Admission Application

**Please complete and submit the entire application packet. Incomplete application packets will be returned to you and will delay the decision on your acceptance.**

Name: | | | |

Last name First name Preferred first name M.I. Maiden

Mailing address:

Number & street City State Zip Code

Permanent Address:

Number & street City State Zip Code

Telephone: ( ) Cell phone: ( )

Email: Gender:  Male Female

Social media:

Nearest Relative:  Father  Mother  Guardian Spouse/Partner

 | | |

Name Address City, State, Zip Phone

Have you ever been convicted of a felony? YES OR NO

 New Applicant  Former Student Transfer If a transfer, from which school?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(TRANSFER STUDENTS ONLY) How many hours do you currently have?

How soon would you like to begin class? \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Anticipated Start Date? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Which program are you interested in? Eyelash Extensions  Esthetics  Permanent Makeup  Microblading

Do you plan to be a: Full-time student  Part-time student

 Which schedule are you interested in? Days Evenings

Do you have reliable transportation? Yes No Do you work? Yes No If yes, where?

List the last high school you attended and your status when you left (i.e., Grad, GED, Withdrew). **List all other educational institutions you have or are attending. (Please provide accurate information)**

High School:

Name of Institution, City, State From(mo/yr) To(mo/yr) Diploma/GED/Degree (Date)

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 | | |

College: | | |

Have you been suspended or dismissed from any cosmetology school or college for academic, attendance or disciplinary reasons? Yes No ***(this can alter approval if not truthful)***

If yes, explain:

To provide you the best education, please let us know if you have an IEP or Special Education plan so we can make accommodations for your State Board Exam. Yes No

1. What obstacles might prevent you from achieving excellent attendance and excellent academic performance?
2. How did you hear about All About Beauty Academy?
3. Why did you choose All About Beauty Academy?

# Admission Policy

* All prospective students must complete an Admissions application and return it to campus location.
* Applications received from an applicant with a felony conviction will be further reviewed by the school’s owner, director, and staff.
* Submitting an application does not guarantee admission.
* All About Beauty Academy reserves the right to approve or deny admission based on information gathered from the Admissions Application, during conversations with prospective students or friends and family members of prospective students (on the phone or in person), letters written by or on the behalf of a prospective student, or any other form of communication.
* All About Beauty Academy teaches all courses in English only. If English is not the primary language of a prospective student, they will be required to take Admissions Exam and must pass the exam with a minimum of 75%. All About Beauty Academy does not have courses available in Spanish or Vietnamese.

I certify that to the best of my knowledge, the information given in this application is true. I understand that any omission or misrepresentation of facts will be cause for refusal of admission, cancellation of application, or dismissal from All About Beauty Academy if later discovered. I further understand that, if I am approved and accepted into the program, it is MY RESPONSIBILITY to arrange for ALL ADMISSION CREDENTIALS (diploma, official transcripts, down payment, etc.) to be received by the Admissions Office AT THE TIME OF MY ENROLLMENT.

Applicant Signature: Date:

*For Office Use Only:*

Date application received:

**Emergency Contact Information:**

Name (First, Last):

Relationship to students:

Phone (home):

Phone (work):

Phone (cell):

**SCHOOL RULES AND EXPECTATIONS**

**UNIFORM CODE**

We are professionals and will dress as such.

1. Black Pants, Shirt, or Jacket must be worn Tuesday-Saturday. Scrubs are preferred!
2. No High Heels, Stilettos, Open Toe Shoes, Sandals, or Flip Flops Allowed. All shoes must be closed toe and heel.
3. Jeans are allowed on Sundays and Mondays ONLY.
4. NO SHORTS
5. NO Sleeveless shirts, tank tops, tube tops, or spaghetti strap shirts
6. NO SEE THROUGH CLOTHING ALLOWED AT ANYTIME
7. You must wear a shirt/ top/ coverup that covers your backside if you wear leggings
8. No ripped or torn clothing allowed unless manufactured that way.
9. All clothing must be clean and free of odor.
10. No House Shoes or lounge wear allowed.
11. If you get cold easily, please bring a jacket. No BLANKETS ALLOWED.

 **RULES AND REGULATIONS**

I UNDERSTAND THOROUGHLY THAT THESE RULES AND REGULATIONS ARE SET FORTH HEREON FOR THE SOLE PURPOSE OF INSURING THAT I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, RECEIVE ADEQUATE INSTRUCTIONS, TRAINING AND FLOOR WORK WHEREBY I MAY BE FULLY QUALIFIED TO PERFORM THE DUTIES AS A PROFESSIONAL IN THE COSMETOLOGY INDUSTRY.

1. I will dress in accordance with the school’s dress code.

2. I will attend school as scheduled in my contract and school’s SATISFACTORY PROGRESS POLICY. MAKE-UP HOURS WILL ONLY BE ALLOWED IF I AM FOLLOWING MY SCHEDULE. I UNDERSTAND THAT I MUST OBTAIN PRIOR PERMISSION FROM ADMINSTRATION BEFORE COMPLETING ANY EXTRA HOURS OTHER THAN SCHEDULED. PART-TIME STUDENTS ARE NOT ALLOWED MORE THAN 30 HOURS PER WEEK.

3. All absences are considered unexcused unless the student is on Leave of Absence that has been previously approved by the Director.

4. Day students must be clocked in and present before 10:00AM of any school day. Tardiness will only be excused with a valid doctor’s note or if I let the administrators know before clocking in after 10:00AM. Evening Students must be clocked in by 5:00pm.

**RULES AND REGULATIONS Continued**

5. I understand that I will be assigned a DAILY SANITATION DUTY that MUST BE COMPLETED BEFORE I LEAVE FOR THE DAY. I will also get permission from my instructor if it is necessary to leave for any reason.

6. I am responsible for clocking in and out when entering or leaving school including my lunch break. I WILL CHECK MY TIME CARD AT THAT TIME TO MAKE SURE TIME WAS PROPERLY RECORDED. NO CORRECTIONS TO TIME CARDS ARE ALLOWED PER THE TEXAS DEPARTMENT OF LICENSING AND REGULATION.

7. IF I AM CAUGHT CLOCKING ANOTHER STUDENT’S TIME CARD, I UNDERSTAND THAT THIS WILL BE GROUNDS FOR IMMEDIATE TERMINATION FROM THE PROGRAM!

8. I MUST GET PERMISSION FROM MY INSTRUCTOR BEFORE GETTING PERSONAL SERVICES. Personal services can only be done after all clients have been serviced.

9. CELL PHONES WILL NOT BE ALLOWED ON THE CLINIC FLOOR OR DURING CLASSROOM INSTRUCTION. The “RINGER” must be turned off or placed in the “Vibrate” Mode.

10. I fully understand it is my responsibility to protect all my personal property issued by the school or brought in by me.

11. STEALING WILL NOT BE PERMITTED! I UNDERSTAND THAT IF I AM CAUGHT STEALING, NOT ONLY WILL I BE IMMEDIATLY EXPELLED FROM SCHOOL, BUT THE POLICE WILL BE NOTIFIED AS WELL!

12. I will not borrow or use ANYTHING BELONGING TO ANOTHER STUDENT WITHOUT THEIR PERMISSION. I will be responsible for any damages done to their property.

13. I will comply with all the rules of personal hygiene, and sanitation. All bottles will be labeled and placed in their proper place after use. I will clean and clear my station, including my mirror, of all equipment daily before departing from school. I will assist in the care and cleaning of all other areas of the school as assigned.

14. I will, at all times, maintain the proper attitude. I will not gossip or directly or indirectly create any discord. (If you can’t say anything good, don’t say anything.) I will not discuss other students or give out any student phone numbers.

**RULES AND REGULATIONS Continued**

15**. I will not refuse client tickets. I understand that if I do, I will be asked to clock out immediately for the remainder of the day and SUSPENSION could be the result of my refusing to do or complete any assigned project. I will conduct myself in a professional manner while doing client services. I will not discuss my personal problems with clients.**

16. I will not conduct myself in any immoral manner, drink or use ALCOHOLIC BEVERAGES or DRUGS. I will not use profanity or tell off colored stories.

17. I will not SMOKE anywhere in the school nor EAT OR DRINK anywhere except in the breakroom.

18 I will not go behind the cashier’s counter without permission from a staff member.

19. I am not allowed in any other department, other than my own, without permission

20. I will not go into any school office without permission from a staff member. THE SCHOOL OFFICES ARE USED FOR CONDUCTING THE BUSINESS OF THE SCHOOL. THEY ARE NOT DESIGNED FOR A STUDENT LOUNGE.

21. I understand that any VISITORS I may have, will call for me at the FRONT DESK. Visitors are not allowed beyond this point without permission.

 22. PERSONAL PHONE CALLS ON SCHOOL’S PHONE ARE LIMITED TO NOT MORE THAN 3 MINUTES. EXCESSIVE PHONE USE COULD RESULT IN MY BEING SENT HOME. I WILL NOT INTERRUPT MY TRAINING AT ANY TIME FOR VISITORS OR PHONE CALLS. Remember that cell phone rules still apply.

22. I will not talk to other students if it interrupts their training.

23. I understand that a record will be maintained at all times as to my attitude, promptness, attendance, and ability.

24. I understand it is my responsibility to check with my INSTRUCTOR for make-up tests and projects missed due to absences and complete them.

25. I will only seek instructions on a project from the instructor assigning it. When I am not sure of proper procedure I will call the INSTRUCTOR, NOT ANOTHER STUDENT.

26. I will, PRIOR TO GRADUATION, complete all written exams, practical and clinical requirements.

**RULES AND REGULATIONS Continued**

27. I will pay my tuition promptly as set forth in my contract. ALL TUITION MUST BE PAID BEFORE I CAN GRADUATE OR OTHER ARRANGEMENTS HAVE BEEN MADE THEREFORE.

28. I will check channel 4 for any announcements concerning school closings due to inclement weather.

29. I will bring my supply kit to each and every class.

**30. I will not be disrespectful, or confrontational, with any instructor or school employee and if I am I will be asked to clock out for the remainder of the day.**

**31. I will not take any money from clients (via payment apps) directly. All payments are to be made to the cashier at the front desk.**

**32. I will not ask clients for tips directly and understand that this is a client option to provide.**

**33. I understand that it is illegal for me to be paid for client services since I am not yet licensed.**

**34. I understand that the school being paid for client services done by me is a necessity to be able to provide me with hands on experience that is needed in my career path.**

**35.** If Tuition is not paid on time with no notification, student will not be permitted to clock in until cleared by administrator.

I UNDERSTAND A COPY OF THESE RULES AND REGULATIONS WHICH HAVE BEEN EXPLAINED TO ME AND I AGREE TO, BY MY SIGNATURE, WILL BE PLACED IN AND BECOME A PART OF MY ACADEMIC FILE. THESE RULES AND REGULATIONS MAY BE MOTIFIED AT THE SCHOOLS DISCREATION AND AT ANY TIME.

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 Students Signature (date)