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## **DDBS STUDENT ADMISSION POLICY & PROCEDURE**

### **General Admission Requirements & Policy**

Dymond Designs Beauty School (DDBS) is an equal opportunity employer and follows the same policies in accepting applications from potential students. DDBS is open to all students without regard to race, color, religion, age, sex, creed, disability, or marital status. The admissions policy is within compliance, with the U.S. Department of Education (Michigan), State of Michigan Department of Licensing and Regulatory Affairs, Council on Occupational Education Accrediting Agency guidelines, and the Veterans Administration Education Department. To be eligible for admissions, an applicant must:

- 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)

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.

### **Applicant Must Complete the Following Steps:**

Step 1- Tour of the facility and advise applicants to visit the school's website

Step 2- Complete a personal interview with the admissions coordinator prior to registration.

Step 3- Write a 2-paragraph essay about the program of interest and why did they choose DDBS

Step 4- Complete an assessment to be reviewed and discussed with admissions coordinator

### **Applicant Must Complete the Following:**

- Driver's License/State Identification/Passport/Birth Certificate
- Proof of income, age,
- Copy of your high school diploma/GED/Degree or high school transcripts
- Complete Enrollment Contract & Enrollment Documentation
- Optional: FASFA if an applicant chooses to participate in Financial Aid, please see notable admissions information below for more details:
  - Discuss Financial Aid options and estimates
  - Explain Entrance Loan Counseling and Master Promissory Note
  - Discuss out of pocket options

### **Notable Admissions Information:**

Dymond Designs Beauty School will access the NSLDS as it has all the pertinent information about student loans and financial history.

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### **Readmissions Policy**

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges; however, these students will be responsible for repaying remaining balances from the previous enrollment that can't be reinstated with reinstated federal funds. Students who have been terminated or withdrew from school and re-enrolled (if determined eligible), after more than 180 days will pay a \$100.00 registration fee and will be charged for contracted hours at the current tuition date. All re-enrolling students will be provided with the school's re-enrollment policy and will be evaluated by the school's administrator for placement in the curriculum and kit needs (if applicable). Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer -in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.is at the discretion of the school administration.

A determination of SAP will be made and documented at the time of withdrawal. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment

**Revised- 2-28-2025**

### **DDBS Student Transfer Policy and Procedure**

#### **Transfer Student Policy**

Students with previous training shall be evaluated by an instructor using practical applications and reviewing the transcripts. Appropriate credit will be given for comparable previous education and training. The training period will be shortened accordingly based on the shortened training period.

**Note: The school only transfers hours not GPA's.** If a transfer student is admitted to the program, a notarized transcript from the sending school must be received prior to the student starting class at Dymond Designs Beauty School. If the sending school has closed, the transfer student must obtain a clock hour report from the State of Michigan Department of Licensing and Regulatory Affairs before starting class at DDBS. Transfer students will be required to purchase a kit or kit items to meet DDBS requirements. Transfer hours are recorded in student attendance under bulk hours in the student database. Decisions concerning the acceptance of transfer hours are at the discretion of the administrator. In addition, the student will be charged based on the current tuition rate and how many hours are needed for completion.

### **Admissions Procedure for Transfer Students**

#### **Admissions Coordinator**

1. Will greet the prospective student.
2. Review the information packet documents.
3. Tour the school with prospect

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4. Advise students to visit the school's website at [www.ddbs.edu](http://www.ddbs.edu) for access to Program Information, Catalog/Consumer Information and Links
5. Give students a signed copy of enrollment agreement, school retains original agreement

### **Business Center Liaison**

1. Update the student database (BEN) to include all enrollment information such as: start date, schedule, social security number, birth date, family status, high school graduation date, tuition, books and supplies, academic chart

### **Financial Aid Administrator**

1. Discuss Financial Aid options and estimates
2. Discuss self-payment options
3. Discuss the process of FA or reviews the obtained ISIR
4. Interacts with students about questions and items needed for Verification
5. Reviews of the Award Letter

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### **Transfer Student Procedure**

#### **Admissions Coordinator**

1. Reviews and confirms notarized transcript
2. Keeping a copy of transcript in student file
3. Meet with the student to discuss the outcome
4. Credits student of the amount of clock hours approved by the Director

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### **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 such as: Test Assessing Secondary Completion (TASC), the High School Equivalency Test (HiSET), or in California, the California High School Proficiency Exam. Certificates of attendance and/or completion are not included in this qualifying category).
- Prospect can have an associate degree.
- 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.

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- Foreign diplomas.
- For a student who enrolls without completing high school, a transcript must be provided indicating the student has excelled in high school.
  1. The student must no longer be enrolled in high school
  2. Must satisfy your school's written policy for admitting such students and must start a program that leads at least to an associate degree or its equivalent.
  3. Note that merely possessing a certificate of attendance and/or high school completion is not sufficient for a student to be Title IV aid eligible.
  4. Such a certificate may be issued without a student having to complete all the academic graduation requirements, including passing any required examinations.
  5. A state must consider a certificate or high-school-completion-equivalency test as equivalent to a high school diploma in that state for it to be considered equivalent to a high school diploma for Title IV aid eligibility purposes.

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### **Veterans Benefit Policy**

Dymond Designs Beauty School (DDBS) is approved by the State of Michigan Approving Agency (The Department of Veterans Affairs) to accept funding for all programs offered at DDBS. A Veteran, spouse or child of a Veteran are eligible to take advantage of these benefits. It is the student's responsibility to apply for the benefits online at [www.gibill.va.gov](http://www.gibill.va.gov) or by completing the paper form VA 22-1990. Once applied, DDBS will need a copy of the student's Certificate of Eligibility (COE) and a copy of the DD-214 discharge paperwork. An Administrator will evaluate official transcripts and documentation of previous education and training, and if possible, apply appropriate credit. Evaluation periods for GI® bill benefits will be evaluated every 30 scheduled days. Students must receive 75% in both academics and attendance to be considered maintaining satisfactory progress. If at the end of the probation period he/she is not making satisfactory progress, their benefits will be terminated and to continue will pay on a cash basis

### **Chapter 30 Veterans Only**

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

### **Students Who Use 3<sup>rd</sup> Party Funding Sources Only**

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

### **Homeschool Verification Policy**

Homeschooled students are not considered to have a high school diploma or equivalent, they are eligible to enroll and potentially receive FSA funds if their secondary school education was in a homeschool that state law treats as a home or private school. Some states issue a secondary school completion credential to homeschoolers.

- If this is the case in the state where the student was homeschooled, he/she must obtain this credential to be eligible for FSA funds if the state requires it.

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- The student can include in his/her homeschooling self-certification that he/she received this state credential.

An eligible institution is defined in part as one that admits as regular students only those who have a high school diploma or equivalent, are beyond the compulsory age of attendance for the school's state or are dually enrolled at the college and a secondary school. For students who finish homeschooling at a younger age, the Department considers them to be beyond the age of compulsory attendance if:

- Dymond Designs Beauty School (DDBS) follows our State of Michigan regulations that would not require homeschooled students to obtain a secondary completion credential as provided under state law; or the student has completed a secondary school education in a homeschool setting that qualifies as an exemption from compulsory attendance under state law.

### **Homeschool Verification Procedure**

1. Admissions Coordinator/Business Center Liaison
2. Accept the diploma
3. Review for accuracy
4. Verify all High School Diploma's by confirming it lines with the policy
5. Diploma mills and Ability to Benefit are not accepted.

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### **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. Students should contact both to determine which is best for their situation.**

### **Foreign Diploma Procedure**

**Director/Admissions Coordinator Procedure:**

- Don't accept Diploma if it is not translated

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- If unsure, accept the diploma
- Review for accuracy
- If suspicions occur that it is from a Diploma Mill; Investigate
- May require student to provide another proof of Education

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### **Diploma Mill**

All students must provide evidence that they possess a high school diploma, GED, a home study certificate or transcript from a home-study program that is equivalent to high school level and is recognized by the state of issuance.

In the event the validity of the high school diploma is in question, Dymond Designs Beauty School (DDBS), will use any or all the following methods to determine validity.

1. We will cross check the diploma with a list of “diploma mills” that has been generated through the industry.
2. If the name of the school issuing the diploma appears on this list, the high school diploma will require further investigation including but not limited to determining accreditation status, viewing transcripts provided to the student and, viewing the subjects completed by the student.

### **Diploma Mill Procedure**

#### **Director Admissions Coordinator**

1. Don't accept Diploma if it's known to be from a Diploma Mill
2. If unsure, Accept the diploma
3. Review for accuracy
4. If suspicions occur that it is from a Diploma Mill; Investigate
5. May require student to provide another proof of Education

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### **Acceptance Policy:**

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).**

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### **Secondary School Students**

DDBS does not accept secondary school students.

### **Vaccination Policy**

Dymond Designs Beauty School nor does the State of Michigan require vaccinations for admission

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Into this school or chosen field.

### **FERPA Policy & Procedure**

This policy can be found in DDBS's Title IV Manual in hard copy print and on digital print via website and throughout the campus

### **Enrollment Information**

Enrollment periods: DDBS is on a continuous enrollment schedule, thus placement will be depending upon space availability. Please contact DDBS for exact start dates, holidays, and school closures: DDBS allows the following holidays off: New Year's Day, Dr. Martin Luther King Jr., 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 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 Manual in hard copy print and on digital print via website and throughout the campus.

### **Students Convicted of Possession or Sale of Drugs Policy**

Students convicted of possession or sale of drugs alcohol and drug policy can be found in DDBS's Title IV Manual in hard copy print and on digital print via website and throughout the campus.

### **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.

All employees of DDBS have a firm commitment with the admissions coordinator and the Director of Operations for recruiting activities at the school to ensure all activities are of ethical conduct. DDBS student support services must be clear and in place to ready to serve students and meet their needs. Students are encouraged to complete the full clock hour program to achieve

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their Certificate of Completion. All recruitment activities and material used describe our mission with our occupational programs, student performance reports and completion requirements with clock hour tuition, fees, and instructional outcomes thoroughly detailed.

### **Non-Discrimination in Admissions Policy**

Dymond Designs Beauty School admits regardless of race, color, sexual orientation, age, religion, disability, or any other characteristic protected by applicable federal, state, or local laws. The institution does not discriminate in its admissions policies, educational programs, financial aid practices, or any other school-administered activities. All admissions decisions are based solely on an applicant's ability to meet program requirements and successfully complete the program.

### **Placement Assistance**

DDBS maintains placement assistance and arrangements for job placement through our Workforce Development and Career Recruiter/Department. Instructors assist students with resume building, interview preparation, communication skills, and professional development for job leads and employment opportunities. All graduates' information for placement is collected during the exit interview process and immediately provided to the Workforce Development and Recruitment Department for possible employment.

As prescribed by state law, we cannot guarantee placement as an inducement to enrollment. Therefore, the school does not guarantee placement services.