

Admissions Policies and Practices

Admissions requirements:

American Beauty & Trade School requires applicants for admissions to furnish a copy of a High School Diploma, transcripts, GED Diploma or Higher Diploma.

Students must be at least 16 years old to be accepted. Parental consent is required for students under 18. Any prospective student may receive a copy of the school's catalog prior to enrolling.

Admissions procedures:

Prospective students who wish to register at American Beauty & Trade School should visit the campus and hold an interview with an admissions officer. Prior to acceptance, the applicant shall fulfill the following requirements:

- Present a High School Diploma, GED Diploma or Higher Degree Diploma. Translation and evaluation required for foreign diplomas or transcripts.

- A picture ID

- Pay the registration fee (\$100)

- Complete and sign Enrollment Agreement

Training programs are taught in English or Spanish, depending on the demand of the students for each program. NOTE (DISCLAIMER): COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

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 programs is most 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 students and analyze the documentation before the student is admitted to the school. It is up to the Director's 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 to allow a student to sit for the State Board Exam based on their criminal background.

PURPOSE

The purpose of the Admissions Policies and Practices is to ensure American Beauty & Trade School quality of admissions services, recruitment, advertising, procedures, and documentation.

RESPONSIBLE AUTHORITY

The responsibility for this policy is vested in the School President.

IMPLEMENTATION

The implementation of this policy is delegated to the admissions personnel.

APPLICABILITY

This policy applies to the admissions services for all programs provided by the institution, and all admissions personnel.

EFFECTIVE DATE

July 1, 2024

POLICY

1. Catalog
2. Prospective Student Application
3. Admissions Process and Admissions Process Checklist
4. Applicants with Foreign Credentials
5. Student Enrollment Agreement and New Student Orientation by Admissions
6. Student File Checklist
7. Recruitment Practices Policy
8. Advertising Practices Policy
9. New Admissions Personnel Orientation and Training Sessions
10. Florida Compliance Admissions Training

1. Catalog

The admission policies of American Beauty & Trade School are included in the catalog available to prospective students and the public at the school's public website.

2. Prospective Student Application

Prospective applicants are required to complete the Prospective Student Career Profile Form to have an appointment with one of the admissions representatives and be provided with school and program information.

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3. Admissions Process and Admissions Process Checklist

Admission representatives are required to follow and complete the Admissions Process Checklist for every prospective student served. The Admissions Process Checklist ensures this systematic process is followed and documented. The Admissions Process Checklist is included in the student file as a permanent record.

4. New Student Orientation

After successful completion of the admission requirements, the prospective student receives an orientation following the New Student Orientation Form by their admission representative. This orientation includes a tour of the facilities, information about the school and program of

enrollment, school catalog, rules and regulations, policies and procedures, health, and safety, as well as the review of the enrollment agreement and admissions package. Students are encouraged to ask questions and the admissions representative is expected to truthfully provide all information inquired. The new student orientation is to be conducted before the first day of attendance, and before the student signs the enrollment agreement and admissions package.

5. Enrollment Agreement and Enrollment Package

After successful completion of the New Student Orientation, and before attending classes, the prospective student is to sign the enrollment agreement and additional documents part of the enrollment package. The admissions representative is also required to sign and date the enrollment agreement and additional documents included in the admissions package.

The enrollment agreement is an official binding contract. The use of liquid-paper (white-out) is not allowed. Once liquid-paper is used to correct a mistake, the entire document must be redone. If a mistake is made with the document, it may be corrected following these instructions:

- Line through the incorrect information (make sure the information can still be read).
- Make the change.
- Initial the change.
- Have the other party initial the change also, so it's clear that the change has been acknowledged by both parties.

6. Applicants with Foreign Credentials

Applicants with foreign credentials must submit a copy of their original documentation along with their official translation and evaluation. Foreign high school diplomas or higher education diplomas must be translated and evaluated by a member of the American Translators Association (ATA). A list of approved translators is available at www.atanet.org. Official translations and evaluations must be submitted by the evaluation agency directly to American Beauty & Trade School.

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7. Student File Checklist

All student files are exactly organized and contain the information as per the Student File Checklist Form.

8. Recruitment Practices Policy

Admissions personnel are to follow this policy to ensure the ethical practices and procedures with regards to the recruitment activities. The Recruitment Practices Policy is included in the school's Policies and Procedures Manual under the Admissions section.

9. Advertising Practices Policy

The admissions personnel are to follow this policy, assuring ethical practices and procedures regarding advertising, promotional materials, statements, and claims. The Recruitment Practices Policy is included in the school's Policies and Procedures Manual under the Admissions section.

10. New Admissions Personnel Orientation and Training Sessions

Effective July 1, 2024, new admissions personnel receive a New Admissions Personnel Orientation and Training Session including all the policies related to admissions and recruitment. Admissions and recruitment personnel part of American Beauty & Trade School prior to July 1, 2024 are to receive the training session before July 1, 2024.

11. Florida Compliance Admissions Training

All admissions personnel are required to have completed an approved training on Admissions Compliance for Florida Postsecondary Schools. A copy of this training is kept as part of their employee file.

EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this policy is the responsibility of the School President, who coordinates any repairs, purchases, or updates required. Such requests are to be made directly to the School President via email, who will follow up accordingly.

BUDGET

The funding necessary for the implementation of this policy is allocated in the school's annual operating budget under the line item "Admissions." Revisions to the funding need approval by the President and Financial Director.

Evaluation This policy is annually evaluated by means of a survey collected from:

- Schools administrative and academic personnel
- Institutional and Occupational Advisory Committee members

Assessment Presentation

This policy's effectiveness is evaluated based on the survey reports and any additional comments submitted at the following meetings:

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- Annually at the Strategic Meeting
- Annually at the Staff Meeting
- Annually at the Institutional Advisory Committee Meeting

An electronic copy of the evaluated documentation is to be file along with the typed minutes of the meeting.

REVISIONS

Revisions to this policy are to be approved at one of the school's strategic meetings. Personnel is informed of revisions. Revisions are published at the school's Policies and Procedures Manual.

POLICY AVAILABILITY

Policies and procedures are available for review by administrative staff, faculty, students, and advisory committee members in the Policies and Procedures Manual available at the Administrative Office during normal business hours. New school personnel receive an orientation that includes information on how to access the school's Policies and Procedures Manual electronic version.