SKINWORKS
SCHOOL OF ADVANCED SKINCARE

TRANSFER POLICY

POLICY

Skinworks School of Advanced Skincare considers transfer hours from esthetics & cosmetology licensed and accredited schools. Apprentice hours will be considered with proper paperwork and a in-house assessment. In general, transfer hours are only used to fulfill Skinworks graduation requirements and are made based on hours completed. Therefore, no grades or percentages are used, only clock hour transfers are generated.

OBJECTIVE It is the intent of the School to create the opportunity for any student who has completed hours at another institution to transfer those hours to satisfy course completion at Skinworks School of Advanced Skin Care, or any student who has completed hours at Skinworks in a similar program, but would like to switch programs as long as they are within the same licensing.

TRANSFER POLICY

IN-COMING TRANSFER POLICY: Skinworks requires signed proof of hours completed from a state licensed accredited school. Hours must have been completed within the last 24 months unless documentation proves work in the field of esthetics. A consultation with an instructor is required for positioning in the correct course of study. A placement exam may also be required. This also applies to students who have their Basic license from a Cosmetology Program and wish to complete the Master Esthetics Program.

ALL TRANSFERS MUST PROVIDE A LICENSE OR TRANSCRIPTS FROM AN ACCREDITED SCHOOL COMPLETED WITHIN THE LAST 24 MONTHS, OR PROOF OF WORK EXPERIENCE IN THE FIELD DURING THAT PERIOD. AN EDUCATION DEPARTMENT ASSESSMENT MAY BE REQUIRED BASED ON SUBMITTED DOCUMENTATION.

1) **COSMETOLOGY LICENSE:** If a potential student has a verifiable and active Cosmetology License, and wishes to complete the 1200 hour Master Esthetics Program, Skinworks will accept 300 transfer hours into the program, the incoming student will complete 900 hours at Skinworks. However, if the incoming student has been working in the field of Esthetic's under their Cosmetology license, they are able to request a placement assessment with the Education Team for additional transfer hours, the amount of hours will be determined based on the placement assessment.

2) **BASIC ESTHETICS LICENSE**: If a potential student currently holds a verifiable and active Basic esthetics license obtained at another institution, Skinworks will allow the incoming student to begin directly in the Master's program at the Education teams discretion, after reviewing transcripts. This may require an assessment to verify knowledge in the field of esthetics.

3) **ESTHETICS HOURS:** If a student wishes to transfer hours into the Master's Esthetic's Program, Skinworks requires that a copy of transcript's must be from an accredited school along with a "Record of Completion or Withdrawal" from the other institution, signed by the Registrar, showing hours completed at that school as well as course titles or descriptions. Students from a non-accredited schools or an apprentice program may be considered. All transfer students may be assessed and placed with the appropriate hours that Skinworks feels is necessary for optimal learning for the student.

4) **NAIL TECH LICENSE**: If a student has a Nail Technology License, Skinworks will review the transcripts from an accredited school to match the hours that would apply to Esthetics. Skinworks will apply up to 50 hours from nails towards the Esthetics education. **Student will still perform nail services while in school.**

5) **LASH & BROW LICENSE:** If a student has a Lash & Brow Technology License, Skinworks will review the transcripts from an accredited school to match the hours that would apply to Esthetics. Skinworks will apply up

to 100 hours from lashes towards the Esthetics education. **Student will still perform lash services while in school**

PROGRAM TRANSFER WITHIN INSTITUTION

If a student would like to change their program from lash & brow technician to master esthetics, or from master esthetics to lash & brow technician, the student must follow the steps below:

WITHIN 3 DAYS

- Meet with Admissions and Financial Aid within 3 days of starting the program. There is no tuition charge if completed in this timeframe. Skinworks will retain the $100 application fee, and wholesale pricing on student kit items received. If they can be used in the other program, they will be deducted from the new student kit of the new program.

AFTER 3 DAYS

1) Student may withdraw from the program and re-enroll into the new program.

REENROLLMENT AFTER A WITHDRAWAL

This option is available to students who the school determines are eligible for re-enrollment. Eligibility will be based on the student's prior performance, conduct, and the availability of space in the program.

1) REENROLLMENT WITHIN 6 MONTHS

a. If a student withdraws and returns within six (6) months, the original enrollment will be reinstated. All grades, attendance records, and warnings will carry over.
b. The student must pay a new application fee and sign a new enrollment contract.
c. If tuition rates or student kit fees have changed, the new rates will apply.
d. Any previous payments will be credited toward the new contract.

2) REENROLLMENT AFTER 6 MONTHS

a. If a student withdraws and returns after six (6) months, the student will be enrolled as a new student with a new enrollment ID. Two options are available:
    i. Transfer Hours Option – The student may transfer completed hours from the previous enrollment and will be charged the transfer rate of $15 per hour for the remaining hours in the program.
    ii. Restart Option – The student may choose to begin the program again with zero (0) hours under a new contract. This option is recommended for students who completed fewer than 100 hours in their prior enrollment.

OUT-GOING TRANSFER

Consultation with an Advisor is required. Please schedule a meeting with an advisor to go over verified hours and grades. All remaining fees must be paid for the transfer to be completed.

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PLEASE SEE THE FULL REFUND POLICY IN YOUR STUDENT HANDBOOK OR ON THE SKINWORKS WEBSITE

PERCENTAGE OF HOURS SCHEDULED	Scheduled Hours (270 PROGRAM)	SCHEDULED HOURS (1200 PROGRAM)	PERCENTAGE OF TUITION RETAINED BY SKINWORKS, PLUS KIT FEES (RECEIVED).
0%-9.99% *	1-27 hours*	1-119 hours *	10% *
10%-24.99%	28-67 hours	120-299 hours	50%
25%-49.99%	68-135 hours	300-599 hours	75%
50%-100%	136-270 hours	600-1200 hours	100%

**This excludes the 3 day contract cancellation policy. If the student cancels within 3 days they are only subject to the $100 application fee and any Student Kit items they received. Please see full refund policy in the handbook or on the Skinworks website for further detail.*

SKINWORKS ASSESMENT WHEN REQUESTED

Depending on students transcripts and education history, Skinworks education team may request one, two or all of the following:

ESTHETICS ASSESSMENT:
Written Basic's Test
Practical Facial
Interview with Education Department

Skinworks has a set curriculum and cannot guarantee coursework from the student's previous school will not be repeated.

EXAMPLE REMAINING TUITION CALCULATION

Students are required to meet with the financial aid for any tuition reduction granted by transferring clock-hours into Skinworks. Once the number of hours transferring has been determined, Skinworks will charge the remaining tuition hours at $15/hr.

Example Based on the Master's Program: 100 hour credits in a 600 hour program would leave a remaining tuition of 500 hours

500 x $15=	$7500
Registration fee	$100
Potential student kit	$1108.53
Total	$8708.53

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TRANSFER POLICY FORM

NAME			DATE
ADDRESS			SS#
CITY		STATE	ZIP
HOME PHONE	CELL PHONE	WORK PHONE	EMAIL

PLEASE FILL OUT EITHER THE PREVIOUS SCHOOL OR PROFESSIONAL LICENSE SECTION

☐ **PREVIOUS SCHOOL (PLEASE INCLUDE TRANSCRIPTS)**

NAME OF FORMER ACCREDITED SCHOOL:	CITY & STATE:
PHONE NUMBER:	CONTACT PERSON:

☐ **PROFESSIONAL LICENSE (PLEASE INCLUDE COPY OF LICENSE)**

STATE LICENSE IS HELD:	LICENSE NUMBER

HOURS SKINWORKS ACCEPTED: ____

PROGRAM STUDENT WOULD BE PLACED IN: _____

COST OF PROGRAM:

HOURS TO BE COMPLETED AT SKINWORKS:	
X $15.00 PER HOUR:	
KIT COST:	
APPLICATION FEE:	
TOTAL:	

ADMISSIONS SIGNATURE: _____ DATE: _____