SKINWORKS
SCHOOL OF ADVANCED SKINCARE

ADMISSIONS POLICY

OBJECTIVE

It is the intent of the school to create the opportunity for any interested student candidate to meet with the admissions department and have any questions or concerns addressed before enrolling into the college. It is also the school's intent to ensure that each student is handled with honesty and integrity.

ADMISSIONS POLICY

Any student over 17 years* of age indicating interest in attending Skinworks School of Advanced Skincare (for any program offered) will have the opportunity to meet with an admissions representative to discuss the esthetic's program along with a tour of the facilities. The student will then complete their contracts with the Admissions Representative if the student certifies the following:

- The student is a high school graduate or
    - has a High School Equivalency, such as a GED or other equivalency recognized by the state.
    - College Academic Transcript showing attainment of an Associate's Degree or Higher
- A copy of state or US Government issued Identification
- A social security card and/or a permanent residency card, not required for programs under 300 hours.
- The contract requires a $100.00 non-refundable and non-transferable application fee.

* If the student is under 18, the student's parent or guardian is required to be at all meetings, and signature is required on all documents. Skinworks also requires the student to fill out the The Family Educational Rights and Privacy Act (FERPA).

Foreign high school diplomas/college transcripts used to meet education requirements must be translated to English and evaluated to show equivalency of a diploma attained in the United States by an outside agency that is qualified to translate documents into English and confirm the academic equivalency to a U.S. high school diploma. Any associated fees for the translation and evaluation are at the applicant's expense. The State of Utah has approved the following agencies to perform this translation: (a) Josef Silny and Associates Incorporated, International Education Consultants; (b) Educational Credential Evaluators Incorporated; or (c) National Association of State Boards of Accountancy (NASBA)

ELIGIBILITY

Potential students may lose eligibility into the program if they have excessive no-shows for appointments with the Admissions Advisor and the Financial Aid Advisor. Attendance is an important part of our program, and it is crucial for the student's success.

Skinworks reserves the right to deny admission to any applicant who Skinworks, on the basis of background, record, statements, and conduct during the admissions process, determines to not be qualified to succeed in (or benefit from) the academic program for which admission is requested.

- High school diplomas and equivalency are verified by the original certificate that the potential students provides. If Skinworks finds that the documentation may be invalid, Skinworks will request an official transcript from the student. Please see below for more information.

- Skinworks does not accept Ability-to-Benefit students.

- All courses at Skinworks are taught only in English.

Validity of High School Diplomas: Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the secretary of the Department of Education as reason to question the validity of a student's high school diploma. Skinworks may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that translates and evaluates foreign diplomas. They may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools. Student self-certification is not considered sufficient proof of validity. Skinworks makes every reasonable effort to verify the validity of questionable high school diplomas. Skinworks will use https://nces.ed.gov/ccd/schoolsearch to verify any school that are not recognized locally.

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NON-DISCRIMINATION

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Skinworks will be based on merit, qualifications, and abilities. Skinworks does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age or disability.

Skinworks will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

TRANSFER POLICY

IN-COMING TRANSFER POLICY: Skinworks requires signed proof of hours completed from a state licensed 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. Students who have their Basic license from a Cosmetology Program and wish to complete the Master Esthetics Program.

OUT-GOING TRANSFER POLICY: consultation with an advisor is required. Please schedule a meeting with an advisor to go over verified hours and grades.

Please see our website for the full transfer policy.

LATE START POLICY

Late starts can apply for the following situations:

1) If a student cancels at last minute and leaves little time to fill their spot.
2) If a starting student has an extenuating circumstance that does not allow them to start at the official start date.
3) If a student cancels within the first 3 days, Skinworks can fill the spot with a student on the waitlist.
4) A Skinworks student completing the Basic Esthetics Course would like to continue with their class and enroll in the Master Esthetics Course (Prior to 2026)

Please see the Late Start Policy for more details.

GRADUATION REQUIREMENTS

- Complete course & all testing while maintaining 75% GPA or above
- Meet satisfactory academic progress (SAP), which includes 80% attendance.
- Meet all financial obligations to the school
- Pass off all skills required
- Complete required clock hours per course
- Complete all required institutional paperwork

(PLEASE NOTE that student must be at 100% attendance in order to meet on-time graduation date in which their contract is based on. This will require making up hours when hours are missed.)

MISREPRESENTATION

It is important to Skinworks to provide our students with the education that they have enrolled for. If for any reason you feel Skinworks has misrepresented anything in your enrollment process, we encourage you to fill out a formal grievance so we can be notified of the misrepresentation and rectify it as quickly as possible.

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ENROLLMENT PROCEDURE

SCHOOL TOURS

- Tours are recommended and part of the enrollment process. Please contact Skinworks Admissions to schedule a tour of our school.
- In the tour we will go through our school brochure, schedules, start dates, tour the facility and answer any questions you have.

CONTRACT SIGNING:

1) CONTRACTS
    a. Students will receive a link to Student Handbook, Campus Security Report, and Consumer Disclosures from the Admissions Office. Skinworks requires these to be reviewed before signing contracts.
    b. Contract review and signatures.
    c. Contract Addendum
    d. Satisfactory Academic Progress (SAP) review and signature
    e. Social Security Card, Photo ID, Diploma
    f. $100.00 Application Fee
    g. Uniform Details (Sizes & Name for apron)

2) A student will not be admitted without ALL the above items in their file.

COORDINATING WITH FINANCIAL AID

- The Admissions Advisor is in constant communication with the Financial Aid Advisor.
- If there is a student that needs assistance, the Admissions Advisor is the facilitator for that connection.

POLICY OVERVIEW

This policy is reviewed annually by the CAO and Administrative team.