



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: Complete and return all admissions requirements.

- 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 noon to 3pm. (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 Tues-Sat 10am-6pm <input type="checkbox"/> Tues-Thurs 9:30am-6pm <input type="checkbox"/> Tues-Thurs 1pm-9:30pm <input type="checkbox"/> | Hair Design Tues-Sat 10am-6pm <input type="checkbox"/> Tues-Thurs 9:30am-6pm <input type="checkbox"/> Tues-Thurs 1pm-9:30pm <input type="checkbox"/> | Esthiology Tues-Sat 10am-6pm <input type="checkbox"/> | Date you are planning to attend school: _____ (1st Choice) |

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



| 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
- Photo Identification - State or Government Issued ID
- Secondary Identification – Signed Social Security Card
- Proof of High School Diploma or GED Certification - Degree or Official High School Transcript
- 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: _____

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 _____



High School Transcript Release Form

Please send this form to your high school

Name: _____

Maiden/Other Name: _____

High School Name: _____ Graduation Date: _____

I hereby authorize the release of my high school transcript to the Aveda Institute Portland.

Signature: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Please send a copy of the above student's transcript to:

Aveda Institute Portland
Admissions Department
Mailing address
325 NW 13th Avenue
Portland, OR 97209



Transcript Release Form

Name: _____

Maiden/Other Name: _____

School Name: _____

Withdrawal or Graduation date: _____

I hereby authorize the release of my transcript to the Aveda Institute Portland.

Signature: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Please send a copy of the above student's transcript to:

Aveda Institute Portland
Admissions Department
Mailing address
325 NW 13th Avenue
Portland, OR 97209



High School Transcript Release Form

Please send this form to your high school

Name: _____

Maiden/Other Name: _____

High School Name: _____ Graduation Date: _____

I hereby authorize the release of my high school transcript to the Aveda Institute Portland.

Signature: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Please send a copy of the above student's transcript to:

Aveda Institute Portland
Vancouver Campus
Admissions Department
Mailing address
6615 NE 4th Plain Blvd
Vancouver, WA 98661



Transcript Release Form

Name: _____

Maiden/Other Name: _____

School Name: _____

Withdrawal or Graduation date: _____

I hereby authorize the release of my transcript to the Aveda Institute Portland.

Signature: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Please send a copy of the above student's transcript to:

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Vancouver Campus
Admissions Department
Mailing address
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Vancouver, WA 98661