

731 Vibes Lash University

Instructor Student Enrollment Agreement/Contract

The State of TN requires 300 hours to complete the instructor program. The fee for the program is \$15 per hour (\$4,500). Payment plans are available. There is no financial compensation while in the instructor program. There is no guarantee of employment at 731 Vibes once you have completed the program. While in the program, the student must adhere to all 731 Vibes Lash University rules. Dress code must be followed, including name tag and stylist jacket/vest. Documentation required: Driver's license, birth certificate, and social security card. Program completion information will not be sent to PSI if payment is not complete.

Name _____

Date of Birth _____ SSN _____

Address _____

Phone _____ Email _____

Emergency Contact _____ Phone _____

Available start date _____ Expected hours per week _____

Payment Plan _____

Rachel Shoults Date

Owner

Student Date

INITIALS _____

731 Vibes Lash University

Instructor Program

Description

A person who is licensed as a cosmetologist, aesthetician, manicurist or natural hair stylist and is certified with the board as a cosmetology, aesthetician, manicuring or natural hair stylist instructor. The person may not practice cosmetology, esthetics, manicuring, or natural hair styling as a profession within a school setting, but may practice as a cosmetologist, aesthetician, manicurist, or natural hair stylist elsewhere.

Certification Requirements

Hold a valid license as a cosmetologist, aesthetician, manicurist, natural hair stylist and meet educational and experience requirements. Effective July 1, 2015, the individual must hold a license in the field they are approved to teach for at least three (3) continuous years in order to obtain an instructor license.

Education and Experience Requirements

Be a high school graduate or possess a graduate equivalency diploma (G. E. D) and either complete a board-approved course in instructor training of at least 300 hours within a period of six months as an instructor trainee.

Effective July 1, 2015, for an individual to receive an instructor license, they need to have been licensed for at least three continuous years.

Examination Requirements

Written and practical (consists of lesson plan) examination. For information on application, registration, examination or fees, contact our testing vender PSI online at <https://test-takers.psiexams.com/> or by phone, 800-733-9267.

Continuing Education Requirements

Attendance in a cosmetology instructor training program of at least sixteen (16) hours duration every two years at a session approved by the board. Individuals receive announcements of these seminars or may check the board website to plan ahead.

Renewal Requirements

Renewal is required every two years along with completion of sixteen (16) hours of continued education.

Application and Fees

To apply for an initial license please visit www.core.tn.gov. The fee for an initial application is \$80.

License renewals can be done at www.core.tn.gov.

The Instructor renewal fee is \$70.00, as set forth in Rule 0440-1-.13(3) of the Tennessee Rules of Cosmetology.

The renewal form and fee must be submitted to the board office prior to the expiration date listed on the license. If the renewal is not processed prior, there is an additional late fee of \$25.00 per license. If the late fee is due, your license is not renewed.

License expired for more than three (3) years become invalid. In order to reinstate an invalid license, the licensee must take reinstatement exams. There are no waivers to this provision.

Total Cost of Instructor Course

Tuition – \$3,500.00

Books/Kits - \$700.00

Registration - \$100.00

Uniforms - \$200.00

Total Costs - \$4,500.00

This course takes 8 weeks to complete when attending full time. Full time is 40 hours/week. There is no additional charge for going past the contract end date. We do accept part-time students. A part-time student is required to obtain at least 20 hours per week. Full and Part-time files are kept separate.

Days and Hours of operation are Monday – Saturday 9AM-9PM.

By signing this, I understand the financial obligation to 731 Vibes for this program, and I received a copy of this contract.

Rachel Shoults
Owner

Date

Student

Date

Instructor Program Curriculum

The barber instructor-training program curriculum shall consist of the following:

(a) Lesson Planning: Course outlining and development, Lesson planning and motivation, Record keeping, Testing, & Grading Required Total: 100 Hours

(b) General: Book Knowledge, Teaching Techniques, Visual Aid Equipment, Classroom Management, Student Motivation, Product Knowledge, & State Laws Required Total: 100 Hours

(c) Physical: Permanent Waving, Relaxers, Shampooing, Nail Care, Facials, Hair Coloring/Lightening, Haircutting, & Clinic Floor Management Required Total: 100 Hours

Total Hours: 300 Hours

Refund Policy

All fees paid to 731 Vibes are non-refundable. By enrolling, students acknowledge and accept that fees are non-refundable under any circumstances.

Transfer Policy

At 731 Vibes Lash University, we are committed to ensuring a consistent and comprehensive learning experience for all our students. Therefore, we do not accept transfer hours from other institutions. Each student will complete the required curriculum and practical hours within our program to ensure the highest quality education and proficiency in lash artistry.

Method for Tracking Hours and Backup Method

We maintain meticulous records of our students' progress and practical hours through a dual system of tracking. Our primary method involves comprehensive paper logs meticulously maintained by both students and instructors. Additionally, we utilize Google Sheets as a digital platform to organize and cross-reference the logged hours for each student. This dual approach ensures accuracy, transparency, and accessibility in monitoring student progress throughout their learning journey.

Sanitation Policy

We prioritize the health and safety of our students and clients. We adhere strictly to industry-standard sanitation practices, ensuring all tools, equipment, and workstations are thoroughly sanitized and disinfected before and after each use. Our instructors provide comprehensive training on proper sanitation protocols, including the use of disposable and sterilized tools, maintaining a clean and hygienic learning environment to uphold the highest standards of safety and professionalism.

Discrimination Policy

We are dedicated to providing an inclusive and supportive learning environment for all individuals regardless of race, ethnicity, gender, sexual orientation, religion, or disability. Discrimination or

harassment of any form is not tolerated within our institution. We are committed to fostering a culture of diversity, respect, and equal opportunity, ensuring every student and staff member is valued and treated with dignity and fairness.

Harassment Policy

We have zero tolerance for any form of harassment, including but not limited to verbal, physical, or sexual harassment. We are committed to providing a learning environment free from intimidation or offensive behavior. Any reported instances of harassment will be promptly and thoroughly investigated, and appropriate disciplinary action will be taken. Our goal is to ensure a supportive and respectful atmosphere for all students and staff.

The Rights and Obligations for Both Parties

At 731 Vibes Lash University, we uphold the rights and obligations of both our students and the institution. Students have the right to receive quality education, access to necessary resources, fair treatment, and a safe learning environment. In return, students are expected to actively engage in their education, abide by the established school policies, maintain professionalism, and respect fellow students and staff. The institution is committed to providing comprehensive education, support, and a conducive learning environment. In turn, the institution expects adherence to policies, active participation, and professionalism from its students.

Grounds for Termination

Termination may occur if a student engages in behaviors that violate school policies, exhibit misconduct, fail to meet academic or attendance requirements, demonstrate unethical conduct, engage in harassment or discrimination, or pose a threat to the safety and well-being of others. These grounds for termination are outlined to maintain the integrity of our educational environment and uphold the standards of professionalism and respect.

Rachel Shoults Date
Owner

Student Date