

JUPITER BEAUTY ACADEMY ENROLLMENT PACKAGE

CONTENTS:

1. School Performance Fact Sheet
 - Completion Rate
 - Licensing Rate
 - Placement Rate
2. Understanding Disbursement of Federal Funds and Credit Balance (for those applicable)
3. Authorization form to Release Information (FERPA)
4. State Board Application and Licensing Requirements and Fees
5. Photograph and Video Release Form
6. Release and Waiver of Liability Agreement
7. Students Rules and Regulations
 - Clocking In and Out
 - Absence
 - Dress Code
 - Equipment, Textbooks and Lockers
 - Sanitation, Cleanliness and Vandalism
 - Client Services/Student Services and Instructor Direction
 - Time Card/Credit
 - Changes in Rules, Policy, Tuition, Kits, Services and Fees
 - Cellular Phone Policy
8. Alcohol and Drug Policy
9. Institution Record of Admission Applications

SCHOOL PERFORMANCE FACT SHEET

Student Name: _____ **Student Key No.** _____

FACT SHEET FOR	Cosmetology, Aesthetic and Nail Technology
----------------	--

Program Title – Program Length:

Course Name	Clock Hours	Published Charges
Cosmetology 1000	1000	\$9,950.00
Aesthetics 600	600	\$6,500.00
Nail Technology 100	100	\$950.00
Massage Therapy 650	650	\$7050.00

OFFICIAL OUTCOME RATES (2018):

Graduation:	96.33%
Licensure:	99.11%
Placement:	71.26%

I have read and understand the above completion, licensure and placement rates.

Student Signature: _____ **Date:** _____

UNDERSTANDING DISBURSEMENT OF FEDERAL FUNDS AND CREDIT BALANCE

Student Name: _____ Student Key No. _____

I UNDERSTAND: (student is to INITIAL each item indicating his/her understanding, approval and authorization of the actions stated on each of the following statements.)

- _____ The annual award letter is a document that illustrate the estimated cost of attendance (COA) for the course you have chosen to enroll in, the expected family contribution (EFC) as calculated by the Department and the available funds from Title IV Federal student aid program that you may be eligible for as well as the amount of aid offered by the institution. The name, amounts, expected disbursement dates and an opportunity for the student and/or the parent to cancel any part or all the loan awards included in your aid package within 14 calendar days from the date of the letter.
- _____ Funds from Federal Pell Grant, Grant and Direct Loan programs will be utilized to cover institutional charges via a direct credit entry to my account. I also authorize the institution to credit my account for charges including books and supplies issued to me by the institution. I authorize the institution to credit my account with funds disbursed in subsequent payment periods for charges assessed in prior payment periods within the same academic year. The institution will inform me of each disbursement from aid credited to my account.
- _____ All estimates of financial aid have been considered in meeting my educational expenses, I also understand that all the institutional charges may be assessed to my account during the first payment period. However, this institution will observe Federal Guidelines in its administration of Title IV Federal Aid Student Programs.
- _____ All estimates of financial aid have been considered in meeting my educational expenses, I also understand that all the institutional charges may be assessed to my account during the first payment period. However, this institution will observe Federal Guidelines in its administration of Title IV Federal Aid Student Programs.
- _____ Title IV credit balances are created when the Title IV awards exceed the total of the institutional charges in the period. After the applicable school charges have been covered, if funds are still available; those funds will be paid directly to me to cover additional education-related expenses (i.e., uniforms, transportation, etc.). If I need the institution to assist me in budgeting these funds, I may request (in writing) the assistance of the institution. I may at any time request the excess funds by rescinding my written request. The institution may take up to seven business days to process my request for these funds.
- _____ I will be required to sign a Promissory Note for any loan program received stating my repayment obligations.
- _____ If the institution receives the Federal funds based on the reimbursement system, all funds to be used for tuition payments and/or for student personal expenses will be subject to a monthly submission to USDE for approval. The approval from USDE may take 30 to 60 days. The request for funds may be approved or rejected by USDE. If approved, funds may be expected within two to three weeks from the date of USDE approval. If rejected, the request may be resubmitted within the following month's request for funds. Under this process, students receive credit in their school account card for the amounts requested to cover school charges. Funds scheduled to be disbursed to the student to cover personal expenses will be subject to the approval and receipt of funds from USDE.

UNDERSTANDING DISBURSEMENT OF FEDERAL FUNDS AND CREDIT BALANCE

(CONTINUED)

_____ I have been fully informed of my loan obligations and I authorize the institution to credit my account with any available FSA funds for any current direct institutional charges for tuition and fees, and any other institutional charges for books and supplies provided to me by the institution and assessed to my account and a maximum of \$200 for direct institutional charges incurred in the prior academic year/loan period. My authorization includes GRANT FSA funds available during the normal enrollment period, those treated as late disbursements and those treated as post-withdrawal disbursement. I understand and agree that FSA disbursement from Loan funds under late disbursement and post withdrawal disbursement I will be informed and requested to approve those disbursements. This institution does not provide room and board accommodations.

_____ All funds awarded to me are subject to my submission of required documentation, my compliance with the school satisfactory progress policy, and with school rules and regulations. The availability of federal funds in general is subject to the continuous appropriations of funds from the U.S. Department of Education.

Student Signature

Parent's Signature (for PLUS funds)

Date



Jupiter Beauty Academy
 95 Freeport St. 2nd & 3rd Floor, Boston, MA, 02122
 P: (617) 288-1811 F: (617) 288-1711
 Website: www.jupiterbeautyacademy.com

AUTHORIZATION FORM TO RELEASE INFORMATION (FERPA)

Student: _____ Student Key No. _____

I understand that I have the right to gain access to my records according to the school's Access to Files Policy.

I also understand that I have a right to authorize certain individuals/organizations to gain access to certain information in my student files.

If I am a dependent student, I am not authorized to review the financial records provided by my parents. If I am a dependent student and 18 years of age or older, my parent(s) do not automatically have authorization to review or discuss with school officials any and all information related to my schooling. Therefore, by signing this form, I automatically grant them this authorization.

I _____, hereby authorize All information in the student files would be available to any governing state agency, accrediting agency and federal agency during the process of reviewing the school's normal approvals, accreditations, eligibilities, and other matters conducted by those agencies without the specific consent of the student and/or parents.

Signature of Student

Date

Signature of School Representative

Date

Print Name

Title

All information in the student files would be available to any governing state agency, accrediting agency and federal agency during the process of reviewing the school's normal approvals, accreditations, eligibilities, and other matters conducted by those agencies without the specific consent of the student and/or parents.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;
 Other schools to which a student is transferring;
 Specified officials for audit or evaluation purposes;
 Appropriate parties in connection with financial aid to a student;
 Organizations conducting certain studies for or on behalf of the School;

Accrediting organizations;
 To comply with a judicial order or lawfully issued subpoena;
 Appropriate officials in cases of health and safety emergencies and state and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you can contact at the following address: Family Policy Compliance Office
 U. S. Department of Education
 400 Maryland Avenue, SW
 Washington, D. C. 20202-8520

State Board Application/Licensing Fees

Student Name: _____ Student Key No. _____

GRADUATION REQUIREMENTS

Each student must complete the required hours for the enrolled program of study. In addition, the student must pass all written and practical tests with an average score of 75% or above; and successfully pass the mock state board exam. Finally, all financial obligations to the school must be settled in order for the student to graduate from the program. Upon completion of the program, students will be awarded a Diploma with indication of the student's successful completion of training. All graduates in the Cosmetology, Aesthetics and Nail Technology programs will be given a Licensing Application Form to sit for the Commonwealth of Massachusetts Cosmetology Licensure Exam. For Massage Therapy students, all graduates will be given a sealed envelope with their official transcript with an Initial Massage Therapist License Application to apply for their license.

STATE OF MASSACHUSETTS PROFESSIONAL LICENSURE

All graduates must apply for the State Board Licensure Examination and pass in order to receive a license to practice in Massachusetts. The institution will assist in scheduling the examination and preparing students through a mock state board exam. However, the costs related to taking the examination, canceling/rescheduling the reservation and receiving licensure is the sole responsibility of the student. A valid and current license is the prerequisite for employment in the state of Massachusetts within the Cosmetology field. Please check with other states for their minimum licensing hour's requirements.

Requirement before receiving an application for Licensure Examination:

- Must have attendance rate that is above 68%
- Must pass all tests with 75% or above
- Tuition balance must be paid off.
- Must meet Satisfactory Progress Report (SAP)

The following qualification for completion for each program is:

- | | |
|-----------------------|------------|
| • Cosmetology 1000 | 1000 hours |
| • Nail Technology 100 | 100 hours |
| • Aesthetics 600 | 600 hours |
| • Massage Therapy 650 | 650 hours |

I have read and explain by the admission representative of the requirements to receive an application for the State Board Licensure Examination.

Student Signature

Date



Jupiter Beauty Academy
95 Freeport St. 2nd & 3rd Floor, Boston, MA, 02122
P: (617) 288-1811 F: (617) 288-1711
Website: www.jupiterbeautyacademy.com

PHOTOGRAPH AND VIDEO RELEASE FORM

I hereby grant **Jupiter Beauty Academy** permission to use my likeness in a photograph and video in any and all of its publications, including website entries, without payment or any other consideration. I understand and agree that these materials will become the property of **Jupiter Beauty Academy** and will not be returned. I hereby irrevocably authorize **Jupiter Beauty Academy** to edit, alter, copy, exhibit, publish or distribute this photo for purposes of publicizing **Jupiter Beauty Academy** programs or for any other lawful purpose.

In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photograph. I hereby hold harmless and release and forever discharge **Jupiter Beauty Academy** from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

I am 18 years of age and am competent to contract in my own name. I have read this release before signing below and I fully understand the contents, meaning, and impact of this release.

Signature of Student

Print Name

Date

If the person signing this is under age 18, there must be consent by a parent or guardian, as follows: I hereby certify that I am the parent or guardian of _____, named above, and do hereby give my consent without reservation to the foregoing on behalf of this person.

Signature of Guardian

Name of Guardian

Date

***If you refuse to sign this agreement form, we reserve the right to deny your application to our school.**

RELEASE AND WAIVER OF LIABILITY AGREEMENT

As a student, affiliate, participant, employee, or staff member at the Jupiter Beauty Academy, I am fully aware of the potential risks and hazards connected with my participation or association in cosmetology, esthetics or manicuring activities (“the Activity”). I VOLUNTARILY ASSUME ALL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE, OR PERSONAL INJURY, that may be sustained by me, or any loss or damage to property owned by me, as a result of being engaged in the Activity, WHETHER CAUSED BY THE NEGLIGENCE OF MYSELF, JUPITER BEAUTY ACADEMY OR ITS VOLUNTEERS, AGENTS, or otherwise.

I hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE Jupiter Beauty Academy, its officers, affiliates, servants, agents, employees, or volunteers (hereinafter “RELEASEES”) from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury, that may be sustained by me, or to any property belonging to me, WHETHER CAUSED BY THE NEGLIGENCE OF MYSELF, THE RELEASEES or otherwise, while participating in the Activity. It is my express intent that this Release and Waiver of Liability Agreement (hereinafter “Agreement”) shall bind the members of my family, if I am alive, and my heirs, assigns and personal representatives, if I am deceased, and shall be deemed as a RELEASE, WAIVER, DISCHARGE AND COVENANT NOT TO SUE the above-named RELEASEES.

I hereby further agree that this Agreement shall be construed in accordance with the laws of the State of Massachusetts.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN JUPITER BEAUTY ACADEMY AND MYSELF. I ATTEST THAT I AM SIGNING THIS ON MY OWN FREE WILL.

STUDENT SIGNATURE

PRINT NAME

DATE

Student Rules and Regulations

At Jupiter Beauty Academy, we expect nothing but professional conduct from our students.

To promote professionalism, Jupiter Beauty Academy expects its students to adhere to the following rules. These rules are not arbitrary they were designed to help students reflect the level of conduct expected to achieve success throughout their career. A professional constantly takes the time to follow the rules of good grooming and proper sanitation if students disobey these rules, they may be dismissed from the school.

Call (617) 288-1811 to report reason for absences with phone number, and full name with Key ID.

Clocking In and Out

1. Each student is required to clock themselves in everyday at scheduled clock time schedule. A student that forgets to clock in will not have their time adjusted. Student must be in full uniform before clocking in and must remain uniformed whether clocked in or out.

- Under no circumstance is a **student ever allowed to clock-in or clock-out anyone other than themselves. It is against state, federal and school policy for a student to do so for another student. Any student caught violating this policy will be immediately expelled.**
- Student who have clocked in must not leave the facility. **Student who are caught clocked in and had left the facility may be terminated from the program for the misconduct.** Jupiter Beauty Academy hold the right be lenient on the first misconduct and would place the student on probation and deduct seven (7) hours previously accumulate by the student and also give the student a warning that another misconduct will immediately terminated them from the program.
- If a student is clocked in they can not bring their child or children to school. If a student bring in their child or children in for services then they must not clock in and after services are done they must leave with the child or children. The institution is not a daycare for children.
- No student is allowed to clock out during school hours without permission from the Instructor.
- Once a student has clocked out, you are required leave the school premises.

Absence

2. Jupiter Beauty Academy allows student to make up hours of which they can always make up or accumulate till graduation. Each student is still required to call the institution before their scheduled time to inform them of absence or Tardiness.

- Jupiter Beauty Academy does not allow these absences to exceed 7 consecutive days without some communication from the student. Student will be terminated on consecutive day 15.
- Any student who does not finish the course of studies by the third weeks after contracted graduation date will be charged an hourly rate as stated in the Enrollment Contract, until completion of the course(s).
- If a student needs more than 7 consecutive days off they must officially request a LOA from the financial aid office. *We reserve the right to deny LOA to non-satisfactory student.*

Dress Code: Uniform and Attire

3. Jupiter Beauty Academy requires all students to school lab coat or uniform over their street clothing. Toe covering shoes must be on whether clocked in or not while on school property.

- Constantly takes the time to follow the rules of good grooming and hygiene.
- All students are expected to dress professionally at all times.
- Alterations to Jupiter Beauty Academy uniform must be must be approved by office staff.
- Skirts are to be no shorter than three inches above the knee.
- Bare midriffs, pectoral cleavage and bare backs are considered “too revealing” and Unprofessional.
- If you are required to change clothes this may require losing clock hours to do so.
- No head coverings i.e. Hats, hair nets, or beanies.

Equipment Textbooks and Lockers

4. All students must bring their full kit, equipment and textbooks every day.
 - The school will not be responsible for stolen property.
 - Our security cameras are not for the purpose of tracking student personal items.
 - We recommend that students mark all of their equipment and personal belongings with their name and/or phone number.
 - Kits must contain the required quantities and brands of item from beginning to end of program.
 - If the student does not bring the kit to the school, they will not get credit for the day.
 - Lockers are first come serve basis.
 - Students are not to share their locker combinations with anyone other than their locker partner. Revealing lock combinations breaks down security
 - Lockers are for personal storage and must be locked for security purposes.
 - A student may be asked to give up their locker for students with special needs.
 - No food or drink is allowed to be stored in any student locker.
 - Under no circumstances are students to store used files, chemicals of any type in their lockers.

The School reserves the right to inspect lockers at any time as they are the property of the school.

Sanitation, Cleanliness and Vandalism

5. The State of Massachusetts requires training for sanitation measured in clock hours.
 - Sanitation duties are assigned and checked by instructors
 - Students must keep workstations clean and sanitary at all times.
 - Wash hands before and after each service.
 - Sweep after each haircut and discard any soiled material in proper receptacle.
 - Sanitize all implements before they are used on another client
 - Student will be responsible for the cleanliness of their work areas, making sure they are clean before clocking out.
 - Any student who damages school property could be required to replace the property or pay for damages.
 - Any student guilty of willful destruction or damage to school property will be dismissed immediately

Client Services/Student Services and Instructor Direction

6. Always remember that you are a student NOT a licensed professional.

ALL SERVICES MUST BE DONE BY STUDENTS

 - Any student in direct violation of direction from instructor or school employee may be suspended immediately.
 - Any student guilty of refusing a client for services may be suspended from the school immediately.
 - If the student is argumentative with the desk person, receptionist or instructor, the student may be subject to suspension immediately.
 - Always remember that the customer is foremost in our concerns and our actions.
 - Student may not leave a client while doing a service, except in an emergency or excused by an instructor.
 - Students are not allowed to give services or materials other than what is on the service ticket. Students violating this rule will be disciplined accordingly.
 - Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron.
 - Student must be busy with course related activities at all times.
 - Students who bring cell phones must have them turned off while on the clock
 - Students may not engage in phone conversations
 - Calls should be returned while on a break,
 - Students must step outside to return calls and send text messages. If there is an emergency, the front desk can take and deliver a message to you.
 - Students may not use school phone at any time.

Time Card/ Credit

7. Daily time cards will be audited by the school administrators and by authorized governing agencies.
- All work must be checked by an instructor or credit will not be given.
 - Students are responsible for their own time cards.
 - All Entries i.e. name, dates, signatures, instructor signatures, instructor initials, ID numbers, hours, and operations must be clear and readable in order to get credit
 - Lost time cards may result in lost credit.
 - Cheating or Forge Instructor signature will not be tolerated. You will be suspended from school for three days (3) NO EXCEPTION.

Changes in Rules, Policy, Tuition, Kits, Services and Fees

The school reserves the right to make changes in these rules and regulations at any time. Students will be notified of any changes via in-class announcement or bulletin board posting. It is the responsibility of the student to attend any additional meetings required for program success (announcements may be made during classes).

Extended Fee

Any student who does not finish the course of studies by the contracted graduation date will be charged an hourly rate according to the course the student is enrolled in, as stated in the Enrollment Contract, until completion of the course(s).

Changes in Rules, Policy, Tuition, Kits, Services and Fees

The school reserves the right to make any changes in these rules and regulations at any time. Students will be notified of any changes via in-class announcement or bulletin board posting. It is the responsibility of the student to attend any additional meetings required for program success (announcements may be made during classes).

Cellular Phone Policy

Students who bring cell phones or headphones to school must have them turned off while on the clock. Students may not engage in phone conversations or listening to music during class time or when on the clinic floors. Calls should be returned while on a break, and students must step outside to return calls and send text messages. If there is an emergency, the front desk can take a call and deliver an important message for you.

Failure to observe the above rules and regulations may subject the student to suspension (1 to 3 days) or termination from school. If an infraction to any of the above rules is noted, immediate dismissal may be warranted.

Student Signature

Date

Name of Student

JUPITER BEAUTY ACADEMY

DRUG AND ALCOHOL ABUSE POLICY:

HEALTH RISKS FROM DRUG AND ALCOHOL ABUSE

Injuries

More deaths, illnesses and disabilities stem from substance abuse than from any other preventable health condition. Today, one in four deaths is attributable to illicit drug use. People who live with substance dependence have a higher risk of all bad outcomes including unintentional injuries, accidents, risk of domestic violence, medical problems, and death.

Health Problems

The impact of drug abuse and dependence can be far-reaching, affecting almost every organ in the human body. Drug use can:

- Weaken the immune system, increasing susceptibility to infections.
- Cause cardiovascular conditions ranging from abnormal heart rate to heart attacks. Injected drugs can also lead to collapsed veins and infections of the blood vessels and heart valves.
- Cause nausea, vomiting and abdominal pain.
- Cause the liver to have to work harder, possibly causing significant damage or liver failure.
- Cause seizures, stroke and widespread brain damage that can impact all aspects of daily life by causing problems with memory, attention and decision-making, including sustained mental confusion and permanent brain damage.

CONTROLLED SUBSTANCE:

- 1) All students and employees are informed that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance within the premises of the school is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment and/or school program.
- 2) Drug Free Awareness Program:
 - a) Angers of Drug Abuse
 - b) Assistance with Drug Counseling
 - c) Rehabilitation Programs

And any other information regarding drug abuse, contact:

Carney Hospital
2100 Dorchester Ave
Dorchester, MA 02124
(617) 296-4000

This agency provides assistance to our employees, students and their families. It is the policy of their organization to maintain our work place free of drugs.

As stated in the first paragraph, students, and employees are subject to termination for violation of this company rule. In addition, persons distributing drugs to other employees or students will be referred to the authorities and the company will press charges of drug distribution in the work place.



Jupiter Beauty Academy
 95 Freeport St. 2nd & 3rd Floor, Boston, MA, 02122
 P: (617) 288-1811 F: (617) 288-1711
 Website: www.jupiterbeautyacademy.com

JUPITER BEAUTY ACADEMY DRUG AND ALCOHOL ABUSE POLICY (continued)

- 3) Each employee and student is required to read and sign this statement.
- 4) Your schooling and employment at this organization is subject to:
 - a) Abide to the terms of this statement, and
 - b) Notify the employer of any criminal statue conviction for violation occurring in the workplace no later then five days after such conviction.
- 5) US Drug agency will be notified within ten days after receiving notice under Sub-Paragraph D2 from an employee or otherwise a copy of such conviction will be submitted to the agency.
- 6) Our organization will take to the following actions within thirty days of receiving notice under Sub-Paragraph D2 with the respect to any employee and/or student who is convicted.
 - a) Terminate employee and/or student.
 - b) Require such employee and/or student to participate satisfactorily in drug abuse assistance or a rehabilitation program approved for such purposes by a federal, state or local health, enforcement or other appropriate agency.

I have read and understand this statement in full. I also agree to have my employment and/or schooling at this institution subject to my compliance to each of the rule stated.

Print Name

Date

Signature



Jupiter Beauty Academy
 95 Freeport St. 2nd & 3rd Floor, Boston, MA, 02122
 P: (617) 288-1811 F: (617) 288-1711
 Website: www.jupiterbeautyacademy.com

INSTITUTION RECORD OF ADMISSION APPLICATIONS

Student Name: _____ Student Key No. _____

The student admissions process took into consideration the following internal procedures:

The student has provided:

- _____ U.S. High School or College Diploma / Foreign High School or College Diploma
- _____ U.S. Equivalent GED
- _____ Home School State Certificate
- _____ Foreign (validated) Equivalent Credentials
- _____ Driver License / ID
- _____ Social Security Card
- _____ Resident Card

If applicable,

- _____ Passed the Admission Test

Special conditions for a student admitted under the ATB procedures:

Student has provided documentation of prior enrollment in an eligible program at a Title IV eligible institution prior to July 1, 2013.

- 1) Prior school financial aid records _____
- 2) Prior years NSLDS history from ISIR/SAR or other records _____

If 1) or 2) is checked, can the student provide?

Prior passing of an ATB test documentation? _____

If Not,

Student took and passed an ATB at this institution _____

Student attended and earned in this course 225 clock hours or 6 credit hours _____

Student was accepted for enrollment in the course _____

Student attended and earned in this course 225 clock hours _____

Student was not accepted for enrollment due to:

Admission representative _____ Date _____