

## ENROLLMENT AGREEMENT

### MARYLAND ELECTROLYSIS EDUCATION CENTER

300 Thomas Drive  
 Unit 2  
 Laurel, MD 20707  
 240-994-0306

### STUDENT INFORMATION

First Name	Last Name	Date of Birth	Student's Social Security #
Street Address	City	State/Country	Zip Code
Email Address		Driver License #	Phone Number

### ENROLLMENT INFORMATION

### MEEC USE ONLY

Program Title: <b>Electrology Program</b>	Clock Hours: <b>650</b>
Program Start Date:	Scheduled Completion Date:
Last Day To Cancel (For Full Refund) is within 7 days of Program Start Date and before receiving login information:	
Period Covered By This Enrollment Agreement:	

#### Course Description:

The curriculum for students enrolled in the 650 Clock Hour Electrology Program shall consist of 650 hours of technical (theoretical) and practical (hands-on) instruction covering all aspects constituting the practice of Electrology. Technical (theoretical) instruction refers to instruction by lectures (virtual, online or in-person) and textbook study whereas practical training (hands-on) is the time to perform a practical operation, demonstrations, classroom participation or examinations. This program consists of 250 clock hours of theory and 400 clock hours (20 weeks) of practical onsite training. Students can take the online portion at their own pace (generally over three to five months) and are expected to finish the online and textbook study before beginning the hands-on training. Students must have successfully completed the study of the relevant theory before they will be allowed to proceed with the corresponding hands-on training. This program leads to licensure as an electrologist, a skincare specialist who permanently removes unwanted hair using approved methods, in the State of Maryland.

#### Online Theoretical Portion and Textbook Home-Study

The theoretical portion for the Electrology course is taught by a Maryland-licensed electrologist using the world-renowned Academie Dectro Electroepilation Online Course and the State of Maryland recommended textbook Milady's Hair Removal Techniques: A Comprehensive Manual, Edition 1, by Helen Bickmore, published December 31, 2003 Cengage Learning. The Milady textbook is available for purchase online. Once the student has paid the initial deposit, a username and password will be generated

to access the online academy within seven days after being admitted into the program. For the online theory sessions, learners need an Internet-connected computing device, not supplied by MEEC. Once logged in students can begin the theory right away. Students will receive their scores immediately after the completion of an online quiz. The instructor will monitor the student's online progress, answer questions, and review the student's quizzes and exams, which must be completed before progressing to the next topic. The theory portion of the program accounts for 250 clock hours of the student's total 650 clock hours.

Students must pass all the online quizzes with a score of 75% or more in order to receive credit for that module. Any quizzes that are not passed online will have to be retaken in-person at the school and may be retaken a maximum of two times at which point the highest grade will become the final grade. To facilitate the assimilation of the online theory, the student will receive a workbook to complete for the purpose of reviewing materials in order to better prepare them for the Final Exam which will be administered as the student nears completion of their program. This workbook will be passed out as part of the student kit on Orientation Day. A PDF version is available upon request.

### **Practical Hands-on portion onsite**

The practical portion of the Electrology course is taught on site at the Maryland Electrolysis Education Center in Laurel, Maryland (300 Thomas Drive, Unit 2, Laurel, MD 20707). Once the theoretical portion is completed, students are to report to the school facility for the remainder of their program. The practical training accounts for 400 clock hours of the students 650 clock hours.

On the first day of attendance at Maryland Electrolysis Education Center, the student will need to attend an orientation. During the orientation, MEEC will go over school Rules and Regulations, hand out student kits, explain timecards, and other key aspects of your hands-on training.

During the practical portion of their training, students should aim to work on themselves, other students or models who come into the school as much as possible. Insertion hours are described as the number of hours the student does an insertion. MEEC requires a minimum of 250 insertion hours to be eligible for graduation. Student performance on various practical skills will be tested during the time they are completing the hands-on portion of the program including ethics, the consultation and the execution of a treatment on various body parts.

Students with under 60 insertion hours will only work on the arms and legs of various models, at 60 insertion hours, the student can sit for part-one of the practical exam. This will test the student on their practical skills to determine if they are ready to progress to other areas such as bikini and underarms. Once the student reaches 100 insertion hours, they will be tested again for part-two of the practical exam to see if they are ready for face work. Students who pass part-two can work on all body areas for the remainder of their training.

When students are nearing the end of their training (250 insertion hours), they will be tested for part-three of the Practical exam which will encompass face work. Part-three is considered the Practical Final Exam. It is at this point that students who are sitting for the Maryland Board of Nursing, Electrology Practice Committee Examination will need to complete three (3) "mock" state board exams and pass all three successfully. These mock exams will be taken under as close to real test conditions as the school can offer in order to best prepare the student for the real thing.

## **PROGRAM SCHEDULING**

Students must plan to first complete the online and book self-study theoretical program (generally over three to five months). Students will be given access to the Connecteam application to track their clock hours progress. Maryland regulation 10.53.06.03 requires that students complete no more than six hours of the online theory per day. For example, if a student plans for five months of self-study, the student may need to plan to study approximately 1.5 hours per weekday for a total of 12.5 hours per week on average to complete 250 clock hours. Students will need to verify that they will not complete more than six hours of online theory at a time [note: Students may be required to attest to this after each online session]. A Maryland-licensed instructor will be available for questions within 24-48 hours via video conferencing, text, email, or telephone. The instructor will monitor the student's online progress, answer questions, and review the student's quizzes and exams, which must be completed before progressing to the next topic.

Then students can begin the hands-on practical program onsite. Students will attend Orientation and classes with other students. The schedule will be to attend two full days (six hours of instruction plus set-up/clean-up/breaks/lunch each day) and two shorter days (ex. 3.5 hours of instruction plus set-up/clean-up/morning break and 4.5 hours of instruction including two hours maximum of practical training plus set-up/clean-up/morning break on Saturday) to complete 400 clock hours in 20 weeks. Maryland regulation 10.53.06.03 requires that practical/clinic days will not exceed six hours of training, or two hours of training on days that include theoretical instruction.

MEEC is scheduled to open two full days and two shorter days per week (20 hours), with hours on Wednesday, Thursday, Friday, and Saturday:

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
Closed	Closed	Closed	9:00 a.m. to 6:00 p.m.	9:00 a.m. to 6:00 p.m.	9:00 a.m. to 2:45 p.m.	9:00 a.m. to 3:45 p.m.

The schedule includes 30 minutes of setup and 30 minutes of cleanup daily. Lunch is every day from 1:00 p.m. to 2:00 p.m. Students can take a 15-minute break in both the morning and afternoon on full days and one 15-minute break in the morning on shorter days. Classes may be scheduled on Tuesdays in the event make-up days become necessary.

**Academic Holiday Schedule\***

MEEC is closed for the following holidays, and all federal holidays including but not limited to Columbus Day, Veteran's Day, Fourth of July, Memorial and Labor Day. \*The schedule is subject to change due to emergencies such as inclement weather, death, or illness.

<b>Spring Break</b>	Week after Easter Sunday
<b>Summer Break</b>	Mid-August to Mid-September
<b>Thanksgiving</b>	Thanksgiving Week
<b>Winter Vacation</b>	Mid-December through Week after New Year's Day

**Inclement Weather**

MEEC will be closed at the director's discretion due to inclement weather or emergency such as death or illness. Students and staff will be notified by email or voicemail. Missed classes will be made up at the next available opportunity.

**Academic Year**

MEEC's academic calendar year will generally start in March and end by or at the start of March of the following year, with open enrollment. Another class of students will start their online program as early as September and complete their onsite program by the following September. Students can begin their online program on any date that would enable the individual sufficient time (generally three to five months) to complete the theory portion before the start of their onsite program.

Onsite program start and end dates depend on the individual student's schedule. Subsequent Orientation dates will be scheduled at the director's discretion based on the number of students enrolled.

**Attendance**

Maryland Electrolysis Education Center conducts practical training on a schedule. Since students will be practicing on live models, notice of attendance is mandatory to ensure each student will be given clients to work on. Conversely, should a student be unable to attend training when expected, they MUST notify the school by calling to advise the instructor present. This will allow the instructor to assign any client scheduled with the absent student to another student.

MEEC students are required to attend classes regularly. **MEEC requires that all missed clock hours must be made up.** Student attendance will be evaluated and reported in writing to students every four weeks. Students should make every effort to attend 20 clock hours per week. Required time spent on set-up and clean-up, break time and lunch time are not included in the clock hours. The minimum attendance each student must achieve at each evaluation point for the previous four weeks is 64 clock hours.

Attendance Evaluation Points	Model Clock (20) hours per week
<b>Total After Week 4</b>	<b>83</b>
<b>Total After Week 8</b>	<b>166</b>
<b>Total After Week 12</b>	<b>249</b>
<b>Total After Week 16</b>	<b>332</b>
<b>Duration (program standard is 20 weeks)</b>	<b>68 Remaining hours to reach 400 clock hours (8 Hours in Week 20, 20 weeks total)</b>

**Any absence lapsing over one (1) month (83 school hours) will be considered a leave of absence** and must be requested in writing, or it may be cause for dismissal. **Students are required to finish the whole of their prescribed program within one (1) year of enrollment or risk having to restart the program.** Contact MEEC for the Leave of Absence form.

### Timecards

Student timecards are extremely important since they become the basis for the accreditation and licensing for each student. All students must clock in and out on their own timecard through the Connecteam app. It is strictly against the rules to allow another person to clock in or out for you or to clock in or out another student. Students must update their online timecard app daily so that the supervising instructor or administrator can check it off.

All on-site theoretical and insertion hours must be tracked on the timecards. Note: Previous theoretical hours with the online academy work done by the student prior to starting the onsite work, and the tests, quizzes, lectures, and practical hours not constituting insertions, are tracked online. Insertion hours are only those hours where you physically do an insertion, whether on yourself, another student, or a model. The work done on you by others does not count as practical hours. In order to satisfy the required minimum hours of insertion, students should aim to work as much as possible while in the classroom. Clock in and clock out times are recorded in 15-minute increments. We allow a seven-minute grace period for tardiness.

## GRADUATION REQUIREMENTS:

### Requirements for Program Completion

In order to be considered for graduation from MEEC, the student must successfully complete the following:

- Complete 650 clock hours, including all assignments, tests (both theoretical and practical) and satisfy the minimum hours per topic stated in the chart of Learning Modules in the catalog.
- Pay all tuition.
- Maintain a GPA (Grade Point Average) of 75% “C” or better in the course.
- Successfully pass the written final exam and practical final exam.
- Attain a minimum of 250 insertion hours.
- Complete three (3) mock practical exams (MD students only).

Note: These requirements meet the state’s requirement that a student shall have a minimum attendance rate of 80 percent of the total program, in order to graduate from the program. The student’s timecard is used as proof of completed clock hours and satisfactory completion of the minimum required hours.

Once all requirements for graduation are satisfied, the student will receive a certificate of completion from Maryland Electrolysis Education Center along with the necessary documents for application to the Maryland Board of Nursing, Electrology Practice Committee State Board Examination (Web address: <http://mbon.maryland.gov/> ).

A license in Electrology from the Maryland Board of Nursing, Electrology Practice Committee is granted once the student has passed the examination (Prometric theory, clinical exam and law exam), filed all necessary documents pertaining to licensure, and paid any fees that may be incurred by the applicant to the State of Maryland.

## TUITION AND FEES

### 650 Clock Hour Program (Up to a year)

Application & Registration Fee	\$150.00
Online Tuition <sup>1</sup>	\$1,500.00
Student Kit <sup>2</sup>	\$800.00
Onsite Tuition <sup>3</sup>	\$11,600.00

<b>Total Program Costs<sup>4</sup>:</b>	<b>\$14,050.00</b>
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<sup>1</sup>The Online Tuition is for the distance education portion of the program.

<sup>2</sup>The student kit must be purchased on the first day of the hands-on portion of the program and is non-refundable once it has been accepted by the student. The kit price is included in the total program cost.

<sup>3</sup>The Onsite Tuition is for the in-person education portion of the program.

<sup>4</sup>You are responsible for this amount.

Initial Deposit (to be paid prior to online portion start)	\$1,650
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The Initial Deposit includes the application and registration fee (\$150) and Online Tuition (\$1500). This deposit reserves a student's practical session and is due prior to the start of the online curriculum.

Onsite Deposit (to be paid prior to onsite curriculum start, if not paid in full)	\$4,666.67
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Onsite tuition may be paid either in full (\$11,600 plus \$800 student kit) or one-third per month for three months. A deposit of at least one-third of the onsite tuition plus the \$800 student kit (\$4,666.67) is required prior to the start of onsite instruction. The two remaining monthly installments would be \$3,866.67 and \$3,866.66.

Estimated total charges for period of attendance per month	\$1,325
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The amount of money a student may expect to pay including expenses related to the attendance such as travel and food that are not related to the cost of tuition is estimated to be about \$1,325.00.

#### **Additional Items Needed**

Students are required to purchase the student kit on the first day of practical training at our facilities. Students may also choose to purchase the *Milady* textbook. This textbook may be found online. Contact MEEC for the exact version. Students are not responsible for purchasing any further equipment or supplies to complete their program of studies. MEEC will provide any supplies needed for the duration of the program. Tuition excludes living and traveling expenses that the student may incur while attending the institution.

## Student Financial Aid

MEEC does not participate in state or federal financial aid programs. If a student obtains a private loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, if applicable.

## REFUND POLICY/ CANCELLATION

(1) If the school closes or discontinues a program the school shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.

(2) All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from the school within 7 calendar days after having signed an enrollment agreement. This involves all fees paid to the school by the student or on behalf of the student.

(3) If the student chooses not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the application fee or registration fee, or both.

(4) If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the application, registration or re-enrollment fees and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The minimum refund that the school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the registration, application, or enrollment fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student.

Proportion of Total Course or Program Taught by Withdrawal	Tuition Refund
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to 50%	20% refund
More than 50%	No Refund

(5) The date of withdrawal or termination is the last date of attendance by the student. A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.

(6) In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.

## Withdrawal

A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Director of the school, Eileen M. Ebersole Collins, LEI, CPE. MEEC will respond in writing as soon as it is received and the notice to withdraw will be considered effective.

If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending.

The date of withdrawal or termination is the last date of attendance by the student. A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.

A student will be determined to be withdrawn from the institution if the student misses seven (7) instructional days and all the days are unexcused.

## Leave of Absence

Students are expected to attend classes regularly in order to complete their program in a timely manner, but should a student be unable to attend for the duration of a month or more, the student should request a leave of absence. In order to request a leave of absence, students should submit their request, in writing stating the duration of their leave as well as the reason and expected return date. They also must have written consent from the administrator approving the leave. Contact MEEC for a leave of absence form.

In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.

## Academic Probation and Dismissal

A student may be put on academic probation for any of the following reasons: unexcused absences, tardiness, failing grades, unsatisfactory conduct (inappropriate interactions and behavior, dishonesty, violent acts) and violations of the school's rules and regulations. The student will receive two warnings prior to escalating to academic probation. These warnings will be noted in writing in the student's file. Should it escalate to academic probation, the probation period will be 14 days. Following the probation period, any further offense will lead straight to dismissal from the school.

A written request is required for any student petitioning for re-admittance following dismissal. A meeting should then be scheduled with the Director and Administrator to evaluate the situation. Decisions are administered on a case-to-case basis and are final.

## STUDENT COMPLAINTS/GRIEVANCES

MEEC will always address student complaints or grievances to the best of our ability. Should an issue arise, the student can always contact the school administrator, instructor, or the Director of Academia, or any board member, at any time.

A student or any member of the public has the right to appeal in writing to the Secretary of Higher Education at the Maryland Higher Education Commission concerning school violations of Maryland regulations by calling (800) 974-0203 or using the complaint portal or form on the commission's website at <http://mhec.maryland.gov/>.

The student also has the right to appeal in writing to the Maryland Board of Nursing, using the form on the website <https://mbon.maryland.gov/Pages/complaint-procedures.aspx>. If you save it electronically, email it to [mbon.complaints@maryland.gov](mailto:mbon.complaints@maryland.gov) or send it by U.S. Mail to Maryland Board of Nursing, Attn: Director of Complaints & Investigations, 4140 Patterson Avenue, Baltimore, MD 21215-2254.

The student also has the right to appeal in writing to the Maryland Office of the Attorney General, Consumer Affairs, 200 St. Paul Place, Baltimore, MD 21202, 888-743-0023/410-528-8662.

Disputes: Any dispute arising from enrollment at Maryland Electrolysis Education Center, no matter how phrased or styled, shall be resolved by binding arbitration under the Federal Arbitration Act conducted by the American Arbitration Association ("AAA"), under its commercial rules. The award rendered by the arbitrator may be entered in any court having jurisdiction. Any holder of this consumer credit contract is subject to all claims and defense which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery thereunder by the debtor shall not exceed amounts paid by the debtor thereunder.

## STUDENT ACKNOWLEDGEMENTS

Student's  
Initials

In order to be considered for graduation from MEEC, the student must successfully complete the following:

- Complete 650 clock hours, including all assignments, tests (both theoretical and practical) and satisfy the minimum hours per topic stated in the chart of Learning Modules in the catalog.
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- Attain a minimum of 250 insertion hours.
- Complete three (3) mock practical exams (MD students only).

Note: These requirements meet the state's requirement that a student shall have a minimum attendance rate of 80 percent of the total program, in order to graduate from the program. The student's timecard is used as proof of completed clock hours and satisfactory completion of the minimum required hours.

Once all requirements for graduation are satisfied, the student will receive a certificate of completion from Maryland Electrolysis Education Center along with the necessary documents for application to the Maryland Board of Nursing, Electrology Practice Committee State Board Examination (Web address: <http://mbon.maryland.gov/> ).

A license in Electrology from the Maryland Board of Nursing, Electrology Practice Committee is granted once the student has passed the examination (Prometric theory, clinical exam and law exam), filed all necessary documents pertaining to licensure, and paid any fees incurred by the applicant to the State of Maryland.

(1) If the school closes or discontinues a program the school shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.

(2) All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from the school within 7 calendar days after having signed an enrollment agreement. This involves all fees paid to the school by the student or on behalf of the student.

(3) If the student chooses not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the application fee or registration fee, or both.

(4) If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the application, registration or re-enrollment fees and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The minimum refund that the school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the registration, application, or enrollment fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student.

Proportion of Total Course or Program Taught by Withdrawal	Tuition Refund
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10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to 50%	20% refund
More than 50%	No Refund

(5) The date of withdrawal or termination is the last date of attendance by the student. A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.

(6) In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60



days of the scheduled last day of the leave of absence.	
The Registration fee and kit fee (once received and accepted) are non-refundable. This deposit reserves a student's practical session and is due prior to the start of the online curriculum.	
I have received and read the school's current catalog and understand its content.	
Academic transcripts and records of attendance will not be released until tuition and fees are paid in full.	
Maryland Electrolysis Education Center does not guarantee employment or job placement or salary for any attending student. Should any practicing Electrologist, salon owner or other contact us looking for an Electrologist, we will post this request in plain view on the bulletin board in the student break room. Students are responsible for following up on such requests independently.	
A student may be put on academic probation for any of the following reasons: unexcused absences, tardiness, failing grades, unsatisfactory conduct (inappropriate interactions and behavior, dishonesty, violent acts) and violations of the school's rules and regulations. The student will receive two warnings prior to escalating to academic probation. These warnings will be noted in writing in the student's file. Should it escalate to academic probation, the probation period will be 14 days. Following the probation period, any further offense will lead straight to dismissal from the school. A written request is required for any student petitioning for re-admittance following dismissal. A meeting should then be scheduled with the Director and Administrator to evaluate the situation. Decisions are administered on a case-to-case basis and are final.	
MEEC does not participate in state or federal financial aid programs. If a student obtains a private loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, if applicable.	
Once the student has paid the initial deposit, a username and password will be generated to access the online academy within seven days after being admitted into the program. For the online theory sessions, learners need an Internet-connected computing device, not supplied by MEEC.	

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:**

Credits earned are for determining progress toward program completion only, and the credits are not necessarily transferable to another private career school or to a collegiate institution. The transferability of credits you earn at the Maryland Electrolysis Education Center is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Electrology Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn in the Electrology Program at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Maryland Electrolysis Education Center to determine if your diploma will transfer.

**Student Initials** \_\_\_\_\_

**DISPUTES:**

Any dispute arising from enrollment at Maryland Electrolysis Education Center, no matter how phrased or styled, shall be resolved by binding arbitration under the Federal Arbitration Act conducted by the American Arbitration Association ("AAA"), under its commercial rules. The award rendered by the arbitrator may be entered in any court having jurisdiction. Any holder of this consumer credit contract is subject to all claims and defense which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery thereunder by the debtor shall not exceed amounts paid by the debtor thereunder.

**Student Initials** \_\_\_\_\_

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

**Student Initials** \_\_\_\_\_

**Note:** Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Maryland Higher Education Commission, 6 North Liberty Street, Baltimore, MD 21201. Web address: <http://mhec.maryland.gov/> Department of Academic Affairs, Research & Policy Analysis, Private Career Schools, Department of Finance and Administration: Phone Number: (410) 767-3300 Toll Free Phone: (800) 974-0203 Fax: (410) 332-0270. Visitors who are hard of hearing, deaf or speech-disabled and who use a TTY or text telephone can contact MHEC via Maryland Relay (Dial 7-1-1 or 800-735-2258)

**Contract Acceptance**

I, \_\_\_\_\_, have read and understand this agreement and acknowledge receipt of a copy. I understand that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written consent of both the student and the school. I also understand that if I default upon this agreement I will be responsible for payment of any collection fees or attorney fees incurred by Maryland Electrolysis Education Center.

I understand the following charges:

<b>Total Charges For the Online (Self-Study) Period Of Attendance (the student is obligated to pay upon enrollment)</b>	<b>\$1,650.00</b>
<b>Total Charges For the Onsite Period of Attendance including Student Kit (the student is obligated to pay prior to onsite start)</b>	<b>\$12,400.00</b>
<b>Total Charges For The Entire Educational Program</b>	<b>\$14,050.00</b>

I understand that this is a legally binding contract. My signature below certifies that I have read, understood and agreed to my rights and responsibilities, and that the institution’s cancellation and refund policies have been clearly explained to me. The Enrollment Agreement is a legally binding contract when signed by the applicant and the school official.

\_\_\_\_\_  
**Student’s Signature**

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

\_\_\_\_\_  
**Admissions Representative Signature**

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

\_\_\_\_\_  
**Admissions Representative Name**