Glitz School of Cosmetology
2755 E. Idaho
Las Cruces NM 88011
(575) 532 5683

INITIAL PACKET DOCUMENT CHECKLIST

Dear Applicant,

Congratulations! You have taken the first step toward becoming a leader in the beauty industry. We are thrilled and honored to have captured your attention. **Please read and complete all the forms included in this packet and submit back to us along with all the other items in the checklist below:**

Initials

___ $100 Non-refundable Application Fee
___ Copy of your high school diploma, GED, or state approved homeschooling program
___ Copy of your valid driver's license
___ Student Application Form
___ One paragraph minimum composition expressing your desire to enter the industry
___ Challenges of the beauty industry acknowledgement
___ Catalog Acknowledgement
___ Graduation, licensure, and placement rates
___ Client services acknowledgement
___ Crime report acknowledgement
___ High school mill acknowledgement form
___ High school verification authorization form
___ Information release policy
___ Initial attendance requirements acknowledgement
___ Institutional refund policy
___ Kit, books, and supplies acknowledgement
___ Kit information form
___ Make up assignments policy
___ Mandatory Saturdays acknowledgement form
___ Understanding Title IV Financial Aid Acknowledgement
___ Unexcused absence policy
___ Voter Registration Acknowledgement
___ Extra-instructional charges acknowledgement
___ Amendment acknowledgement
___ Title IV financial aid process
___ Drug Free Zone Policy
___ Anti-bullying Policy Acknowledgement form
___ 5-Day Cooling Period Acknowledgement
___ Audio and Video Surveillance Policy Acknowledgement

By initialing above, and signing below I acknowledge that I have received, read, and understood the listed documents prior to signing an enrollment agreement.

_____ _____
Signature Date

Glitz
School of Cosmetology

2755 E. Idaho
Las Cruces NM 88011
575 532 5683 Date:

STUDENT APPLICATION FORM

A Non-refundable $98.33 (plus applicable tax) Application Fee must be turned in with this application

Last Name First Name Middle Name D.O.B.

Street Address City State Zip

Phone Number Email Address

Emergency Contact: _____ Phone: _____Relationship: _____

Emergency Contact: _____ Phone: _____Relationship: _____

Education: ☐ High School Diploma ☐ G.E.D. ☐ Home School ☐ 2 Year College Degree ☐ 4 Year Degree
Medical Conditions/Allergies: ☐ Yes ☐ No (If yes please explain on the back of this page)
Admission Status: ☐ New Student ☐ Transfer Student ☐Re-entry Student
Transfer and Re-entry students please refer to "Admissions Requirements" on page 8 of the catalog for additional information.

Indicate the program for which you wish to apply: **Desired Start Date:** _____

___1600 Hour Cosmetology Program
___1000 Hour Instructor Program
___420 Hour Nail Technology Program
___1200 Hour Barber Program
___700 Hour Esthetics Program

Desired Schedule
(Circle One)

☐ Full Time	☐ Part Time (21 Hours)
Tues-Sat	Tues-Fri 5:30 PM- 9:00 PM
9:30 AM – 5:30 PM	Sat 9:30 Am – 5:30 PM

Financing Options

☐ Pay in Full ☐ In-house financing (6% APR) ☐ Federal Student Aid ☐ VA Benefits
☐ Credit Card (5% Fee Applies)

Admission Requirements

Note: The $100.00 application fee is non-refundable. Please ensure that you meet all of our admission requirements before submitting your application.

1. Be at least 16 years of age and have a government issued ID.
2. Meet at least one of the educational requirements below:
   a. Have a high school diploma. High school diplomas from foreign countries must be translated by an outside agency that is qualified to translate documents into English. The foreign high school diploma must also be verified as the academic equivalent of a U.S. high school diploma
   b. General Education Diploma (G.E.D.).
   c. Evidence of successful completion of a state approved homeschooling program.

Applicants to the instructor program must meet at least one of the above requirements and:

- Be at least 18 years old
- Hold a current license as a practitioner in the field they wish to teach.
- Complete an application for enrollment
- Complete an instructor in training application to be forwarded to the state board of cosmetology

Student's Signature Sponsor or Guardian Signature Date

WHY I WISH TO ENTER THE INDUSTRY

Glitz School of Cosmetology
2755 E. Idaho Ave
Las Cruces NM 88011

Applicant: _____

Program of Interest: _____

Please write at least one paragraph expressing your desire to enter the industry:

_____

_____

_____

_____

_____

_____

_____

_____

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_____

CHALLENGES OF THE BEAUTY INDUSTRY

The beauty industry is a glamorous field full of endless opportunities. However, there are also many obstacles that should be taken into consideration by anyone attempting to gain recognition in this trade. Some of the most prominent challenges are:

SCHOOLING

A trade school is not the same as a high school, nor a college, nor a job, but rather a combination of all three. Just as in the case of high school students, the state of New Mexico regulates the amount of absences a student can have. According to the New Mexico Board of Cosmetologists students shall not be absent more than 10% of the program for which they are enrolled. Just like college learners do, Glitz students must also study the curriculum on their own time. Schooling at Glitz can also be compared to a job because students are required to show up on time every time. Students are also required to request days off with ample notice and/or call in sick.

STATE LICENSING REQUIREMENTS

The State of New Mexico requires that students complete a great deal of training before attempting the state examinations. This training ranges from 400 hours for the nail technician program (420 at Glitz) and up to 1600 hours for the full cosmetology program. Students must be prepared mentally, physically, and financially to complete the mandated state training. In order to become licensed students must pass a theory (written) exam as well as the practical (hands on) examination.

REGULATORY REQUIREMENTS

The New Mexico Board of Barbers and Cosmetologists oversees and regulates all aspects of the cosmetology industry in our state. It is important for all future and current graduates to follow all their rules in order to maintain an active license. Violation of any of their rules and regulations can result in license revocation.

STIFF COMPETITION

There are several cosmetology schools throughout the State of New Mexico. Each one of these schools turns out several high-quality graduates every year. In order to be successful, graduates must be willing to work long hours, self-advertise, and self-educate. Only those who are prepared to take on the present challenges listed above, as well as any challenges the future might bring will succeed in this industry.

PHYSICAL REQUIREMENTS

The Beauty Industry is very physically demanding. As a norm, professionals in this industry must be able to stand and hold their hands at an elevated position for extended periods of time.

EMPLOYMENT

Due to the number of students graduating in the field of barbering and cosmetology every year students must display the utmost professionalism in their work/school area. Remember, there will always be someone waiting to take over your job.

_____ _____

Student Acknowledgement Date

CONDUCT AND CATALOG ACKNOWLEDGEMENT

2755 E. Idaho
Las Cruces, NM 88011
575 532 5683

Glitz School of Cosmetology is a place of business and both staff and students alike are expected to behave in a professional manner. All forms of offensive language are prohibited.
In training to be a professional cosmetologist, esthetician, barber, or nail technician, you must be a caring, open-minded individual. You must use your training and knowledge to satisfy the needs and wants of every client. You must be able to put your ego and problems aside in order to be a contributing member of the team. You must be an excellent communicator. This requires the ability to listen and observe, to consult with and suggest ideas, services, and products to colleagues, instructors, management, and clients.

Professionalism can be seen and felt in a school, salon, spa, or any technical business. It is a balanced combination of choice of words, tone of voice, physical actions, education, technical training, determination, honesty, good judgment, decision making, cleanliness, sharp appearance and talent.

Glitz School of Cosmetology maintains a low student to instructor ratio to ensure the highest quality education possible. For that reason, there are several instructors present at any given time. It is necessary that you understand that every instructor is your instructor, including those from another department.

Public sanitation is part of your curriculum as well as a state requirement. Students are expected to maintain a clean work station throughout the day. Students are also required to clean other areas (including restrooms) as part of their daily and closing duties.

By signing below, I acknowledge that I have received, read, and understood the 2022 Glitz School of Cosmetology Student Catalog:

_____	_____	_____
Name	Signature	Date

COHORT ACKNOWLEDGMENT

Glitz School of Cosmetology
2755 E. Idaho
Las Cruces NM 88011

Graduation, Placement, and Licensure Rates

The graduation, placement, and licensure rates below represent the outcome rates of Glitz School of Cosmetology for the year 2020.

Graduation Rate: 69.59%
Placement Rate: 94.44%
Licensure Rate: 93.33%

The institution's accrediting agency has allowed flexibilities to the institution in the publication of its student outcome rates if the COVID-19 Pandemic has significantly impacted the ability of students to successfully graduate, sit for licensure and/or obtain employment. Any rates reported below that have been modified in accordance with these flexibilities have been adjusted in one of the following manners as indicated. As State and/or local restrictions with respect to the COVID-19 Pandemic have significantly impacted the ability of this institution's students to sit for licensure and/or obtain employment, this rate has not been published.

_____ _____

Student Acknowledgment Date

ACKNOWLEDGEMENT OF POLICY ON CLINIC SERVICES

Glitz School of Cosmetology
2755 E. Idaho
Las Cruces NM 88011
575 532 5683

Students at Glitz School of Cosmetology are required to perform services on clients as part of their instruction. It is the school's policy and requirement for students to continue doing services until they graduate. If a student refuses to do a service on a client, the student will be asked clock-out and leave for the rest of the day. This will count as an unexcused absence and the student will be required to make-up the missed hours as dictated by our unexcused absence policy. Students are **never** to leave a client unattended – it could be dangerous to the client and it is unprofessional.

By signing below, I attest that I have read and understood the policy on clinic services.

Today's Date: _____

Signature: _____

CAMPUS SECURITY REPORT ACKNOWLEDGEMENT FORM

Glitz School of Cosmetology
2755 E. Idaho
Las Cruces NM 88011

Please visit our website at Glitz.edu to learn more about our school.

Our Campus Security Report can be found at:

https://glitz.edu/annual-security-report

Additional information can also be found in our consumer information report at:

https://glitz.edu/consumer-information

If you are unable to visit or view the links above, please feel free to ask our administration for a copy of either of these documents.

By signing below I acknowledge that I have received information on how to obtain either the Campus Crime Report and/or the Consumer Information Report.

_____ _____

Student **Date**

HIGH SCHOOL DIPLOMA MILL ACKNOWLEDGEMENT

2755 E. Idaho
Las Cruces, NM 88011
575 532 5683

Glitz School of Cosmetology can only accept high school diplomas from schools that are accredited by an agency or association that is recognized as an accrediting body for institutions of higher education by the Secretary (pursuant to Part H, Subpart 2 of Title IV) or a federal agency state government. Glitz School of Cosmetology will not accept documents from diploma mills.

Diploma Mill Definition:

An entity that:

1. Charges someone a fee and requires him to complete little or no education or coursework to obtain a degree, diploma, or certificate that may be used to represent to the general public that he has completed a program of secondary or postsecondary education or training; and

2. Lacks accreditation by an agency or association that is recognized as an accrediting body for institutions of higher education by the Secretary (pursuant to Part H, Subpart 2 of Title IV) or a federal agency, state government.

It is the applicant's responsibility to verify that their high school or equivalency provider is accredited as listed above. If Glitz School of Cosmetology determines that the High School or equivalency provider is not properly accredited, the application will be denied. Please note that the $100 application fee is nonrefundable.

PLEASE CONTACT OUR SCHOOL IF YOU HAVE ANY QUESTIONS IN THIS MATTER

Acknowledgement:

I _____ hereby acknowledge that I have read and understood this high school diploma mill acknowledgement form. I also acknowledge that, should my application be denied, I will not be entitled to a refund for my school application.

_____ _____

Signature Date

HIGH SCHOOL OR EQUIVALENCY GRADUATION VERIFICATION FORM

Glitz School of Cosmetology
2755 E. Idaho
Las Cruces, NM 88011
575-532-5683

Thank you for your interest in Glitz School of Cosmetology. In order to verify that you graduated from high school, you will need to complete and return this form. Please include a copy of your high school diploma along with your documentation.

Applicant Information:

Name: _____
Address: _____
_____
Phone/Cell: _____
Email: _____

High School Information (If Applicable)**:**

Name: _____
Address: _____
_____
Phone: _____
Email: _____

High School Equivalency (If Applicable)**:**

Name: _____
Address: _____
_____
Phone: _____
Email: _____

Authorization:

I _____, hereby authorize the above-mentioned high school or Equivalency provider to communicate with Glitz School of Cosmetology in order to confirm my graduation information. I also authorize the above listed high school or equivalency provider to contact me with any questions regarding this matter.

_____ _____
Signature Date

STUDENT INFORMATION RELEASE POLICY

Glitz School of Cosmetology

Glitz School of Cosmetology will disclose personal, identifiable information from the records of a student without written consent of the student to the following parties:

a. School employees who have a "need to know".
b. Schools to which a student is transferring.
c. Annual Reporting to Accrediting Agencies.
d. Appropriate parties in connection with financial aid (when applicable)
e. Organizations doing authorized studies or reports for the school.
g. Individuals who have obtained court orders or subpoenas, or in case of health and/or safety emergencies.
h. State and local authorities to whom disclosure is required by state laws.
i. Parents/Legal guardians of dependent minors are provided access to student records. Parents/Guardians are also allowed to release the student's records to third parties.
j. Glitz School of Cosmetology will also provide access to student and any other records as required to any accreditation process initiated by Glitz School of Cosmetology or by the National Accrediting Commission of Career Arts and Sciences or in response to a directive of the commission.

If a request from an outside agency (other than listed above) for information regarding a student is received, the school will not release any information without the student's express permission. The request must be made in writing, clearly stating the agency requesting the information, and include the student's signature. Only an officer of the school will be able to release such information.

Documentation of any correspondence will be placed in the student's file.

_____ _____

Student Signature Date

_____ _____

Parent/Guardian Signature (If Applicable) Date

INITIAL ATTENDANCE PERIOD

Glitz School of Cosmetology
2755 E. Idaho
Las Cruces, NM 88001
575 532 5683

All students must achieve an attendance grade of 80% or better during their initial attendance period.

The initial attendance period for students in the Cosmetology, Barber, and Instructor programs is 25 calendar days from the date in which their class started.

The initial attendance period for the Esthetics and Nail Technology programs is 15 calendar days from the date in which their class started.

If a student's attendance grade is below 80% by the end of their initial attendance period, the student will be terminated from Glitz School of Cosmetology. An institutional refund calculation will be completed, and the student will owe the corresponding tuition percentage. The student will also owe for any kit items that they have received by that time.

Printed Name: _____

_____ _____
Applicant's Acknowledgement Date

INSTITUTIONAL REFUND POLICY ACKNOWLEDGEMENT

Glitz School of Cosmetology

This refund policy applies to all terminations for any reason, by either party. These reasons include, but are not limited to student decision, expulsion, applicant is rejected, course cancellation, or school closure.

a. The institutional refund calculation must be completed within 40 calendar days of the determination that a student has withdrawn, whether officially or unofficially.
b. All money due the applicant or student shall be refunded within 45 calendar days of the determination that a student has withdrawn, whether officially or unofficially.
c. Refund calculations are completed based on actual hours attended.
d. Official cancellation or withdrawal shall occur on the earlier of the dates that:
    - An applicant is not accepted by the school and is entitled to a refund of all monies except a non- refundable application fee.
    - A student or legal guardian cancels the contract and demands his/her money back in writing, within 5 business days of signing the enrollment agreement regardless of whether the student has actually started training. All monies collected by school are refunded except a non-refundable application fee. the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person
    - A student cancels the contract after five business days of signing, but prior to entering classes. In this case, student is entitled to a refund of all monies paid to the school less an application fee. the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.
    - A student notifies the institution of his/her withdrawal. the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.
    - A student is expelled by the school.
    - Unofficial withdrawals occur when students are absent for 14 calendar days. Withdrawals for students are determined by the school through monitoring clock-hour attendance on the first and fifteenth day of every month.
    - The refund calculation will be made based on the student's last date of attendance.
e. Students who withdraw will also be required to pay for the cost of any books and/or kit items that are not returned to the school in clean and working condition. The school will make the final determination regarding the items condition.
f. A five-day cooling period is granted if a student (or in case of a student under the state's legal age, his/her parent or guardian) cancels enrollment and requests reimbursement in writing within five days of scheduled class. Students will have until **11:59 P.M. of the fifth day of scheduled class to** submit the cancelation notice. The notice must be submitted in writing to Jenn@glitz.edu or delivered to the admissions office during school hours. All money collected by the school shall be refunded to the student except

for the $92.33 (plus tax) non-refundable application fee. Students who fail to submit a written cancellation notice by 11:59 p.m. on the fifth day of scheduled class will be subject to the refund calculation. In such instances the refund calculation will be applied whether the student attends class after the fifth day of scheduled class or not.

g. The following refund calculation will apply for students who withdraw after the 5-day cooling period but prior to completion of the program:
   Refund Calculation: **Actual** Hours Attended ÷ Hours Contracted
   A Termination/Withdrawal Fee of $138.49 (plus applicable tax) will also be charged.

Percentage of Attendance	**Retained by the Institution**
0.01% - 4.9%	20%
5% - 9.9%	30%
10% - 14.9%	40%
15% - 24.9%	45%
25% - 49.9%	70%
50% and After	100%

Attendance time is determined by dividing the actual clock hours attended by the contracted hours. Formal termination shall occur no more than 14 calendar days from the last date of physical attendance. The refund calculation will be completed based on the student's last date of attendance.

h. A student may withdraw from the program prior to the beginning of instruction effective upon personal appearance at the institution or deposit of a written statement of withdrawal delivered by mail or other means, and the student shall be entitled to a refund of all moneys except the $92.33 (plus applicable tax) application fee.
i. If a course is cancelled after a student has enrolled but before instruction begins, Glitz School of Cosmetology will provide a refund of all moneys paid including the $92.33 (plus applicable tax) application fee.
j. If a course is cancelled after instruction begins, but within the 5-day cooling period, Glitz School of Cosmetology will provide a refund of all moneys paid including the $92.33 (plus applicable tax) application fee.
k. If a course is cancelled subsequent to the 5-day cooling period, and after instruction has begun, Glitz School of Cosmetology will provide a full refund of all moneys paid including the $92.33 (plus applicable tax) application fee.
l. If the school is permanently closed, or no longer offering instruction after a student has enrolled, Glitz School of Cosmetology will offer a pro-rata refund of tuition to the student.

By signing below, I acknowledge that I have read and understood the institutional refund policy for Glitz School of Cosmetology:

Name: _____

_____ _____
Signature Date

GLITZ SCHOOL OF COSMETOLOGY

2755 E. Idaho
Las Cruces NM 88011
575 532 5683

KIT POLICY ACKNOWLEDGEMENT

This program is divided into different modules. Each module focuses in a specific area of learning (i.e. Theory, hands-on, business, etc.) to ensure that our students are completely prepared for their professional career. Glitz School of Cosmetology will provide students with new-in-box portions of the kit on the first day of each module. The portion of the kit that students will receive is determined by the module that the student is starting. The kits, books, and supplies are the property of Glitz School of Cosmetology. Students are required to keep all items in their kit clean and in good working condition. Students who withdraw or are released from the school will be required to return their kit, books, and supplies within 3 business days of termination. Students will be required to pay the school for any items that are not returned to the school in clean and good working condition. Students who graduate from their program will have the option to purchase their kit based on their performance:

1. Excelling Graduates: a. Students may retain their kit upon graduation at no additional cost if they meet the following requirements:
    i. Student must graduate with a 90% or better attendance grade on or before the day of their scheduled graduation date.
    ii. The student must complete their theory and practical work with a grade of 80% or higher.
2. Graduating Students: a. Students may purchase their kit at a cost of $250.00 if:
    i. They graduated from the program after their scheduled graduation date but before the end of the maximum allowed time frame.
    ii. The student graduated with a 70% or higher theory and practical grade.
3. Drops, withdrawals, and students who are terminated from the program:
    i. Students who do not graduate from the program for any reason will be required to return all received portions of their kit upon termination of the contract.
    ii. The student will be required to pay for any and all items that are not returned to the school in clean and in good working condition.
4. In-school Transfers
    i. Students who transfer from wone program to another program within the school must return all kit items for their original program. These students will no longer have the option to purchase the kit for that program
    ii. Students will be required to pay the school for any items that are not returned to the school in clean and good working condition.

Student's Name: _____

Student's Signature: _____

KIT INFORMATION FORM

Glitz School of Cosmetology
2755 E. Idaho
Las Cruces NM 88011
575 532 5683

Kits, books, and supplies are ordered as soon as an applicant is accepted into our school. Please fill out the information below to ensure that your kit, books, and supplies are ordered promptly and accurately.

Name: _____

Program: _____

Dexterity: ☐ Left Hand ☐ Right Hand

Shirt Size: ☐ XS ☐ S ☐ M ☐ L ☐ XL ☐ XXL Other: _____

Latex Allergies: ☐ Yes ☐ No

Other Known Allergies:

ACKNOWLEDGEMENT OF MAKE-UP ASSIGNMENTS

Glitz School of Cosmetology
2755 E. Idaho
Las Cruces NM 88011
575 532 5683

Certain assignments are only available for the day on which they are taught. It is unfeasible for the instructor to teach a class again for a single student. Therefore, it is the student's responsibility to make up work on their own time. The student must ask the instructor for missed assignments and complete them as homework.

By signing below, I attest that I have read and understood the policy on make-up assignments.

Today's Date: _____

Signature: _____

ACKNOWLEDGEMENT OF MANDATORY SATURDAYS

Glitz School of Cosmetology
2755 E. Idaho
Las Cruces NM 88011
575 532 5683

Saturday Attendance is mandatory and students who fail to submit documentation for absences on such days will incur a $25.00 fee. Students who have partial Saturday absences (leaving early or showing up late) will incur a charge based on the percentage that they missed. For example, a student who only completed 25% of their Saturday hours will owe 75% of the $25.00 fee. Please note that fees incurred due to missed Saturday hours will be added to your ledger automatically.

By signing below, I attest that I have read and understood the policy on mandatory Saturdays.

Today's Date: _____

Signature: _____

UNDERSTANDING TITLE IV FINANCIAL AID

Glitz School of Cosmetology
2755 E. Idaho
Las Cruces, NM 88011
575 532 5683

There are different types of Title IV financial aid available to students. It is very important for your financial future that you understand the differences between the various types of aid. Please visit the links below to gain a better understanding of Title IV financial aid:

https://studentaid.gov/understand-aid/types

Please contact our Financial Aid Director via email at Jenn@glitz.edu if you do not have access to a computer or the internet and she will gladly printout the documents found within this link. Also, please note that Glitz School of Cosmetology does not offer all the forms of financial aid described within that link. Please contact Jenn@glitz.edu If you need additional information regarding the Title IV aid (and any other financial aid) that is available at Glitz.

By signing below, you acknowledge that you have received a link to the website containing information on the different forms of Title IV Financial Aid.

NAME: _____

_____ _____

Signature Date

ACKNOWLEDGEMENT OF POLICY ON UNEXCUSED ABSENCES

Glitz School of Cosmetology
2755 E. Idaho
Las Cruces NM 88011
575 532 5683

Students should be aware that absenteeism for more than 14 consecutive calendar days without contacting the school can result in the student being terminated from the program. Students have the option to make up unexcused absence hours Mondays (only)between the hours of 9:30 am and 3:00 pm at a cost of $5.00 per hour.

By signing below, I attest that I have read and understood the policy on unexcused absences.

Today's Date: _____

Signature: _____

VOTER REGISTRATION ACKNOWLEDGEMENT

Glitz School of Cosmetology
2755 E. Idaho
Las Cruces, NM 88011
575 532 5683

If you are not registered to vote you can do so online by visiting the following links:

In New Mexico: https://portal.sos.state.nm.us/OVR/WebPages/InstructionsStep1.aspx

In Texas: https://www.votetexas.gov/register-to-vote/

These links can also be found in our website at Glitz.edu

By signing below, I acknowledge that I have received, read, and understood this document containing voter registration links.

_____	_____	_____
Name	Signature	Date

EXTRA-INSTRUCTIONAL CHARGES ACKNOWLEDGEMENT

Glitz School of Cosmetology
2755 E. Idaho
Las Cruces NM 88011
575 532 5683

Extra-Instructional Charges

Students who have exhausted all of their absences and have not completed all of their required hours or services by the end of their maximum allowed time frame will incur extra instructional charges (additional tuition charges). The charges will be applied to all hours remaining after the maximum allowed time frame. The rate of extra instructional charges is $25.00 per hour. The extra instructional charges will be applied to the student's remaining balance after they graduate. Please note that financial assistance provided by government entities does not usually cover extra-instructional charges.

By signing below I attest that I have read and understood the extra-instructional charges policy.

Today's Date: _____

Signature: _____

AMENDMENT ACKNOWLEDGEMENT

Glitz School of Cosmetology
2755 E. Idaho
Las Cruces, NM 88011
575 532 5683

Glitz School of Cosmetology is an ever-changing institution. Therefore, it is impossible to create rules and regulations that apply to every possible instance. For that reason, it will sometimes be necessary to add, delete, or change some of the rules listed in this catalog. The school administration will meet regularly to update rules and regulations in a manner that is fair to everyone.

Name: _____

_____ _____
Signature Date

TITLE IV FINANCIAL AID PROCESS

If you are also applying for Title IV Federal Student Aid, please complete the following:

Complete your Free Application for Federal Student Aid at https://fafsa.ed.gov/

- Please be sure to select the 2022-2023 award year
- Enter our school Code: 042760

Complete the Entrance Counseling at www.studentloans.gov and submit the confirmation page to us.

Complete the Master Promissory note at www.studentloans.gov and submit the confirmation page.

Please make sure to complete all the items and either mail in or submit in person at:

Glitz School of Cosmetology
2755 E. Idaho
Las Cruces NM 88011

Applicants will not be accepted until all the items are received. After you submit the application a member of the admissions office will contact you to make an appointment for an admissions interview.

How to Complete your Free Application for Federal Student AID

Step 1 - Create your FSA ID

1. Go to www.fafsa.ed.gov
2. Under the "Get Help Paying for College" section click "Start a New FAFSA"
3. In the login section select "Enter your (the student's) FSA ID"
4. Select the "Create an FSA ID" link
5. Enter your Email Address
6. Confirm your Email Address
7. Enter your user name. Your user name is used to apply for financial aid as well as to complete or revise many other forms.
8. Enter your password
9. Confirm your password
10. Fill out the information form. The information must match your social security card exactly
11. Select your pin. Be sure to write it down as it will be required during your enrollment process at our school
12. Verify your pin
13. Enter your phone number
14. Click continue
15. Select your challenge questions and answers
16. Click Continue
17. Check the certification box
18. Open another internet tab and go to your email to retrieve the code that was sent to you
19. Enter the security code
20. Click the certification box.

Step 2 – Complete your Free Application for Federal Student Aid

1. Go to www.fafsa.ed.gov
2. Under "Get Help Paying for College" click "Start a New FAFSA"
3. Click "Enter you (the student) FSA ID
4. Enter the same email you provided when you created your FSA ID
5. Enter your password
6. Complete the Application and be sure to enter our school code 042760– Glitz School of Cosmetology

Federal Student Aid Loan Requirements

Students who are borrowing Federal Student Aid Loans for the first time must complete the following steps before funds can be disbursed:

Step 1 – Complete the Master Promissory Note (MPN)

1. Go to https://studentloans.gov
2. Sing in using your PIN
3. Click "Sign MPN"
4. Read and sign the MPN
5. Print your confirmation page and submit along with your application

Step – 2 Complete the Loan Entrance Counseling

1. Go to https://studentloans.gov
2. Sing in using your PIN
3. Select "Entrance Counseling" and complete the task
4. Print a copy of the confirmation page and submit along with your application

Please Note: Qualifying parents who opt to borrow a loan to pay for their child's education must complete a MPN for Parent Plus Loans. The parent must obtain their own FSA ID and log in to complete the MPN. Please print the confirmation page and submit along with the student's application.

By signing below, I acknowledge that I have received, read, and understood the process described above.

_____ _____

Student **Date**

GLITZ SCHOOL OF COSMETOLOGY

2755 E. Idaho
Las Cruces NM 88011
575 532 5683

ACKNOWLEDGEMENT OF DRUG FREE ZONE POLICY

Glitz School of Cosmetology is a federally accredited school and therefore considered a Drug Free Zone based on Federal regulations. Also, students are required to work with sharp objects, strong chemicals, and other hazardous materials during their schooling. Glitz School of Cosmetology takes every precaution to enforce compliance with Federal regulations as well as to ensure the safety of our students, clients, and employees. Students who are suspected of being under the influence of a controlled (legal or illegal) substance or alcohol will be required to take a drug and alcohol test. Students who test positive for illegal drugs or alcohol will be terminated from the school. Students who test positive for legal controlled substances must provide proof prescription from a licensed medical doctor. Students who test positive for legal controlled substances and are unable to provide proof of prescription will be terminated from the school. Students who are suspected of being under the influence of a controlled substance or alcohol and refuse to take a test will be terminated from the school.

A comprehensive list of controlled substances can be viewed at: https://www.deadiversion.usdoj.gov/schedules/orangebook/c_cs_alpha.pdf. Please ask the administration for a printout of the list of controlled substances contained in the link above if you are unable to visit the link above for any reason.

By signing below, I acknowledge that I have receive a copy of, read, and understood the school's Drug Free Zone Policy. I also understand that failure to comply with this policy will result in termination from the school.

_____ _____

Student's Signature Date

GLITZ SCHOOL OF COSMETOLOGY

2755 E. Idaho
Las Cruces NM 88011
575 532 5683

ANTI-BULLYING POLICY

Glitz School of Cosmetology will not tolerate behavior that infringes on the safety of any student, instructor, or client. A student, instructor, or client shall not intimidate, harass, or bully anyone else through words or actions. Such behavior includes, but is not limited to, direct physical contact, such as hitting or shoving; verbal assaults, such as teasing, name-calling and verbal threats; and social isolation or manipulation. This policy applies to all students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity. Each complaint of bullying will be promptly investigated. Students who are found to be bullying could be terminated from the school.

Student's Name: _____

Student's Signature: _____

5 DAY COOLING PERIOD ACKNOWLEDGMENT

Glitz School of Cosmetology
2755 E. Idaho
Las Cruces NM 88011

Cooling Period

A five-day cooling period is granted if a student (or in case of a student under the state's legal age, his/her parent or guardian) cancels enrollment and requests reimbursement in writing within five days of scheduled class. Students will have until **11:59 P.M. of the fifth day of scheduled class to** submit the cancelation notice. The notice must be submitted in writing to Jen@glitz.edu or delivered to the admissions office during school hours. All money collected by the school shall be refunded to the student except for the $92.33 (plus tax) non-refundable application fee. Students who fail to submit a written cancellation notice by 11:59 p.m. on the fifth day of scheduled class will be subject to the refund calculation. In such instances the refund calculation will be applied whether the student attends class after the fifth day of scheduled class or not.

Student's Name: _____

_____ _____
Student Acknowledgment Date

ACKNOWLEDGMENT OF POLICY ON CLINIC SERVICES

Glitz School of Cosmetology
2755 E. Idaho
Las Cruces NM 88011
575 532 5683

Students at Glitz School of Cosmetology are required to perform services on clients as part of their instruction. It is the school's policy and requirement that students continue to do services until they graduate. Students will be asked to clock out and go home for the day if they refuse to do a service on a client. Students are not allowed to leave a client unattended for any reason as it is unprofessional, and it could be dangerous.

By signing below, I acknowledge that I have read and understood the policy on clinic services.

_____ _____

Student Acknowledgment Date

VIDEO AND AUDIO SURVEILLANCE ACKNOWLEDGMENT

Glitz School of Cosmetology
2755 E. Idaho
Las Cruces NM 88011

Glitz School of Cosmetology uses video/audio surveillance systems and devices for monitoring and/or recording activity. Cameras with both video and audio capabilities are distributed throughout our premises. However, in accordance with New Mexico and Federal laws, recording devices are not installed in restrooms nor in private service areas. Please note that camera footage will only be accessed and reviewed for warranted situations. Only authorized personnel, as determined by administration, will be involved in, or have access to surveillance camera data.

By signing this document, I acknowledge that I have read and understood the video/audio surveillance policy and its components:

_____ _____
Student Date