

## Enrollment Agreement

Touch of Brows  
557 Roosevelt Rd  
Glen Ellyn, IL 60137  
630-474-0570  
touchofbrows.com  
annie@touchofbrows.com

## STUDENT INFORMATION

Student name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone numbers: H) \_\_\_\_\_ C) \_\_\_\_\_ W) \_\_\_\_\_  
E-Mail address: \_\_\_\_\_  
Emergency contact name: \_\_\_\_\_  
Emergency contact number: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Student ID: \_\_\_\_\_  
Student Social Security #: \_\_\_\_\_

- **PROGRAM INFORMATION**

Date of admission: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Program name: Ombre & Hybrid Course

- **Ombre Powder Brows & Hybrid Course Description:**

Ombre Powder Brows is a form of permanent cosmetic brow technique that does not mimic hairlike strokes of natural brow hair. This form of technique requires complete shading of the eyebrow, with the head of the brow being the lightest and gradually darker towards the tail of the brow. Hybrid technique is the combination of hair strokes in the front of the brow and ombre towards the tail of the brow. Students learn everything from theory, techniques, brow mapping, marketing, and more to create this brow for clients in the most sanitary environment.

- **Program Objectives:**

The objective of this course is to teach students the basis of Ombre Powder Brows and intro to Hybrid Brows using correct technique and depth. The student will learn to become proficient at Ombre Brows and an introduction to Hybrid Brows techniques.  
Course Calendar/Frequency: This course is generally offered over a two day period.

- **Prerequisite courses & Other requirements for admission to program:**

\*Bloodborne Pathogen Certification\*

\*Temporary Body Art Permit\*

Program objectives: Fundamentals of Permanent Makeup Cosmetics

Program start date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Scheduled end date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Days/evenings class meets (circle/underline): Mo Tu We Th Fr Sa Su

Full time\_\_Part time\_\_Day\_\_Evening\_\_

Time class begins: 10 AM Time class ends: 6 PM

Course length: Total 16 Hours, 2 days in person

- **CONSUMER INFORMATION**

All schools are required to make available, at a minimum, the following disclosure information clearly and conspicuously on their 1) internet website, 2) school catalog, and 3) as an addendum to their Enrollment Agreement:

The number of students who were admitted in the program as of April 1 of that reporting period (**0** students).

The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school (**0** new starts).

The total number of students admitted in the program during the 12-month reporting period (**0** students).

The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled (**0** transferred out; **0** graduated; **0** withdrew; **0** still enrolled).

The number of students enrolled in the program who were: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed **0**.

The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed (**0** that we have been aware of).

The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates) **0**.

The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates). Not typically paid via salary. The average price for ombre/hybrid brows procedure is USD 300-600 depending on demographics.

- **TUITION & FEES**

Total cost for Ombre Powder Brows and Hybrid Course \$3200.

Non-refundable registration fee: \$500

Books & supplies & Misc. Fees: \$724

- Manual: \$55
- Machine: \$140
- Numbing: \$42
- Needle Cartridges: \$42
- Pigments: \$167
- Pigment holder: \$20
- China Markers: \$10
- Latex Practice 3: \$9/each (\$27)
- Mannequin head/face: \$35
- mapping strings: \$9
- mapping ruler: \$15
- Caliper: \$8
- Machine Disposable Cover: \$12
- Disposable brow razor: \$10
- Razor Blades: \$7
- Lip Wand: \$10
- Spoolie: \$5
- Bamboo swabs: \$10
- Tattoo Grip Tape: \$10
- Wireless Battery: \$70
- Aftercare ointments: \$20

- **FINANCIAL AID**

No financial aid is offered at this time.

- **REFUND/CANCELLATION POLICY**

A deposit or full tuition payment via cash, cashiers check, Visa, MasterCard, or Discover (NO PERSONAL CHECKS) will reserve a space in class. Students will receive a full refund of deposit or tuition if notice of intent to cancel is received within 72 hours after receipt of initial payment. If they attempt to cancel a class after 72 hours from payment there is a \$500 non-refundable fee. Deposit is deducted from tuition and balance of tuition is due on or before the start of class unless payment arrangements have been made and a promissory note has been signed before a notary public and returned. Deposit, nor tuition, are refundable if a student cancels after 72 hours of receipt of payment or if a student fails to show up for class. However, if there is a proven emergency, we will offer the student the next available opening dates for two classes in which they can participate at no additional charge. Students must clear their schedule and pick from one of the two classes offered or they forfeit their deposit and/or tuition.

Students must read, understand, and agree to their rights and responsibilities, and acknowledge that the cancellation and refund policies have been clearly explained.

The student's last date of attendance is used to determine the refund due. Refund provisions apply only to complete withdrawal from the Academy. Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule:

- During the first 5% of the class, a refund of 95% of the class's tuition, and fees;
- More than 5% of the class up to 10% of the class, a refund of 90% of the class's tuition, and fees;
- More than 10% of the class up to 20% of the class, a refund of 80% of the class's tuition, and fees;
- More than 20% of the class up to 25% of the class, a refund of 75% of the class's tuition, and fees;
- More than 25% of the class up to 30% of the class, a refund of 70% of the class's tuition, and fees;
- More than 30% of the class up to 40% of the class, a refund of 60% of the class's tuition, and fees;
- More than 40% of the class up to 50% of the class, a refund of 50% of the class's tuition, and fees;
- More than 50% of the class up to 60% of the class, a refund of 40% of the class's tuition, and fees;
- More than 60% of the class or thereafter, 100% tuition obligation, no refund available with all fees retained.

- **Withdrawal Procedure**

The student may officially withdraw from school by notifying Touch of Brows in writing or in person. The withdrawal date will be the student's last date of attendance. The refund policies outlined above shall apply in the event that a student withdraws, is suspended or is terminated from school.

## **NOTICE TO STUDENT**

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 instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read all pages of this contract before signing.

3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.

4. This agreement and the school catalog constitute the entire agreement between the student and the school.

5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.

6. The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

- **STUDENT'S RIGHT TO CANCEL**

The student has the right to cancel the initial enrollment agreement until midnight of the 3rd business day. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within (14 BUSINESS DAYS) of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

- **STUDENT ACKNOWLEDGMENTS**

1. I hereby acknowledge receipt of the school's catalog, which contains information describing programs offered, and equipment or supplies provided. The school 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 the school 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 the school, 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 or credential may be awarded.

Student Initials \_\_\_\_\_

4. I hereby acknowledge that the school has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement.

Student Initials \_\_\_\_\_

5. I understand that the school does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, Touch of Brows must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.

Student Initials \_\_\_\_\_

6. I understand that the school does not guarantee job placement to graduates upon program completion.

Student Initials \_\_\_\_\_

7. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701 or at [www.ibhe.org](http://www.ibhe.org).

Student Initials \_\_\_\_\_

The student acknowledges receiving a copy of this completed agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract, understands the terms and conditions, and agrees to the conditions outlined in this contract. It is further understood 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 School Official. The student and the school will retain a copy of this agreement.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Program Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

Illinois Board of Higher Education  
1 N. Old State Capitol Plaza, Suite 333

Springfield, IL 62701 or at [www.ibhe.org](http://www.ibhe.org)