



**ELIGIBILITY:**

- HS Senior age 16+ for Cosmetology, Hair Design, and Basic Esthetics
  - *(Must complete Cosmetology or Basic Esthetics to be eligible for Master Esthetics)*
- HS Junior/Senior age 16+ for Nail Technician

**APPLICATION PERIOD/DEADLINE:**

ONLINE applications for Cosmetology, Hair Design, and Basic Esthetics are limited to an approximate 6-week period from mid-January through February. Students must apply their **junior** year for senior placement (or sophomore year for junior year Nail Tech placement). Applications for Nail Technician have an extended application period; however, early applications are strongly recommended as it is still a highly competitive program.

**APPLICATION EXPECTATIONS/POINT SYSTEM:**

Each application starts with a basic rubric on what must be included. Each section details the specific criteria. **SEE THE LAST PAGE FOR SPECIFIC APPLICATION REQUIREMENTS/CRITERIA**

**EXAMPLE:**      **(basic requirement)** Letter of Intent  
                         **(required criteria)** One page, typed, grammatically correct, etc.

**TRANSCRIPTS:** Anatomy/Physiology grades earn points as follows: A=4 pts; B=3 pts; C=2 pts;

**RECOMMENDATION:** Read each section carefully and follow directions to maximize potential points.

**WHAT IS THE APPLICATION PROCESS?**

- 1) Submit your application within the specific timeframe.
- 2) You will receive an automated email shortly after \*submission to complete the online New Student Orientation, which should be done immediately. \*Your application is not submitted until the orientation is completed. *If you have not received an email within an hour, check your spam/junk folder. Using school email is not recommended.*
- 3) Once the New Student Orientation is complete, the application will be reviewed for testing requirements or testing waiver documents by the Assessment Center. *\*If testing is required, please schedule with the Assessment Center ASAP.*
- 4) Once testing requirements have been satisfied, the application is reviewed and marked \*COMPLETE by Student Services and forwarded to the Program.

**WHAT IS THE ACCEPTANCE PROCESS?**

- 1) Applications are not COMPLETE until all application and testing requirements have been satisfied.
- 2) The Program reviews, scores, and ranks the application for placement. If multiple students have the same scores, they will be placed according to the date and time their application was marked COMPLETE.
- 3) The Program accepts and places students in class or on a waitlist in April, and a status letter is sent to the email the student provided on their application.
- 4) Once assigned to a session, the student must ENROLL in the Program, pay applicable fees, and purchase their books and materials from the campus Bookstore BEFORE attending class on the first day. **Watch for emails sent in the weeks and days leading up to your first class.**

**LIMITED AVAILABILITY:**

These programs can accommodate 14-16 students per class. Between all programs, we can accept approximately 110 students per school year for the scheduled sessions. Historically, we receive 200-250 high school applications each year. Completing all application requirements in a timely manner can significantly influence your potential placement.

## PRIVACY/FERPA:

Attending Davis Technical College and enrolling in programs that result in State licensing is an exciting responsibility. When a minor enters a post-secondary institution before age 18, the rights under the Family Educational Rights and Privacy Act (FERPA) transfer from the parents to the student. We are always available to answer questions and offer support in general terms; however, if a student wishes someone else to discuss their student-specific situation, the student must appear in person with a photo ID at Student Services to complete a FERPA release form.

## SCHEDULES:

Beauty World classes are "lockstep", meaning students MUST attend Monday-Friday during their assigned time (NO A/B Days). Students choose their preferred times (8-11 am, 12-3 pm, etc.) on their application. If a student MUST have a specific time for their schedule, the student, CTE Coordinator, and/or Counselor should discuss it before the open application time, so the correct information is recorded. If something changes, contact Stephani Matweyew, Instructional Management Assistant, at 801-593-2431 or [stephani.matweyew@davistech.edu](mailto:stephani.matweyew@davistech.edu) by the last business day of March. Class placement begins in April.

## PLACEMENT:

Applications are reviewed, scored, ranked, and placed in sessions by application preference and availability. Once students have been placed, the Program will submit a list of student assignments to the HS CTE Coordinator and/or alternate contact.

## ABSENCES:

These programs have strict attendance policies due to State licensing requirements. Therefore, there are no excused absences. Attendance requirements will be discussed in class during the first week of school. **100% attendance during the first week of class is mandatory.**

## HOW DOES THE WAITLIST WORK?

- Once each session is full, the remaining applicants are placed on the waitlist by point system and if applicable, by the date and time their application was marked COMPLETE.
- If students drop from a class after being placed, the Program will pull from the waitlist to fill those spots. Students will be contacted, and as spots are filled, schools will be notified.
- If this happens once school has started, the school will be notified before contacting the student to confirm this can be scheduled.
- Since notification of a vacancy is often less than 24 hours before the class starts, we encourage students to set aside funds or have a plan to pay the start-up costs so that if they are contacted for a potential class seat, they will have the ability to pay their fees AND purchase their kit, books, and materials (approx. \$1,200) within hours of notification.

## WHAT IF A STUDENT DOES NOT COMPLETE THEIR PROGRAM BY GRADUATION?

Students must complete classes in session at the time of graduation according to the schedule. We encourage graduating seniors to contact Financial Aid at least 3 months before graduation if subsequent classes are to be completed as an adult.

## WHAT IF A STUDENT IS NOT PLACED DURING THEIR SENIOR YEAR?

Students who have not been placed by January of their senior year but would still like to follow this career path as an adult are encouraged to submit an adult application and apply for Financial Aid. Students don't lose their place on the HS waitlist, but if they are not placed, they have the advantage of the early adult application and a greater chance of getting their preferred spot.

## HIGH SCHOOL TRANSMITTAL FORM:

Once students have been placed, the Program will submit a list of student assignments to the HS CTE Coordinator or alternate contact. The high school should then submit the High School Transmittal Form. This must be on file with Student Services before a student can enroll.

- **SCHOOLS, PLEASE NOTE:** Transmittal forms submitted before a student has applied or has been placed are not reviewed. It is a reminder of the importance of communicating any time-sensitive information with the Program. *PLEASE DO NOT SUBMIT A HIGH SCHOOL TRANSMITTAL FORM UNTIL A STUDENT HAS BEEN ACCEPTED AND PLACED.*

## **High School Application Requirements/Criteria**

These items are due with your application.

*We are providing this in advance of high school application "season" to offer an opportunity to prepare a personally well-thought-out Letter of Intent, and allow you time to gather your reference letter and your client list.*

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### **LETTER OF INTENT (each "point" is worth points)**

Clear communication skills are an important characteristic for those developing their own business or reaching out to clients. It is expected that the applicant writes a letter of intent without assistance from friends, parents/guardians, or teachers. Prepare a one-page, typed, grammatically correct letter of intent including the following:

- State your reasons for selecting cosmetology, hair design, nail technician, or esthetics as your career
- List skills or personal traits that you believe will help you succeed in this industry, include an example of how you have handled a tough communication issue that you have dealt with.
- Identify how you will handle having a maximum of 10 absences for your entire school year trips, sickness (unless catastrophic), accidents, part-time or full-time work, etc.

### **LETTER OF RECOMMENDATION FROM INDUSTRY PROFESSIONAL (each "point" is worth points)**

A reference letter from an industry professional is required. An industry professional is an individual who works in the field of cosmetology or esthetics, and they can be a practitioner, an employer, or a supplier.

Please have an industry professional complete a reference letter addressing at least one of the following attributes or impressions of the potential student who is seeking a reference:

- Communication skills of the potential student
- Their ability to ask questions and attitude towards learning about the industry
- Their ability to follow directions or take direction/correction of their work
- Your impression of how they would handle a work environment similar to your place of business

### **CLIENT LIST OR MARKETING PLAN**

You will complete and upload one of the following options:

- **Client List**

To gain the hands-on experience required to master beauty skills in any of our programs, you will practice on live models. Please seek the commitment of 20+ people who are willing to support you in your training by coming to the college and paying for services, either as a model for classwork or a customer during clinicals. Prices will range from \$5.00 - \$35.00 as a model and higher as a customer. A full menu of prices can be found at <http://salon.davistech.edu>.

- To meet this option please complete and upload the Client List form found [here](#).

- **Marketing Plan**

If you would prefer, you can submit a marketing plan instead of a client list. Please identify what activities you would take on as a student to find clients for school and your future business. Make sure your plan includes the use of:

- social media
- business cards
- business networking