



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,



INSTITUTE OF
MEDICAL AESTHETICS
Private Occupational School Board

1600 Broadway Suite 2200 Denver, Co 80202

303-862-3001

October 2026 Vol. 7

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 No. 7 Dated October 2026, at VKMD Institute of Medical Aesthetics (hereinafter referred to as School), provide the following information, and I agree to the following payments and conditions:

Student Intake Information:

Name (First/Last): _____

Address _____

City: _____ State: _____ Zip: _____

Phone Number _____ Email: _____

I am **applying for the 600 Hours General Esthetics** program, which consists of the basic foundational beginnings of general esthetics, sanitations, state laws, and regulations, CPR/First Aid, and the prestigious NCEA credential:

Beginning: _____ and approximately ending: _____

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

- ☐ Day: Full-Time: 8:30am to 4:30pm Monday through Thursday **Hours per week: 30+**
☐ Evening: Part-Time 5:00pm to 9:00pm Monday through Thursday **Hours per week 16+**

After completing Module One, there will be a minimum of ONE Saturday per month required for practical hours during Module Two. Saturday hours will be 8:30 AM until 3 PM.

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



Transfer Students: or 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: _____

School Official/State Agent: _____

Date: _____

***Credit for previous training shall not impact the refund policy.**



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 \$2999.00 (which includes all learning materials and curriculum, kit contents such as service 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 option.

Program price breakdown will be payable as follows:

- Grand total of all tuition with applicable fees: **\$13,999**
- Admission Fee: \$50.00 (included in down payment and non-refundable)
- Registration Fee: \$100.00 (included in down payment and non-refundable)
- All learning materials/product kits and supplies: **\$2849** (included in down payment and *non-refundable*)
- Down Payment due upon enrollment covers Admission & Registration fees, student kit and educational materials/supplies, and all other curriculum learning materials: **\$2999**
- Credit or Discount (if applicable): \$ _____
- Down Payment Amount made upon enrollment: \$ _____
- Total Remaining Balance (after down payment): \$ _____
- In-House monthly installment plan: Yes / No: How Many: _____

**Student Kit/Supplies, and learning materials are subject to change at any time, and do NOT affect its non-refundable status.*



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, typically 3 or 4 weeks prior to graduation.**

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 Check, Credit Card (***there will be an additional 2% processing fee for all credit 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. ***All credit card processing fees and in-house installment plan fees are non-refundable.***

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 \$2999.00 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, an additional \$75.00 fee will apply, and will be added to your payment amount, after an initial \$250 set up fee is applied to your first payment.

All installment fees and Credit Card fees are non-refundable



In-house installment options to choose from

This includes a one-time \$250 processing fee to 1st installment payment

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

\$100 late fee per each day payment is late after the 3rd of each consecutive month

All installment fees and Credit Card fees are non-refundable

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



I, _____, 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 the down payment of **\$2999.00** is made upon my 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 \$ _____, and 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, is clearly defined in writing, and signed by both parties. My payment plan has been determined to be split into: _____ consecutive tuition 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, and unpaid late fees applied to any refund due to student if applicable.***

Additional Notes if applicable

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 (non-refundable)

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 (non-refundable)

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 (non-refundable)

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 (non-refundable)

Enrollment Date: _____ **TBD**

Cost adjustment if applicable: \$ _____ N/A

Remaining balance due: \$ _____ N/A

Student signature: _____

Agent/School Official signature: _____

Microneedling: \$850 (included at no additional cost with 600 Hours Course Y/N)

\$ _____ applied fee to save your spot paid upon enrollment N/A (non-refundable)

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 (non-refundable)

Enrollment Date: _____ **TBD**

Cost adjustment if applicable: \$ _____ N/A

Remaining balance due: \$ _____ N/A

Student signature: _____

Agent/School Official signature: _____



Lash Lift and Brow Glam: \$950

\$ _____ applied fee to save your spot paid upon enrollment N/A (non-refundable)

Enrollment Date: _____ **TBD**

Student kit (optional): _____ Yes / No

Cost adjustment if applicable: \$ _____ N/A

Remaining balance due: \$ _____ N/A

Student signature: _____

Agent/School Official signature: _____



INSTITUTE OF
MEDICAL AESTHETICS



Gifts with 600 Hours General Esthetics: The Foundation Course Purchase and Alumni Perks

Our 600 Hours General Esthetics: The Foundation course includes the prestigious NCEA-Certification credential, CPR/First Aid certification, ASCP student membership during your time at our school. 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 General Esthetics: The Foundation 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 **Core 4: The Essentials:** Microdermabrasion, Dermaplane, Chemical Peels, and Microneedling. 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 General Esthetics: The Foundation 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 **6 months** to take advantage of taking these 4 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. Though not required, additional kits for these programs are available for additional purchase and affordable cost

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) days, they are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except for the maximum cancellation penalty/charge of \$150.00 or 25% of the contract price, whichever is less, and excluding the non-refundable portion of the down payment made upon enrollment (\$2849.00), unless the student has begun training within that 3 day period. If the student has begun training within the 3-day period, the table below will apply accordingly. Students who withdraw from the **600-Hour General Esthetics: The Foundation** program at any time are subject to our \$150.00 cancellation fee.
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 (exclusive of books, tools, supplies, all learning materials, and kit contents--which is the non-refundable \$2849 portion of the original down payment made upon enrollment and exclusive of admission/registration fees of \$150). Any additional fees incurred such as payment of installment fees, credit card processing fees, or any additional retail or product purchases made to the school outside of tuition, will also be calculated into any refund amount that may be due.

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



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 might be granted credit for previous training hours that are approved by the State of Colorado on an individual basis. The time lapse between transfer is not to exceed 3 months. The full cost of our program will still apply regardless of the number of credit hours transferred. The policy for the granting of credit for previous training shall not impact the refund policy.**
7. When situations of mitigating circumstances are evident, the school may provide a refund per its discretion, which exceeds this refund policy.
8. Admission and registration plus the cost of the student kit, supplies, and all educational materials are part of the \$2,999.00 down payment for *600 Hours General Esthetics: The Foundation* fees.
9. For all Programs/Advanced Stand-Alone courses, the non-refundable \$150 "save your spot" or admission/registration fees will apply towards the overall tuition for the applicable course. For Permanent Makeup and Laser Device Courses, the non-refundable "save your spot fee" is \$1500 and will apply to your overall cost of advanced courses applicable program, as well as consumable and curriculum kits.
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 or during the course completion will not be refunded the \$150 or \$1500 "save your spot" fee for advanced courses, or the \$2999 down payment fee for the 600-hour General Esthetics: The Foundation course enrollment.
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. The student will receive a full refund of tuition and fees if the school discontinues a Program/Stand Alone course within a period of time a student could have reasonably completed it, EXCEPT that this provision shall not apply in the event 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 (at its discretion) will make a settlement which is reasonable and fair to both parties based on the refund table.

Initials:



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, 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 a complaint. We encourage resolving the issue directly with the school first.

GRADUATION REQUIREMENTS

I understand that in order to graduate from the 600 Hour General Esthetics: The Foundation 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), have 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 current Course 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.



Student ACKNOWLEDGEMENT and Signatures:

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 corresponding Course Catalog Volume No. 7 Dated October 2026.

By signing below, the student agrees to pay the school the total amount of stated tuition and fees. The school agrees to provide the occupational training in accordance with the provisions of the school's current Catalog Volume No. 7 Dated October 2026 ("Catalog"). Payment of all monies due shall be a condition of all continuing enrollment. Upon satisfactory completion of all academic and skill requirements and when all financial obligations to the school have been met, the school will award the "600 Hours General Esthetics: The Foundation" diploma, or Certificate of Completion to the student. The student and school understand that this Enrollment Agreement, WHICH INCLUDES THE REFUND POLICY, may not be amended except in writing and signed by both parties.

I have also received a copy of the current corresponding Course Catalog Volume No. 7 Dated October 2026. By signing below, I agree with all the policies and terms of payment as outlined within this contract.

Photo Release Agreement

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

Final Signatures:

Student Applicant: _____

Date: _____

School Official/State Agent: _____

Date: _____