

2012-2013

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

_____ **EVIT ENROLLMENT APPLICATION** (Enclosed)

_____ **CURRENT HIGH SCHOOL TRANSCRIPT (2 Copies)**

Must reflect a 2.0 Grade Point Average

2 Passing Credits in English

10 Passing Credits total

****Must submit transcript with required credits to officially complete application process.**

_____ **STANDARDIZED TEST SCORES (2 Copies)**

AIMS, Stanford 9, or Terra Nova scores should reflect a minimum 9th grade reading and math equivalency.

_____ **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. Waiver available upon request.

_____ **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 a copy of the IEP, 001 form and 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. A representative from your school needs to submit your packet on your behalf no later than **2/27/12**.

EVIT REGISTRATION OFFICE HOURS:

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

East Valley Institute of Technology - ENROLLMENT APPLICATION

EVIT – MAIN CAMPUS

EVIT – EAST CAMPUS

1601 W. Main Street, Mesa, AZ 85201

6625 S. Power Road, Mesa, AZ 85212

DATE: _____

(480) 461-4000 Fax: (480) 461-4169

STUDENT FIRST NAME _____ STUDENT MIDDLE NAME _____ STUDENT LAST NAME _____

STREET ADDRESS _____ APT/SUITE _____

CITY _____ STATE _____ ZIP _____

HOME TELEPHONE # _____ STUDENT'S CELL PHONE # _____

Current Grade Level:
 9 10 11 12

Graduation Year: _____

Previously Attended EVIT: Yes No
 Year Previously Attended: _____

DATE OF BIRTH _____ SOCIAL SECURITY NUMBER _____ GENDER: Male Female

HOME HIGH SCHOOL _____ HHS ID # _____ SAIS ID # _____

Legal Guardian: _____
 NAME _____ RELATIONSHIP TO STUDENT _____ STUDENT E-MAIL _____
 EMPLOYER _____ DAYTIME TELEPHONE # _____

Legal Guardian: _____
 NAME _____ RELATIONSHIP TO STUDENT _____ PARENT/GUARDIAN E-MAIL _____
 EMPLOYER _____ DAYTIME TELEPHONE # _____ PARENT/GUARDIAN E-MAIL _____

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

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

Are you Hispanic or Latino? Yes No **If Yes, check White and other races that apply to you.**

Race: American Indian or Alaska Native Asian Black or African American Native Hawaiian or other Pacific Islander White

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:
 1st Program Choice _____ 2nd Program Choice _____

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

EVIT Class Schedule: AM – 8:05 – 10:35 PM – 12:05 – 2:35
 EVIT Cosmetology and Massage Therapy: AM – 7:00 – 11:00 PM – 12:00 – 4:00

How did you hear about EVIT? (Please check only one.)

Friend Counselor Facebook Presentation Newspaper Billboard

Tour Radio TV EVIT Expo Magazine

Other _____

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 #	
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East Valley Institute of Technology

Cosmetology/Aesthetics Registration Information

2012-2013 School Year

Cosmetology

- Cosmetology is a 1600- hour program that may include a summer session
- Cosmetology start date- **August 2012**
- Classes are Monday through Friday
- Hours are as follows: **AM Session 7-11 a.m.** or **PM Session 12-4 p.m.**

Aesthetics

- Aesthetics is a one- year program (minimum of 600 hours)
- Aesthetics start date- **August 2012**
- Classes are Monday through Friday **12-4 p.m.**

Fees

- Fees are expected to be paid on or prior to the **Mandatory Parent/Student Meeting to be held on Tuesday, May 8th.**
- The fees for the upcoming school year are as follows:
 - Cosmetology 1st year supply fees- \$234.00*
 - Cosmetology 2nd year supply fees- \$379.00*
 - Aesthetics supply fees- \$307.00*

*Fees are 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

- **Completed** packets must be delivered in person to the EVIT Registration office no later than 4 pm on **Monday, February 27th.**
 - EVIT is located at 1601 W. Main Street, Mesa, AZ 85201
 - Registration office is in Building 1, Student Services.
- Applications will be reviewed and approved by EVIT staff before the packet will be accepted.

- **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**.
 - Updated transcripts must be submitted on the first day of school or registration is void.
- If submitted transcript does not officially document these credits, the application packet will be held until verification is submitted with successful completion of required credits.
 - A copy of current transcripts or report card will be accepted.
 - You will not be considered enrolled unless all information is on file at EVIT. **No exceptions!!** This is a requirement of the State Board of Cosmetology.

Additional Information

- Packets turned in after the February 27, 2012 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 re-apply 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 2012-2013 schedules for the class time you have chosen (AM or PM).**

Important Dates

February 27th - Application **deadline** 4pm
April 2nd—letter of enrollment status mailed
April 16th - Confirmation call to EVIT **deadline**
***May 8th** - **Mandatory** parent/student meeting

*** 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.

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 you may have to complete hours right after high school graduation in summer school.
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, as well as the cosmetology office by calling 480-461-4033. All students must adhere to the EVIT attendance policy. 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. Continuing students who have just graduated will be offered 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. 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.

10. Cosmetology students are required to pay class fees. The fees* for the first-year cosmetology students will be approximately \$234, and \$379 for the second year. For Aesthetics, the class fee is approximately \$307. (*fees are subject to change)

11. 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, 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. 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 _____