

March 31, 2026

Paramount Beauty Academy
1745 11th Street
Portsmouth, Ohio 45662
740-353-2436, Fax 740-354-6134
ENROLLMENT AGREEMENT

Student Name \_\_\_\_\_ Age \_\_\_\_\_ Birth Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Driver's License # \_\_\_\_\_ Soc. Security # \_\_\_\_\_ U.S. Citizen Yes No

Contract Begins: \_\_\_\_\_ Contract Ends: \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Transfer Hours Accepted \_\_\_\_\_ Remaining Hours Needed \_\_\_\_\_

Advanced Cos-300 Hours (10 weeks) \_Full TimePart Time \_\_\_\_\_ Advanced Cosmetology(1800 hours)(60 weeks)\_Full Time\_Part Time

\_Advanced Esthetics 750 hours(30 weeks) Full Time\_Part Time \_\_\_\_\_ Advanced Nail tech-300 hours(10 weeks)\_Full Time\_Part Time

Advanced Nail Tech-100 hour(4 weeks) Advanced Nail Tech/Advanced Esthetics Combo 1050 hours(30 weeks), Cosmetology 1500(30 weeks)

Full Time Part TimeManicuring 200 hours ( 6 weeks) Full Time Part time

Scheduled Hours Monday Tuesday Wed Thursday Friday Saturday

Approximate # of weeks in program \_\_\_\_\_ #of Hours Contracted \_\_\_\_\_ # of hours Transferred \_\_\_\_\_

Contract Costs and Payment Terms

Student and parents (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance or payments are satisfied. School will charge additional tuition for hours remaining after the contract ending date at the rate of \_\_\_\_\_ per hour\* payable in advance until graduation. The school charges \$10.00 for a transcript fee, \$10.00 for certificate, and \$10.00 for make-up tests. The school will charge a registration fee for students enrolling or reenter more than 30 days after termination of \$150.00. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination of \$150.00. The school will accept all hours clocked, as long as hours has not expired in accordance with state law. Transfer students may be accepted at the discretion of the school. Any transfer student accepted at the school will receive credit for all hours recorded at State Board. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, cred card or through non-federal agency or loan programs. Federal Grant and loan money available to those who have qualified. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

Total Cost of Program \_\_\_\_\_ Total # of Hours

1st Billing Period \_\_\_\_\_ hours 2'd Billing Period \_\_\_\_\_ Hours

Tuition \_\_\_\_\_ Tuition \_\_\_\_\_

Application \_\_\_\_\_ Balance \_\_\_\_\_

Registration \_\_\_\_\_

Lab Fee \_\_\_\_\_ 3rd Billing Period \_\_\_\_\_ Hours

Equipment \_\_\_\_\_ Tuition \_\_\_\_\_

Books \_\_\_\_\_ Lab Fee \_\_\_\_\_

Tax \_\_\_\_\_ Balance \_\_\_\_\_

Down Payment \_\_\_\_\_

Balance \_\_\_\_\_ 4th Billing \_\_\_\_\_ Hours

Period Tuition \_\_\_\_\_

Balance \_\_\_\_\_

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\*Fees per hour: Advanced Cosmetology \$10.31/hr ,Advanced Esthetics \$15.44/hr, Advanced Nail Tech \$12.50/hr, Manicuring \$10.00/hr, Advanced Cos-300 hour \$11.00/hr,Advanced Nail Tech-100 Hour\$10.00/hour, Advanced Nail Tech/Advanced Esthetics Combo- \$12.27/hr and Cosmetology \$11.31/hr.

This 7 page Agreement constitutes a binding contract between the student and the school when signed by all applicable parties and upon acceptance by the school. By signing below, you certify that you have read both pages. You will receive an exact copy of the signed contract. Keep it to protect your rights. The school reserves the right to change start dates based on class enrollment, staff availability and other considerations.

ACKNOWLEDGEMENT: My signature below certifies that I have read, understand, and agree to comply with its contents, and that the institution's cancellation and refund policies have been clearly explained to me. I have received a copy of this fully executed agreement.

Student Signature	Date	Parent/Guardian	Date
Accepted by School Official		Date	

### GENERAL TERMS OF AGREEMENT

School

- Shall provide programs of study that meets minimum curriculum requirements as prescribed by the state regulatory agency
- May change kit contents, textbooks, dress code, curriculum, format, teaching materials or educational methods at its discretion. **GRADUATION REQUIREMENTS**

A DIPLOMA, ATTESTING TO THE COMPLETION OF THE COURSE, IS AWARDED TO THE STUDENT UPON COMPLIANCE WITH THE FOLLOWING GRADUATION REQUIREMENTS:

- A. The student must complete all required clock hours.
- B. The student must complete all required classes and pass all required test, including the final examination.
- C. The student must meet all obligations of any signed agreements with the school, including payment of all amounts due.
- D. The student must submit all required State Board forms and complete a FA Exit Interview if required.
- Will issue an Official transcript of Hours to students who withdraw prior to program completion when the student successfully completed required exit paperwork, attended an exit interview and made satisfactory arrangements for debts owed the school as approved by the School
- Will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness Classes, but placement is not guaranteed.
- May terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations, Improper conduct or any action which causes or could cause bodily harm to a client, student, or employee of the school; willful destruction of school property, and theft or any illegal act.
- All Courses are taught in English

Student

- Agrees to pay applicable school and state fees and provide all required registration paperwork in a timely matter
- Agrees to comply with all Standards of Conduct, General Policies State Laws and Regulations, and educational requirements including clinic assignments
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to provide all financial aid documents if applicable, in the designated time frame.
- Agrees to comply with the school's dress code at all times and project a professional image representative of the cosmetology and image industry
- Agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of the school.
- Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed,
- Understands that if he/she is a Title IV recipient minimum attendance and grade requirements must be maintained for satisfactory academic progress. Failure to comply will result in loss of eligibility for financial aid according to the policy found in the catalog.
- Understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.
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- **REFUND POLICY** 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, course or program cancellation or school closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that: 1) An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies except the non-refundable application fee. 2) A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes. 3) A student or legal guardian cancels his/her enrollment within three business days of signing the contract but demands his/her money back in writing regardless of whether the student has actually started training. In these cases he/she shall be entitled to a refund of all monies paid to the school less the application fee of \$100.00 4) A student notifies the institution of his/her withdrawal in writing. 5) A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning. 6) A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days). 7) In type 2, 3, 4, or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said

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notification is delivered to the school administrator or owner in person. 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. All refunds are based on scheduled hours:

<b>PERCENT OF SCHEDULED TIME</b>	<b>TOTAL TUITION SCHOOL</b>
<b>ENROLLED TO TOTAL COURSE/PROGRAM</b>	<b>SHALL RECEIVE/RETAIN</b>
0.01% TO 0.4.9%	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%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. 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. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student or provide course completion through a teach out agreement with another institution/or provide a pro-rate refund.. If the course is canceled subsequent to a student's enrollment and before instruction in the course and program has begun, the school will either provide a full refund of all monies paid with in 45 days of notice of program cancellation. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund 45 days of notice to the student; or resume teaching the course or program within 30 days of notice to the student; or participate in a teach out agreement or provide a full refund of all monies paid, less the non-refundable application fee .for all students transferring to another school based on the hours accepted by the receiving school or provide completion of the course or participate in a Teach-Out Agreement or provide a full refund of all monies paid. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative 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 (extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

### **STUDENT CONDUCT/DISMISSAL POLICY/RULES AND REGULATIONS**

1. Students must conduct themselves in a business-like manner at all times.
2. Students must be in uniform at all times unless specified by the director.
3. Tuition must be paid in accordance with the student contract.
4. Students must adhere to institutional attendance policies. A student is required to attend classes as schedule. If unable to attend class, the student is expected to notify the office by phone prior to 9 a.m.
5. Students who arrive at school late may stay at school if their excuse is one that would be acceptable at a job.
6. Students are permitted to leave the premises during lunch break, which is assigned and is 30 minutes.
7. Students must clock in themselves. Late clock in will be recognized at the next quarter hour. If a student clocks in for another student, both will be suspended for the remainder of the day.
8. Students may eat and drink in designated areas only. Students may not chew gum. Smoking is permitted outside the building in designated areas only.
9. Students may not linger in reception area, office or dispensary.
10. Any jewelry worn must be in good taste. Appropriate undergarments must be worn.
11. Students must clean up after themselves.
12. Each student is assigned duties that are their responsibility. These duties must be performed each day at the designated time.
13. Each student is responsible for their kit and for all tools and equipment required to be in it. Lost kit items must be replaced by the student. The kit must be kept clean at all times and is to be used to perform clinic services.
14. Alcoholic beverages and drugs are not permitted on the premises. No student is to be under the influence of drugs or alcohol during hours of attendance. Any student found in violation of the rule will be dismissed for a minimum of three days.
15. A student found to be involved in stealing will be expelled.
16. A lost and found is maintained. The instructors will handle items lost or left by students, clients, or visitors. Students finding an item are required to bring it to an instructor.
17. Students must receive permission from their instructor for personal services (Monday and Wednesday) if a student has failed their test the previous week, or did not complete a lab sheet, they may not have services performed the following week. There is a student fee for chemical and conditioning services that must be paid prior to receiving their service. Each student service must be recorded for review by the state inspector upon demand.
18. Student reprimand procedure:  
The instructor will fill out an advising form that the student must sign. The report is to be kept in the students file.  
1<sup>0</sup> offense-clocked out one day  
2<sup>"</sup>d offense-clocked out 2 days  
3<sup>'</sup>d offense-clocked out 3 days  
4<sup>th</sup> offense-expelled from school  
The institution is not responsible for items left behind after a student terminates enrollment. Items left more than 30 days will be disposed of at the schools discretion.
19. If a student wishes to make a change in their schedule, the request must be in writing and abide by guidelines in the catalog.

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20. All decisions of the Director are final
21. Any rules not specifically identified may be forced at the discretion of the school, owner, director or instructor.

Paramount Beauty Academy reserves the right to expel or suspend any student who habitually violates the school guidelines. Page 3

### Paramount Beauty Academy Student Release

I, \_\_\_\_\_ authorize Paramount Beauty Academy to hold any credit balance from Federal Financial Aid to apply toward any projected over grad charges or other charges authorized by me on my account. I any rescind at any time.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deborah Moore

\_\_\_\_\_  
Date

#### GRADUATION REQUIREMENTS

A DIPLOMA, ATTESTING TO THE COMPLETION OF THE COURSE, IS AWARDED TO THE STUDENT UPON COMPLIANCE WITH THE FOLLOWING GRADUATION REQUIREMENTS:

- E. The student must complete all required clock hours.
- F. The student must complete all required classes and pass all required test, including the final examination.
- G. The student must meet all obligations of any signed agreements with the school, including payment of all amounts due.
- H. The student must submit all required State Board forms and complete a FA Exit Interview if required.
- I. JOB PLACEMENT

Accreditation standards prohibit our school from guaranteeing employment to our graduates. However, the school does provide a list of available job openings as well as counseling assistance. Any student or graduate may obtain such a list and or counseling by submitting a written request to the Administrative office. Additionally, students are offered a variety of opportunities for exposure to salons through school sponsored activities, Interning opportunities and individual salon visits.

#### LEAVE OF ABSENCE POLICY

Students are expected to attend on a continuous basis, and leaves are permitted only in cases of unusual and necessary circumstances. The contract Completion Date for any student taking an official Leave of Absence will be extended by the number of calendar days of the Leave of Absence. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. The leave of absence form will serve as the addendum to the contract with the new contract completion date noted on the leave of absence. Leave of Absence Guidelines:

- A. A student must submit in advance in writing, include the reason for the request and include the student's signature. Reason a leave of absence is granted but not limited to: personal illness, injury, or surgery, mental health needs, pregnancy or recovery from childbirth, caring for sick child, parent or spouse. Death in the family, unexpected care giving. There must be a reasonable expectation that the student will return from the leave before it will be approved. This institution may grant a leave of absence to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend (i.e. car wreck, hospitalization etc).
- B. Normally a leave of absence is restricted to between 30 and 60 calendar days. A student may request a waiver of this limitation for "good cause" by submitting a written request. Federal regulations dictate a maximum time for a leave of absence (180 days in a twelve month period) and our school is required to be in compliance with these regulations.
- C. Normally, only one leave will be granted during the time a student is enrolled. A student may request additional leave time if doing so would not violate Federal Regulations.
- D. Students receiving federal aid must adhere to federal regulations restricting leaves of absence. If a student request appears to jeopardize that student's eligibility for financial aid, the student will be made aware of this fact by the financial aid office before such leave is approved.
- E. A student who receives an official leave of absence will be readmitted on the stipulated date of return without penalty or additional fees.
- F. A student who receives an official leave of absence is not considered to have withdrawn and no refund calculation is required at that time.
- G. A student must follow the school's policy of requesting a leave of absence or request waiver of item A before a leave of absence will be approved. A student who ceases attending without such written permission will be considered withdrawn after 30 days of non-attendance.
- H. Students who are on an official leave of absence from school may not loiter in or around the school premises unless on official school business. Additionally students on a leave of absence may not obtain clinic services, complimentary or paid.

Failure to return from a scheduled leave of absence on the return date indicated will result in immediate dismissal from school. The withdrawal date, for the purpose of calculating a refund will be determined as the last date of attendance.

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### TITLE IV FEDERAL FINANCIAL AID (FFA)

Return of Title IV Federal Financial Aid (FFA): If Federal Financial Aid (FFA) is used to pay tuition for a student training, and the student does not complete that training, the student may be entitled to only a portion of that FFA, and the school must return to the appropriate FFA program and FFA exceeding that to which the student is entitled.

FOLLOWING IS THE FEDERAL POLICY FOR RETURN OF TITLE IV AID The law specifies how a school is to determine the amount of Title IV financial aid a student earns if the student withdraws from school. The programs covered by this law are Unsubsidized, Subsidized Direct Stafford Loans, PLUS (parent) loans and Pell Grants.

The return of Federal Title IV Funds Policy applies to any student who receives Title IV funding and withdraws. The withdrawal process is defined as occurring when a student notifies, in written form, the Financial Aid Office of his/her intent to withdraw. Whether or not notification is given or whether or not the student begins the withdrawal process, the school will determine the date of withdrawal as the date the student ceased attendance. The Return to Title IV formula determines the amount of Title IV funds a student has earned at the time the student ceases attendance and the amount of Title IV funds a student must return. This includes any money disbursed to the student as "personal living expenses." The amount of Title IV funds earned by a student is based on the amount of scheduled attendance by the student for that payment period. The amount of Title IV funds a student earns is a proportional calculation based on the amount of time the student is scheduled to attend school through 60 percent of the payment period. If a student ceases to attend school after 60 percent of the payment period, the student earns 100 percent of the Title IV funds. If the student withdraws the amount of Title IV aid the student has earned up to that point is determined by a specific formula. If a student received (or the school or parent received on behalf of the student) less assistance than the amount the student earned, the student may be able to receive the additional funds. If the student received more assistance than the student earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro rata basis. For example, if the student was scheduled 30% of the payment period the student earned 30% of the aid they were originally scheduled to receive. Once the student has been scheduled more than 60% of the payment period the student earns all the aid that the student was scheduled to receive for that period. If the amount of Title IV grant or loan funds disbursed is greater than the amount a student earned, unearned funds must be returned. If the amount the student was disbursed is less than the amount the student earned, the student may be eligible to receive a post-withdrawal disbursement in the amount of the earned aid not received but otherwise eligible. If the post-withdrawal disbursement includes loan funds, the student may choose to decline the loan funds so that the student may not incur additional debt. The school may automatically use all or a portion of the student post-withdrawal disbursement (including loan funds, if the student accepts the funds) for tuition. For all other school charges, the school needs the student's permission to use the post-withdrawal disbursement. If the student does not give permission, the student will be offered the funds.

However, it may be in the student's best interest to allow the school to keep the funds to reduce the student's debt at the school. If it is determined that unearned Title IV funds must be returned, the responsibility is allocated between the school and the student. The school's responsibility for returning unearned funds is limited to the greater of the Title IV funds that the student was scheduled to receive that the student cannot earn once the student withdraws because of eligibility requirements. For example, if the student has not completed the first 30 days of the program before the student withdraws, the student will not earn any Direct Loan funds that the student would have received had the student remained enrolled past the 30th day.

If the student receive (or the school or parent received on behalf of the student) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

1. The student's institutional charges multiplied by the unearned percentage of your funds, or The entire amount of excess funds.
2. The school must return this amount even if it didn't keep this amount of the student Title IV program funds.

If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student (or the parent for a PLUS Loan) must repay in accordance with the terms of the promissory note. That is, the student (or the parent for a PLUS Loan) will make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The amount of a grant overpayment that the student must repay is half of the unearned amount. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when the student withdraws is separate from any refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the school was required to return.

If a student has questions about Title IV program funds, students may call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913 or log on the Student Aid Site:

### PAYMENT/SCHEDUUNG

The student (or his/her parents or guardians) agrees to pay tuition (monthly, bi-monthly, weekly) payments of \$ \_\_\_\_\_ until the balance is completely paid for the 1<sup>st</sup> \_\_\_\_\_ hours and a payment of \_\_\_\_\_ (monthly, bimonthly, weekly) until the balance of the next 2<sup>nd</sup> \_\_\_\_\_ hours and a payment of \_\_\_\_\_ for the 3<sup>rd</sup> \_\_\_\_\_ hours and a payment of \_\_\_\_\_ for the 4<sup>th</sup> period hours. Payment is due

on \_\_\_\_\_ 20 \_\_\_\_ . Time in school longer than the contract time will result in additional tuition at the rate of \_\_\_\_\_ per hour.  
I agree to pay all LOANS I have incurred to pay for my education.

I \_\_\_\_\_ having been enrolled and accepted as a student, agree to make regular payments as

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scheduled payable at the office of the school.

I agree to attend an average of two(2) assigned Saturdays per month. I understand in order to make application to the State Board of Cosmetology for examination, I must have fulfilled the ""TWO ASSIGNED SATURDAYS PER MONTH" before 1675 SCHEDULED HOURS FOR Advanced Cosmetology, and 675 Hours for Advanced Esthetics, 250 hours for Advanced Manicuring, 950 scheduled hours for Combination Advanced Esthetics/Advanced Manicuring Program. I fully understand if these requirements are not met, my hours and application will be held until my Saturday requirement has been fulfilled(please initial this paragraph \_\_\_\_\_),  
No responsibility is assumed by the school for any negligence, carelessness or lack of skill by one or more students while practicing any part of 6.

the school course upon another.

This contract contains the entire agreement between the school and myself and no further modification or representation except as herein expressed in writing will be recognized.

By signing this contract, I acknowledge that I have read this contract in its entirety and that I have received a copy of said contract and all blank spaces have been filled to my satisfaction. I have received all pre-enrollment information prior to this contract and have received a copy of the Catalog.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_ Date: \_\_\_\_\_

**Internal Complaint Procedure**

A student, teacher, or interested party may file a complaint against the school. However, the complaint should be in writing to the school/director and should outline the allegation or nature of the complaint.

A school representative will meet with the complainant within 10 days of receipt of written complaint. If after careful evaluation, the problem cannot be resolved through discussion, the complaint should be referred to the schools complaint committee.

The school shall document the meeting between the school representative and the complainant in writing. The complainant should be provided a copy of this written record at the time of this meeting.

The complaint committee is comprised of the following:

School Owner

School Director

School Instructor

The institution's complaint will meet within 21 days of the receipt of the complaint and review the allegations. If more information is needed from the complainant, a letter should be written outlining the additional information. If no further information is needed, the Complaint Committee shall act on the allegations and a letter will be sent to the complainant within 15 days stating the steps taken to correct the problem or information to show that the allegations were not warranted or based on facts. A student, teacher, or interested party may also file a complaint with , Ohio State Board of Cosmetology 1929 Gateway Circle, Grove City Ohio 43123 or the

National Accrediting Commission of Career Arts and Sciences, 3015 Colvin Street, Alexandria, VA 22314.

If the complainant wishes to pursue the matter further, a complaint form is available through the accrediting agency, however, the complainant is required to try to resolve the problems through the schools complaint procedures prior to filing a complaint with the schools accrediting agency or the Ohio State Board of Cosmetology.

The school shall maintain records of all complaints filed through the next accreditation cycle.

Signature \_\_\_\_\_ Date \_\_\_\_\_



**SATISFACTORY ACADEMIC PROGRESS POLICY** The satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

**EVALUATION PERIODS**

**Students are evaluated for Satisfactory Academic Progress as follows:**

- Advanced Cosmetology (1800 Hours) 450 Actual Hours(15 weeks), 900 Actual Hours(30 weeks), 1350 Actual Hours(45 weeks),1800 actual hours(60 weeks)
- Cosmetology (1500 hours)450 actual hours(15 weeks) 900 actual hours(30 weeks), 1200 actual hours(40 weeks)1500 actual hours (50 weeks)
- Advanced Nail Tech/Advanced Esthetics Combo (1050 hours) 450 actual hours(15 weeks) 900 actual hours (30 weeks) 1050 actual hours (37 weeks)
- Advanced Esthetics (750 hours) 375 actual hours(15 weeks) 750 actual hours (30 weeks)
- Advanced Nail Tech (300 hours) 150 actual hours(5 weeks) 300 actual hours(10 weeks)
- Advanced Cos- (300 hours) 150 actual hours (5 weeks) 300 actual hours (10 weeks)
- Manicuring (200 hours) 100 actual hours (3 weeks)200 actual hours( 6 weeks)
- Advanced Nail Tech-100 Hour (100 hours) 50 actual hours(2 weeks) 100 actual hours (4 weeks)

- Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student had met minimum requirements for satisfactory progress. The frequency of the evaluations ensures that students have had at least one evaluation by midpoint in the course.

**ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule In order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

**MAXIMUM TIME FRAME**

The maximum time (which does not exceed 150% of the course length) allowed for student to complete each course at satisfactory academic progress is stated below:

<b>COURSE</b>	<b>MAXIMUM SCHEDULE HOURS</b>	<b>FULL TIME NORMAL/MAXIMUM</b>	<b>PART TIME NORMAL/MAXIMUM</b>
Advanced Cosmetology	2700	15 months/23 months	30 months/45 months
Cosmetology	2250	12.5 months/18.75 months	25 months/37.5 months
Advanced Cos-300 hour	450	2.5 months/3.75 months	5 months/7.5 months
Advanced Nail Tech/Advanced Esthetics Combo	1575	10.5 months/15.25 months	21 months/30.5 months
Advanced Esthetics	1125	7.5 months/11.25 months	15 months/22.5 months
Advanced Nail Tech	450	2.5 months/3.75 months	5 months/7.5 months
Advanced Nail Tech-100 hour	150	1.75 months/2.5 months	3.5 months/7 months
Manicuring	300	2 months/3 months	5 months/7.5 mont

The Maximum Time Frame will be adjusted for any leave of absence.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

**ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to the text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Student must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale.

**DETERMINATION OF PROGRESS STATUS**

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

**WARNING**

Student who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still has not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

**PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. 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. Student who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised 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 satisfactory academic progress or by the academic plan, he. /she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

**RE-ESTABLISH OF SATISFACTORY ACADEMIC PROGRESS**

Student may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

**INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours lapsed during a leave of absence will extend the students contract period and maximum timeframe by the same number of days taken in the leave of absence and will not be included in the students cumulative attendance percentage calculation. Student who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

**APPEAL PROCEDURE**

If a student is determined not to be making satisfactory academic progress, the student may appeal the 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 any other allowable special mitigating circumstance. The student must submit a written appeal to the school or the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons 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 and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

**NONCREDIT, REMEDIAL COURSES, REPETITIONS**

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

**TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

Any student considered withdrawn who subsequently requests readmission(re-entry) shall retain full credit for all monies paid to the school individually or by any other external source including federal aid. Upon compliance with the following guidelines the student will be readmitted without loss of previous hours clocked, provided the hours have not expired in accordance with State Law. Student reentry requests will be reviewed on an individual basis. All students must re-enter the institution in the same satisfactory academic progress(SAP) status at the time of termination or withdrawal. Further, all reentry students will be evaluated at the next scheduled evaluation due at the time of termination or withdrawal.

- A. A written request for reentry must be submitted to our administrators. Please ensure the following information is included with your reentry request:
  - a. Student name as it would appear in our records
  - b. Start date and last date of attendance
  - c. Current address and telephone number
  - d. The request to reenter
  - e. Reason(s) why the student withdrew from school
  - f. Written assurance of completion stating the concerns causing discontinuance have now been resolved and the student may proceed without interruption to training
- B. A \$150.00 reentry fee is required. The re-entry fee is refundable should the student fail to follow through with the reentry process.
- C. Applicants must attend a personal reentry interview
- D. A complete kit of equipment is required. Broken or missing items must be replaced prior to starting school
- E. Any previously withdrawn student shall be readmitted on a space availability basis, may incur a waiting period.
- F. Tuition will be figured on a pro-rata basis of the current program costs.
- G. Financial aid assistance will be computed on an individual basis. Changes in financial aid eligibility and/or requirements may cause the student to personally pay the cost of their tuition.
- H. Paramount Beauty Academy reserves the right to refund reentry to any applicant who fails to meet the reentry criteria(items A through G) established.

Transfer students may be accepted at the sole discretion of the school on a case by case basis. Any student accepted for transfer will receive full credit for hours recorded at State Board. (Academic hours will not be accepted from High School Career Tech Schools). A \$150 (money order or certified check) transfer fee must be submitted with the written request for transfer. The transfer fee is refundable should the student fail to meet general admissions requirements.

**March 2026**

## **TERMINATION POLICY**

A student can be terminated from the institution for reasons but not limited to :

- Failure to meet Satisfactory Academic Progress
  
- Excessive Absences
  
- Failure to meet Academic Grade requirements
  
- Misconduct or policy violations
  
- Non-payment of tuition

A student can appeal a termination . An appeal must be in writing and submitted within 10days of termination. An appeal board will review the appeal and give a response within 5 days.



Arbitration Agreement

I \_\_\_\_\_ AGREE AS FOLLOWS:

1. Any dispute I may bring against the College, or any of its parents, subsidiaries, successors, officers, directors, or employees, without limitation, or which the College may bring against me, no matter how characterized, pleaded or styled, shall be resolved by binding arbitration pursuant to the Federal Arbitration Act and conducted by the American arbitration Association ("AAA") under its Supplementary Rules for Consumer Related Disputes, and decided by a single arbitrator. Any dispute over the interpretation, enforceability, or scope of this Arbitration Agreement shall be decided by the Arbitrator, and not by a Court. Al explicitly waive any right I may have to a jury trial, and understand that the decision of the arbitrator will be binding, and not merely advisory. Initials \_\_\_\_\_
2. Neither the College nor I shall file any lawsuit against the other in any court and agree that any suit filed in violation of this provision shall be promptly dismissed by the court in favor of arbitration. Both the College and I agree that the party enforcing arbitration shall be awarded costs and fees of compelling arbitration. Initials \_\_\_\_\_
3. The costs of the arbitration filing fee, arbitrator's compensation, and facilities fees that exceed the applicable court filing fee will be paid by the College. Initials \_\_\_\_\_
4. I agree that any dispute or claim I may bring shall be brought solely in my individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action, or consolidated action. Initials \_\_\_\_\_
5. Any remedy available from a court under the law shall be available in the arbitration. Initials \_\_\_\_\_
6. To the extent I have outstanding federal student loan obligations incurred in connection with my enrollment at the College, any arbitration award providing monetary damages shall direct that those damages be first paid toward my student loan obligations. Initials \_\_\_\_\_
7. I may, but need not, be represented by an attorney at arbitration. Initials \_\_\_\_\_
8. If I desire to initiate arbitration, information about the AAA arbitration process and the AAA Supplementary Rules for Consumer Related Disputes can be obtained at \_\_\_\_\_ or 800-778-7879. I shall disclose this document to the AAA.
9. If any paragraph, sub-paragraph, provision, or clause herein is held invalid, said paragraph, sub-paragraph, provision, or clause shall not affect any other paragraph, sub-paragraph, provision, or clause that can have effect without the invalidated paragraph, sub-paragraph, provision, or clause, and thus is severable one from the other. Initials \_\_\_\_\_

I certify that I have read, understood and agree to the above terms.

\_\_\_\_\_  
Student

Dated \_\_\_\_\_

\_\_\_\_\_  
School Official

Dated \_\_\_\_\_

## **ATTENDANCE POLICY**

To progress, a student must attend regularly. Although some reasons for absence are considered acceptable, there is a limit to the number of "excused" absences allowed. Beyond this limit, experience has shown that if the student is not able to progress regardless of **APPEAL PROCEDURE**, of the reason for absence. For this reason, attendance policies are strictly enforced.

Attendance is evaluated In accordance with the satisfactory academic progress policy at the appropriate hours for your program.

To assist student with maintaining satisfactory attendance (67% cumulative) monthly absences exceeding 20% of the total monthly scheduled time may be cause for the Absence Conference Policy to be in effect. Your enrollment Agreement indicates the time allowed to complete the course ad completion date. This date represents the time it will take you, attending all schedule hours to complete the course, and make allowance for normal absences as well as schedule holidays. You must complete this date in order to avoid additional training fees indicated in your Enrollment Agreement. The school reserves the right to dismiss any student who has not completed the course by the contracted completion date.

The student is required to attend 2(two) scheduled Saturdays per month. In the case of a month with 5 Saturdays, the first Saturday of the month is a required Saturday.

Students deemed tardy if they do not appear on time for class and clinic. Excessive tardiness may be considered sufficient reason to schedule as absence conference.

**TUITON CHARGES PER PROGRAM:**

**COURSE TITLE ADVANCED NAIL TECH (300 HOURS)**

<b>REGISTRATION FEE</b>	<b>\$150.00</b>
<b>APPLICATION FEE</b>	<b>\$100.00</b>
<b>TUITION</b>	<b>\$3747.98</b>
<b>BOOKS</b>	<b>\$550.00</b>
<b>EQUIPMENT</b>	<b>\$1080.00</b>
<b>TAX</b>	<b>\$118.18</b>
<b>LAB FEE</b>	<b>\$250.00</b>
<b>TOTAL</b>	<b>\$5996.16</b>

**COURSE TITLE ADVANCED ESTHETICS (750 HOURS)**

<b>REGISTRATION FEE</b>	<b>\$150.00</b>
<b>APPLICATION FEE</b>	<b>\$100.00</b>
<b>TUITION</b>	<b>\$11,580</b>
<b>BOOKS</b>	<b>\$700.00</b>
<b>EQUIPMENT</b>	<b>\$1250.00</b>
<b>TAX</b>	<b>\$141.38</b>
<b>LAB FEE</b>	<b>\$300.00</b>
<b>TOTAL</b>	<b>\$14221.38</b>

## March 2026

### ADVANCED COSMETOLOGY (1800 HOURS)

REGISTRATION FEE	\$150.00
APPLICATION FEE	\$100.00
TUITION FEE	\$22,358.00
BOOKS	\$650.00
EQUIPMENT	\$1350.00
TAX	\$159.50
LAB FEE	\$500.00
TOTAL	\$25,467.50

### COURSE TITLE COSMETOLOGY (1500 HOURS)

REGISTRATION FEE	\$150.00
APPLICATION FEE	\$100.00
TUITION	\$19,965.00
BOOKS	\$650.00
EQUIPMENT	\$1770.00
TAX	\$175.45
LAB FEE	\$500.00
TOTAL	\$23,310.45

### COURSE TITLE ADVANCED NAIL TECH-100 hours (100 HOURS)

REGISTRATION FEE	\$150.00
APPLICATION FEE	\$100.00
LAB FEE	\$100.00
TUTION	\$1300.00
BOOKS	\$550.00
TAX	\$39.74
TOTAL	\$ 2239.74

### COURSE TITLE ADVANCED NAIL TECH/ADVANCED ESTHETICS COMBO (1050 HOURS)

REGISTRATION FEE	\$150.00
APPLICATION FEE	\$100.00
LAB FEE	\$500.00
TUITION	\$15,897.00
BOOKS	\$1000.00
EQUIPMENT	\$2520.00
TAX	\$246.50
TOTAL	\$20,413.50

### COURSE TITLE ADVANCED COS- 300 HOUR (300 HOURS)

REGISTRATION FEE	\$150.00
APPLICATION FEE	\$100.00
LAB FEE	\$200.00
TUITION	\$3500.00
BOOKS	\$100.00
EQUIPMENT	\$140.00
TAX	\$14.50
TOTAL	\$4204.50

### COURSE TITLE MANICURING (200 HOURS)

REGISTRATION FEE	\$150.00
APPUCATION FEE	\$100.00
LAB FEE	\$200.00
TUTION	\$3300.00
BOOKS	\$550.00
EQUIPMENT	\$1240.00
TAX	\$135.57
TOTAL	\$5755.57