

Admission Policy

Our Admissions Policy is used in order to define the enrollment requirements for individuals who wish to enroll at Glitz School of Cosmetology as regular students. Our admissions policy is designed in order to meet the guidelines set forth by the U.S. Department of Education, New Mexico Board of Barbers and Cosmetologists, The New Mexico Higher Education Department, and the National Accrediting Commission of Career Arts and Sciences. Glitz School of Cosmetology is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability or marital status.

PLEASE NOTE: Glitz School of Cosmetology does not currently hold any training agreements with secondary education institutions. Glitz School of Cosmetology does not currently accept students who are still enrolled in a secondary institution facility.

Admission Requirements:

To be considered as a candidate for any of our programs at Glitz School of Cosmetology an applicant must meet the following requirements:

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. A copy of the documentation for this process must be submitted with the application.
 - b. General Education Diploma (G.E.D. or HiSet).
 - c. Evidence of successful completion of a state approved homeschooling program.
 - d. Submit an academic transcript showing the student has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree
3. Ability to benefit - Students who are beyond the age of compulsory education and do not possess a high school diploma or the equivalent must meet the following requirements:
 - a. Present proof of successful completion of 2 years of high school. Proof of successful completion of 2 years of high school includes:
 - i. A sealed letter from the high school attended,
 - ii. A copy of the high school transcript showing all required grades have been passed
 - b. Demonstrate the ability to benefit from the program in which the student is enrolled by satisfactorily completing 225 clock hours. Ability to benefit students who fail to satisfactorily complete 225 clock hours will be immediately terminated and will be subject to the institutional refund calculation.

PLEASE NOTE: Students who do not have a high school diploma or the equivalent will not qualify to receive Title IV financial aid.

- c. Government issued identification with a picture as proof of age
4. Transferring students must meet all the admission requirements listed above and be approved by the School President as well as the New Mexico Board of Barbers and Cosmetologists. Clock hours from the originating schools that are accepted will be applied at a 1:1 ratio and remaining hours will be charged at the current rate for that program. Please note Glitz may not accept 100% of the hours granted by another school and will

only accept up to 75% of the course length. Transfer hours will count as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. Satisfactory Academic Progress Evaluations for transfer students will be completed based on actual contracted hours.

Admission Requirements for Transferring Students

Clock Hours

Transferring students must meet all the admission requirements and be approved by Glitz School of Cosmetology as well as the New Mexico Board of Barbers and Cosmetologists. Clock hours from the originating schools that are accepted will be applied at a 1:1 ratio and remaining hours will be charged at the current rate for that program. Please note Glitz may not accept 100% of the hours granted by another school and will only accept up to 75% of the course length. Transfer hours will count as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. Satisfactory Academic Progress Evaluations for transfer students will be completed based on actual contracted hours.

Credit Hours from Other Institutions

Glitz School of Cosmetology accepts transfer credit hours from all post-secondary accredited institutions. Credit hours will be reviewed by the school board and converted to clock hours based on federal requirements. The hours will then be submitted to the New Mexico Board of Barbers and Cosmetologists for approval. Please note that it is ultimately the New Mexico Board of Barbers and Cosmetologists, and not the school, that approves transfer hours.

In-School Transfers

An in-school transfer occurs when an enrollee transfers from one program to another within Glitz School of Cosmetology. In such instances, the original enrollment agreement will be cancelled, and the student will owe the tuition balance as dictated by the institutional refund policy. Clock hours from the original program that are accepted for the new program will be applied at a 1:1 ratio and remaining hours will be charged at the current rate for that course. It is possible that not all hours will be transferrable from one program to the other. A \$138.49 (plus applicable tax) non-refundable withdrawal fee will be applied to all in-school transfers. Students who transfer from one program to another will qualify for a tuition waiver for their original program if they meet all of the following requirements:

1. Complete the new program with an attendance grade of 90% or better by their scheduled graduation date.
2. Complete the new program with an academic grade of 85% or better by their scheduled graduation date.

Please Note: The amount of tuition waved for the original program will be determined by the administration.

Transfer Hours

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours. Evaluation periods for transfer students will be based on the number of hours contracted with the student. The first evaluation point will be conducted by the mid-point of the contracted hours or the school's (Glitz) established evaluation point, whichever occurs first.