

MARK ANTHONY'S SCHOOL OF COSMETOLOGY

ENROLLMENT AGREEMENT

COVER SHEET



THERE ARE SEVEN (7) PAGES TO THE
ENROLLMENT AGREEMENT EXCLUDING
THE COVER SHEET. PLEASE READ AND
INITIAL ALL PAGES PRIOR TO SIGNING THE
LAST PAGE AND PRIOR TO MAKING ANY
PAYMENT.

MARK ANTHONY'S
SCHOOL OF COSMETOLOGY
1810 SHADY BROOK STREET, SUITES B & C
COLUMBIA, TN 38401
PHONE: 931.505.8386
ENROLLMENT AGREEMENT

This agreement is between Mark Anthony's School of Cosmetology and (Student)_____.
Student wishes to enroll in

_____ Cosmetology (1500 hours) 44 Weeks Full Time, 72 Weeks Part Time
_____ Manicuring (600 hours) 18 Weeks Full Time, 30 Weeks Part Time
_____ Instructor (300 hours 9 Weeks Full Time, 15 Weeks Part Time
_____ Full Time (30 hours+) _____ Part Time

Student's Legal Name _____ Phone _____

Student's Address _____

Date of Birth _____ Age _____ S.S. # _____

Total Cost for Course:

Registration Fee \$ _____

Class Start Date _____

Books, Kit, Supplies \$ _____

Graduation Date _____

Tuition \$ _____

Total Cost \$ _____

BALANCE IS DUE FIRST DAY OF
CLASS UNLESS PRIOR FINANCIAL
ARRANGEMENTS ARE MADE.

After successful completion of the course study, the student, also known as the candidate, shall schedule the test needed for the specific license with the Tennessee State Board of Cosmetology's designated testing agency and pay an examination fee that will include any fees charged by the testing agency.

Student Signature Date

School Administrator Date

Parent/Guardian Date

MARK ANTHONY'S
SCHOOL OF COSMETOLOGY
ADMISSION POLICY

The school does not discriminate in its admission of potential students based on sex, age, race, color, religion, or national origin.

For the purpose of determining eligibility for enrollment into Mark Anthony's School of Cosmetology, an applicant must have a high school diploma or have completed and passed at least two (2) years of high school or obtained a GED or obtained at least a minimal score of four hundred and fifty (450) on a General Educational Test. Documentation of the eligibility must be evidenced in the student file.

The student must be a minimum of sixteen (16) years of age with parent or guardian permission. Parent or guardian must sign the enrollment agreement.

Student Initials

For students enrolling in the instructor program, you will need to provide evidence that you have been licensed for three (3) continuous years prior to applying for an instructor's license, along with any other qualifications that the Legislature or the Board determines.

Student Initials

MARK ANTHONY'S
SCHOOL OF COSMETOLOGY
TERMINATION POLICY

The School will immediately dismiss any student who enrolled with false information or misleading documents for admission. Other reasons for termination include but not limited to are:

Failure to attend class as scheduled (see attendance policy)

Violation of School rules and regulations

Violation of School dress code

Cheating or refusal to complete assignments

Failure to meet financial obligations with the School

Destruction of School property, theft of School property

Violence or threat of violence

Possession of alcohol, drugs, or illegal substances

Student Initials

MARK ANTHONY
SCHOOL OF COSMETOLOGY
REFUND POLICY

Percentage of Enrollment Time to Total Time of Course	Amount of Tuition School shall Receive or Retain
.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% or Over	100%

Enrollment time is the actual hours completed between the first day of attendance and the last day of attendance, enrollment time is divided by the total number of hours for the selected course of study. This equals the percentage of completion. Any refund due to the student will be made within 30 days from the formal written cancellation from the student or for termination by the School. (see Termination Policy) Any student withdrawing from school after enrollment but before class start date will be refunded 100% of all monies paid. If a student is not accepted by the school all monies will be refunded.

Student Initials

MARK ANTHONY
SCHOOL OF COSMETOLOGY
GRADUATION REQUIREMENTS

In addition to prompt attendance requirements (see attendance policy) the school requires completion of the required course in the time contracted and maintain a minimal grade of 75 in all theory and practical exams. Students must have completed all financial responsibilities.

Student Initials

ATTENDANCE POLICY

The school requires a minimum grade of 80% in attendance. This is calculated by dividing the actual hours of attendance by the total possible hours of attendance in any four (4) week period during the course study. An example of this is in a four (4) week period you have 135 hours of actual attendance, but you could have had 152 hours, then your attendance grade is 88. Any exception to this must have documented reasons for absences and approval from the school. Any student not in attendance for two (2) consecutive weeks from their last day of attendance will be terminated unless they have an approved leave of absence from the school which must be approved prior to the absences.

Student Initials

MARK ANTHONY'S
SCHOOL OF COSMETOLOGY
STUDENTS ROLE IN MAINTAINING
A SANITARY ENVIRONMENT

Students are responsible for keeping and maintaining a clean and sanitary work area. Each student will be assigned either a designated area or designated detail to keep the school in clean and sanitary condition at all times. Areas and details may include but not be limited to, shampoo areas, stations, dispensary, bathrooms, sweeping, towels, trash, etc. These are all part of sanitation and sterilization which is part of the course. These are high impact factors in overall grades.

Student Initials

DISCRIMINATION AND HARASSMENT POLICY

This school does not discriminate in its admission, education, nor its employment based on sex, age, race, color, religion, or national origin. The harassment or discrimination by students to other students or employees of the school will not be tolerated and will be grounds for immediate dismissal.

Student Initials

MARK ANTHONY'S
SCHOOL OF COSMETOLOGY

I understand page one (1) of the enrollment agreement.

I understand the cost, hours, and number of weeks of the course I am enrolling in and I agree.

Initials

I understand page two (2) of the enrollment agreement, the admissions policy, and I agree.

Initials

I understand page three (3) of the enrollment agreement, the termination policy, and I agree.

Initials

I understand page four (4) of the enrollment agreement, the refund policy, and I agree.

Initials

I understand page five (5) of the enrollment agreement, the graduation requirements, and the attendance policy, and I agree.

Initials

I understand page six (6) of the enrollment agreement, the student's role in maintaining a sanitary environment and the discrimination and harassment policy, and I agree.

Initials

I have read and understand this agreement before making any payment to the school. I have received a full and true copy of the Student Enrollment Agreement for my personal records.

Initials

Student Signature

Date

School Administrator

Date

Parent/Guardian

Date

