

# RECRUITMENT AND ADMISSION POLICY AND PROCEDURE

## I. Explain objectives and requirements of course

### A. Objectives

1. To learn and understand theoretical aspects of all areas
2. To apply theory knowledge to practical application
3. To attain an acceptable entry level of performance into the chosen field of study at completion of the course

PLEASE NOTE: Potential students unable to meet above requirements are advised to contact I.R.S.C. for career testing to select a proper alternative career choice

## II. Explaining programs' working levels

### A. Partial listing of subjects and total hours required

### B. Theory and practical

1. Give theory schedule
  - A. Freshman-Junior schedule
  - B. Senior schedule

### C. Hours

1. Total number of hours
2. Stress importance of attendance
3. Normal completion time
  - A. Cosmetology/Barber full time 40 wks part time 52-60 wks
  - B. Massage full time 25 wks part time 34-47 wks (Pt St Lucie/Vero only)
  - C. Full Specialty full time only 24 wks (Vero Only)
4. Daily hourly schedule
  - A. Full time student
  - B. Part time student

### D. Services

1. Minimum Service Credits and their meaning
  - A. Mannequin
  - B. Customers
  - C. Fellow students
2. Why necessary
  - A. Develop manual dexterity
  - B. Develop ability
  - C. Develop speed for entry level performance

### E. Uniforms-neat and professional

1. Stress if student comes in, out of uniform they **WILL BE SENT HOME!!!**
2. Discuss options
  - A. Ladies Attire
    1. Scrubs (School colors— Black, Red or Gray) give voucher
    2. Exceptions
      - A. Instructors may allow a Special Attire for the day
      - B. Professional Dress Day
      - C. Jean Day—Thursday—with scrub top or school color top
  - B. Ladies Shoes
    1. Must be **CLOSED** toed shoes, **NO HEELS.**

A. Men's Attire

1. Scrubs (School colors—Black, Red or Gray) give voucher
2. Exceptions
  - A. Instructors may allow a Special Attire for the day
  - B. Professional Dress Day
  - C. Jean Day—Thursday— with scrub top or school color top

B. Men's Shoes - **closed** toe shoe

F. Testing

1. During Course
  - A. Practical
  - B. Theory

G. Counseling

1. Progress reports
  - A. Given anytime after 450 and 900 hours Cos/Bar and 375 Massage
  - B. Determine attitude problem
  - C. Determine attendance issues
  - D. To point up weaknesses for correction or strengths
2. Counseling forms
  - A. To keep a record of any issues that arise while student is attending school that warrants counseling them on attitude, behavior, bullying and/or refusal to do services. Over 3 reprimands will result in suspension and over 5 termination.
3. Demerits
  - A. What
  - B. Why (How it will effect successful completion of program)

H. State Board and licensing

1. Requirements
  - A. hours, services, school's option
2. Procedure
  - A. All School's testing completed with passing grades
  - B. All bills paid in full
  - C. Passing grades on all portions of school final exam
3. Scheduling and taking State Board Exams
  - A. Fees
  - B. Retake if necessary

I. Expenses

1. Itemize and explain (see section IV)
  - A. Tuition (Includes all equipment and text materials required to complete course)
  - B. Registration Fee

2. Explain payment options
  - A. Deferred payment
    1. Down payment
    2. Monthly or weekly payments
  - B. Payment in full
  - C. Break down into 2 or 3 large sums
  - D. V.A. program (if eligible)
  - E. Social security (if eligible)
  - F. Vocational Rehabilitation ( if eligible)
  - G. Job training program ( if eligible)
  - H. Scholarships
3. Explain refund Schedule
  - A. Tuition
  - B. Registration Fee
4. Answer any questions of perspective students
5. Admission's application
  1. Instruct applicant to check off preferred school name and address
  2. Instruct student to complete entire application pertinent to them
  3. Read and answer questions to best of their knowledge

### III. Admission

(Please note: All of above MUST be covered with potential student BEFORE beginning this next portion)

- A. Contract
  1. Fill in money amounts
  2. Discuss method of payment student is choosing ( ie: cash, deferred, etc.) and fill in appropriate areas
  3. Discuss full or part time fill in appropriate hours per day on contract
  4. Complete class start and completion date
  5. Complete number of weeks
  6. Instruct student to read contract thoroughly, sign and date
  7. Instruct student to read all rules on page 4 and sign it
  8. Bring to director to have page 1 signed by director and dated
  9. Give copy of completed contract to student
- B. Advise student if deferred payment method was chosen that down payment is due now and MUST be received by the starting date of the class
- C. Ask if any questions???
- D. Assure student is aware of starting date of class
- E. Thank student for choosing Academies of Cosmetology Inc. and "Welcome Aboard"



#### IV. Finance

All incoming students should be charged accordingly:

##### A. Tuition

All students starting from the very beginning with no prior training will be charged at the current prevailing rate for full cosmetology, barber and/or massage students as shown in the current school catalog. Transfer students - whether student is transferring from in state or out of state will be charged at the rate of \$16.00 per hour for the remaining hours necessary to reach 1200 hours, or the current prevailing rate for full Cosmetology, Barber or Massage students as stated in the current school catalog, WHICH EVER IS LESS EXPENSIVE for the student. In the case of out of state students the final charge will not be made until completion of evaluation procedure and receipt of all transcripts required.

Restart students - students which have been enrolled in a cosmetology program or any other program within this school system shall have tuition charges the same as transfer students. Evaluation procedure will be used for incoming out of state transfer students to determine the number of Florida clock hours they should be credited with. This procedure will be based on testing, observation, performance and overall attitude and objectives of the student. The charge is the same as a transfer student for the hours to complete the evaluation along with the registration fee.

##### B. Registration fee:

This will be charged to all basic students.

##### C. Schedule FA Appointment Immediately

This is to meet with Financial Aid to complete FAFSA (if not already completed) and to complete their financial aid packaging prior to the start of class to ensure cost of program is covered by one or more of the options listed in section I.

Admissions will contact and follow through with any and all potential leads. They are to keep an accurate account of all potential starts and report at the bi-weekly meeting any updates or changes. They will contact all future starts prior to the start date to ensure once again that the potential student is aware of Orientation and the importance of first day of class.

This institution does not recruit its students from another institution that offers similar program of study. Nor does this institution recruit students currently enrolled at another institution that offer a similar program of study.