



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: Electrologist Training

Term You Are Enrolling In or Start Date:		
Theory Start Date:	T End Date:	
Practical Start Date:	P End Date:	
Hours of Training Needed:	325	450 600
Which State do you Plan to Practice in:		

Select your theory program delivery format:  
 Traditional e-Learning  
 ALL Onsite Theory Program  
 Program

*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 6, 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). By signing this contract if the state I plan to practice in is not Wisconsin, I certify I understand the requirements for licensure of my state.



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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
<b>Total Fees You Would Incur</b>	<b>\$9,121</b>	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 or one-half of tuition due) to the Institute. The remainder of tuition 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 or other payment arrangements are made in writing is \$9,121.

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 or Amendment to Student Contract due to Grant Award 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. If you have made other payment arrangements in writing with the Administrator, those figures will supersede those show above or in the catalog.**

## 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 in writing by the student to the River Rock Electrology Institute and delivered via Certified Mail. The first day of class is defined as the day students are granted access to their online theory training for the e-Learning program or the first day of onsite classes for the traditional program.



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## Full Refund

A full refund of all money paid by the student for tuition shall be given to the student if the student cancels by using the form in the Student Contract within three business days of the Contract's receipt by the River Rock Electrology Institute or as required by law. If a student withdraws from, or is dismissed from, the Institute prior to the commencement of classes (including online theory access) but after the three business-days cancellation period, they will be entitled to a refund of monies paid to the River Rock Electrology Institute as explained below.

## Partial Refund

If a student begins classes and then withdraws or is dismissed from the Institute, a prorated refund will be issued upon written request. The amount will be calculated utilizing the last day of actual attendance/access.

**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:

<b>If Refund Request is Received After:</b>	<b>And is Received On or Before:</b>	<b>Maximum amount of total payment (\$9,121) that may be charged:</b>
Day of receipt of the completed Student Contract	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	\$0.00
First day of instruction	Course Day 3	\$1824
Course Day 4	Course Day 6	\$2736
Course Day 7	Course Day 9	\$3648
Course Day 10	Course Day 15	\$4104
Course Day 16	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. Have a high level of manual dexterity and personal hygiene
4. Be able to work well with the public and staff—have solid people skills
5. 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 timeline for study and that I must appear on campus in person to complete the practical portion of my training. I understand I must manage my own time and that I am responsible for keeping in touch with the Institute making contact NOT LESS THAN ONCE PER WEEK.

I further stipulate that I understand the skills needed to be successful and I am able to perform the basic computer functions required by the e-Learning program such as emailing attachments. I do have Microsoft Word, a computer program, on my computer and I can use it. I have high speed internet access and a working computer to use for the program.

Students Initials and Date: \_\_\_\_\_



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## Completion Requirements

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

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 and may vary with transfer credit awards.*
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.

By signing this contract, students give their consent to be photographed and recorded for training and educational purposes while involved in River Rock programs. Likeness, statements, and other images or data may be used for other lawful purposes.

### **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 6 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.



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## **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 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 or Amendment to Student Contract Due to Grant/Financial Aid Award 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 or start date 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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**Intentional duplicate page.  
 Complete this page also  
 as it will be returned to you with Institute's signature.**