



# ENROLLMENT CONTRACT

Legal Last Name	First Name	Middle Name
Address	City	State Zip Code
Home Phone	Cell Phone	Email
Date of Birth	Social Security	
Emergency Contact Name	Emergency Contact Telephone	

### Admissions Requirements

Cosmetology or Aesthetics Education?  Y  N      State \_\_\_\_\_ Prof. Lic. \_\_\_\_\_  
Are you at least 18 years of age?  Y  N      Do you have a High School Diploma?  Y  N

### Course of Instruction:

- IMAj Clinical Aesthetics Program (700 hour)
- IMAj Arizona State Laser Technician Certification Program (200 hour)\*
- IMAj *Fast Track* Laser Technician Certification Program (128 hour)\*\*

\* The Arizona State Laser Technician Program is a continuing education program, and enrollment is limited to licensed cosmetology or healthcare professionals.  
\*\* The Fast Track Laser Technician Program includes the online Laser lecture program. The Fast Track Laser Technician Program is not available to Arizona residents..

Course Start Date: \_\_\_\_\_ Estimated Course Ending Date: \_\_\_\_\_

### Tuition and Fee Schedule

Registration Fee	\$ <u>250.00</u>	Registration Fee Paid \$ _____	Date Paid _____
Book Fee	\$ _____		
Kit Fee	\$ _____		
Tuition Fee	\$ _____		
Total Cost	\$ _____		
Scholarships (-)	\$ _____		
Subtotal	\$ _____		
Deposit (-)	\$ _____		
Balance Due	\$ _____		

*(all tuition & related fees due in full prior to course start date - fee of \$25.00 for all return checks will be applied)*

## Terms and Agreements

*Please read each clause carefully and initial in the line provided.*

1. \_\_\_\_\_ **PURCHASE OF EDUCATION SERVICE:** This is a contract for the purchase of aesthetics education services from IMAj Institute (IMAj). The Laser Technician Course is a continuing education program, & enrollment is limited to licensed cosmetology or healthcare professionals.
2. \_\_\_\_\_ **DRESS CODE:** Students are required to wear the IMAj issued scrub top, scrub pants and tennis/athletic/nursing shoes.
3. \_\_\_\_\_ **PAYMENT:** All payments are to be made according to the above schedule to IMAj. A 50% deposit or confirmation of student loan approval is due 30 days prior to scheduled class start date. All fees due must be paid in full prior to start date.
4. \_\_\_\_\_ **NOTICE OF CANCELLATION:** This contract and student's enrollment can be terminated by either party with written notice of cancellation to the other party. Said notice shall be mailed, postage pre-paid, either registered or certified, return receipt requested, to the other party at the address set out on the first page of this contract or delivered to the other party in person. This cancellation shall be effective three (3) business days after receipt by the party to whom it is directed.
5. \_\_\_\_\_ **REFUND POLICY:** If the Institute does not accept the applicant for enrollment into the course, the applicant shall be entitled to a refund of all monies paid. The contract and student's enrollment can be terminated only by written notice of cancellation from one party to the other. Said notice shall be mailed, postage paid, either registered or certified, return receipt requested, to the other party at the address given by either party. The refund policy is as follows:
  - a. If a course is cancelled subsequent to a student's enrollment, the Institute will provide a full refund of all monies paid within 30 business days.
  - b. If the Institute closes for business and is no longer offering instruction after a student has enrolled and prior to the contracted end date, the student is entitled to a percentage based refund of tuition.
  - c. If either party cancels the Enrollment Agreement after the student enters class, an applicable percentage based refund will be provided as follows within 30 days or receipt of request to terminate enrollment:

Percentage of Course Completed	Percentage of Tuition Retained by the Institute
Before any class participation	0%
0.1% to 10%	30%
10.1% to 20%	60%
20.1% and over	100%

The formal written cancellation shall occur no more than 3 days from the last day of physical attendance. The postmark on written notification determines the formal cancellation date or the date said information is delivered in person to the Institute Director.

6. \_\_\_\_\_ **ABSENCES:** If the student misses a scheduled class, the student will have to wait until the class is scheduled again to make up the days missed. Students may be assessed \$25 per hour for any hours missed in excess of 64 total hours over the duration of their time of enrollment.
7. \_\_\_\_\_ **GRADUATION REQUIREMENTS:** The student must clock the appropriate course hours and maintain a GPA 80% in both academic and attendance. Please note that the contents of the Student Kit will not be relinquished to the student until they have obtained their professional license.
8. \_\_\_\_\_ **DIPLOMA:** A Diploma of Graduation is given only when the student has completed the required amount of course clocked hours and all other requirements set forth by IMAj.
9. \_\_\_\_\_ **CLOCKED HOURS:** The student will clock in and out with the school time clock to document the actual amount of classroom time.
10. \_\_\_\_\_ **JOB PLACEMENT:** IMAj does not guarantee placement for employment. The IMAj will assist the student in seeking out employment when employment is available.
11. \_\_\_\_\_ **TERMINATION BY IMAj FOR CAUSE:** IMAj may terminate this Agreement without notice for any breach of this Agreement. The student's right to a refund is governed by paragraph 5 below.
12. \_\_\_\_\_ **GRIEVANCE:** Students must file any all grievances in writing and provide them to the school's Director of Education. The DOE will provide a written response and any resolution based on the established policies of the school within 3 days. If the matter is not resolved to the satisfaction of the student, the student may then appeal the grievance in writing to the Arizona State Board of Cosmetology at 1721 East Broadway, Tempe, Arizona 85282, 480-784-4539.
13. \_\_\_\_\_ **RESPONSIBILITY FOR DAMAGE, INJURY OR COLLECTION CHARGES:** IMAj shall not be responsible to the student for any negligence, carelessness, or lack of skill by the student, or any one or more students practicing any instruction of techniques. Student agrees to indemnify and hold IMAj harmless from any claim, liability of damages arising out of student's failure to perform this agreement of student's failure to follow any of IMAj rules or policies.
14. \_\_\_\_\_ **ATTORNEY'S FEES:** In the event IMAj retains counsel to enforce any of the provisions of this agreement, student will pay for IMAj actual attorneys' fees and cost.
15. \_\_\_\_\_ **SCOPE OF AGREEMENT:** Student acknowledges having received a copy of this agreement. This agreement contains the entire agreement between the student and IMAj. There are no other promises or representations other than what is contained herein.
16. \_\_\_\_\_ **GOVERNING LAW:** This agreement shall be constructed in accordance with the laws of the state of Arizona.

**I AGREE TO THE TERMS AND CONDITIONS OF THIS CONTRACT INCLUDING THE TERMS AND CONDITIONS ON THE OTHER SIDE OF THIS CONTRACT.**

STUDENT \_\_\_\_\_

DATE \_\_\_\_\_

ADMISSION DIRECTOR \_\_\_\_\_

DATE \_\_\_\_\_