



ENROLLMENT AGREEMENT

Student Information

Full Legal Name (Last, First, Middle)			Preferred Name		
Address		City	State	Zip Code	
Contact Phone Number		Email Address		Date of Birth	Social Security Number
Emergency Contact Name		Relationship		Phone Number	

Program Information

Date of Registration		Program/Course		Contracted Hours	
Transfer/Re-Entry Hours Accepted (if applicable)		Program Start Date		Scheduled Program End Date	

<input type="checkbox"/> Full Time 34 hours/week 15 weeks total	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 14.28%;">Monday</th> <th style="width: 14.28%;">Tuesday</th> <th style="width: 14.28%;">Wednesday</th> <th style="width: 14.28%;">Thursday</th> <th style="width: 14.28%;">Friday</th> <th style="width: 14.28%;">Breaks</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">8:30am to 5:00pm</td> <td style="text-align: center;">8:30am to 4:00pm</td> <td style="text-align: center;">8:30am to 4:00pm</td> <td style="text-align: center;">8:30am to 4:00pm</td> <td style="text-align: center;">8:30am to 1:30pm</td> <td style="text-align: center;">30-minute lunch Monday to Thursday</td> </tr> </tbody> </table>	Monday	Tuesday	Wednesday	Thursday	Friday	Breaks	8:30am to 5:00pm	8:30am to 4:00pm	8:30am to 4:00pm	8:30am to 4:00pm	8:30am to 1:30pm	30-minute lunch Monday to Thursday
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Holidays Potentially Observed: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Indigenous Peoples' Day, Veterans Day, Thanksgiving, Christmas Day

Tuition & Fees

Item	Fee
Tuition	\$9,424.70
Books**	\$321.80
Uniform**	\$100.00
Kit***	\$513.50
Laundry**	\$40.00
Tuition & Fees Total:	\$10,400.00
Application Fee*	\$100.00
Program Total Costs:	\$10,500.00

**Application Fee is non-refundable 5 days after enrollment.*

***Books, Uniform, and Laundry fees are non-refundable 7 days after signing the enrollment agreement.*

****Kits are distributed to students after completion of 242 hours. Kits are non-refundable once received by the student.*

NOTE: Kits and books are provided by the school and cannot be purchased elsewhere

Miscellaneous Institutional Fees:

- Timeclock Badge / \$50.00 Replacement Fee
- Name Tag / \$5.00 Replacement Fee
- Duplicate Certificate of Completions, Transcript Requests / \$5.00 per document

Payment Options:

- Cash
- Check
- Money Order
- Credit Card (paid-in-full transactions subject to a 2% transaction fee)
- Title IV Funds
- VA Education Benefits
- Private grants/scholarships

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.

In-House Payment Plan Options:

- 12-month Promissory Note @ 0% Interest
- 24-month Promissory Note @ 9% Interest

****A down payment of \$1,000.00 is required for all in-house payment plans, to be paid by the first day of class.***

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;
 - 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 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 8.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 8.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. All blank spaces must be filled out with a '-' or 'N/A'.**
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. To successfully graduate from Premiere Aesthetics Institute's 484-hour Aesthetics Program, the following requirements must be met:
 - Student has clocked a minimum of 484 program hours.
 - Student has passed both the Oregon Laws & Rules and Program Final exams with a 75% or higher.
 - Student has received a passing score on the board-approved practical examination.
 - Tuition is paid-in-full OR the student has a fully executed payment agreement with the school AND payments are current at the time of graduation.
 - Student has completed the requisite 220 operations (treatments).
 Proof of training and academic transcripts will be released to appropriate licensing agencies and a certificate of completion will be awarded upon completing the graduation requirements.
5. Students are allowed 504 hours of scheduled instruction to complete 484 program hours. If a student still needs to satisfy the 484-hour program requirement after 504 hours of scheduled instruction has occurred, they will be charged at a rate of \$25/instructional hour until the student completes the program, defined as 'overage charges'.
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 does not meet the minimum class requirement of four (4) students.
8. The school reserves the right to terminate a students' training for unsatisfactory progress, nonpayment of tuition or failure to abide established standards of conduct.
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.
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, recognize my legal responsibilities regarding this contract, and acknowledge that the enrollment agreement constitutes a binding contract.

Student Name:

Student Signature:

Signature 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.

School Official Name:

School Official Title:

School Official Signature:

Signature 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.

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