



ADMISSIONS POLICIES

To enroll, a student must be at least 16 years of age. If an applicant is less than 18 years old, the applicant will need parental/guardian consent. Applicants must have a government issued photo identification. If the student is an eligible non-citizen: a copy of the alien registration card. In addition, all students must provide proof of a high school diploma or its equivalent. Accepted documents include: High School Diploma, High School Equivalency Test (HiSET), GED or official High School Transcripts.

To be enrolled in the Instructor Training Course you must have been licensed in, and working in the field in which you wish to teach for a minimum of one year.

Students who have acquired hours at another school and wish to transfer those hours to Big Island Beauty Academy will also need to provide certification of transfer hours. The certification must be submitted and accepted prior to the completion of the Enrollment Agreement. Acceptance of transfer hours is at the discretion of the school.

If an applicant is not from a high school where English was the primary language, an interview with Big Island Beauty Academy will need to be conducted to determine language proficiency. Admission to the school will depend on adequate comprehension and understanding of English. If the school has reservations regarding the applicant's ability to complete a program taught in English, the school may request the applicant pass an internal English language assessment administered on line - <http://www.esl-languages.com/en/study-abroad/adults/online-tests/index.htm>.

If the student does not pass the test, the applicant may complete ESL (English as a Second Language) classes before applicant is accepted for admission.

The school does not recruit students already attending or admitted to another school offering similar programs of study.

Enrollment Process

The enrollment process consists of the following steps:

Step 1 - The student must meet with an admissions representative

- Complete application & pay non-refundable application fee of \$100
- Receive information with the institute's outcomes

Step 2 - Complete and return admissions requirements as stated below

- Photo identification (government issued)
- Provide a copy of a high school diploma or its equivalent

Step 3 - Upon acceptance

- Complete a financial plan if not paying in full

- Sign contract

Step 4 - Orientation takes place on the first day of the program and is mandatory

Documents must be official and have a date of completion for the student it is regarding. If documents do not show proper integrity, the Director of the school must approve them. Foreign transcripts and diplomas must be translated and validated by an outside agency to reflect the academic equivalence of a U.S. high school diploma.

It is advisable to apply for enrollment and pay the application fee as soon as possible to ensure a place in class. Student payment schedules must be arranged with the financial office prior to beginning classes. In the event of a payment default, the school will, without notice, suspend the student until the account is brought to the proper status.

If a student is unable to start on their contracted start date they may submit a written request to postpone their starting date to a future class. Placement is not guaranteed in the next class as the class may already be filled. The \$100 application fee is good for 90 calendar days.

Ability to Benefit - The school does not accept ability to benefit students.

Re-entry Students

- If a student has been terminated or withdrawals from a program and wishes to re-enter the school, they must submit a written request to re-enroll. Big Island Beauty Academy requires a personal interview with school administration. Once the petition is reviewed, the Director has 30 days to notify the student about the decision on allowing the student to re-enroll and any stipulations to be followed. The re-entering student will be placed on a 30-day monitoring period. During the 30-day monitoring period the student must demonstrate for that period that they can meet the school's minimum attendance and academic requirements.

The student will then be evaluated for satisfactory academic progress at the next scheduled evaluation period to determine their new status. Students who fail to meet the minimum attendance and academic requirements for that 30-day monitoring period may be terminated. Students who re-enter the program are placed in the same Satisfactory Academic Progress standing as when they left. Other requirements are:

- Outstanding tuition, fees, and overtime expenses must be paid in advance.
- Previous tuition payments will be credited to the student's balance
- Because tuition fees and costs are subject to change, re-entering students will be contracted according to the current tuition costs and will be required to pay any additional fees, if applicable.
- Pay a \$150 re-entry fee

Re-admission is reserved to the sole discretion of Big Island Beauty Academy and may require special conditions.

Credit for Prior Training

- Students with prior training who would like to transfer enrollment credits must first comply with all of the regular admission requirements.
- Students with credits from an out-of-state or another Hawaii based school must submit a written request to their former school for an official transcript. It is to be mailed or faxed directly to Big Island Beauty Academy from the previous school. Transcripts from previous schools must be free of all financial obligations. Upon receipt and evaluation of official transcripts from the school previously attended, the student may be awarded hours as detailed in the transcript. Big Island Beauty Academy will evaluate and determine how many hours will be eligible for transfer. Transfer hours accepted will reduce the amount of time and hours required to complete the course of enrollment, and will reduce the amount of tuition. The remaining hours to complete the course of enrollment will be pro-rated according to the tuition cost of the program. Books and kit charges, if applicable, are additional expenses. The transfer student will be assessed on both academic and technical to determine placement. Students with transfer hours from another institution will have those hours counted as both attempted and completed hours toward the student's education.
- Former students of Big Island Beauty Academy who did not complete their training may re-enter provided they have paid any outstanding debt owed and come to an agreement with the School for the cost of the remaining training. A competency test will be given to assess the appropriate level the student may enter. The test will be a practical exam and will include safety and sanitation protocols. The results of the testing will allow the school to create a program of study to complete only areas that are not up to the standards of the school and the State of Hawaii.

Tuition Fee for Transfer Students

- The hourly tuition charges for transfer or re-enrolled students who have prior hours are charged the current hourly rate per course.

Tuition Fee for Additional Training

- If the student must attend additional training hours beyond their Maximum Time to Graduation date due to attendance challenges or to complete academic graduation requirements, the student will be charged an additional \$250 per week, or any part thereof, payable in advance.

Miscellaneous Fees - the following fees shall apply and be payable by personal check, money order or cash.

○ Accounts 30 days past due	Interest of 24% Annually
○ Accounts 60 days past due	Will be sent to collections*
○ Payments returned for NSF (for any reason)	\$50.00
○ Student ID replacement	\$20.00
○ Exceed Max Time to Graduate (per week or a portion thereof)	\$250.00
○ Termination Fee	\$150.00
○ Re-Entry fee	\$150.00

*If a student's account is required to be turned over to a collection agency for collections due to delinquent payments such student shall be responsible for any fees or expenses charged by the collection agency in addition to the base tuition and fees.