



Pre Enrollment Checklist

Please utilize the following as your check-off list for what needs to be completed before you can be accepted for enrollment into the Aveda Institute Portland. Please make certain that you complete all forms in the attached Admissions Packet and collect all necessary documents to submit to the Admissions Office. **Enrollment will not be considered without meeting all requirements listed below:**

I (Print Name) _____, fully understand and agree to the Aveda Institute Portland's admissions process.

Signature

Date

Step 1: Attend an informational interview with an Admissions Representative.

- Student In-Take Form
- Received Information with Institute Outcomes

Step 2: Fill out application and return all admissions documents.

- Photo Identification - State or Government Issued ID
- Secondary Identification – Social Security Card
- Circle One: High School Diploma/Official Transcript is needed or a GED Certificate.
(Transcript fee may apply, please contact high school)
- Completed Application
- Received catalog
- Submit a *non-refundable* \$20 application fee
- Schedule phone interview with the Director

Step 3: Upon acceptance meet with Financial Department

- Complete Financial Plan
- Sign and Return Catalog Acknowledgement and Publication form
- Sign Contract
- Submit a registration fee - Portland Campus \$150 or Vancouver Campus \$100

Step 4: Agree to attend the mandatory orientation.

Orientation is held the Thursday before class starts from 1:30 pm to 4:00 pm. (In case of a holiday, orientation will be held the Tuesday before the start date) Please be in dress code for school photo and bring your copy of the school catalog.

Admission Representative Signature

Date

* A *non-refundable* application fee* of \$20.00 per program is due upon submitting your application. Applicants may change their start date one time at no additional cost. After one change of date applicants will need to re-apply.



Personal Information	
Full Legal Name (Last, First, Middle)	Daytime Phone Number
Former Name (if different than above)	Evening Phone Number
Mailing Address: Street City State ZIP	
Permanent Address (if different than above)	
Social Security Number:	Email Address:

Residency Information		
Are you a United States citizen? (circle one) YES NO		If NO, what type of visa? (i.e. permanent resident, immigrant, refugee, F-1)
Country of Birth		Alien Registration Number
State in which you claim legal residency	How Long?	Do you plan on returning to that state after completion of this program? (circle one) YES NO

Portland Campus			
Cosmetology	Hair Design	Esthiology	Date you are planning to attend school: _____ (1st Choice)
Tues-Sat <input type="checkbox"/> 10:00am-6:00pm	Tues-Sat <input type="checkbox"/> 10:00am-6:00pm	Tues-Sat <input type="checkbox"/> 10:00am-6:00pm	
Tues-Thurs <input type="checkbox"/> 9:30am-6:00pm	Tues-Thurs <input type="checkbox"/> 9:30am-6:00pm		
Tues-Thurs <input type="checkbox"/> 1:00pm-9:30pm	Tues-Thurs <input type="checkbox"/> 1:00pm-9:30pm		

Vancouver Campus				
Cosmetology	Hair Design	Esthiology	Instructor Cadet	Date you are planning to attend school: _____ (1st Choice)
Tues-Sat <input type="checkbox"/> 10:00am-6:00pm	Tues-Sat <input type="checkbox"/> 10:00am-6:00pm	Tues-Sat <input type="checkbox"/> 10:00am-6:00pm	Tues-Sat <input type="checkbox"/> 10:00am-6:00pm	
Tues-Thurs <input type="checkbox"/> 9:30am-6:00pm	Tues-Thurs <input type="checkbox"/> 9:30am-6:00pm		Tues-Thurs <input type="checkbox"/> 9:30am-6:00pm	
Tues-Thurs <input type="checkbox"/> 1:00pm-9:30pm	Tues-Thurs <input type="checkbox"/> 1:00pm-9:30pm		Tues-Thurs <input type="checkbox"/> 1:00pm-9:30pm	



General Educational Background				
Name of High School(s) you have attended	City/State	County	Graduation Date	Area of Study
Name of College or Vocational School(s) you have attended	City/State	County	Graduation Date	Area of Study

General Educational Background	
Have you received your GED certificate? (circle one) YES NO	Date Completed

Industry Educational Background			
Have you ever attended the Aveda Institute Portland or Vancouver campus before? (circle one)		YES	NO
Have you ever attended Cosmetology/Hair/ Nail or Esthetics school before? (circle one)		YES	NO
Name of School(s) you have attended	Location	Graduation or official withdrawal Date	Area of Study



Previous college

Have you ever attended a cosmetology school? YES NO

Portland Campus

Aveda Institute Portland does not recruit students already attending or admitted to another school offering a similar program of study. **Official transcripts from other cosmetology schools must be received at time of enrollment and verified by Aveda Institute Portland before clock hours can be issued.** Aveda Institute Portland verifies transcripts that do not show proper integrity. All transcripts must be in English. If the transcript is not in English it must be translated and verified by a third party agency and have an accompanying translated copy in the student's file.

Transfer hours may be accepted with the approval of Aveda Institute Portland Director for all programs. A skill evaluation will be administered prior to enrollment. Based on the results of the skill evaluation, transferable hours will be determined and the student's cost and length of program will be adjusted accordingly. The transfer student's phase start level will be determined based on the skill evaluation.

For the skill evaluation, applicable written exams will be administered. A grade of 80% or above on all applicable written exams will result in a 100% transfer of hours. A failing grade of 79% and below will result in a transfer of zero hours.

All Transfer students are responsible for full kit costs. Transfer student tuition will be pro-rated at an hourly rate per the cost of program the student is entering and program hour requirements. Pro-rated tuition is dependent on the total approved transfer hours. Cosmetology transfer students will be charged \$7.78 per hour credit transferred in and Hair Design Students will be charged \$8.00 per hour credit transferred in.

Vancouver Campus

Aveda Institute Portland Vancouver Campus does not recruit students already attending or admitted to another school offering a similar program of study. **Official transcripts from other cosmetology schools must be received at time of enrollment and verified by Aveda Institute Portland before clock hours can be issued.** Aveda Institute Portland Vancouver Campus verifies transcripts that do not show proper integrity. All transcripts must be in English. If the transcript is not in English it must be translated and verified by a third party agency and have an accompanying translated copy in the student's file.

Transfer hours may be accepted with the approval of Aveda Institute Portland Vancouver Campus Director for all programs. A skill evaluation will be administered prior to enrollment. Based on the results of the skill evaluation, transferable hours will be determined and the student's cost and length of program will be adjusted accordingly. The transfer student's phase start level will be determined based on the skill evaluation.

For the skill evaluation, applicable written exams will be administered. A grade of 80% or above on all applicable written exams will result in a 100% transfer of hours. A failing grade of 79% and below will result in a transfer of zero hours.

All Transfer students are responsible for full kit costs. Transfer student tuition will be pro-rated at an hourly rate per the cost of program the student is entering and program hour requirements. Pro-rated tuition is dependent on the total approved transfer hours. Cosmetology transfer students will be charged \$9.31 per hour.



How did you hear about the Aveda Institute Portland?		
Name of the person who referred you?		
Will you be applying for Federal Financial Aid? (circle one)	YES	NO
Have you completed a FAFSA online? (circle one)	YES	NO
Are you living with your parent(s) and have no dependents? (circle one)	YES	NO

Request for Confidential Information

This information will only be used in reporting under federal and state laws and regulations. It will not be used as a basis for admission or in any discriminatory manner.

Applicant:

I do not wish to provide this information

Ethnicity:

Hispanic or Latino

Other

Race:

Hispanic or Latino, of any race

American Indian or Alaska Native (not Hispanic or Latino)

Asian (not Hispanic or Latino)

Black (not Hispanic or Latino)

Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)

White (not Hispanic or Latino)

Two or more races (not Hispanic or Latino)

Not reported (race and ethnicity unknown)

Gender:

Male

Female

Emergency Contact Information

Name (First, Last)		Phone Number
Address:		
City	State	ZIP
Relationship to Student		



To avoid delays in processing your application please

Fully complete all sections of this application and submit all corresponding documents. Make sure the name on this application matches the name on your state ID and social security card.

- Student In-Take form
- Received Information with Institute Outcomes
- Submit Photo Identification with a State or Government Issued ID
- Submit Secondary Identification with a Signed Social Security Card
- Submit High School Diploma/Official Transcript or a GED Certificate.
- Submit a *non-refundable* \$20 application fee
- Receive Catalog
- Interview with Director
- Complete Financial Plan
- Sign Catalog Acknowledgement and Publication Release form
- Sign Contract
- Submit registration fee
- Agree to attend orientation

When all requirements have been completed you will be a fully enrolled student at the Aveda Institute Portland. *Congratulations!*

Student Certification

I certify that the information I have provided for admission to the Aveda Institute Portland is complete and accurate to the best of my knowledge. I understand that misrepresentation of information is sufficient grounds for canceling admission to the Aveda Institute Portland.

Aveda Institute Portland will not release any student files to unauthorized person without written approval from a student or court order. The Institution must require written consent from the student or guardian each time before releasing any student information in response to a third-party request, other than a request by NACCAS, unless otherwise required by law.

Applicant's Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____
(if applicant is a minor)

The Aveda Institute Portland is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran's status or sexual orientation. If you have questions regarding admissions please call the Office of Admissions at 503.294.6000.

For Office of Admissions Use Only	
Admissions Representative _____	Accepted _____ Denied _____