

ENROLLMENT AGREEMENT

- I. T. S. Academy of Beauty • 3111 Midwestern Pkwy #110 • Wichita Falls, TX 76308 • (940) 691-3875 • FAX: (940) 696-3677
- I. T. S. Academy of Beauty • 793 E. Park Row Drive • Arlington, TX 76010-4408 • (817) 460-7061 • FAX: (817) 261-3721
- I. T. S. Academy of Beauty • 1101 Melbourne St. Ste #2301 • Hurst, TX 76053 • (817) 284-8465 • FAX: (817) 268-6306
- I. T. S. Academy of Beauty • 1802 Green Oaks Road #N11 • Fort Worth, TX 76116 • (817) 244-5406 • FAX (817) 244-3212
- I. T. S. Academy of Beauty • 3033 W Parker Road Suite #205 • Plano, TX 75023 • (972) 881-0577 • FAX: (972) 516-1363

IDENTIFICATION

Purchaser/Student's Name _____ Today's Date _____

Address _____ (street) _____ (city) _____ (state) _____ (zip)

Home Phone (_____) _____ - _____ Work Phone (_____) _____ - _____ Cell/Pager (_____) _____ - _____

Social Security #: _____ - _____ - _____ Email Address _____ DOB _____

PROGRAM

This binding agreement made this _____ day of _____, _____ between I.T.S. Academy of Beauty (Seller) and _____ (Purchaser/Student). Whereas Seller is in the business of training students in various aspects of the Cosmetology business and, whereas the Purchaser wishes to become a student in the program presented by Seller it is therefore for and in course duration of the mutual covenants hereof as follows:

Beginning Date: _____ Ending Date: _____

Months/Weeks: _____

Seller shall make available to Purchaser a course in:

Cosmetology (1500 hrs) Esthetics (HT/PL) (750 hrs)

Instructor (750 hrs) Manicure (600 hrs)

RE-ENTRY / TRANSFER _____

Cosmetology Esthetics (HT/PL)

Instructor Manicure

consisting of re-entry, transfer a total of _____ hours of classroom and practical instruction.

FINANCIAL - Purchaser/Student agrees to pay the following amount for said course, payable as follows:

<table border="0" style="width: 100%;"> <tr><td>Registration Fee</td><td>\$</td><td>_____</td></tr> <tr><td>Tuition</td><td>+</td><td>_____</td></tr> <tr><td>Kit Fee¹</td><td>+</td><td>_____</td></tr> <tr><td>Plus Kit Fee</td><td>+</td><td>_____</td></tr> <tr><td>Other\PETD</td><td>+</td><td>_____</td></tr> <tr><td>State Board Kit</td><td>+</td><td>_____</td></tr> <tr><td>Test\Licensure Fees</td><td>+</td><td>_____</td></tr> <tr><td>Less Scholarship*</td><td>-</td><td>_____</td></tr> <tr><td>Total Cost</td><td>=</td><td>_____</td></tr> <tr><td>Tax _____</td><td>+</td><td>_____</td></tr> <tr><td>Less Down Payment</td><td>-</td><td>_____</td></tr> <tr><td>Balance Due</td><td>=</td><td>_____</td></tr> </table>	Registration Fee	\$	_____	Tuition	+	_____	Kit Fee ¹	+	_____	Plus Kit Fee	+	_____	Other\PETD	+	_____	State Board Kit	+	_____	Test\Licensure Fees	+	_____	Less Scholarship*	-	_____	Total Cost	=	_____	Tax _____	+	_____	Less Down Payment	-	_____	Balance Due	=	_____	<table border="0" style="width: 100%;"> <tr><td colspan="2" style="background-color: #e0e0e0;">Licensure & Testing Fee</td></tr> <tr><td><input type="checkbox"/> OPTOUT</td><td>_____</td></tr> <tr><td>Lic. & Testing Fee</td><td>_____</td></tr> <tr><td colspan="2" style="background-color: #e0e0e0;">State Board Kit</td></tr> <tr><td><input type="checkbox"/> OPTOUT</td><td>_____</td></tr> <tr><td>State Board Kit</td><td>_____</td></tr> <tr><td colspan="2" style="background-color: #e0e0e0;">PLUS KITS</td></tr> <tr><td><input type="checkbox"/> Manicure Plus Kit (\$1995)</td><td>_____</td></tr> <tr><td><input type="checkbox"/> PLUS KITS DECLINED</td><td>_____</td></tr> </table>	Licensure & Testing Fee		<input type="checkbox"/> OPTOUT	_____	Lic. & Testing Fee	_____	State Board Kit		<input type="checkbox"/> OPTOUT	_____	State Board Kit	_____	PLUS KITS		<input type="checkbox"/> Manicure Plus Kit (\$1995)	_____	<input type="checkbox"/> PLUS KITS DECLINED	_____	<table border="0" style="width: 100%;"> <tr><td colspan="2" style="background-color: #e0e0e0;">DAYS; FULL TIME</td></tr> <tr><td><input type="checkbox"/> Tuesday – Saturday</td><td>9:30 AM to 3:00 PM</td></tr> <tr><td><input type="checkbox"/> Tuesday – Saturday</td><td>9:30 AM to 4:30 PM</td></tr> <tr><td colspan="2" style="background-color: #e0e0e0;">NIGHTS; PART TIME</td></tr> <tr><td><input type="checkbox"/> Monday – Friday</td><td>5:30 PM to 9:30 PM</td></tr> <tr><td><input type="checkbox"/> Monday – Friday</td><td>3:00 PM to 7:30 PM</td></tr> </table>	DAYS; FULL TIME		<input type="checkbox"/> Tuesday – Saturday	9:30 AM to 3:00 PM	<input type="checkbox"/> Tuesday – Saturday	9:30 AM to 4:30 PM	NIGHTS; PART TIME		<input type="checkbox"/> Monday – Friday	5:30 PM to 9:30 PM	<input type="checkbox"/> Monday – Friday	3:00 PM to 7:30 PM	<table border="0" style="width: 100%;"> <tr><td colspan="2" style="background-color: #e0e0e0;">PAYMENT METHOD</td></tr> <tr><td><input type="checkbox"/> COMBINATION</td><td>_____</td></tr> <tr><td><input type="checkbox"/> PELL</td><td>_____</td></tr> <tr><td><input type="checkbox"/> DIRECT LOAN</td><td>_____</td></tr> <tr><td><input type="checkbox"/> VA</td><td>_____</td></tr> <tr><td><input type="checkbox"/> SCHOLARSHIP</td><td>_____</td></tr> <tr><td><input type="checkbox"/> AGENCY</td><td>_____</td></tr> <tr><td><input type="checkbox"/> OTHER</td><td>_____</td></tr> <tr><td><input type="checkbox"/> CASH PAYMENTS</td><td>_____</td></tr> </table>	PAYMENT METHOD		<input type="checkbox"/> COMBINATION	_____	<input type="checkbox"/> PELL	_____	<input type="checkbox"/> DIRECT LOAN	_____	<input type="checkbox"/> VA	_____	<input type="checkbox"/> SCHOLARSHIP	_____	<input type="checkbox"/> AGENCY	_____	<input type="checkbox"/> OTHER	_____	<input type="checkbox"/> CASH PAYMENTS	_____
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*SCHOLARSHIP POLICY: Student must complete contracted program to receive full credit for discounts and scholarships received.

¹Kit Fee: This is the cost for the student equipment required to be purchased without exception in order for the Purchaser/Student to participate in said selected program listed above. This includes, without limitation, instruments, equipment and any other items related to instruction that the school may require a student to purchase for use in the classroom. The Purchaser/Student must be charged the school kit fee but may choose to purchase all required items on their own and obtain a credit for the school required kit fee so long as the items are of equal or greater quality and match or exceed quantities of multi-count items prior to their first clock hour. All items are subject to review by the school director for quality likeness before credit will be requested. The course required kit and its contents are subject to change, at the discretion of the school administration, at any time.

AGREEMENT

NOTICE TO THE PURCHASER: DO NOT SIGN THIS AGREEMENT UNTIL YOU READ IT AND ALL BLANKS SPACES ARE COMPLETELY FILLED OUT. ANY HOLDER OF THIS CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF, RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

The undersigned Purchaser (and guarantor) having been enrolled and accepted as a student, agrees to comply with the following stipulations: (1) No change of representation in the contract will be recognized unless made in writing. (2) No responsibility is assumed for any carelessness or lack of skill by one or more students while practicing any part of the school course.

It is understood that promissory notes or contracts for tuition may be sold or discounted to third parties and the refund policy will continue to apply in such cases.

The undersigned Purchaser acknowledges that he/she has received, read, and understands THIS AGREEMENT, and THE CATALOG.

Date _____

Date _____

School Official Purchaser/Student

Any student who is under 18 years of age must have a guarantor who will be liable for the fee agreed to above if the student should default in any payments thereof. The Undersigned guarantor, in consideration of the acceptance of the aforementioned Student by the Seller acknowledges that the guarantor is the parent or legal guardian of said minor Purchaser in accordance with agreement.

Date _____ Telephone _____

Signature of Guarantor _____

(street address) _____ (city) _____ (state) _____ (zip) _____

In the event that the student fails to satisfactorily complete the course in the period of time specified in this agreement, then at the sole discretion of the school, the student may be permitted to pursue the course until completion, while adhering to the rules of the overtime policy. Overtime hours will be charged at a weekly rate of \$300, regardless of course, **to be paid in advance on a weekly basis only**. Overtime charges will be assessed beginning with the first hour clocked after the ending date of the contract. The school may, at its option and without notice, prevent the student from attending class until the applicable unpaid balance is satisfied.

If a student's scheduled attendance is at or below 75% after the 28th calendar day of their program start date, the student may be terminated from the school. Any student that has been absent for two consecutive weeks will be terminated from the school.

I understand that if I transfer locations, that a \$100 fee will be assessed but my contract will stay the same.

I understand that each time I request a change to my scheduled hours of attendance, there will be a \$100 fee per change, paid in advanced.

DAY STUDENTS: If you are contracted to attend classes on Friday and/or Saturday and fail to attend your entire scheduled hours, you may you be suspended from school for the remainder of the day of return unless you have a medical or legal excuse. After the 2nd absence or early leave of a scheduled Friday or Saturday and each Friday or Saturday absence after, a fee of \$25 will also be assessed to you for each Friday absence and a fee of \$35 will be assessed to you for each Saturday absence. The Absence Fee must be paid by cash, money order or check prior to your next scheduled clock-in, Tuesday morning for Day Students. [REV 7/1/16]

NIGHT STUDENTS: If you are contracted to attend classes on Thursday night and Friday night and fail to attend your entire scheduled hours, you may be suspended from school for the remainder of the day of return unless you have a medical or legal excuse. After the 2nd absence or early leave of a scheduled Thursday night or Friday night and each Thursday night or Friday night absence after, a fee of \$25 will also be assessed to you for each Thursday night absence and a fee of \$35 will be assessed to you for each Friday night absence. The Absence Fee must be paid by cash, money order or check prior to your next scheduled clock-in, Monday night for Night Student. [REV 7/1/16]

REFUND POLICY

All applicants not accepted by the school shall be refunded all monies paid to the school.

If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment and demands the money back in writing within three business days of signing the enrollment agreement, all monies collected by the school will be refunded even if the student has begun classes.

The "official cancellation date" will be determined by the earlier of; the postmark on written notification, the date said notification is delivered to the school in person, the last date of attendance if a student is terminated by the school, 14 school days after the last day of attendance. This policy applies regardless of whether or not the student has actually started training.

If a student cancels the enrollment more than three business days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the applicable registration fee (not to exceed \$25 or 15% of the tuition and fees, whichever is less) will be made.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies (see table below):

Withdrawal During	Amount of Total Tuition School Shall Receive or Retain
1st week	10% of outstanding tuition
After 1st week to 3 weeks	20% of outstanding tuition
After 3 weeks to 25% of course	25% of outstanding tuition
25.1% to 50% of course	50% of outstanding tuition
50.1% of course and over	100% of outstanding tuition

Enrollment time is defined as the time elapsed between the students start date and the last physical date of attendance at the school. Refund will be calculated on hourly tuition rate times the scheduled hours up to 50% then 100%. [REV 06/09/15]

Any monies due the applicant or student shall be refunded within 30 days of formal cancellation date as defined above. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

GRADUATION REQUIREMENTS

A Diploma will be issued upon completion of the course and the graduation requirements as follows:

1. Completion of all course hours required by the State Board of Cosmetology as outlined in the school catalog.
2. Completion of all written and practical requirements.
3. Full payment of all fees and tuition unless an approved payment plan has agreed upon. [11/26/13]
4. Completion of all examinations with passing score.

GROUND FOR IMMEDIATE TERMINATION

Stealing, Violent Behavior, Consuming, possessing or distributing alcoholic beverages and/or illegal substances, Possession of a deadly weapon, committing fraud or falsification of records, and clocking another student in or out.

Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance every 14 days.

If permanently closed or no longer offering a course of instruction after a student has enrolled and instruction has begun or before instruction in the course has begun, the school at its option shall; A) Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or B) Provide completion of the course and/or program; or C) Participate in a Teach – Out Agreement; or D) Provide a full refund of all monies paid.

Students who withdraw or terminate prior to course completion may be charged a withdrawal fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal.

RETURN TO TITLE IV: If a Title IV financial aid recipient withdraws prior to course completion, the Return to Title IV calculation will be completed first and applicable funds returned within 45 days of the official withdrawal date. For students receiving Title IV financial aid, any unearned financial aid must be returned to the Department of Education or to the Federal Stafford or parent's Federal Plus loan lenders. Aid is earned in proportion to the number of hours scheduled prior to the student's complete withdrawal. The school must calculate, according to a specific formula the percentage of total scheduled financial assistance that the student has earned and is therefore entitled to retain. (Example: Completing 30% of the scheduled aid and 70% must be returned.) If a student receives (or the school receives on the student's behalf) more assistance than they earn, the unearned funds must be returned. Students who have not completed the verification process are ineligible to receive any financial aid. This policy does not affect the student's charges.

The school's refund policy will be used to determine the reduction, if any, in the student's tuition and fees. The student is responsible for paying any outstanding charges to the school.

If a payment of funds could have been made prior to withdrawal, but was not, the calculation for the return of Title IV funds will be made taking into account those funds that could have been disbursed.

If there were Title IV funds that could have been disbursed prior to withdrawal and the student was eligible to receive these disbursements, the school will attempt to contact the student to confirm that the funds are needed by the student. If the student cannot be contacted or does not confirm that the funds are needed the school will not disburse those funds.

Payments made to the school will be adjusted to show post withdrawal disbursements or funds returned to Title IV before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the institution. To obtain an applicable refund, a withdrawing student must contact the administration office, attend an exit interview and complete all required exit paperwork.

Any Returns to Title IV owed by the school shall be paid as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; forth to SEOG. If the student has received personal payments of Title IV aid, he/she may be required to return the aid to the applicable program.

Refunds for students who are the recipients of Veteran's educational benefits will be calculated using the formula mandated by the Veteran's Administration. [Rev12/03/07]

For the purpose of return to Title IV, institutional charges for payment periods are as follows;

COURSE	PAYMENT PERIOD 1	PAYMENT PERIOD 2	PAYMENT PERIOD 3	PAYMENT PERIOD 4
COSMETOLOGY	\$4648.50	\$4648.50	\$3099.00	\$3099.00
INSTRUCTOR	\$3997.50	\$3997.50	N/A	N/A
ESTHETICIAN	\$5050.00	\$5050.00	N/A	N/A
MANICURING	\$3497.50	\$3497.50	N/A	N/A

A withdrawing student must contact the administration office, attend an exit interview, and complete all required exit paperwork.

PLACEMENT ASSISTANCE

The School maintains a job placement file to assist students in obtaining employment upon graduation, although the law prohibits them from guaranteeing employment to any student.

STUDENT RESPONSIBILITIES

Student agrees to attend classes regularly (as scheduled by the school and as may appear on all bulletins and notices), to prepare all lessons and perform all duties required and to abide by all rules of the school as may exist, or as may be changed or come into existence from time to time. Students may be suspended or expelled for violations of any of these rules. The student's rights under this agreement may not be assigned to any other person.

STUDENT SUPPLY REQUESTS

IDENTIFICATION

Purchaser/Student's Name _____ Start Date _____

Address _____
(street) (city) (state) (zip)

Home Phone (_____) _____ - _____ Work Phone (_____) _____ - _____ Cell/Pager (_____) _____ - _____

Social Security #: _____ - _____ - _____ Email Address _____ DOB _____

ADVANCED TOOL KITS

Advanced Tool Kits are made available to students as enhanced, industry specific tool packages that are designed to encourage students to advance their technical skills and knowledge of specific industry techniques while in school and can continue to use once they are licensed in the field.

It is the goal of the school to offer complimentary classes with specific kits purchases based on demand of those kits sold. Students and graduates can attend these complimentary classes at any time, even after they graduate.

Students are asked to adhere to their local state board regulations on use of professional use products and services outside of a licensed structure.

I would like to purchase the Advanced Tool Kit(s) listed above using Financial Aid funds. I understand that this amount will be added to the total cost of my education.

Initials

I understand that the tools and equipment that are included with my kit purchase(s) are my sole responsibility. If items are lost, stolen, broken or damaged it is up to me to replace said item(s).

I wish to opt of the Advance Tool Kit program at this time.

Initials

ADVANCED TOOL KITS

	Item #	Amount		Item #	Amount
KIT #	_____	_____	KIT #	_____	_____
CASE*	_____	_____	CASE*	_____	_____
OTHER*	_____	_____	OTHER*	_____	_____
TOTAL**		_____	TOTAL**		_____
KIT #	_____	_____	KIT #	_____	_____
CASE*	_____	_____	CASE*	_____	_____
TOTAL**		_____	TOTAL**		_____

ITEM DESCRIPTION

TOTAL**

OTHER: _____

OTHER: _____

*Case options not available for all kits. See kit book for content detail.

Student's Signature _____ Date _____

NUSKIN [03/06/17]

Nu Skin Galvanic Facial Spa System

As part of the education and training, students are introduced to a revolutionary skincare system by Nu Skin. This Facial Spa uses microcurrent technology that is safe on areas of the face, neck and body to tighten and firm the appearance. Students are encouraged to purchase a Nu Skin Galvanic Facial System at time of enrollment to take advantage of the benefits and opportunities a Nu Skin Facial Spa can have on their career future!

Initials

_____ I would like to add a Nu Skin kit to my Financial Aid package, for a total of **\$495.00****.

_____ I am purchasing the kit with \$495* cash, credit, check or money order and have already given my payment to my Director.

Receipt Number: _____

_____ I would like to opt-out of purchasing the Nu Skin Facial Galvanic Spa System machine

Student's Signature _____ Date _____

School Officials Signature _____ Date _____

**Total does not reflect state required sales tax to be calculated on contract.

ESTIMATED AWARDS TUITION PAYMENT PLAN

STUDENT INFORMATION

STUDENT NAME: _____

SCHOOL#: _____

SOCIAL SECURITY #:

HOURS NEEDED

CLASS START DATE: _____

XXX - XX -	
------------	--

PROGRAM:

Cosmo	Barber	Aesthetics	Manicure	Student Instructor	Other

COST

Registration Fee: + _____

Tuition: + _____

Kit: + _____

Plus Kits + _____

Other/PETD: + _____

State Board Kit: + _____

Test/Licensure Fees: + _____

Less Scholarship: + _____

TOTAL COST: = _____

Sales Tax () + _____

Less Down Payment: + _____

BALANCE DUE: = _____

PAYMENT OPTIONS

___ **IN FULL PRIOR TO START**

DATE PAYMENT MADE: _____ RECEIPT: _____

METHOD OF PAYMENT:

___ CASH ___ CREDIT CARD

___ CHECK ___ MONEY ORDER

___ **LOAN**

TYPE	TERMS	DOWN PAYMENT	
PAYMENT AMOUNT	(for) NUMBER OF MONTHS		

OTHER SOURCE:	
PROVIDE DESCRIPTON	

NOTES:

I understand that payment of tuition is MY RESPONSIBILITY and that on or before my graduation date, all tuition must be paid or arrangements to pay the balance must be made.

Student Signature Date

School Representative Signature Date

RE: SCHOLARSHIP REQUIREMENTS

- [] Esthetics \$2000.00 awarded in (at 650 Hours)
- [] Manicure \$1000.00 awarded in (at 500 Hours)

FOR CAMPUS LOCATION:

School City & State

School #

We are proud to award you a scholarship for your continued education.

This is an opportunity for you to complete your education in a short period of time and have a life long career.

All that is required of you to earn this scholarship is to maintain 80% attendance during your enrollment.

I have read and understand I must maintain 80% attendance in order to receive my scholarship.

STUDENT SIGNATURE

DATE

DIRECTOR SIGNATURE

DATE

REGISTRAR SIGNATURE

DATE

RE: SCHOLARSHIP REQUIREMENTS

[] Cosmetology \$2500.00 awarded in (at 1400 Hours)

FOR CAMPUS LOCATION:

School City & State

School #

We are proud to award you a scholarship for your continued education.

This is an opportunity for you to complete your education in a short period of time and have a life long career.

All that is required of you to earn this scholarship is to maintain 80% attendance during your enrollment.

I have read and understand I must maintain 80% attendance in order to receive my scholarship.

STUDENT SIGNATURE

DATE

DIRECTOR SIGNATURE

DATE

REGISTRAR SIGNATURE

DATE

29. WILL YOU WORK WHILE IN SCHOOL? _____ Yes _____ No _____ Undecided

(If you checked undecided, you must report to the financial aid office if employment is secured anytime during your enrollment).

If "Yes" please tell us where and include the phone number: _____

Phone #: _____ - _____ - _____

30. WHILE IN SCHOOL, WILL YOU BE LIVING:

_____ Alone _____ With Spouse _____ With Roommate _____ With Parents

31. HAVE YOU EVER RECEIVED A STUDENT LOAN OF ANY KIND FOR POSTSECONDARY EDUCATION?

_____ Yes _____ No If yes, please list all such indebtedness below:

LENDER	LOAN PROGRAM	INTEREST RATE	LOAN PERIOD	AMOUNT	UNPAID BALANCE

32. LIST THE NAME AND ADDRESS OF NEAREST ADULT RELATIVE NOT LIVING WITH YOU AND FIVE ADDITIONAL REFERENCES, INCLUDE A PARENT AND GRANDPARENT IF POSSIBLE.

NAME _____	RELATIONSHIP _____	TEL. _____ - _____ - _____
ADDRESS _____	CITY _____	STATE /ZIP _____
NAME _____	RELATIONSHIP _____	TEL. _____ - _____ - _____
ADDRESS _____	CITY _____	STATE /ZIP _____
NAME _____	RELATIONSHIP _____	TEL. _____ - _____ - _____
ADDRESS _____	CITY _____	STATE /ZIP _____
NAME _____	RELATIONSHIP _____	TEL. _____ - _____ - _____
ADDRESS _____	CITY _____	STATE /ZIP _____
NAME _____	RELATIONSHIP _____	TEL. _____ - _____ - _____
ADDRESS _____	CITY _____	STATE /ZIP _____

STUDENT SIGNATURE DATE

PARENT (if applicable) SIGNATURE DATE

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is included in the institution's Catalog and Student Handbook to ensure that all students receive a copy of it prior to the first day of class. All students must sign the Table of Contents page of this Catalog verifying receipt of this very important policy. The policy is written to comply with not only the guidelines established by the National Accrediting Commission of Career Arts and Sciences but also the federal regulations established by the United States Department of Education.

We are required to notify any student of any evaluation that may impact their eligibility for Financial Aid. SATISFACTORY PROGRESS is necessary for all students, Academic as well as Title IV assistance students and VA Educational Benefit students.

DEFINITION

At I.T.S. Academy of Beauty satisfactory progress for education requirements as well as financial aid disbursements is defined by the following criteria.

1. A cumulative grade basis of 75% - Theory and practical grades will be reviewed monthly. Anything below 75% is unsatisfactory. Students will have 10 days to make up tests, if incomplete at the end of the 10 days the student will be placed on academic probation.
2. A cumulative attendance basis of 67% or 132 hours per month out of the scheduled hours of 88 hours for a full-time (33 hrs wk) student, 67 hours a month of the scheduled hours of 100 hours for semi-full time (25 hrs wk) student and 54 hours per month of the scheduled hours of 80 hours for a part time (half time - (20 hrs wk) student. [REV 3/17/16]

Students must meet the above listed requirements on cumulative attendance and cumulative grade basis to be determined as making Satisfactory Academic Progress.

Hours, theory, practical progress and attendance for all courses will be evaluated according to payment periods of achieving actual hours as outlined in the table below.

Programs	Evaluation Period	Evaluation Period	Evaluation Period
TEXAS			
COSMETOLOGY	450	900	1250
ESTHETICIAN	150	300	450
MANICURING	150	300	450
INSTRUCTOR	188	375	563

Students who meet minimum requirements at the time of the evaluation will be considered to be making SAP until the next schedule evaluation.

[REV 10/25/16]

TIME FRAMES

To remain eligible for Federal Funds, students that are on Federal financial aid must complete their program within a specified time frame. These time frames are defined below:

Texas Program

Program	Course Hrs.	Hrs. per Wk	MIN. Mths	MAX. Mths
Cosmetology	1500	20	17.4	26.0
Cosmetology	1500	25	14.0	20.8
Cosmetology	1500	33	10.6	15.7
Instructor	750	25	7.0	10.4
Instructor	750	33	5.3	7.9
Esthetician*	750	25	7.0	10.4
Esthetician*	750	33	5.3	7.9
Manicuring	600	25	5.6	8.3
Manicuring	600	33	4.2	6.3

*Course only offered at Hurst, Plano and Lewisville campus.

The normal timeframe allowed to complete the respective course is identified in the minimum month's column in the table above. [REV 01/01/16]

The maximum time allowed for transfer students needing less than full course requirements or students on a modified schedule will be determined based on 67% of the scheduled hours. [REV 2/3/13]

Students who do not achieve the minimum standards will no longer eligible for Title IV, HEA, VA Educational Benefits or other program funds (if applicable) unless the student is on a warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

Students who exceed the maximum time frame are handled on a case by case basis by the director of the school. If a student requests an extension of time to complete the course and it is approved, they are given a new date in which the school expects them to complete their hours. If they are unable to complete in that time frame, they must have a conference call with their director and the V.P of Operations to see if a solution can be reached. If no solution can be reached, the student may be terminated.

TRANSFER STUDENTS - SAP

Students transferring from another institution that are accepted towards the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. Satisfactory academic progress evaluation periods are based on the actual contracted hours at the institution.

ACADEMIC PROGRESS EVALUATIONS - SAP

Only students who maintain satisfactory progress are eligible to receive Title IV assistance or VA Educational Benefits. To determine academic progress students are evaluated based on the theory grade average and the quality of the practical skills experiences. Students are assigned theory study and a required number of practical experiences for course completion. Theory is evaluated by written exams administered after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated satisfactory or better.

Practical skills are evaluated according to published criteria and performance standards established by the state licensing agency, the textbook and the institution.

Students must maintain a theory grade average of 75% and pass a FINAL written and practical exam prior to graduation. Numerical grades are considered according to the following scale:

WRITTEN & PRACTICAL:

91 – 100 Excellent	75 – 80 Satisfactory
81 - 90 Above Average	below 75 Unsatisfactory

[07/1/05]

DETERMINATION OF PROGRESS STATUS - SAP

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of the evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding or VA Educational funding interrupted, unless the student is on a warning or has prevailed upon appeal resulting in a status of probation.

WARNING & RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS - SAP

Students failing to meet minimum progress for academics and attendance progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advising in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and student will be considered eligible to receive Title IV funds or VA Educational Benefits.

APPEALS - SAP

If a student is determined not making satisfactory academic progress after the warning period they may appeal the negative determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student or other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reason why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed by the administration and a decision made within thirty calendar days. The appeal documents will be retained in the student's file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

In the case of mitigating circumstances such as death, injury or illness; each case will be evaluated on a case by case basis. The student must submit a written appeal to the school administration on the designated form with supporting documentation of the reasons why the student has failed satisfactory academic progress, what has changed in the student's situation that they feel will allow them to achieve satisfactory academic progress at their next evaluation and why the determination should be reversed. Simply not making SAP is not a valid reason for appeal. The student must clearly state why they are in a position to improve their attendance and/or academic percentage. Appeal documents will be reviewed by the administration and a decision made within thirty days. The student will receive a written determination of the decision. The appeal documents will be retained in the student's file.

If the student prevails upon appeal, the administration will give the student an academic plan to improve their attendance and/or academic percentage that will be met by either the end of the evaluation period or if an academic plan is required, by a specific point within the maximum timeframe of their respective course. At that time the student will be on probation and considered making satisfactory progress and federal financial aid, if applicable, will be reinstated.

A student cannot appeal a negative determination twice for the same reasons.

PROBATION - SAP

If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, student will not be deemed eligible to receive Title IV funds or VA Educational Benefits. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advising in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for the satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, student will not be deemed eligible to receive Title IV funds or VA Educational Benefits.

If a student has not established satisfactory progress after their second evaluation period the student may be terminated from the course of training.

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY - SAP

If applicable, Federal Financial Aid or students VA Educational Benefits will be reinstated to qualified students who have prevailed upon appeal or who have re-established satisfactory progress by meeting the minimum cumulative attendance and academic requirements. The institution may consider the student as making satisfactory progress beginning with the next grading period. In the case of mitigating circumstances, special arrangements may be made with the administration. These will be handled on an individual basis.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS - SAP

Temporary interruptions, such as absences due to sickness, injury or similar instance are tolerated by the school but the student must maintain their satisfactory academic progress and adhere to the policies the school has put in place on absences as listed in the standards of conduct. Any repetition of course work deemed necessary will not affect a student's progress.

At this time the campuses of Olympus Inc. do not permit Leave of Absences to students while enrolled in school. Students are encouraged to make any arrangements necessary to stay in school so they can complete their education. [REV 1/2/13]

Students who withdraw prior to completion of the course of study and wish to re-enter will re-enter at the same progress status as applicable at the time of withdrawal.

ACCESS TO RECORDS - SAP

The school guarantees the right of students and their parents, if the student is a dependent minor, the right to have access to their cumulative records. If requested, the school will also provide proper supervision and interpretation of the student records when they are being reviewed.

MISCELLANEOUS - SAP

Course incompletes, repetitions and non-credit remedial courses have no effect on the satisfactory progress standards. Withdrawn students who re-enter may do so at the same satisfactory progress status in effect at the time of their withdrawal.

NONCREDIT AND REMEDIAL COURSES - SAP

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

Student's Signature

Date

**STATEMENT OF EDUCATIONAL PURPOSE
CERTIFICATION STATEMENT ON REFUNDS AND DEFAULT**

By signing below, you certify that all the information contained in your FAFSA and ISIR is true and complete to the best of your knowledge. If asked, you agree to give proof of the information, which may include a copy of your U.S. or State Income Tax form(s). If you purposely give false or misleading information you may be fined \$20,000, sent to prison, or both. You also certify that:

- you will use any federal student financial aid funds received during the award year solely for education expenses related to attendance at this institution;
- you are not in default on a Title IV education loan, or you have repaid and made satisfactory arrangements to repay your loan if you are in default;
- you do not owe an overpayment on a Title IV educational grant, or you have made satisfactory arrangements to replay that overpayment; and
- you will notify this school immediately if you later learn that you do owe an overpayment or are in default.

Everyone whose information is given on the FAFSA should sign below. The student (and at least one parents, if parent information is given) MUST sign below.

Student _____	Date _____
Spouse _____	Date _____
Father/Stepfather _____	Date _____
Mother/Stepmother _____	Date _____

STATEMENT OF REGISTRATION STATUS

_____ I certify that I am registered with Selective Service.

_____ I certify that I am not required to be registered with Selective Service because:

- _____ I am female.
- _____ I am in the armed services on active duty (NOTE: does not apply to members of the Reserves or National Guard who are not on active duty)
- _____ I have not reached my 18th birthday.
- _____ I was born before 1960.
- _____ I am a citizen of the Federated States of Micronesia, or the Marshall Islands or a permanent resident of the Trust Territory of the Pacific Islands (Palau).

Student Signature _____ Date _____

ANTI-DRUG ABUSE CERTIFICATION

I certify that I will not engage in the unlawful manufacture, distribution, dispensation, possession or use of the illicit controlled substance during the period of enrollment at this institution.

Student Signature _____ Date _____

[FORM INSTRUCTIONS: This form must be completed every year a student receives either a PELL Grant or a Federal Student Loan. It should be completed and signed prior to receiving federal aid in each award year. Dependent students must obtain at least on parental signature on the first section of this form.]

Entrance Interview

For The Federal Family Education Loan Program or Direct Loan

ENTRANCE INTERVIEW

BORROWER INFORMATION (Please print with black ink.)							
Initials Last First Middle	Last Name			First Name		Middle Initial	
Social Security Number			Driver's License Number		State of Issuance	Telephone Number ()	
Expected Permanent Address (if exiting -- address at which you will receive mail after leaving school)					City	State	Zip

I have been informed that:

- | | |
|---|---|
| <p><input type="checkbox"/> 1. I must repay my loan(s) including fees and all accrued interest.
<small>Initials</small></p> <p><input type="checkbox"/> 2. I have a maximum of 10 years to repay my loan(s). If I choose to consolidate my loans, my repayment terms may be extended.
<small>Initials</small></p> <p><input type="checkbox"/> 3. I may prepay all or part of my loan(s) at any time without penalty.
<small>Initials</small></p> <p><input type="checkbox"/> 4. The minimum monthly payment for my loan(s) is \$50.00 but can be more depending on the total amount I borrow. I will begin to repay my loan(s) as follows:
 <ul style="list-style-type: none"> • If my loan(s) is Subsidized or Unsubsidized Federal Direct Loan, following a 6 month grace period after I cease at least half-time attendance. </p> <p><input type="checkbox"/> 5. The interest rate for my loan(s) is specified in my promissory note(s), and I am responsible for paying all interest that accrues on my loan.
<small>Initials</small></p> <p><input type="checkbox"/> 6. I must notify my lender immediately if I change my name, telephone number, enrollment status (e.g. withdraw or drop to less than half time), address, and graduation date.
<small>Initials</small></p> <p><input type="checkbox"/> 7. I will be notified in writing if my loan(s) is transferred to a new loan holder. If I am notified of a transfer of my loan(s). I must direct all future payments and correspondence to the new holder.
<small>Initials</small></p> <p><input type="checkbox"/> 8. If I am temporarily unable to make payments on my loan(s) due to certain circumstances, I may qualify and apply for a postponement of repayment. This postponement is known as "deferment."
<small>Initials</small></p> | <p><input type="checkbox"/> 9. If I am temporarily unable to make payments on my loan(s) and I do not qualify for deferment of payments, I may request a forbearance from my lender. Forbearance may temporarily postpone or reduce my monthly payments.
<small>Initials</small></p> <p><input type="checkbox"/> 10. If I fail to repay my loan(s) as scheduled, my loan(s) may be considered in default. Default may result in any or all of the following.
 <ul style="list-style-type: none"> • My loan(s) will be reported to a National Credit Bureau which will negatively affect my ability to obtain future credit. • The entire unpaid balance of my loan(s), including accrued interest, will become immediately due and payable in full. • My federal and state income tax refunds may be withheld. • My wages may be garnished. • I may be ineligible to receive additional federal or state financial assistance. • My loan(s) may be referred to a collection agency, and I will be liable for collection costs. </p> <p><input type="checkbox"/> 11. I must repay my entire loan(s) even if I do not complete my education, am not satisfied with my education, cannot find employment, or did not receive education or other services I purchased from my school(s).
<small>Initials</small></p> <p><input type="checkbox"/> 12. Loan Consolidation may be an option for me. Consolidation means I may combine multiple loans from different programs and different lenders into a single loan with a single lender for a single monthly payment. Consolidation usually extends the repayment period and lowers the monthly payment amount for my loan(s), but may result in my paying a higher amount of interest.
<small>Initials</small></p> |
|---|---|

Student's Signature _____

Date _____

FEDERAL STUDENT LOAN INFORMATION / EXIT

1. The interest rate on my Federal Stafford Student Loan fixed. **The fixed rate for First Disbursement Loans issued from July 1, 2017 to June 30, 2018 is 4.45%.** The interest rate will not be higher than this interest cap.

First Disbursement Loans for previous years were issued at a fixed rate during the stated timeframes listed below;

July 1st, 2016 to June 30th, 2017	3.76%
July 1st, 2015 to June 30th, 2016	4.29%
July 1st, 2014 to June 30th, 2015	4.66%
July 1st, 2013 to June 30th, 2014	3.86%
July 1st, 2011 to June 30th, 2013	3.4%
June 30th, 2011	4.5*%

**or higher depending on year issued*

2. During an approved deferment, the **U. S. Department of Education** pays the interest that accrues on my subsidized Federal Stafford Loan.
3. During an approved deferment, I do not have to pay any of the principal balances on my unsubsidized Federal Stafford Loan, but I am responsible for my **interest**.
4. If I cannot make interest payments on my unsubsidized Federal Stafford Loan during an approved deferment, I can ask the lender to **capitalize** the accruing interest. This would increase the principal balance on my loan.
5. The first payment on my Federal Stafford Loan will be **6 months** after I drop below half-time attendance at my school, whether I graduate or drop out of school.
6. I am responsible for making payments on time even if I haven't received my **coupon book** or **payment voucher**.
7. My **social security number** is my identification number on my Federal Student Loans.

8. The minimum payment that I will have to make each month is **\$50.00**. This could vary and be higher according to the total amount borrowed.
9. The company that collects payments and approves/applies deferments to my Federal Student Loan is called a **servicer**.
10. The company that guarantees payment of my Federal Student Loan to my lender is called a **guarantor**.
11. The company that owns my loan, whether it is my original lender or a secondary market who has bought the loan from my original lender, is called the **lender**.
12. The holder of my Federal Student Loan is the **U.S. Department of Education**.
13. A **consolidated** loan is a new loan that is formed when the existing holder(s) of my loans are paid in full and the balances of my loans are merged into one account with one payment schedule.
14. If I cannot make payments on time, I can apply for more options to temporarily delay my loan payments. These options are called **forbearance**.
15. If I do not make timely payments or apply for deferments in a timely manner, my loan will go into **default** and the government will take legal actions to collect the money from me, including payroll deductions, withholding of income tax returns, liability for additional legal and collection fees, disqualifications for future financial aid, and bad credit ratings.
16. Interest rates have changed several times in the past few years as noted under the second paragraph above in item #1. Each time frame has a different rate and conditions associated with it. Please be aware that if you have prior loans they may have different interest rates.

I have read and understand that I will have Federal Student Loans for my education and these loans must be paid back.

SIGNATURE

DATE

I.T.S. Academy Inc. • Olympus Inc. Photography / Video Release - STUDENTS

(printed name)

Students, like you, make our schools great
and we want to show you off!

There are times throughout your course of training that special events may take place within the school and the use of cameras and video recorders may be in use and you may appear in captured moments.

By signing below, you give the companies of I.T.S. Academy Inc. and Olympus Inc. permission, at their discretion, to use the imagery in promotional materials for digital and print advertising.

I understand that I may appear in videos or photos taken at the school during my course of training. I understand that this is voluntary and I will not be paid or compensated in any way for participating.

Student Signature

Date

If student under the age of 18

Legal Guardian Signature

Date