

## **ENROLLING ONLINE—WHAT TO EXPECT**

501 S. Washington Avenue Royal Oak, MI 48067 / 42011 Ford Road Canton, MI 48187  
734.762.0200

1. Congratulations on making a great choice to join the world of beauty! We thank you for trusting L'esprit Academy with your education.
2. After your communication with our Admissions Team and you have decided L'esprit Academy is your education choice, Admissions will send you an Enrollment Packet via email. This packet includes multiple federal required documents for you to complete and sign:
  - a. Enrollment Application (if you haven't completed one yet)
  - b. Background Information Form
  - c. Pre-enrollment checklist
  - d. Enrollment Contract
  - e. Arbitration Agreement
3. The packet will arrive as an *Adobe Sign* document, protecting your information and signature. It will have some information pre-filled just for you like your choice of program, schedule and tuition. A password will be sent separately for you to use to access the packet. We are using an encrypted software to protect your personally identifiable information in accordance with Department of Education regulations.
4. When you open the document, it will guide you step by step with a "start" arrow and "next" for the fields to be completed by you. The document will not allow you to finish it if all the required fields are filled out and will show you what you missed. Your electronic signature and initials are legal just like a pen and paper!
5. Once you have finished it, you will click the "submit" button. This will send all your enrollment documents back to the Admissions Team. This will do a few things:
  - a. Officially start your financial aid process with generating requests for verification and award letters
  - b. Conduct a meeting with Financial Aid to answer any questions you have
  - c. Send you an invoice to pay your enrollment fee online if you haven't paid in person
6. The Admissions team, Financial Aid team and Business Office will be reaching out to you shortly after your packet is received to get to know you and gather more information to ensure you have submitted all the necessary documents (copy of high school diploma, identification or birth certificate, non-refundable enrollment fee, and enrollment packet).
7. Upon receipt of all the above, you're officially enrolled!

If at any time you have questions or concern about completing any portion of this process, please reach out to your Admissions representative. We are here to help! We also have very valuable information on our website at [lespritacademy.com/consumer-information](http://lespritacademy.com/consumer-information). Take a thorough look at our student course catalog and other useful documents.

You have made a tremendous step in beginning your dream career! We look forward to seeing you at L'esprit Academy.

734.762.0200 x 105 or  
734.259.4311 direct line