



INSTITUTE OF  
MEDICAL AESTHETICS

VKMD Institute of Medical Aesthetics

1910 Vindicator Dr, suite 100

Colorado Springs, CO 80919

(719) 988-3141

## ENROLLMENT AGREEMENT

*Approved and Regulated by the Colorado Department of Higher Education,*



*Private Occupational School Board*

*1600 Broadway Suite 2200 Denver, Co 80202*

*303-862-3001*

[www.highered.colorado.gov/dpos](http://www.highered.colorado.gov/dpos)



I \_\_\_\_\_ hereby make application for the course identified below with consideration of my enrollment, along with your furnishing (or offering to furnish) instruction, in accordance with the provisions of the Catalog Volume 3 dated March 2024 at VKMD Institute of Medical Aesthetics (hereinafter referred to as School), provide the following information and I agree to the following payments and conditions:

**Intake Information:**

Address \_\_\_\_\_

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

Phone Number \_\_\_\_\_ Email: \_\_\_\_\_

I am applying for the *600 Hour Esthetics course*, which consists of the basic foundational beginnings of general esthetics, sanitations, state laws, and regulations, beginning on \_\_\_\_\_ and approximately ending \_\_\_\_\_

**The program will be taught for a total of approximately 20 weeks (full time) or 37 weeks (part time)**

( ) Full-Time: 8:30am to 4:30pm Monday through Thursday **Hours per week: 30+**

( ) Part-Time 5:00pm to 9:00pm Monday through Thursday **Hours per week 16+**

***After Module One there will be a minimum of ONE Saturday per month required, but you will have more opportunities for other Saturdays as well as Fridays too, if desired and/or needed. Saturday hours will be 8:30 AM until 3 PM.***

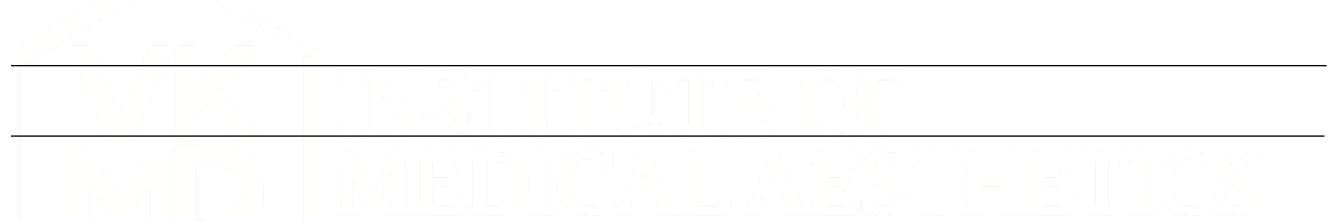
Type of instruction: In Person/**Classroom**



**Transfer Students: N/A**

- Number/percentage of Transfer Hours (if applicable) to be applied to the course: \_\_\_\_\_
- Name of previous school and program: \_\_\_\_\_
- Documentation provided for transfer: Yes/No
- Price adjustment for transfer credits/hours: \_\_\_\_\_
- Price adjustment for student kit, supplies, and learning materials: \_\_\_\_\_
- Grand Total of remaining cost amount due: \_\_\_\_\_

*Additional notes:* \_\_\_\_\_



In-state Agent: \_\_\_\_\_

Date: \_\_\_\_\_



## Admission Requirements

Bring all documentation upon commencement of class, which will be saved in your individual student profile folder along with all your program documentation at our School

### 1. \*Driver's License



Initial: \_\_\_\_\_ I agree to pay the school my down payment in the amount of \$2799.00 (which includes all learning materials, kits, and supplies, registration and admission fees) in full, upon enrollment, before the commencement of classes, in consideration for admitting me into the program and thereby providing all necessary instruction to complete the program. I understand that the remainder balance is due upon commencement of class, unless I have signed up for the in-house monthly installment plan

### Program price breakdown will be payable as follows:

- Grand total of all tuition with applicable fees: **\$13,799**
- Admission Fee: \$50.00 (included in down payment)
- Registration Fee: \$100.00 (included in down payment)
- All learning materials/product kits/supplies: **\$2649** (*non-refundable*)
- Down Payment due upon enrollment covers admission & registration fees, student kit, supplies, and all learning materials: **\$2799**
- Credit or Discount (if applicable): \$ \_\_\_\_\_ N/A
- Down Payment Amount made upon enrollment: \$ \_\_\_\_\_
- Total Remaining Balance (after down payment): \$ \_\_\_\_\_
- In-House monthly installment plan: Yes / No
- If yes, how many installments: \_\_\_\_\_



### **METHOD AND TERMS OF PAYMENT:**

**It is recommended that the student research their banking institution or local banks and credit unions for private school loans, prior to committing to an in-house monthly installment plan, as the terms of those loans are often with less paid interest to the student and therefore more cost-efficient.**

In-house financing is available *only if the student is unable to obtain personal private student financing from an outside lender or pay in full*. In this instance, the student is allowed to pay their tuition in monthly installments and must be paid in full prior to the start of baby boards classes (aka state boards preparation, which we provide at no additional cost within our program). **Tuition must be paid in full and with on-time payments made according to Enrollment Agreement prior to baby boards prep.**

The methods of payment of monies owed to VKMD Institute of Medical Aesthetics may be paid with the following options: Cash, Cashier's Check, Personal Checks, Credit Card (***there will be an additional 3% processing fee for all credit/debit card transactions, so it is therefore recommended to pay with cashier's/personal check or cash***). All installment payments will be tracked through our online platform and are available to the student at any time.

In-house payment plans will be followed according to the rules of this enrollment agreement only if declined by a third-party financier. Proof of decline is required before our in-house monthly installment plan is set up. Payment plans may be divided into 2, 3, 4, or 5 consecutive installments (after the \$2799.00 down payment has been made), with the first payment due on the commencement of the first day of class, and then on the following 1st day of each consecutive month until paid in full. With each payment installment, a \$75.00 additional fee will apply and will be added to your payment amount, after an initial \$250 set up fee is applied to your first payment.



### In-house installment options to choose from

This includes a one-time \$250 processing fee to **1<sup>st</sup> installment payment**

\$75 processing fees per payment are applied to remaining installment payments

#of payments	1 <sup>st</sup> payment	Remaining payments.	Student Initials
2 payments	$\$5500 + \$250 =$ <b>\$5750</b>	$\$5500 + \$75 =$ <b>\$5575</b>	
3 payments	$\$3666.66 + \$250 =$ <b>\$3916.66</b>	$\$3666.66 + \$75 =$ <b>\$3741.66</b>	
4 payments	$\$2750 + \$250 =$ <b>\$3000</b>	$\$2750 + \$75 =$ <b>\$2825</b>	
5 payments	$\$2200 + \$250 =$ <b>\$2450</b>	$\$2200 + \$75 =$ <b>\$2275</b>	



I, \_\_\_\_\_ may, by the discretion of VKMD Institute of Medical Aesthetics, will pay the school consecutive monthly installments in the amount of \$ \_\_\_\_\_ on the 1st of each month for \_\_\_\_\_ consecutive months. After my down payment of **\$2799.00** is made upon initial enrollment, the first installment of tuition is due upon commencement of the first day of class in the amount of \$ \_\_\_\_\_ which includes the one-time **\$250** set-up processing fee. All subsequent installments thereafter are due and payable on the 1st day of each month in the amount of \$ \_\_\_\_\_ which includes the **\$75** processing fee, until paid in full, *prior to the start of baby boards*.

Both I as the student and VKMD Institute of Medical Aesthetics as the school, fully understand and agree that this Enrollment Agreement may NOT be amended unless both parties agree upon it and is clearly defined in writing and signed by both parties. My payment plan has been determined to be broken up into \_\_\_\_\_ consecutive payments, including my first payment that is to be made upon the commencement of the first day of class.

\*Initial: \_\_\_\_\_ ***I fully understand and agree to the terms of payment for my In-House monthly installment plan; with the knowledge that a \$100 late fee will apply to each day the payment is late after the 3rd day of the month. If my payments are not made current (with applicable additional processing plus late fees) within 5 days, I risk disciplinary actions which could result in expulsion from the program.***

***Additional Notes if applicable***

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***Initials of both parties: \_\_\_\_\_/\_\_\_\_\_***



## Advanced Courses

### **Microdermabrasion: \$550 (included at no additional cost with 600 Hours Course Y/N)**

\$ \_\_\_\_\_ applied fee to save your spot paid upon enrollment N/A

Enrollment Date: \_\_\_\_\_ **TBD**

Cost adjustment if applicable: \$ \_\_\_\_\_ N/A

Remaining balance due: \$ \_\_\_\_\_ N/A

Student signature: \_\_\_\_\_

Agent/School Official signature: \_\_\_\_\_

### **Chemical Peels \$750 (included at no additional cost with 600 Hours Course Y/N)**

\$ \_\_\_\_\_ applied fee to save your spot paid upon enrollment N/A

Enrollment Date: \_\_\_\_\_ **TBD**

Cost adjustment if applicable: \$ \_\_\_\_\_ N/A

Remaining balance due: \$ \_\_\_\_\_ N/A

Student signature: \_\_\_\_\_

Agent/School Official signature: \_\_\_\_\_

### **Dermaplane \$550 (included at no additional cost with 600 Hours Course Y/N)**

\$ \_\_\_\_\_ applied fee to save your spot paid upon enrollment N/A

Enrollment Date: \_\_\_\_\_ **TBD**

Cost adjustment if applicable: \$ \_\_\_\_\_ N/A

Remaining balance due: \$ \_\_\_\_\_ N/A

Student signature: \_\_\_\_\_

Agent/School Official signature: \_\_\_\_\_





**Manual Resurfacing Combo: Microdermabrasion + Dermaplane \$850**

\$ \_\_\_\_\_ applied fee to save your spot paid upon enrollment N/A

Enrollment Date: \_\_\_\_\_ **TBD**

Cost adjustment if applicable: \$ \_\_\_\_\_ N/A

Remaining balance due: \$ \_\_\_\_\_ N/A

Student signature: \_\_\_\_\_

Agent/School Official signature: \_\_\_\_\_

**Microneedling: \$850**

\$ \_\_\_\_\_ applied fee to save your spot paid upon enrollment N/A

Enrollment Date: \_\_\_\_\_ **TBD**

Cost adjustment if applicable: \$ \_\_\_\_\_ N/A

Remaining balance due: \$ \_\_\_\_\_ N/A

Student signature: \_\_\_\_\_

Agent/School Official signature: \_\_\_\_\_

**Permanent Makeup: \$5500**

\$ \_\_\_\_\_ applied fee to save your spot paid upon enrollment N/A

Enrollment Date: \_\_\_\_\_ **TBD**

Cost adjustment if applicable: \$ \_\_\_\_\_ N/A

Remaining balance due: \$ \_\_\_\_\_ N/A

Student signature: \_\_\_\_\_

Agent/School Official signature: \_\_\_\_\_



### Gifts and Perks

Our 600 Hours Foundational General Esthetics course includes the prestigious NCEA-Certification credential, CPR/First Aid certification, ASCP student membership during your time at our school, and the SugarLashPro lash lift and brow lamination student kit along with their associated alumni membership perks. Students must complete these programs within the duration of the 600 hours prior to graduation, as they are a significant portion of our curriculum.

Upon completion of the 600 Hours Esthetics program at VKMD Institute of Medical Aesthetics, and once state boards have been successfully passed, our students are then eligible to receive their gift from us, which are the three microexfoliation advanced courses: Microdermabrasion, Dermaplane, and Chemical Peels. *These stand-alone advanced courses are **free** to our post-graduate, licensed students as a gesture of gratitude for choosing to complete their 600 Hours Esthetics program at VKMD Institute of Medical Aesthetics.* Therefore, these courses are not eligible for a refund should our alumni choose not to take advantage of their gift, as they are not required to do so. Students will have **12 months** to take advantage of taking these 3 free courses upon graduation from our program, after which the gift will expire. Students will be disqualified for eligibility of this gift if they receive any disciplinary action during their tenure at our school.

***Initials:***



## REFUND POLICY

1. An applicant not accepted for training by the school shall be entitled to a refund of all monies paid.
2. If a student pays in full then cancels his/her enrollment and requests his/her money back in writing within three (3) business days of signing the enrollment agreement, tuition and fees collected by the school shall be refunded except for the cost of the student kit, supplies, and all learning materials, which is in \$2799 down payment. The cancellation date will be determined by the postmark upon written notification, or the date said information is delivered to the appropriate school administrator in person. This policy applies regardless of whether the student has started training.
3. If either party postpones the start date, the contract will be extended to the new scheduled date of completion.
4. For students who enroll in, and begin classes, the following schedule of tuition adjustments is authorized.

Students Entitlement Upon Withdrawal	Amount of Refund
Within first 10% of the program (0-60 hrs)	90% less \$150.00
After 10% but within 25% of the Program (60-150 hrs)	75% less \$150.00
After 25% but within 50% of the Program (150-300 hrs)	50% less \$150.00
After 50%but within 75% of the Program (300-450 hrs)	25% less \$150.00
After 75% of the Program. If paid in full, no cancellation Charge is applicable (after 450 hrs)	<b>No Refund</b>



5. Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in school. Refunds must be calculated based on the clock hours completed as of the last day of recorded attendance. Any monies due to the student shall be refunded within thirty (30) days after cancellation or termination, or in the case of a leave of absence, the documented date of return.

6. **The student will be granted credit for previous training hours that are approved by the State of Colorado. The policy for the granting of credit for previous training shall not impact the refund policy.**

7. When situations of mitigating circumstances are in evidence, the school may provide a refund, which exceeds this refund policy.

8. The cost of the kit, supplies, and all educational materials are part of the \$2,799.00 down payment for 600 Hours tuition fees.

9. For all advanced/stand-alone courses, the non-refundable \$150 fee will apply towards the overall tuition for the applicable course. For those who received the 3 advanced courses with their 600-hour tuition at no additional cost, no refund is entitled as there is no additional cost for those courses when combined with the 600 hours.

10. The school applies the refund policy to all terminations for any reason, by either party, including student decision, course/or program cancellation, or institution closure. Students who terminate prior to course completion will not be refunded the \$150 "save your spot" fee for stand-alone advanced courses.

11. If the school is permanently closed and no longer offers instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition. VKMD maintains a Surety bond (insurance policy) for each enrolled student, which covers student tuition in such cases.

12. If a course is discontinued after the student has enrolled, the student shall

be entitled to a full refund, EXCEPT if the school ceases operation. The school reserves the right to reschedule, postpone, or cancel classes. ?

13. For duplication of previously transferred transcript paperwork, a fee of \$25.00 will be charged and paid each time prior to duplication of transcripts. The school does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution. All requests for duplicate transcripts must be in writing.

14. In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school will make a settlement which is reasonable and fair to both parties based on the refund table.

**Initials:**

VKMD INSTITUTE OF MEDICAL AESTHETICS

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### **Student Grievances:**

If a student wants to file a grievance directly with DPOS, they can call them anytime at 303-862-3001 or go online to [www.highered.colorado.gov/dpos](http://www.highered.colorado.gov/dpos), to file a written complaint against the school or agent. There is a 2-year limitation (from the student's last date of attendance) on a student filing complaint. We encourage resolving the issue directly with the school first.

### **GRADUATION REQUIREMENTS**

I understand that in order to graduate from the 600 Hour Foundational Esthetics program and to receive my respective diploma, I must successfully complete the required number of clock hours as specified in the course catalog as well as this enrollment agreement contract, pass all written and practical examinations with an 80% (B average or better), 85% attendance, and satisfy all financial obligations to the school.

### **GROUND FOR TERMINATION**

I agree to comply with the rules and policies of the school, and I understand that the school shall have the right to terminate this contract along with my enrollment at any time, for violation of the rules and policies as outlined in the Catalog.

### **NON-DISCRIMINATION**

VKMD Institute of Medical Aesthetics, in all its programs including admission and employment, does not discriminate on the bases of age, race, religion, political beliefs, financial status, sex, marital status, handicap, or country of origin, and is prohibited from such discrimination by law.



### **ACKNOWLEDGEMENT**

This contract contains the entire agreement between me and the school, and no further modification or representation except as herein expressed in writing, will be recognized. I acknowledge that I have read this contract in its entirety and that I have received a copy of this contract with all blank spaces filled in to my satisfaction. I have also received a copy of the Catalog Volume 5, January 2026

### **Photo Release Agreement**

I, \_\_\_\_\_ allow the school to take photos for the duration of the program and utilize for marketing and promotional purposes.

### **Final Signatures:**

Student Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

In-state Agent: \_\_\_\_\_

Date: \_\_\_\_\_