



Application for Admission

225 Main Street, Middletown, CT 06457 • 860-346-5274
www.chilashtheschool.com • chilashtheschool@chilashtheschool.com

Admission Policy:

The Students must be of 16 years of age or older and have graduated 9th grade of high school in order to enroll and attend Ch'i Lash the School. Students must provide proof of age and completion of 9th grade. Students medical form must be completed to enroll at Ch'i Lash the School. Prior criminal records may prevent students from obtaining employment and/or state license. Please refer to Department of Public Health website to obtain information regarding employment and licensing.

Prior Criminal Record: No: Yes:

PROGRAM: _____ Day: _____ Night: _____

PROGRAM START DATE: _____ Hybrid: _____ On Campus: _____

SS# _____ - _____ - _____

Name: _____ Date: _____

Address: _____ City/State/Zip: _____

Phone Number: () _____ - _____ Work Number: () _____ - _____ Email: _____

Birth Date: _____ Age: _____

Ethnicity:

Preferred Pronoun(s):

White

She/Her

9th Grade Graduate: No: Yes: Year: _____

African American

He/Him

High School Graduate: No: Yes: Year: _____

Asian

They/Them

or Equivalent GED: Year: _____

Hispanic/Latino

Prefer not to disclose

Other

College Graduate: No: Yes: Year: _____

How Did You Hear About Us? _____

Student Signature _____ Date _____

Parent / Guardian Signature _____ Date _____



Enrollment Agreement

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Course/Program: ESTHETICS PROGRAM

Day: _____ Evening: _____ Hybrid: _____ In Residence: _____

Program Start Date: _____ Program End Date: _____

SS# _____ - _____ - _____

Student's Name: _____
First Middle Last

Address: _____
Street City State Zip

Tel: _____ E-mail: _____

Cost of Education:

Tuition - \$7,936

Lab Online Fee (available for 2 years)(non-refundable) - \$249

Application Fee (non-refundable) - \$75

Student Kit (non-refundable) - \$1,651

Textbooks (nonrefundable) - \$80

Sales Tax (nonrefundable) - \$109.92

Total Cost - \$10,100.92

Students Requirements:

Students are required to provide their own electric devices for Hybrid Learning.

Students are responsible for the \$100 State License Application Fee.

Students are required to bring their textbooks, all reading materials, and student kit to class.

*Instructor's may require students to use their student kits for training purposes.

*For classes larger than 6-10 students, additional instructor supervision will be provided.

Payment Options:

Payment accepted at Ch'i Lash the School: Check, Visa, MasterCard, American Express, Money Order, Cash, Debt Card, Discover, WIOA Program

*students are responsible for any return check fees Return check fee is \$25 for each returned check.

**Ch'i Lash the School offers different payment options or customized payment options as agreed upon on the enrollment agreement. Deposit of \$2,100.92 and \$1,000.00 for 8 months. Two payments of \$5,050.46, first payment of \$5,050.46 is due upon enrollment and second payment must be paid prior to the last month of the program end date.

Full payment must be made prior to the last month of the program end date.



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Program Schedules

Program Schedules:

Day Program 600hrs

Hybrid - 24 Weeks (6 months)

Week 1 - Week 4 Monday and Friday **On Campus/In Residence** (40hrs total) 9:00am - 2:30pm, **Off Campus** (60hrs total) (100 hrs total)

Week 5 Monday, Wednesday, Thursday, and Friday **On Campus** (21hrs total) 9:00am - 2:30pm, **Off Campus** (4hrs total) (25hrs total)

Week 6 & 7 Monday - Friday **On Campus/In Residence** 9:00am - 2:30pm (25hrs total)

Week 8 Monday - Thursday **On Campus/In Residence** (20hrs total) 9:00am - 2:30pm, **Off Campus** (5hrs total)(25hrs total)

Week 9 Wednesday, Thursday, Friday **On Campus/In Residence** (15hrs total) 9:00am - 2:30pm, **Off Campus** (10hrs total) (25hrs total)

Week 10 Monday and Friday **On Campus/In Residence** (10hrs total) 9:00am - 2:30pm, **Off Campus** (15hrs total) (25hrs total)

Week 11 - 24 Monday - Friday **On Campus/In Residence** (25hrs total) 9:00am - 2:30pm (375hrs total)

*Off Campus Learning for all holidays and school vacation.

*Should an **On Campus** Learning day fall on a holiday or school vacation, the **On Campus/In Residence** learning day will replace the next **Off Campus** learning day. (Example: Labor Day (Monday September 4th) will be **Off Campus** Learning and (Tuesday September 5th) will be **On Campus/In Residence** Learning Day.

*The Hybrid Program will require students to do part of the theory, quizzes, and study guide at home for the online portion of the Hybrid Program.

Estimated Start and End Date (Example: Start Date Monday September 11th, 2023 - End Date Friday February 23rd, 2024)

Evening Program 600hrs

Hybrid - 30Weeks (7.5 months)

Week 1 Monday **On Campus/In Residence** 5:30pm - 9:30pm (4hrs) **Off Campus** (16hrs) (20hrs total)

Week 2 Monday - Friday **On Campus/In Residence** 5:30pm - 9:30pm (20hrs total)

Week 3 Monday **On Campus/In Residence** 5:30pm - 9:30pm (4hrs), **Off Campus** (16hrs) (20hrs total)

Week 4 & 5 Monday and Friday **On Campus/In Residence** 5:30pm - 9:30pm (16hrs) **Off Campus** (24hrs)(40hrs total)

Week 6 Monday, Thursday, Friday **On Campus/In Residence** 5:30pm - 9:30pm (12hrs) **Off Campus** (6hrs) (20hrs total)

Week 7 Monday - Thursday **On Campus/In Residence** 5:30pm - 9:30pm (16hrs) **Off Campus** (4hrs) (20hrs total)

Week 8 Monday - Friday **On Campus/In Residence** 5:30pm - 9:30pm (20hrs total)

Week 9 Wednesday, Thursday, Friday **On Campus/In Residence** 5:30pm - 9:30pm (12hrs), **Off Campus** (8hrs) (20hrs total)

Week 10 Monday - Friday **On Campus/In Residence** 5:30pm - 9:30pm (20hrs total)

Week 11 Friday **On Campus/In Residence** 5:30pm - 9:30pm (4hrs) **Off Campus** (16hrs) (20hrs total)

Week 12 Monday - Friday **On Campus/In Residence** 5:30pm - 9:30pm (20hrs total)

Week 13 Thursday & Friday **On Campus/In Residence** 5:30pm - 9:30pm (8hrs) **Off Campus** (12hrs)(20hrs total)

Week 14 - 30 Monday - Friday **On Campus/In Residence** 5:30pm - 9:30pm (340hr total)

*Off Campus Learning for all holidays and school vacation.

*Should an **On Campus/In Residence** Learning day fall on a holiday or school vacation, the **On Campus/In Residence** learning day will replace the next **Off Campus** learning day. (Example: Labor Day (Monday September 4th) will be **Off Campus** Learning and (Tuesday September 5th) will be **On Campus/In Residence** Learning Day.

*The Hybrid Program will require students to do part of the theory, quizzes, and study guide at home for the online portion of the Hybrid Program.

Estimated Start and End Date (Example: Start Date Monday September 11th, 2023 - End Date Friday April 5th, 2024)



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Program Schedules

Program Schedules:

Day Program 600hrs

On Campus/In Residence - 24 Weeks (6 months)

Week 1 through Week 24 - 25 hours per week (600hrs total) Monday to Friday 9:00am - 2:30pm

Estimated Start and End Date (Example: Start Date Monday September 11th, 2023 - End Date Friday February 23rd, 2024)

*Quizzes and study guide will be at home.

Evening Program 600hrs

On Campus/In Residence - 30 Weeks (7.5 months)

Week 1 through Week 31 - 20 hours per week (600hr total): Monday to Friday 5:30pm - 9:30pm

Estimated Start and End Date (Example: Start Date Monday September 11th, 2023 - End Date Friday April 5th, 2024)

*Quizzes and study guide will be at home.

Students will receive a certificate of completion upon successfully completing 600 hours of the program with a passing grade and all financial responsibilities are fulfilled. *Upon completion of the program the students are eligible to receive a Connecticut State Esthetics License through the State of Connecticut.



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Re-Admission Policy:

Students who have withdrawn from the Eyelash Technician Licensure Program, Nail Technician Program, and Esthetics Program may return within one year from the first date of withdrawal. If students return after one year from date of withdrawal, students will be required to pay the full cost of the education and restart the program(s) enrolled.

Dress Code Policy:

Ch'i Lash the School requires the student to be in appropriate dress attire. No pajamas and slippers. This includes shorts no higher than 3" above the knee. No clothing with inappropriate language. All inappropriate tattoos must be covered. No open toed shoes during clinical. Esthetics students must keep their finger nails clean, filed, no longer than their finger tips, and well manicured polish. A smock must be worn during clinical services.

Attendance Policy:

Students must be in class at 9:00am for the On Campus Day Program(s) and 5:30pm for the On Campus Evening Program(s) during the week and 9:00am on Saturday for both On Campus Day Program(s) and On Campus Evening Program(s). Students must attend class at 9:00am for the Hybrid Program that is scheduled to be On Campus for the Day Program. Students must attend class at 5:30pm for the Hybrid Program that is scheduled to be On Campus for the Evening Program. Students are required to log in online for the off campus scheduled days of the Hybrid Day and Evening Program(s). Students arriving late to class must contact and inform the campus director 15 minutes prior to the class time. Students who need to leave before the end of class must inform the instructor and the campus director. All absences and missed hours must be made up upon availability of the instructor and student. Students are required to provide a written request to the Campus Director for all make up time. All make up time must be approved by the Campus Director and Instructor, which includes a **signed** agreement by the student, Campus Director, and Instructor. Students must provide a 48 hour notice to the Campus Director and Instructor to change any make up time request. Students who fail to attend the make up time, will result in termination. Students who request to make up hours on non operating hours/days are required to pay an additional fee of \$75 per day and must be paid by the end of the program end date. Students who are absent more than 14 consecutive days without a Doctor's Note are placed on probation for one week. Students must attend class during the probation period. Failure to attend class during the probation period will result in termination. Students who are tardy for 10 consecutive days without a Doctor's Note will be placed on probation for one week. Students must arrive on time during the probation period. Failure to arrive to class on time during probation period will result in termination.

Progress Report Policy:

A progress report is required every 4 weeks for students enrolled in the Esthetics Program. A progress report is required every 2 weeks for students enrolled in the Nail Technician Program. A progress report is required every week for students enrolled in the Lash Technician Licensure Program. Ch'i Lash the School requires a Progress report assessment for all students who are behind in the program or requires additional guidance and assistance within the program. The Progress Report shall include the student's performance, areas needed for improvement and steps to take for improvements. Students will be informed of their grade and progress report halfway through their program. Students receiving two consecutive unsatisfactory progress reports will be placed on a two week probation period. Students are to work on achieving a satisfactory progress report during the probation period. Failure to achieve a satisfactory progress report during the probation period will result in termination.

Student Withdrawal Policy:

Students may choose to withdrawal from the program before the start of the program or during the program. Students should inform the campus director upon immediate decision to withdrawal from the program. Ch'i Lash the School requires the student to notify the Campus Director of withdrawal in writing and any withdrawal will be based on the last date of verifiable attendance.

Please Note

Since the enrollment agreement is the legal contract between the school and a student, it must include, at minimum, the information outlined above, which is required in statute. In order for the enrollment agreement to be a legally binding document, it must be signed by all parties and a fully executed copy must be provided to the student, with the original maintained in the student's school file.



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Refund Policy:

Ch'i Lash the School provides 95% refund of the cost of education minus the \$75 application fee if the student withdraws or cancels within 72 hours of the first day of the program start date if 100% of the cost of education has been paid in full. 95% of deposit or first payment minus the \$75 application fee and \$200 service fee if the student withdraws within 71 hours of the first day of the program start date. 75% refund of the cost of tuition if the student withdraws within 1-5 hours after the program start date if 100% of the cost of education has been paid in full. 50% refund of the cost of tuition if the student withdraws within 5-10 hours after the program start date if 100% of the cost of education has been paid in full. 25% refund of the cost of tuition if the student withdraws within 10-15 hours after the program start date if 100% of the cost of education has been paid in full. There will be no refund if the student withdraws within 15-20 hours after the program start date. There is no refund on any payment plan agreement. There is no refund on the student kit after the program start date. The lab fee, application fee, textbooks, and sales tax are nonrefundable. Refund will be issued within 60 days of the cancellation. Ch'i Lash the School will hold the Certificate of Completion and Official Transcript until full balance of the Cost of Education is fulfilled.

Student Kit, Supplies, & Book Policy:

Students who have not fulfilled their financial responsibility will not receive their student kit. Students will receive their student kit when 75% of the cost of education has been fulfilled. Student kit, supplies, book & lab fee are non-refundable. Students are to bring their books and kit to class during clinical time. Failure to adhere to this policy will result in probation and/or termination.

Code of Conduct Policy:

The use of Drugs or Alcohol before or during school hours will result in immediate dismissal. There will be no use of Drugs or Alcohol on or around the school premises. Students carrying any weapon(s) including guns, knives, sharp or unidentifiable objects that is dangerous and potentially harmful to the staff and other students will result in immediate termination and dismissal.

Termination Policy:

All violence including verbal or non verbal threats to the school, staff members, and other students conducted by the student results in immediate termination. All violent acts at school will result in immediate termination. The use of any drugs or alcohol during school hours will result in immediate termination. Unacceptable disrespectful behavior including use of profanity, racism, sexual harassment, and arguments with other students or staff members will result in immediate termination. Theft of any kind on the school property will result in termination. All theft including stealing school records, school passwords, school products and equipment. Failure to meet conduct, grading policy, attendance, and payment obligation will result in termination. Failure to meet conduct, grading policy, attendance, progress report policy, payment plan agreement, and student kit, supplies, and books policy will result in termination.

Placement Information / Employment Policy:

Ch'i Lash the School assists in helping our students with job placement yet Ch'i Lash the School will not guarantee job placement. Ch'i Lash the School does not guarantee employment.

Non-Discrimination Policy:

It is the policy of Ch'i Lash the School to provide equal educational and employment opportunities for all people regardless of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity and expression, family responsibilities, political affiliation, disability, source of income, place of residence or business, and veteran status.

Please Note

Since the enrollment agreement is the legal contract between the school and a student, it must include, at minimum, the information outlined above, which is required in statute. In order for the enrollment agreement to be a legally binding document, it must be signed by all parties and a fully executed copy must be provided to the student, with the original maintained in the student's school file.



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Acknowledgement

I agree, and have read and understood all the above Policies, Tuition Costs and Schedule Programs. I have read and received a completed copy of the enrollment agreement; and a copy of the school catalog. This enrollment agreement is not deemed completed and valid until the School's Campus Director has signed and the student has signed and received a copy of the enrollment agreement. If the student is a minor the signature of the guardian is required.

I agree, and have read and understood all the above terms and conditions.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Payer Signature: _____

Date: _____

Campus Director Signature: _____

Date: _____

Payment Plan Agreement

Deposit: _____

Date: _____

First Payment: _____

Date: _____

Payment

Weekly:

Monthly:

Other:

Acknowledgement

I agree to the terms of payments. I agree to the payment plan on this agreement form. Failure to fulfill the payment agreement will result in termination. I understand there is no refund on the cost of education on the payment plan agreement.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Payer Signature: _____

Date: _____

Campus Director Signature: _____

Date: _____



School Medical Form

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Name of Student _____

Date of Birth _____

Name of Parent/Guardian _____

Home Phone _____

In Case Of Emergency Contact Parents

Work Phone _____

/or _____ Phone _____

Family Doctor _____

Insurance Company Name: _____

Medical Insurance Policy No: _____

A. Please note any health problem, physical handicap, emotional difficulty, behavioural problem, or facts which may limit full participation in the science classroom.

B. Student's immunization shots are current , i.e. tetanus and diphtheria, typhoid, smallpox, and polio vaccine
YES () NO ()

C. Student is subject to:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> asthma | <input type="checkbox"/> sensitive skin | <input type="checkbox"/> sleepwalking | <input type="checkbox"/> nosebleed |
| <input type="checkbox"/> ear ache | <input type="checkbox"/> sinus trouble | <input type="checkbox"/> convulsions | <input type="checkbox"/> high blood pressure |
| <input type="checkbox"/> fainting | <input type="checkbox"/> frequent colds | <input type="checkbox"/> headache | <input type="checkbox"/> motion sickness |
| <input type="checkbox"/> tonsillitis | <input type="checkbox"/> nightmares | <input type="checkbox"/> bed wetting | <input type="checkbox"/> allergies (describe) |
| <input type="checkbox"/> eye infection | <input type="checkbox"/> bronchitis | <input type="checkbox"/> kidney problem | |

D. Student wears contact lenses () Student wears eyeglasses ()

E. Medications:

Name of Medication(s) _____

Purpose of Medication _____

In case of emergency, I hereby give permission to the physician selected by the school to provide necessary treatment for my child.

Parent/Guardian signature: _____ Date: _____