



# BellaDonna's Academy

Dear Prospective Student,

Thank you for your interest in *BellaDonna's Academy*. We will provide the essentials for our students to become licensed Cosmetologists under the requirements of Tennessee State Board of Cosmetology. *BellaDonna's* focuses on careers, not just jobs. **Cosmetology Students obtain Advance cutting Techniques** a Certification Class offered through Helix Hair USA being trained with 'Helix" **Special Shears** upon completion **receives "Helix" Twist-A-Shears and a Certificate**. Allowing students to give "Helix" cuts to clients. Our instructors work with students, teaching them beyond the basics. All courses are taught in English.

## **Traditional Student**

*BellaDonna's Academy* All courses involve an interactive classroom instruction. Cosmetology a 1500- hour course can be completed in 56 weeks, Esthetics a 750-hour course in 33 weeks, Nail tech/Manicurist a 600-hour course in as little as 29 weeks, Lash Specialist a 300-hour course in as little as 12 weeks.

## **Traditional and Apprenticeship students**

Hours per week requirement 24 hours minimum and 48 hours a week maximum.

## **Apprenticeship Student**

Apprentice students receive educational materials from BellaDonna's Academy of Cosmetology State approved Milady (CIMA) E-Book & workbook in compliance with Tennessee State Board. Students must have a smart device/computer to participate in the apprenticeship program and distant learning.

The apprenticeship program is a two (2) Phase course, in Phase one (1) the student must complete 50% of the course hours through CIMA a Hybrid (distant learning hours) virtual classroom for their Theory assignments. Students will be required to attend scheduled demonstrations, and special educational speakers when scheduled on campus.

Upon completion of Phase One students will be required test theory portion of the Tennessee State Exam. After passing the exam, students will be promoted to Phase Two to complete the practical requirements under their pre-approved by BellaDonna's Academy Apprenticeship Mentor supervisor. Students will be required to check-in at scheduled times set by the Academy for state board practical portion prep on campus.

A PSI mock run will be scheduled to be tested one to two weeks prior to completion of hours.

\_\_\_\_\_ **Initial**

The following is your check off list to be completed before you can be accepted for enrollment into **BellaDonna's Academy**. Please make certain that you complete all forms in this packet and collect copies of all necessary documents to submit to our admissions Director. If you need assistance in completing these forms or have any questions regarding them, please contact us. A member of our staff will provide the necessary guidance you need.

**Please check off the following as they are completed:**

Application for Enrollment  
Copy of Proof of Age (Driver's License or Birth Certificate)  
Copy of Social Security Card  
Copy of Proof of Education (High School Diploma, G.E.D., Transcripts  
of at least 10 credits)

Students enrolling for the instructor course must have (High School Diploma or G.E.D) and active licenses for three years.

Respectfully,

Donna Byington  
Administrator/Owner

*General Admission Requirements*

- \* *The Academy practices no discrimination based on race, sex, creed, religion, financial status or country or area of origin of residence.*
- \* *All students must have a personal interview with the registrar.*
- \* *In general, students are required to have completed the 10th grade, or the graduate or GED Recipient must furnish a copy of their High School transcript, graduation certificate or GED/equivalate Certificate.*

\_\_\_\_\_Initial

***BellaDonna's Academy***  
**In-House Payment Schedule:**  
**All Courses Traditional & Apprenticeship**

Down Payment - \$1500.00 Textbook bundle, E-Book (CIMA), Registration **TOTAL \$1500.00**  
 (NON-REFUNDABLE)

Monthly Payment –Amount Vary per course \_\_\_\_\_ (Due on the 1<sup>st</sup> each month until paid in full.  
Five 5 Days Prior to completion of hours before Graduation date the remaining Balance  
is to be paid in full.

**Apprenticeship Students**

**The Remaining Balance of Tuition due 5 days prior to completion of Phase One,**  
 before the Academy will submit student to PSI for theory License Exam.

**\$10.00 fee added per day after the 5<sup>th</sup> of each month (Books & Kit extra)**

<b><u>Down payment for All Courses upon Enrollment for</u></b> Application, Books, E-Book (CIMA)	\$1500	<b>NON-REFUNDABLE</b>
<b><u>COURSES</u></b>	<b><u>TUTION</u></b>	<b><u>TOTAL</u></b>
Cosmetology	\$10 Per Hour	\$15000
Esthetics	\$10 Per Hour	\$7500
Nail Tech.	\$10 Per Hour	\$6000
Lash Specialist	\$10 Per Hour	\$3000
<b>Instructor. Training</b>	\$10 Per Hour	\$3000
<b>Scrubs / Uniforms</b>	<b>Students Responsibility</b>	<b>Students Responsible</b>
<b>Part-Time Students Status and Apprentice Students Status</b>	<b><u>ADD to tuition</u></b> \$500	Total amount Vary per course
<b><u>Optional for Apprenticeship students</u></b> <b><u>Course Kit bundles</u></b>		
Cosmetology	\$2100	\$2100
Esthetics	\$1800	\$1800
Nail Tech.	\$1500	\$1500
Lash Specialist	\$1200	\$1200

**We accept cash, cashier's checks, and credit cards.**

\*NOTE\*

\_\_\_\_\_ *Initial*      **ALL CC payments will be processed with 03.8% Transaction FEE**

**Kits and Supplies**

The school ensures that the kit items are in good shape and working order when issued. Once issued, all contents of the kit become the property of the student and are non-refundable. Any future defects, malfunctions or distortion of any kit item are not the responsibility of the school. *BellaDonna's Academy* is not responsible for any lost or stolen kit items.

**In House Payment Due On the 1st First of Every Month**

**There will be a \$10.00 fee for payments past the 5<sup>th</sup> of the month.**

Tuition is to be paid in full by ORIGINAL CONTRACT GRADUATION DATE. *BellaDonna's Academy* the right to hold completion papers until the account is paid in full. The school may, at its option and without notice, prevent students from attending class after the contracted ending date or behind in payments, until any applicable unpaid balance of payments is satisfied. If a student withdraws or is terminated for any reason, the refund policy published in the School Contract will be in effect. Due to limited space, at this time all personal property will need to be removed. *BellaDonna's Academy* will not be held responsible for remaining items; this is the students' responsibility.

I, \_\_\_\_\_, agree to all fees, payments, and policies set forth by  
BellaDonna's Academy of Cosmetology

Signatures: Student \_\_\_\_\_

Legal Guardian (if student under 18yrs old) \_\_\_\_\_

Signature of Manager: \_\_\_\_\_

# ENROLLMENT AGREEMENT

*BellaDonna's Academy*

364 Revere St. Kingsport, Tn. 37660

423-230-4247

Student Name \_\_\_\_\_ Age \_\_\_\_\_ Birth Date \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Soc. Security # \_\_\_\_\_ U.S. Citizen Yes \_\_\_ No \_\_\_ **Left or Rt Hand T-Shirt size \_\_\_\_\_**  
Contract Begins: \_\_\_\_\_ Contract Ends: \_\_\_\_\_

Cosmetology	1500 hrs. FT 56 weeks PT 72 weeks	Nail Tech	600 hrs. FT 29 Weeks PT 35 Weeks
Esthetics	750 hrs. FT 33 weeks PT 45 weeks	Instructor	300 hrs. FT 12 weeks PT 16 weeks
Lash Specialist	300 hrs. FT 12 weeks PT 16 weeks		

\_\_\_\_\_ Transfer/Re-Entry Student - Hours Needed: \_\_\_\_\_ Hours brought \_\_\_\_\_

Scholarships or Tuition Specials \_\_\_\_\_ (*All Rules Apply*)

**Schedule: Students are scheduled to attend classes: Full-Time at 8:30-3:00 & Part-time 8:30-2:00 Tuesday-Friday**

## Contract Costs and Payment Term

Belladonna's Academy of Cosmetology **Does Not Accept Pale Grants, or Finical Aid.**

Student and Sponsor (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 after the contracted ending date or behind in payments, until any applicable unpaid balance of payments is satisfied. School will charge additional tuition for hours remaining after the contract ending date at the rate of \$10.00 per hour until appropriate contract end date for remaining hours. \$10.00 per. hour for any part thereafter, until graduation. The school may charge a \$10.00per Hour transcript fee for transcript requests. **The Academy's registration fee for students enrolling or transferring to or from the school of \$250.00.** The school will **charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30days after termination, of \$500.00.** The tuition rates current 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. Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing 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 or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

Transferring Fee: \$250

Part Time /Apprentice: \$500

Monthly PMT \$ \_\_\_\_\_

Payments Due Date On: **1<sup>st</sup> of Each Month**

Total Tuition: \$ \_\_\_\_\_

Less Deposit: \$ \_\_\_\_\_

**Tuition Balance: \$ \_\_\_\_\_**

**\* ANY Balloon Payment DUE a Week Upon Contract End Date or Graduation\***

Please list any person to which information can be released to: \_\_\_\_\_

This Agreement constitutes a binding contract between the student and the school when signed by all applicable parties and upon acceptance by the school. By signing below, you certify that you have read this page. You will receive an exact copy of the signed contract. Keep it to protect your rights. The school reserves the right to change start dates based on class enrollment, staff availability and other considerations.

ACKNOWLEDGEMENT: My signature below certifies that I have read, understand, and agree to comply with its contents, and that the institution's cancellation and refund policies have been clearly explained to me. I have received a copy of this fully executed agreement.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Guardian/Sponsor (if applies) \_\_\_\_\_ Date \_\_\_\_\_

Accepted by School Official \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Initial

# BellaDonna's Academy

## Student Hour Policy

### DEFINITION OF HOURS for Courses Enrolled in:

26 clock in hours a Minimum of 24 hours per week and Maximum 48 hours per week

Student hours begin at 8:30am. Students are given an allotted time to complete their hours.

Cosmetology: Fulltime (FT) 56 weeks. Part-time (PT) 72 weeks 1500 hrs

Esthetics: FT 33 weeks PT 45 weeks 750 hrs.

Nail Tech: FT 24 Weeks PT 30 weeks 600 hrs.

Lash Specialist FT 12 Weeks PT 16 Weeks 300 hrs

Instructor Training: FT 12 weeks PT 16 weeks 300 hrs.

This includes 15+ extra days (113+ hrs. F/T & 83+ hrs. P/T) for illness or any other acceptable reason. If a student exceeds their allotted time for course completion, the student or the responsible party will be required to pay an additional fee of \$10.00 per hour for the hours needed to complete hours in a prescribed allotted time or an additional fee will be added. No papers will be released until account is paid in full.

### LEAVE OF ABSENCE

A leave of absence will be permitted if there is a sufficient reason for the leave. A request form must be filled out by the student and submitted to the managing instructor. It is the discretion of the managing instructor as to whether the leave will be granted. If a student is granted leave, hours will be held until expiration of the leave and all personal property must be removed while the student is on leave. **TUITION PMTS. CONTINUE TO BE PAID WHILE ON A LEAVE BY DUE DATE. 1<sup>ST</sup> ea. Month.** If an extension is needed, the student will have to submit a request form for such, with the managing instructor or the student will be considered withdrawn. If a student withdraws or is terminated for any reason, the refund policy published in the School Catalog will be in effect. No papers will be released until the account is paid in full.

### TRANSFERRING STUDENTS

Any student that is transferring from or to BellaDonna's Academy from another school, will be assessed a \$250.00 registration fee. For Cosmetology, a fee of \$10.00 per hour for Full Time and Part Time hours needed to complete training within the cumulative hours scheduled. **If a student exceeds their allotted time for course completion, all tuition specials will be VOID and the student, or the responsible party will be required to pay an additional fee of \$10.00 per hour for the hours needed to complete the course in a prescribed time. No papers will be released until account is paid in full.** The number of hours contracted is dependent upon the previous level of course completion and verification of hours attended. Transfer students must attend at least 50% of required course hours at *BellaDonna's Academy*, different amount MUST be approved and accepted by the director. If bringing hours from another school, they must be accepted before classes start. After classes start, they cannot be added.

I, \_\_\_\_\_, understand and agree to all items listed above.

\_\_\_\_\_  
Student / Legal Guardian

Date \_\_\_\_\_

\_\_\_\_\_  
Instructor / Administrator

Date \_\_\_\_\_

## **Graduation Requirements**

Once a student successfully completes the required number of clock hours as specified in the catalog and on the contract, pass all written and practical examinations with a 70% average (including a final exam) and satisfy all financial obligations to the school, the student will be presented with a diploma.

### **Placement Service**

The school has not made and will not make any guarantees of employment or salary upon graduation. The school will provide placement assistance, which will consist of identifying employment opportunities and advisement on appropriate means of attempting to realize these opportunities.

## **Grounds For Termination**

**A student may be terminated for violation of any rule or regulation of the college or misconduct, nonpayment of tuition, poor attendance, or failure to maintain satisfactory progress.**

### **RULES AND REGULATIONS OF THE SCHOOL**

\*Standard approved textbooks and equipment may be obtained through the school office. No borrowing of such materials will be tolerated.

\*Students will be held responsible for their own equipment and personal property and keeping such property clean and sanitary.

\*Students must not smoke (e-cigs) or eat except in designated locations and at designated times

\*Students must attend classes regularly and pursue the instruction and practical work diligently. A late student must first report to the office before attending classes.

\*Absence due to sickness must be proven by a doctor's certificate.

\*Silence is to be observed in the classroom. Unnecessary conversation or noise will not be allowed. Student must obey all rules of personal hygiene, sanitation, and sterilization while in school. Students wearing soiled uniforms will not be permitted in a classroom.

\*Telephone calls, except for emergencies, are not permitted while in school.

\*Cell phones must be OFF and kept in your purse during class. They may only be used outside of the building or in the break room while on break or lunch (Not Classroom) This includes Clinic floor.

\*Students are not permitted to gossip or cause discord

\*Students must be in proper, complete uniform.

\*Student must not smoke or eat except in designated locations and at designated times.

\*Students must perform housekeeping duties daily as instructed.

**Fridays Are Mandatory. Unexcused Absents will result in a \$60.00 fine and possible expulsion.**

At the discretion of the directors, these rules may be changed and subsequently posted on the bulletin board.

### **I FURTHER AGREE TO COMPLY WITH THE FOLLOWING STIPULATIONS:**

•No charge or representation in the contract will be recognized unless made in writing.

•No responsibility is assumed by the school for any negligence, carelessness, or lack of skill by one or more students while practicing any part of the school course upon another

•I FURTHER AGREE to obey all rules and regulations of the school as listed in this entire contract. Failure to do so may result in suspension or dismissal.

•Student and School have herein set out a complete description of services School is to furnish for which Student is to pay. Such description as to classes and hours, conduct and schedules may be augmented by bulletins and other notices furnished to the Student by the School.

•Student agrees to attend classes regularly as scheduled and as may appear on all such bulletins and notices, to prepare all lessons and perform all duties incident thereto and to abide by all the rules of the school as may now exist, or as may be changed or come into existence from time to time.

•Student may be expelled or suspended for violation of any of these or the rules listed below.

•Any Student who is under eighteen years of age will require a guarantor who will be liable to the School for the fees agreed on in this Agreement if Student should default in any payments thereof. This provision may be waived by written agreement between Student and School only.



## Refund/Cancellation Policy

A. Any applicant not accepted by the school is entitled to a refund of all monies paid, **LESS \$1500 NON-REFUNDABLE** registration, E-Book, Textbook Fee.

B. A student (or in the case of a student under legal age in Tennessee, his/her parents, or guardian) may cancel enrollment, in writing, within three (3) business days after the contract has been signed, and all monies collected by the school shall be refunded, **LESS \$1500 NON-REFUNDABLE** registration & Books fee. The date will be determined by the postmark on the written notification, or the date said information is delivered to the administrator/owner. This policy applies regardless of whether the training has begun.

C. If a student cancels his/her enrollment after the three business days after signing but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school, **LESS \$1500 NON-REFUNDABLE** registration & Books fee.

D. For students who enroll in and begin classes, the following schedule of tuition adjustment applies.

Percentage of Scheduled Hours to Total Length of Course				Amount of Total Tuition owed to the School.
(1500HR)	(750HR)	(600HR)	(300HR)	
0.01% to 4.9% (0to74.5)	(0.075 to36.75)	(0.06to29.4)	(0.03to14.7)	25%
5% to 9.9% (75to149.5)	(37.5t o74.25)	(30to59.4)	(15to29.7)	35%
10% to 14.9% (150to224.5)	(75to111.75)	(60to89.4)	(30to44.7)	45%
15% to 24.9% (225to374.5)	(112.5 to186.75)	(90to149.4)	(45to74.7)	55%
25% to 49.9% (375to749.5)	(187.5 to374.25)	(150to299.4)	(75to149.7)	75%
50% and over (750to1500)	(375to 750)	(300to600)	(150to300)	100%

Enrollment time is defined as the time elapsed between the actual starting date and the date of formal termination reported by the student or the school. Any monies due to the applicant or student shall be refunded within 45 days of formal termination by the student as defined in Item b or formal cancellation/termination by the school which shall occur no more than 30 days from the last day of physical attendance or in the case of a leave of absence, the documented date of return.

e. In case of illness, disabling accident or death in the immediate family, the school will make a settlement which is reasonable and fair to both. If a student temporarily withdraws due to pregnancy, death in the family, financial reasons, or other official interruption of training, s/he will return to school in the same satisfactory progress status at which s/he had left.

f. Books and kits are the property of the student and **CAN NOT be returned to the school for a refund.**

g. If the school is permanently closed and no longer has offering instruction after a student enrolled, the student shall be entitled to a refund of monies collected by the school according to the refund policy. If a program is canceled subsequent to a student's enrollment, the student shall be entitled to 100% refund of all monies collected by the Institute. **LESS the \$1500 NON-REFUND**

h. Students who do not return from a leave absence, last date of leave is used as the termination date.

*The student acknowledges that he/she understands that reasonable attorney's fees and or any costs incurred by collection agency shall be awarded in any action taken on this contract or any part of it. Customer, Patient, Borrower, etc. agrees to pay all costs of collection including attorney fees, collection fees, and contingent fees to collection agencies of not less than 35%. Such contingency fee to be added and collected by the collection agency immediately upon your default and our referral of your account to said collection agency.*

All courses are taught in English and focus on the practical and theoretical concepts of human communications and the styles used in personal, social, and professional environments. Students will also acquire skills in critical thinking, perception, listening, verbal, and non-verbal expressions. and conflict resolution. Upon satisfactory completion of the course, the student applies and pays for the State Board Examinations which is administered through PSI licensure and for the license from the State.

# DRESS CODE

The uniforms is Scrubs that are prescribed by the school. Each student is responsible for obtaining their own scrubs.

I understand that I am liable for amount set out herein is Student does not pay (if applicant for a minor). By signing this contract, I am verifying that I have read & received (if requested) a pre-enrollment packet.

SCHOOL BellaDonna's Academy of Cosmetology

STUDENT \_\_\_\_\_

ADDRESS \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Parent's Signature if applicable: \_\_\_\_\_

## *BellaDonna's Academy of Cosmetology*

*In fulfilling its part of the agreement, here admits \_\_\_\_\_ as a student In BellaDonna's Academy and hereby agrees to furnish said student with it a regular course of instruction as mentioned in this contract.*

\_\_\_\_\_  
*Director*

\_\_\_\_\_  
*Date*

REVISIED January 2025

