



School and Offices Located at
 2523 West Folsom St
 Eau Claire, WI 54703
 1-87-SMOOTH-89
 www.rr-ei.com

Student Contract—Welcome!

Please complete the required information and read this entire agreement carefully it is a contract.

Name		Social Security #	
Street Address		Date of Birth	
City, State, & Zip		Phone & Cell Number	
e-mail address		How did you find us?	

Permanent Address if different from above: _____

Course of Study: Electrolysis Circle One

Term You Are Enrolling In:	Traditional Program	e-Learning Program
Theory: Start Date: End Date:		
Practical: Start Date: End Date:		
Hours of Training Needed:		
State you Plan to Practice in:		

Note: WI Statutes require a minimum of 450 hours of training; RREI's 600-hour program exceeds this standard.

The above named student commits to the River Rock Electrology Institute program, as described in the Institute Catalog Volume 5, for the course term stated above and agrees to pay the River Rock Electrology Institute the total cost of the course according to the terms set forth below. No student shall be allowed to attend any class unless all the payments due to the River Rock Electrology Institute are current without prior consent of the Institute Administrator.

State Licensure Requirements

The State of Wisconsin requires prospective Electrologists to undergo a minimum of 450 hours of training in a State Approved Institute of Electrology (§454.06) and then must pass a State administered Board Examination that consists of both a practical and a written portion before they will be granted licensure and allowed to practice in Wisconsin.

When successfully completed, this program prepares students to pass this difficult examination. It is not required that students who wish to complete our program register, take, or pass this State examination (though it is required they take the exam if they want to practice in Wisconsin).



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Prospective Student's (Enrollee's) Right to Cancel

You may cancel this agreement by mailing or delivering a notice to the River Rock Electrology Institute, before midnight of the third business day after the Institute receives the completed Student Contract. The term "business day" (in this paragraph "business day" has the meaning given under section 41.301(6), Stats. Which is as follows) means any calendar day except Saturday, Sunday, and the following business holidays: New Year's Day, Martin Luther King Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Eve and Day.

If you wish, you may use the lower half of this page or the final page of this Agreement as that written notice by writing "I hereby cancel" and adding your name and address to the statement.



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Fees

Standard Fee Schedule		When Payment Is Due
600 Hour Program Tuition	\$9,096	First ½ (\$4,548) due with student contract, second ½ due on first day of theory class.
Application Fee	\$25	Due with initial application paid
Total Fees You Would Incur	\$9,121	First ½ due with student contract, second ½ (\$4,548) due on first day of theory class.

Please note all fees must be presented in the form of a money order or check we cannot accept cash. An application fee of \$25.00 must accompany the initial application. If accepted, the student is sent a Student Contract. The prospective student then completes the Contract and returns it a Tuition Deposit equal to one-half of the total tuition cost.

Return your completed Student Contract with your Tuition Deposit (\$4,548) to the Institute. The remainder of tuition (\$4,548) is due when you begin your theory training.

If you are not starting e-Learning immediately then the second half of tuition is due the first day of classes, for online classes this “first” day is defined as the day you are granted access to the online resources. The total cost for this 600 hour program including all fees including e-Learning *before* any discounts or grants awarded is \$9,121.

Students may elect to utilize a payment plan. Return the payment plan form, sign it indicating which one you are selecting and mail in just the first monthly payment in with your Student Contract and Registration and Textbook fee. Payments are due in a timely fashion or students may be terminated from the program. We reserve the right to pursue the full amount due as well as any legal fees associated with collecting this amount due from you. Reports of default payments may be made to appropriate credit reporting bureaus.

If you received a Transfer Credit Assessment and wish to accept it, sign your offer letter, make a copy for your records, returning the original to the Institute with your signed Student Contract and the figures shown on it will replace the fees and timelines indicated above.

Refund Policy

The River Rock Electrology Institute, in accordance with State Law, sets forth the following refund policy. All requests for cancellation of the Student Contract and settlement of the student’s account must be made by the student and in writing to the River Rock Electrology Institute. The first day of class is defined as the day students begin their online theory training for the e-Learning program or the first day of onsite for the traditional program.



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Full Refund

A full refund of all money paid by the student for tuition only shall be given to the student if the student cancels in writing the Student Contract within three business days of its receipt by the River Rock Electrology Institute.

Partial Refund

Students must request a refund or partial refund in writing. If a student withdraws from, or is dismissed from the Institute prior to the commencement of classes but after the three business day cancellation period, they will be entitled to a refund of monies paid to the River Rock Electrology Institute less a \$100 administrative fee.

If a student begins classes and withdraws or is dismissed from the Institute, a prorated refund will be issued upon request. The amount will be calculated utilizing the last day of actual attendance. The student will be charged a \$100 administrative fee in addition to the amounts shown below.

Refund Table: The table below sets forth the schedule for the adjustment of tuition for a refund assuming sixty 10-hour class days as the base number:

If Refund Request is Received After:	And is Received Before:	Maximum amount of total payment (\$9,121) that may be charged:
Day of receipt of the completed Student Contract	Within 3 business days of receipt of the completed Student Contract	\$0.00
The three day cancellation period after receipt of the Student Contract	After the three day cancellation period and before classes commence	\$100.00
First day of instruction	Course Day 3	\$1824
Course Day 4	Course Day 6	\$2736
Course Day 6	Course Day 9	\$3648
Course Day 9	Course Day 15	\$4104
Course Day 15	Course Day 30	\$6384
Course Day 31	The last day of class 60	\$9121

Institute Closing Policy

If the River Rock Electrology Institute closes and no longer offers instruction after a person is enrolled, the person shall be entitled to a prorated refund of the total cost for the course of instruction based on the table listed under Refund Policy.



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Enrollment Requirements

According to Wisconsin State Regulations, applicants to the River Rock Electrology Institute must:

1. Have earned a high school diploma or GED or they must be at least 18 years of age and pass an ability to benefit test.
2. In order to submit an application for licensure as an Electrologist, the State of Wisconsin requires that an applicant disclose if they have been convicted of a crime.

We require that prospective students must:

1. Be mature and exhibit a positive, friendly attitude and accept constructive criticism
2. Have a history of successful work or school experience
3. Be able to work well with the public and staff—have solid people skills
4. Although it is not required, we highly recommend applicants undergo an eye examination by a qualified optometrist or ophthalmologist due to the precision work involved in doing electrolysis

e-Learning Program Stipulations

E-Learning students have additional requirements and specifications as described in the current course catalog. E-Learning students agree to the following statements:

I elect to take the theoretical portion of the electrology training program in a distance-learning mode. I agree to comply with these terms for completing Electrologist training theory in a distance-learning mode. I understand I MUST come to campus for the practical portion of my training.

I understand my practical experience will NOT be scheduled definitively until I have successfully completed and demonstrated mastery of the skills and concepts contained in the theoretical portion of my training earning a 90% or higher on the material.

I understand there is a traditional course available and have weighed the pros and cons of distance learning and selected to undergo the theoretical portion of my training online. I understand the time line for study and that I must appear on campus in person to complete the practical portion of my training.

I further stipulate that I understand the skills needed to be successful and I am able to perform the basic computer functions described above and have the programs I need on my computer.

Students Initials and Date: _____

Completion Requirements

The following are the requirements for completion of the electrolysis course offered by the River Rock Electrology Institute:



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1. Successful completion of 600 hours of training to include: 275 hours of Theory (285 may be required for e-Learners) and 325 hours of Practical Application in no less than 11 weeks and no more than 30. Note: *This exceeds the 450 hour minimum as required by the State of Wisconsin.*
2. Maintenance of a minimum grade of 90% in the Theory portion and a grade of Meets Standards (MS) in Practical Application. Students who do not meet the minimum standards will not graduate from the program regardless of time served.
3. Adherence to all policies, procedures, and the student code of conduct as set forth in the current Institute catalog.
4. Completion of the program is required before a student will be certified as eligible to take the state licensing examination

If at any time during the course the River Rock Electrology Institute determines the student does not have sufficient aptitude or ability for the field of electrology the Institute reserves the right to terminate the student's training.

Notice of Obligation Of the Student To RREI To Avoid Breach of Contract

The student does hereby agree to obey all rules and regulations of the River Rock Electrology Institute as they are stated in this Contract and in the Institute Catalog, Volume 4 and any new rules and/or policies adopted during the course of the student's education. The student agrees to communicate promptly with the Institute if any problems or concerns arise.

If formal notice is given for reasons such as Withdrawal or Leave of Absence, it is to be submitted in writing and if not presented in person, sent by Certified USPS mail. Timely payment of all fees is expected of the student. Misrepresentation, false information, forgery, or omission of vital facts, of any information or documents submitted to the institute with regard to this contract, application materials, or other documents is strictly prohibited. Failure to adhere to the above may be considered breach of this contract and may result in penalties up to and including immediate suspension or termination of the student's training as determined by the sole discretion of the Institute. The Institute reserves the right to pursue legal actions to recover any monies owed the institute including reports to credit bureaus.

Notice of River Rock Electrology Institute's Obligations to the Student To Avoid Breach of Contract

The River Rock Electrology Institute and its agents do hereby agree to comply with all the policies and procedures as stated in this agreement and in the current Institute Catalog. We shall provide electrolysis instruction in compliance with the applicable syllabus approved by the State of Wisconsin Department of Regulation and Licensing Barbering and Cosmetology Examining Board. Further, we shall endeavor to provide the student with fair and consistent application of



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these policies and procedures as well as timely, honest, and accurate assessment of the student's abilities and performance in all parts of the course.

We will keep all student records on file for a minimum of ten years and will only release this information to requesters with written permission from the student. We will not release your student files, work, or comment on your progress or performance without your express permission except as required by law.

Notice to Prospective Students Prior to Affixing Signatures

Be sure that you have read this Contract in its entirety and understand it before you sign it. By affixing your signature below you are signifying that you have read this Contract and the Institute Catalog in their entirety and understand what you have read. You will receive a duplicate copy of this signed Contract for your records. Do not sign a Contract with blank spaces.

Students with Limited English or Non-English Speakers

If your principal language is not English, or if you need assistance in understanding the details of this Contract, notify the Institute BEFORE you sign below so we can be of maximum assistance to you. You will receive a duplicate copy of this signed Contract for your records. Do not sign a Contract with blank spaces.

Complete this entire form accurately. Return it to the River Rock Electrology Institute with a check or money order for your tuition deposit. The remainder of Tuition is due on the first day of on-line classes or traditional classes. See the current Course Catalog for your enrollment deadline. Be sure to sign and date the last pages.

Make a copy of this contract for your records before mailing the complete contract to us. We will return a copy of (& of the Transfer Credit Assessment if you have one) the last page of this contract to you.



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Acceptance of Student Contract and Request to Begin Training

To Be Completed by Student:

I, _____, (name of student) do hereby accept the terms as outlined in both the River Rock Electrology Institute Catalog and the River Rock Electrology Institute Student Contract. I will abide by the policies and procedures as set forth in both of these documents.

I understand I am entering into a contract with the River Rock Electrology Institute and am excited to enter training as described above and am certifying I will be attending classes beginning on: _____ (date of session applying for). If selecting the e-Learning Program I understand I must come to campus for the practical portion of the course. My payment is enclosed. I understand I must complete my program within the timelines explained previously.

Signed: _____ Date: _____

To Be Completed By Institute Representative:

I, _____, do hereby accept the aforementioned student into the current session as described above and acknowledge receipt of the appropriate fees.

Signed: _____ Title: _____

Date: _____

Date Application and Fee was received:	
Date Student Contract and Fees were received:	
Date Signed Copy of Contract was mailed to student:	



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Signed: _____ Date: _____

To Be Completed By Institute Representative:

I, _____, do hereby accept the aforementioned student into the current session as described above and acknowledge receipt of the appropriate fees.

Signed: _____ Title: _____

Date: _____

Date Application and Fee was received:	
Date Student Contract and Fees were received:	
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Duplicate page
Complete this page too.
It will be returned to you with Institute's signature.