

THE STRAND INSTITUTE OF BEAUTY & ESTHETICS

Admission Policy

This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at Strand Institute of Beauty & Esthetics (The) as a regular student. Strand Institute of Beauty & Esthetics (The), must adhere to the U.S. Department of Education, Texas Department of Licensing and Regulation-Barbering and National Accrediting Commission of Cosmetology Arts and Sciences guidelines.

General Admission Requirements

Strand Institute of Beauty & Esthetics (The) is an equal opportunity employer and follows the same policies in accepting applications from potential students. Strand Institute of Beauty & Esthetics (The) 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, Texas Department of Licensing and Regulations, National Accrediting Commission of Cosmetology Arts and Sciences guidelines .

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

- Be at least 17 years of age (Age will be verified with Individual's ID)
- Provide written essay
- Provide a valid driver's license, state ID with photo, or valid passport.
- Social Security card
- Students must also be able to provide proof of appropriate educational requirement such as;
- High School Diploma, such as a general educational development (GED) certificate or other state-sanctioned test or diploma-equivalency certificate;
1) Homeschooling - 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.

Though homeschooled students are not considered to have a high school diploma or equivalent, they are 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, she must obtain this credential to be eligible for FSA funds if the state requires it. S/he can include in their homeschooling self-certification that s/he received this state credential. An eligible *institution* is defined in part as one that admits as regular students only those who have a high school diploma or equivalent, are beyond the compulsory age of attendance for the school's state, or are dually enrolled at the college and a secondary school.

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- 2) **Foreign High School diploma or transcript** - Note High school diplomas/transcripts from other countries are acceptable toward the student eligibility general requirement, as long as the diploma 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.**)

- 3) **Recognized equivalents of a high school diploma-** The Department of Education recognizes several equivalents to a high school diploma:
- A GED certificate;
 - Ability to Benefit (ATB) testing: at this time Strand Institute of Beauty & Esthetics (The), do not accept ATB testing and do not have a Career Pathways program.
 - an associate's degree;

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, or other organization that recognizes accrediting agencies or associations.

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. *Students may not be accepted for enrollment if they cannot prove credit worthiness.

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

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interview with a school official and is given a pre-enrollment 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.(SAP policy located in Institute catalog & webpage) 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.

Non Title IV, HEA Eligible programs:

Note: these courses are not currently Title IV, HEA eligible.

- **Nail Technician, Instructor 500, Esthetician/Manicurist**

Course Specific Admission Requirements

Instructor 500 Training – Only

- Students must have obtained an active Cosmetology, Esthetics, or Nail Technician License
- Have at least 1 year verifiable licensed experience in the specialty in which the applicant is seeking licensure for a specialty instructor license
- in addition to all other admission requirements

Transfer Students

Enrollment is available for students wishing to transfer to Strand Institute of Beauty & Esthetics (The), after they have withdrawn from other cosmetology 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 and education in licensed cosmetology training programs may be granted. 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. A transferring student may be required to enroll for a minimum of 1/3 of the chosen program.500 hours will

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be required for Cosmetology, 250 for Esthetician, 200 for Nail Technician, 400 for Esthetician, and a transferring cosmetology instructor student may be required to enroll without transferred hours. 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). 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 their Social Security card , Diploma .Valid Id(State or government issued)
- Entrance Essay (Stating dreams and goals with new career)
- Complete the Enrollment Agreement.
- Pay the \$100 Enrollment Application Fee

How Eligibility is determined for TITLE IV, HEA

To be Eligible to receive Federal Student Aid, you will need to:

1. Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a home school setting approved under state law.
2. Be enrolled or accepted for enrollment as a **regular student** in an eligible degree or certificate program.
3. 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.
- Students who have questions about Selective Service registration may contact the Selective Service at 1-(847)-688-6888.

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4. 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.
5. Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
6. 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
7. Maintain *satisfactory academic progress (SAP)* while you are attending college or a career school.
8. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
9. 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:

- 1) Be a U.S. CITIZEN or U.S. NATIONAL
 - a. 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.
- 2) Have a GREEN CARD
 - a. 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.
- 3) Have an ARRIVAL-DEPARTURE RECORD
 - a. You're Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
 - b. Refugee
 - c. Asylum Granted
 - d. Cuban-Haitian Entrant (Status Pending)
 - e. Conditional Entrant (valid only if issued before April 1, 1980)
 - f. Parolee
- 4) Have BATTERED IMMIGRANT STATUS
 - a. 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**.
- 5) Have a T-VISA
 - a. You are eligible if you have a T-visa or a parent with a T-1 visa.
- 6) **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

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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.

- a. 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.

Veterans Benefits/Other Funding Sources

Selected programs of study at Strand Institute of Beauty & Esthetics (The), are approved by the Texas Veterans Commission for enrollment of those eligible to receive benefits under Section 3676, Chapters 30 or 32, Title 38. The determination for TVC funds are made directly through the Texas Veteran's Commission. Additional funding may be obtained for eligible candidates through many different programs including; Texas Workforce Commission, Department of Assistive and Rehabilitative Services (DARS), and Private Scholarship funds. The determinations for these funds are made through the respective organizations. (No programs are eligible at this time)

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 classed 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. Strand Institute of Beauty & Esthetics (The), 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)

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	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 form and additional required paperwork.

Required Documentation (provided by School)

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

- Enrollment Requirements Form

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- Course Description
- Completion/Licensure Statistics form
- Physical Demands form
- Safety Requirements form
- Campus Consumer Crime Statistics information
- Student Handbook
- 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 (V1 – V6) 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. If a student is selected for federal verification, the student will have 30 days to return all verification.

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 Strand Institute of Beauty & Esthetics (The) 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 Strand Institute of Beauty & Esthetics (The), 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

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receipt. During this 15-day time frame, the school will consult with Texas Department of Licensing and 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 Strand Institute of Beauty & Esthetic's(The) website and can be found in the student catalog. Paper copies are available upon request.

Institutional Contact Information

Name: Bobbi Wagoner

Office hours: Tues- Sat. 8:30-4

Phone number:361-643-2373

Email thestrandinstitute@yahoo.com