



ZORGANICS INSTITUTE BEAUTY AND WELLNESS ENROLLMENT AGREEMENT

This Enrollment Agreement is between the above-named school and:

Student's Legal Name: _____

Preferred Name: _____

Phone: (____) _____

Address: _____

Email: _____

The school agrees to provide the following training: All programs are offered in English

Course or program title (please select one): _____

Class schedule: Full Time _____ or Part time _____

CAMPUS-- Length of program is _____ weeks Clock hours per week = _____ total hours _____

_____ Clock hours accepted by ZORGANICS Institute as transfer or re-entry (if applicable)

_____ Clock hours being contracted

_____ Weeks/months required completion of the clock hours being contracted with a student

Start date _____ Calculated completion date _____

Tuition and cost of program _____



Orientation Fee	\$
Tuition	\$
Books	\$
Material and Supplies	\$
Total Tuition and cost. Paid in Full. Yes----- No-----	\$
10% Discount; 15% Discount, _____	\$
Estimated taxes	\$
Total amount due	\$
Other fees.	\$
Down payment; 20%, 25%,35%	\$
Balance due	\$
Monthly payments	\$
Monthly payment start date_____ due _____ # of Payment_____	\$
Payment Method: Credit/Debit card, Cashier's check, Scholarship, Grants, State, Federal	\$
Other:	

Termination:

Termination by the ZORGANICS INSTITUTE BEAUTY AND WELLNESS: Notwithstanding the forgoing, if this contract is terminated by ZORGANICS INSTITUTE BEAUTY AND WELLNESS due to willful misconduct and/or the inability to maintain Satisfactory Academic Progress (SAP) in accordance with ZORGANICS INSTITUTE BEAUTY AND WELLNESS's policies, the student will be refunded monies according to the WA Refund Policy, numbers 1-9 per WA. A student absent for fourteen (14) consecutive days without notice or documentation will automatically be withdrawn from the program. Termination by institute and applicable administrative fee does not exceed \$150.

Once a student begins classes, books and uniforms become property of the student. If the student terminates enrollment, books and uniforms become non-refundable. Product charges will be prorated as applicable.

Contract Costs and Payment Terms



Students and sponsors (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent students from attending class until any applicable unpaid balance of payments are satisfied. School will charge additional tuition for hours remaining after the contract ending date at the rate of \$350 per week or \$30 per hour whichever is greater, or any part thereof, payable in advance until graduation. The school may charge a \$10.00 transcript fee for transcript requests. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$150. The tuition rates currently at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. Prior to registering for classes, the school requires students to pay \$300 for orientation and attend the orientation after entering into an Enrollment Agreement. Methods of payment include full payment at time of signing the Enrollment Agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card or through non-federal agencies or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest. \$178 application fee is non-refundable and charged by the institute.

Agreement is Binding:

This agreement will be binding only when it has been fully completed, signed, and dated by the student and an authorized representative of the school prior to the time instruction begins.

Changes in the Agreement:

Any changes in the agreement will not be binding on either the student or the school unless such changes are acknowledged in writing by an authorized representative of the school and by the student or the student's parent or guardian if he/she is a minor.

Effective Date of Acceptance:

I certify that I have read and understand the cancellation and refund policy and the complaint procedure; I have received a copy of the school catalog or brochure; and I am entitled to an exact copy of this Enrollment Agreement, school catalog, and any other papers I sign.

Cancellation of Classes:

The school reserves the right to cancel a starting class if the number of students enrolling is insufficient. Such a cancellation will be considered a rejection by the school and will entitle the student to a full refund of all money paid with the exception of the non-refundable \$178 application fee. If cancellation of classes occurs before the start of the program (classes), the student is entitled to a full refund of the \$300 orientation fee only if the student has not attended orientation.

Cancellation and Refund Policy for Student Programs:

1. If an applicant is not accepted by the school, the student is entitled to a full refund of all monies with the exception of the non-refundable \$178 application fee.
2. The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training

Percentage of elapsed enrollment time at notice of cancellation compared to total time of course:	Percentage of tuition and other instructional charges which the Institute may retain:
0.01-4.9%	20% of tuition
5% - 9.9%	30% of tuition
10% - 14.9%	40% of tuition
15% - 24.9%	45% of tuition
25% - 49.9%	70% of tuition
50% and over	100% of tuition

3. The school may retain an established orientation fee equal to ten percent of the total tuition cost, or three hundred dollars, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment.

4. If training is terminated after the student enters classes, the school may retain the orientation fee established under (3) of this subsection, plus a percentage of the total tuition as described in the following table:

5. When calculating refunds, the official date of a student's termination is the last day of recorded attendance:



- (a) When the school receives notice of the student's intention to discontinue the training program; or,
- (b) When the student is terminated for a violation of a published school policy which provides for termination; or,
- (c) When a student, without notice, fails to attend classes for thirty calendar days.

6. All refunds must be paid within thirty calendar days of the student's official termination date.

Notice to Student:

Do not sign this agreement before you read it or if it contains any blank spaces. This is a legal document. All pages of this agreement are binding. Read both sides of all pages before signing. You are entitled to an exact copy of the agreement, school catalog, and any other papers you may sign and are required to sign a statement acknowledging receipt of those.

Cancellation of Contract:

If you have not started training, you may cancel this contract by submitting written notice of such cancellation to the school at its address shown on the contract, which notice shall be submitted not later than midnight of the fifth business day (excluding Sundays and holidays) following your signing this contract or the written notice may be personally or otherwise delivered to the school within that time. In event of dispute over timely notice, the burden to prove service rests on the sender.

Unfair Business Practices:

It is an unfair business practice for the school to sell, discount, or otherwise transfer this contract or promissory note without the signed written consent of the student or his/her parent or guardian if he/she is a minor and a written statement notifying all parties that the cancellation and refund policy continues to apply.

Graduation Requirements

To graduate and receive a Certificate from ZORGANICS Institute, the following are required:

- Complete a minimum of the documented hours for the contracted course of study as required by the State of Washington and/or ZORGANICS Institute, whichever is higher.
- Complete all examinations, both written and practical and complete all assignments as outlined in the course description.
- Achieve a minimum cumulative average of 76% in practical and in theory.
- Fulfill all financial obligations to the Institute as stipulated in the enrollment agreement (contract), payment schedules, and addendums and/or as outlined by a satisfactory payment agreement.

EMPLOYMENT ASSISTANCE

ZORGANICS INSTITUTE BEAUTY AND WELLNESS will assist in resume preparation, job interviewing skills, and job placement. ZORGANICS INSTITUTE BEAUTY AND WELLNESS does not guarantee employment. However, ZORGANICS INSTITUTE will maintain ongoing available jobs listings for graduates and alumni.

Signature of Student _____ Date _____

Signature of Parent/Guardian _____

Print Name _____ Date _____

As the authorized representative of the school, I hereby agree to the conditions set forth herein:

Signature of Authorized School Representative _____

Print Name _____

Notice – RCW 28C.10



Washington law requires the following information to be supplied to each student enrolling in a private vocational school licensed under RCW 28C.10. One copy of this notice bearing original signatures must be attached by the school as addenda to that individual's enrollment agreement and a copy must be provided to the enrollee by the school.

ACKNOWLEDGMENT BY ENROLLEE

1. I understand and accept that any contract for training I enter into with the above- named school contains legally binding obligations and res
2. I understand and accept that repayment obligations will be placed upon me by any loans or other financing arrangements I enter as a means to pay for my training.
3. I understand that any enrollment contract I enter into will not be binding or take effect for at least five days, excluding Sundays and holidays, following the last date such a contract is signed by the school and myself if I have not entered classes sooner.
4. I have read and received a copy of the signed contract (please initial) _____

Name (please print) _____

Signed: _____

Dated this _____ day of _____, 20 _____

ACKNOWLEDGMENT BY SCHOOL

Prior to being enrolled in this school, the applicant whose name and signature appears below has been made aware of the legal obligations he/she takes on by entering into a contract for training. Those discussions included cautions by the school about acquiring an excessive debt burden that might become difficult to repay given employment opportunities and average starting salaries in his/her chosen occupation.

Signed: _____

Title: _____

Dated this _____ day of _____, 20 _____

This school is licensed under Chapter 18.16 RCW. Inquiries concerns or complaints regarding this school may be made to the:

Department of Licensing, PO Box 9026, Olympia, Washington 98507-9026 EMAIL:plssunit@dol.wa.gov PHONE: (360) 664-6626	Workforce board 128-10th Ave SW Box 43105 Olympia, WA 98504 Web. Wtb.wa.gov Phone: (360)753-5662	<u>NACCAS 3015 Colvin Street.</u> <u>Alexandria, VA 22314 www.</u> <u>naccas.org Phone 703-600-7600</u>
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