ADMISSIONS

ENROLLMENT REQUIREMENTS

1. Schedule and complete a tour of the facility.

2. Interview with an Admissions Representative.

3. Complete Admissions Application (**https://ibw.edu/discover/admissions/apply-now/**) - and submit a $50 application fee. The application fee is refundable in the event the student is not accepted by the Institute, or the student cancels their agreement by midnight on the 5th business day after enrollment.

4. Submit official proof of education (high school diploma showing high school completion, high school diploma equivalent showing high school completion, official high school transcript showing high school completion, or transcript showing successful completion of at least a two-year program that is acceptable for full credit toward a bachelor's degree).

5. Take an entrance assessment* if any of the following apply:
   a. GPA is 2.0 or below
   b. Copy of diploma or GED does not verify GPA
   c. Home-schooled or foreign diploma

6. Provide proof of age with a document such as a driver's license, government-issued identification, birth registration/certificate, passport, etc.

7. Complete the Free Application For Federal Student Aid (FAFSA) or agree to the estimated payment contract.

8. Provide proof of professional license (instructor program only).

9. Transfer students only: submit a $100 transfer application fee before evaluation of transfer credit hours; and an official copy of transcripts from the previous school.

Note: *If a foreign applicant provides a high school diploma, the Admissions Team requires that the applicant have an outside agency qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma*
Note: *If an admissions representative has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education, the admissions representative must evaluate the validity of the student's high school completion. The admissions representative must:*
1. check with the high school to confirm the validity of the student's diploma; and
2. confirm with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education.
If the validity of the high school diploma cannot be confirmed, the student will not be admitted. The school's decision is final, and not subject to appeal.
Note: *In accordance with institutional policy and regulatory standards, The Institute of Beauty and Wellness does not admit Ability-to-Benefit students. Applicants must submit official proof of education as described above.*

NOTIFICATION OF ACCEPTANCE

The application deadline is the day before a class starts. Upon completion of enrollment requirements, the Institute will notify applicants of their acceptance in person or writing, and then a starting date will be confirmed. Please refer to catalog insert 2 for the program's starting and calculated completion dates. Upon confirmation, the admissions team will send/fill out an enrollment contract for the chosen program and start date. If the student is under 18 when signing the Student Enrollment Contract, the student must also have the Parent/Guardian of a dependent minor sign the Student Enrollment Contract. Returning a completed contract to The Institute of Beauty and Wellness guarantees enrollment. Enrollment is on a first-come/first-serve basis. *If students do not pass the entrance assessment, they can retake it in six months.

CLASSES

The Institutes reserves the right to combine or cancel classes as enrollment demands.

TRANSFER STUDENTS

The Institute of Beauty and Wellness considers transfer applicants on a case-by-case basis.

ADVANCED STANDING

The Institute of Beauty and Wellness does not offer advanced training for prior education or experience. The institute may refuse transfer requests if admission requirements, including tuition, are un met. Additionally, the acceptance or rejection of transfer hours is at the discretion of the Institute of Beauty and Wellness, and program testing may be required.

Students who withdraw from a program may be allowed to re-enter. If a student had unsatisfactory academic progress at the time of withdrawal, they would return in the same status. However, if a student withdraws while maintaining satisfactory academic progress, they can return in the same status without losing any credit, grades, or hours.

NON DISCRIMINATION POLICY

In their admissions, instruction, and graduation policies, the Institute of Beauty and Wellness practices no discrimination based on race, religion, color, financial status, sex, national or ethnic origin, age, veteran status, or sexual orientation.

The Institute of Beauty and Wellness does not recruit students currently attending or admitted to another institute offering a similar program of study.

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