

ADMISSION POLICIES

*Complete an application for enrollment

*Applicant must be at least 17 years old

*All High School Diplomas will be verified.

* The school admits, as regularly enrolled students, persons who have a high school diploma or its recognized equivalent.

*Applicant must have a high school diploma or equivalent (Diploma, Transcripts, GED, Home school certification)

(Individuals with a diploma from outside of the United States must have their diploma verified by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma)(for ex. ECHO International (412) 261-1101)

*Applicants must have proof of address; a State issued ID, driver's license or passport; and social security card

* Applicant must satisfactorily complete all admission requirements

*Due to the nature of the training the applicant must:

1. Applicants must be able to stand for long periods of time during class times

2. Be in good health

3. Be capable of effectively meeting physical demands of performing services on clients *Prior to signing an enrollment agreement the applicant must meet with a representative of the school, tour the facility, read pre-enrollment information and receive access to the school catalog on our website.

*All documentation received from applicant becomes the property of the school, and will not be returned to applicant. Applicants who fail to provide accurate information may not be considered for enrollment.

*Applicants must read and sign the Enrollment Agreement, which outlines the details and obligations of the student and the school and acknowledges the applicant has received and agrees to abide by the contents of this catalog.

*Applicant must pay \$25 non-refundable application fee.

*Applicant must pay a \$100 registration fee.

* A former student who did not complete the program of study and/or has been terminated or withdrawn from the program is required to reapply for admission. A re-admitted student is governed by the catalog current at the time of re-admission.

*Transfer hours from another institution that are accepted towards the student's educational program are counted as both attempted and completed hours.

* This school does NOT accept Ability-to-Benefit(ATB) students at this time.

ADMISSION PROCEDURES

Applicants must adhere to the following procedure in order to be considered for admission. 1. Complete and submit the application for admission

2. Applicant must interview with a school representative and pay the \$25 application fee and the \$100 registration fee, and receive access to the School Catalog. Proof of high school graduation and other documentation as described under *Admission Requirements*, must be provided before

the student begins classes or attends orientation at the school.

3. Prior to acceptance, applicant must meet the following requirements

a) Complete and sign enrollment agreement. NOTE: The student certifies with his/her signature on the Enrollment Agreement that he/she agrees to abide by the terms of this catalog.

b) Applicant MUST have all financial obligations completed and agreed to as stated on the Enrollment agreement. If applicant has elected to apply for funding through a private loan or grant, the funding must have originated prior to attending school.

c) Books, kits, and uniforms, are issued at orientation and cannot be returned if opened. 4.

Pittsburgh Multicultural Cosmetology Academy does not recruit students who are already enrolled in a similar program at another institution

APPLICANTS WITH NON-IMMIGRANT VISAS

Applicants with non-immigrant visas include those with work visas, students, visitors and foreign government officials. An applicant with a non-immigrant visa is not eligible for FSA funds unless they have a Form I-94 with one of the endorsements given in the eligible document section. Non-immigrant visas include, but are not limited to, the F-1, F-2 or M-1 Student Visa, NATO Visa, B-1 or B-2 Visitors Visa, J-1 or J-2 Exchange Visitors Visa, H series or L series. Someone who has only a "Notice of Approval to Apply for Permanent Residence" cannot receive FSA funds. In addition to the above documents, non immigrant applicants must provide documentation to show that they are permitted to be enrolled in a post-secondary school in the United States. Please see the Financial Aid Office to determine if you qualify for any type of Title IV financial aid. Please note that students who are studying under a student visa (I-20) are not eligible to receive financial aid. Those students studying under a student visa at a school approved by SEVIS must attend the full-time schedule and can only attend the program for a period not to exceed 12 months. This school location is not SEVIS approved.

TRANSFER HOURS

Credit for previous training is given if a certified transcript is presented from a licensed Cosmetology School. It is the discretion of the school as to the number of hours accepted from another school of cosmetology. The school is not obligated to accept all or any hours of training from another licensed school of cosmetology even if student provides a transcript from previous school. **VA requires that an individual's past educational and professional experience be evaluated and appropriate transfer credit given. The length of the program will be decreased accordingly and the credits/clock hours will be reported to the VA.** All transfer students will be tested in both theory and practical subjects prior to being accepted at the Academy. They will be tested at the level appropriate for the number of hours in the received transcript. Depending on the assessment of the exams, the institution will determine the amount of hours that will be accepted. Transfer hours from another institution that are accepted towards the student's educational program are counted as both attempted and completed hours. SAP evaluation periods are based on actual contracted hours at the institution. Transfer students will be evaluated at mid-point of the contracted hours or the established evaluation periods, whichever comes first.

The tuition for students will be calculated according to the number of hours of training required to

complete said course and the current per hour charge of \$12 for tuition.

Students can request a transcript of their completed hours for transfer to another institution for a fee of \$10. All financial obligations must be satisfied in order to receive transcripts. *If home schooled, applicant must have a state issued credential for secondary institution completion. * Students who withdraw prior to completion and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

NON DISCRIMINATION

The Pittsburgh Multicultural Cosmetology Academy does not discriminate on any basis including age, sex, religion, race, gender, color, ethnic or national origin, military status, marital status, sexual orientation, disability, or ancestry. This school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort.

Similarly, no employees affiliated with the school shall discriminate in the conduct of the school business against any other person for any of the above mentioned reasons.

If any student or employee experiences or witnesses anyone being bullied, harassed, or hazed in any way he or she is required to report the matter to the School Director immediately.