

# 2010-2011

## **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.*

Student Name \_\_\_\_\_

High School \_\_\_\_\_

Program Preference ( ) AM 7-11 ( ) PM 12-4 ( ) EVE 4:30-8:30

Start Date -**Cosmetology only** ( ) June ( ) August

\_\_\_\_\_ **EVIT ENROLLMENT APPLICATION** (Enclosed)

\_\_\_\_\_ **CURRENT HIGH SCHOOL TRANSCRIPT (2 COPIES)**

Must reflect a 2.0 Grade Point Average

Ten (10) Passing Credits

Two (2) Passing Credits in English.

**\*\*Sophomores - Transcript must show 8 credits, 1.5 in English**

\_\_\_\_\_ **STANDARDIZED TEST SCORES (2 COPIES)**

AIMS, Stanford 9 (Terra Nova), or VALPAR Scores should reflect a minimum 9<sup>th</sup> grade reading and math equivalency. If test scores are not available, or if the minimum requirement is not met, the student will be required to take additional testing through EVIT.

\_\_\_\_\_ **ATTENDANCE RECORD** (from home high school)

\_\_\_\_\_ **COPY OF SOCIAL SECURITY CARD (or waiver)**

The Arizona State 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.

\_\_\_\_\_ **LETTER OF RECOMMENDATION FROM TEACHER OR COUNSELOR**

Must be sealed in an envelope by the teacher/counselor writing the letter

\_\_\_\_\_ **STUDENT ESSAY**

Write a one-page essay stating why you are interested in attending EVIT's Cosmetology program.

\_\_\_\_\_ **SIGNED STATEMENT OF UNDERSTANDING** (Enclosed)

\*Students with an IEP (Individual Education Plan) must provide necessary verification of an IEP conference from their sending high school. Please contact your case manager at your home school to schedule the conference prior to submitting your packet.

**EVIT REGISTRATION OFFICE HOURS:** Monday - Friday 7:30 a.m. to 4:00 p.m.

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# East Valley Institute of Technology

## Cosmetology/Aesthetics Registration Information

### 2010-2011 School Year

#### Cosmetology

- Cosmetology is a 1600- hour program that includes five-week summer sessions.
  - Cosmetology start dates: June or August.
  - Start date preference **must** be indicated on your application.
- See chart below for **personal** schedule of completion:

11th Grade 1st Year June Start	11th Grade 1st year August Start	12th Grade 1st Year June Start	12th Grade 1st Year August Start
Summer 1 \$440** + \$189 fees	Fall/Spring 1 \$189 fees	Summer 1 \$440** + \$189 fees	Fall/Spring 1 \$189 fees
Fall/Spring 1 \$0	Summer 1 \$440** + \$374 fees	Fall/Spring 1 \$0	HS Graduation
Summer 2 \$440** + \$374 fees	Fall/Spring 2 \$0	HS Graduation	Summer 1-Adult \$5.50/hr.
Fall/Spring 2 \$0	HS Graduation	Summer 2-Adult \$440** + \$374 fees	Fall/Spring 2-Adult \$5.50/hr. + \$374 fees
Program Completer!	Summer 2-Adult \$440**	Fall/Spring 2-Adult \$5.50/hr + \$0 fees	Summer 2-Adult \$5.50/hr.
HS Graduation	Program Completer!	Program Completer!	Program Completer!
<b>** NOTE:</b> Tuition for Summer 2010 is \$440. If the AZ Department of Education funds the Summer School program, tuition will be waived for High School Students only (prior to High School Graduation). Fee charges still apply.			

- The 2010 summer session is **tentatively** scheduled for June 14-July 16, Monday thru **Thursday**.
- You cannot miss more than 3 days in the summer session- plan accordingly.
- Cosmetology classes during the school year are Monday thru **Friday**.
- Hours are as follows (Summer and School Year):

**Morning Session (AM) 7:00 -11:00 a.m.**  
**Afternoon Session (PM) 12:00 - 4:00 p.m.**  
**Evening Session 4:30-8:30 p.m. (per individual basis)**

#### Aesthetics

- Aesthetics is a one- year, 600- hour program. It is Monday thru Friday 12:00 – 4:00 p.m.
- Aesthetics start date: **August only**.

#### Fees

Cosmetology 1<sup>st</sup> year supply fees- \$189.00  
 Cosmetology 2<sup>nd</sup> year supply fees- \$374.00  
 Summer tuition - \$440.00 (unless waived)  
 Aesthetics supply fees- \$301.50

## 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

- **Completed** packets **must** be delivered in person to the EVIT Registration office before the due date.
- Applications will be reviewed and approved by EVIT staff before the packet will be accepted.
- **All items** on the checklist must be present for it to be considered complete. It **must** include a **CURRENT** transcript.
- Vacancies occur throughout the year and will be filled from the current year's placement list.
- If you do not enter a program in a particular year, you need to re-apply the following year with updated information.

### **2010 DATES**

**February 5<sup>th</sup> (Friday) - Application deadline**

Monday- Friday from 7:30 a.m. - 4:00 p.m.

**February 26<sup>th</sup> (Friday) - Acceptance letter mailed**

**March 3<sup>rd</sup> (Wednesday) - Confirmation call to EVIT deadline**

**April 7<sup>th</sup> (Wednesday) - Mandatory parent/student meeting**

- Packets turned in after the deadline will be considered as openings become available.
- Once you receive your acceptance letter, check with your high school counselor to confirm that EVIT is on your 2010-2011 schedule for AM or PM.

# East Valley Institute of Technology

1601 W. Main Street, Mesa, AZ 85201 (480) 461-4000 Fax: (480) 461-4020

# New Student Enrollment Application

New Student  Returning Student

## Student Information:

DATE: \_\_\_\_\_

FIRST NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ APT/SUITE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_ GENDER:  Male  Female

HOME HIGH SCHOOL \_\_\_\_\_ HHS ID # \_\_\_\_\_ SAIS ID # \_\_\_\_\_

LAST SCHOOL ATTENDED (if not same as above) \_\_\_\_\_ CITY & STATE where LAST SCHOOL IS LOCATED \_\_\_\_\_

Is applicant a single parent?  Yes  No Does applicant or any family member receive any type of AFDC funds or WIC i.e., free lunch?  Yes  No

Legal Guardian: NAME \_\_\_\_\_ RELATIONSHIP TO STUDENT \_\_\_\_\_

EMPLOYER \_\_\_\_\_ WORK TELEPHONE # \_\_\_\_\_

E-MAIL \_\_\_\_\_

Legal Guardian: NAME \_\_\_\_\_ RELATIONSHIP TO STUDENT \_\_\_\_\_

EMPLOYER \_\_\_\_\_ WORK TELEPHONE # \_\_\_\_\_

E-MAIL \_\_\_\_\_

Previously Attended EVIT?  Yes  No If Yes, Year(s) Attended: \_\_\_\_\_

Are you a U.S. Citizen?  Yes  No State Where Born: \_\_\_\_\_ Country Where Born: \_\_\_\_\_

Race/Ethnicity:  Caucasian/White  African American/Black  Hispanic  Native American/Indian  Asian

What is the primary language spoken in your home? \_\_\_\_\_  
Do parents/guardians of student enrolling speak and understand English?  Yes  No  
If not, please list language they speak and understand: \_\_\_\_\_

### DO YOU RECEIVE ANY OF THESE SERVICES:

ESL/ELL \_\_\_\_\_ Yes \_\_\_\_\_ No

IEP or SPECIAL ED \_\_\_\_\_ Yes \_\_\_\_\_ No

504 \_\_\_\_\_ Yes \_\_\_\_\_ No

COUNSELOR/CASE MGR: \_\_\_\_\_

## Student's Program Choice:

1<sup>st</sup> Program Choice \_\_\_\_\_ 2<sup>nd</sup> Program Choice \_\_\_\_\_

Fall (August – December)  Spring (January – May)

Regular Class Schedule:  AM – 8:05 – 10:35  PM – 12:05 – 2:35  Late Afternoon – 3:00 – 7:00 (limited offerings)  
Cosmetology and Massage Therapy:  AM – 7:00 – 11:00  PM – 12:00 – 4:00  Late Afternoon – 4:30 – 8:30

**Student Commitment:** I understand that satisfactory progress and regular attendance in a class is mandatory for continued study at EVIT. I can earn 1½ elective credits each semester AM or PM session; however, attendance and tardies affect the grade. Please see student handbook for rules. I also realize that EVIT does not provide transportation; however, most of the schools EVIT serves do provide transportation, and it is my responsibility to become familiar with transportation offered through my home school. Additional fees for tools and supplies may apply. Finally, my signature below assures EVIT that I understand the items explained in this paragraph.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### THIS SECTION TO BE FILLED OUT BY EVIT PERSONNEL ONLY

HHS IN DISTRICT?  Yes  No HHS:  Public  Private  Charter

Program: \_\_\_\_\_ Student's Start/Enter Date: \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Interview Completed: \_\_\_\_\_

Fall Section #: \_\_\_\_\_ Spring Section #: \_\_\_\_\_ Provisional:  Yes  No Processed by: \_\_\_\_\_

AUDIT  CREDIT If AUDIT, please make sure form is completed, signed and returned by date due according to handbook.

Entered into SASIxp by: \_\_\_\_\_ On Date: \_\_\_\_\_

EVIT ID # \_\_\_\_\_

## **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 1600 clocked hours for certification in Cosmetology, and 600 clocked hours completed for Aesthetics.
2. Students attending the 1600 hour Cosmetology program need to be aware that in order to complete the program in two years, you will need to attend two 5-week summer sessions.
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. A semester includes the June class, so the credits will not be sent to the school until the completion of the June session. Students will receive 1/2 credit for each summer school session.
4. All absences or tardies must be reported to the EVIT attendance office at 480-461-4026, as well as the cosmetology office by calling 480-461-4033. All students must adhere to the EVIT attendance policy. Any student falling 120 hours behind will be required to move to an **evening** program (space available) to make room for students wanting to begin the program. Falling 90 hours behind in Aesthetics or 120 in Cosmetology will jeopardize your place in the program.
5. Cosmetology or Aesthetics students who have hours remaining after their high school graduation or receipt of their GED will be considered adults and will assume the financial responsibility for the remaining hours of their contract. The adult student's hours will be reviewed and a new projected completion date will be determined. The student will be charged tuition at the current district hourly rate.
6. Any cosmetology students not completing their 1600 hours by their projected completion date are responsible for overtime charges, and will be charged tuition at the rate of \$2.00 more per hour than the current district adult rate. No provision will be made for Aesthetics students. They must complete all 600 required hours within the school year (August to May).
7. Students who are expelled from their home school are NOT permitted at EVIT, nor are they eligible for enrollment.

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8. Dates and times for Cosmetology are NOT the same as other EVIT programs. Hours for the morning session are **7:00 – 11:00 a.m.**; afternoon session **12:00 – 4:00 p.m.**; and evening session **4:30 – 8:30 p.m.**
9. **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.
10. Cosmetology has a program-specific dress code. Black or white slacks or skirts are to be worn with a black or white blouse or tee and a school furnished lab coat. Other than the color requirements, cosmetology and aesthetics students are to be in compliance with the EVIT dress code at all times.
11. Cosmetology students are required to pay class fees. The fees for the first-year cosmetology students will be approximately \$189.00, and \$374.00 for the second year. For Aesthetics, the class fee is \$301.50.
12. Once students have been assigned to a class, there will be **NO** schedule or class change requests honored. Students must remain in the class they start in for one year in order to stay with the curriculum sequence.

**PRIOR TO STARTING ANY COSMETOLOGY PROGRAM:**

**A student must have a file containing the following information:**

- ❖ **Two copies of the current high school transcript showing a minimum total of 10 credits (two of which must be passing credits in English)**
- ❖ **Current address and contact telephone numbers (emergency number included)**
- ❖ **Completed emergency medical form**
- ❖ **Copy of Social Security card or signed waiver acknowledging that students cannot take the Arizona State Board of Cosmetology license examination without a social security card**
- ❖ **Contract signed by student and parent/guardian**

I understand that it is my responsibility to keep my contact telephone number and address information up to date with the EVIT counseling department. I will be contacted via telephone or mail that I have been accepted into the program. If I do not contact the counseling department by the required date to confirm my acceptance, my name will be removed from the class roster.

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 \_\_\_\_\_