

*The Nail Inn*  


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 AND SCHOOL OF  
**COSMETOLOGY**

*Where Beauty Begins on the Inside*

47 Stephen St. Lemont IL. 60439  
**630-243-0387**

Registration Agreement for Nail Technology Teacher

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_ Social Security: \_\_\_\_\_  
 Address: \_\_\_\_\_ State: IL Zip: \_\_\_\_\_ Birthday: \_\_\_\_\_  
 City: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Source: \_\_\_\_\_ Driver Lic Number: \_\_\_\_\_

Day \_\_\_\_\_ Night \_\_\_\_\_  
 Course Description: Nail Technology Teacher                      Number of Hours 625

Starting Date: \_\_\_\_\_  
 Ending Date: \_\_\_\_\_

<b>Tuition and Fees:</b>	
Tuition:	4000.00
Registration Fee:	100.00
Books & Supply Fee:	400.00
<b>Total Cost of Course:</b>	<b>4500.00</b>

**“This is a legal and binding contract”**

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:	4000.00
2.	Less, Cash Down Payment:	500.00
3.	Unpaid Balance:	3500.00

**10% OFF IF PAID BY FIRST DAY OF SCHOOL.**  
 TNIASOC complies with THE RETAIL INSTALLMENT ACT:

Initial \_\_\_\_\_

GRADUATION REQUIREMENTS. The following are the requirements for completion of the Nail Technology Instructor course.

- 1) All examinations of practical class hours in each subject must be completed before a student can progress to the next period of training.
- 2) Each student shall show at least an average degree of proficiency in each of the practical subjects of cosmetology in accordance with the student's period of training.
- 3) 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 Instructor, TNIASOC reserves the right to terminate the student's training. All unused portions of the tuition will be refunded or settled in accordance with the policy stated below.
- 4) For general graduation requirements, refer to course catalog.

**UNIFORMS.** Unless otherwise required by the school, student uniforms must be all white, including their shoes. Tennis shoes are forbidden. Students must wear pantyhose and undergarments.

**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.

The student must replace any supplies that are lost or broken. 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 the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment agreement or contract, all monies collected by the school shall be refunded. 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 actually training.
- C. If a student cancels his/her enrollment five business days after signing up 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 fee, which is nonrefundable.
- 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.*

- 2) 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 date of the students last day of physical attendance in the school. 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 the case of a leave of absence, the documented date of return.
- F. In the case of illness or a disabling accident, death in the immediate family, or any other circumstances beyond the control of the student, 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 is 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 \$4500.00 must be paid in full. A \$25 late charge will be added if you are late on payments.

**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 625 hours of training for the Nail Technology Teacher course shall be completed by the student. Students shall attend class on a continuous basis, 5 days a week, 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. The 52-week completion period may include such legal holidays. Students who do not complete the requirements for graduation within the scheduled 52-week 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. If you need to call in sick or late, please call in to the school no later than 24 hours prior for this is to be excused.  
  
B. If a student doesn't call in sick, or has an unexcused absence, this will result in an automatic suspension the next day.  
  
C. 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 Students behavior will be judged on ethical standards, set down by the National Cosmetology Association, and NACCAS. ETFHCS- Ile principles of conduct governing an individual or a profession: standards 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 ATTIRE ONLY*  
*THE FOLLOWING IS ACCEPTABLE:*

### **SHOES**

1. **BLACK** CLOSED TOE PROFESSIONAL SHOES ONLY - CLEAN AND POLISHED EVERYDAY.
2. NO GYM SHOES BOOTS MOCCASINS SANDAL OR SLING STYLE SHOES PLEASE

**MEN:**      *CLEAN PRESSED ATTIRE ONLY!*

### **UNIFORMS**

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