



# ADULT COSMETOLOGY PROGRAM APPLICATION

## 2023-2024

LAKE COUNTY TECH CAMPUS  
LAURA EMMERLING  
DEAN OF STUDENTS AND STUDENT  
SERVICES/DIRECTOR OF ADULT  
COSMETOLOGY



**FOR OFFICE USE ONLY**

Student ID Number: \_\_\_\_\_ ☐ New Student  
Date Received: \_\_\_\_\_ ☐ Return Student  
Received by: \_\_\_\_\_ ☐ Super Senior

☐ COS 1 ☐ COS 2  
☐ Criminal back ground check on file

## Adult Cosmetology Application 2023-2024

### Student Information:

Last Name: \_\_\_\_\_ Prior/Maiden Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
SSN: \_\_\_\_\_ Cosmetology License: \_\_\_\_\_ DOB: (mm/dd/yyyy) \_\_\_\_\_ Age: \_\_\_\_\_

### Mailing Address & Contact Information:

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone # \_\_\_\_\_

### Student Information:

Returning Tech Campus Cosmetology Student? ☐ Yes ☐ No Last date Attended (mm/yyyy) \_\_\_\_\_ Hours Accumulated: \_\_\_\_\_  
High School Diploma ☐ Yes ☐ No GED ☐ Yes ☐ No Date Conferred: (mm/yyyy) \_\_\_\_\_

### Transfer Student:

Cosmetology Transcript Requested ☐ Yes ☐ No

Are you transferring from another Illinois accredited cosmetology program? ☐ Yes ☐ No Last date attended (mm/yyyy) \_\_\_\_\_  
Transfer School Name: \_\_\_\_\_ Transfer Hours: \_\_\_\_\_  
Address: \_\_\_\_\_ School Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ School Fax: \_\_\_\_\_

### Internship

Have you successfully completed an internship with registered Illinois salon? Yes ☐ No ☐ Number of internship hours completed: \_\_\_\_\_  
Salon Name: \_\_\_\_\_ Sponsor's Name: \_\_\_\_\_ Address: \_\_\_\_\_ Salon  
Phone: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Salon Website? \_\_\_\_\_

### Criminal Background:

Driver's License: \_\_\_\_\_

I agree to submit to a State of Illinois criminal background check and fingerprinting Yes ☐ No ☐

### Student Certification Statement:

I hereby certify that, to the best of my knowledge, the information furnished above is true and complete without intent of evasion or misrepresentation.

Student Signature: \_\_\_\_\_ Date: (mm/dd/yyyy) \_\_\_\_\_

**Submit completed packet with \$15 dollar application fee to the Business Office.**

### PARTICIPATING SCHOOLS

Alden-Hebron • Antioch • Deerfield • Grant • Grayslake Central • Grayslake North • Highland Park • Johnsburg • Lakes • Lake Forest • Lake Zurich  
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It is the policy of the Lake County High Schools Technology Campus not to discriminate on the basis of color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy with respect to its educational programs, enrollments, activities, or employment policy. This policy of non-discrimination is in compliance with Titles IX and VI and Section 504.

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Received: (mm/dd/yyyy) \_\_\_\_\_  
 Student ID Number: \_\_\_\_\_  
 Received by: \_\_\_\_\_  
 Forbearance to Sue attached ☐ Yes ☐ No  
 Copy Provided ☐ Yes ☐ No

## Adult Cosmetology Application 2023-2024

The Lake County Tech Campus (LCTC) recognizes the need for vocational training among adults interested in pursuing a career in one or more of the service industries related to hair, skin, nail, personal hygiene and beauty. Accordingly, it has made its cosmetology program available to persons 18 years of age and older. The following terms and conditions constitute a binding contract whereby all parties agree to the covenants and conditions as expressed henceforth and attest by entering said agreement they do so without duress and of their own free will.

### I. LCTC Rights and Obligations:

- A. Provide curriculum and instruction that meets or exceeds Illinois state requirements and offers adult cosmetology students the opportunity to learn from licensed professionals.
- B. Determine the adult cosmetology program duration and course offerings including scheduled meeting dates, times and locations for classes.
- C. Maintain student information. (e.g. academic transcript, attendance, personal, health and demographic)
- D. Reserve its right to exclude any student from attending classes, register for subsequent courses or refuse to recommend the student for graduation, certification, or other recognition demonstrating satisfactory completion of the program, if the student fails to pay tuition as agreed.
- E. Reserve its right to exclude any student from participating, attending and/or registering for adult cosmetology classes if the student fails to be prompt arriving to class and/or is unable to maintain at least an 80% average daily attendance rate.
- F. Reserve its right to exclude any student from attending and/or registering for adult cosmetology classes if the student fails to meet standards of adequate academic progress as outlined in the program guidelines and regulations.
- G. Does not guarantee future employment for graduates of its adult cosmetology program.

### II. Student Rights and Obligations:

- A. Agrees that application to the adult cosmetology program does not constitute admittance. Acceptance into the program is not immediate or guaranteed.
- B. Agrees to all LCTC rules regarding student conduct coupled with program guidelines and regulations, whether currently existing, or hereinafter promulgated, and will comply with them while enrolled in the Adult Cosmetology Program.
- C. Agrees to pay tuition and fees in full for each course enrolled prior to the first day of class.
- D. Agrees that in conjunction with each class enrolled, he/she may be required to purchase books, study materials, tools, and equipment as determined by LCTC.
- E. Agrees to complete all classroom lecture/theory portions of the curriculum before beginning any of the lab/ clinical portions as directed by the instructor.
- F. Agrees to be prompt for the start of class, attend class regularly and **maintain at least an 80% attendance rate**.
- G. Agrees to the standards of adequate academic progress and academic honesty as outlined in the program guidelines and regulations.

### III. Student Progress:

- A. LCTC and the student agree that as part of the educational process student's comprehension, understanding, and mastery of learning objectives presented throughout each course module cannot be assured. In order to assist students in meeting expectations and goals of the adult cosmetology program, instructors will inform students of their progress at regular intervals and as they see fit.
- B. LCTC and the student agree that LCTC administration reserves its rights to assess student progress; and, exercise sole discretion which to refuse admittance into the adult cosmetology program, register for subsequent courses or recommend a student for graduation, certification, or other recognition demonstrating satisfactory completion of the program.

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Student ID Number: \_\_\_\_\_

Received by: \_\_\_\_\_

Forbearance to Sue attached ☒ Yes ☐ No

Copy Provided ☐ Yes ☐ No

**IV. Insurance and Liability:**

- A. LCTC shall not furnish liability or other insurance for students enrolled in the adult cosmetology program. Students shall hold harmless LCTC, its officers, agents, and employees from damages, suits, costs or legal expenses that may arise or be set up because of damages to property or health or injury to persons received by reason of the student's participation in the adult cosmetology program, or which may be occasioned by negligent act or omission to act by the student.

**V. Buyer's Right to Cancel:**

- A. The student agrees that all tuition, fees, and other applicable charges are due in full prior to the first scheduled day of class. The student has the right to cancel this contract up until the fifth scheduled day of class; and if notice of the "right to cancel" is not given to any prospective student at the time of contract signing, then the student has the right to cancel the contract at any time and receive a refund totaling 100% of tuition paid to the school in connection to the class they are currently enrolled. Student cancellation of the contract must be in writing and submitted directly to LCTC Business Office. Upon receipt of aforementioned written cancellation, the LCTC Business Office shall issue a refund within ten (10) days. Any such refund will adhere to sections IX and X of the Program Guidelines and Regulations.

**VI. Complaints:**

- A. Complaints against the school may be registered with the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation, Complaint Intake Unit, 100 West Randolph Street, Suite 9- 300, Chicago, IL 60601, Telephone (312) 814-6910.

**Student Certification Statement:**

I agree with the covenants expressed in this document and understand that as stated it constitutes a binding contract between parties. Furthermore, as a member of the LCTC learning community I will comply with all rules, procedures, guidelines and regulations as set forth by school administration and its governing board. I hereby certify that I have read and understand the information provided above and agree to all terms and conditions of this contract further attesting that by entering said agreement I do so without duress and of my own free will.

\_\_\_\_\_  
Print Name: (First, M., Last)

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

\_\_\_\_\_  
Date: mm/dd/yyyy

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Student ID Number: \_\_\_\_\_

Copy Provided ☐ Yes ☐ No

## **Adult Cosmetology Program of Study**

This is a high demand program with limited availability. The adult cosmetology program consists of 1500 hours of instruction and offers students who successfully complete the program an opportunity to secure a State of Illinois Cosmetology License.

### **I. Selective enrollment and preferential admittance:**

LCTC cosmetology program exists primarily for high school students. Administration gives preferential admittance to high school students enrolled through their member schools. In addition, LCTC administration reserves its right to grant preferential admittance to those applicants it identifies as "Super Seniors". When high school enrollment does not exceed predetermined teacher to student ratios the available slots may then be opened to adult learners. When openings become available adults may be accepted in the order applications were received. Admission into the program will be based on individual's merit. The administration retains its right to apply selective enrollment criteria in consideration of any adult making application for admittance into the cosmetology program. Returning or Transfer students who have not been enrolled in a cosmetology program within the last two years must take an entrance exam prior to admittance. Applicants obtaining an 80% or higher score on their entrance exam may qualify for recognition of prior hours earned. Entrance exams are scheduled on an individual bases through the Student Services Office. The cost of the exam is \$5.00 payable prior to exam administration. Results may be evaluated by faculty and administration prior to any student's admittance into the program.

### **II. Course Offerings and Meeting Times:**

LCTC adult cosmetology program gives students an opportunity to register for a course each academic quarter. Classes meet from 8:15 a.m. to 11:45 a.m. or from 1:00 p.m. until 4:30 p.m. Monday through Friday throughout the regular academic year. Students must register for classes prior to each academic quarter as scheduled. Course offerings are subject to availability.

### **III. Tuition:**

The adult cosmetology program is approximately \$10,500.00 and consists of 1500 hours of instruction. The cost of fees and other materials is separate from tuition. Tuition is charged per monthly. (See Tuition Schedule) The first installment is due prior to the first day of class and each consecutive payment due the first day of each month. Tuition is prorated for students in their last quarter of the program when needing less than the total number of hours offered.

### **IV. Fees:**

There is a non-refundable \$15.00 application fee when seeking admission into the program. (Super Seniors exempt application fee) In addition, there is a one time, non-refundable \$155.00 cosmetology kit fee due prior to the first day of class attendance.

### **V. Course Registration:**

The student may register for one class each semester. Given instructor permission, students may register for more than one class with exception of summer session. Registration forms should be picked up and returned to the Main Office at least one week prior to the start of class.

Student's Initials: \_\_\_\_\_

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Copy Provided ☐ Yes ☐ No

## VI. Summer Session:

Summer classes are offered to adults based on availability. Summer Session consists of fewer instructional days. However, classes meet for an extended amount of time each day. Typically, Summer Session begins the second week of June and concludes the last weekday of the same month. Refer to the Tuition Schedule for cost associated with Summer Session. LCTC reserves its right to limit Summer Session availability and/or cancel it without notice. Students are entitled to a full refund of any tuition and/or applicable fees received in association with the Summer Session if the course is not offered or canceled.

## VII. Textbooks:

There is no textbook fee. Students will have access to a classroom set of books. If students wish to purchase a copy of the textbook, the information is as follows: Milady standard cosmetology, (2016). Cengage Learning. Milady standard cosmetology practical workbook, (2016). Cengage Learning. Milady standard cosmetology theory workbook, (2016). Cengage Learning. Milady standard cosmetology exam review, (2016). Cengage Learning.

## VIII. Materials:

There is a cosmetology kit that must be purchased through the school for this program. The cost of the item is non-refundable.

## IX. Payment Method:

For your convenience, tuition, fees and other charges may be made online at [www.techcampus.org](http://www.techcampus.org) using either VISA or MasterCard. Payments are also received in our Business Office during regular school hours. Acceptable forms of payment include cash, money order, or check.

## X. Contract Cancellation & Refund Policy:

Written cancellation of the contract must be received in our Business Office no later than the fifth scheduled day of class. The school reserves its right to recoup costs of books and/or materials it has secured or provided for the student's benefit. For purposes of refunds, costs associated with books and materials reflect the dollar amount charged to the student, not the cost of books and/or materials charged to the school from its purveyors. Note: The cost for the cosmetology kit is non-refundable.

## XI. Tuition Reimbursements:

Written cancellation of the contract will result in the student being charged tuition based on the following prorated amounts minus any applicable fees and materials. Based on an averaged forty-four day academic quarter students may cancel said contract within the first two days of that quarter and expect 100% of their tuition refunded.\* Come day three of said quarter, students may only be reimbursed as follows...

1. Withdraw from class day three through four = 70% tuition refund\*
2. Withdraw from class day five through seven = 60% tuition refunded\*
3. Withdraw from class day eight through eleven = 55% tuition refunded\*
4. Withdraw from class day twelve through twenty-two = 30% tuition refunded\*
5. Withdraw from class day twenty-three or thereafter during the quarter (term) = NO refund

Note: \* minus applicable fees, books and materials

**Example:**

A student paid the first installment for Qtr. 1 tuition totaling \$432.00 and then decides to withdraw the twelfth day of class. In conjunction with this class the student ordered a cosmetology kit and lock through the school but as of the day they decide to withdraw neither had arrived. This student could expect to be reimbursed as follows.  $\$432.00 \times .30 = \$129.60$  - \$224.00 for the kit and lock making their total reimbursement equal to - \$94.40. In this scenario the student would still owe the school \$94.40 toward the cost of the kit and lock which were ordered on their behalf.

Note: Summer session reimbursement schedule will vary from above consistent with Illinois regulation Sect. 1175.510c.

Student's Initials: \_\_\_\_\_

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Copy Provided ☐ Yes ☐ No

**XII. Course Withdraws:**

Students enrolled in the adult cosmetology program may at any time choose to withdraw from one or more classes. A withdraw form can be secured from their teacher. Students intending to withdraw must submit the completed form to the main office and meet with LCTC administration. Students choosing to withdraw from all classes do so with the knowledge that they are forfeiting their enrollment status in the program. As such, the student agrees that they are only entitled to any refund as outlined in the aforementioned refund policy. Furthermore, students who choose to withdraw from all classes understand that they must formally re-apply for admission into the adult cosmetology program if they want to return at some future point. As such, past student admittance is no guarantee of future acceptance back into the adult cosmetology program.

**XIII: Student Assessment & Adequate Academic Progress:**

The student agrees that as part of their educational experience they will be subject to periodic assessment/evaluation. Adequate academic progress is required of students to remain in the program. In addition to regular daily course work, quizzes and/or tests, each student will be subject to demonstrating their knowledge and competency through the use of comprehensive exams. These comprehensive exams are set and administered by the instructor periodically throughout a student's program of study. Students must demonstrate adequate academic progress through successful performance on all comprehensive exams with a grade of 80% or higher in order to maintain their good standing in the program. These comprehensive exams may be administered to a student upon their completion of 500, 1000 and 1500 hours of instruction. Students may be provided three opportunities which to take each comprehensive exam and pass. If after the third unsuccessful attempt the student may be prohibited from registering for the next class. In such cases the teacher will inform administration in writing of such student's performance. Students in jeopardy of losing their good standing in the program may request a joint meeting with both the teacher and administration for reconsideration. Students who fail to maintain adequate academic progress do so with the knowledge that they are forfeiting their enrollment status in the program and must formally re-apply for admission if they want to return at some future point. As such, past student admittance is no guarantee of future acceptance back into the adult cosmetology program. If re-admitted, such students must meet with administration and be placed on academic probation before registering for subsequent classes.

**XIV. Curriculum:**

- A. Basic Training – 150 hours of classroom instruction in general theory and practical application shall be provided that shall include a minimum of the following subject areas:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Tools & Their Use | <input type="checkbox"/> Skin diseases & conditions    | <input type="checkbox"/> Ethics          |
| <input type="checkbox"/> Shampoo           | <input type="checkbox"/> Anatomy & physiology          | <input type="checkbox"/> Nail Technology |
| <input type="checkbox"/> Hygiene           | <input type="checkbox"/> Understanding chemicals & use | <input type="checkbox"/> Esthetics       |
| <input type="checkbox"/> Electricity       | <input type="checkbox"/> Sanitation                    | <input type="checkbox"/> Types of hair   |

- B. Practical Chemical Application/Hair Treatment - 500 hours of instruction, which shall be a combination of classroom instruction and hands on experience, shall be provided in the following subject areas:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Chemical safety | <input type="checkbox"/> Shampooing, toning and rinsing | <input type="checkbox"/> Hair coloring, tinting, bleaching |
| <input type="checkbox"/> Hair relaxing   | <input type="checkbox"/> Permanent Waving               | <input type="checkbox"/> Hair and scalp conditioning       |

- C. Hair Styling/Hair Dressing - 475 hours of instruction in hair styling, which shall be a combination of classroom instruction and hands on experience, shall be provided in the following subject areas:

- |  |   |                                   |
|--|---|-----------------------------------|
| <input type="checkbox"/> Hair Treatments | <input type="checkbox"/> Thinning                                       | <input type="checkbox"/> Shaping  |
| <input type="checkbox"/> Curling         | <input type="checkbox"/> Cutting  | <input type="checkbox"/> Trimming |
| <input type="checkbox"/> Marcelling      | <input type="checkbox"/> Application of electrical/mechanical equipment |                                   |

Student's Initials: \_\_\_\_\_

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Student ID Number: \_\_\_\_\_  
Copy Provided ☐ Yes ☐ No

**XIV. Curriculum: (Continued):**

D. Shop Management, Sanitation and Interpersonal Relations - 200 hours of classroom instruction shall be provided in the following subject areas:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Bookkeeping      | <input type="checkbox"/> Right-To-Know Laws  | <input type="checkbox"/> Personal grooming and hygiene        |
| <input type="checkbox"/> Sanitation       | <input type="checkbox"/> Labor Law           | <input type="checkbox"/> Marketing and merchandising          |
| <input type="checkbox"/> Worker's         | <input type="checkbox"/> Emergency first aid | <input type="checkbox"/> Pertinent State/Local Laws and rules |
| <input type="checkbox"/> Client relations | <input type="checkbox"/> Business ethics     | <input type="checkbox"/> Electrical devices                   |

E. Esthetics - 85 hours of instruction shall be provided

F. Nail Technology - 55 hours of instruction shall be provided

G. Electives - 35 hours

H. Internship – As part of their course of study, students may participate in an unpaid internship while under the direct supervision of a licensed cosmetologist and registered salon. Internships must be arranged through the student's instructor. Only students that have completed 750 hours or more of training with a minimum average grade of 80% or higher may qualify. Students that qualify and who are placed in an internship with a participating registered salon may receive up to 150 hours of credit toward the completion of their program of study.

**XV. Academic Honesty:**

It is expected that students will attend every class and complete their work with honesty and integrity. By virtue of your enrollment in this course, you are committing yourself as a student to uphold an academic honor code that supports such values. Specifically, this includes not cheating or using inappropriate or dishonest means in completion of academic requirements. This also includes not giving unauthorized assistance to others. As a result of your commitment to this honor code, violations of the code will have serious repercussions. If a student cheats on a course requirement, the student will receive a zero for this assignment, and this will count in their overall point total for this course. If a student cheats on an examination, the student may fail the course and forfeit their enrollment status in the program. Any student who fails to uphold these expectations must formally re-apply for admission if they want to return at some future point. As such, past student admittance is no guarantee of future acceptance back into the adult cosmetology program. If re-admitted, such students must meet with administration and be placed on academic probation before registering for subsequent courses.

**XVI. Program Completion:**

In Illinois students who begin an adult cosmetology program have an initial start date and a maximum of seven years (consecutive) which to complete their course of study. Students with one academic quarter of instruction left in the program must fill out a Program Completion Request noting their intent to finish within the upcoming class and sit for the Illinois Cosmetology State Exam. This form can be obtained in the Student Services Office. The Program Completion Request form must be turned into the Student Services Office preceding the completion of a student's program of study.

Print Name: (First, M., Last) \_\_\_\_\_

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

Date: mm/dd/yyyy \_\_\_\_\_

Student's Initials: \_\_\_\_\_

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### Tuition Schedule 2023-2024 (Includes 8 Sat. Sessions)

MONTH	DUE DATE	HOURS	ONE SESSION PAYMENTS
<b>AUGUST</b>	Due date: August 16, 2023	48	\$ 344.64
<b>SEPTEMBER</b>	Due date: September 5, 2023	76	\$ 545.68
<b>OCTOBER</b>	Due date: October 2, 2023	76	\$ 545.68
<b>NOVEMBER</b>	Due date: November 1, 2023	65.5	\$ 470.29
<b>DECEMBER</b>	Due date: December 1, 2023	56	\$ 402.08
<b>JANUARY</b>	Due date: January 8, 2024	59.5	\$ 427.21
<b>FEBRUARY</b>	Due date: February 1, 2024	72.5	\$ 520.55
<b>MARCH</b>	Due date: March 1, 2024	52.5	\$ 376.95
<b>APRIL</b>	Due date: April 1, 2024	83	\$ 595.94
<b>MAY</b>	Due date: May 1, 2024	69	\$ 495.42
<b>TOTALS</b>		<b>658</b>	<b>\$ 4,724.44</b>



Note: New fees pending approval by the Board

*Tuition payments, fees and other charges may be made online at [www.techcampus.org](http://www.techcampus.org) using Visa or MasterCard. The Business Office is available to accept payments of cash, money orders, or checks.*

*Please note that you will not be able to attend class until the payment is done.*

*Tuition payments, fees and other charges may be made online at [www.techcampus.org](http://www.techcampus.org) using Visa or MasterCard. The Business Office is available to accept payments of cash, money orders, or checks.*

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## MEMORANDUM

To: Adult Cosmetology Students

From: Laura Emmerling  
Dean of Students and Student Services/Director of Adult  
Cosmetology

Re: Tuition Schedule 2023-2024

The attachment is the Tuitions Schedule for the current school year. The Tuition for each month has been determined using the possible number of hours available that month. Please note that you won't be able to attend class until the payment is done.

For your convenience this payment can be made online at [www.techcampus.org](http://www.techcampus.org) using either VISA or Master Card. Payments are also received in our Business Office during regular school hours. Acceptable forms of payment include cash, money order or check.

Let us know if you have any questions.

Sincerely,

Laura Emmerling  
Dean of Students and Student Services/Director of Adult Cosmetology

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I have received the Tuitions Schedule mentioned in this Memorandum and I am aware of my responsibility regarding the payment dates.

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Student Name

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Signature

---

Date

Original: Student File