

# Continental Academie of Hair Design

## The Enrollment Process

1. Student must complete and submit the school's Enrollment Application.
2. The following items **must** be submitted to the school with the Enrollment Application:
  - a. \$50 Application Fee
  - b. Copy of High School Diploma, GED, or High School Transcript
  - c. Copy of Birth Certificate or Passport
  - d. Copy of Social Security Card
  - e. Copy of Driver's License
  - f. Four (4) passport photos
  - g. Copy of INS documents if applicable
3. The student **must** schedule an appointment for a personal interview at the school.
4. The student receives a letter in the mail granting acceptance or a denial of acceptance.
5. **Upon acceptance the student must forward the enrollment fee and the kit cost for that class to the school in order to guarantee placement in the desired class**, unless that particular class is full, in which case the student will be placed in the following class and notified accordingly.
6. If a cash (non financial aid) student, the **downpayment must be received by the school three (3) weeks prior to the starting date of the class.**
7. Uniform shirts must be purchased from the school prior to the starting date of the class.

### Financial Aid Students

8. **Applications for financial aid must be completed and submitted to the school at least 2 weeks prior to the starting date of the class.**
9. **Signed copies of the student's and/or parent's tax returns** for the appropriate year must be submitted to the school with the financial aid application if amounts from those returns are used on the application.
10. When the student receives the **processed Student Aid Report it must be submitted to the school** in order to have the student's financial aid eligibility calculated.
11. The school will issue a financial aid eligibility letter to the student with **acknowledgments of loan amounts to be applied for that must be signed and returned to the school** along with completed loan applications.
12. **If aid application is selected for verification, verification documents must be returned to the school promptly for reprocessing before any aid is awarded.**

**Failure to follow the above procedures could prevent your starting in your desired class.**