DATE PACKET RECEIVED	TIME	INITIALS

EVIT COSMETOLOGY & AESTHETICS PACKET

Thank you for applying to the EVIT Cosmetology program. Your packet must contain all of the following items and be delivered to the EVIT registration office in person. Designated EVIT personnel need to initial the packet before it is considered submitted. Please remember that a complete packet is required for a student to be considered for the EVIT Cosmetology program. Availability is limited and acceptance is based on completed packets.

Student Name _____

High School _____

Period Preference ( ) AM 7 – 11 ( ) PM 12 – 4

_____ EVIT Enrollment Application (Enclosed)

_____ Current High School Transcript (2 Copies)

Must reflect a 2.0 Grade Point Average (cumulative GPA)
2 Passing Credits in English
10 Passing Credits total
** If Cumulative GPA is below 2.0, you must also submit Standardized Test Scores (AIMS, Stanford 10, etc.)

_____ Attendance Record (from home high school)

_____ Discipline Record (from home high school)

_____ Immunization Record (or exemption form)

Exemption forms for personal beliefs, religious beliefs and medical reasons are available upon request.

_____ Copy of Social Security Card (or waiver)

The Arizona Board of Cosmetology requires proof of a social security card before the state exam can be administered. A waiver may be submitted to EVIT in lieu of the card, but it will not be acceptable for taking the state exam. Waiver available upon request.

_____ Signed Statement of Understanding (Enclosed)

If student is under 18, statement of understanding must be signed by a parent/guardian.

EVIT Registration Office Hours (Main & East Campus): Monday – Friday 7:30am – to 4:00pm.

East Valley Institute of Technology

High School Enrollment Application

Phone: 480-461-4000 • www.evit.com

Please submit the following documents with your application:
-Current Unofficial Transcript -Attendance Record or Attendance Points Awarded*
-Discipline Record or Discipline Points Awarded* -Proof of Age (if birthdate is not on transcript) -Proof of Immunizations
-Standardized Test Scores only if GPA is Below Program Minimum (AIMS, Stanford 10, etc.)**

Student Information:

Date: _____

First Name | Middle Name | Last Name | Date of Birth

Street Address | Apt./Suite | City | State | Zip Code | Student E-Mail Address

Home Phone Number | Student Cell Phone | State of Birth | Country of Birth

If student is under 18: Parent/Legal Guardian Name | Daytime Phone Number | Parent/Guardian E-Mail Address

Parent/Legal Guardian Name (optional) | Daytime Phone Number | Parent/Guardian E-Mail Address

Gender: ☐ Male ☐ Female Current Grade Level: ☐ 10 ☐ 11 ☐ 12 Graduation Year:_____

Does student or any family member receive any type of AFDC funds or WIC i.e., free lunch? ☐ Yes ☐ No

Are you Hispanic or Latino? ☐ Yes ☐ No Race (Check one or more below. If Hispanic or Latino, check white and/or other races that apply to you.):

☐ Native American or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or other Pacific Islander ☐ White

Do parents/guardians speak and understand English? ☐ Yes ☐ No If not, please list language they speak and understand: _____

What is the primary language spoken in your home? _____ Does student have a parent in the military? ☐ Yes ☐ No

Program Choice:

1st Program Choice: _____ 2nd Program Choice: _____

Home High School: _____ Home High School Counselor Signature:_____

EVIT Schedule Preference(s): ☐ AM 8:05-10:35 ☐ PM 12:05-2:35 Cosmetology or Aesthetics Schedule Preference(s): ☐ AM 7-11 ☐ PM 12-4

Options for Seniors Only: 1 year Massage Therapy ☐ AM 7-11 1 year Medical Assistant ☐ AM 7-11

Parent/Guardian Signature (if student is under 18):_____ Student Signature:_____

*Attendance Points Awarded and Discipline Points Awarded are determined using EVIT's Attendance and Discipline Scoring Rubric (attached hereto). If attendance and discipline records are not provided, the completed Attendance and Discipline Scoring Rubric must be submitted with student's application.

**Standardized test scores (AIMS or Stanford 10) are considered only if a student does not meet the minimum GPA for a specific program.

This section to be filled out by EVIT Personnel:

Program: _____ ☐ Main Campus ☐ East Campus

Teacher Name: _____ Section #: _____ Provisional: ☐ Yes ☐ No

Student Entry Date:_____ SAIS #: _____

Entered into Power School by: _____ Date: _____

EVIT ID #

EVIT Attendance and Discipline Scoring Rubric

Attendance* (6 unexcused tardies = 1 unexcused absence)

0-2 unexcused absences	3 points
3-5 unexcused absences	2 points
6-9 unexcused absences	1 point
10 or more unexcused absences	0 points

*In the most recent year of school

Discipline** (5 non-suspension incidents = 1 day suspended)

0-4 non-suspension incidents	3 points
1-4 days suspended	2 points
5-9 days suspended	1 point
10 or more days suspended	0 points

**In the most recent year of school

Students with more than 3 total points will be admitted if they meet minimum GPA requirements or demonstrate academic ability through standardized test scores and meet other program requirements, if any. Students with 3 or fewer total points will not be admitted, even if the student meets other program requirements.

Student Name: _____

High School: _____

Attendance Points Awarded: _____

Discipline Points Awarded: _____

Total Points Awarded: _____

Completed by:

_____	_____	_____
Name (Counselor)	Signature	Date

East Valley Institute of Technology
Main & East Campus
Cosmetology/Aesthetics Registration Information

2017-2018 School Year

Cosmetology

- ✂ 1600 hour program
- ✂ Monday through Friday, **AM Session 7 – 11am** or **PM Session 12 – 4pm**.

Aesthetics

- ✂ The Aesthetics program is only offered at the **Main Campus**.
- ✂ Aesthetics is a one-year program (minimum of 600 hours).
- ✂ Monday through Friday, **AM Session 7 – 11am** or **PM Session 12 – 4pm**.

Fees

- ✂ **Fees must be paid on or prior to the Mandatory Parent/Student Meeting to be held on Wednesday, May 3rd at both the East and Main campuses.**
- ✂ The fees for the upcoming school year are as follows:
  - ⌘ Cosmetology 1st year supplies fees - $343.00*
  - ⌘ Cosmetology 2nd year supplies fees - $323.00*
  - ⌘ Aesthetics supply fees - $303.00*

*** Fees subject to change**

Transportation

- ✂ **Students attending the Cosmetology or Aesthetics program must provide their own transportation. These programs have a different schedule than other EVIT classes.**

Submitting your packet

✂ Packets may be submitted anytime during business hours starting January 4th, 2017 until March 3rd, 2017.

✂ Completed packets must be delivered in person to the **EVIT** Registration office (East or Main Campus) no later than 4:00pm on **Friday, March 3rd**.

- ⌘ EVIT Main Campus is located at 1601 W. Main Street, Mesa, AZ 85201
- ⌘ EVIT East Campus is located at 6625 S. Power Road, Mesa, AZ 85212

✂ All items on the checklist must be in the packet to finalize processing of application. It must include a current transcript reflecting **2 English** credits and **10 total credits**.

⌘ If you are currently a sophomore, evaluation will be done on transcripts with a minimum of 1.5 English credits and 8 credits total. Once accepted, you must submit a transcript with successful completion of required credits or you will be withdrawn from the program.

♦ You must submit updated transcripts no later than **July 14th, 2017**.

♦ You will not be considered enrolled unless updated transcript is received and all information is on file at EVIT. This is a requirement of the Arizona State Board of Cosmetology so there will be no exceptions.

Additional Information

✂ Openings will be filled as completed, qualified packets are submitted on a first come, first serve basis.

✂ Packets turned in after the March 3rd deadline will be considered as openings become available.

⌘ Vacancies may occur throughout the year and may be filled from the current year's placement list.

⌘ If you do not enter a program in a particular school year, you will need to reapply with updated information the following year.

✂ Once you receive your acceptance letter, check with your high school counselor to confirm that EVIT is on your 2017-2018 schedules for the class time you have been selected for (AM or PM).

Important Dates

March 3rd – Application **deadline** 4pm (Main or East Campus)

March 10th – Letter of enrollment status mailed to home address

April 19th – Confirmation call to EVIT **deadline** (you must call to confirm receipt of letter and acceptance to program).

**** May 3rd** – East & Main Campus **Mandatory** parent/student meeting (Please attend the meeting at the campus you have been assigned to. Details will be included in Acceptance letter).

**** Please note that attendance at the Mandatory Parent/Student Meeting is a requirement to be enrolled in EVIT's Cosmetology program. Not attending will impact enrollment in program.**

If you have any questions, please call EVIT Main at 480-461-4000 or EVIT East at 480-308-4600.

Revised 03/03/17

COSMETOLOGY & AESTHETICS
STATEMENT OF UNDERSTANDING

As a condition of enrollment in the East Valley Institute of Technology (EVIT) Cosmetology program, the student and his or her parent/guardian must sign the following as proof that they understand and accept the following contractual conditions:

1. Attendance is a critical factor in the success of a student completing a cosmetology program. The Arizona State Board of Cosmetology requires 1,600 clocked hours for certification in Cosmetology, and 600 clocked hours in Aesthetics.

2. Students attending the 1,600 hour Cosmetology program need to be aware that in order to complete the program you may have to complete hours right after high school graduation in summer school through EVIT Adult Education Center.

3. Students will earn a total of four elective credits for each school year attended. These credits will be issued for passing grades and appropriate attendance, and will be sent to the home schools at the end of each semester.

4. All absences or tardies must be reported to the EVIT attendance office at 480-461-4026 (Main) and 480-308-4600 (East), as well as the cosmetology office by calling 480-461-4033. All students must adhere to the EVIT attendance policy. Falling 90 hours behind is Aesthetics or 120 hours in Cosmetology will jeopardize your place in the program.

5. Cosmetology or Aesthetics students who have hours remaining after high school graduation will be considered adults and will assume the financial responsibility for the remaining hours of their contract. Continuing students who have just graduated will be offered a reduced Adult student tuition rate to complete their hours.

6. Students who are expelled from their home school are NOT permitted at EVIT, nor are they eligible for enrollment.

7. Dates and times for Cosmetology are NOT the same as other EVIT programs. Hours for the morning session are 7 – 11 a.m. and afternoon session 12 – 4 p.m.

8. Students must arrange their OWN transportation. Due to the Cosmetology classes being on a different time schedule, there is no bus transportation provided for them from the high schools.

9. Cosmetology has a program-specific dress code that will be explained in detail at the Mandatory Parent/Student meeting. In addition to the program specific dress code, Cosmetology and Aesthetics students are to be in compliance with the EVIT dress code at all times.

10. Cosmetology students are required to pay class fees. The fees* for the first-year Cosmetology students will be $346.00. The fees for the second-year Cosmetology students will be $326.00 and will be due in the spring. The fees for Aesthetics students will be $246.00. (*fees are subject to change)

11. If you officially withdraw from the Cosmetology or Aesthetics program before classes begin, you may request a refund for the amount not spent on supplies. There is no refund if the student withdraws on or after the 10th day of enrollment in class.

12. Once students have been assigned to a class, there will be NO schedule change, class change or campus change requests honored unless approval by an Administrator. Students must remain in the class they start in for one year in order to stay in the curriculum sequence. Change requests for second year students will be considered on an individual basis and depend on spaces available.

PRIOR TO STARTING ANY COSMETOLOGY OR AESTETICS PROGRAM:

A student must have a file containing the following information:

- ⌘ **Current high school transcript showing a minimum total of 10 credits (Two of which must be passing credits in English)**
- ⌘ **Current address, e-mail address and contact telephone numbers (emergency number included)**
- ⌘ **Copy of Social Security card or signed waver acknowledging that students cannot take the Arizona State Board of Cosmetology license examination without a social security card.**
- ⌘ **Completed emergency medical form (will receive 1st day of class)**
- ⌘ **Contract signed by student and parent/guardian (will receive 1st day of class)**

I understand that it is my responsibility to keep my contact information, including telephone number, home address, e-mail address and home school information up to date with the EVIT registration department. I will be contacted via telephone or mail that I have been accepted into the program.

I HAVE READ AND UNDERSTAND THE EVIT STATEMENT OF UNDERSTANDING AND RECOGNIZE THAT CONTINUED ENROLLMENT AT EVIT WILL BE BASED UPON MY WILLINGNESS TO FOLLOW THE ABOVE-STATED POLICIES AND CONDITIONS.

Student Signature _____ Date: _____

Parent/Guardian Signature _____ Date: _____
(If student is under 18)