

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 the required aptitude entrance exam administered at time of enrollment.

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

ENROLLMENT PROCESS

1. The Federico Beauty Institute enrollment process begins when you schedule an appointment with the Admissions Advisor.
2. Once you have met with the Admissions Advisor you may schedule a time to take the required aptitude entrance exam and bring the required documents (*please refer to the Required Documents sheet*).
3. You will then be scheduled an appointment to meet with the Financial Advisor to discuss financial aid options or to set up a monthly payment plan for school.
4. After discussing your financial options you may pay the initial deposit of \$240.00 to register for class (*not covered by financial aid, \$120.00 non-refundable/transferable*).
5. You will 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*).
6. 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 916.418.7223.



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DOCUMENT & FINANCIAL AID CHECKLIST

ENROLLMENT DOCUMENTS: ALL documents must be turned into the enrollment coordinator before you will be given an appointment with the Financial Aid 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
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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 Aid Advisor.

- 2012/2013 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
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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:

- Deposit in the amount of \$240 to hold your seat in the class.