



Pre-Enrollment Package

1. **Catalog is available online at topnotchbeautyschool.com**
2. **Programs offered and GA State Licensing Training Requirements:**
 - Master Cosmetology 1500 Hours
 - Master Barber 1500 Hours
 - Nail Technology 525 Hours
 - Esthetician 1000 Hours
 - Master Educator 750 Hours
 - Nail Care Instructor 250 Hours
 - Barber Instructor 750 Hours
 - Esthetician Instructor 500 Hours

Each student will receive a Certificate of Completion if he/she meets all the requirements below. The school considers a student that has completed all his/her required program hours and services as a "candidate for graduation". However, the student will not receive a Certificate Completion until he/she complies with the following requirements:

- Complete the required hours of training;
- Complete the curriculum requirement;
- Take and pass Final examinations;
- Fulfill all financial obligations to the school OR have Payment Planning to satisfy any unfulfilled financial obligations to the school.

****Certification of Completion and transcript will not be given to students until all Financial Obligations have been fulfilled.**

3. **School's Most Recent Ratings: which also available online at topnotchbeautyschool.com**
 - **Graduation Rate:** 100% for students who have successfully graduated from Top Notch Beauty School. Which is 50% above Accreditation Agency's requirement.
 - **Licensure Rate:** 100 % for students who have received licensure. Which is 50% above Accreditation Agency's requirement.
 - **Placement Rate:** 100 % for students who have been placed. Which is 50% above Accreditation Agency's requirement.



4. **SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

The student will receive a program report at the end of each evaluation point based on Actual Hours.

Course	Evaluation Points (Based on Actual Hours)			
Nail Technology	263 hours	525 hours		
Master Cosmetology	450 hours	900 hours	1200 hours	1500 hours
Master Barber	450 hours	900 hours	1200 hours	1500 hours
Esthetician	450 hours	900 hours	1000 hours	
Master Educator	375 hours	750 hours		
Nail Care Instructor	125 hours	250 hours		
Barber Instructor	375 hours	750 hours		
Esthetician Instructor	250 hours	500 hours		

This policy applies to all students enrolled in an approved course and all available types of schedule. Student will receive access to the School Catalog with included Satisfactory Academic Progress Policy Prior enrollment or/and starting class.

Students will be judged as making Satisfactory Academic Progress (SAP) by maintaining a cumulative grade point average (GPA) of 75% or higher and the accumulative attendance rate of 80% or higher at each evaluation point of the program. All evaluations will be done within 7 school business dates from the date of the evaluation point, and students shall receive a copy of the report (in-person or email). The evaluation report will include the student's progress from the last month and not current month since the grades from the current month will not be entered until the beginning of the next month.

Students who meet the minimum requirements of cumulative grade point average (GPA) of 75% or higher and the accumulative attendance rate of 80% or higher is considered to be making SAP until he next scheduled evaluation point.

To avoid academic warning and/or probation, students must maintain a minimum GPA of 75% or a C or higher and a cumulative attendance of 80% or higher. Students maintaining less than a 75% GPA and /or a cumulative attendance rate below 80% shall receive a warning then be placed on probation after a positive appeal result. If students continue to fail SAP, he/she will lose tittle IV funding, etc., and is expected to make payment arrangement to cover tuition cost if applicable.

5. **Students will be required to do light cleaning of their classroom(s), and work area.**

6. **The school is NOT responsible for:**

- Testing fees
- Licensing fee
- Testing kits (kits may be rented)
- Restocking supplies



7. The Family Educational Right and Privacy Act (FERPA) is in the catalog, on page 63 and 64

8. License requirement

It is Important that applicants understood the licensing process and the State Board requirements. It is also important to note that there are variations from state to state. Top Notch Beauty School is licensed and in compliance with Georgia State Board of Cosmetology and Barber regulations and requirements. Upon completion of the course, students need to pass both theory and practical exams with a 70 or higher in order to obtain licensure. For more details and up to date information for your course please follow the link:

http://sos.ga.gov/plb/acrobat/laws/28_%20Cosmetology_and_Barbers_new.pdf

9. Employment Requirement

Applicants who are interested and have passion in the field of Cosmetology, Beauty, and related fields should consider all aspects before applying:

- Have a sense of style, and artistic intuition;
- Able to give exceptional consumer service quality;
- Able to interact and willing to give professional opinions;
- Willing to work long hours and endure some physical burdens such as sitting and/or standing for long hours and regular rest/lunch time;
- Be wear of exposure to fume and other chemicals in working environment;
- Responsible to stay up-to-date with the latest and newest information and techniques;
- Work well with others and able to take in constructive criticisms;
- And please note*** payment/salary is varied from place to place, state to state. Commission ratio of 60:40 is the most commonly practiced. Other forms of compensation also observed such as straight salary, salary plus commission, etc.,

10. Placement services & Advice are available but not guaranteed of hiring.

11. Refund Policy:

Cancellation/Termination by the Student: If a student wishes to terminate training, the student should notify the school Director in writing. Student must complete and sign the “**Withdrawal Request Form**”. Notice may be hand delivered, mailed, or emailed. Cancellation date will be the date the school receives the notice.

If a student has **NOT** started class and requests in writing to cancel the training contract, all monies shall be returned except non-refundable fee(s).

All money due to a student shall be refunded within forty-five (45) calendar days from the official cancellation or withdrawal. Registration fee(s), Books, lab, and supplies fees are non-refundable.

A full refund (except nonrefundable fees) will be issued to any student who makes the request



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within three business days after signing enrollment agreement and have **NOT** started the training. Books/Kits/Lab and registration fees are non-refundable.

In the case of school closes permanently, refund calculation will be performed, and made out to students with 45 calendar days from the date School announces its closure.

If the student wishes to be withdrawn from the program after attendance has begun, but prior to 50% of the program being completed based on actual hours, Top Noch Beauty School shall abide by the following rules:

% of completion of the program	% of due tuition
0% (Withdrawal before attendance)	0%
0.01%- 4.9%	20%
5% - 9.9%	30%
10%-14.9%	40%
15%-24.9%	45%
25%-49.9%	70%
>50%	100%

*** **ALL** Refund calculations are based on actual hours.

All money due to a student shall be refunded within forty-five (45) calendar days from the date of determination that a student has officially withdrawn.

ALL proof documentations including the refund calculation and evidence of the refund made will be kept for record.

12. GA Board of Cosmetology and Barbers will accept Theory hours earned by students using online method(s) to cope with the COVID-19 Crisis during the mandatory shut down.

By signing this form, I acknowledge that I have been given this Pre-Enrollment Package, read, and understood, before I sign the Enrollment Agreement.

Perspective Student Print NAME: _____

Perspective Student Signature: _____

Date: ____/____/____

School Official Signature: _____

Date: ____/____/____