

# **ADMISSIONS**

## **Admissions Policy**

The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study.

Candidates for enrollment in Estelle Skin Care and Spa Institute must:

- Be at least 16 years of age
- Be high school graduates, and possess a high school diploma or final transcript noting the graduation date or the recognized equivalent or a diploma or transcript from a University showing completion of at least of two years of schooling toward a bachelor's degree (associate's degree completion is also acceptable).
  - Equivalents to a high school diploma:
    - A G.E.D;
    - An academic transcript of a student who successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree (associate's degree completion is also acceptable)

Should an enrolling student provide a foreign high school diploma, the student must obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from a qualified outside agency.

- Applicants must sign the Enrollment Agreement, which outlines the details and obligations of the student and the School, and acknowledges the applicant's' understanding of the contents of the School's Catalog.
- Applicants must pay a Registration Fee.

Instructor applicants must meet all of the above requirements and:

- Hold a current license as a practitioner in the field they wish to teach

Estelle Skin Care and Spa Institute does not accept:

- Home-schooled students
- Ability-to-benefit students
- Training agreement students

## **Transfer of Credits to Estelle Skin Care and Spa Institute from other institutions**

- Estelle Skin Care and Spa Institute will consider transfer of credits for completed coursework from other institutions if substantiated with an office transcript that contains hours completed and courses learned.
- Transfer credit is provided only for related education at an accredited Cosmetology or Esthetics program.

For transfer credit to be eligible:

- Students must have successfully completed the coursework within the past three years
- Student must have earned at least a grade of "C" (76 or higher) in each course being transferred
- Coursework completed must be equivalent to Estelle Skin Care and Spa Institute program coursework

The school director has final authority in determining coursework equivalency.

## **Tuition and Fees for Transfer Students from other institutions**

- Charges for approved transfers will be based on the number of hours/credits transferred
- Standard registration fee and supply/lab/book fees will apply

## **Transfer of Credits from the Estelle Skin Care and Spa Institute**

- Acceptance depends solely on the receiving institution
- Estelle Skin Care and Spa Institute will provide an official transcript to an eligible student who has completed all responsibilities to Estelle Skin Care and Spa Institute.

## **High School Validation Policy**

If high school information appears to be questionable, for example (age and date of graduation are not reasonable, or the documentation doesn't look official, etc.) an official transcript will be requested and evaluated by the director of education prior to enrolling the student.

School Director will look the school up by going to the website to see if it is an online high school, if not the School Director will verify the school is licensed by the state and the website indicates a physical address in a building with a valid address. The website will be checked to determine if the requirements for graduation appear to be in line with the state requirements for graduation, and the student must actually complete courses in a reasonable time frame (not just pay a fee and get the diploma for not really completing academic requirements.) If the school claims to be accredited, the accreditation website will be checked to determine the date accreditation was granted. However, diplomas from unaccredited high schools can be valid and qualify students to receive FSA funds. A student's self-certification is not sufficient to validate a high school diploma that is in question. If there is conflicting information between the student's certification on the FAFSA and other documentation or information received from the student, the institution will resolve the conflict.

If the student has a diploma from another country, the school utilizes the services of an outside company that will evaluate and also translate the documents into English.

In most cases, applicants who completed their secondary school education in a foreign country will be able to obtain a copy of their foreign high school diploma or transcript. Applicants may also document their high school completion status by obtaining a copy of a "secondary school leaving certificate" (or a similar document) from the Ministry of Education in the country where they completed secondary school. For assistance in obtaining documentation of their secondary school education completion, applicants may contact the foreign high school, the Ministry of Education or that country's consulate in the United States. There may be rare cases where it is impossible for a refugee, an asylee, or a victim of human trafficking to obtain documentation of his or her completion of a secondary school education in a foreign country. Therefore, in these rare cases, applicants must submit to the institution:

1. Proof of their attempt to obtain documentation of their completion of a secondary school education in a foreign country, i.e., a copy of an e-mail or letter, including proof of mailing;
2. A signed and dated statement that indicates that the applicant completed his or her secondary school education in a foreign country, the name and address of the foreign high school where the applicant completed the secondary school education and the date when the foreign high school diploma was awarded.
3. A copy of the entry status documentation that identifies the applicant's current or prior status as a refugee, an asylee, or as a victim of human trafficking and who entered the United States after the age of 15.

In rare cases, the school in another country may be closed due to natural disaster. Estelle Skin Care and Spa Institute will document calls made to the state/country to determine if the school has closed or

information is not available due to political unrest. In that case, the student will sign an affidavit indicating that they graduated, the name of the school, country, and date.

#### Required Verification

If the student is selected for Verification under V-4 or V-5, alternate documentation must be provided. In this instance, effective 7/1/16, self- certification is not acceptable.