



BAILEY'S INSTITUTE OF BEAUTY

Admissions Information

Our educators will help you to obtain the skills, tools and knowledge you need to succeed in the beauty industry. Customer service, technical and business skills. We will help you with the direction you need in every area to reach for your goal. You JUST HAVE TO PUT IN THE WORK.

STUDENT ORIENTATION

This orientation is mandatory for all new students and must be attended prior to the start date of the program. During orientation we will explain the format of our program, what we expect from all students and what we have to offer you.

Student Preparation Tips

There are several things to consider while planning a successful enrollment plan:

- Choose a start date that allows sufficient preparation time.
- Prepare financially.
- Plan for dependable transportation
- Obtain dependable childcare.
- Consider employment that supports the demands of your education.

ADMISSION REQUIREMENTS

A student must meet the state age requirement (16) and submit the following (if applicable)

- A copy of your states federal issued photo identification.
- 2 Passport photo taken within 30 days of submission of application
- Provide a copy of high school diploma, or its equivalent.
- A General Educational Development (GED) Diploma
- Results from the test for Adult Basic Education indicating a score equivalent to the successful completion of the 12th grade of high school
- May have to complete an Admissions assessment. (transfer student)
- Pay required registration fee and permit fee
- Complete and Enrollment Package
- Students applying for the Educator Training Program Must meet state enrollment requirements.
- Out of State transfers must have proper paperwork submitted to state and school that meet state requirements. (hours to be transferred from the state that governs the outside state)
- **Apprentice Instructor:** must provide a copy of a valid and current Kentucky cosmetology license

ADDITIONAL ADMISSION INFORMATION

This school may accept appropriate credit from other licensed schools for previous education. This school does NOT guarantee the transferability of its credits to another institution unless there is a written agreement with the institution. Official transcripts are required prior to any enrollment along with the completion of any state transfer requirements (if applicable). Proficiency examinations may be used to determine the appropriate entry point in the curriculum based on the state requirements. The school will NOT make adjustments to recognize a student's prior education once the student has started at Bailey's Institution of Beauty.

The school maintains cumulative educational records in the accordance with all applicable federal, state, an accreditation regulation. See your school director for exact record retention length.

All courses are taught in English. Textbooks and course materials are only offered in the English language.

Bailey's Institution of Beauty does NOT recruit students already attending or admitted to another school offering similar program of studies.

Providing false information for the purpose of gaining admission or access to financial assistance is a violation of law and could result in criminal prosecution as well as denial of admission or termination from school.

In addition to satisfying the requirement for a valid high school diploma or GE D certificate, an applicant must demonstrate the character, readiness and commitment to successfully complete the academic program for which admission is requested and to work affectively in the occupations for which the program provides training. Any applicant may be asked to provide such information into sign authorizations allowing Bailey's Institution of Beauty to obtain information from other educational institutions, employers, credit agencies and law enforcement authorities (any prior criminal offenses will be evaluated with respect to time, circumstances, seriousness and relationship to the academic program for which admissions is requested; if an applicant with a criminal record is admitted, Bailey's Institution of Beauty makes No guarantee that the criminal record will not be an impediment to the applicant's ability to obtain employment and pursue a successful career.) Bailey's Institution of Beauty also will consider an applicant's statements and demeanor during the admissions and orientation process.

Bailey's Institution of Beauty reserves the right to deny admission to an applicant who we determine to Not be qualified to succeed in or benefit from an academic program offered by us on the basis of background, record and statements and conduct during the admissions process.

Non Discrimination

Bailey's Institute of Beauty does not discriminate on the basis of race, religion ,sex, age, ethnic origin, color, disability, ancestry or sexual orientation. The school does not allow, or tolerate discrimination of any kind, bullying, harassment, of any sort. If any student or team member experiences or witnesses anyone being harassed or discriminated against and anyway, he or she is required to report the matter to the schools director immediately so appropriate action can be taken.

If you have a disability and need an academic accommodations, please notify the admissions officer as soon as possible so the school can review your request. If you are interested in attending our school and you do not have a high school diploma or GED certificate, please contact our mission offerings for a list of GED programs located near the school. Bailey's Institute of Beauty does not require a student to have immunizations and vaccinations to enroll in our school.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- 1) Notify the executive director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may contact the executive director by telephone.
- 2) The executive director will respond within two weeks of receiving the request.
- 3) If you would like to appeal the decision regarding your request, please contact the director with all the previously requested information. Appeals must be submitted within one week of the date of the executive directors response.

