



Enrollment Agreement

2785 Jefferson Davis Hwy, Suite 113, Stafford VA 22554

1-866-781-6858

STUDENT INFORMATION

STUDENT NAME _____
ADDRESS _____
CITY/STATE/ZIP _____
TELEPHONE _____ CELL _____
EMAIL _____
SOCIAL SECURITY NUMBER _____
EMERGENCY CONTACT _____
RELATIONSHIP _____ TELEPHONE _____

PROGRAM INFORMATION

ADMISSION DATE _____
MO. DAY YR.
PROGRAM/COURSE _____
START DATE _____ END DATE _____
FULL TIME PART TIME
DAY EVENING
CLASSES MEET M T W Th F Sat Sun
TIME CLASS BEGINS _____ TIME CLASS ENDS _____
NUMBER OF WEEKS _____ TOTAL CLOCK HOURS _____

TUITION

TOTAL COST:	\$11,000
TUITION	\$9,985
REGISTRATION FEE	\$100
BOOKS/SUPPLIES	\$900
UNIFORM (Shirt only)	\$15
MISC. EXPENSES	(STUDENT RESPONSIBILITY)

CANCELLATION REFUND POLICY

Rejection: An applicant not accepted by the school is entitled to a refund of any monies paid

- Three-Day Cancellation:** An applicant who provides written notice of cancellation within three (3) business days of executing the enrollment agreement is entitled to a refund of all money paid, excluding the \$100 non-refundable fee.
- Other Cancellations:** An applicant requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less a maximum tuition fee of 15% of the stated cost of the course or \$100, whichever is less.
- Withdrawal Procedure:**
- A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the director of the school. The notice must include the expected last date of attendance and be sign and dated by the student.
 - B. 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 will be the date the student is scheduled to return to class from the leave of absence but fails to do so.
 - C. A student will be determined to be withdrawn from the institution if the student misses seven consecutive instructional days and all of the days are unexcused.
 - D. All refunds must be submitted within 45 days of the determination of the withdrawal date.

Tuition refunds will be determined as follows:

Proportion of Total Program Taught by Withdrawal Date	Tuition Refund
Less than 25%	75% of program cost
25% up to but less than 50%	50% of program cost
50% up to but less than 75%	25% of program cost
75% or more	No Refund

NOTICE TO BUYER:

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding agreement. Both sides of this contract is binding only when the agreement is accepted, signed and dated by the authorized official of the school or the admissions officer at the NVLET's principle place of business. Read both all pages before signing.
3. You are entitled to an exact copy of this agreement and any disclosures pages you sign.
4. This agreement and the school catalogue constitute the entire agreement between the student and NVLET.
5. NVLET does not guarantee job placement to graduates upon completion or upon graduation.
6. NVLET reserves the right to reschedule a program start date when the number of students scheduled is too small.
7. NVLET reserves the right to terminate a students' training for unsatisfactory progress, nonpayment of tuition or failure to abide by established standards of conduct.
8. NVLET does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and acceptability of credit and whether they should be accepted is the decision of the receiving institution.

STUDENT ACKNOWLEDGMENTS:

1 I hereby acknowledge receipt of NVLET's school catalog dated _____, which contains information describing programs offered, and equipment/supplies provided. NVLET's catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog.

_____ Student Initials

2 I have carefully read and received an exact copy of this enrollment agreement.

_____ Student Initials

3 I understand that NVLET may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in class, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate may be awarded.

_____ Student Initials

4 I understand NVLET does not guarantee job placement to graduates upon completion or upon graduation.

_____ Student Initials

5 I understand that complaints, which can not be resolved by direct negotiation with NVLET in accordance to its written grievance policy, may be filed with the state Council of Higher Education for Virginia, 101 N. 14th Street, 9th Floor, James Monroe Building, Richmond, VA 23219. All student complaints must be submitted in writing.

_____ Student Initials

CONTRACT ACCEPTANCE

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed 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 NVLET Official. I also understand that if I default upon this agreement I will be responsible for payment of any collection fees or attorney fees incurred by Northern Virginia Laser and Esthetics Training.

My signature below signifies that I have read and understand all aspects of this agreement and do recognize my legal responsibilities in regard to this contract.

Signed this _____ day of _____ 20 _____

Student Signature

Date

School Official's Signature

Date

REPRESENTATIVE'S CERTIFICATION

I hereby certify that _____ has been interviewed by me and in my judgement, meets all requirements for acceptance as a student in the _____ program at Northern Virginia Laser and Esthetics Training, as described in the school catalog. I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

School Official's Signature

Date

