



_____		_____		_____	
Legal Last Name		First Name		Middle Name	
_____		_____		_____	
Address		City		State	Zip Code
(____) _____ - _____		(____) _____ - _____		_____	
Home Phone		Cell Phone		Email	
____/____/____		____-____-____			
Date of Birth		Social Security			
_____		(____) _____ - _____			
Emergency Contact Name		Emergency Contact Telephone			

Admissions Requirements

Cosmetology, Aesthetics or Medical Education? Y N State _____ Prof. Lic.# _____

Are you at least 18 years of age? Y N Do you have a High School Diploma or equivalent? Y N

Career Track Programs:

- IMAj Clinical Aesthetics Program (750 hours) Tuition: \$20,000.00
- IMAj Traditional Aesthetic Essentials Program (600 hours) Tuition: \$11,500.00
- IMAj Aesthetic Essentials Program (600 hours) Tuition: \$ 6,500.00
- IMAj Advanced Aesthetics Program (128 hours) Tuition: \$ 5,000.00
- IMAj Cosmetic Laser Technician Program (128 hours) Tuition: \$ 8,500.00
- IMAj *Fast Track* Laser Technician Certification Program (128 hours)* Tuition: \$ 4,500.00
- IMAj Aesthetics Instructor Program (500 hours) Tuition: \$ 5,000.00
- IMAj Cosmetic Laser Technician Instructor Program (500 hours) Tuition: \$ 5,000.00
- IMAj Medical Director Certification Program (24 hours) Tuition: \$ 2,500.00

* The Fast Track Laser Technician Program includes the online Laser lecture program. The Fast Track Laser Technician Program is not available to Arizona residents.

X _____ Student initials accepting terms on page 1

Tuition and Fee Schedule

Registration Fee \$ _____ Registration Fee Paid \$ _____ Date Paid ____/____/____
 (non-refundable)
 Books & Kit Fee \$ _____
 (non-refundable)
 Total Cost \$ _____
 Scholarships (-) \$ _____ Name of Scholarship: _____ Source: _____
 Subtotal \$ _____
 Deposit (-) \$ _____ Cash Check MasterCard Visa
 Balance Due \$ _____ Student Loan: N/A Sallie Mae MACU IMAj

* A minimum of 25% deposit and a loan confirmation or Promissory Note for the remainder of the tuition is required prior to the scheduled start date.
 A 10% discount will be given if the full tuition is paid in cash 30 days prior to the scheduled start date.
 A fee of \$25 will be charged for all returned checks.

Program Start Date: ____/____/____
 Weekly Schedule: _____
 Estimated Graduation Date: ____/____/____

Terms and Agreements

Please read each clause carefully and initial to accept on the line provided.

1. X **PURCHASE OF EDUCATION SERVICE:** This is a contract for the purchase of aesthetics and laser educational services from IMAj Institute (IMAj). The Laser Technician Course is a continuing education program, & enrollment is limited to licensed cosmetology or healthcare professionals.
2. X **DRESS CODE:** Students are required to wear the IMAj issued top, scrub pants and tennis/athletic/nursing shoes.
3. X **PAYMENT:** All payments are to be made according to the above schedule to IMAj. A minimum of 25% deposit and a loan confirmation or Promissory Note for the remainder of the tuition is required prior to the scheduled start date. A 10% discount will be given if the full tuition is paid in cash 30 days prior to the scheduled start date. A fee of \$25 will be charged for all returned checks.
4. X **NOTICE OF CANCELLATION:** This contract and student's enrollment can be terminated by either party, with written notice of cancellation to the other party. Said notice shall be mailed, postage pre-paid, either registered or certified, return receipt requested, to the other party at the address set out on the first page of this contract or delivered to the other party in person. This cancellation shall be effective three (3) business days after receipt by the party to whom it is directed.
5. X **ABSENCES:** If the student misses a scheduled class, the student may be required to wait until the class is scheduled again to make up the days missed. Students will be assessed \$25 per hour for any hours missed in excess of the allowed maximum absences. Maximum allowed absences are as follows:
 - a) Clinical Aesthetics: 64 hours
 - b) Advanced Aesthetics 24 hours
 - c) Traditional Aesthetics: All 600 hours are required for completion
 - d) Aesthetics Essentials: All 600 hours are required for completion
 - e) Aesthetic Instructor: All 500 hours are required for completion.
 - f) Cosmetic Laser Technician, Cosmetic Laser Technician Supervisor and Fast Track Cosmetic Laser Certification: Successful completion is not determined by clocked hours but by the number of completed clinical procedures.
6. X **GRADUATION REQUIREMENTS:** The student must clock the appropriate course hours and maintain a GPA of 80% or higher. Please note that the contents of the Student Kit will not be relinquished to the student until they have obtained their professional license.
7. X **DIPLOMA:** A Diploma of Graduation is given only when the student has completed the required amount of course clocked hours and all other requirements set forth by IMAj.
8. X **CLOCKED HOURS:** The student will clock in and out with the school time clock to document the actual amount of classroom time credited to the student.

X _____ Student initials accepting terms on page 2

9. **REFUND POLICY:**

- a) If the Institute rejects the applicant for enrollment, the applicant shall be entitled to a refund of all monies paid.
- b) If a course is cancelled subsequent to a student's enrollment, the Institute will provide a full refund of all monies paid.
- c) If the Institute closes for business and is no longer offering instruction after a student has enrolled and prior to the contracted end date, the student is entitled to a percentage based refund of tuition as described herein.
- d) If the student cancels enrollment prior to the start of scheduled classes or never attends (is a no-show), the Institute will refund all monies paid, less the registration fee of \$200.

<u>Program / Course Completed</u>	<u>Tuition Retained by the Institute*</u>
Before any class participation	0%
Within first week	10% or \$1,000 whichever is less
Week 2 through 20% course completion	20%
20% to 30%	30%
30% to 40%	40%
40% to 50%	50%
50% to 60%	60%
60% to 70%	70%
70% to 80%	80%
80% to 90%	90%
More than 90%	100%

* Applies only to tuition fees. Does not include books, student kits, registration fees, or other supplies or fees.

- e) When determining the number of weeks completed by a student, the Institute will consider a partial week the same as if the whole week were completed.
- f) If a student withdraws or is terminated from a program or course after the first week, a \$100 termination fee will be assessed to the student.
- g) If an applicant never attends class (no show) or cancels the contract prior to the class start date, the applicant's refund will be made within 45 calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.
- h) For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within 45 calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the Institute or the date that the Institute terminates the student, by applying policies concerning attendance, conduct or Satisfactory Academic Progress.

- 10. **JOB PLACEMENT:** IMAj does not guarantee placement for employment. IMAj will assist the student in seeking out employment when employment is available.
- 11. **TERMINATION BY IMAj FOR CAUSE:** IMAj may terminate this Agreement for not adhering to IMAj policies governing attendance, conduct, satisfactory academic progress or for breach of any portion of this Agreement. The student's right to a refund is governed by paragraph 9 above.
- 12. **GRIEVANCE:** Students may file a grievance in writing and provide them to the school's Director. The Director will provide a written response and any resolution based on the established policies of the school within 3 days. If the matter is not resolved to the satisfaction of the student, the student may then appeal the grievance in writing to the Arizona State Board of Cosmetology at 1721 East Broadway, Tempe, Arizona 85282, 480-784-4539.
- 13. **RESPONSIBILITY FOR DAMAGE, INJURY OR COLLECTION CHARGES:** IMAj shall not be responsible to the student for any negligence, carelessness, or lack of skill by the student, or any one or more students practicing any instruction of techniques. Student agrees to indemnify and hold IMAj harmless from any claim, liability of damages arising out of the student's failure to follow any of IMAj rules or policies.
- 14. **ATTORNEY'S FEES:** In the event IMAj retains counsel to enforce any of the provisions of this agreement, student will pay for IMAj actual attorneys' fees and cost.
- 15. **SCOPE OF AGREEMENT:** Student acknowledges having received a copy of this agreement. This agreement contains the entire agreement between the student and IMAj. There are no other promises or representations other than what is contained herein.
- 16. **GOVERNING LAW:** This agreement shall be constructed in accordance with the laws of the state of Arizona.
- 17. **CONTRACT:** This Agreement becomes a legal and binding contract once completed and signed by both parties.

X Student initials accepting terms on page 3

I HAVE RECEIVED AND READ THE CURRENT COURSE CATALOG:

STUDENT X _____

DATE _____ / _____ / _____

I HEREBY AGREE TO THE TERMS AND CONDITIONS OF THIS CONTRACT:

STUDENT X _____

DATE _____ / _____ / _____

ADMISSION COORDINATOR _____

DATE _____ / _____ / _____

I HAVE READ, UNDERSTAND AND RECEIVED A COPY OF THE EXECUTED AGREEMENT:

STUDENT X _____

DATE _____ / _____ / _____