



# Pre-Enrollment Checklist

Revised 11/7/2016

Name \_\_\_\_\_

#	Completed ✓	DOCUMENT/ACTION REQUIRED
<i>* These forms are provided on the school website located on the enrollment page at <a href="http://www.ImageMakerBeauty.com">www.ImageMakerBeauty.com</a></i>		
1		* Application for Admission
2		* Demographics
3		* Catalog Acknowledgement Receipt <i>I have had the opportunity to read the institutional policies in the catalog that is located on the school website. This includes receiving a copy of the institutional refund policy, return to Title IV, and the Satisfactory Academic Progress Policy.</i>
4		* (3) Essays and (2) and Character References
5		Proof of Education <i>Official High School Transcript or GED Transcript</i>
6		Proof of age <i>Driver's License or Birth Certificate</i>
7		Social Security Card
8		Transfer Hours (if applicable) <i>We accept up to 750 clock hours from other Cosmetology Schools or High School.</i>
9		Enrollment Agreement <i>Must be present with admissions personnel to complete and sign. This form is not on the website, it is provided by the school upon enrollment.</i>
10		Toured the school
11		Schedule: _____ Anticipated start date: _____ <i>Full time = 30 hours per week _____ OR Part time = 20 hours per week _____</i>
12		Tuition & Fees Total Cost <i>I have been informed of the total Tuition, Books &amp; Kit fee and other fees of the Cosmetology Program.</i>
13		Payment: <i>I understand my payment plan or Financial Aid Plan if applicable.</i>
14		I have read Image Maker Beauty Institute's Consumer Information, Drug Policy, Campus Safety and Security Policy, Outcome Rates, Gainful Employment, Anti-harassment Policies, Transferability of Credit limitations, and Grievance Procedures. <i>All located on the school website at <a href="http://www.ImageMakerBeauty.com">www.ImageMakerBeauty.com</a></i>

**I acknowledge completing/being notified of the items listed above prior to enrollment.**

Signature \_\_\_\_\_ Date \_\_\_\_\_