

## ADMISSIONS POLICY

### Requirements:

To qualify for admission, prospective students must meet the following criteria:

- Must be at least 17 years of age.
- Have successfully completed high school or its equivalent, as evidenced by any of the following non-exhaustive list.
  - a) Copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, or a certificate of attainment (only applicable for non-Title IV recipients), etc.
- Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential.
- Stylemasters College of Hair Design does not admit Ability to Benefit students.
- Have evidence that verification of a foreign student's high school diploma has been performed by outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- If attending under a training agreement with a government agency, school district, and/or other entity, meets the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.
- Attend a scheduled student orientation session, review, complete and return the pre-enrollment documents.
- Admission requirements for the Instructor Training program include the criteria mentioned above, plus the prospective student must possess a current Washington State license in the course of study being pursued.

### Procedures:

#### STEP ONE:

Attended a Pre-Enrollment Orientation, held every Thursday at 2:00pm in our facility located at 1224 Commerce Ave. Longview, WA 98632. Pre-Enrollment Information is available by request at [info@stylemasters.edu](mailto:info@stylemasters.edu) or in person.

The purpose of this orientation is to help prospective students decide whether the training will benefit them, and to help identify and eliminate obstacles to successful completion of training. Information received during this orientation include requirements for admission, attendance policies, academic standards related to each course of study offered, financial requirements and payment options, licensing requirements etc.

#### STEP TWO:

Complete the Pre-Enrollment Application and all necessary enrollment documents (Minimum of a Valid Photo ID, and High School Diploma or equivalent.)

Sign an Enrollment Agreement

Note: The department of licensing for Washington State will complete a background check prior to issuance of a license to practice and some criminal convictions may delay or even prevent state licensure as a practitioner. If the applicant fails to meet the admissions requirements, enrollment will be denied.

Stylemasters College of Hair Design does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success of securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

## TRANSFER STUDENTS

A student transferring from another Washington State beauty school who possesses approved hours in cosmetology, esthetics, nail technology or instructor training and who wishes to enroll at Stylemasters College of Hair Design must meet all the same requirements that apply to general admission. In addition, they must present an official transcript of hours from previous school to Stylemasters College along with the pre-enrollment documents. Students wishing to transfer will be evaluated prior to enrollment to determine the student's credit toward completion of learning objectives and course requirements. The evaluation includes an assessment of aptitude, skill level, rate of progress, and requirements accomplished to date. The evaluation may include written and practical tests and personal interviews with the prospective transfer student, prior school representatives, and others who may reasonably be expected to possess evaluation information.

Based upon the results of this evaluation process, Stylemasters College of Hair Design will then authorize a training program with projected timelines, an estimated completion date and cost of training. A signed copy of this authorized training program shall be given to the prospective student prior to the commencement of the program and kept on file as part of the student's permanent record. Any revisions must be based on performance evaluations and a signed copy of the revision shall be given to the student and retained in the permanent record. Stylemasters College of Hair Design does not guarantee acceptance of transfer credit, acceptance is based on the overall evaluation of the student.

## RE-ENROLLING STUDENTS

Students wishing to re-enroll (re-enter) at Stylemasters College of Hair Design will re-enter at the same progress level as when they left. Students' re-entering prior to 180 days since their last date of attendance will begin in the same Satisfactory Academic Progress standing as when they left. The evaluation points after re-entry will be calculated based upon the number of hours remaining in the program course, with the first evaluation period occurring no later than the mid-point of the academic year or the total program, whichever occurs first.

There will be no additional charge for students who wish to return within 30 calendar days after leaving Stylemasters College of Hair Design. For students who wish to return after 30 calendar days, a registration fee will be charged in the amount of \$150.00. Students who return before the expiration of their contract will receive full credit for tuition already paid. Students who return after the expiration of their contract may not receive full credit for past tuition paid.