





# NACCAS Rates 2023

Completion	81.86%
Placement	66.49%
Licensure	99.05%

# Relevant Occupations (by names and SOC codes) for Our Graduates

To Explore, go to <http://online.onetcenter.org/crosswalk/>



## Cosmetology

100	39-5012.00	<a href="#">Hairdressers, Hairstylists, and Cosmetologists</a>  <b>Bright Outlook</b>
71	13-1041.02	<a href="#">Licensing Examiners and Inspectors</a>
71	25-1194.00	<a href="#">Vocational Education Teachers, Postsecondary</a>
71	25-2032.00	<a href="#">Career/Technical Education Teachers, Secondary School</a>
71	39-5094.00	<a href="#">Skincare Specialists</a>  <b>Bright Outlook</b>
28	39-5011.00	<a href="#">Barbers</a>
28	39-5092.00	<a href="#">Manicurists and Pedicurists</a>
28	39-5093.00	<a href="#">Shampooers</a>

## Esthetics

100	25-1194.00	<a href="#">Vocational Education Teachers, Postsecondary</a>
85	39-5094.00	<a href="#">Skincare Specialists</a>  <b>Bright Outlook</b>
28	39-1021.01	<a href="#">Spa Managers</a>  <b>Bright Outlook</b>

## Cosmetology Instructor

100	39-5012.00	<a href="#">Hairdressers, Hairstylists, and Cosmetologists</a>  <b>Bright Outlook</b>
97	25-1194.00	<a href="#">Vocational Education Teachers, Postsecondary</a>
97	25-2032.00	<a href="#">Career/Technical Education Teachers, Secondary School</a>
65	39-5094.00	<a href="#">Skincare Specialists</a>  <b>Bright Outlook</b>
63	13-1041.02	<a href="#">Licensing Examiners and Inspectors</a>
25	39-5011.00	<a href="#">Barbers</a>
25	39-5092.00	<a href="#">Manicurists and Pedicurists</a>
25	39-5093.00	<a href="#">Shampooers</a>



**Bright Outlook occupations are expected to grow rapidly in the next several years, will have large numbers of job openings, or are new and emerging occupations.**

**Every Bright Outlook occupation matches at least one of the following criteria:**

- **Projected to grow rapidly:** these occupations are projected to grow much faster than average (employment increase of 29% or more) over the period 2012-2020.
- **Projected to have large numbers of openings:** These occupations are projected to have 100,000 or more job openings over the period 2012-2020.
- **New and Emerging occupations:** New workforce requirements, including changes in technology, society, law or business practices, are leading to new and emerging occupations.

Projected growth represents the estimated change in total employment over the projections period, as published by the Bureau of Labor Statistics.

## **Consumer Information Disclosure**

**Updated 3/5/2019**

### **Exhibit 1**

## **Student Consumer Information**

The Student Consumer Information regulations of the United States Department of Education require schools to provide student access to certain information to which they are entitled as consumers.

It is David Pressley School's intention to provide complete and easy access to any information students need.

The full disclosures are available for students, upon request, in the resource library. Listed below are brief descriptions of the required information, and the exhibit number under which the information can be found in the binder.

### **Exhibit Description**

- 2 Title of personnel available for assistance with consumer information & how and where to contact them.
- 3 FERPA (family Education Rights and Privacy Act) notice
- 4 Requirements for official withdrawal from school
- 5 Student right-to-know Act (All Students) (completion, graduation & transfer-out rates)
- 6 Students right-to-know Act (for students receiving athletically-related student aid)
- 7 Disaggregated Completion/Graduation rates by gender, major racial or ethnic subgroup (defined in IPEDS) recipient of Pell Grant, Subsidized Loan without Pell Grant, or student who did not receive either in the same Student Right-to-Know cohort.
- 8 Annual Campus Security Report
- 9 Registered sex offenders information
- 10 Results of any disciplinary hearing against a student alleged to be a perpetrator of crime
- 11 Fire Safety Report (on campus housing only)
- 12 Schools Fire Log (on campus housing only)
- 13 Crime Log (if school maintains campus police or security department)
- 14 School's Missing Persons Procedures (on campus housing only)
- 15 Emergency response and evacuation procedures for immediate notification of campus community
- 16 Timely Warning
- 17 Retention rates of certificate or degree seeking first-time full-time undergraduate students as reported to IPEDS.
- 18 Information on placement of and types of employment obtained by graduates of the schools degree or certificate programs
- 19 Job Placement Rates
- 20 Information on types of graduate and professional education in which graduates of school's 4 year programs enrolled.
- 21 Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time students who receive Federal Pell Grants.
- 22 Accessibility, special facilities, and services available for disabled students including students with intellectual disabilities
- 23 Policies and sanctions related to copyright infringement and liabilities students may face for unauthorized distribution of copyrighted materials.
- 24 School's policies regarding all vaccinations

- 25 Notification of Drug Free Workplace
- 26 Description of drug and alcohol abuse prevention program
- 27 Biennial Review of Drug Prevention Program
- 28 Notice of FSA penalties for drug law violations and timely notice to each student who has lost eligibility for FSA as a result of the penalties associated with drug law violations and ways to regain eligibility
- 29 Schools in State that has not enacted the motor vehicle/voter registration provisions of the National Voter Registration Act must make a good faith effort to distribute a mail voter registration form.
- 30 Student Activities – information about student activities the school offers.
- 31 Names of associations, agencies, and governmental bodies that accredit, approve, and license the institution and its programs.
- 32 Procedures for a student to obtain or review the institution’s accreditation, licensure, or approval
- 33 List of faculty and other instructional personnel
- 34 Information on all degree programs and other educational/training offered
- 35 Instructional, laboratory, and other physical plant facilities associated with the academic programs
- 36 Students must have a high school diploma, GED, or equivalent unless they are admitted under an eligible career pathways program or one of the ATB alternatives.
- 37 School policies on transfer of credit, including the criteria it uses regarding the transfer of credit earned at another school
- 38 Required Written Arrangements for programs or portions of a program that are offered by another entity, method of delivery, and estimated additional cost that students may incur.
- 39 International Standard Book Number (ISBN) and retail price for required and recommended textbooks and supplemental materials.
- 40 Course schedule information must be provided.
- 41 Provide method for a Pell eligible student to obtain or purchase books and supplies required for the payment period if 10 days before the beginning of the payment period the school could have disbursed FSA funds to the student, and disbursement of those funds would have created a credit balance. The schools policy must allow a student to decline to participate in the process the school provides for the student to obtain or purchase books and supplies.
- 42 Cost of attending the institution including tuition and fees, books and supplies, room and board, and applicable transportation costs and any additional costs associated with specific programs
- 43 Return Title IV funds policy and the prescribed distribution order of returning Title IV funds including a statement that explains there are examples of the R2T4 policy available.
- 44 A Statement that study aboard is approved for credit may be considered enrollment in the home institution for the purpose of Financial Aid.
- 45 Availability of State Grant Assistance (where applicable)
- 46 Institution’s refund policy
- 47 Federal financial aid programs available
- 48 State, local, institutional, or private aid available

- 49 Financial aid application procedures and standards the institution uses to determine eligibility for each financial aid program.
- 50 Satisfactory academic progress standards that must be maintained for Title IV eligibility
- 51 Rights and responsibilities of students receiving financial aid.
- 52 Description of financial aid disbursement procedures
- 53 Terms and conditions of any employment in the financial aid package
- 54 Terms and conditions of Title IV HEA loans (DL and FPerkins)
- 55 Terms of any loans received by students as part of their financial aid package, a sample repayment schedule, and the necessity for repaying loans.
- 56 Terms and conditions under the students receiving federal loans may obtain deferments
- 57 NSLDS – National Student Loan Data System. FSA Loan information is available in the NSLDS and will be accessible by servicers and institutions as authorized users.
- 58 TEACH Grant Counseling
- 59 Student Loan Entrance Counseling
- 60 Disclosures related to the end of the FPerkins program, including an explanation about end of future availability of FPerkins loans, Direct Loan repayment and forgiveness benefits are not available for FPerkins borrower; consolidation; FPerkins interest rates; borrowing maximum Subsidized DL first current undergraduate borrowers, and borrowing maximum Sub and Unsub DL first for new undergraduate borrowers.
- 61 Disclosure of repayment information about FPerkins loans.
- 62 Student loan exit counseling
- 63 Code of Conduct
- 64 Direct Loan Model Disclosure Form
- 65 Preferred Lender arrangements report
- 66 Preferred Lender List
- 67 Private education loan disclosures
- 68 Self-Certification form
- 69 Private loan lender assistance provided in loan counseling, financial literacy, and debt management materials
- 70 Net Price Calculator
- 71 College Navigator Website
- 72 Gainful Employment Disclosures
- 73 GE Warnings: A school must warn students when GE programs are at risk of losing Title IV eligibility due to failing or zone debt-to-earnings rate, as required under 34 CFR 668.410(a)(7)
- 74 Gainful Employment Data: Warning – if applicable
- 75 For Schools that have agreed to comply with Executive Order 13607: The principles apply to all postsecondary schools that receive federal military and veterans educational benefits.
- 76 Annual Federal Compliance Audit/Audited Financial Statements
- 77 Cash Management: Tier 1 or Tier 2 Arrangement Contract URLs
- 78 Foreign Sources and Gifts
- 79 Integrated Postsecondary Education Data System (IPEDS) Annual Surveys/Reporting
- 80 FISAP (Fiscal Operations Report and Application to Participate)

# Physical Demands of a Cosmetology or Esthetics Profession

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Cosmetology/Esthetics should be able to tolerate the long intervals of standing required for the work. They should not be allergic to permanent wave lotions, hair sprays, skin care products and other chemicals they use in their work.

## Safety Requirements of the Profession

Salons are clean well-ventilated and pleasant

Cosmetologist/Esthetics stand for most of their working hours. They work with their hands at shoulder height which can be tiring. Hairstyling requires the use of chemicals many of them are harsh. The continual use of shampoos, water, and lotions may cause skin irritation.

# STATE OF MICHIGAN LICENSING REQUIREMENTS

## **COSMETOLOGY LICENSING REQUIREMENTS:**

The department shall issue a license to practice cosmetology to an individual who fulfills all the following requirements:

1. Passes an examination prescribed by the department and the board, which examination shall include both a practical demonstration and a written test and shall not be confined to a specific system or method.
2. Presents a diploma, issued to the applicant by a school of cosmetology licensed by the department, showing that the applicant has completed the course of study in the school prescribed by the department, or furnishes proof of having completed the required time in a cosmetological establishment as per described by the department.
3. Is at least 17 years of age.
4. Is of good moral character.
5. Has had an education equivalent to the completion of the ninth grade of public school.
6. Has had training of at least 1500 hours extending over a period of a least 10 months in a school of cosmetology approved by the department or has served at least 2 years as an apprentice in a licensed cosmetological establishment in which cosmetology is practiced.

## **ESTHETICIAN LICENSING REQUIREMENTS (Royal Oak Campus Only):**

The department shall admit to the examination for a license as an esthetician, an individual who has made an application to the department and fulfills all the following requirements:

1. Is at least 17 years of age.
2. Is of good moral character.
3. Has had an education equivalent to the completion of the ninth grade of public school.
4. Completed a minimum training of 750 hours of training either in a licensed school of cosmetology or as an apprentice for not less than 6 months in a licensed establishment where skin care services are rendered.

## **COSMETOLOGY INSTRUCTOR LICENSING REQUIREMENTS:**

The department shall admit to examination for a license as a cosmetology instructor, an individual who has made an application to the department and fulfills all the following requirements:

1. Is a licensed cosmetologist with not less than 600 hours of instructor training.
2. Has a high school diploma or its equivalent.
3. Passes an examination approved by the department and the board.
4. Is of good moral character.

## **SKIN CARE LIMITED SPECIALIST LICENSING REQUIREMENTS (Royal Oak Campus Only):**

The department shall admit to examination for a license as a limited specialist instructor, an individual who has made an application to the department and fulfills all the following requirements:

1. Be of good moral character
2. Has a high school diploma or its equivalent.
3. Be licensed as an esthetician under Article 12
4. Completed not less than 300 hours of instructor training.
5. Have passed an examination approved by the Department and Board.

\*\*\*David Pressley School of Cosmetology fulfills all of the State of Michigan requirements for licensure. We have not reviewed other state requirements outside of Michigan, if you plan on moving out of state, please check with that state for their requirements.\*\*\*

# David Pressley School of Cosmetology

1127 S. Washington, Royal Oak, MI 48067

21255 Wick Rd, Taylor, MI 48180

## Courses

The following are courses offered:

### **Cosmetology:** CIP code 12.0401

A 1500 clock hour course designed to give you a thorough education in the latest techniques in hair, skin care, nail care and make-up application.

### **Esthetics:** CIP code 12.0409 (Royal Oak Campus Only)

A 750 clock hour course incorporating all aspects of skin care, facials, specialized treatments, body treatments, waxing and make-up application.

### **Cosmetology Instructor:** CIP code 12.0413

A 600 clock hour course to those who hold a cosmetology license. This course will help students develop the necessary skills needed for classroom and clinical instruction as well as lesson planning.

### **Skin Care limited specialist:** CIP code 12.0413 (Royal Oak Campus Only)

A 300 clock hour course for those who hold an esthetics license. This course will help students develop necessary skills needed for classroom and clinical instruction, as well as lesson planning.

## Course Schedule

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### Cosmetology/Day:

Completion: 12 months

Monday - Friday 9:00am - 4:15pm

one mandatory Saturday per month once 350 hours are achieved

### Cosmetology/Evening:

Completion: 14 months

Monday thru Thursday 5:00pm - 10:00pm

Saturday 8:00am - 3:15pm

### Esthetics/Day:

Cos.Instructor /Day:

Completion: 5 months

Monday – Friday 9:00am – 4:15pm

### Esthetics/Evening:

Cos.Instructor/Evening:

Completion: 5.5 months

Monday – Thursday 5:00pm – 10:00pm

Saturday 8:00am – 3:15pm





## Tuition

The following tuition includes a student kit with books and a \$150.00 registration fee.

Course	Tuition	Payment Plan
Cosmetology – Days (1500 Clock Hours)	\$19,000 (1 <sup>st</sup> AY \$11,400 + 2 <sup>nd</sup> AY \$7600)	\$1584 first day of class \$1584/ Month For 11 months
Cosmetology – Evenings (1500 Clock Hours)	\$19,000 (1 <sup>st</sup> AY \$11,400 + 2 <sup>nd</sup> AY \$7600)	\$1358 first day of class \$1358/ Month For 13 months
Esthetics – Days* (750 Clock Hours)	\$11,000	\$5500 due at contract signing \$5500 due at 375 clock hours
Esthetics – Evenings* (750 Clock Hours)	\$11,000	\$5500 due at contract signing \$5500 due at 375 clock hours
Cosmetology Instructor (600 Clock Hours)	\$5000	\$2500 due at contract signing \$2500 due at 300 clock hours
Skin Care Limited Specialist Instructor* (300 Clock Hours)	\$2500	\$1250 due at contract signing \$1250 due at 150 clock hours

### Median Loan Debt

**Cosmetology:**

Median Federal Loan Debt: \$9833  
Private Loan Debt: \$0.00  
Institutional Financing Debt: \$0.00

**Cosmetology:**

On-time graduation 1<sup>st</sup> time students: .07%  
Placement Rate: 83.14%

**Esthetics:**

Median Federal Loan Debt: \$6333  
Private Loan Debt: \$0.00  
Institutional Financing Debt: \$0.00

**Esthetics:**

On-time graduation 1<sup>st</sup> time students: 28.5%  
Placement Rate: 48.86%

**Cosmetology Instructor:**

Median Federal Loan Debt: \$6333  
Private Loan Debt: \$0.00  
Institutional Financing Debt: \$0.00

**Cosmetology Instructor:**

On-time graduation 1<sup>st</sup> time students: N/A  
Placement Rate: 80%

### Financial Aid

The school participates in the Pell Grant Program and the Direct Loan Program to cover the cost of tuition. For further information please contact the Financial Aid Office.

### Enrollment

If you would like further information or would like to enroll; please contact the admissions office at: Royal Oak (248) 548.5090 or Taylor (313)291.7381.

\*Available at the Royal Oak Campus Only



## Financial Aid Overview

### FAFSA

A student may apply for financial aid at [www.studentaid.gov](http://www.studentaid.gov) . The federal school code is **010827**. It is necessary to have a FSA ID prior to completing a FAFSA. This can be done [www.studentaid.gov](http://www.studentaid.gov) .

### Title IV Loans and Pell Grant

Pell grant eligibility is determined by a student's EFC. Not all students will qualify for Pell Grants. Title IV loans are made available to students that are in good standing with DOE.

### DPSC and FA

The objective of Financial Aid is to assist the student in covering the cost of attendance. Students must maintain 75% GPA and 67% attendance rate to receive FA

**All tuition must be paid prior to a student graduating**

**Our purpose at David Pressley School of Cosmetology is to prepare a graduate with the necessary skills and knowledge to succeed as a licensed practitioner in the State of Michigan.**



## Class Start Dates 2025

### Royal Oak Campus

Cosmetology & Cosmetology Instructor - Days	March	3
	June	9
	September	8
	December	8

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Cosmetology & Cosmetology Instructor - Evenings	January	13
	May	5
	September	8

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Esthetics- Days & Esthetic Instructors	January	27
	April	28
	July	28
	October	27

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Esthetics- Evenings & Esthetic Instructors	January	20
	May	19
	September	15



## **Class Start Dates 2025**

### **Royal Oak Campus**

Cosmetology & Cosmetology Instructor - Days	February	3
	May	5
	August	4
	November	4

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Cosmetology & Cosmetology Instructor - Evenings	April	14
	September	8

David Pressley School Of Cosmetology  
Cosmetology Kit List

Theory Kit		
1	Milady Textbook	
1	Theory Workbook	
1	Foundations Textbook	
1	Foundations Workbook	
1	Exam Review Book	
1	State Board Rules & Regulations Law Book	
Cosmetology Kit		
4	Brown Manikins (4th in state board)	
1	Blonde Manikin	
1	Curly Hair Manikin	
1	Adjustable Manikin Stand	
1	Chemical Cape	
1	Comb Out Cape	
1	Shear & Razor Kit	
1	Babyliss Blow Dryer	
1	Babyliss Flat Iron	
3	Round Brush sm 1 1/2, md 2 1/4, lg 2 3/4	
1	Paddle Brush	
1	7 row styling boar bristle brush	
1	Clippers	
1	3/4" Marcel Iron	
1	Deep Tint Bowl	
1	Tint Bowl	
1	Tint Brush	
1	Paint brush balayage	
1	feather bristle tint brush	
1	Tint Bottle	
1	Spray Water Bottle	
1 Bg	Duck Bill Clips (dz)	
1 Crd	Butterfly Clips (dz)	
1	9 row styler brush	
1	Detangling Brush	
1	Teasing Brush	
1	Detangling Comb	
12	Rattail Combs	
12	Styling Combs	
1	Highlighting Comb	
1	Carbon/ Hard Rubber Comb	

Manicure Kit		
1	3-Way Buffer	
1	Base Coat	
1	Cuticle Oil	
1	Cuticle Remover	
1	Lockable Pump	
1	Manicure Bowl	
1	Manicure Brush	
1	Manicure Implements (6 pc)	
1	Nail File	
1	Nail Polish	
2	Practice Hands	
1	Sculpting Brush	
1	Sterilizer Jar	
1	Top Coat	
1	Tweezer	
2	Orange Wood Sticks	
Rollers and Clips		
1	Roller Pack (12dz rollers)	
1 bx	Roller Clips	
1 bx	Pin Curl Clips	
Make Up		
1	makeup well palette round	
1	make up kit	
Equipment		
1	Rolling Case	

I acknowledge receiving all of the above equipment for my personal property.  
I am responsible for receipt of seniors supplies to be used at a later date.

Student  
Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_



1127 S. Washington, Royal Oak, MI 48067

## Esthetics

### Royal Oak Campus Only

**600 clock hour program:** Before practicing on the public students must have 150 hours of instruction. This gives our students adequate time and preparation to perfect their skills to ensure they are able to serve client's needs.

#### Curriculum:

**Skin Care and Facial Treatments:** Our school uses one of the industry's leading products Bioelements which is used in high end spas and medical spas. This Professional skin care line can be customized to target every skin type and every concern, so the options for treatments are without limits. Bioelements skin care treatments can even be further tailored with their Custom Blending Ingredients in order to create an infinite number of solutions for all skin conditions and types. The Bioelements line includes a system of products designed solely for use by trained professionals. (Visit [www.bioelements.com](http://www.bioelements.com) to learn more) In addition students learn body treatments/ body wraps, chemical peels and manual microdermabrasion.

**Waxing:** Basic waxing procedures including eyebrow arching, facial waxing (chin/lip), arm, underarm, leg and bikini waxing are taught and practiced. Body waxing is also discussed and practiced on a limited basis. Students will gain knowledge regarding leading wax products in the industry.

**Lashes:**

- Lash perming. Lashes are curled for an extended period of time 4 to 6 weeks, instead of using a lash curler on a daily basis. All products used in this service are safe for around the eyes.
- Lash and Brow Tint, this procedure is done to add color to lashes and define brows
- Strip lash and individual lash application is also taught
- Eyelash Extensions using Borboleta Lashes

**Ear Candling (holistic approach):** Also called ear coning or thermal- auricular therapy, is an alternative medicine practiced claimed to improve general health and well- being by lighting one end of a hollow candle and placing the other end in the ear canal. The flame is thought by proponents to create negative pressure drawing wax and debris out of the ear canal, which appears as dark residue. An ear candling session lasts from 15 to 45 minutes, during which one or two ear candles may be burned for each ear.

**Makeup:** Students learn the basic theory of color, which will help them understand how to mix foundations and/or other products that complement their client's skin tone. Students will also learn to recognize particular face shapes of their clients in order to highlight and contour the makeup to their features. Students learn special occasion makeup, clean beauty, as well as fantasy makeup.

Students will also have extensive preparation for their State Board examination.



## Esthetics Kit List

Tuition includes the following equipment, the personal property of each student enrolled:

Milady CIMA Esthetics

Milady CIMA Eyelash

State of Michigan Law Book (in CIMA)

Bioelements Student Manual (in CIMA)

Eyebrow Set

Body Brush

Professional Make-up Kit

Professional Make-up Brushes

Wax Warmer Kit

Bioelements Student Kit

Borboleta Eyelash Starter Kit

# David Pressley School of Cosmetology

1127 S. Washington, Royal Oak, MI 48067  
21255 Wick Rd, Taylor, MI 48180

## Uniform Policy

Students must not clock in without being in uniform. Students must, at all times, stay in uniform while clocked in. The following is David Pressley School of Cosmetology's Uniform Policy:

### **Cosmetology and Esthetics Students: All BLACK Uniform**

#### **Shirt:**

Students must wear a solid black shirt. No other colors are permitted. No hooded shirts are allowed.

#### **Pants:**

All black pants must be worn. Pants are to be full length - sweatpants, or capris. T-shirt material, velour, corduroy, frayed or ripped, have bleach stains, faded, pinstripes or pants which are unprofessional looking are not acceptable. Please ask a staff member if you are unsure about a pair of pants you own that you would like to wear to school.

#### **Aprons:**

Black David Pressley logo aprons must be worn in the classroom and on the clinic floor at all times.  
Cost: \$18.87 + 1.13 tax = \$20.00

#### **Shoes:**

Primarily black shoes/boots with closed heel, toe, and rubber sole. Shoes/boots must be professional looking. If you are unsure if you may wear a pair of shoes/boots that you own, please ask a staff member first.

Hooded sweatshirts are not permitted.

### **Cosmetology Instructor Students:**

#### **Shirt:**

Black or white shirt must be worn.

#### **Pants:**

All black pants, same description as above, must be worn.

#### **Aprons:**

Black David Pressley logo apron must be worn in the classroom and on the clinic floor at all times.  
Cost: \$18.87 + 1.13 tax = \$20.00

#### **Shoes:**

All black shoes/boots, same description as above, must be worn.



# *David Pressley School of Cosmetology*

1127 S. Washington, Royal Oak, MI 48067

21255 Wisk Rd, Taylor, MI 48180

Out of Pocket Costs, Not Covered by Financial  
Aid

- School Uniforms: Aprons
- State Board Kit
- License Application Fee, Paid to State of Michigan
- Licensure Testing Fee, Paid to PSI

Dependent Students, not receiving Pell Grants, will need to make a payment plan to cover their tuition balance.

# *David Presley School of Cosmetology*

1127 S. Washington, Royal Oak, MI 48067

21255 Wick Rd, Taylor, MI 48180

## **Documents Needed to Complete Enrollment**

1. Copy of High School Diploma (or)
  - GED
  - Official High School Transcripts
  - Home School Certificate
  
2. Copy of State Driver's License (or)
  - U.S. Passport
  - State Identification Card
  
3. Copy of Social Security Card (signed)

**REGISTRATION CONTRACT**  
For instruction in  
**DAVID PRESSLEY PROFESSIONAL SCHOOL OF COSMETOLOGY**  
1127 S. Washington Ave Royal Oak, Michigan, 48067

**ENROLLMENT AGREEMENT**

Student Name SAMPLE Age \_\_\_\_\_ Birth Date \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Driver's License # \_\_\_\_\_ Soc. Security # \_\_\_\_\_ U.S. Citizen  Yes  No Alien # \_\_\_\_\_  
Contract Begins \_\_\_\_\_ Contract Ends \_\_\_\_\_

**Cosmetology – 1500 hours (Full Time)**

Transfer/Re-Entry Student – Hours Accepted NA  
Hours Contracted With the Institution 1500  
Number of Weeks to Complete 50

Schedule: Student is scheduled to attend a total of 30 hours weekly. The Student's personal schedule is: Monday through Friday 9am to 4:15pm. At 350 hours, one Saturday a month from 8:00am to 3:15pm, is required. If not completed, Saturday hours won't be counted as absent hours, but will be charged at \$10.00 x 6.5hrs. (\$65.00)

The program is taught in English. All textbooks are written in English.

**SCHEDULE OF PAYMENT**

COST	PAYMENT
Tuition...1 <sup>st</sup> AY (\$10,800) + 2 <sup>nd</sup> AY (\$7200) = <u>\$18,000.00</u>	Total Cost..... <u>\$19,000.00</u>
Registration..... <u>\$ 150.00</u>	Transfer Hour..... <u>\$ 00.00</u>
Total Tuition and Fees..... <u>\$18,150.00</u>	Deposit..... <u>\$ 00.00</u>
Books and Supplies..... <u>\$ 850.00</u>	Tuition Payment Due upon Entry.. <u>\$ 0.00</u>
<u>\$19,000.00</u>	Balance..... <u>\$19,000.00</u>

For students funded by the Federal Financial Aid program, the difference between this balance and the funds received for the student from the Federal Financial Aid program will be paid by the student. In the event student is dropped from the program for any reason, any overpayments to the student by the Federal Financial Aid program will have to be returned. Should a student complete the program earlier then the estimated timeframe stated in the contract, the student's financial aid package may be recalculated, and this may result in liabilities owed by the student and/or institution, if applicable.

The student (or his/her parent/ guardian) agrees to pay DAVID PRESSLEY PROFESSIONAL SCHOOL OF COSMETOLOGY monthly payments of \$ TO BE DETERMINED AT A LATER DATE until the above balance is completely paid. The first payment is due on N/A. There is no finance charge on the unpaid balance. Payments for tuition or other costs may be in the form of cash, check or credit.

Other costs: an additional charge of \$10.00 per hour will be charged for absence beyond the 150 hours allowed for absences. The cost of the student uniform is not included in tuition. The cost of one apron is \$20.00, including tax. The cost of creating a kit to take the state board licensing tests may cost a student between \$0 and \$350.

I, \_\_\_\_\_, having been enrolled and accepted as a student, agree to make regular payments as scheduled above, payable at the office of the school.

If a scheduled payment is not made within a week after it is due, the unpaid balance shall immediately become payable, and attendance may be held in abeyance at the option of the school until such balance is fully paid.

Federally funded students must maintain SATISFACTORY PROGRESS according to the school's policy in order to receive federal assistance. If the student does not maintain eligibility, the student under terms arranged by the school will pay the tuition balance of the student's account.

Upon completion of all graduation requirements the student will receive a diploma. The school will not release student hours, transcript or state board examination application until payment of all monies due to the school are settled, unless an alternative arrangement has been approved by the school.

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. Failure to do so may result in suspension or dismissal.

**ARBITRATION OF DISPUTES:** All claims, disputes or controversies arising out of or relating to student and David Pressley Professional School of Cosmetology, will be settled exclusively by final and binding arbitration before a neutral arbitrator. By way of example only, such claims include all claims under federal state or local statutory or common law, such as Age Discrimination, Title VII of the Civil Rights Act of 1964 as amended, the Americans with Disability Act, The Family Medical Leave Act, as well as the law of contracts and torts. However, claims under applicable workers' compensation laws or the National Labor Relations Act shall not be subject to arbitration. David Pressley School will pay the costs of arbitration, but both sides will pay their respective attorney fees. Arbitration shall be conducted pursuant to the rules adopted by the American Arbitration Association. The arbitrator shall be selected from a list furnished by the American Arbitration Association.

I have read, understood and received a copy of the contract. (DO NOT SIGN THIS CONTRACT BEFORE YOU READ BOTH PAGES IN ITS ENTIRETY, OR IF IT CONTAINS ANY BLANK SPACES.)

\_\_\_\_\_  
SIGNATURE OF STUDENT Date SIGNATURE OF PARENT OR CO-SIGNER Date

I grant permission to the school to text message me (Circle One: Agree Disagree)

I grant permission to take photographs of me and use my image for any lawful purpose including for example, for purposes of publicity, illustration, advertising and web content. (Circle One: Agree Disagree)

DAVID PRESSLEY PROFESSIONAL SCHOOL OF COSMETOLOGY, in fulfilling its parts of the agreement, here admits the above named person as a student in its school and hereby agrees to furnish said student with its regular course of instruction as mentioned in this contract and acknowledges that the school official signing this agreement has read, understood and received a copy of this contract.

\_\_\_\_\_  
School Director Date

ADDITIONAL TERMS AND CONDITIONS

1. Both pages of this document are one agreement.
2. Student and school have herein set out a complete description of services the school is to furnish for which the 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.
3. 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 now exist, or as may be changed or come into existence from time to time. Student understands that if he/she is absent consecutively for 14 days without approval, or if Cosmetology students exceed 350 absent hours, David Pressley Professional School of Cosmetology reserves the right to terminate this contract and remove the student from the school register.
4. Employment assistance is available to the student at no extra cost. Reasonable efforts will be made to assist the student in obtaining employment upon graduation. However, student acknowledges that no representative of the school has guaranteed him/her employment upon graduation.
5. Student may be expelled or suspended for violation of school rules.
6. Any student who is under the legal age of majority will require a guarantor who will be liable to the school for the fees agreed to in this agreement if the student should default in any payments thereof. This provision may be waived by agreement between student and school only.

7. REFUND POLICY

- A. Our school does not assess an application fee.
- B. The required date of refund is determined by counting 45 days from the date a student's withdrawal was determined, whether determined officially or unofficially. Refund calculations are based on a student's scheduled clock hours as of the student's last day attended.
- C. Official cancellation/withdrawal shall occur on the date that an applicant is not accepted by the school. Student is entitled to a refund of all/any monies paid to the school.
- D. Official cancellation/withdrawal shall occur on the date that a student/guardian cancels the contract and requests his/her money back in writing within (3) business days of signing the enrollment agreement/contract, regardless of whether the student has actually started training. The student is entitled to a refund of all/any monies paid to the school. The date of determination will be the earlier of postmark on written notification or verbal notification.
- E. Official cancellation/withdrawal shall occur on the date that a student/legal guardian cancels the contract after (3) business days of signing, but prior to entering classes. The student is entitled to a refund of all/any monies paid to the school. The date of determination will be the earlier of postmark on written notification or verbal notification.
- F. Any monies due our applicants/students are refunded within forty-five (45) days of official cancellation or withdrawal.
- G. For students who enroll in and begin classes, the following schedule of tuition adjustments is authorized:

% time to total time of course	amount of total tuition owed to the school
0.01% TO 4.9%	20%
5.00% TO 9.9%	30%
10.00% TO 14.9%	40%
15.00% TO 24.9%	45%
25.00% TO 49.9%	70%
50.00% AND OVER	100%

H. Official Withdrawal:

1. Official cancellation/withdrawal date for a student notifying the school of his/her withdrawal, is determined by the earlier of the postmark on written notification, or the date said notification is delivered to the school administrator / owner in person.
2. Official cancellation/withdrawal date for a student on an approved leave of absence who notifies the school that he or she will not be returning, shall be determined as the earlier of the scheduled return date or the date the student notifies the institution that the student will not be returning either verbally or by postmark on envelope.

I. Administrative withdrawal:

1. Attendance is taken every day. Unofficial withdrawals are determined through monitoring a student's clock hour attendance every day. Students should understand that if he/she is absent for 14 consecutive calendar days without approval, the school reserves the right to terminate the students' enrollment.
2. If a student does not return from an approved leave of absence, the student's scheduled hours as of the last day attended will be used in the refund calculations. The date the student fails to return is the withdrawal determination date, unless the student notified of non-return earlier than that scheduled date.
3. Official cancellation/withdrawal date will be determined as the date that a student is expelled from the school.

- J. Eligible Title IV aid recipients who fail to complete over 60% of a payment period of enrollment are considered to have not earned all of the Federal Aid that may have been previously awarded for that payment period or period of enrollment. Accordingly, a required calculation will be performed to determine the portion of unearned Federal Student Aid that must be returned to the U.S. Department of Education. This calculation will be done before a tuition refund calculation is performed in accordance with the Institution's refund policy. In many cases, the return of unearned Title IV Funds calculation will result in the student owing tuition and fees to the institution that would otherwise have been paid with Federal student aid. This policy may also result in the student owing a refund of unearned Federal aid to the Department of Education.

Any monies due the student shall be refunded within 45 days of formal cancellation by the student or formal termination by the school. The required date of the refund is determined by counting from the earliest date the withdrawal was determined. The refund is calculated based on the student's last date of attendance.

- K. When mitigating circumstances are in evidence, in the withdrawal of a student, the school may exercise flexibility in the refund scheduled to the student. The refund to the student may exceed the minimum tuition adjustment stated above.

L. Program or Course Cancellation:

1. If a program or course is canceled subsequent to a student's enrollment, and before instruction in the program or course has begun, the school shall at its option:
  - Provide a full refund of all monies paid; or
  - With the student's agreement, move the student into the next available scheduled class.
2. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:
  - Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
  - Provide completion of the course and/or program; or
  - Participate in a Teach-Out Agreement

M. School Closure:

In the event that the school closes permanently and ceases to offer instruction after students have enrolled or if a course is canceled after students have enrolled and instruction has begun then students shall receive a pro-rata refund of tuition and a list of all student who were enrolled at the time of school closure, including the amount of each refund will be submitted to our accrediting agency.

- N. Additional Charges: an additional charge of \$10.00 per hour will be charged for absence hours beyond the program allowance (see catalog). The cost of the student uniform is not included in tuition. The cost of one each t-shirt and apron is \$41.00, including tax. The cost of creating a kit to take the state board licensing tests may cost a student between \$0 and \$350. There will be a withdrawal fee of \$150.00 for students who are terminated or who voluntarily drop before completion of their course. All monies received for extra-instruction prior to completion of the student contract are refunded if the student terminates.

8. GRADUATION REQUIREMENTS

The following minimum requirements must be met in order to graduate:

- The required number of clock hours for that program must be completed
- All written and practical exams must be completed with a passing grade of 75 percent
- The required number of minimum practical applications must be completed
- All the financial obligations to the school must be met, unless alternative arrangements have been approved by management

9. GROUNDS FOR TERMINATION OR SUSPENSION

The student's failure to comply with the rules, regulations and policies of the school regarding satisfactory attendance, academic progress and standards of conduct, are grounds for termination by the school. A Termination fee of \$150.00 will be charged (refer to the school catalog for specific information).

10. NOTICE

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the Debtor hereunder.

\_\_\_\_\_  
SIGNATURE OF STUDENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT'S SIGNATURE OR CO-SIGNER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SCHOOL DIRECTOR

\_\_\_\_\_  
DATE