

# Utah School of Hair Removal

1266 S Legends Hills Dr STE B4, Clearfield, UT 84015  
801-682-1662 | www.schoolofhairremoval.com

## Enrollment Agreement

### STUDENT INFORMATION

First Name	Last Name	Date of Birth	Social Security
Street Address		City, State	Zip Code
Email Address	Driver License (State & Number)		Phone Number

### ENROLLMENT INFORMATION – School Use Only

Program Title <b>Certified Electrolysis Program</b>	Contracted Clock Hours <b>600</b>
Contracted Year ((month-day-year to month-day-year))	Practical Session <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall
Distance Learning <input type="checkbox"/> Accelerated <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Practical Learning <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time AM <input type="checkbox"/> Part Time AM
Program Start Date	Program Scheduled Completion Date

### Certified Electrolysis Program

#### Program Description

The curriculum for students enrolled in the Certified Electrolysis Program consists of 600 hours. The theoretical portion is via distance education which consists of 250 hours. The practical portion will be in person with hands-on instruction that consists of 350 hours. Theoretical instruction refers to instruction by online lecture, bookwork and examination. Practical training (hands-on) is the time to learn and practice the art of electrolysis. The practical portion is to be completed at Utah School of Hair Removal main campus located at 1266 S Legend Hills Dr STE B4, Clearfield, Utah 84015. It is required that the student finish the online and textbook study prior to the start of the hands-on portion of the training.

The Utah School of Hair Removal (*may be referred to as USHR or school throughout the document*) contains the Certified Electrolysis Program specifically designed for Electrolysis. Training received will prepare students to become Electrologists eligible to become certified once the Utah State Boards are satisfied. After completing this program, you will be proficient in using state of the art equipment and be able to meet the demands of industry. Check the catalog for the scheduled start dates. The Certified Electrolysis Program must be completed within 1 year of enrollment.

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### Equipment and IT Requirements for Distance Education

The student will need to have a computer, laptop or tablet, and access to high speed internet. In addition, the student must have the ability to open the theoretical portion through the link provided and have access to a webcam or smartphone with Zoom capabilities. You may use one of the following browsers in their latest publicly released version: Google Chrome, Mozilla Firefox, Apple Safari, Microsoft Edge.

### Contracted Timeline Options

	Distance Education/Online Theory	In-Person Practical	Total Time
Accelerated	4 weeks	11 weeks	15 weeks
Full Time	6 weeks	11 weeks	17 weeks
Part Time AM	8 weeks	23 weeks	31 weeks
Part Time PM	8 Weeks	18 weeks	26 weeks

### Extra Charges Incurred

Students are required to finish the whole of their prescribed program within one (1) year of enrollment to prevent incurring additional charges. The school has reserved space, equipment, and licensed instructors for each student and program. Students who go beyond their contracted program length as outlined in their enrollment agreement are liable to pay the hourly rate of \$16.00 per hour incurred. Charges must be paid in full prior to scheduling missed hours.

### Admission Requirements

- Applicants must provide valid proof of identification. (government issued photo identification)
- Applicants must be at least 17 years of age. If a student is currently enrolled in high school, transcripts with passing grades and parental permission is required. Prior to enrollment, USHR will seek a training agreement with the student's school district. Otherwise, a completed high school transcript, a high school diploma, or the equivalent GED is required as prescribed by Utah law. (See Rule 152-34-4 (3) of the Utah Administrative Code. USHR accepts a copy of a college transcript showing completion of an Associate's degree or higher in lieu of a GED, high school transcript or high school diploma.
- Applicants must fill out the Enrollment Agreement, Disclosure Statement, Distance Education Self Assessment Form, and pay a non-refundable \$100.00 Application Fee. Once applicants are accepted into USHR, a deposit of \$1500 must be paid to hold their spot in desired practical training (hands-on) semester.
- Applicants must have a good working knowledge of English, both reading and writing.
- Applicants with a foreign high school diploma: the translation and evaluation of the credential must be performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- Students who were previously enrolled but have withdrawn from the program can re-enroll based on administrative approval. Applicants must start the enrollment process over and pay all associated fees applied to a new applicant.

### Graduation Requirements

In order to be considered for graduation, students completing the Certified Electrolysis Program must successfully complete the following:

- Attain 600 or more clock hours and satisfy the minimum hours required.

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- Successfully pass all quizzes and exams with a score of 75% or more.
- Successfully pass the written final exam and practical final exam with a 75% or more.
- Attain 250 theoretical hours and 350 practical hours.
- Must have all financial obligations to school met, unless a finance agreement has been made. Students will be provided with a "Certificate of Completion" and "Verification of Graduation" which will enable them to take the Utah State Board exams. Attendance at Utah School Hair Removal does not guarantee employment. However, a student can check the job posting board for hiring ads from business.

### Tuition and Fees

Tuition Fee <sup>1</sup>	\$ 7000.00
Business Starter Kit <sup>2</sup> (non-refundable)	\$ 1000.00
Davis County Sales Tax <sup>3</sup>	\$ 72.50
Application Fee (non-refundable)	\$ 100
<b>Total Charges for Certified Electrolysis Program</b>	<b>\$ 8172.50</b>

Total Program Costs	\$ 8172.50
Scholarships, Promotions <sup>4</sup> (-)	\$
Deposit <sup>5</sup> (-)	\$
<b>Subtotal Charges for Certified Electrolysis Program</b> (due upon acceptance into program unless payment plan utilized)	
Finance Fee (if utilizing payment plan) <sup>6</sup> (+)	
<b>Total Estimated Charges for the Entire Educational Program</b> (including applicable fees) <sup>7</sup>	
Estimated Monthly Payment _____ by ___ months <sup>8</sup>	

<sup>1</sup>Tuition fee for students enrolled in a program.

<sup>2</sup>The Business Starter Kit will be provided on the first day of practical instruction and is non-refundable once it has been accepted by the student.

<sup>3</sup>Tax paid on Business Starter Kit purchased for practical instruction.

<sup>4</sup>Students may be granted a reduction in tuition depending upon prior certification in the field of Cosmetology and/or receive grants available.

<sup>5</sup>A deposit of \$1500 will be applied to your total program costs and is required upon enrollment. <sup>5</sup> Students may have the option to pay their tuition on a month to month basis calculated depending on the amount of time the students will take to finish the program. Students are required to finish and pay the whole of their program within one (1) year of enrollment. Students may make additional payments at any time. Payment plans are offered at the sole discretion of the USHR.

<sup>6</sup>A flat fee of 4% will be applied to the overall financed program cost if the finance payment plan is being utilized.

<sup>7</sup>You are responsible for this estimated amount.

<sup>8</sup>Students have the option to pay their tuition in full at time of enrollment or on a month to month basis according to their payment plan. Payment plans are dependent upon the amount of time the students will take to finish the program, their finance fee, and the amount of their deposit. Students are required to finish and pay the whole of their program within one (1) year of enrollment. Students may make additional payments at any time. Payment plans are offered at the sole discretion of USHR. Credit check may be required.

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### CANCELLATION AND REFUND POLICY

#### Student's Right to Cancel

The student has the right to cancel and obtain a full refund of charges paid until midnight of the third business day after the latest of the following days. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. The day the student signs an enrollment agreement;
2. The day the student pays USHR and initial deposit or first payment toward tuition and fees; or
3. The day that the student first visits the USHR and before the student receives access to the online theoretical portion.

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, program cancellation, or school closure.

The refund excludes the \$100 non-refundable Application Fee and, if received, the Business Starter Kit including tax. The notice of cancellation shall be in writing and submitted directly to Utah School of Hair Removal.

Students beginning the distance education portion of their training shall have the right to cancel the agreement and receive a full refund before the first lesson and material are received. Cancellations are effective on the date the written notice of cancellation is sent. If the student has received any materials, not including Business Starter Kit, before an effective cancellation notice was received, USHR shall make a refund within 45 days after the student's return of the materials.

Other Cancellations: An application requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to receiving access to the online theoretical portion is entitled to a refund of all monies paid, less the non-refundable application fee, and a maximum tuition fee of 15% of the stated cost of the program. Refer to catalog for detailed information.

#### **Refund Policy**

After the cancellation period, USHR provides a pro rate refund of ALL funds paid for tuition charges to students who have completed 50 percent or less of the period of attendance. The refund is calculated based upon the student's last date of attendance. Once 50 percent of the enrollment period in the entire program has been incurred (including absences), there will be no refund to the student.

The application fee of \$100.00 is a non-refundable item. Business Starter Kit and any other items issued and received by the student are not returnable or refundable. Once received by the student, it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for Application Fee and equipment received. If you withdraw from USHR after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you scheduled, then a refund will be made within 45 calendar days of the official withdrawal. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then

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you will have to arrange to pay it within 30 days. Official withdrawal date is on the student's notification or school's determination.

If an applicant is not accepted by the school, the applicant shall be entitled to a refund of all monies paid, except a non-refundable application fee of \$100.

See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it within 30 days.

The official withdrawal date is on the student's notification or USHR's determination. A student can be expelled if the student fails to comply with any of USHR's policies. Unofficial withdrawals will be determined by USHR by monitoring attendance at least every 30 days. 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.

Proportion of Total Program Hours Completed by Withdrawal Date	Non Refundable Tuition
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

USHR does not participate in state or federal financial aid programs at this time. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds.

If the student receives federal student aid funds, you are entitled to a refund of monies not paid from federal student financial aid program funds. If you get a student loan, you are responsible for repaying the loan amount plus interest, less the amount of any refund. Should the student complete the program earlier than the estimated time frame stated in the contract, the student's financial aid package may be recalculated and this may result in liabilities owed by the student if applicable.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur;

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

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### **Withdrawal Procedure**

A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to USHR. The notice must include the expected last date of attendance and be signed and dated by the student.

If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date shall be the earlier of the date the student is scheduled to return from a leave of absence or the date the student notifies USHR that they are not returning and completes the withdrawal procedure.

A student will be determined to be withdrawn from USHR if the student misses seven (7) consecutive instructional days and all of the days are unexcused.

All refunds will be submitted within 45 calendar days of the determination of the withdrawal date.

### **Leave of Absence**

Students are expected to attend classes regularly in order to complete their program in a timely manner, but should a student be unable to attend for the duration of a month or more, the student should request a leave of absence.

The reasons for which a leave of absence may be approved include:

- Personal and/or family medical issues
- Death in the immediate family
- Vacation
- Other mitigating circumstances

In order to request a leave of absence, students should submit their request in writing stating the duration of their leave as well as the reason and expected return date. The contract period will be extended by the same amount of calendar days taken in the leave of absence. They also must have written consent from the administrator approving the leave. Upon return, the Enrollment Agreement Addendum will be completed and signed by all parties. Contact USHR for a Leave of Absence of Policy and Request Form.

### **Grounds for Termination**

Students are to not threaten anyone in any manner i.e. physical, verbal, social media. Any threats, to any student, staff member or against school is grounds for termination. Any and all actions should contribute to a positive environment. Any behavior that does not contribute to a positive environment may be subject to disciplinary action including termination. In addition, a student can be expelled if the student fails to comply with any of USHR's policies.

### **Retention of Student Records**

The records for students, including a transcript of academic progress, shall be maintained by the USHR for at least 6 years with student transcripts being kept indefinitely. Students will receive a copy of their transcripts when they graduate. Students may request an additional copy of their transcript to be mailed to them for a \$15.00 charge within the United States or \$30.00 for any other country.

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### Payment Option

The student may pay their tuition according to their financial agreement. Payments may be made via cashiers check or money order. In addition, credit cards and ACH transfers may be paid through online invoicing. All tuition must be paid in full before the student can receive their certificate of graduation. The schedule in which the installments will be collected will be determined using (1) the estimated time required for the completion of the prescribed program or (2) using the time estimated by the student for the completion of the prescribed program. Payment plans are offered by the sole discretion of USHR and may require a credit check.

### STUDENT ACKNOWLEDGEMENTS

		Student Initials
No Certificate of Completion shall be issued to the student unless the contracted clock hours have been completed in its entirety and all graduation requirements have been fulfilled.		
Proportion of Total Program Hours Completed by Withdrawal Date	Non Refundable Tuition	
0.01% to 04.9%	20%	
5% to 09.9%	30%	
10% to 14.9%	40%	
15% to 24.9%	45%	
25% to 49.9%	70%	
50% and over	100%	

	Student Initials
Financing agreements are offered by the sole discretion of USHR and may require a credit check. If you receive any loans, you are responsible for repaying the loan amount plus interest.	
The school will deliver to the student access to the distance education/online theory and all its materials within 7 days prior to their contracted start date.	
The school will send access to the online theoretical portion once the student has fully paid for the Certified Electrolysis Program or has paid the \$1,500 deposit, \$100 application fee and entered into a financial agreement with USHR.	

### Policies on Prior Credits Earned and Prior Experiential Learning

USHR does not accept hours earned at other institutions or through challenge examinations or achievement tests and does not award credit for prior experiential learning. USHR has not entered into any articulation or transfer agreement with any other college or university. Students re-entering the Certified Electrolysis Program must re-enter at the same hours and progress status as when they left.

Students Initials \_\_\_\_\_

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### Notice Concerning Transferability of Credits and Credentials Earned at USHR

The transferability of credits you earn at Utah School of Hair Removal is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate you earn in the 600 hour Certified Electrolysis Program is also at the complete discretion of the institution to which you may seek to transfer if the certificate that you earn in the 600 hour Certified Electrolysis Program at this USHR is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at USHR will meet your educational goals. It may include contacting the institution to which you may seek to transfer after attending Utah School of Hair Removal to determine if your diploma will transfer.

**Students Initials** \_\_\_\_\_

### Disputes

Any dispute arising from enrollment at Utah School of Hair Removal, no matter how phrased or styled, shall be resolved by binding arbitration under the Utah Uniform Arbitration Act in Clearfield, Utah, under its commercial rules. The award rendered by the arbitrator may be entered in any court having jurisdiction. Any holder of this consumer credit contract is subject to all claims and defense which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery thereunder by the debtor shall not exceed amounts paid by the debtor thereunder.

**Students Initials** \_\_\_\_\_

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a Disclosure Statement, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for USHR. The USHR is required to have you sign and date the information included in the Disclosure Statement relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three year cohort default rate, if applicable, prior to signing this agreement.

**Students Initials** \_\_\_\_\_

I certify that I have received the Student Catalog, Distance Education Self Assessment Form, Satisfactory Academic Progress Policy, and Disclosure Statement which includes information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, and have signed, initialed, and dated the information provided in the Disclosure Statement.

**Students Initials** \_\_\_\_\_



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**Note:** Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by USHR may be directed to the Bureau for Private Postsecondary Education at Mailing address: State of Utah Department of Commerce, Division of Occupational and Professional Licensing, 160 East 300 South, Salt Lake City, Utah 84114, <https://dcp.utah.gov/> Phone Number (801) 530-6628. Toll-free Number (866) 275-3675.

REGISTERED UNDER THE UTAH POST SECONDARY PROPRIETARY SCHOOL ACT (title 13, Chapter 34, Utah Code). USHR is not accredited by a regional or national accrediting agency recognized by the United States Department of Education.

Students Initials \_\_\_\_\_

### Contract Acceptance

I, \_\_\_\_\_, have read and understand this agreement and acknowledge receipt of a copy, understand that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the school official. Also, I understand that if I default up on that agreement I will be responsible for payment of any collection fees or attorney fees incurred by the Utah School of Hair Removal.

I understand that this is a legally binding contract. My signature below certifies that I have read, understood and agreed to my rights and responsibilities, and that USHR's cancellation and refund policies have been clearly explained to me. The Enrollment Agreement is a legally binding contract when signed by the student and accepted by USHR.

I, the undersigned, have read, understand and agree to abide by all the provisions set forth in the foregoing enrollment agreement.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Parent or Legal Guardian's Signature (if student is under legal age)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian's Name

\_\_\_\_\_  
Admissions Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Admissions Representative Name