

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*



kingsportacademyofhair@gmail.com
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Kingsport, TN 37664
423-246-4071

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

COSMETOLOGY

1500 Hours: 13-17 Months

Tuition: \$6,200.00

Deposit: \$500.00 (Non-
Refundable) Deposit Includes:

Textbooks & Kit (\$500.00 Deposit
Required)

Instructor Trainee

300 Hours: 4-6 Months

Tuition: \$1,500.00

Deposit: \$500.00 (Non-Refundable)

Deposit Includes: Textbook
(\$500.00 Deposit Required)

Esthetician

750 Hours: 7-8 Months

Tuition: \$4,895.00

Deposit: \$500.00

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

*At the completion of a course, a \$50.00 fee will be charged to process paperwork for the State Board test.

***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.)

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.

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.

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 _____