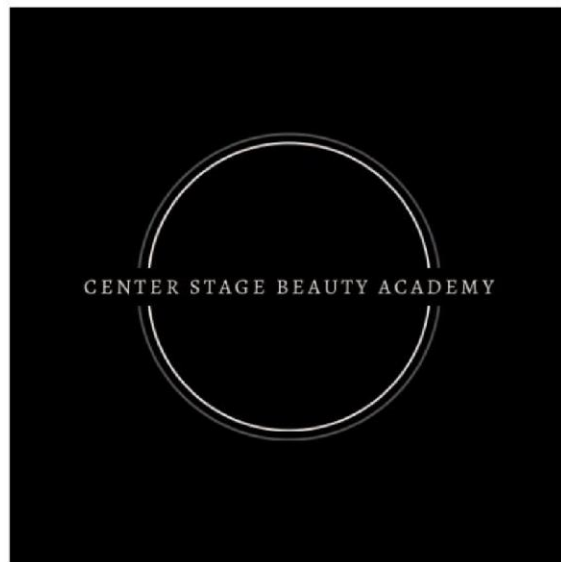


ENROLLMENT

Application



Beauty Made with your
future in mind.



Personal Information:

Full Name _____

Address

City _____ State _____

Zip _____

Phone (Include area code)

DOB

Citizenship _____

Email

Allergies

Current Medications

In case of emergency notify:

Name _____

Address

City _____ State _____

Zip _____

Phone (Include area code)

Personal Reference (not employer or relative)

Name _____

Address

City

_____ State _____ Zip _____

Phone (Include area code)

Student Information:

Education (The Academy requires a minimum of a High School Diploma, G.E.D. Or 2 Years of High School)

School _____

City _____ State _____

Year Graduated _____

GED _____ Date Completed _____

Social Security Number: _____

Programs and Hours-

Aesthetics Program-750 Hours:

Day Program:

Wednesday and Thursday on campus 9-2:30pm

Monday, Tuesday, Friday -7 Hours at home

30 Hours Weekly

Night Program:

Wednesday and Thursday on campus 5:30-10pm

Monday, Tuesday, Friday, Saturday-7 Hours at home

30 Hours Weekly

Coming Soon!

Lash Program-300 Hours:

150 Hour Theory-

Monday on Campus 9-2:30pm 5.5 Hours

Tuesday, Wednesday, Thursday, Friday-7 Hours Daily

150 Hour Theory-

Monday on Campus 9-2:30pm- (Hands on Training with Clients)

QUESTIONS:

How did you hear about Center Stage Beauty Academy?

Why do you want to enter this career field?

Start Date: _____

Aesthetics Program Month _____

Year _____

Educator Program Month _____

Year _____

Signature _____

Date _____

CSBA Enrollment Cost-

**Aesthetics Program-Tuition \$8,500, Non-Refundable Deposit \$500,
Kit Fee \$1,000 Textbook Fees \$400**

**Educator Program-Tuition \$3,000, Non-Refundable Deposit
\$500, Textbook Fees-\$400**

Student Program Choice and Start Date:

Student Graduation Date:

CSBA Refund policy

A student has the right to cancel his or her enrollment agreement for CSBA Aesthetic and Educator course of instruction, without any penalty or obligations, within the first week of instruction student will receive a full refund minus the nonrefundable deposit and kit fees if tuition is paid in full, payment options are nonrefundable. Refunds will not be issued to those who have had a scholarship or are paying on a promotional sale. If tuition is paid in full, please refer to the Attendance percentage chart below for your calculated refund. If the Enrollment Agreement is cancelled, CSBA has 90 days after the notice is received via mail, to refund the student a percentage of the tuition paid in full, minus the non-refundable deposit, textbook/workbook fees and Kit fee. All monthly payments paid to CSBA for any duration of the program, are non-refundable.

1-25% Attendance	Refund minus 35% tuition
25.1 - 50% Attendance	Refund minus 50% tuition
50.1%+ -Attendance	No Refunds

The student notifies the institution of the student's withdrawal by mail at:

Center Stage Beauty Academy

200 E. Broadway Avenue Maryville, TN 37804.

Reasons for Terminating a Student's Enrollment:

- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absence more than the maximum set forth by the institution; and/or failure to meet financial obligations to the school.
- The student has failed to attend class for 4 on campus days.
- Failure to return from a leave of absence.

By signing below, you acknowledge the understanding of CSBA refund policy:

Signature _____

Date _____

CSBA Policies are as Follows:

CSBA anti-harassment and non-discrimination policy

It is the policy of the Center Stage Beauty Academy (CSBA) to not discriminate based on race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies. CSBA will not discriminate or tolerate any form of discrimination in its educational or employment activities for any reason. This includes but is not limited to a characteristic, trait, belief, practice, association, or other attribute. CSBA will foster a culture and environment that does not marginalize, treat unfairly, or disrespect any member of our school community; and will recognize the uniqueness and individuality of all students, educators, staff, and administrators, so they have an opportunity to succeed. No Bullying of any kind will be tolerated and will result in immediate termination and no refund of any kind.

Admission Requirements

CSBA would like students to have attained a High School graduation diploma or General Education Development (GED) Certificate of graduation. CSBA will consider applicants who are at least 16 years of age with 2 years of a high school education. All transfer hours approved by the Tennessee.

State Board of Cosmetology will be accepted at the Academy. We do accept homeschooled students provided the Tennessee State Board of Cosmetology accepts the home-school diploma where the student attended.

GED Equivalency Test-

Those applicants who wish to qualify through the GED test, must pass with a grade of 45.0 or higher that is the equivalent of a High School Diploma.

CSBA Hours Logged Policy-

You will log in and out via time clock platform and your hours are recorded in uattend.

CSBA Graduation Requirements-

All students must complete all their hours, depending on their program. All students must also complete and pass a written and practical examination with an 80% or better.

CSBA LOA Policy-

CSBA will allow students to take an LOA from their program It must be requested in writing. It must be a minimum of 5 days. Not to exceed 3 during any enrolled program. All LOA's will change the original graduation date and extend your program.

CSBA Dress Code is as Follows:

You will wear medical scrubs while on campus. They may be black or pink.

Hair must be pulled back in a ponytail or bun when working on classmates or clients.

NAILS must always be kept sports length. Badges are to always be worn on campus. No graphic tees of any kind. No shorts. Must have closed toed shoes with backs.

Be prepared to be sent home if out of dress code. You will be allowed to return after the lunch break and will lose the morning hours.

CSBA Tardy-

You may not be more than **15 minutes late*** to class. If you know you will be more than 30 minutes late, you may return to campus after the lunch break and will lose the morning hours. If you are more than 15 minutes late back from lunch, you will be asked to go home and will receive 0 hours. (* if there is an unforeseen accident or obstacle keeping the student from arriving on time, you may call the school for an approved late arrival)

Enrollment Agreement-

If a student is under the legal age in the state of TN, his or her parent or legal guardian may cancel their enrollment contract in writing.

Education Contingency Plan-

CSBA will be a Full Time traditional on campus specialty school. If for any reason (due to an Act of God or any other unforeseen reason such as a medical emergency) CSBA will transition students to a distance learning format with classes and projects being performed over zoom. CSBA will transition back to our original on campus model once everything is deemed safe for a healthy return.

Enrollment Agreement-

If a student is under the legal age in the state of TN, his or her parent or legal guardian may cancel their enrollment contract in writing.

CSBA Termination Policy-

- Excessive tardiness or absences exceeding 4 on-campus days.
- No student is allowed to use any abusive language, or the use violence toward a fellow student or educator or any school staff.

- No cheating of any kind will be tolerated and is ground for immediate termination.

CSBA Disciplinary Policy-

- A 1st infraction will result in the student receiving a verbal warning via a conversation with school directors.
- A 2nd infraction will result in a second conversation with school directors, and a write up. documenting said discussion.
- A 3rd infraction will result in termination and forfeiture of any funds paid to school.

Weather Advisory Policy-

CSBA will follow Local County schools' weather closures for the safety of students, admin, and educators.

Tuition Late Fee policy-

Your tuition is due on or before the 1st of every month. A late fee of \$75.00 will be charged to you if is not received by the 3rd of the month.

Illness on Campus Days-

You may not earn hours when you call out due to illness when you are supposed to be on campus. If this becomes a habit, you may earn a written warning. Each program has a percentage of hours that are online, and a percentage of hours on campus required by state. We are happy to provide you a breakdown upon request.

By signing below, you state that you understand CSBA Procedures and policies and as follows:

Acknowledgement 1-

I agree, by signing below, I acknowledge I understand I am entering a contract with Center Stage Beauty Academy. I understand I am agreeing to the abovementioned tuition. I understand I will be paying the full amount of agreed upon tuition.

Acknowledgement 2-

By signing below, I understand at NO time may I attempt to renegotiate this financial contract with CSBA. I am to pay the full amount of the agreed upon financial contract, or CSBA reserves the right to take legal action.

Acknowledgement 3-I understand that I may pay off my tuition early with no penalties, fees, or interest.

I also understand that Center Stage Beauty Academy reserves the right to change any of the listed policies at anytime.

Student

Date _____

School Official

Date _____

_____Initials

