

Enrollment Information

VACCINATION POLICY:

This school has no policy or requirements for vaccinations; however, we do recommend that your Tetanus vaccination is current and up to date. You will be using metal implements and risk cutting yourself.

ADMISSIONS POLICY:

Applicants wishing admission to New Dimensions School of Hair Design are required by the Missouri State Board of Cosmetology to be at least 17 years of age, have a birth certificate or driver's license (for I.D.), a High School Diploma or GED. There are NO exceptions. (The Missouri State Board must approve home schooled diplomas prior to enrolling). Persons enrolling for instructor training must also submit a copy of their current Cosmetology license.

TRANSFERS:

Transfers are accepted based on our admissions policy. Credit for all hours completed are given based on the Missouri State Board of Cosmetology policy.

There will be no extra charges for transfer other than the enrollment fees and tuition charges. Transfer students are required to maintain satisfactory academic progress.

TRANSFER STUDENTS WILL BE EVALUATED UPON STUDENT REQUEST AND MUST SHOW PROOF OF PRIOR HOURS.

We start a new class the first Monday of each month. A student MUST enroll by the middle of the previous month

ABSENCES AND TARDINESS:

Students who are going to absent or late for class are required to call the school before 9:00 a.m. and inform an instructor. Absences will be excused if a doctor's note is provided. Tardiness will not be tolerated. Habitual tardiness may result in termination.

The school is open by 8:30 a.m. Monday through Friday. Any student who has not clocked in by 9:00 a.m. and has not notified the school with an acceptable excuse will not be allowed to clock in that day. Acceptable excuses are sickness in family or family

emergency. This will need to be verified. Any student who fails to meet the minimum standards due to family, employment or other circumstances beyond their control, may be granted an exception to the minimum satisfactory academic progress Policy.

LEAVE OF ABSENCE (L.O.A.):

A student wishing to take a leave of absence must make written request to the Director to be granted the leave, which cannot exceed 60 days in any 12 month period.

A L.O.A. up to six (6) months because of any medical condition, must also be requested in writing. The student must provide the school with a written recommendation from a doctor.

A student returning from a L.O.A., or other official interruption of training, must return to school in the same progress status as prior to the L.O.A.

If a student has not returned from a L.O.A. by the original return date, he/she will be withdrawn effective the day the L.O.A. occurs or the date the student notifies the school that they will not be returning to class.

REQUIREMENTS:

BE AT LEAST 17 YEARS OF AGE (By time of completion)

HAVE HIGH SCHOOL DIPLOMA OR G.E.D.

COSMETOLOGY – 1500 HOURS, MANICURING – 400 HOURS, INSTRUCTOR TRAINING - 600 HOURS

THE ITEMS LISTED BELOW ARE NEEDED FOR THE ABOVE COURSES:

TWO PASSPORT SIZE PHOTOGRAPHS

2- 2×2" passport type (face only) photographs.

PROOF OF EDUCATION – THE FOLLOWING MAY BE USED:

HIGH SCHOOL DIPLOMA OR TRANSCRIPT

(Home schooled students must be verified and accepted by the Board)

G.E.D. CERTIFICATE

(If your name has changed since you received your diploma, GED, or transcript, government or court issued name change documentation is required.(court record of name change, marriage license, etc...))

PROOF OF AGE : BIRTH CERTIFICATE OR DRIVERS LICENSE

ENROLLMENT FEE OF \$5.00 (NON-REFUNDABLE) Cash, check or money order.
REGISTRATION FEE OF \$100.00 (NON-REFUNDABLE AFTER 3 BUSINESS DAYS (Cash, check, or money order).

DISCLAIMER:

New Dimensions School of Hair Design complies with the provisions of the civil right act of 1964. The school, in its admission, instruction, and graduation requirements, practices no discrimination on the basis of sex, race, age, color, ethnic origin or religion.

CLASS SCHEDULE:

FULL-TIME: MON. – FRI., 9:00 AM – 5:30 PM

¾ TIME: MON. – FRI., 9:00 AM – 3:00 PM

PART-TIME: MON. – FRI., 9:00 AM – 1:00 PM