



PRE-ENROLLMENT PACKET CHECKLIST

Santa Fe Campus
55 Canada del Rancho
Santa Fe NM, 87508
575 532 5683

Las Cruces Campus
2755 East Idaho
Las Cruces NM 88011
575 532 5683

Dear Applicant,

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.
- _____ Acknowledgement of no urgency.
- _____ One paragraph minimum composition expressing your desire to enter the industry.
- _____ Challenges of the beauty industry acknowledgement.
- _____ Catalog Acknowledgement.
- _____ Graduation, licensure, and placement rates.
- _____ Acknowledgement of policy on client services.
- _____ Campus security acknowledgement 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
- _____ Acknowledgement of Secondary Facility for Additional Classroom Space (Las Cruces Campus)

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



Date: _____

STUDENT APPLICATION FORM
A Non-refundable \$100.00 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 the "Admissions Requirements" section of the catalog for additional information.

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

- | | |
|---------------------------------------|---------------------------------------|
| ____ 1600 Hour Cosmetology Program | ____ 1200 Hour Barber Program |
| ____ 1000 Hour Instructor Program | ____ 700 Hour Esthetics Program |
| ____ 600 Hour Nail Technology Program | ____ 650 Hour Massage Therapy Program |

Desired Schedule (Circle One)

<input type="checkbox"/> Full Time Day (40 Hrs. Per Week)	<input type="checkbox"/> Full Time Night (25 Hrs. Per Week)
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Financing Options

Pay in Full In-house financing (6% APR) Federal Student Aid 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.

 Applicant's Signature Sponsor or Guardian Signature Date



ACKNOWLEDGEMENT OF NO URGENCY

Our programs require a high level of commitment and dedication. You must make the necessary preparations in both your personal and professional life to ensure that you will succeed. If you have not made the necessary preparations, or if this is not the right time for you, then we recommend waiting until you are completely prepared to begin your studies. Glitz School of Cosmetology starts several classes for each program throughout the year, so you will have several opportunities to join our school throughout the year.

I, _____, hereby state that I am voluntarily applying to Glitz School of Cosmetology at this time. Also, I hereby attest that I was not pressured due to class limit, space availability, financial aid reasons, or any other grounds. By signing below, I acknowledge that I have read and understood the paragraph above. I also acknowledge that, at the time of this application submittal, I am not under undue influence, pressure, or duress caused by anyone at Glitz School of Cosmetology.

Student Acknowledgment

Date



WHY I WISH TO ENTER THE INDUSTRY

Applicant: _____

Program of Interest: _____

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



CHALLENGES OF THE BARBERING AND BEAUTY INDUSTRIES

(For Cosmetology, Barber, Esthetics, and Nail Technology Applicants only)

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



CHALLENGES OF THE MASSAGE THERAPY INDUSTRY

For massage therapy industry applicants only

OBTAINING YOUR LICENSE

The first step toward becoming a massage therapist is to complete the 650 clock hours of state-mandated schooling. The next step in the process is taking and passing the MBLEx Certification Exam. This exam is a national entry level licensure examination that is extensive and not easy for everyone. Massage therapy school graduates are not allowed to perform services prior to obtaining their license.

PHYSICAL DEMANDS

As a massage therapist, you will be required to spend long periods of time on your feet. You will also be on your hands and upper body joints most of the time. Improper techniques can also lead to carpal tunnel, back pain, and other forms of physical deterioration over time.

MENTAL DEMANDS

Massage therapists have to deal with difficult clients from time to time. One mentally demanding trait of this profession is dealing with clients who are unhappy with their services. Another reason why this job can be mentally demanding is that massage therapists sometimes deal with inappropriate behavior from clients. This includes improper comments, inappropriate body movements, and exhibitionist behavior among other things.

NEW BUSINESS BARRIERS

Simply advertising on social media is often not enough to bring clients to your door. Retaining customers can also prove to be difficult as not every client will like your unique style of massage therapy. It is important that you take time to master all of your techniques in order to gain respect as a therapeutic touch healer.

MAINTAINING YOUR LICENSE

New Mexico requires for massage therapists to renew their license every two years. The current cost of license renewal in New Mexico is \$125.00. However, this is not the only cost involved as our state also requires a total of 16 hours of continuing education for license renewal. The 16 hours of continuing education must include 4 hours of ethics. Continuing education classes can be costly and sometimes difficult to find.

By signing below, I acknowledge that I have received, read, and understood the challenges of the massage therapy industry.

Name: _____

Signature

Date



CONDUCT AND CATALOG ACKNOWLEDGEMENT

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 workstation 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 2023 Glitz School of Cosmetology Student Catalog:

Name

Signature

Date



COHORT ACKNOWLEDGMENT

Graduation, Placement, and Licensure Rates

The graduation, placement, and licensure rates below represent the outcome rates of Glitz School of Cosmetology for the year 2022.

Graduation Rate: 70.30%

Placement Rate: 94.44%

Licensure Rate: 74.51%

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

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. 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

Please visit our website at [Glitz.edu](https://glitz.edu) to learn more about our school. Our most recent Campus Security Report contains crime and incident information for 2020, 2021, and 2022. Our campus crime report can be found at:

<chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://glitz.edu/wp-content/uploads/2023/08/2023-Campus-Crime-and-Security-Report.pdf>

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

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

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's Name: _____

Address: _____

Phone/Cell: _____

Email: _____

High School Information (If Applicable):

Name: _____

Address: _____

Phone: _____

Email: _____

High School Equivalency Information (If Applicable):

Name: _____

Address: _____

Phone: _____

Email: _____

Home School Program Information (If Applicable):

Name: _____

Address: _____

Phone: _____

Email: _____

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 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

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 59 calendar days from the date in which their class started. The initial attendance period for the Esthetics, Nail Technology, and Massage Therapy Programs is 29 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

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.

1. The institutional refund calculation must be completed within 40 calendar days of the determination that a student has withdrawn, whether officially or unofficially.
2. All money due to the applicant or student shall be refunded within 45 calendar days of the determination that a student has withdrawn, whether officially or unofficially.
3. Refund calculations are completed based on **scheduled** hours. In other words, the hours to be used in the refund calculation will be the number of hours that the student was scheduled to complete at the point in which the student notifies the school of their withdrawal.
4. Official cancellation or withdrawal shall occur on the earlier of the dates that:
 - a. An applicant is not accepted by the school and is entitled to a refund of all monies except a non-refundable application fee.
 - b. 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 the school are refunded except a non-refundable application fee. The cancellation date will be determined by the postmark on written notification, or the date on which the said information is delivered to the school in person.
 - c. A student cancels the contract after five business days of signing, but prior to entering classes. In this case, the 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 on which the said information is delivered to the school in person.
 - d. A student notifies the institution of his/her withdrawal. The cancellation date will be determined by the postmark on the written notification, or the date on which the said information is delivered to the school in person.
 - e. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.
 - f. A student is expelled by the school.
 - g. The refund calculation will be made based on the student's last date of attendance.
5. Unofficial withdrawals occur when students are absent for 14 calendar days. Unofficial withdrawals for students are determined by the school through monitoring clock-hour attendance on the first and fifteenth day of every month.
 - a. The refund calculation will be made based on the student's last date of attendance.
 - b. When situations of mitigating circumstances are in evidence, Glitz School of Cosmetology may utilize a refund calculation that is more lenient than the Minimum Tuition Adjustment Schedule.



6. Students who withdraw prior to course completion will be subject to a \$150 early termination fee.
7. For students who withdraw prior to course completion, but after the 5-day cooling period, the following tuition schedule will apply:

Refund Calculation: $\text{Scheduled Hours} \div \text{Hours Contracted}$

Percentage of Scheduled Hours	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%

Program Cancellation and School Closure Policy

The following provisions will apply in the event that Glitz School of Cosmetology cancels one or more programs or closes its doors permanently.

1. If a course and/or program is canceled subsequent to a student’s enrollment, and before instruction in the course and/or program has begun, Glitz School of Cosmetology will provide a refund of all moneys paid.
2. If a course and/or program is canceled subsequent to a student’s enrollment, and after instruction has begun, Glitz School of Cosmetology will provide a refund of all moneys paid.
3. If Glitz School of Cosmetology closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the institution will provide students with a pro rata refund.

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

KIT POLICY ACKNOWLEDGEMENT

This program is divided into different phases. Each phase focuses on 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 phase. The portion of the kit that students will receive is determined by the phase 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. Students must graduate with a 80% 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 an 80% or higher theory and practical grade.
3. Drops, withdrawals, and students who are terminated from the program:
 - a. 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. 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.

Student's Name: _____

Student's Signature: _____



KIT INFORMATION FORM

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

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

(For Students Who Are Scheduled to Attend on Saturdays Only)

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.

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

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 Liz@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 Liz@glitz.edu if you need additional information regarding the Title IV aid (and any other financial aid) that is available at Glitz.

Applicants to Glitz School of Cosmetology are not required to apply for Title IV HEA financial aid. Additionally, not everyone who applies for Title IV HEA Financial Aid qualifies for assistance. It is possible that you will have the option to accept student loans if you apply and qualify for Title IV HEA financial aid. If you opt to accept Title IV HEA loans and this is your first time accepting a federal student loan, you are acknowledging that you understand your responsibility to repay your loan. If you have existing federal student loans, you are also acknowledging that you understand how much you owe, how much more you are eligible to borrow, and how much you will owe after you accept the additional loans.

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

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 absences. Full-Time Day students are allowed to make up missed hours on Saturdays only. Full-Time Night students are allowed to make up their hours by attending school before 5:30 on Tuesdays, Wednesdays, and Thursdays.

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

Today's Date: _____

Signature: _____



VOTER REGISTRATION ACKNOWLEDGEMENT

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

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 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:

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

Please mail in:

- 1. Copy of State ID.**
- 2. High School Diploma, GED, or Home School program Information.**
- 3. \$100.00 non-refundable application fee payment.**

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. Sign 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. Sign 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

ACKNOWLEDGEMENT OF DRUG FREE ZONE POLICY

Glitz School of Cosmetology is a federally accredited school and therefore considered a Drug Free Zone. Glitz School of Cosmetology takes every precaution to ensure compliance with federal regulations as well as to guarantee the safety of our students, clients, and employees. Students are required to work with sharp objects, strong chemicals, and other hazardous materials during their schooling. Being impaired or under the influence of legal or illegal drugs or alcohol adversely affects the student's ability to perform as well as the safety of our clients, employees, and other students. Students who are suspected of being under the influence of a controlled substance (legal or illegal) or alcohol will not be allowed to work on clients or use sharp objects or chemicals. Students who are suspected of being under the influence of a controlled substance will be required to take a drug or alcohol test. Students who test positive for illegal substances will be terminated from the school. Students who test positive for legally controlled substances must provide proof of 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 drug and alcohol test may be terminated from the school. Glitz School of Cosmetology is a federally approved campus. Medical cannabis cards that are issued by the state are irrelevant, therefore the use of any illegal drugs is strictly prohibited.

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

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

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 calendar days of their start date. Students will have until **11:59 P.M.** of the fifth calendar day from their first day of class to submit the cancellation 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 \$92.54 (plus tax) non-refundable application fee. Students who fail to submit a written cancellation notice by 11:59 p.m. on the fifth calendar day after the first day of 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 calendar day after their start date or not.

Student's Name: _____

Student Acknowledgment

Date



VIDEO AND AUDIO SURVEILLANCE ACKNOWLEDGMENT

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



Acknowledgement of Secondary Facility for Additional Classroom Space

(For the Las Cruces Campus Only)

Please note that Glitz School of Cosmetology utilizes a secondary facility that is used as additional classroom space for the Las Cruces Campus. This facility is used as additional classroom space. It is possible that students in this program may have to complete up to 50% of their education at this location. The physical address of our secondary facility is:

Glitz School of Cosmetology
Secondary Facility
1744 S. Triviz Dr
Las Cruces NM 88001

Student Acknowledgement

Date