



# 731 Vibes Lash University

## Lash Student Enrollment Agreement/Contract

The State of TN requires 300 hours to complete the Lash program. The fee for the program is \$15 per hour (\$4,500). Payment plans are available. There is no financial compensation while in the Lash program. There is no guarantee of employment at 731 Vibes once you have completed the program. While in the program, the Lash 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 \_\_\_\_\_ End Date \_\_\_\_\_

Days and Times Attending \_\_\_\_\_

Payment Plan \_\_\_\_\_

By signing and dating this form, I acknowledge that I have read and understand the Enrollment Agreement/Contract, I have paid no money prior to signing this contract, and I was given a copy prior to signing this contract.

\_\_\_\_\_  
Rachel Shoults                      Date

Owner

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

INITIALS \_\_\_\_\_

# 731 Vibes Lash University

## Lash Program

### Description

A person who is at least 16 years old and completed two years of high school can qualify for a lash license program.

### Lash License Requirements

To apply for an eyelash specialist license, an individual must pass both a theory and practical exam and then apply to the Tennessee Board of Cosmetology & Barber Examiners (Board). The application must be accompanied by:

1. A nonrefundable, nontransferable exam fee
2. Proof the applicant is at least 16 years old
3. Proof the applicant has completed 2 years of high school
4. Proof the applicant has completed and passed a course of no less than 300 hours of classroom instruction and practical experience, including at least eight hours of theoretical instruction, in the following areas:
  - Recognizing infectious or contagious diseases of the eye and allergic reactions to materials
  - Proper sanitation practices
  - Occupational health and safety practices
  - Eyelash extension application procedures
  - Eyelash extension isolation and separation procedures
5. Proof the applicant completed up to one hour of online or in-person training on domestic violence focused on how to recognize signs of domestic violence, how to respond, and how to refer clients to appropriate resources. The course must be provided by a nonprofit anti-domestic violence organization recognized by the Tennessee Coalition to End Domestic Violence and Sexual Assault.

### Graduation Requirements

To graduate and receive a diploma from 731 Vibes Lash University, the following are required:

1. Complete a minimum of the 300 hours
2. Complete all examinations, both written and practical
3. Achieve a minimum cumulative average of 70% in practical and theory
4. Have a final grade point average of at least 70% GPA
5. Pay full tuition costs of \$4,500 within 45 days of completing 300 hours
6. Complete one hour of online or in person training on domestic violence as mentioned above

**Examination Requirements**

Written and practical examination. For information on application, registration, examination, or fees, contact our testing vender PSI online at <https://candidate.psiexams.com/> or by phone, 800-733-9267.

**Renewal Requirements**

Renewal is required every two years along with renewal fee.

**Application and Fees**

To apply for an initial license please visit [www.core.tn.gov](http://www.core.tn.gov). The fee for an initial application is \$60.

The lash license renewal fee is \$60.

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 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 may take reinstatement exams. There are no waivers to this provision.

**Total Cost of Lash Course**

**Tuition – \$3,500.00**

**Books/Kits - \$800.00**

**Application - \$100.00**

**Registration - \$100.00**

**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. Part-time is at least 20 hours/week. Full and Part-time files are kept separate.

Days and Hours of operation are

**Full Time Students Hours**

Monday – Friday 10AM – 7PM

**Part-Time Student Hours**

Monday – Saturday 5PM – 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	Date	Student	Date
Owner			

**Refund Policy**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 calendar days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid, except a non-refundable application fee of \$100.00.
  2. A student (or legal guardian) cancels his/her enrollment in writing within three business of signing the enrollment agreement. In this case all monies collected by the school shall be refunded except a non-refundable application fee of \$100.00, regardless of whether or not the student has actually started class.
  3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting class. In this case he/she shall be entitled to a refund of all monies paid to the school except a non-refundable application fee of \$100.00 and the registration fee in the amount of \$100.00.
  4. A student notifies the institution of his/her withdrawal in writing.
  5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
  6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days).
  7. In type 2, 3, 4 or 5 official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% TO 04.9%	20%
5% TO 09.9%	30%
10% TO 14.9%	40%
15% TO 24.9%	45%
25% TO 49.9%	70%
50% AND OVER	100%

- All refunds will be calculated based on the student’s last date of attendance. Any monies due a student who withdraws shall be refunded within 45 calendar days of a determination that a student has

withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

- If the course is canceled subsequent to a student's enrollment, and before instruction in the course/program has begun, the school will either provide:
  - o A full refund of all monies paid OR
  - o Completion of the course/program
- If the school cancels a course/program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide:
  - o A pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR
  - o Provide completion of the course OR
  - o Participate in a Teach-Out Agreement OR
  - o Provide a full refund of all monies paid.
- If permanently closed and ceases to offer instruction after a student has enrolled and instruction has begun, the school will provide:
  - o A pro rata refund of tuition to the student OR
  - o Participate in a Touch Out Agreement.
- Students who withdraw or terminate prior to course completion are charged a termination fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

### **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. Full time and Part time student logs are kept separately.

### **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