

ADMISSION AND ENROLLMENT REQUIREMENTS FOR Cosmetology and Esthetics

The school does not discriminate in its employment, admission, instruction, or graduation policies based on sex, race, age, color, ethnic origin, religion, marital status, gender identification or sexual orientation nor does it recruit students already attending or admitted to another school offering similar programs of study.

Prior to enrolling in, and beginning the Cosmetology or Esthetics programs, perspective students must:

- Have a pre-admission information session and complete application for enrollment.
 - 18 years of age
 - Proof of age may be documented by various means, including, but not limited to, birth certificate, driver's license, government-issued identification, birth registration, passport etc.
 - Copy of High School diploma/Official Transcript showing secondary school completion or submit verification of G.E.D. completion and/or a state-issued certification of Home-School completion. Should an enrolling student provide a foreign high school diploma, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency that is qualified to translate documents in English and confirm the academic equivalence to a U.S. high school diploma.
 - Marriage license - if name is different from the proof submitted of secondary school completion.
 - Your Photograph will be taken the first day of school.
 - \$100 Registration Fee
 - Signed Receipt of Detailed Catalog & Licensing Requirement
 - Confirmation of Entrance Counseling
 - Signed Receipt of Aid Authorization
 - Signed Information Verification Form Signed Intuitional Student Information Record (ISIR)
 - Verification of student loan and/or Plus (if dependent)
 - Signed contract
- ❖ Your criminal history may be examined and considered by the State Board. Documentation may be required.

TRANSFER STUDENTS' ADMISSION POLICY

The school does not recruit students already attending or admitted to another school offering a similar program of study nor does the school discriminate based on sex, race, age, color, ethnic origin, religion, marital status, gender identification or sexual orientation in admitting students.

Students wishing to transfer to J. Michael Harrold Beauty Academy must complete the admission and enrollment requirements. An official transcript must be submitted from the previous school(s). This transcript will be reviewed. The clock hours transferred will be determined after an instructor has evaluated the academics and comprehensive practical skills of the prospective student. All transfer clock hours are counted towards maximum time frame. An instructor will also determine the number of projects to be transferred. Upon this determination, the tuition will be assessed based on the current per clock hour rate Contract Agreements. Satisfactory Academic Progress evaluations are based on actual contracted clock hours at Harrold Beauty Academy. Regarding satisfactory academic progress, students' transfer clock hours will be counted as both attempted and earned clock hours for the purpose of determining when the allowable maximum timeframe has been exhausted. The student may or may not be accepted.

RE-ADMISSION POLICY

Former students of J. Michael Harrold Beauty Academy who have officially withdrawn or were terminated may reapply for enrollment. It will be at the discretion of the Academy if the student is permitted re-entry. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$175.