



ADMISSION POLICY

ADMISSION REQUIREMENTS

- Students must complete student application.
- The student must show evidence of high school graduation, completion of a General Equivalency Diploma, a college transcript or have earned a diploma at a foreign high school that is equivalent to a U.S issued diploma.
- 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 U.S. high school diploma.
- Students applying for programs that do not have a high school diploma or its equivalent may be admitted upon demonstrating the ability to benefit from the training offered. This can be demonstrated by successfully attaining a score of 200 on the Verbal form and a 210 for the mathematics form on the Wonderlic Basic Skills Test (BST)
- Applicants must have at least 18 years of age to attend without parental approval. If the student is under the age of 18, only will be accepted with or more than 17 years and a parent or guardian must enroll and sign by the applicant.
- Complete Student Enrollment Agreement. (For students who are 17 years of age prior to enrollment must have a parent and/or legal guardian sign the Enrollment Agreement.
- All applicants must provide a photo identification card.
- Submission of Public Release Form/Emergency Contact (applications will be completed at the school.)

DIPLOMA AND TRANSCRIPT VALIDATION

When the Office of Admissions or Financial Aid receives an application for admission from a potential student which contains a high school transcript or diploma, the document must be validated. If the validity of the document(s) submitted by the student is in question, the evaluator of the application must follow the Diploma and Transcript Validation Process:

- 1) Review the documents (diploma and/or transcripts) provided by the student
- 2) Contact the school or individual listed on the document
- 3) Request direct written communication from the school validating graduation of the student in question.

ADMISSION PROCEDURE

Prospective students must make formal application to and be accepted by the school. The applicant will receive a catalog and must complete and sign an Enrollment Agreement prior to beginning classes. Applicants are encouraged to complete the enrollment process well in advance of their desired start date, as class size is limited to ensure individualized instruction.

READMISSIONS

Students applying for re-admission must repeat the entire admission process. Credits previously earned at the school will be accepted. Students must be in good financial standing with the school to re-enter. Students who re-enter within 180 days after withdrawal will be charged their original tuition rates. Students who re-enter more than 180 days after withdrawal will be charged tuition rates current at the time of re-entering.