

# **Enrollment Form**

## **Enrollment Agreement**

This enrollment agreement is a legally binding instrument acknowledging that you have been given reasonable time to read and understand it, and that you have read a statement of Dr. Elborno Academy policies regarding tuition, payment, cancellation, refund, and ethics. Student acknowledges and is aware he/she will be attending the applicable micropigmentation course(s) only under the terms of this agreement. Student acknowledges and is aware that Dr. Elborno Academy does not certify to perform tattoo removal, scar camouflage. Students acknowledges that success is dependent on his/her application of practices learned in each course. The student additionally understands that minimum standards must be met to receive a certification of completion. The academy is in no way required to issue a certificate of completion unless the student performs satisfactorily in all aspects of the course(s). the instructor will make every effort to work diligently with each student to ensure successful completion of each course. Each student must complete work on live models, and attend their minimum 100 scheduled classroom hours in addition to studying his/her manual. Students who are late for class will be charged a fee of \$50 per hour to make up time with the instructor on a future date.

The student acknowledges that if any equipment belonging to the instructor is dropped, damages, or otherwise misused in any way, the student will be required to replace the damaged equipment at the current cost of equipment. Student acknowledges that he/she is responsible for research of his/her local and state laws regarding licensing and operation. Dr. Elborno Academy nor its instructors are in any way responsible for legal advice regarding laws that govern the student's state. Student agrees that it is the instructor's sole discretion when student is ready to perform work on live models. While the school will make every effort to provide live models for students to work on, student acknowledges that no guarantees can possible be made concerning said models. All supplies for use during training will be provided for students. Student start-up kits and replacement supplies are available for purchase.

Student must remit either a deposit by Visa, MasterCard, Discover, American Express, Cash or Cashier's Checks the day they register to enroll in a class. This deposit will be deducted from tuition, which is due in full or later than 2 weeks prior to your class start date unless payment arrangements have been made and a promissory note signed before a notary public has been received. If balance of tuition is not received within 14 days prior to start date, student forfeits their original deposit, which held that class and will need to reschedule with a new deposit. **The minimum age of acceptance into the training program is 18 years.**

## Enrollment Form

Please Print clearly

### Student information:

Name: \_\_\_\_\_ Gender: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Present Occupation: \_\_\_\_\_ Emergency Contact & Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

### Program information:

Date of admission: \_\_\_\_/\_\_\_\_/\_\_\_\_

Program/ Course Name: \_\_\_\_\_

Description of program/ course: \_\_\_\_\_

Requirements and prerequisite for admission to program/course: \_\_\_\_\_

\_\_\_\_\_

Program/course objectives: \_\_\_\_\_

Program start date: \_\_\_\_\_ Scheduled end date: \_\_\_\_\_

Time class begins: \_\_\_\_\_ Time class ends: \_\_\_\_\_

Total credit or clock hours: \_\_\_\_\_

**7 FULL DAYS TRAINING Tuition and fees:**  
**For 7 days, basic training class tuition is \$4200**  
**\$500 hundred nonrefundable fee is due when you register for the basic training.**  
**\$3700 is due two weeks prior to class date**  
Preferred Class Date Start \_\_\_\_/\_\_\_\_/\_\_\_\_\_

**FAX YOUR ENROLLMENT FORM TO 630-828-2996 OR EMAIL IT TO:**  
[wasan@elbornocenters.com](mailto:wasan@elbornocenters.com)

**Tuition and fees:**

**Deposit: \$500** is needed to reserve your class date. **(Deposit is non-refundable.)** on receiving your class deposit, our workbooks and all pre-study materials will be sent to you. This will help prepare you for the class. Studying the workbooks thoroughly is a **MUST** before class begins!! Please allow 35 hours of home study. **Class fill up quickly, please call for available class date.**

**Cancellation policy/ Refund:**

**In case of program cancellation by the institution for any reason, the student funds will be returned in full to the students within 5 business days.**

A deposit or full tuition payment via cash, cashier's check, Visa, MasterCard, Discover or American Express will reserve space in class. Student will receive a full refund of deposit or tuition if notice of intent to cancel is received within 72 hours after receipt of initial payment. Please allow up to 10 business days to receive refund. Deposit is deducted from tuition and balance of tuition is due 14 days prior to start of class unless payment arrangements have been made and a promissory note has been signed before a notary public and returned. Deposit, nor tuition, are refundable if student cancels after 72 hours of receipt of payment or if student fails to show up for class. However, if there is a proven emergency, we will offer the student the

next available opening dates for two classes in which they can participate at no additional charge. Student must clear their schedule and pick from one of the two classes offered or they forfeit their deposit and/or tuition.

Students must read, understand, and agree to their rights and responsibilities, and acknowledge that the cancellation and refund policies have been clearly explained. This

Enrollment Agreement is meant for viewing purposes only and student will receive a printed copy with their deposit or payment when committing to enrollment in a class.

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**Balance Due: ALL CLASS BALANACES MUST BE PAID IN FULL 2 WEEKS PRIOR TO CLASS DATE.**  
**(NO EXCEPTIONS.)** credit cards accepted are Visa, MasterCard, American Express, Discover.  
Please make check payable to: Dr. Elborno Academy.

Credit Card # \_\_\_\_\_ EXP Date \_\_\_\_\_ Sec. Code \_\_\_\_\_

Cardholders Name (please print) \_\_\_\_\_ Credit Type \_\_\_\_\_

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

**Dr. Elborno Academy**

**6747 Kingery Hwy**

**Willowbrook, IL 60527**

**630-568-3862**

[www.elbornocenters.com](http://www.elbornocenters.com)