

**COSMETIC THERAPY TRAINING CENTER
1918 BETHEL RD.
COLUMBUS, OH 43220
(614) 457-2937**

STUDENT CONTRACT

1. I, _____, do hereby apply for admission into the Cosmetic Therapy and Laser Program at Cosmetic Therapy Training Center, located in Columbus, Ohio.

I do hereby give my full permission to Cosmetic Therapy Training Center to obtain any and all information regarding my person.

I also fully understand that any false or misleading statements made either verbally or in writing during this application shall be grounds for immediate termination from the program and forfeiture of any and all fees paid and/or owing.

2. I have read and understand the Center's Academic Policies and Procedures and if accepted for admission, will obey and abide by such policies and procedures as stated in the Center's catalogue.

I am aware that the current tuition is \$15,870.00 for the 645 hour program; In addition to a \$500.00 student kit.

A \$75.00 application fee and tuition deposit must accompany the application for admission. Tuition and fees are due on the first day of class, unless specific financial agreements have been made.

3. I have been advised of the Refund Policy and understand and agree to the terms as set forth in the Center's catalogue.

4. I have been advised of the Center's Grievance Procedure that states:

- a. All grievances must be presented in writing to the Director of Education. Upon review of appropriate documentation, the Director may monitor a discussion among all concerned parties. The Review Board will monitor all grievances. Every effort will be made to reach a solution acceptable to all parties involved.
- b. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the:

Executive Director
State board of Career Colleges and Schools
30 E. Broad Street, Suite 2481
Columbus, OH, 43215
614-466-2752 Toll Free 877-275-4219

5. I have been advised that Cosmetic Therapy Training Center will make every attempt to assist graduates who seek employment positions in the electrology field. It cannot, however, guarantee any placement or wages.

6. I understand that this course of study is computed on a clock-hour basis. Therefore, students will be penalized for tardiness. Accurate time reports will be maintained for each student and all incomplete work/time **MUST** be made up prior to graduation. Each student will be required to clock "In & Out" for each class day. **NO STUDENT IS TO EVER PUNCH ANOTHER STUDENT'S CARD. This will result in immediate dismissal from the program.**

7. All conduct shall portray well-maintained moral and ethical standards. Any deviation from acceptable behavior, including but not limited to, disrespectful behavior, cheating, stealing, vandalism, substance abuse and abusive language shall be cause for immediate termination. In the case of mandatory dismissal the school will not be responsible for the refund of any and/or all tuition and fees paid, and the student will be responsible for any and all fees owing.

Signed in Columbus, Ohio, this _____ day of _____, 20_____.

Applicant Signature

Center Witness