

The Nail Inn

AND SCHOOL OF
COSMETOLOGY

47 Stephen St | Lemont, IL 60439 | 630-243-0387
 www.nailinn.com

Where Beauty Begins on the Inside

Registration Agreement for Nail Technology

Name: _____ Social Security: _____
 Address: _____ Birthday: _____
 City: _____ State: _____ Zip: _____ Phone #: _____
 Email: _____ Driver Lic #: _____
 Day _____ Night _____ Class 101 _____ 102 _____ 103 _____

Course Description: Adult Nail Technology Total Hours 350

Starting Date: _____

Lab Fees:

Ending Date: _____

| | |
|------------------------------|-----------------|
| Lab: | 2,600.00 |
| Registration Fee: | 100.00 |
| Books & Supply Fee: | 400.00 |
| Total Cost of Course: | 3,100.00 |

“Contract is a legally binding instrument when signed by the student and accepted by the school”

The above-named student does hereby enroll in the course indicated above at the school and for the course dates stated above and agree to pay TNIASOC the total cost of the course according to the terms set below:

If for any reason this agreement is transferred to another party for any reason, the student has the same rights afforded to him or her by the transferee as by the transfer or;

- | | | |
|----|---------------------------|----------|
| 1. | Total Cost of The Course: | 3,100.00 |
| 2. | Less, Cash Down Payment: | 500.00 |
| 3. | Unpaid Balance: | 2,600.00 |

10% OFF IF PAID BY FIRST DAY OF SCHOOL.

TNIASOC complies with The Retail Installment Act:

Initial _____

_____ Payments of _____ each, are due by the 15th of each month, starting on _____.

Any student that falls 30 days late on tuition payments will be suspended until tuition is brought back to current status.

TNIASOC has the right to refuse releasing transcripts if monies are past due or have a payment history of late payments. Tuitions must be paid in full before transcript will be released.

GRADUATION REQUIREMENTS. The following are the requirements for completion of the Nail Technology course. See school catalog for additional requirements.

- 1) Successful completion of training: Illinois basic training 50 hours, Related Concepts 15 hours, Practice and Procedure 255 hours, Business Practices 30 hours.
- 2) All examinations of practical class hours in each subject must be completed before a student can progress to the next period of training.
- 3) Each student shall show satisfactory progress, as stated in the school catalog, during the student's period of training.
- 4) If at any time during the course TNIASOC determines in its sole discretion that the student does not have sufficient aptitude for the field of Nail Technology, TNIASOC reserves the right to terminate the students training. All unused portions of the tuition will be refunded or settled in accordance with the policy stated below.
- 5) For general graduation requirements, refer to course catalog.

UNIFORMS. Unless otherwise required by the school, student uniforms must be all black, including their shoes.

ABSENTEEISM. Full time students who exceed eight (8) absences and part time students who exceed twelve (12) absences, during the term of their enrollment contract will be recommended for termination notice. Absences while awaiting hearing date will result in automatic termination from the school.

MISCELLANEOUS. The student does hereby agree to obey all rules and regulations of the school including any new rules adopted during the course of the student's education. Failure to do so may, in the sole discretion of the school, result in suspension or termination of the student.

Any supplies that are lost or broken must be replaced by the student. Students are responsible for their own property.

By signature of the Registration Agreement, the student does hereby authorize TNIASOC to call a physician and/or refer the student to a physician for medical assistance in the event of sudden illness or injury while on the premises of the school.

TNIASOC has no responsibility and is in no way liable to any party for any negligence, carelessness or lack of skill by any one or more students practicing any part of the course upon another.

This agreement contains the entire agreement between the student and TNIASOC, and no change or representation shall be recognized unless in writing and signed by all parties.

The school cannot guarantee employment of its graduates. It can only aid in providing information relative to available positions.

Our registration office keeps a current file on available professional job opportunities within the area for salon related industries. This list is kept active and updated and interviews can be arranged for student graduates.

COMPLAINTS AGAINST TNIASOC may be registered with the Department of Professional Regulation, The State of Illinois Center 100 W Randolph, Suite 9-300 Chicago, IL. 60601 (312) 814-4570 or the Department of Professional Regulation 320 W. Washington St. 3rd Fl Springfield, IL. 62780 (217) 7850828.

******REFUND POLICY******

The following scheduled of tuition will be followed:

A. An applicant not accepted by the school shall be entitled to a refund of all monies.

****** BUYERS RIGHT TO CANCEL******

B. If a student (or in case of a student under legal age, his/her parent or guardian) cancels his/her enrollment agreement or contract (prior to class start date), all monies collected by the school shall be refunded excluding the registration fee. The cancellation date will be determined by the postmark or written notification, or the date said information is delivered to school administration/owner in person. This policy applies regardless of whether or not the student has actual training.

C. If a student cancels his/her enrollment five business days after signing but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school excluding the \$100.00 registration fee for each course. Refund will be returned within 30 days, excluding kit and book fee's which are nonrefundable. There is a 3% fee for credit card refunds.

D. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized.

When notice of cancellation is given after the fifth day following enrollment but before the completion of the student's first day of class attendance, the school may retain no more than the application and registration fee, plus the cost of any books or materials which have been provided by the school and retained by the student (Section 3B-13(b)). The cost of books, for purposes of refunds, is the cost of the books charged to the student, not the cost of the books to the school. Books and kits cannot be returned to the school once received by students. There is no refund on aprons or any personalization done on uniforms.

For students who enroll in and begin classes, tuition adjustment shall be made in the following manner:

| PERCENTAGE TIME TO TOTAL TIME OF COURSE | AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL |
|---|--|
| 0.01% to 4.9% | 10% |
| 5% to 9.9% | 30% |
| 10% to 14.9% | 40% |
| 15% to 24.9% | 45% |
| 25% to 49.9% | 70% |
| 50% and over | 100% |

(Source: Amended at 30 Ill. Reg. 9503, effective May 10, 2006)

E. Enrollment time is defined as the time elapsed between the actual start date and the end date and/or date of withdrawal. It is not based off of the number of hours in class, unless the number of hours exceeds class schedule.

Any monies due to the applicant or student shall be refunded within 30 days of formal cancellation by the student as defined in item b, or formal termination by the school, which shall occur no more than 30 days from the last day of physical attendance, or in case of a leave of absence, the documented date of return.

F. In the case of illness or a disabling accident, the school makes a settlement, which is fair to both.

G. Registration fee, textbooks and equipment kit will not be figured in tuition adjustment computations, as indicated in a, b, c, and d.

H. If TNIASOC is permanently closed and is no longer offering instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition.

I. If a course is canceled subsequent to a student's enrollment, the school shall at its option:

1. Provide a full refund of all monies; or
2. Provide completion of the course.

Item (I) applies to students who have never actually started training. In this case, the school may provide completion of the course at a mutually agreeable location or provide a full refund of all monies paid. If the student has started training and the course is canceled, the student is allowed a percentage of tuition refunded excluding registration and supply fees.

The "Total of Payments" shown above shall be paid to TNIASOC as indicated below. No student shall be allowed to attend any class unless and until all payments due to TNIASOC are current.

TNIASOC PAYMENT PROGRAM: The student shall pay a \$100.00 registration fee and a \$400.00 book and supply fee upon signing the registration agreement. The tuition \$2,600.00 shall be paid on schedule. Tuition must be paid in a timely manner; late payments will cause TNIASOC to hold your transcript until tuition is paid in full. 30 days late will be cause for suspension of student until payments are caught up. A \$25.00 late charge will be added for each month the student is behind. Tuition must be paid in full by graduation.

STUDENT/GUARANTOR: Are responsible for any unpaid balance due to TNIASOC. TNIASOC will not release any transcript until all accounts are paid in full.

COMPLETION OF COURSE: The scheduled 350 hours of training for the Nail Technology course shall be completed by the student before or up to the agreed upon end date. Students shall attend class on a continuous basis as scheduled by TNIASOC. The school is closed on Christmas Eve, Christmas Day, New Years Eve Day, Memorial Day, Labor Day and Thanksgiving Day which are legal holidays. Students who do not complete the requirements for graduation within the scheduled period will be required to pay an additional fee of \$8.00 per hour, payable in advance, until graduation requirements are fulfilled.

****NOTICE TO STUDENTS****

DO NOT SIGN THIS CONTRACT BEFORE YOU READ IT IN IT'S ENTIRETY, EVEN IF OTHERWISE ADVISED. DO NOT SIGN THIS CONTRACT IF IT CONTAINS ANY BLANK SPACES. YOU ARE ENTITLED TO AN EXACT COPY OF ANY AGREEMENT THAT YOU SIGN. YOU HAVE THE RIGHT TO PAY THE UNPAID BALANCE AT ANY TIME. NO STUDENT SHALL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, ETHNICITY, ORIGIN, AGE, DISABILITY.

Acceptance Dates: _____
(Signature of Student) (Date)

Acceptance Dates: _____
(Authorized Signature of TNIASOC) (Date)

GUARANTOR: In consideration of enrollment of the student by TNIASOC we jointly and severally guarantee unconditionally the payment of the total cost of the course, if student is under 18 years of age, guarantor (parent) must sign.

Acceptance Date: _____
(Signature of guarantor {Parent}) (Date)

Acceptance Date: _____
(Authorized signature of TNIASOC) (Date)

ATTENDANCE
RULES AND REGULATIONS

1.
 - A. A student not coming to school or coming late must contact their teacher at least 45 minutes before class starts.
 - B. Three unexcused absences or tardies will result in a three-day suspension from school.
 - C. If a student doesn't call in sick, or has an unexcused absence, this will result in an automatic suspension the next day.
 - D. Students not in uniform will not be allowed to clock in. All school supplies and books MUST be with you every day.
 - E. If a student leaves at any moment of the day they must clock out. Students are not allowed to clock anyone else in or out. This is cause for termination.

2.
 - A. Consultation begins when a client walks in the door and ends when the client leaves the school. A student must escort their client to the desk and entirely close the service to receive credit for that service. If a student fails to adhere to this responsibility, he or she will not receive credit for the service and will automatically be suspended the following day.
 - B. Students refusing or questioning an assigned service, can be punched out. Part-time students are required to complete the service they have started. The only exception is when students are required to return to their assigned high school.

3.
 - A. Under local, State and Federal law, for possession, use, or distribution of illicit drugs and alcohol, you can be fined, jailed, and experience the loss of property.
 - B. The use of drugs and alcohol are habit forming and addictive. Having long term health hazards such as, the loss of a job, loss of friends, and the loss of self-respect.
 - C. Treatment is available for chemical dependence, stress, suicide, and running away. Call metro help (312) 929-5150.
 - D. Students searching for treatment who voluntarily enter an approved rehab program for substance abuse will be granted a leave of absence for the term of treatment, said student will be reinstated in school without loss of hours or academician standing up to 30 days passed their release.
 - E. Any student caught selling, using, or distributing any controlled substance will be terminated and referred to the local authorities for possible prosecution.

4. **MAKING UP OF HOURS-**
Students not in attendance on a given day will be allowed to make up hours during business hours.

5. Students behavior will be judged on ethical standards, set down by the National Cosmetology Association, and NACCAS. ETFHCS- Ille principles of conduct governing an individual or a profession standard of behavior.

I understand all of the above and will adhere to these rules to the best of my ability, and have signed below.

Students Name _____ Date: _____

UNIFORM GUIDELINES

WOMAN: *CLEAN, PRESSED BLACK ATTIRE ONLY*
THE FOLLOWING IS ACCEPTABLE:

UNIFORMS

1. DRESSES (At least knee-length)
2. BLOUSES (No cleavage or stomachs showing - No T-Shirts)
3. SLACKS (No shorts, crop pants, jeans, sweat pants (cotton or knit) or spanned pants.)
4. SKIRTS (Knee-length)
5. PRESSED OR PERMA PRESS

SHOES AND SOCKS

1. BLACK CLOSED TOE PROFESSIONAL SHOES ONLY - CLEAN AND POLISHED EVERYDAY.
2. NO MOCCASINS, SANDALS, SLING STYLE SHOES, OR SLIPPERS.

MEN: *CLEAN PRESSED BLACK ATTIRE ONLY!*

UNIFORMS

1. SHIRTS
2. SLACKS (ANKLE-LENGTH, NO JEANS OR SWEAT PANTS)

SUPPLIES NEEDED

1. 2 highlighters
2. 1 pen
3. 1 1/2in binder
4. 300 index cards
5. spiraled index cards

STUDENT'S RIGHTS

As a STUDENT enrolled in an approved school in the State of Illinois, you have the following RIGHTS:

1. You have the RIGHT to a completed enrollment agreement (student contract) before you sign it. This means there should be NO blank spaces on the agreement.
2. If the enrollment agreement is negotiated orally in a language other than English, you have a RIGHT to receive a copy of all disclosures written in the language in which the agreement was negotiated prior to signing the enrollment agreement.
3. You have the RIGHT to receive an exact copy of the enrollment agreement (student contract) which you sign.
4. You have the RIGHT to know the scheduled starting and calculated completion date of your course of study.
5. You have the RIGHT to know the total cost of the course of instruction including any charge made by the school for tuition, books, materials, supplies, and other expenses.
6. You have the RIGHT to cancel your initial enrollment agreement up to midnight of the fifth business day after you have been enrolled.
7. Should you use your RIGHT to cancel your initial enrollment agreement, cancellation MUST be in writing and given to the registered agent, if any, or managing employee of the school.
8. You have the RIGHT to know the number of students who did not complete the course of instruction for which they enrolled for the past calendar year as compared to the number of students who enrolled in the school during the school's past calendar year.
9. You have the RIGHT to keep all hours earned during your course of study. Once hours are earned they cannot be taken away.
10. You have the RIGHT to receive an official transcript upon your graduation or other permanent exit from the school provided you have met all financial obligations set forth in your enrollment agreement.
11. You have a RIGHT to a refund for certain unearned tuition, fees, and other charges. The refund policy is contained in the Illinois Barber, Cosmetology, Esthetics and Nail Technology Act of 1985.
12. You have the RIGHT to register complaints against the school with the Department of Financial and Professional Regulation. Direct your written complaints to either COMPLAINT INTAKE UNIT, Department of Financial and Professional Regulation, Division of Professional Regulation. The James R. Thompson Center, 100 West Randolph Street, Suite 9-300, Chicago, Illinois 60601. You may also submit a complaint on the Department's Website at www.idfpr.com or call the COMPLAINT INTAKE UNIT at 312/814-6910.
13. You may obtain a copy of the Illinois Barber, Cosmetology, Esthetics and Nail Technology Act of 1985 and the Rules for the Administration of the Act by calling 217/782-8556.