



## **ADMISSION REQUIREMENTS**

All prospective students for Cosmetology, Manicuring, Teacher Training and Shampoo Technician are those individuals who are at least 16 years of age, who are of good moral character and of temperate habits. All students who apply for admission must comply with the following requirements and original documents must be presented to the administrator:

1. Must have reached sixteen (16) years of age and provide a birth certificate.
2. Must have graduated from a high school, private school, home school or have successfully passed a GED examination equivalent to a high school diploma. A diploma, GED certificate, official high school transcript which must show high school completion, or state issued credential must be presented to the school upon enrollment. All diplomas must be accredited through the United States Department of Education and approved by the Louisiana State Board of Cosmetology. Foreign student's high school diplomas must be translated and evaluated by an outside recognized agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. Contact the administrator for a list of approved agencies.
3. Must provide four (4) wallet size colored photographs.
4. Must pay a registration fee of \$10.00 to the Louisiana State Board of Cosmetology
5. Must have a government issued I.D. Pineville Beauty School is not authorized to admit non-eligible immigrant students.
6. Must have a Social Security Card.
7. Teacher Training prospects must hold a current Louisiana license with a minimum of one year employment in the industry.
8. Complete the application for enrollment.

Note: Teacher Training program requirements include an entrance exam of basic skills, an interview, and a minimum age requirement of 19 years of age. Pineville Beauty School does not admit students under the Ability to Benefit (ATB) criteria. Transfer hours accepted by the institution will be counted as both attempted and completed hours. A \$100.00 fee will be assessed to students transferring to the Pineville Beauty School. Any transfer hours accepted from another institution and applied to the student's education program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. A student who withdraws prior to completion of the course and wishes to re-enroll will return in the same Satisfactory Academic Progress (SAP) status as at the time of withdrawal. This applies to all students wishing to re-enroll in the Pineville Beauty School. A \$100.00 non-refundable application fee will apply (\$35.00 for Shampoo Technician). Any outstanding balance of monies owed to the institution by a student re-enrolling will roll over at re-entry and may or may not be covered by financial aid.