



ENROLLMENT AGREEMENT FORM

STUDENT INFORMATION

STUDENT NAME: _____

PREFERRED NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

SOCIAL SECURITY #: _____ DOB: _____ AGE: _____

EMERGENCY CONTACT: _____

RELATIONSHIP: _____ TELEPHONE: _____

PROGRAM INFORMATION

DATE OF REGISTRATION: _____ PROGRAM / COURSE: 600-hour Aesthetics

CONTRACTED HOURS: _____ CONTRACTED TUITION: _____

TRANSFER/RE-ENTRY HOUR ACCEPTED (if any): _____

PROGRAM START DATE: _____ SCHEDULED END DATE: _____

FULL-TIME (18 Wks.) Full-time hours are Monday 8:30am-5:00pm with a 30 min lunch,
Tuesday-Thursday 8:30am-4:00pm with a 30 min lunch and Friday
8:30am-1:30pm.

PART-TIME (30 Wks.) Part time hours are Tuesday-Friday 8:30am-1:30pm with no lunch break.

Holidays Potentially Observed: *New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving and Christmas Day.*

TUITION & FEES

Tuition	\$11,404.00
Registration Fee <i>Non-Refundable</i>	\$100.00
Books	\$321.00
Uniform	\$100.00
Kits	\$1,035.00
Laundry	\$40.00
Total Program Cost	\$13,000.00
<i>Methods of payment accepted: cash, credit card, money order, check</i>	

(Kits and Books are included in program cost and cannot be purchased elsewhere)

During your program you will receive a barcode and name tag. Should you lose these items throughout your program, there will be a replacement fee added to your account. For a lost name tag, there is a \$5.00 replacement fee and for a lost barcode, there is a \$50.00 replacement fee.

Financing Options: Premiere Aesthetics Institute offers in house payment plan options. The options include 0% interest for 12 months or 9% interest for 24 months.

Premiere Aesthetics Institute participates in federal financial aid. Financial Aid is available for those who qualify and may be subject to the terms of the scholarships, loans or grants applied for. Visit www.studentaid.gov for more information

**Kit Policy: Students are allowed to select one kit and the cost is included in program costs. The selected Kit will be handed out after 300 scheduled hours have been reached, and before 600 scheduled hours. Kits are non returnable/refundable once they have been handed out to the student. Additional kits are available for purchase.*

CANCELLATION AND REFUND POLICY

(The following policy is Oregon's mandated refund policy and applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure)

1. A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:
 - a. If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded. The school may retain only the published registration fee;
 - b. If cancellation occurs after five business days of the date of enrollment, and before the

commencement of classes, the school may retain only the published registration fee. Such fee shall not exceed 15 percent of the tuition cost, or \$100, whichever is less;

- c. If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the prorated tuition, the school may retain the registration fee, book, uniform, laundry and supply fees, and other legitimate charges owed by the student;
 - d. If withdrawal or termination occurs after completion of 50 percent or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund;
 - e. The enrollment agreement shall be signed and dated by both the student and the authorized school official. For cancellation of the enrollment agreement referenced in subsections 1.a and 1.b of this rule, the "date of enrollment" will be the date that the enrollment agreement is signed by both the student and the school official, whichever is later.
2. Published Class Schedule (for the purpose of calculating tuition charges) means the period of time between the commencement of classes and the student's last date of attendance as offered by the school and scheduled by the student.
 3. The term "Pro rata Refund" means a refund of tuition that has been paid for a portion of the program beyond the last recorded date of attendance.
 4. When a program is measured in clock hours, the portion of the program for which the student will be charged is determined by dividing the total clock hours into the number of clock hours accrued according to the published class schedule as of the last date of attendance.
 5. The term "tuition cost" means the charges for instruction including any lab fees. "Tuition cost" does not include application fees, registration fees, or other identified program fees and costs. The school shall adopt and publish policies regarding the return of resalable books and supplies and/or the prorating of user fees, other than lab fees.
 6. The school shall not charge a withdrawal fee of more than \$25.
 7. The school may adopt and apply refund calculations more favorable to the student than those described under this policy.
 8. When a cancellation, withdrawal, termination, or completion occurs, a calculation of all allowable charges under this rule shall be made. If such calculations evidence that the school received total payments greater than its allowable charges:
 - a. Within 40 days after notification of such cancellation, withdrawal, termination, or completion, a written statement showing allowable charges and total payments received shall be delivered to the student by the school, together with a refund equal in amount to monies paid to the school in excess of those allowable charges;
 - b. In the event payments to a student account are derived from federal and/or state tuition assistance program(s), including student loan programs, regulations governing refund notification and awarding within respective program(s) shall prevail in lieu of paragraph (a) of this subsection, but only with respect to the covered portions thereof; and
 - c. In the event payments to a student account are derived from a sponsoring public agency, private agency, or any source other than the student, the statement of charges and payments received together with an appropriate refund described under paragraph (a) of this subsection may be delivered instead to such party(ies) in interest, but only with respect to the covered portions thereof.
 9. In case of disabling illness or accident, death in the immediate family, or other circumstances beyond the control of the student that causes the student to leave school, the school shall arrange a prorated tuition settlement that is reasonable and fair to both parties.
 10. A school shall be considered in default of the enrollment agreement when a course or program is

discontinued or canceled or the school closes prior to completion of contracted services. When a school is in default, student tuition may be refunded by the school on a pro rata basis. The pro rata refund shall be allowed only if the Superintendent determines that the school has made provision for students enrolled at the time of default to complete a comparable program at another institution. The provision for program completion shall be at no additional cost to the student in excess of the original contract with the defaulting school. If the school does not make such provision, a refund of all tuition and fees shall be made by the school to the students.

NOTICE TO STUDENT

1. Do not sign this agreement before you have read it or if it contains any blank spaces. This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read all pages of this contract before signing. You will receive an exact copy of the agreement and any disclosure pages you sign.
2. This agreement and the school catalog constitute the entire agreement between the student and the school.
3. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
4. Graduation requirements: Tuition is paid-in-full (unless otherwise discussed), additional instructional and barcode fees are paid in full, student has reached 600 clocked hours, and the student has documented the following treatments: 50 Facials, 15 exfoliants, 15 microdermabrasions, 10 light therapies, 15 chemical, 10 electrotherapy, 25 body treatments, 20 makeup applications, and 60 waxing services; as well as passes the practical exam administered at the school.
5. Students will have 620 hours to complete the course. After 620 hours have been offered, if the student still needs to complete the program, the hourly cost (Extra Instructional Charges) to complete is \$25/hour.
6. Although the school may provide placement assistance, the school does not guarantee job placement to graduates upon program completion or upon graduation.
7. The school reserves the right to reschedule the program start date when the number of students enrolled is too small.
8. Enrollment may be terminated at the discretion of school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the situation or for any of the following reasons:
 - a. Paying for personal services
 - b. Taking product without paying for it
 - c. Not respecting or following the instructor's directions, or being a disruptive influence
 - d. Academic dishonesty or cheating
 - e. Coming to school under the influence of drugs or alcohol or bringing such items to school, legal or otherwise
 - f. Sexual harassment, discrimination, or hate speech
 - g. Physical violence directed towards other students, staff or clients

The school also reserves the right to terminate a students' training for unsatisfactory progress or nonpayment of tuition and may be deemed ineligible to receive Title IV funds, if applicable.

9. The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving

institution. Academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states.

10. I understand I can access the most recent version of the school catalog on the Institute's website, along with current graduation, licensure, and placement rates.

CONTRACT ACCEPTANCE

My signature below signifies that I have read and understand all aspects of this agreement and recognize my legal responsibilities regarding this contract and that the enrollment agreement constitutes a binding contract.

Signature of Student Date

Signature of Legal Guardian Date

I hereby certify that _____ has been interviewed by me and in my judgment, meets all requirements as a student in the aesthetics program at Premiere Aesthetics Institute, as described in the school catalog.

I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

Signature of School Official Date

PREMIERE AESTHETICS INSTITUTE prohibits discrimination against its customers, employees, and applicants for employment and student applicants on the basis of race, color, ethnic origin, age, disability, sex, gender identity, religion, reprisal, and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by Premiere Aesthetics Institute. Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries. The institute will enforce situations where instructional staff or other school personnel have been found to have engaged in discriminatory behavior. The institute will hold employees accountable and turn over their actions to the appropriate state department for review and repercussions.

Premiere Aesthetics Institute
1133 NW Wall Street Suite 102
Bend, 97703
541:797:6578 Office
541:797:6579 Fax
www.premieraestheticsinstitute.com
hello@premiereaestheticsinstitute.com

Oregon Health Licensing
1430 Tandem Ave. NE, Suite 180
Salem, OR 97301
503-378-8667

Higher Education Coordinating Commission
3225 25th St SE
Salem, OR 97302
(503) 378-5690

Accredited with NACCAS
3015 Colvin St.
Alexandria, VA. 22314
703-600-7600

Current Effective dates: January 1st, 2023 to December 31th 2023