspended for the 3rd violation alone. There will be no 30 day reset for failing to call. If a student is to be suspended a 2nd time for failing to call they will receive 2 day suspension. A 3rd time 3 day suspension, and so forth.

*If a student is more than two hours late it is then considered an unexcused absence.

3. Unexcused Absences are to be handled as followed:

*An unexcused absence is any absence not pre-approved, or any absence without a doctor's note or mitigating circumstance accompanied by proper documentation.

A. First Time: Oral warning

B. Second Time: Written Warning

C. Third Time: Suspension of 2 day.

If a student is to be suspended a 2nd time for unexcused absences, they will receive three day suspension. A 3rd time four day suspension, and so forth.

*If a student should have more than five unexcused absences in a term they are subject to termination.

*In the event that a scheduled client is stood up by a student, on the day of an unexcused absence: automatic three day suspension.

*In the event that a walk in client must be turned away, due to a student having an unexcused absence, automatic one day suspension.

4. Students are only permitted to attend class during their regularly scheduled time. A student may not "show up" to school at their leisure, and may not clock in more than 15 minutes earlier than their scheduled time. If a student wishes to come in during a non-scheduled time they must put in a written request three school days in advance, and will thereby be held accountable to the attendance and tardy policies. If student arrives during a nonscheduled time, they will not be able to attend class that day.

5. No cell phones, or electronic devices are allowed. No making phone calls, talking inside or directly outside of the building, answering the phone, phone ringing. * Special exceptions may apply
6. Student must arrive to school in proper uniform, neatly groomed, with black shoes and socks. No head gear such as du rags or scarfs. No opened toe shoes.
7. Students are to be in their area of study (classroom or library,) or assigned area of practice during class hours.
8. Students are to show up with all kits and supplies and materials needed for the course of enrollment. *In addition, if a client should arrive or is scheduled and student does not have necessary supplies, they will be required to purchase supplies from the school if applicable.

Rules and Regulations #5, #6, #7, #8: Violations will be handled as followed:

- A. Oral warning
 - B. Written warning
 - C. Suspension of one day.
9. If student is in violation again after 1st suspension, an automatic 2 day suspension will be in place, followed by an automatic three day suspension for a 2nd violation. And so Forth.
 10. Students will be assigned duties to perform daily; your duty must be done before leaving that day. School official must give you approval to clock out for the day.
 11. Students are to be dismissed for lunch by the instructor at the same time, unless working on a client, or completing scheduled training. Lunch begins at the time of dismissal. If a student is not clocked in one hour after dismissal they will be considered late.
 12. Students are not to clock out for the day, for lunch or leave the building at any time unless they have been dismissed from school by a school official. All duties must be checked and purple folder must be verified.
 13. Students must maintain an average grade of 75% or higher to maintain a place in the class, pass the course, and be recommended for state board examinations, or employments.
 14. If a student fails to turn in special assignments three days after original due date student will automatically receive a 0 as the grade.
 15. Student who do not return their time card will be charged \$25.00 upon graduation.
 16. The school is not responsible for any loss or property damaged in the school during school hours or items left at school. This includes books, manikins, etc. You are encouraged to write your name on all of your supplies. A locker is provided for students to store possessions during class. You are responsible for providing the lock.

17. When a student has been given an assignment by the instructor, student is expected to promptly execute, and complete the assignment. When the student has finished the assignment, student shall come to the Instructor for further assignments.
18. Students must maintain at least an 85% rate of pursuit attendance average.
19. Students are to maintain a professional attitude and behave in a professional manner (no profanity, gossiping, and no arguing) Cell phones are not allowed on the clinic floor. No one is allowed to talk on cell phones out front, or inside the building.
20. Students are allowed to perform services on each other if there are no customers. This will only be allowed at designated times. Students will not choose when to perform services on each other. Students must be in designated area when performing services.
21. Basic services are free. These services include shampoo and basic styles, basic facials, facial waxing, and all nail services. All other services are 50% off.
22. Students are responsible for making payments on due dates. Late payment will result in a nonrefundable \$25.00 late fee.
23. Students must request in writing needed time off and get written approval from the school official.
24. Disrespecting or insubordination to school officials will not be tolerated.
25. Any suspension will not change our graduation date.
26. Students who fail to comply with the rules and regulations of the school may be suspended and/or terminated and charged according to the refund policy.

I have read, understand, and agree to comply with the above listed rules and regulations.

Date _____ Student Signature _____

School Official Signature _____

REFUND POLICY

Miracle Beauty and Nails Academy refund policy is as follows:

- Withdrawal before class beginning date: 100% refund
- Withdrawal after 10% of the hours completed=90% Refund
- Withdrawal after 20% of the hours completed=80% Refund
- Withdrawal after 30% of the hours completed=70% Refund
- Withdrawal after 40% of the hours completed=60% Refund
- Withdrawal after 50% of the hours completed=50% Refund
- Withdrawal after 60% of the hours completed=40% Refund
- Withdrawal after 70% of the hours completed=30% Refund
- Withdrawal after 80% of the hours completed= 20% Refund
- Withdrawal after 90% of the hours completed= 10% Refund
- Withdrawal after 91%-100% of the hours completed= 0 Refund

(Non-Refundable fees not included.)

Registration Fee would be refunded according to above policy, with the exception of the first \$10.00, which is non refundable

Laboratory fees will be refunded according to above refund policy guidelines.

Students will only be charged for supplies and books consumed and any fee charged for supplies not consumed will be refunded.

Any books/supplies/ equipment, etc., purchased by the student or in student's kit is the property of the student and they may retain/ dispose at their discretion.

Refund will be granted in 30 days.

I have read, understood, and agree to comply with the above rules and regulations.

Student Signature: _____ Date: _____

School Official Signature: _____ Date: _____