

Other days may be designated as holidays or scheduled days off. Students and staff will be informed of these days in advance, allowing time to make any necessary arrangements such as day care, transportation et cetera.

Classes are in session Tuesday through Friday from 8:30 a.m. to 4:00 p.m. and Saturday from 8:30 to 3:00 for all programs. Students are given the opportunity to makeup hours due to absences from 4:00 to 5:00 Tuesday thru Friday.

Attendances on these days and during these hours are mandatory and required to maintain full-time status for Financial Aid purposes.

When severe weather conditions exist, students should call the school and listen to the message concerning class cancellations and delays or listen to local television and radio stations. For students on Facebook a notice will be posted on our school page.



ADMISSIONS REQUIREMENTS

All programs and courses taught by the institution will be in English. All textbooks, learning material, contracts, catalogs, etc. will be in English. Only applicants who can communicate effectively English will be enrolled in the institution. Any documents submitted in a language other than English must be translated by an outside agency that is qualified to translate documents into English.

Applicants must have successfully completed high school or its equivalent as evidenced by any of the items on the following list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion or;

Have evidence of completion of home schooling that state law treats as a home or private school. All home school diplomas have to be verified through AEQUO International, this is done at the students cost.

Have evidence that verification of a foreign student's 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 high school diploma.

ADMISSIONS PROCEDURE FOR ABILITY-TO- BENEFIT STUDENTS

In 2012, the Consolidated Appropriations Act of 2012 (Pub. L. 112-74) amended section 484(d) of the HEA to allow a student without a high school diploma (or its recognized equivalent), or who did not complete a secondary school education in a homeschooled setting, and who was enrolled in an eligible program at a Title IV institution prior to July 1, 2012, to be eligible for Title IV aid under the previous ATB alternatives. Under this provision the eligible students were referred to as having been “grandfathered.” The new provision in Pub. L. 113-235 does not affect the eligibility of students grandfathered under the 2012 provision.

Clarksburg Beauty Academy does not administer the test; therefore it is the student’s responsibility to provide the school with a copy of the passing scores, student scores, name of the test administrator, and any counseling records. Acceptance of the test scores is subject to approval from the West Virginia State Board of Cosmetology. These documents will be retained in the students file.

Applicants must meet all required procedures listed under the Academy’s Admissions Procedures.

Applicants must complete and sign the Enrollment Agreement (contract). Each applicant must submit an enrollment fee of \$100.00 and complete any other forms that the Academy may deem necessary. Applicants may apply for admission by making an appointment with the schools admission office at 304.624.6475.

TRANSFER STUDENTS

If you previously attended another school of Cosmetology, Hairstyling Manicuring or Massage, you must provide an academic transcript to receive credit for hours attended. All transcripts are subject to WV State Board approval. It is at the schools discretion as to how many hours will transfer. Transcripts should be mailed directly to CBA, and must contain the following;

1. Breakdown of each subject completed.
2. Grades earned in each subject. (must be a “C” or better.)
3. Hours completed in each subject, both practical and Theory
4. School seal or certifying signature.

Transfer applicants must meet all required procedures listed under the Academy’s Admissions Procedures. All transfer students will be charged \$10.00 an hour, for hours needed to complete for all programs.

ADMISSIONS PROCEDURE

Prior to enrolling students are required to submit the following;

- A. A certified copy of your birth certificate. You must be at least eighteen (18) years of age when you begin classes.

- B. A copy of your high school diploma or GED. If your diploma has a different name other than your birth certificate, you will need proof of name change.
- C. Cosmetology and Manicuring students need a tuberculin skin test performed within past 6 months or signed statement attesting that you show no indication of needing a TB test.
- D. Four (4) passport style pictures showing your full face, one of which will be sent to The State Board of Barbers & Cosmetologists. *Massage Therapy students are required to submit one (1) for identification purposes.*
- E. Cosmetology and Manicuring students must complete the WV Student Registration Application available on line at <http://www.wvbbc.org> and a school application for enrollment.
- G. Cosmetology and Manicuring students' musts submit a \$25.00 money order, cashier check or personal check made out to the WV State Board of Barbers and Cosmetologists (W V B B C). This covers the fee for your student permit.
- H. A copy of your signed Social Security Card.
- I. A copy of your current driver's license or state ID.
- J. A copy of your IRS Transcript or other proof of income.

The Clarksburg Beauty Academy reserves the right to cancel class or limit enrollment prior to the start date due to minimum or maximum class enrollment, or for any other reason.