

# THE SALON PROFESSIONAL SCHOOL OF COSMETOLOGY

## The Salon Professional School of Cosmetology Student Admission Policy & Procedure

### General Admission Requirements & Policy

The Salon Professional School of Cosmetology (SPSC) is an equal opportunity employer and follows the same policies in accepting applications from potential students. SPSC is open to all students without regard to race, color, religion, age, sex, creed, disability, or marital status. The admissions policy is within compliance, with the U.S. Department of Education (Michigan), State of Michigan Department of Licensing and Regulatory Affairs, Council on Occupational Education Accrediting Agency guidelines, and the Veterans Administration Education Department. To be eligible for admissions, an applicant must:

- Must be 17 or older with a high school diploma, GED, or college degree.
- Fill out the application on-line
- Submit a registration fee: \$100.00 (non-refundable/if applicable)

If we determine that your documents are not valid, you will be denied admission to the school. If SPSC has reason to believe that the high school documentation is not valid, the admissions coordinator must evaluate the validity of the student's high school completion. SPSC does not recruit students who are already enrolled in a similar program at another institution. SPSC requires that individuals who receive TITLE IV funds complete all the admissions requirements.

Applicant Must Complete the Following Steps:

- Step 1- Tour of the facility and advise applicants to visit the school's website
- Step 2- Complete a personal interview with the admissions coordinator prior to registration.
- Step 3- Write a 2-paragraph essay about the program of interest and why did they choose SPSC
- Step 4- Must pass a comprehensive exam.

Applicant Must Complete the Following:

- Driver's License/State Identification/Passport/Birth Certificate
- Proof of income, age,
- Copy of your high school diploma/GED/Degree or high school transcripts
- Complete Enrollment Contract & Enrollment Documentation
- Optional: FASFA if an applicant chooses to participate in Financial Aid, please see notable admissions information below for more details:
  - o Discuss Financial Aid options and estimates
  - o Explain Entrance Loan Counseling and Master Promissory Note
  - o Discuss out of pocket options

### **Notable Admissions Information:**

The Salon Professional School of Cosmetology will access the NSLDS as it has all the pertinent information about student loans and financial history.

## **Readmissions Policy**

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges; however, these students will be responsible for repaying remaining balances from the previous enrollment that can't be reinstated with reinstated federal funds. Students who have been terminated or withdrew from school and re-enrolled (if determined eligible), after more than 180 days will pay a \$100.00 registration fee and will be charged for contracted hours at the current tuition date. All re-enrolling students will be provided with the school's re-enrollment policy and will be evaluated by the school's administrator for placement in the curriculum and kit needs (if applicable). Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer -in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.is at the discretion of the school administration.

A determination of SAP will be made and documented at the time of withdrawal. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of the previous withdrawal.

## **The Salon Professional School of Cosmetology Student Transfer Policy and Procedure**

### **Transfer Student Policy**

Students with previous training shall be evaluated by an instructor using practical applications and reviewing the transcripts. Appropriate credit will be given for comparable previous education and training. The training period will be shortened accordingly based on the shortened training period.

**Note: The school only transfers hours not GPA's.**

If a transfer student is admitted to the program, a notarized transcript from the sending school must be received prior to the student starting class at The Salon Professional School of Cosmetology. If the sending school has closed, the transfer student must obtain a clock hour report from the State of Michigan Department of Licensing and Regulatory Affairs before starting class at SPSC. Transfer students will be required to purchase a kit or kit items to meet SPSC requirements. Transfer hours are recorded in student attendance under bulk hours in the student database. Decisions concerning the acceptance of transfer hours are at the discretion of the administrator. In addition, the student will be charged based on the current tuition rate and how many hours are needed for completion.

# Admissions Procedure for Transfer Students

## Admissions Coordinator

1. Will greet prospective students
2. Review the information packet documents.
3. Tour the school with prospect
4. Advise students to visit the school's website at [www.thesalonpro.org](http://www.thesalonpro.org) for access to Program Information, Catalog/Consumer Information and links.
5. Give students a signed copy of enrollment agreement, school retains original agreement.

## Business Center Liaison

1. Update the student database to include all enrollment information such as start date, schedule, social security number, birth date, family status, high school graduation date, tuition, books and supplies, academic chart.

## Financial Aid & Tuition Support Specialist

The SPSC and the U.S. Department of Education recognize several equivalents to a high school diploma:

1. Discuss Financial Aid options and estimates
2. Discuss self-payment options
3. Discuss the process of FA or reviews the obtained ISIR
4. Interacts with students about questions and items needed for Verification
5. Reviews of the Award Letter

# Transfer Student Procedure

## Admissions Coordinator

1. Reviews and confirms notarized transcript
2. Keep copy of transcript in student file
3. Meet with student to discuss outcome
4. Credits student of the amount of clock hours approved by the Director

# High School Diploma Verification Policy

- General Educational Development (GED) certificate.
- Certificate or other official completion documentation demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma such as: Test Assessing Secondary Completion (TASC), the High School Equivalency Test (HiSET), or in California, the California High School Proficiency Exam. (Certificates of attendance and/or completion are not included in this qualifying category).
- Prospect can have an associate degree.

- Successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate degree, but that is acceptable for full credit toward a bachelor's degree at any institution: or
  - Enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into the bachelor's degree program.
  - Foreign diplomas.
  - For a student who enrolls without completing high school, a transcript must be provided indicating the student has excelled in high school.
1. The student must no longer be enrolled in high school
  2. Must satisfy your school's written policy for admitting such students and must start a program that leads at least to an associate degree or its equivalent.
  3. Note that merely possessing a certificate of attendance and/or high school completion is not sufficient for a student to be Title IV aid eligible.
  4. Such a certificate may be issued without a student having to complete all the academic graduation requirements, including passing any required examinations.
  5. A state must consider a certificate or high-school-completion-equivalency test as equivalent to a high school diploma in that state for it to be considered equivalent to a high school diploma for Title IV aid eligibility purposes.