

The New York State Beauty School Association, Inc.
TEACHER TRAINING ENROLLMENT AGREEMENT

Please print or type information requested below as you want printed on your certificate. It is your responsibility to supply the correct information.

The New York State Beauty School Association (hereinafter referred to as NYBSA) agrees to enroll the undersigned in course: I II III *(Please circle the selected course.)*

Your Name _____
Address _____
City _____
Dates of Class _____

Date of Birth _____
Phone Number _____
State _____ Zip _____
Location of Class _____

CURRENT SCHOOL EMPLOYER

Name of School _____
Address _____
City _____
Current Permit Number _____

Phone Number _____
State _____ Zip _____
Date of Expiration _____

FEES

Member Schools *	\$ 195.00
Non-Member Schools	\$ 245.00
Walk Ins	\$ 325.00

(Membership Rate For Paid Members of NYSBSA Only.)

Payment in full or deposit of \$ 50.00 is required thirty (30) days in advance. Balance must be paid fourteen (14) days prior to starting date. Make Money Orders payable to NYSBSA and **REMIT Registration Form and Fee** to Empire Beauty School, 22 West 34th Street, New York, NY 10001. **Attn: Teacher Training Program** (212) 967-1717, fax (212) 564-0502.

1. **REFUND AND CANCELLATION CLAUSE** (A.) Full refund will be made only if notification is made in writing two (2) weeks prior to starting class date. (B.) If student withdraws within two (2) week period of starting date, NYSBSA will retain a \$ 25.00 withdrawal fee and all monies over such fee will be refunded. (C.) After instruction has begun, the NYSBSA may retain all costs and tuition.
2. Additional make-up fee of \$25.00 will be charged if student is absent from schedule of session and student may make-up hours missed at next scheduled session.
3. A Certificate of Completion will be issued upon completion of course ONLY if the student has met all monetary obligations.
4. **PENALTY CHARGE:** The NYSBSA will impose a \$ 15.00 penalty charge if a school check is returned for insufficient funds and no further checks will be accepted.
5. **CREDITS/SUBSTITUTIONS/ALTERNATIVES:** No substitution of student will be permitted unless NYSBSA receives such notification and new duly signed enrollment agreement two (2) weeks prior to starting date. Fees may be credited to another individual.
6. Lost or misplaced Certificates of Completion will require a \$10.00 replacement fee.
7. It is your responsibility to attend class and be punctual, as class starts at 8:30 a.m. promptly.

I have read this enrollment agreement and agree to abide by same.

Student Signature _____ **Date** _____

* I certify that I (school) am a paid member of NYSBSA.

NOTE: No personal checks accepted.