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DDBS STUDENT ADMISSION POLICY & PROCEDURE

ADMISSION REQUIREMENTS

Students admitted into Dymond Designs Beauty school must have a high school diploma, GED, or college degree. We are required to verify that your proof of education is from a valid high school, college, or GED program. If we determine that your documents are not valid, you will be denied admission to the school. If DDBS has reason to believe that the high school documentation is not valid, the admissions coordinator must evaluate the validity of the student's high school completion. DDBS does not recruit students who are already enrolled in a similar program at another institution. DDBS requires that individuals who receive TITLE IV funds complete all the admissions requirements.

Admissions Requirements

- Must be 17 or older with a high school diploma, GED, or college degree.
- Fill out the application in-person or via on-line
- Submit a registration fee: \$100.00 (non-refundable/if applicable)

APPLICANT MUST COMPLETE THE FOLLOWING:

- Tour of the facility
- Complete a personal interview with the admissions coordinator or designated personnel prior to registration.
- Write a 2-paragraph essay about the program of interest and why did they choose DDBS.

APPLICANT MUST PROVIDE THE FOLLOWING:

- Social Security Card
- Driver's License/State Identification
- Proof of income
- Copy of your high school diploma/GED/Degree or high school transcripts
- Complete Enrollment Contract & Enrollment Documentation

HIGH SCHOOL DIPLOMA VERIFICATION POLICY

The DDBS and the U.S. Department of Education recognize several equivalents to a high school diploma:

- General Educational Development (GED) certificate.
- Certificate or other official completion documentation demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma (certificates of attendance and/or completion are not included in this qualifying category).
- An Associate.
- Successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate degree, but that is acceptable for full credit toward a bachelor's degree at any institution: or
- Enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into the bachelor's degree program.
- Foreign diplomas.

VETERANS ONLY

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As an alternative document you may submit a copy of DD Form 214-Certificate of Release or Discharge from Active Duty to verify a student's high school completion if it indicates that the individual is a high school graduate or equivalent.

CHAPTER 30 VETERANS ONLY

Students will be required to sign an acknowledgment of financial responsibility form.

STUDENTS THAT USE 3RD PARTY FUNDING SOURCES ONLY

Students will be required to sign a private education loan disclosure statement.

HOMESCHOOLING CREDENTIAL

Students that were homeschooled are not considered to have a high school diploma or equivalent, however, the homeschooled student can be eligible to receive FSA funds if their secondary school education was in a homeschool state that state law treats as a home or private school. Some states issue a secondary school completion credential to homeschoolers. If applicable, the student must obtain this credential to be eligible for FSA funds. Students can include in their homeschooling self-certification that they received this state credential.

FOREIGN DIPLOMA POLICY

Must have evidence that verification of a foreign high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

- 1) Note: High school diplomas/transcripts from other countries are acceptable toward the student eligibility general requirement if the diploma is equivalent to a U.S. high school diploma.
- 2) Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States, at your own expense.

At student's expense the student can contact one of the Translation/Evaluation Companies (check with your state to see which ones meet their requirements) for an official certification and translation of the student's foreign high school diploma or transcript:

Fees vary by each organization and type of evaluation and translation requested.

ACCEPTANCE:

After an applicant has completed the enrollment application process the admissions coordinator will review the applicant required admissions materials and access the personal interview to determine acceptance. Upon the decision of the enrollment, the applicant will receive notification of the acceptance or denial letter via email, telephone, or in-person. **Note: All applicants must go through the entire enrollment application process (detailed in catalog, online publication, and enrollment application).**

ENROLLMENT INFORMATION:

Enrollment periods: DDBS is on a continuous enrollment schedule, thus placement will be depending upon space availability. Please contact DDDS for exact start dates, holidays, and school closures: DDBS allows the following holidays off: New Year's Day, Memorial and Independence, Labor Day, Thanksgiving and December 24th and 25th.

ENROLLMENT CONTRACT:

DDBS clearly outlines the obligation of both the school and the student in the Enrollment Agreement Contract. A copy of the Enrollment Agreement Contract and information covering costs and payment plans will be furnished to students prior to the beginning of class attendance.

ORIENTATION

All applicants accepted into the program **MUST** attend the school's orientation to complete signing necessary documents, review all schools' policies, procedures, and plans, receive the

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Student Handbook & Catalog, receive their syllabus/ course outline and curriculum, and orientate for user-groups after they have been accepted into the program of choice.

ALCOHOL AND DRUG POLICY

The alcohol and drug policy can be found in DDBS's Title IV Manuel in hard copy print and on digital print via website and throughout the campus.

STUDENTS CONVICTED OF POSESSION OR SALE OF DRUGS

Federal Penalties for Drug Violations according to the U.S. Department of Education Office of National Drug Control Policy.

1. Period of ineligibility for Federal Student Aids Funds: **Possession of Illegal Drugs**
 - a) Only one time for possession of illegal drugs-1 year of ineligibility to receive Title IV funds after date of conviction
 - b) Two times for possession of illegal drugs -2 years of ineligibility to receive Title IV funds after date of the second conviction.
 - c) Three or more times for possession of illegal drugs -ineligible to receive Title IV funds for an indefinite period after date of third conviction.
2. Period of ineligibility Federal Student Aid Funds-**Sale of Illegal Drugs**
 - a) Only one time for the sale of illegal drugs- 2 year of ineligibility to receive Title IV funds after date of conviction.
 - b) Two times for the sale of illegal drugs ineligible to receive Title IV funds for an indefinite period after date of the second conviction.

**Note: Under the law, an indefinite period of ineligibility continues unless the conviction is overturned or otherwise rendered invalid, or the student meets one of the two early reinstatement requirements specified above.

If a student successfully completes a drug rehabilitation program after the student's most recent drug conviction, the student regains eligibility on the date the student successfully completes the program. Students may regain eligibility the day after the period of ineligibility ends or when he or she successfully completes a qualified drug rehabilitation program. Beginning with the academic year, passing unannounced drug tests given by a qualified drug rehabilitation program will be acceptable to regain eligibility.

A drug rehabilitation program is as follows:

- Two unannounced drug tests; and
- Qualified to receive federal, state, or local government funds directly or indirectly
- Is administered or recognized by a federal, state, or local government agency court
- Has received or qualified to receive payment directly or indirectly from a federally/state insurance company
- Is administered or recognized by a federally/state licensed hospital, health clinic or medical doctor.

PAYMENT SCHEDULE:

DDBS offers a of monthly financial payments schedules that includes a cash payment agreement upon enrollment. Please see the DDBS Admissions Coordinator /Business Center Administrator for details.

ADMISSIONS AND RECRUITING:

Any changes to these publications, rules of admissions, contract enrollment agreements and/or any printed admissions information will be given to all current, prospect, and future students in a timely manner.

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DDBS STUDENT ADMISSION PROCEDURE

PROCEDURE:

1. Applicants must complete and apply prior to registration in person or online at www.ddbs.edu.
2. Applicants must set up an appointment for an entrance interview and campus tour. The admissions coordinator will give applicants all required admissions materials for acceptance into the intuition program of choice such as: high school diploma, GED, high school transcript, college degree, State I.D., driver's license and/or birth certificate and social security. The applicant will also be given all funding options.
3. Once an applicant has been assessed he/she will be notified of denial or acceptance by letter via email, in-person, and telephone.
4. Once an applicant is accepted, a \$100.00 registration fee (non-refundable) must be paid within the school's business center and review of tuition costs and payment options must be evaluated and determined. This fee may also be included in the general cost of tuition and not prior to enrollment at the discretion of the Director.
5. After payment options have been established within the business center and the enrollment agreements and financial documents have been signed, the applicant must set up an orientation date. **ALL APPLICANTS MUST ATTEND AN ORIENTATION.** The admissions coordinator and/or financial aid advisor will advise applicants of all orientation dates.
6. During the orientation the applicant will sign and review all necessary documents during orientation such as enrollment forms, tuition agreements, student catalogs/handbooks, course outline/curriculum, plans/policies/procedures, and must train for user-group.

All Admissions Representatives are required to adhere and verify the following for enrollment process:

- Applicants' application
- Social Security Card
- High school diploma, GED, college degree, State I.D., Driver's License, or birth certificate
- Tour of the facility
- In-Person Interview
- Applicant essay
- Paid registration fee