**……………………………………………ADMISSIONS REQUIREMENTS AND PROCEDURE**

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The Avenue Academy admits as regular students those who are high school graduates, holders of high school equivalency diplomas. The Avenue Academy does not accept ability to benefit (ATB) students at this time.

# ADMISSION PROCEDURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Complete an Application Form:** Complete and submit the application form to the school prior to registration. The application form can be found and submitted on the Institute’s website. www.TheAvenueAcademy.com
* **Submit an Application Fee:** Action will not be taken on admission or any student loan application until an application fee of $100 .00 is received. Please submit the fee in the form of cash, card, check or money order, payable to The Avenue Academy. This fee is not included in the cost of tuition.
* **Submit two (2) Photos:** The photos must be a recent 2x2 head and shoulder shot with a white background.
* **Entrance Essay:** The essay should include the applicant’s accomplishments and career goals.
* **Personal Interview:** Applicant must complete a personal interview with the admission’s team prior to registration.

## Provide Verification Documents:

## Identification (provide only one*)*: Copies of a passport, a government-issued identification, a driver’s license, or a birth certificate are required.

## Education *(provide only one*): Copies of a standard high school diploma\*, high school transcripts\*\*, an academic transcript of a student who has successfully completed at least a two- year program that is acceptable for full credit towards a bachelor’s degree or High School Equivalency diploma or official High School Equivalency diploma test scores. If a prospective student was home schooled, they must provide documentation to demonstrate compliance with one of the following requirements. 1) You must obtain written documentation from the school district, county, or state that shows that the student’s secondary school education was in a home school that state law treats as a home or private school. 2) If the state the home-schooled student was educated in issues a secondary school completion credential to home-schoolers the prospective student must provide this credential in order to be eligible for enrollment.

* **INSTRUCTOR’S COURSE:** Students enrolling in the apprentice instructor program must provide a copy of a current and valid New Mexico cosmetology or esthetician license.

\* Please note that a Modified High School Diploma, a Certificate of Completion, or a Certificate of Attainment is not accepted for our Admissions requirements. They are not considered equivalent to a Standard High School Diploma. We are required to verify that your proof of education is from a valid high school or High School equivalency program. If we determine that your diploma or High School Equivalency diploma is not valid, you will be denied admission to the school.

**\*\*Foreign/ Homeschool Diplomas or Transcripts:** The school will accept a foreign diploma or transcript; however, the diploma or transcript **MUST** be equivalent to a Standard U.S. high school diploma and must be translated into English by a certified translator and evaluated by a credentialed evaluation service. **It is the student’s responsibility to have the foreign diploma or transcript translated and evaluated as part of the admissions process.** Because the cost of evaluating a foreign diploma or transcript must be incurred as a charge of admissions prior to enrollment in an eligible program, the fee cannot be included in the cost of attendance (COA). Guidance on who to contact to secure an official translation and evaluation can be obtained from the school Financial Aid Administrator/Director. The school will accept a homeschool diploma or transcript; however, the diploma or transcript **MUST** be verified and equivalent to a Standard U.S. high school diploma. The Avenue Academy will contact the applicable school district to verify all homeschool diplomas.

**High school diplomas or transcripts that raise question as to the validity of the document will be subject to verification.** In the event of a questionable high school diploma or transcript, The Avenue Academy will contact the school and/ or school district that issued the diploma or transcript and request the school send a copy of the student in question’s official transcripts directly to The Avenue Academy.

**Self-certification of diplomas or transcripts is not sufficient documentation. All validation of diplomas and transcripts must be through the proper authorized entity. There is not an appeal process if the school is unable to validate a high school diploma or transcript.**

The Avenue Academy does not recruit students who are already enrolled in a similar program at another institution.

If you have a disability and need an academic adjustment, please notify the admissions officer as soon as possible so the school can review your request. If you are interested in attending our school and you do not have a high school diploma or high school equivalency diploma, please contact our admissions office for a list of high school equivalency programs located near the school. The Avenue Academy does not require a student to have immunizations / vaccinations to enroll in our school.

**\*\*\*Students wishing to utilize Federal Student aid must possess a High School Diploma or General Equivalency Diploma (GED).**

# APPLICANTS WITH NON-IMMIGRANT VISAS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicants with non-immigrant visas include those with work visas, students, visitors and foreign government officials. An applicant with a non-immigrant visa is not eligible for FSA funds unless they have a Form I-94 with one of the endorsements given in the eligible document section. Non-immigrant visas include, but are not limited to, the F-1, F-2 or M-1 Student Visa, NATO Visa, B-1 or B-2 Visitors Visa, J-1 or J-2 Exchange Visitors Visa, H series or L series. Someone who has only a “Notice of Approval to Apply for Permanent Residence” cannot receive FSA funds.

In addition to the admission requirements, non-immigrant applicants must also provide documentation, as listed above, to show that they are permitted to be enrolled in a post-secondary school. Those students studying under a student visa at a school approved by SEVIS must attend the full-time schedule and can only attend the program for a period not to exceed 12 months.

# ACCEPTANCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

After a prospect has completed the enrollment application process, the enrollment team and director reviews each applicant and his or her required admissions materials including the written entrance essay and personal interview to determine acceptance. Upon the decision of the enrollment team and director, the applicant receives written notification of acceptance or denial. Note: All applicants must go through the entire enrollment application process (detailed in the enrollment application) which includes re-entry students (withdrawals) and transfer students.

# RE-ENTRY STUDENTS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Outstanding tuition, fee, and overtime expenses must be paid in advance or the student must make satisfactory arrangements with the Financial Aid Administrator/Director.
* Previous tuition payments will be credited to the student’s balance.
* Because tuition fees and costs are subject to change, reentering students will be contracted according to the current tuition costs and will be required to pay any additional fees, if applicable.
* Pay a $100 .00 reentry fee.

The school does not deny re-admission to any service member of the uniformed services for reasons relating to that service.

Readmission is reserved to the sole discretion of The Avenue Academy and may require special conditions.

Re-admission for a student requires a personal interview with school administration. The re-entering student will be placed on 30-day evaluation period. During the 30-day evaluation period the student must demonstrate for that period that they can meet the school’s minimum attendance and academic requirements for Satisfactory Academic Progress. The student will then be evaluated for Satisfactory Academic Progress at the next scheduled evaluation period to determine their new status. Students who fail to meet the minimum attendance and academic requirements for that 30-day evaluation period may be terminated. Students who re-enter the program are placed in the same Satisfactory Academic Progress standing as when they left. If a re-enrolling student has previously used all of their excused absences provided under their original contract, the student will not receive any additional time for excused absences under the new re-enrollment contract.

# TRANSFER STUDENTS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If a student transfers from another school within the first 12 months of withdrawing from a school, The Avenue Academy will accept a maximum of 600 hours based on an evaluation of the student’s comprehension of the course material. The student must complete a minimum of 1000 hours at The Avenue Academy. If a student transfers from another school within the first 3 months of withdrawing from school, all transfer hours will be accepted, excluding miscellaneous hours (documented on official transcript). A student must submit a letter stating that he/she is a transfer student.

If a student transfers after the 12 months but before 24 months, The Avenue Academy will only accept half of the previous accumulated hours, but no more than the 600 hours as stated above. If a student enrolls after the 24 months the school will not be able to transfer any of their accumulated hours.

The cost for transfer cosmetology students is $11 per hour attended at The Avenue Academy; this does not include the cost of a complete and current student kit or admission fee.

The cost for transfer esthiology students is $16 per hour attended at The Avenue Academy; this does not include the cost of a complete and current student kit or admission fee.

The Avenue Academy does not accept transfer students in the instructor training program.

Please note that students transferring to another school may not be able to transfer all the hours they earned at The Avenue Academy; the number of transferable hours depends on the policy of the receiving school.

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory academic progress (SAP) evaluation periods are based on actual contracted hours at the institution.

In extraordinary circumstances, the school may allow a student to transfer in more hours from another school, if the student is enrolling from a school that has suddenly closed without notice. In these instances, the school will evaluate the prospective student and credit them with the number of hours related to their course knowledge.

Veterans or eligible persons: The cost of the “kit and equipment, textbook and supplies” may not be paid by the VA and the veteran or eligible person will be responsible for payment.