

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 and date returned. (first come first serve)

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 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.

_____ **Signed Statement of Understanding** (Enclosed)

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



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
- 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 _____

Parent/Legal Guardian Name _____ Daytime Phone Number _____ Parent/Guardian E-Mail Address _____

Parent/Legal Guardian Name _____ 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 **If yes, check White and/or 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 speak and understand English? Yes No If not, please list language they speak and understand: _____

Program Choice:

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

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

Class Schedule: AM 8:05-10:35 PM 12:05-2:35 Cosmetology, Aesthetics or 1-Year Massage Class Schedule: AM 7-11 PM 12-4

Parent/Guardian Signature: _____ Student Signature: _____

This section to be filled out by EVIT Personnel: HHS in District? Yes No HHS: Public Private Charter Home Schooled

Program: _____ Main Campus East Campus

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

Student Entry Date: _____ Audit Credit SAIS # _____

*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.

Entered into Power School by: _____ Date: _____

EVIT ID #

EVIT Attendance and Discipline Scoring Rubric

Attendance* (4 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

2015-2016 School Year

Cosmetology

- ❖ 1600 hour program
- ❖ Monday through Friday, **AM Session 7-11 a.m.** or **PM Session 12-4 p.m.**

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 7-11 a.m.** or **PM Session 12-4 p.m.**

Fees

- ❖ Fees must be paid on or prior to the Mandatory Parent/Student Meeting to be held on Tuesday, May 5th at both the East and Main campuses.
 - ❖ The fees for the upcoming school year are as follows:
 - Cosmetology 1st year supply fees- \$326.00*
 - Cosmetology 2nd year supply fees- \$286.00*
 - Aesthetics supply fees- \$246.00*
- * 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 5, 2014 until February 23rd 2014.
- ❖ Completed packets must be delivered in person to the **EVIT** Registration office (East or Main Campus) no later than 4 pm on **Monday, February 23rd**.
 - EVIT Main Campus is located at 1601 West Main Street, Mesa, AZ 85201
 - EVIT East Campus- 6625 South 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 15th, 2015**.

- 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 February 23, 2015 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 2015-2016 schedules for the class time you have been selected for (AM or PM).

Important Dates

February 23rd - Application deadline 4pm (Main or East Campus)

March 20th - letter of enrollment status mailed to home address

April 10th – Confirmation call to EVIT deadline (You must call to confirm receipt of letter and acceptance to program.)

****May 5th** - 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.



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 through the 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 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 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 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 approximately \$326. The second year Cosmetology fees are approximately \$286 and will be due in the spring. For Aesthetics, the class fee is approximately \$246. (*fees are subject to change)
11. If you officially withdraw from the Cosmetology or Aesthetics program before classes begin, you may request a full refund. 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, class change or campus change requests honored unless approved by an Administrator. Students must remain in the class they start in for one year in order to stay with the curriculum sequence. Change requests for second year will be considered on an individual basis and depend on spaces available.

PRIOR TO STARTING ANY COSMETOLOGY OR AESTHETICS 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 waiver 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)