

“ I have never seen such an attentive audience at a demonstration so early in the morning. I really felt the participation and the interest of the students. They had the most pertinent questions and to me that reflects the teaching that they are receiving at the school. It all came out in the afternoon on the live model, hands on. What hospitality, picturesque surroundings and architecturally stimulating environment! Needless to say, I am looking forward to a second round!”

Yves Durif | Yves Durif Salon, NYC



Tuition

Tuition rates include student kits, textbooks and uniform.

A pre-determined percent of tuition (this does not include the \$50 registration fee which is non-refundable) is due one week prior to the start of classes. The remaining balance is due according to the payment plan selected by the student at the time of enrollment. **First payment requirements are as follows:**

- Cosmetology: \$2,000.00
- Esthiology: \$712.00
- Massage: \$812.00
- Manicuring: \$300.00
- International Beauty Therapist: \$1,550

All tuition must be received in full no later than three weeks prior to graduation. The student understands that he/she may be required to incur additional costs for miscellaneous supplies and/or events not to exceed \$100.00. The student's obligation to pay these sums at these times is without regard to student qualification for financial aid from any other source.

Late Payment

If a student fails to make any payment within one (1) week after it is due, then, a) the total tuition will become automatically due and payable, and b) the school may suspend the student's attendance and/or diploma until the balance is paid in full.

Refund Policy

- 1 The Refund Policy is as follows: If a student's application is rejected by the school or if he/she cancels enrollment within three business days of executing the enrollment contract, all money collected by the school, less the non-refundable \$50 application fee, shall be refunded whether or not the student has begun the course of instruction.
- 2 If a student cancels his/her enrollment after three business days from the execution date of the contract but before the student begins the course of instruction, he/she is entitled to a refund of all money paid to the school less the non-refundable \$50 application fee.

- 3 If a course is cancelled prior to a student's enrollment, the school provides a full refund of all money paid.
- 4 If the school is permanently closed and no longer offering instruction after a student has enrolled, the student is entitled to a pro-rata refund of tuition.
- 5 If either party cancels the contract after the student begins class and after three business days of executing the enrollment contract, the school will keep the registration fee, and the tuition amount according to the calculation below. The calculation for tuition reimbursement is part of the National Accrediting Commission of Cosmetology Arts and Sciences' Cancellation and Settlement Policy and Minimum Refund Guidelines which is shown below.

(continued)

Calculation for Tuition Reimbursement

*Note: "Percentage of Enrollment Time" means the time elapsed between the start of the student's attendance until the student's last day of physical attendance, divided by the total number of class days required to complete the course of instruction.

Percentage length completed to total length of course		Amount of total tuition owed to the school
Greater Than	Less Than or Equal To	
0.01%	to 4.9%	20%
5%	to 9.9%	30%
10%	to 14.9%	40%
15%	to 24.9%	45%
25%	to 49.9%	70%
50%	and over	100%

Any education program is a serious investment of money and time. We offer a payment plan for everyone. You can afford a quality education from The Institute of Beauty and Wellness. Federal Financial Aid and Scholarships are available to those who qualify.

Refund Policy (continued)

The school shall acknowledge in writing any valid notice of cancellation within ten business days after the receipt of such notice. Any monies due the applicant or student shall be refunded within 30 business days of the official withdrawal date or the date the school discovers that the student has unofficially withdrawn (determined an “unofficial” withdrawal after three school days of no attendance and no notice or explanation). The official withdrawal date is determined by the postmark date on the written notification, or the date said notice is delivered to a school director in person.

All miscellaneous costs which have not yet become due will be void. In the case of a leave of absence, the school shall return any monies due the student or applicant within thirty days of the **earlier** of the last day of the student’s leave of absence if the student fails to return or the date the student notifies the institution that the student will not be returning.

The school may elect a more generous settlement policy to accommodate mitigating circumstances.

Policy on Extra Instructional Charges

Students must maintain a 90% attendance record. For missed hours up to 2.5%, there is no penalty or fee. For cosmetology, this is the equivalence of 45 hours; for esthology, this is the equivalence of 15 hours; for massage therapy, this is the equivalence of 18.75 hours; for manicuring, this is the equivalence of 7.5 hours; for the International Beauty Therapist Certification, this is the equivalence of 33.75 hours. For each hour missed beyond 2.5%, a student will be charged \$10 per hour. These hours are to be made up at the school’s discretion, and may take place outside of regular program hours.

Notice of Cancellation

The student’s enrollment can be terminated only by written notice of cancellation from one party to the other. Said notice shall be hand delivered or mailed, postage prepaid, either registered or certified, return receipt requested, to the other party at the address listed on the Student’s Enrollment Contract. In case of cancellation, the previously stated “Refund Policies” will determine the amount of refund to the student.

The Institute of Beauty and Wellness, under State of Wisconsin Regulation, is required to carry a Surety Bond in accordance with RL 61.06. This bond is required to protect a student or their parents/guardians or their sponsors from economic loss.

The bond provides indemnification, within the limits of the bond, to any student or enrollee. For further information, contact Capitol Indemnity Corporation, Madison, Wisconsin. The contact address for the company issuing the bond is: R&R Insurance, 1581 E. Racine Ave., PO Box 1610 Waukesha, WI 53187-1610.

Breach of Contract

For any violation of this contract, school policies, standards and/or attendance, as stated in the school catalog, the Administrative Staff of The Institute of Beauty and Wellness may cancel this contract.

Students would receive a **Notice of Cancellation** from the school. This contract and the student’s enrollment can be terminated only by written notice of cancellation from one party to another party. A cancellation notice will be hand delivered or mailed by either registered or certified mail to the address listed on the student’s contract.