

ENROLLMENT REQUIREMENTS

- Have a personal interview with a school official
- Pass an entrance exam
- Complete an enrollment form (supplied through the Missouri State Board of Cosmetology and Barber Examiners)
- Provide proof of age - Birth Certificate, Drivers License or US Passport
- Have attained the age of 17 before applying to take the MO State Board of Cosmetology and Barber Examiners exam
- Provide a valid high school diploma, GED certificate or a high school transcript showing 12th grade completion
- Provide two or more character references
- Provide four 2x2 pictures, taken within the last two years
- Provide a \$5.00 money order (payable to the MO State Board of Cosmetology and Barber Examiners) for the student license.
- Sign an Enrollment Agreement with Summit Salon Academy Kansas City

Cosmetology

Classes start on Tuesday every ninth week.

- The Missouri State Board of Cosmetology and Barber Examiners requires 1500 hours for the Cosmetology Course.

Esthetics

Classes start on Tuesday every seven week.

- The Missouri State Board of Cosmetology and Barber Examiners requires a minimum of 750 hours for the Esthetics Course.

Continuing Education

Classes start quarterly after completion of the 1,125 hour Esthetics Course.

- The enrollment form and \$5.00 money order for Missouri State Board of Cosmetology and Barber Examiners are NOT required.

Instructor Training

Classes start on the same date as Cosmetology or Esthetics basic training.

Enrollees must also:

- Provide a transcript addressing basic training from the school where that training took place.
 - Provide industry related work history
 - Provide industry related continuing education history
 - Provide proof of a current Missouri Cosmetology or Esthetics license.
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- The Missouri State Board of Cosmetology and Barber Examiners requires 600 hours for the Instructor Course.

RE-ENROLLMENT REQUIREMENTS

1. Students who voluntarily terminate may apply for re-admission at any time.
2. Students terminated due to a policy infraction may apply for re-admission after 3 months.
3. Students terminated due to a loss of financial aid may apply for re-admission on a self-pay basis at any time.
4. Re-admitted students must be current on payments of any balance due the Academy prior to being considered for re-admission. Students who were participating in financial aid may re-apply to determine current eligibility.
5. If a student's account was turned over to collections – the total amount due the collections firm must be paid before the student may be re-admitted.
6. Students re-admitted after 6 months will be charged at the current tuition rate for the necessary hours remaining for program completion. Those re-admitted in less than 6 months will be charged the same rate that applied when they terminated.
7. Any missing books or equipment must be replaced at the student's expense prior to re-admission.
8. The Academy, at its own discretion, may request the student to complete a practical evaluation prior to re-admission.
9. Re-Admission, under any circumstance, is not guaranteed.
10. Re-admitted students must sign a new Academy Enrollment Agreement.

TRANSFER STUDENTS

- If an applicant wishes to enroll with hours previously earned at another school, the Academy retains the option of accepting up to 75% of those hours. There is NO guarantee that transfer hours will be accepted.
- The applicant must request a breakdown of total hours from the State Board of Cosmetology and Barber Examiners, or the previous school, to be provided to Summit Salon Academy Kansas City prior to enrollment.
- If hours were earned in another state, the applicant is responsible for providing proof from the Missouri State Board of Cosmetology and Barber Examiners that those hours will be accepted by Missouri.
- The Academy does not recruit students already attending or admitted to another school offering a similar program of study.