

Le Melange

Academy of Hair & Esthetics

STUDENT ADMISSION APPLICATION

TODAY'S DATE: _____

NAME: _____
FIRST LAST MIDDLE INITIAL

ADDRESS: _____

CITY/STATE: _____ ZIP: _____

HOME PHONE (____) _____ CELL PHONE (____) _____

E-MAIL ADDRESS: _____

DATE OF BIRTH: _____ AGE: _____ SEX: FEMALE MALE

SOCIAL SECURITY #: _____ - _____ - _____ DRIVERS LICENSE #: _____ STATE: _____

ETHNICITY (PLEASE CHECK ALL THAT APPLY)

AFRICAN AMERICAN NATIVE AMERICAN ALASKAN NATIVE ASIAN
 CAUCASIAN HISPANIC RUSSIAN OTHER (SPECIFY): _____

ARE YOU A U.S. CITIZEN? YES NO IF NO, ARE YOU AN ELIGIBLE NON-CITIZEN? YES NO

EMERGENCY CONTACT PERSON: (MANDATORY)

NAME: _____ RELATIONSHIP: PARENT SPOUSE FRIEND
 OTHER (SPECIFY): _____

PHONE (____) _____ CELL PHONE (____) _____

ADDRESS _____ CITY/STATE _____ ZIP _____

CHECK WHICH PROGRAM YOU ARE APPLYING FOR:

COSMETOLOGY (HAIR, ESTHETICS, NAILS) ESTHETICS (SKIN, SPA)

ARE YOU APPLYING FOR: FULL TIME PART TIME NOT CERTAIN

DO YOU HAVE PRIOR HOURS RELATED TO THIS INDUSTRY THAT YOU WISH TO TRANSFER INTO OUR PROGRAM? YES NO

IF YES, LIST INSTITUTION NAME _____
PROGRAM _____ NUMBER OF HOURS _____

EDUCATION

DO YOU HAVE PROOF OF RECEIVING A HIGH SCHOOL DIPLOMA OR GED? YES NO
IF NO, YOU WILL NEED TO OBTAIN AN OFFICIAL TRANSCRIPT FROM YOUR SCHOOL OR
EDUCATIONAL FACILITY. LE MELANGE IS NOT RESPONSIBLE FOR VERIFYING THIS
INFORMATION FOR YOU.

PLEASE CHECK ANY ADDITIONAL EDUCATION THAT YOU HAVE COMPLETED BEYOND
HIGH SCHOOL. NONE SOME COLLEGE VOCATIONAL/TECHNICAL ASSOCIATES DEGREE
OTHER _____

NAME OF LAST SCHOOL ATTENDED: _____
CITY/STATE: _____ ZIP CODE: _____
DATES ATTENDED: _____

EMPLOYMENT

PLEASE LIST YOUR RECENT EMPLOYER:
EMPLOYER NAME: _____
DATES OF EMPLOYMENT: FROM ___/___/___ THROUGH ___/___/___
YOUR JOB TITLE: _____

ARE YOU RECEIVING UNEMPLOYMENT, WELFARE, SOCIAL SECURITY, AFDC OR TANF?
 YES NO

WILL ANY OF THESE OUTSIDE ORGANIZATIONS PROVIDE TUITION ASSISTANCE IN ANY
FORM SUCH AS DEPOSIT FEE ASSISTANCE OR TUITION ASSISTANCE? YES NO
IF YES, PLEASE PROVIDE THE FOLLOWING:

ORGANIZATION NAME: _____
CASEWORKER NAME: _____ PHONE: (____) _____

MARITAL STATUS: MARRIED SINGLE NAME OF SPOUSE _____

DO YOU HAVE ANY DEPENDANTS? YES NO HOW MANY DEPENDANTS DO YOU HAVE? _
AGE(S) OF DEPENDANTS(S): _____

PHYSICAL HEALTH AND/OR ABILITY INFORMATION

(PLEASE CHECK ALL THAT APPLY)
 NONE SPEECH IMPAIRED VISUALLY IMPAIRED
 PHYSICAL HANDICAP LEARNING DISABILITY OTHER IMPAIRMENTS: _____

***MUST PROVIDE DOCUMENTATION**

DO YOU HAVE ANY ACUTE ALLERGIES? YES NO IF YES, PLEASE LIST: _____
ARE YOU CURRENTLY TAKING ANY MEDICATIONS? YES NO IF YES, PLEASE LIST: _____

PLEASE LIST ANY PHYSICAL OR PSYCHOLOGICAL REASONS THAT WOULD LIMIT OR
PROHIBIT YOU FROM GIVING AND/OR RECEIVING SERVICES RELATED TO THE PROGRAM
THAT YOU ARE APPLYING FOR. _____

HAVE YOU EVER CANCELLED ENROLLMENT AND/OR BEEN TERMINATED FROM AN EDUCATIONAL OR TRAINING PROGRAM? (PLEASE WAIT TO INITIAL IF YOU ARE UNSURE AND WOULD LIKE TO DISCUSS THE IMPLICATIONS OF THE QUESTION.)

YES NO INITIAL _____

IF YES, PLEASE EXPLAIN _____

DO YOU UNDERSTAND THAT LE MELANGE ACADEMY OPERATES UNDER A SPECIFIC ATTENDANCE SCHEDULE AND THAT BY ENROLLING INTO A PROGRAM YOUR ATTENDANCE WILL BE MONITORED AND EXPECTED ON A DAILY BASIS? YES

INITIAL _____

PLEASE READ: BY INITIALING THE ABOVE QUESTION YOU ARE DEMONSTRATING AN AWARENESS THAT POOR ATTENDANCE CAN AND WILL RESULT IN FINANCIAL AND/OR EDUCATIONAL PENALTIES.

LE MELANGE ACADEMY OPERATES UNDER A DRUG FREE POLICY. STUDENTS ARE FORBIDDEN TO ATTEND CLASS UNDER THE INFLUENCE OF ANY DRUGS OR ALCOHOL. WILL YOU BE ABLE TO ABIDE BY THAT POLICY? YES

INITIAL _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR, OTHER THAN A MINOR TRAFFIC VIOLATION? YES NO

INITIAL _____

HAVE YOU EVER BEEN CONVICTED OF POSSESSING OR SELLING ILLEGAL DRUGS?

YES NO INITIAL _____

IF YES, TO EITHER A FELONY OR A DRUG RELATED OFFENSE, PLEASE PROVIDE DATE AND DESCRIPTION OF CONVICTION. _____

***FAILURE TO NOTIFY THIS ACADEMY ABOUT FELONY OR DRUG CONVICTIONS CAN AND WILL EFFECT YOUR ABILITY TO OBTAIN A STATE LICENSE AND/OR FINANCIAL AID.**

DURING THE ENROLLMENT PROCESS YOU MAY BE REQUIRED TO ATTEND A MANDATORY INTERVIEW. PLEASE PROVIDE US WITH AT LEAST TWO DAYS AND TIMES THAT YOU WOULD BE AVAILABLE, SHOULD THE INTERVIEW BE REQUIRED OF YOU (EXAMPLE: THURSDAYS AFTER 2 PM AND WEDNESDAYS AT NOON).

1. _____

2. _____

IN ORDER TO ENROLL IN LE MELANGE ACADEMY YOU MUST BE ABLE TO PROVIDE THE SCHOOL WITH A DEPOSIT (MUST BE PAID BEFORE YOU SIGN A LE MELANGE CONTRACT).

INITIAL _____

IMPORTANT INFORMATION ABOUT ENROLLMENT AT LE MELANGE ACADEMY

Le Melange Academy provides the highest level of education for students that desire a successful career in the beauty industry.

Because our standards for excellence are high, we select students that are goal oriented and serious about receiving training and gaining invaluable practical experience.

During the enrollment process, we determine if you are the ideal fit for our academy with a rating system that evaluates your overall attitude, punctuality, and ability to follow instructions by bringing in required paperwork and reading your admissions materials.

To help guide you through this process, the admissions representative is here to answer questions you may have about the paperwork and other enrollment requirements.

At all times, you are responsible for meeting every enrollment requirement. This means reading and understanding all materials, providing all required paperwork, and attending all scheduled admissions appointments. If unable to keep any scheduled appointment, you must call in advance to reschedule.

Once you have met with the financial advisor, you may pay a deposit to hold your spot in the program. The deposit does not guarantee your acceptance for enrollment rather it serves as your space-holder.

After review of your file, you may be requested to attend a mandatory interview with a member of the administrative department. This meeting is to determine if enrollment at Le Melange Academy is the ideal fit for your career path by asking a deeper level of questions.

Once the enrollment process is completed, you will be notified of your acceptance status within 24 hours (except on weekends). If you have been accepted, we will then process your check or credit card deposit.

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LEMELANGEACADEMY.COM (707) 257-7767

ENROLLMENT FAQ SHEET

Q: When may I pay my enrollment deposit?

A: You may pay your deposit only after you have met with the financial advisor.

Q: What paperwork do I need to complete to enroll?

A: All the forms and information on the required documents sheet.

Q: Do I need to have a high school diploma or G.E.D.?

A: Yes, especially if you are interested in applying for financial aid, you will need a high school diploma, or G.E.D.

Q: I do not live with my parents, am I still a dependant?

A: If you are under the age of 24, not married, have no children of your own, are not in the armed forces, and are not an orphan, you are considered a dependant regardless of whether or not your parents claim you on their taxes. If you are not sure of your dependency status fill out Step 3 in the FASFA form. If you answer NO to the questions in that section and it tells you to go to Step 4 you are a dependant. We will then need your parent's tax information to complete the financial aid process.

Q: What if I do not have a copy of my social security card or diploma?

A: You cannot meet with the financial advisor until you bring in all required documents. You will need to apply for a new social security card at the social security administrative office. If you have lost your high school diploma you will need to bring in an official high school transcript in the original sealed envelope. Faxed or open transcripts will not be accepted.

Q: How quickly do classes fill up?

A: There is no way for Le Melange Academy to determine how quickly the classes are going to be filled. The best way to ensure that you will get into the class that you want is to get all required paperwork in quickly. There is never a guarantee that anyone will get into a class until they have gone through the entire enrollment process and paid their deposit.

Q: How do I know what classes are available?

A: A Le Melange Academy representative will provide you with a list of the available classes during your admissions appointment. We do not call to inform anyone when a class fills; you must contact the admissions office directly to inquire about availability.

Q: Do I need a co-signer?

A: Co-signers are not required for your student loans. If your credit is questionable, a co-signer may be required. There is a \$20 fee for every credit report ran for potential co-signers. Ask your financial advisor if you have further questions.

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FINANCIAL AID OVERVIEW

GET AN EDUCATION. GET A TAX BREAK.

The taxpayer Relief Act of 1997 can help you put money back in your pocket. Your tax consultants will have the details. See if the following pertain to you:

HOPE SCHOLARSHIP CREDIT

Taxpayers can claim a non-refundable credit against federal income taxes for EACH student in the taxpayer's family enrolled at least half-time in one of the first two years of post-secondary education in a program leading to a certificate, degree or other recognized educational credential.

LIFETIME LEARNING CREDIT

Taxpayers can claim a non-refundable Lifetime Learning Credit against federal income tax for qualified tuition and related expenses of the students in the taxpayer's family who are enrolled in eligible educational institutions.

Le Melange Academy will report information to the IRS on all students enrolled for the tax year. A student's social security number (SSN) is the key to reporting, to ensure that accurate and complete information is provided to the IRS, Le Melange Academy must have a SSN for each student enrolled.

Questions related to your tax situation should be addressed directly to the IRS or your tax consultant or accountant.

Information on the HOPE scholarship and Lifetime Learning Credits can also be found on the U.S. Department of Education website at: www.ed.gov/offices/ope/ppi/hope.

FINANCIAL AID PROCESS

Within 24 – 48 hours of your financial appointment, you will be notified of your acceptance status. If you have been accepted, we will then process your check or credit card deposit. If you are required to attend a one-on-one interview, your deposit will be held until an outcome is determined. If it is determined that Le Melange Academy is not the best fit, your deposit will be refunded in full.

Once accepted for enrollment and your initial deposit has been processed, you will be scheduled an appointment to finalize aid, sign the enrollment contract and receive a student handbook.

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FINANCIAL AID OVERVIEW

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Education today – and especially good education – can be more expensive than many people can afford without assistance. Le Melange Academy does not want the cost of tuition to interfere with you receiving the highest possible quality training in cosmetology and esthetics. Therefore, we provide a variety of tuition payment options, including state and federal student aid resources such as Pell grants, student/parent loans, and scholarships.

Title IV Funding (Federal Pell Grants, Federal Direct Stafford Student Loans, and PLUS Loans) are considered the primary source of financial aid.

Federal Grants: Funds that are not paid back. Issued to eligible students based on financial need, income, and the number of members in a family.

Direct Subsidized Loans and Direct Unsubsidized Loans are available to students attending Le Melange Academy. The lender of both loans is the U.S. Department of Education.

Subsidized: Based on financial need as determined under federal regulations. Loan does not Accumulate interest while you are attending school, during the six-month grace period, or during deferments.

Unsubsidized: Not based on family income. Interest is charged the day the loan is credited to the Account. You may begin to pay the interest while you are in school, during the grace period, or during deferment. You also have the option of capitalizing the interest.

For qualifying Le Melange Academy students, we also offer vocational rehabilitation

SCHOLARSHIPS & GRANTS

The following list of websites has been compiled to aid students in accessing external scholarships and grant information.

www.absolutelyscholarships.com

www.college-scholarships.com

www.collegenet.com

www.joefrancis.com

www.gocollege.com/goscholarships.com

www.supercollege.com

www.scholarship-page.com

www.fastweb.com

www.finaid.org

www.freschinfo.com

www.beautyschoolscholarships.com

www.srnexpress.com

www.students.gov

www.wiredscholar.com

DOCUMENT & FINANCIAL AID CHECKLIST

ENROLLMENT DOCUMENTS: ALL documents must be turned into the admissions representative before you will be given an appointment with the financial advisor.

- Enrollment Application
- Picture ID (drivers license, passport, military id)
- Social Security Card (must be signed)
- High School Diploma/GED/Official High School transcript
- Alien Documentation (Green Card, Permanent Resident Card) (if required)

Transfer Students:

- Student Transfer Form
- Proof of Training Documents from your previous school

FINANCIAL AID DOCUMENTS: Enclosed in this packet are forms you need to apply for financial aid. You must complete the following forms before you will be given an appointment with the financial advisor.

- 2011/2012 FAFSA (Free Application for Federal Student Aid) Use your income/taxes to complete. If applicable, complete parent information and have parent sign.
- SIGNED 1040 Tax Form for you and/or your spouse from the year 2011.
- W2 forms or Schedule C Form for you and/or your spouse from the year 2011.
- Documentation of any untaxed income you may have received such as:
 - o AFDC
 - o Welfare
 - o Disability
 - o Child Support
 - o Unemployment

For Dependant Students:

- Your parent's signed 1040 tax forms from the year 2011.
- Your parent's W2 forms or Schedule C forms from the year 2011.

FINANCIAL AID DOCUMENTS (at appointment): You must complete and/or bring the following items to your first appointment with the financial advisor.

- Co-Signer-Required if you do not have at least three years of established good credit. Your selected co-signer must have established good credit.

YOU MAY ALSO BRING:

- Registration Fees

ENROLLMENT REQUIREMENTS

1. Must be at least 18 years of age. May enroll at 17 years of age if completed high school.
2. Must have proof of one or more of the following:
 - High School Diploma
 - High School transcript in sealed original envelope
 - GED
3. Must be a U.S. citizen or able to provide documentation as an eligible non-citizen.
4. Must pass required aptitude entrance exam administered during sign up.

All instruction is given in English; we do not offer multi-lingual instruction.

ENROLLMENT PROCESS

1. Le Melange Academy enrollment process begins when you schedule an appointment with the admissions representative.
2. Once you have met with the admissions representative you may schedule a time to bring the required documents and deposit.
3. You will then be scheduled an appointment to meet with the financial advisor to discuss the financial aid options or to set up a monthly payment plan for school.
4. You will then be notified within 24 hours (except weekends) of paying the deposit of your enrollment status (please refer to the important information about enrollment sheet for further clarification).
5. Once accepted for enrollment, a coordinator will contact you to confirm a final contract appointment and orientation date.

You are responsible for meeting every enrollment requirement, which means reading and understanding all materials, providing all requested paperwork, and attending all scheduled appointments. If you are unable to keep any scheduled appointment, you must call in advance to reschedule at (707) 257-7767.

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