

Admission Policy

This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at American Beauty Schools as a regular student. American Beauty Schools must adhere to the U.S. Department of Education, Council on Occupational Education and the Florida Commission for Independent Education.

General Admission Requirements

American Beauty Schools is an equal opportunity employer and follows the same policies in accepting applications from potential students. American Beauty Schools is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability or marital status. The admission policy is in compliance with the U.S. Department of Education, Council on Occupational Education and the Florida Commission for Independent Education.

To be eligible for admission, an applicant must be able to read and write in English or Spanish, and the student must meet the following requirements.

Any prospective student may receive a copy of the school's catalog prior to enrolling.

To enroll in any course offered by the school, a student should visit the campus and hold an interview with an admissions officer. The student must:

Be at least 16 years of age (Age will be verified with Individual's ID). Parental consent is required for students under 18.

Pay a registration fee of \$100.

Complete and sign an enrollment agreement

Provide a valid driver's license, state ID with photo, or valid passport.

Students must also be able to provide proof of appropriate educational requirement such as;

High school diploma or equivalent

Homeschooling

Though homeschooled students are not considered to have a **high school diploma or equivalent**, the student can be eligible to receive FSA funds if their secondary school education was **in a homeschool that state law treats as a home or private school**. Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, the student must obtain this credential to be eligible for FSA funds. The student can include in their homeschooling self-certification that they received this state credential.

Foreign High School diploma or transcript – Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a U.S. high school diploma; Documentation of proof of completion of secondary education from a foreign country must be **officially translated into English and officially certified as the equivalent of high school completion in the United States.**)

Recognized equivalents of a high school diploma- The Department of Education recognizes several equivalents to a high school diploma:

A GED certificate;

A certificate or other **official completion** documentation demonstrating that the student has passed a state-authorized examination (such as the Test Assessing Secondary Completion (TASC) the High School Equivalency Test (HiSET), or, in California, the California High School Proficiency Exam) that the state recognizes as the equivalent of a high school diploma (note that certificates of attendance and/or completion are **not** included in this qualifying category);

an associate's 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's 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.

A transcript indicating the student has excelled in high school.

If a prospective student has a diagnosed physical or mental disability and is unable to enroll in the desired program of study, the school will request a medical certificate stating which of the offered program is best suitable for the student. The School reserves the right to ask for legal documentation from any student wishing to enroll who has a prior criminal record. The documentation must identify the charges and outcome of the offense. The School Director will interview the student and analyze the documentation before the student is admitted to the School. It is up to the Directors discretion to admit the student. The State of Florida Department of Business and Professional Regulation Board of Cosmetology have the authority to allow or not allow for a student to sit for the State Board Exam based on their criminal background.

Should a student take the program in Spanish, the following disclaimer must be provided to him/her in accordance with the rules of the Commission for Independent Education:

Completing a course or program in a language other than English may reduce employability where English is required

Diploma mill definition – An entity that:

1. Charges someone a fee and requires him to complete little or no education or coursework to obtain a degree, diploma, or certificate that may be used to represent to the general public that he has completed a program of secondary or postsecondary education or training; and
2. Lacks accreditation by an agency or association that is recognized as an accrediting body for institutions of higher education by the Secretary (pursuant to Part H, Subpart 2 of Title IV) or a federal agency, state government.

Americans with Disabilities Act of 1990

The school complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. If enrolled under training with a government agency, institution district, and/or other entity, students must meet the admission requirements set out in the training agreement and/or applicable state licensing or certifications requirements.

Financial arrangements

The student must make financial arrangements with the Financial Aid Office in regards to FAFSA application, Scholarships and/or Cash payment plan prior to enrolling.

Enrollment Requirements

Prior to admission the prospective student is given an enrollment requirements form, an interview with a school official and is given a pre-enrollment application packet, which they are required to read, understand and sign. The interview will elaborate on course description, the career opportunities and the physical demands of the job, the school and State Board requirements.

Attendance and Academic Requirement

An explanation on attendance and academic requirement will be given to the prospective student and how those requirements can affect the student's satisfactory performance requirements. The prospective student will be informed that attendance hours may be withheld for non-payment of tuition.

A staff member or instructor will give the prospective student a tour of the school facilities. Any questions from the prospective student will be answered truthfully, promptly and in sufficient detail to eliminate confusion.

Transfer Students

Enrollment is available for students wishing to transfer to American Beauty Schools after they have withdrawn from other schools both in and out of state. The school does not recruit students already attending or admitted to another school offering similar programs of study. The student must submit certification of hours prior to signing the enrollment agreement. Credit for previous training may be granted up to 75% of the program. The acceptance of transfer hours is at the discretion of the School and there is a possibility that no such credit will be granted. **Note:** All hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements not just the hours that were accepted as transfer hours.

The student must meet all regular entrance and registration requirements. Before a transferring or returning student can be enrolled, they will be evaluated according to the Satisfactory Academic Progress policy (see policy listed in the school catalog on page 17). Students accepted for admission may be required to purchase

the school's current kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

ADMISSIONS PROCESS

Tour the facility and attend an Informational Interview. Parents or spouses are encouraged to be present.

Submit the proof of age, diploma and employability.

Complete the Enrollment Agreement.

Pay the \$100 Registration Fee

Academic Qualifications

To receive FSA funds, a student must be qualified to study at the postsecondary level. A student qualifies if he/she:

has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma);

has the recognized equivalent of a high school diploma, such as a general educational development (GED) certificate or other state sanctioned test or diploma-equivalency certificate;

has completed homeschooling at the secondary level as defined by state law;

has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education; or

Recognized equivalents of a high school diploma

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(TASC) the High School Equivalency Test (HiSET), or, in California, the California High School Proficiency Exam) that the state recognizes as the equivalent of a high school diploma (certificates of attendance and/or completion are not included in this qualifying category);

an associate's 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's 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.

for a student who enrolls without completing high school, a transcript indicating the student has excelled in high school. The student must no longer be enrolled in high school, must satisfy your school's written policy for

admitting such students, and must be starting a program that leads at least to an associate's degree or its equivalent.

1. Be enrolled or accepted for enrollment as a **regular student** in an eligible degree or certificate program.
2. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).

Men exempted from the requirement to register include;

Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);

Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);

Males born before 1960;

Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia*;
Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.

3. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
4. Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
5. Sign certifying statements on the **FAFSA** stating that:

you are not in **default** on a **federal student loan**
do not owe a refund on a **federal grant**
Sign the required statement that you will use federal student aid only for educational purposes
6. Maintain **satisfactory academic progress (SAP)** while you are attending college or a career school.
7. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
8. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

In addition, you must meet one of the following:

Be a U.S. CITIZEN or U.S. NATIONAL

You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.

Have a GREEN CARD

You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.

Have an ARRIVAL-DEPARTURE RECORD

Your Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:

Refugee

Asylum Granted

Cuban-Haitian Entrant (Status Pending)

Conditional Entrant (valid only if issued before April 1, 1980)

Parolee

Have BATTERED IMMIGRANT STATUS

You are designated as a “**battered immigrant-qualified alien**” if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the **Violence Against Women Act**.

Have a T-VISA

You are eligible if you have a T-visa or a parent with a T-1 visa.

U-Visa” holders are not designated as qualified aliens under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA), and are therefore not eligible for Title IV, HEA program funds. However, U-Visa holders may convert to lawful permanent resident (LPR) status after they have physically been present in the United States for a continuous period of at least three years after the date of admission given on their U-Visa.

1. Once LPR status has been granted, the holder of LPR status becomes a qualified alien under the PRWORA (see above), and thus potentially eligible for Title IV, HEA funds (assuming they meet all other eligibility requirements, for example, being enrolled as a regular student in an eligible program, having a high-school diploma or its recognized equivalent, having a Social Security number.

Incarcerated Applicants

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classes and practical studies are done at the school’s physical location; therefore, incarcerated students are not eligible for admissions.

Conviction for possession or sale of illegal drugs

A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible for by using the FAFSA. American Beauty Schools is not required to confirm this unless there is evidence of conflicting information.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

	Possession of illegal drugs	Sale of illegal drug
1st Offense	1 year from date of conviction	2 year from date of conviction
2nd Offense	2 year from date of conviction	Indefinite period
3+ Offense	Indefinite period	

If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period

A student regains eligibility the day after the period of ineligible ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.

When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state or local government program.

- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.

- Be administered or recognized by federal, state or local government agency or court.

- Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Upon receipt of all required documents and in good order, the prospective student is eligible to enroll in the school. When all admissions criteria and requirements are met, the prospective student is given the date of the next class. The prospective student is asked to bring their Student Permit Fee, if applicable, a color photo of themselves and is informed of the appropriate dress code. The first day of class will include financial aid and academic orientation, in which the students will sign their enrollment contract, student permit from and additional required paperwork.

Required Documentation (provided by School)

This is a list of required documentation provided to the student during enrollment and orientation;

- Enrollment Agreement Copy

- Enrollment Requirements Form (Minimum Requirements for Acceptance)

- Enrollment Questionnaire (Application for Admissions)

- Physical Demands form (Requirements of the profession)

- Safety Requirements form (Requirements of the profession)

- Campus Consumer Crime Statistics information

- School catalog

- Consumer information

FAFSA Verification

Every year a number of students who are eligible for financial aid are randomly selected for verification by the U.S. Department of Education by the FAFSA Central Processing System (CPS). If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Office of Student Financial Planning) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript and W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc. Students will be notified in writing of all documents required to fulfill this federal requirement and what their verification code was so they can complete the required verification requirement. If after review by the Office of

Student Financial Planning, there are any changes to the financial aid package the student will be notified in writing.

Facilities/ Services for Student with Disabilities

The school complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. The school will provide reasonable modifications and/or accommodations for students with disabilities depending on the student's need.

If you are interested in attending American Beauty Schools but are in need of accommodations, you should schedule an appointment with the Director. At this meeting, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations at American Beauty Schools, and the types of accommodations available.

Please bring copies of current documentation of a disability to this meeting.

Documentation must be provided by a medical expert within the last three years and include:

- a diagnosis of the disability;
- how the diagnosis was determined (what tests were given and the results); and
- A clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the school. The school will respond to the request within 15 days of receipt. During this 15-day time frame, the school will consult with Florida Department of Licensing and Regulation (DBPR Department of Business and Professional Regulation) in order to ensure the accommodation will be granted during the state board-licensing exam. The initial meeting, formal request, and response from the school must take place prior to the pre-enrollment process.

Note: In order to be eligible for Title IV funding, you must be able to benefit from the reasonable accommodations and be able to take the state board-licensing exam.

CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

HEA Sec 485(a) (1)-(2), 20 U.S.C. 1092 (a) (1)-(2). Not changed by HEOA 34 C.F.R. 668.41 (a) – (d); 668.43 revised August 21, 2009 NPRM (revised 34 CFR 668, 43 added 34 CFR 668.231)

Each institution must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a). This information is posted on American Beauty Schools' website and can be found in the student catalog. Paper copies are available upon request.

Institutional Contact Information

Name: Manuel Hernandez

Office hours: 9am – 5 pm (Monday – Thursday) and 9am – 3pm (Friday)

Phone number: 786-558-9608

Fax number: 786-558-9603

Email: manuel33178@gmail.com