

# Kingsport Academy of Hair Design Nails and Aesthetics

**Welcome to the exciting  
world of the beauty industry!**



*Offering expert training in:*

- *Cosmetology*
- *Nail technician*
- *Aesthetics*
- *Instructor trainee*



2236 E Stone Drive  
Kingsport, TN 37660  
(423) 246-4071  
[www.kingsportacademy.com](http://www.kingsportacademy.com)

**KINGSPORT ACADEMY OF HAIR DESIGN  
NAILS & AESTHETICS  
COURSE PRICE LIST**

**COSMETOLOGY**

1500 Hours: 13-17 Months

Tuition: \$5,395.00

Deposit: \$800.00 (Non-Refundable)

Deposit Includes: Textbooks & Kit  
(\$800.00 Deposit Required)

**Instructor Trainee**

300 Hours: 4-6 Months

Tuition: \$950

Deposit: \$500.00 (Non-Refundable)

Deposit Includes: Textbook  
(\$500.00 Deposit Required)

**NAIL TECH**

600 Hours: 6-8 Months

Tuition: \$3,295.00

Deposit: \$500.00 (Non-Refundable)

Deposit Includes: Textbooks & Kit  
(\$500.00 Deposit Required)

**Esthetician**

750 Hours: 7-8 Months

Tuition: \$4,495.00

Deposit: \$700.00

Deposit Includes: Textbook & Kit  
(\$700.00 Deposit Required)

**\*We reserve the right to add additional charges to any student who does not complete their chosen course in the allotted time limit.**

**KINGSPORT ACADEMY of HAIR DESIGN  
ENROLLMENT CONTRACT**

**PERSONAL INFORMATION**

**DATE** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**HOME PHONE NO :**( \_\_\_\_ ) \_\_\_\_\_

**WORK :**( \_\_\_\_ ) \_\_\_\_\_

**CELL:** (\_\_\_\_) \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**EMERGENCY CONTACT ( name & phone no.)**

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**ENROLLMENT OPTIONS:**

**COSMETOLOGY** \_\_\_\_ **ESTHETICS** \_\_\_\_ **SHAMPOOING TECH** \_\_\_\_

**NAIL TECH** \_\_\_\_ **INSTRUCTOR TRAINEE** \_\_\_\_

**FULL TIME: 40 HRS. PER WEEK** \_\_\_\_\_

**PART TIME: 25 HRS. PER WEEK** \_\_\_\_\_

**DAY TIME CLASS** \_\_\_\_\_

**PAYMENT OPTIONS:**

**FULL AMOUNT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**DOWN PAYMENT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**MONTHLY PAYMENT IS DUE ON THE FIRST MONDAY OF EACH MONTH.**

**IF THERE IS A BALANCE WHEN THE STUDENT HAS COMPLETED ALL OF THEIR REQUIRED HOURS THEN THE BALANCE MUST BE PAID IN FULL BEFORE THE HOURS WILL BE RELEASED TO THE STUDENT.**

**THERE WILL BE A \$6.00 PENALTY FOR THE OVER-TIME HOURS RUNNING PAST THE ALLOTTED TIME FOR THE STUDENT TO COMPLETE THE COURSE OF HIS CHOICE. THIS HAS TO BE PAID IN FULL BEFORE THE HOURS WILL BE RELEASED TO THE STUDENT.**

**I, \_\_\_\_\_ HAVE READ AND AGREE TO ALL OF THE TERMS LISTED IN THE ENROLLMENT PACKET. I ALSO UNDERSTAND THAT SHOULD I DECIDE TO WITHDRAW OR I AM DISMISSED, NO MONEY OR FEES WILL BE RETURNED.**

\_\_\_\_\_ **STUDENT / LEGAL GUARDIAN**

\_\_\_\_\_ **INSTRUCTOR**

\_\_\_\_\_ **DATE**

**ENROLLMENT REQUIREMENTS:**

- 1) COMPLETED ENROLLMENT PACKAGE WITH APPLICATION OF ENROLLMENT**
- 2) PROOF OF EDUCATION- DIPLOMA, G.E.D OR PROOF OF COMPLETION OF 10 HIGH SCHOOL CREDITS**
- 3) PROOF OF IDENTIFICATION - DRIVERS LIC. AND SOCIAL SECURITY CARD**
- 4) PROPER UNIFORM – BLACK AND WHITE**
- 5) BOOKS, COSMETOLOGY KIT AND SCHOOL SMOCK MUST BE PRESENT EACH DAY**

**(SCHOOL IS NOT RESPONSIBLE FOR UNATTENDED PROPERTY)**

**KINGSPORT ACADEMY OF HAIR DESIGN  
COSMETOLOGY  
NAILS AND ESTHICS  
STUDENT HOUR POLICY**

**DEFINITION OF HOURS:**

**FULL TIME: 40 HOURS PER WEEK**

**PART TIME: 25 HOURS PER WEEK**

**DAY TIME HOURS**

**MONDAY – FRIDAY**

**8:30 - 5:00**

**REQUIRED HOURS:**

**COSMETOLOGY 1500**

**NAILS 600**

**ESTHETICS 750**

**SHAMPOOING 300**

**INSTRUCTOR 300**

**HOURS FOR EACH COURSE ARE DIVIDED INTO THEORY, LECTURE AND PRACTICAL.**

**COSMETOLOGY**

**FULL TIME STUDENTS ARE ALOTTED 13 MONTHS TO COMPLETE THE TOTAL HOURS.**

**PART TIME STUDENTS ARE ALOTTED 17 MONTHS TO COMPLETE THE TOTAL HOURS.**

**ANYONE WHO DOES NOT COMPLETE THE REQUIRED HOURS WILL THEN RECEIVE AN ADDITIONAL CHARGE FOR THE HOURS NEEDED.**

## **NAILS**

**FULL TIME STUDENTS ARE ALOTTED 6-8 MONTHS TO COMPLETE THE TOTAL HOURS.**

**PART TIME STUDENTS ARE ALOTTED 7 MONTHS TO COMPLETE THE TOTAL HOURS.**

**ANYONE WHO DOES NOT COMPLETE THE REQUIRED HOURS WILL THEN RECEIVE AN ADDITIONAL CHARGE FOR THE HOURS NEEDED.**

## **ESTHETICS**

**FULL TIME STUDENTS ARE ALOTTED 7-8 MONTHS TO COMPLETE THE TOTAL HOURS.**

**PART TIME STUDENTS ARE ALOTTED 8 MONTHS TO COMPLETE THE TOTAL HOURS.**

**ANYONE WHO DOES NOT COMPLETE THE REQUIRED HOURS WILL THEN RECEIVE AN ADDITIONAL CHARGE FOR THE HOURS NEEDED.**

## **SHAMPOOING**

**FULL TIME STUDENTS ARE ALOTTED 4-6 MONTHS TO COMPLETE THE TOTAL HOURS.**

**PART TIME STUDENTS ARE ALOTTED 5 MONTHS TO COMPLETE THE TOTAL HOURS.**

**ANYONE WHO DOES NOT COMPLETE THE TOTAL HOURS WILL THEN RECEIVE AN ADDITIONAL CHARGE FOR THE HOURS NEEDED.**

## **INSTRUCTOR**

**FULL TIME TRAINEES ARE ALOTTED 4-6 MONTHS TO COMPLETE THE TOTAL HOURS.**

**PART TIME TRAINEES ARE ALOTTED 5 MONTHS TO COMPLETE THE TOTAL HOURS.**

**ANYONE WHO DOES NOT COMPLETE THE HOURS REQUIRED WILL THEN RECEIVE AN ADDITIONAL CHARGE FOR THE HOURS NEEDED.**

## **LEAVE OF ABSENCE**

**A LEAVE OF ABSENCE WILL BE PERMITTED IF THERE IS A SUFFICIENT REASON FOR THE LEAVE. A REQUEST 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 OF ABSENCE WILL BE GRANTED. IF THE REQUEST IS GRANTED THE HOURS WILL BE HELD UNTIL THE EXPIRATION OF LEAVE. TIME LIMITS ARE SUBJECT TO THE REGULATIONS OF THE TENNESSEE STATE BOARD OF COSMETOLOGY.**

**ALL EQUIPMENT AND PERSONAL PROPERTY MUST BE REMOVED WHEN THE TIME OF LEAVE BEGINS. ALL ARTICLES LEFT WILL BECOME THE PROPERTY OF KINGSPORT ACADEMY OF HAIR DESIGN.**

## **TRANSFERRING STUDENTS**

**STUDENTS TRANSFERRING FROM ANOTHER COSMETOLOGY SCHOOL WILL BE GIVEN AN EVALUATION TO DETERMINE IF THE LEVEL SKILL IS EQUAL TO THE EARNED HOURS. THE STUDENT WILL BE CHARGED \$6.00 PER HOUR NEEDED TO COMPLETE THEIR TRAINING. ADDITIONAL CHARGES WILL APPLY IF KIT AND REQUIRED BOOKS ARE NEEDED.**

**STUDENTS THAT WANT TO TRANSFER FROM THIS ACADEMY TO ANOTHER SCHOOL WILL BE CHARGED AN ADDITIONAL \$6.00 PER HOUR THAT HAS BEEN ACQUIRED.**

**A CHARGE OF \$50.00 WILL ALSO BE ADDED FOR ANY AND ALL PAPER WORK THAT HAS TO BE COMPLETED BY THE INSTRUCTOR.**

**I, \_\_\_\_\_ UNDERSTAND AND AGREE TO REGULATIONS DISCUSSED IN THIS CONTRACT.**

**STUDENT / LEGAL GUARDIAN \_\_\_\_\_**

**INSTRUCTOR \_\_\_\_\_**

**DATE \_\_\_\_\_**



# KINGSPORT ACADEMY OF HAIR DESIGN

## RULES

- **Class time begins at 8:45 am**
- **If you will be leaving early, you need to inform an instructor, and have your name marked out on the book at the time you will be leaving. This should be done when you clock in.**
- **If you are not marked out as leaving early on the book and are asked to provide a service but say you are leaving early, you will be asked to clock out immediately.**
- **Example for Clock in time: 8:30 until 8:45, check in time will be counted as 8:30. After 8:45 until 9:00 will be counted as 9:00.**
- **Unprofessional conduct will not be tolerated. This includes profanity, use of alcohol or drugs, and disrespect to staff, clients, or other students. If you have a problem with someone, please do not bring the problem to the school. Everyone has a right to be here! Consequences will be at the discretion of the school and could include dismissal/expulsion.**
- **There is zero tolerance for discrimination. You may not refuse service because of race, age, health, or other feelings about clients.**
- **There should be NO talking on cell phones while working on a client. Your client should have your full attention. Phones must be on vibrate or silent at all times.**
- **Area must be cleaned after each service. This is a state board law.**
- **With an Instructor's permission, a student may have personal services done after completion of his/her assignments.**
- **Every student has assigned tasks that must be completed by the end of the day.**
- **Personal Visits from friends/family are only allowed with approval from an instructor.**
- **If you are leaving school grounds, you must clock out.**

- **COSMETOLOGY AND NAIL TECH UNIFORMS ARE BLACK SCRUB PANTS, A BLACK OR WHITE TOP, AND A NAME TAG.**
- **ESTHETICS UNIFORMS ARE SOLID BLACK SCRUB PANTS, BLACK TOP, AND A NAME TAG.**
- **When you are assigned a service you are required to do that service and not “give” the assignment to another student unless given permission by managing instructor. You may not refuse a service because of how many hours you have.**
- **STUDENTS WILL RECIEVE 10 EXCUSED ABSENCES. WHEN KAHD IS PRESENTED WITH A DOCTOR’S EXCUSE. ONLY THEN WILL THAT DAY WILL BE EXCUSED AND NOT COUNTED TOWARD THE 10 DAYS.**
- **STUDENTS WILL RECEIVE 5 DAYS FOR VACATION.**
- **ALL UNEXCUSED ABSENCES ARE \$6.00 AN HOUR WHICH IS \$48.00 PER DAY.**
- **IF THE STUDENT HAS GONE OVER HIS/HER 10 EXCUSED ABSENCES THEN THE AMOUNT OF \$48.00 A DAY WILL BE ADDED AT THE END TO THE STUDENT’S REMAINING BALANCE.**

**I have read and agree with all of the rules of this contract.**

**Student / legal guardian \_\_\_\_\_**

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

## **COSMETOLOGY PAYMENT SCHEDULE**

**DEPOSIT:           \$800.00**  
**MONTHLY:         \$200.00**

**TUITION PAYMENTS ARE DUE ON THE 1<sup>ST</sup> MONDAY OF EACH MONTH. TUITION IS TO BE PAID IN FULL BY GRADUATION DATE. KINGSPORT ACADEMY OF HAIR DESIGN, NAIL AND ESTHETICS HAS THE RIGHT TO HOLD PAPERS UNTIL ACCOUNT IS PAID IN FULL. A FEE WILL BE ADDED TO THE BALANCE FOR ANYONE WHO CHOOSES TO WITHDRAW OR TRANSFER FROM THIS ACADEMY.**

**DUE TO LIMITED SPACE, ANY STUDENT THAT WITHDRAWS OR IS TERMINATED IS RESPONSIBLE FOR THE REMOVAL OF THEIR PROPERTY. IF A STUDENT HAS NOT ATTENDED CLASS FOR A PERIOD OF 60 DAYS WITHOUT CONTACTING AN INSTRUCTOR, THEIR BELONGINGS THEN BECOME THE PROPERTY OF KINGSPORT ACADEMY OF HAIR DESIGN.**

**I, \_\_\_\_\_ AGREE TO ALL OF THE POLICIES, FEES AND PAYMENT PLAN SET FORTH BY KINGSPORT ACADEMY OF HAIR DESIGN, NAILS AND ESTHICS.**

**DATE: \_\_\_\_\_**  
**STUDENT / LEGAL GARDIAN: \_\_\_\_\_**  
**MGR OR INSTRUCTOR: \_\_\_\_\_**