

# UNIVERSITY OF AESTHETICS & COSMETOLOGY

## ADMISSIONS POLICY

### ADMISSIONS REQUIREMENTS & RELATED POLICIES

#### SCHOOL CATALOG, ANNUAL SECURITY REPORT, CONSUMER INFORMATION

Newly hired employees & all students (before enrolling) are provided access to this School Catalog, the Annual Security Report, & Consumer Information. All of these may be found on our website & we offer a printed version to accommodate requests.

Together, these three booklets provide required information by our accreditor, MSA-CESS; certain city, county, & state rules within whose areas we operate; & the United States Department of Education.

On or near the first school day in October, this Institution reminds students that Consumer & Security Information is available on this Institution's website &, if needed, a written copy of the Consumer Information and/or the Annual Security Report and/or the Biannual Security Report will be provided.

### NON-DISCRIMINATION POLICY

Our institutions do not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin.

Further, our institutions are committed to equality of educational opportunities to all persons and assert that no person will be denied admission, graduation, or any other rights and; specifically, does not discriminate on the basis of sex, race, color, age, sexual orientation, religion, creed, financial status, or ethnic origin against applicants, students, or employees.

We comply with Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color and national origin.

### PREPARING FOR SCHOOL/TIPS

Being successful means planning. Think about:

- When you want to be employable (then add in time for your education & to become licensed)
- When you want to start (enroll in advance)
- Making sure you have dependable transportation
- Making sure you have childcare (if needed)

### PHYSICAL DEMANDS

It is extremely important that you understand that your future career has physical requirements and that you understand any safety. The following is a list that is designed to help you decide if a career in cosmetology or aesthetics is right for you.

**Body Position:** Long periods of time standing are required for instructors, cosmetologists and aestheticians.

**Hands:** Your hands will need protection from chemicals and continuous exposure to water and cleansing agents. Hand care products are recommended for all service professionals.

**Back:** Minor back stress may be caused by long intervals of standing, sitting or leaning. Please consult your physician or chiropractor if you have experienced back pain in the past.

**Chemicals:** As a cosmetologist or aesthetician you will be required to work with many different types of products; including chemicals. If you have allergies or sensitivities to ingredients, please remember to discuss these with your physician and note the ingredients of products you use. Remember, your clients may also have allergies or sensitivities too. It is important to know ingredients, products, contraindications, and emergency responses.

**Electric Equipment:** Some equipment may be electronic and some equipment may impair pacemakers; it is important that you understand the dangers and safety rules of all equipment.

**Sanitation:** Communicable disease can be easily transmitted from one individual to the next. Special attention must be paid to yourself and your client to avoid spreading any disease.

**Trade Tools:** There are obvious hazards when working with sharp objects such as scissors, razors, clippers, lancets, extractors, etc. Caution must be used when handling any such item.

**General Safety:** On a daily basis use caution and common sense to avoid entering into any of the following situations: chemical burns, cuts and abrasions, excessive heat from hair dryer, hot water, harmful vapors or fumes, injury to eyes, and physical injury resulting from spilling liquid.

## PROFESSIONAL INCOME

*U. S. Department of Labor figures place salon industry grosses at (approximately) \$56 Billion per year with over 1.6 million professionals employed in the field! We cannot tell you how much you may earn, it is too hard to predict!*

## NORMAL TIME TO COMPLETE

**Normal Time to Complete** and **On-Time Completion Rates** are student completion rates based upon 100% attendance. Students cannot exceed the maximum time frame as described in the Satisfactory Progress Policy. Students who take more than 100% to graduate and less than the maximum time frame are considered to have graduated but not within the Normal Time and On-Time rates.

## ADMISSIONS, TRANSFER, & RE-ENROLLMENT POLICIES

We're ready for you, now you need to be ready:

- Be beyond the age of compulsory education in Arkansas (Enrollment in El Dorado, AR) or in Illinois
  - (Enrollment at either Chicago or Downers Grove Campus)
- Complete a career planning interview/Application for Enrollment
- Copy of your state or federally issued photo identification

- Copy of your Social Security Card
- Your high school diploma, GED, Official High School Transcript showing high school completion; or an academic transcript of a student who has successfully completed at least a 2-year program that is acceptable for full credit toward a bachelor's degree. (We do not participate in "Ability to Benefit").
- Foreign diplomas must be translated and evaluated by a recognized agency; such as, World Educational Services (WES), Globe Language Services, and Educational Credential Evaluators (ECE) to be determined equivalent of a US High School Diploma.
- Students applying for instructor courses must meet state enrollment requirements; including holding a current license in the field in which they wish to teach.
- Homeschooling. If your state treats homeschooling as a private school. If your state issues a secondary school completion credential, this credential is a required to be eligible for enrollment.

#### TRANSFER POLICY

Transfer students' hours are accepted on a case-by-case basis. The following are considerations in accepting a transfer student:

- the ability to successfully complete the program; and
- certify that the circumstances under which they were not able to previously complete have changed at the previous institution(s); and
- I that they have the commitment to succeed.

Official transcripts and, if applicable, any state required documents are required prior to enrollment; we will not make adjustments once a student has started classes. The number of hours accepted, if any, in transfer may be fewer than listed on an official transcript. Proficiency examinations may be used to determine a student's prior education and the appropriate entry point into the curriculum.

We do not guarantee the transferability of our Institution transcripts.

See SAP regarding: SAP evaluation points are based upon actual, contracted hours.

See Maximum Time Frame regarding: Clock hours accepted from another institution toward the student's educational program are counted as attempted and completed for determining when the allowable maximum time frame has been exhausted.

#### RE-ENROLLMENT POLICY

Re-enrollment is not guaranteed and re-enrollment is not available to students terminated for violation of this Institution's Zero Tolerance Policy. Attendance, grades, participation, behavior, & acknowledgement of financial responsibility to loans and extended credit by the Institution will be carefully considered before admission.

---

Students who have withdrawn, been terminated and/or students whose Enrollment Agreements have been terminated due to Maximum Time Frame and want to re-enroll must appeal to and have approval by the Director prior to re-admission. Students being considered by the Director for re-enrollment must:

- show the ability to successfully complete the program; and
- certify that the circumstances under which they were not able to previously complete have changed at any institution; and
- show the commitment to succeed.

Students that withdraw and re-enroll will return under the same SAP status as when they withdrew regardless of the amount of time that has lapsed. (See SAP for more information).

Re-Enrollment requires a Registration Fee of \$100.00.

---

#### RE-ENROLLMENT WITHIN 180 CALENDAR DAYS

If a student re-enrolls within 180 calendar days, then the tuition will be the number of hours required times the hourly rate required on the previously executed enrollment agreement.

---

#### RE-ENROLLMENT AFTER 180 CALENDAR DAYS

If a student re-enrolls after 180 calendar days, then the tuition will be the number of hours required times the current hourly rate at the time of re-enrollment.

---

#### RECRUITMENT POLICY

Our schools do not recruit students already attending or admitted to another school offering similar programs of study.

---

#### NO COMMISSION, BONUS, & INCENTIVE PAYMENTS FOR ENROLLMENTS

This Institution does not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Further, this Institution does not pay inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having a monetary value to any individual or entity, or its agents including 3<sup>rd</sup> party lead generators or marketing firms other than salaries paid to employees or fees paid to contractors in conformity with all applicable laws for the purpose of securing enrollments of covered individuals or obtaining access to education assistance with the exception of scholarships, grants, & tuition reductions provided by this Institution.

---

#### EQUAL OPPORTUNITY

We are committed to equal educational opportunity and do not discriminate on the basis of age, gender, religion, sexual orientation, ethnicity/national origin, disability, perceived gender, or gender identity in admissions, student services, employment, or any other activities. Applicants will not be denied admission on the basis of any of the foregoing factors; however, applicants must meet all of our specified admissions requirements.

---

#### CITIZENSHIP

We accept United States citizens and foreign nationals who are permanent residents & eligible to attend.

---

## RECORDS

We maintain cumulative educational records in accordance with all applicable federal, state, and accreditation requirements.

---

## LANGUAGE

All courses are taught in English. Textbooks and course materials are only offered in the English language.

---

## WARNING

Providing false information for the purpose of gaining admission or access to financial aid is a violation of the law and could result in criminal prosecution and denial of admission or termination from enrollment.

---

## COMMITMENT

In addition to the Admission Requirements, above, we consider the applicant's character, readiness, and commitment to successfully complete the coursework and to work effectively in the occupation(s) for which the coursework is intended. In our determination, we consider information about the applicant's prior postsecondary education experience, employment record, credit record, and any criminal record. Applicants may be required to provide such information and to sign authorizations allowing us to obtain information from other education providers, employers, credit agencies, and law enforcement authorities. If an applicant has a criminal record and is enrolled, we make no guarantee that the criminal record will not be an impediment to licensure and/or employment. Applicants' statements and behavior during the admissions process will be considered.

We reserve the rights to deny admission to any applicant & to terminate any student who it believes, based upon the background, record, statements, and conduct is determined to not be qualified to succeed in or benefit from enrollment.

---

## AMERICANS WITH DISABILITIES ACT

If you would like to request an academic adjustment or auxiliary aids, please contact the Director. The Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance. We will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

Notify the Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least 8 weeks in advance of the date needed. You may contact the Director by email or telephone.

The Director or their assign will respond.

If you would like to appeal the decision regarding your request, please contact the Director with all previously requested information. Appeals must be submitted within one week of the date of the Director's response.

# HIGH SCHOOL COMPLETION VALIDITY PROCESS & POLICY

## POLICY

- To satisfy the requirements of 34 CFR 668.16(p), this Institution has established & follows a process to evaluate the validity of a student's high school completion if the Institution or the Secretary of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

## PROCESS

If the Institution or the Secretary of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education, this Institution will:

1. Obtain documentation from the high school that confirms the validity of the high school diploma, including transcripts or other written descriptions of course requirements, or written and signed statements by principals or executive officers at the high school attesting to the rigor and quality of the coursework at the high school;
2. Confirm with or receiving documentation from the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education; and
3. If the Secretary has published a list of high schools that issue invalid high school diplomas, confirming that the high school does not appear on that list.

A high school diploma is not valid if it:

1. Did not meet the applicable requirements established by the appropriate state agency, Tribal Agency, or Bureau of Indian Education in the state where the high school is located;
2. Has been determined to be invalid by the Department, the appropriate state agency in the state where the high school was located, or through a court proceeding; or
3. Was obtained from an entity that requires little or no secondary instruction or coursework to obtain a high school diploma, including through a test that does not meet the requirements for a recognized equivalent of a high school diploma under 34 CFR 600.2.

Students who indicate on their FAFSA form that they graduated high school must give the name, city, and state of the high school. The FAFSA form on the Web will not allow students to skip these items, and it will have a drop-down list of both public and private high schools populated by the National Center for Education Statistics (NCES). Inclusion on the list does not mean that a diploma from the school is valid, nor does exclusion from the list mean that the diploma is invalid. Acceptable documentation for checking the validity of a student's high school diploma is listed above.

A student's self-certification is not sufficient to validate a high school diploma that is in question. If there is conflicting information between the student's certification on the FAFSA form and other documentation or information obtained from the student, the institution must resolve this conflict. For an institution to be a Title IV eligible institution, it must admit as regular students only those with a high school diploma or the recognized equivalent, and/or those who are beyond the age of compulsory school attendance in the state where the

institution is located. As in other areas of FSA administration, schools have final authority in meeting this requirement. The Department does not plan to have an appeal process or to intervene in reasonable determinations made by school administrators, such as a decision to move a high school from a college's acceptable to unacceptable list or a case where one school has different lists than another.

## FEDERAL MANDATES

- 34 CFR 668.16(p)