



COMPLETE ENROLLMENT PACKET 2026 Academic Year

Welcome to Your Beauty Career Journey

Thank you for choosing The Hampton's Beauty Academy. This enrollment packet contains all the documents and information you need to begin your education in the beauty industry.

We have designed this packet to guide you through each step of the enrollment process clearly and efficiently.

Our admissions team is here to assist you at every stage, so please do not hesitate to reach out with any questions.

Enrollment Packet Contents



Student Enrollment Application



Program Information and Course Descriptions



Tuition, Fees, and Payment Information



Enrollment Agreement



Required Documentation Checklist

Student Rights and Responsibilities

Next steps

After reviewing this complete packet, please complete all required forms, gather your supporting documents, and return them to our admissions office. Once we receive your completed application and documentation, we will review your materials and contact you within three business days to discuss your enrollment status and schedule your orientation.

Contact our admissions office for assistance
We look forward to helping you begin your beauty
career journey



The Hampton's **BEAUTY ACADEMY**

DOCUMENT 1: STUDENT ENROLLMENT APPLICATION

Application Instructions

Please complete all sections of this application thoroughly and accurately. All fields marked with an asterisk are required. This application is confidential and will be used solely for enrollment and educational purposes. Incomplete applications may delay your enrollment process.

PROGRAM SELECTION



Nail Technology Program

150 Hours

Complete in as little as 4-6 weeks

Learn comprehensive nail care including manicures, pedicures, gel applications, acrylic enhancements, nail art, sanitation practices, and client consultation skills.



Esthetics Program

600 Hours

Complete in 20-24 weeks

Coming Soon!

Master clinical skincare through comprehensive training in facials, skin analysis, chemical exfoliation, waxing, lash and brow services, makeup application, and advanced treatments.

PERSONAL INFORMATION

LEGAL FIRST NAME *

MIDDLE NAME

LEGAL LAST NAME *

--	--	--

DATE OF BIRTH *

SOCIAL SECURITY NUMBER *

	XXX-XX-XXXX
--	-------------

STREET ADDRESS *

--

CITY *

STATE *

ZIP CODE *

	Virginia	
--	----------	--

PRIMARY PHONE *

EMAIL ADDRESS *

() - -	
---------	--





The Hampton's **BEAUTY ACADEMY**

DOCUMENT 1: STUDENT ENROLLMENT APPLICATION (CONTINUED)

EMERGENCY CONTACT INFORMATION

Please provide the contact information for someone we can reach in case of an emergency while you are at the academy.

FULL NAME *

RELATIONSHIP *

	e.g., Parent, Spouse, Sibling
--	-------------------------------

PRIMARY PHONE *

ALTERNATE PHONE

--	--

EDUCATIONAL BACKGROUND

HIGHEST EDUCATION LEVEL COMPLETED *

YEAR COMPLETED *

Please Select ▼	YYYY
-----------------	------

HIGH SCHOOL OR GED PROGRAM NAME AND LOCATION *

School Name, City, State

SCHEDULE PREFERENCES

FULL-TIME DAY PROGRAM

Monday through Friday, daytime hours typically from 9:00 AM to 4:00 PM.

PART-TIME PROGRAM

Flexible attendance with fewer days per week, typically two to three days.

EVENING PROGRAM

Tuesday through Saturday evenings, typically from 5:00 PM to 10:00 PM.

PREFERRED START DATE



The Hampton's **BEAUTY ACADEMY**

DOCUMENT 1: STUDENT ENROLLMENT APPLICATION (CONTINUED)

STUDENT ACKNOWLEDGMENTS

Please read each statement carefully and check the box to indicate your understanding and agreement.

- ☐ **Age Requirement:** I certify that I am at least eighteen years of age or will be eighteen years of age by the time classes begin.
 - ☐ **Education Requirement:** I certify that I have graduated from high school or have obtained a GED certificate and will provide official documentation.
 - ☐ **State Licensure Examination:** I understand that receiving a certificate of completion does not automatically grant me a professional license and that I must pass the Virginia Board examination.
 - ☐ **School Catalog:** I acknowledge that I have received, read, and understand the complete school catalog including all policies regarding attendance, academic progress, conduct, tuition, and refunds.
 - ☐ **Accuracy of Information:** I certify that all information provided on this application is true, complete, and accurate to the best of my knowledge.
-

APPLICANT CERTIFICATION AND SIGNATURE

By signing below, I certify that I have read, understand, and agree to all statements made in this enrollment application.

APPLICANT SIGNATURE

DATE

FOR OFFICE USE ONLY

ADMISSIONS REPRESENTATIVE

DATE RECEIVED





The Hampton's **BEAUTY ACADEMY**

DOCUMENT 2: PROGRAM INFORMATION AND COURSE DESCRIPTIONS

About Your Education at The Hampton's Beauty Academy

This document provides detailed information about our nail technology and esthetics programs, including curriculum content, learning outcomes, and academic policies.

NAIL TECHNOLOGY PROGRAM - 150 HOURS

Program Overview

The Nail Technology Program prepares you for a successful career as a licensed nail technician through comprehensive theoretical instruction and extensive hands-on practice. Full-time students can complete the program in four to six weeks, while part-time students typically finish in eight to twelve weeks.

Curriculum Content

Theory Instruction: You will study nail structure and anatomy, nail disorders and diseases, sanitation and infection control, product chemistry, business practices, client consultation skills, and Virginia state laws and regulations governing nail technology practice.

Practical Skills: You will master manicure and pedicure techniques, artificial nail application including acrylics, gels, and wraps, nail art and design, electric file usage and safety, and client service skills through real-world clinic experience.

Learning Outcomes

Upon successful completion, you will be able to perform all nail care services safely and competently, demonstrate proper sanitation procedures, and be fully prepared to pass the Virginia state board licensing examination.

ESTHETICS PROGRAM - 600 HOURS

Program Overview

The Esthetics Program provides comprehensive training in clinical skincare and prepares you for a rewarding career as a licensed esthetician. Full-time students typically complete the program in twenty to twenty-four weeks, approximately five to six months.

Curriculum Content

Theory Instruction: You will study skin anatomy and physiology, skin analysis and assessment techniques, skin disorders and diseases, product chemistry and ingredient knowledge, sanitation and infection control, business management and retail sales, and Virginia state laws and regulations.

Practical Skills: You will master facial treatments for various skin types, chemical exfoliation and advanced treatments, hair removal including waxing and threading, lash and brow services, makeup application for all occasions, facial and body massage, and professional equipment operation.

Learning Outcomes

Upon successful completion, you will be able to perform comprehensive skin analysis, execute all esthetic services proficiently, apply proper safety procedures, and be thoroughly prepared for the Virginia state board licensing examination.





The Hampton's **BEAUTY ACADEMY**

DOCUMENT 2: PROGRAM INFORMATION (CONTINUED)

ACADEMIC POLICIES

Attendance Requirements

Regular attendance is essential for your success and is required by Virginia state regulation. You must complete all required clock hours in your program to be eligible for graduation and state board examination. Students are expected to notify the academy in advance of any necessary absences whenever possible.

Academic Progress Standards

Students must maintain satisfactory academic progress to remain enrolled. This includes maintaining a cumulative grade point average of at least seventy-five percent, completing the program within one hundred fifty percent of the published program length, and demonstrating competency in all required practical skills.

Grading System

The grading scale is as follows: 90-100% (A - Excellent), 80-89% (B - Above Average), 75-79% (C - Satisfactory), Below 75% (Unsatisfactory - Requires Remediation). Students must achieve at least seventy-five percent on all assessments to demonstrate satisfactory progress.

Student Conduct Expectations

All students are expected to conduct themselves professionally at all times. This includes treating fellow students, instructors, staff, and clients with respect and courtesy, adhering to the academy dress code, and arriving prepared for class with required implements and supplies.

FACILITIES AND LEARNING ENVIRONMENT

The Hampton's Beauty Academy provides a professional learning environment equipped with industry-standard tools and equipment. Our facilities include modern classrooms for theoretical instruction, well-equipped practical training areas, and a student clinic where you will provide services to the public under instructor supervision.

GRADUATION REQUIREMENTS

To graduate, you must complete all required clock hours for your program, achieve a cumulative grade point average of at least seventy-five percent, successfully complete all required practical services and procedures, pass all required examinations, and satisfy all financial obligations to the academy. Upon meeting all requirements, you will receive a certificate of completion qualifying you to apply for the Virginia state board licensing examination.

CAREER SERVICES AND JOB PLACEMENT ASSISTANCE



The Hampton's

BEAUTY ACADEMY

DOCUMENT 3: TUITION, FEES, AND PAYMENT INFORMATION

Understanding Your Investment in Beauty Education

This document provides complete and transparent information about all costs associated with your education at The Hampton's Beauty Academy. Once you enroll, your tuition rate is locked and will not increase during your program.

NAIL TECHNOLOGY PROGRAM COSTS

Item	Cost
Tuition for 150 Hours of Instruction	\$2,500.00
Registration Fee (non-refundable, due at enrollment)	\$150.00
Student Kit (implements, supplies, and materials)	\$450.00
Textbooks and Learning Materials	\$200.00
State Board Application Fee (paid directly to state)	\$140.00
Total Program Cost	\$3,440.00

What Your Nail Technology Tuition Includes

Your tuition covers all classroom instruction, hands-on training in our modern facilities, supervised clinical practice with real clients, comprehensive state board examination preparation, and career guidance and job placement assistance upon graduation.

ESTHETICS PROGRAM COSTS

Item	Cost
Tuition for 600 Hours of Instruction	\$8,500.00
Registration Fee (non-refundable, due at enrollment)	\$150.00
Student Kit (implements, equipment, and supplies)	\$850.00
Textbooks and Learning Materials	\$400.00
State Board Application Fee (paid directly to state)	\$225.00
Total Program Cost	\$10,125.00

What Your Esthetics Tuition Includes

Your tuition covers all classroom and practical instruction, comprehensive training on professional equipment, supervised clinical practice, extensive product knowledge education, thorough state board examination preparation, and career services including resume assistance and job placement support.





The Hampton's **BEAUTY ACADEMY**

DOCUMENT 3: TUITION AND PAYMENT INFORMATION (CONTINUED)

PAYMENT OPTIONS AND PLANS

Option One: Payment in Full

Students who pay their total program cost in full before or on the first day of class will receive a five percent discount on tuition only. This discount does not apply to fees, kit costs, or textbooks. To receive this discount, payment must be made by cash, check, or money order.

Option Two: Payment Plan

The Hampton's Beauty Academy offers affordable payment plans. A down payment is required at enrollment, consisting of the registration fee, student kit cost, textbook cost, and twenty-five percent of tuition. The remaining balance may be paid in monthly installments throughout your program. All payments must be current to remain in classes and to be eligible for graduation.

Option Three: Third-Party Financing

The Hampton's Beauty Academy has partnered with education financing companies to offer additional payment options. Interest rates, terms, and approval are determined by the lending company. Our admissions team can provide information about approved lending partners.

IMPORTANT FINANCIAL INFORMATION

All tuition and fees must be paid according to the payment schedule outlined in your enrollment agreement. Students who fall behind on payments may be subject to late fees and may be withdrawn from classes until their account is brought current. The academy reserves the right to withhold transcripts, certificates, and job placement assistance for students with outstanding balances.

REFUND AND CANCELLATION POLICY

Cancellation Before Classes Begin

If you cancel your enrollment before classes begin, you will receive a full refund of all tuition and fees paid, except for the non-refundable registration fee of one hundred fifty dollars. You must provide written notice of cancellation to the admissions office. Refunds will be issued within thirty days of receiving written cancellation notice.

Withdrawal After Classes Begin

If you withdraw after classes begin, your refund will be calculated based on the percentage of the program you have completed. For students who have completed zero to ten percent of the program, a refund of ninety percent of tuition will be issued. For students who have completed ten percent to twenty-five percent, a refund of seventy-five percent will be issued. For students who have completed twenty-five percent to fifty percent, a refund of fifty percent will be issued. No refund of tuition will be issued to students who have completed more than fifty percent of the program. The registration fee, student kit, and textbooks are non-refundable after the first day of class. All refunds will be issued within forty-five days of the withdrawal date.

Withdrawal for Non-Payment

Students who are withdrawn for non-payment of tuition are subject to the same refund policy as voluntary withdrawals. However, students withdrawn for non-payment may owe additional fees for collection costs if their account is referred to a collection agency.



ADDITIONAL FEES

Late Payment Fee: A late payment fee of twenty-five dollars will be assessed for any payment received more than five days past the due date.

Returned Check Fee: A fee of thirty-

five dollars will be assessed for any check returned by the bank for insufficient funds or any other reason.

Transcript Fee: Official transcripts are provided free of charge to graduates with no outstanding balance.

Additional transcript copies are available for ten dollars each.

Replacement Kit Items: Students who lose or damage kit items may purchase replacements at cost. The academy is not responsible for lost or stolen personal property.

FINANCIAL OBLIGATIONS

TOTAL PROGRAM COST

\$

DOWN PAYMENT DUE AT ENROLLMENT

\$

REMAINING BALANCE

\$

NUMBER OF MONTHLY PAYMENTS

MONTHLY PAYMENT AMOUNT

\$

Payment Schedule

Monthly payments are due on the same day each month, beginning one month after your start date. Payments may be made by cash, check, money order, or credit card. All payments must be current for you to attend classes and to be eligible for graduation.

The Hampton's

BEAUTY ACADEMY

DOCUMENT 4: ENROLLMENT AGREEMENT (CONTINUED)

TERMS AND CONDITIONS OF ENROLLMENT

Program Completion

The student agrees to complete all required clock hours, maintain satisfactory academic progress, and meet all graduation requirements as outlined in the school catalog. The estimated completion time is based on perfect attendance and continuous enrollment. Absences, leaves of absence, or other interruptions may extend the actual completion time.

Attendance Policy

The student agrees to maintain regular attendance as required by Virginia state regulations and school policy. The student understands that excessive absences may result in extended program length, additional costs, and potential dismissal from the program. The complete attendance policy is detailed in the school catalog.

Academic Standards

The student agrees to maintain a cumulative grade point average of at least seventy-five percent and to demonstrate competency in all required practical skills. The student understands that failure to maintain satisfactory academic progress may result in academic probation or dismissal from the program.

Conduct and Professionalism

The student agrees to conduct themselves professionally at all times and to adhere to all school policies regarding student conduct, dress code, and professional behavior. The student understands that violations of school policy may result in disciplinary action up to and including dismissal.

Payment Obligations

The student agrees to pay all tuition and fees according to the payment schedule outlined in this agreement. The student understands that failure to make timely payments may result in late fees, suspension from classes, and withdrawal from the program. The student agrees that all financial obligations must be satisfied before receiving a certificate of completion, official transcripts, or job placement assistance.

Cancellation and Refund Rights

The student has the right to cancel this agreement at any time. Refunds will be calculated according to the refund policy detailed in Document 3 and the school catalog. The student understands that the registration fee is non-refundable and that student kits and textbooks are non-refundable after the first day of class.

Licensing and Employment

The student understands that completing this program does not guarantee state board passage or employment. The student must pass the Virginia Board for Barbers and Cosmetology licensing examination to practice professionally. The Hampton's Beauty Academy will provide comprehensive preparation for this examination but cannot guarantee examination results.

Disclaimer of Guarantees

The Hampton's Beauty Academy does not guarantee employment, specific salary levels, or state board examination passage. The academy provides quality education, examination preparation, and job placement assistance, but ultimate success depends on individual student effort, ability, and circumstances beyond the academy's control.





The Hampton's
BEAUTY ACADEMY

DOCUMENT 4: ENROLLMENT AGREEMENT (CONTINUED)

STUDENT ACKNOWLEDGMENT AND AGREEMENT

- ☐ I have received, read, and understand the complete school catalog including all policies and procedures.
- ☐ I understand and agree to the payment obligations outlined in this agreement and the refund policy detailed in Document 3.
- ☐ I understand that completing this program does not automatically grant me a professional license and that I must pass the Virginia state board examination.
- ☐ I understand that The Hampton's Beauty Academy does not guarantee employment, specific salary levels, or state board passage.
- ☐ I have had the opportunity to ask questions and have received satisfactory answers to all questions regarding this enrollment agreement.

By signing below, I acknowledge that I have read, understand, and agree to all terms and conditions of this enrollment agreement. I certify that all information provided is accurate and complete.

STUDENT SIGNATURE

DATE

ACADEMY ACCEPTANCE

**ACADEMY REPRESENTATIVE
SIGNATURE**

DATE

Representative Name (Print): _____

__ Title: _____





The Hampton's **BEAUTY ACADEMY**

DOCUMENT 5: STUDENT RIGHTS AND RESPONSIBILITIES

IMPORTANT NOTICE

Your Rights and Responsibilities as a Student

The Hampton's Beauty Academy is committed to providing a professional, respectful, and supportive learning environment for all students. This document outlines your rights as a student and your responsibilities to the academy community.

STUDENT RIGHTS

Right to Quality Education

You have the right to receive quality instruction from experienced, licensed educators in a professional learning environment equipped with industry-standard tools and equipment. You have the right to receive comprehensive preparation for the Virginia state board licensing examination.

Right to Fair Treatment

You have the right to be treated with respect and dignity by all academy staff, instructors, and fellow students regardless of race, color, national origin, sex, age, disability, religion, sexual orientation, or any other protected characteristic. The Hampton's Beauty Academy does not discriminate in admissions, instruction, or any other aspect of its programs.

Right to Clear Information

You have the right to receive clear, accurate, and complete information about program requirements, costs, policies, and procedures before enrolling and throughout your enrollment. You have the right to review your academic records and to receive copies of your transcripts upon request.

Right to Due Process

You have the right to appeal academic or disciplinary decisions according to the grievance procedures outlined in the school catalog. You have the right to be heard and to receive a fair review of your concerns.

Right to Privacy

You have the right to privacy of your educational records in accordance with the Family Educational Rights and Privacy Act. The academy will not release your records to third parties without your written consent except as permitted by law.

Right to a Safe Environment

You have the right to learn in an environment that is safe, clean, and free from harassment, intimidation, and violence. The academy maintains strict policies against harassment and discrimination of any kind.

Right to File Complaints

You have the right to file a complaint with the academy administration and, if necessary, with the Virginia Department of Professional and Occupational Regulation. You will not be retaliated against for filing a legitimate complaint.





The Hampton's
BEAUTY ACADEMY

DOCUMENT 5: STUDENT RIGHTS AND RESPONSIBILITIES (CONTINUED)

STUDENT RESPONSIBILITIES

Academic Responsibilities

You are responsible for attending all scheduled classes, arriving on time, and completing all required coursework and practical services. You are responsible for maintaining satisfactory academic progress and for seeking help from instructors when you need additional assistance or clarification. You are responsible for meeting all graduation requirements within the maximum timeframe allowed.

Financial Responsibilities

You are responsible for understanding all financial obligations outlined in your enrollment agreement and for making all payments according to the agreed-upon schedule. You are responsible for communicating with the business office if you experience financial difficulties that may affect your ability to make payments. You are responsible for understanding the refund policy and the financial consequences of withdrawal.

Professional Conduct

You are responsible for conducting yourself professionally at all times and for treating instructors, staff, fellow students, and clients with respect and courtesy. You are responsible for adhering to the academy dress code and for maintaining appropriate personal grooming and hygiene. You are responsible for following all safety and sanitation procedures to protect yourself, others, and clients.

Facility and Equipment Care

You are responsible for using academy facilities, equipment, and supplies properly and respectfully. You are responsible for cleaning your work area after each use and for reporting any damaged or malfunctioning equipment to instructors immediately. You are responsible for bringing all required implements and supplies to class each day.

Communication

You are responsible for checking your email regularly for important communications from the academy. You are responsible for notifying the academy of any changes to your contact information, including address, phone number, and email. You are responsible for informing instructors in advance of any necessary absences whenever possible.

Compliance with Policies

You are responsible for reading, understanding, and complying with all policies and procedures outlined in the school catalog. You are responsible for asking questions if you do not understand any policy or requirement. Ignorance of school policies does not excuse violations.

Personal Property

You are responsible for the security of your personal belongings while on academy premises. The Hampton's Beauty Academy is not responsible for lost, stolen, or damaged personal property. You are encouraged to keep valuable items secured and not to bring unnecessary valuables to school.



The Hampton's **BEAUTY ACADEMY**

DOCUMENT 5: STUDENT RIGHTS AND RESPONSIBILITIES (CONTINUED)

GRIEVANCE AND COMPLAINT PROCEDURES

Internal Grievance Process

If you have a concern or complaint, you should first attempt to resolve the matter directly with the person involved. If the matter cannot be resolved informally, you may submit a written complaint to the academy director. Your written complaint should include a detailed description of the issue, the names of individuals involved, dates of relevant events, and your proposed resolution. The academy director will investigate your complaint and respond in writing within ten business days.

Appeal Process

If you are not satisfied with the director's response to your complaint, you may appeal to the academy owner within five business days of receiving the director's response. The owner will review all documentation and may schedule a meeting with all parties involved. The owner's decision will be issued in writing within ten business days and will be final.

External Complaints

If your complaint cannot be resolved through the academy's internal grievance process, you may file a complaint with the Virginia Department of Professional and Occupational Regulation at the address below. The state regulatory agency investigates complaints regarding violations of state laws and regulations governing beauty schools.

Virginia Department of Professional and Occupational Regulation

9960 Mayland Drive, Suite 400
Richmond, Virginia 23233
Phone: (804) 367-8500
Website: www.dpor.virginia.gov

ACKNOWLEDGMENT OF RECEIPT

By signing below, I acknowledge that I have received, read, and understand this document regarding student rights and responsibilities. I understand my rights as a student and accept my responsibilities as outlined in this document and in the complete school catalog.

STUDENT SIGNATURE

DATE

STUDENT NAME (PRINT)

STUDENT ID NUMBER

QUESTIONS OR CONCERNS

If you have any questions about your rights or responsibilities, or if you need clarification on any policy or procedure, please contact the academy administration immediately. We are here to support your success and to ensure that you have a positive educational experience.



The Hampton's **BEAUTY ACADEMY**

DOCUMENT 6: REQUIRED DOCUMENTATION CHECKLIST

Complete Your Enrollment Process

This checklist outlines all documents and information required to complete your enrollment at The Hampton's Beauty Academy. Please gather all required items and submit them to the admissions office as soon as possible. Your enrollment cannot be finalized until all required documentation has been received and verified.

REQUIRED ENROLLMENT DOCUMENTS

- ☐ **Completed Enrollment Application (Document 1):** The student enrollment application must be completed in full with all required fields filled in. All pages must be signed and dated.
- ☐ **Signed Enrollment Agreement (Document 4):** The enrollment agreement must be read, initialed on each page, and signed. Both the student signature and academy representative signature are required.
- ☐ **Signed Student Rights and Responsibilities (Document 5):** The student rights and responsibilities document must be signed and dated, indicating that you have received and understand this information.
- ☐ **High School Diploma or GED Certificate:** You must provide an official copy of your high school diploma, official high school transcript showing graduation date, or official GED certificate. Photocopies are acceptable if they are clear and legible. This is a Virginia state requirement for all beauty school students.
- ☐ **Government-Issued Photo Identification:** You must provide a clear, legible copy of a valid government-issued photo ID such as a driver's license, state ID card, passport, or military ID. Your ID must not be expired.
- ☐ **Social Security Card or Document:** You must provide a copy of your social security card or other official document showing your social security number. This is required for state licensing purposes.
- ☐ **Down Payment or Payment in Full:** Your enrollment down payment or payment in full must be received before you can begin classes. Acceptable payment methods include cash, check, money order, credit card, or approved third-party financing.

OPTIONAL DOCUMENTS (IF APPLICABLE)

- ☐ **Previous Beauty School Transcripts:** If you are transferring hours from another beauty school, you must request that your previous school send an official transcript directly to The Hampton's Beauty Academy. Transfer hours cannot be evaluated without official transcripts.
 - ☐ **Professional Licenses or Certifications:** If you hold any beauty industry licenses or certifications from other states or countries, please provide copies for our records. This may assist with transfer credit evaluations.
-



The Hampton's **BEAUTY ACADEMY**

DOCUMENT 6: REQUIRED DOCUMENTATION CHECKLIST (CONTINUED)

DOCUMENT SUBMISSION INSTRUCTIONS

How to Submit Your Documents

You may submit your completed enrollment documents and required supporting materials in person at the academy admissions office during business hours, by mail to the academy address, or by email to the admissions office email address. If submitting by email, please scan all documents clearly and save them as PDF files.

Document Review Timeline

Once we receive your complete enrollment packet, our admissions team will review all documents within three business days. You will be contacted by phone and email to confirm that your documents have been received and approved. If any documents are missing, incomplete, or unclear, we will contact you immediately to request additional information.

Document Requirements and Standards

All documents must be clear, legible, and complete. Photocopies and scanned documents are acceptable for most items, but original signatures are required on all enrollment forms. High school diplomas, GED certificates, and transcripts must be official documents or certified copies. If any document is in a language other than English, you must provide a certified English translation.

AFTER YOUR DOCUMENTS ARE APPROVED

Orientation Scheduling

Once all required documents have been received and approved, and your down payment or payment in full has been processed, you will be scheduled for a mandatory new student orientation. Orientation typically occurs one to two weeks before your scheduled start date. During orientation, you will receive your student kit, textbooks, class schedule, and important information about academy policies and procedures.

What to Expect at Orientation

New student orientation lasts approximately two to three hours. You will tour the academy facilities, meet your instructors and fellow classmates, learn about the student clinic operation, review important safety and sanitation procedures, and ask any remaining questions you may have. Attendance at orientation is mandatory for all new students. If you cannot attend your scheduled orientation, you must contact the admissions office immediately to reschedule.

First Day of Class

On your first day of class, arrive fifteen minutes early to check in at the front desk. Bring your student kit, textbooks, and any additional supplies you have purchased. Wear appropriate attire according to the academy dress code, which will be explained in detail at orientation. Be prepared to begin learning from day one as classes start immediately with important foundational material.

IMPORTANT CONTACT INFORMATION

Admissions Office

Questions about enrollment, required documents, or the application process

Business Office

Questions about tuition payments, payment plans, or financial matters

Student Services

Questions about student support services, academic assistance, or student resources

Academy Main Line

General inquiries, facility tours, or speaking with academy administration



The Hampton's **BEAUTY ACADEMY**

ENROLLMENT PACKET COMPLETION SUMMARY

FINAL ENROLLMENT CHECKLIST

Before submitting your enrollment packet, please verify that you have completed all required steps listed below. This checklist will help ensure that your enrollment process proceeds smoothly and without delay.

☐ **Step 1:** I have completed Document 1 (Enrollment Application) in full and signed all required pages.

☐ **Step 2:** I have reviewed all program information in Document 2 and understand the curriculum and requirements.

☐ **Step 3:** I have reviewed the tuition and payment information in Document 3 and understand all costs and payment options.

☐ **Step 4:** I have read, completed, and signed Document 4 (Enrollment Agreement).

☐ **Step 5:** I have read and signed Document 5 (Student Rights and Responsibilities).

☐ **Step 6:** I have gathered all required documentation listed in Document 6.

☐ **Step 7:** I have made my down payment or arranged for payment in full.

☐ **Step 8:** I have read the complete school catalog and understand all policies and procedures.

READY TO SUBMIT YOUR ENROLLMENT PACKET

Once you have completed all steps in the checklist above and gathered all required documents, you are ready to submit your enrollment packet. Please deliver your completed packet to the admissions office or mail it to the academy address. You may also scan and email documents as directed by the admissions team.

An admissions representative will contact you within three business days to confirm receipt of your packet, verify that all required documents have been received, and schedule your new student orientation. If you have any questions at any point in this process, please do not hesitate to contact the admissions office.

Congratulations on taking this important step toward your beauty career! The entire team at The Hampton's Beauty Academy is excited to work with you and support your success. We are committed to providing you with exceptional education, comprehensive training, and the professional skills you need to thrive in the beauty industry. We look forward to seeing you at orientation and on your first day of class. Your journey to becoming a licensed beauty professional starts here!

STUDENT SIGNATURE

**DATE PACKET
COMPLETED**

FOR OFFICE USE ONLY

RECEIVED BY

DATE RECEIVED

WELCOME TO THE HAMPTON'S BEAUTY ACADEMY!!

Enrollment Status: ____ Approved ____ Pending ____ Additional

Documents Required

Orientation Scheduled For: _____

Start Date: _____

Notes: _____

Thank you for choosing The Hampton's Beauty Academy!