

Policy

CENTER STAGE BEAUTY ACADEMY

Agreement

Invoice Information

All students will need receive an Invoice on the 1st of each Month. All students can pay with Cash, Check or Square Invoice. The Late Fee of \$75 will be assessed if the payment is paid after the 3rd.

INITIAL _____

Contact Information

Please be advised, office hours are Monday-Friday 9am-4pm. If you text, call, or email Administration outside of the hours, they will respond to you on the next business day.

INITIAL _____

Time Clock Information

If you have time clock errors or issues, see Administration first thing in the morning during on campus hours for corrections.

INITIAL _____

#1 rule of Center Stage Beauty Academy

While in school at CSBA, you may not charge anyone outside of school for any services. This includes All facial treatments, Lash Extensions, Lash Lift, and Tint, Waxing and Make-up. In the State of Tennessee, the Laws state you must be a Licensed Aesthetician or Cosmetologist to provide paid services with advertising. The only nonregulated service is spray tanning. If CSBA finds out, you will be reported to state board. If CSBA finds out that you have been reported to State Board or if CSBA has sustained any fines, fees, or reprimand form from you, CSBA will forward these to you, and it will be your responsibility to pay. In consequence, you will be permanently terminated from our program and no refund will be granted.

INITIAL _____

Social Media

If you create social media posts of any kind, you must announce you are a student or an Aesthetician in training at CSBA. If you break this rule, it could be grounds for termination with no refund.

INITIAL _____

Duration Of Program

Daytime and Nighttime Programs are a minimum of 25 weeks at 750 hours. Maximum of 32 weeks at 960 hours. If you do not finish within 32 weeks of the 25-week program, you will be charged an additional \$250 a week for tuition due at the beginning of each week. You can only miss 10 on campus days for the entire 25week program. Practical hours are a state requirement and must be followed to receive your license.

INITIAL _____

Student Signature _____ **Date** _____