

## Admissions

### **Advanced Standing**

It is Inspirit's commitment that our students will be adequately prepared for licensing exams (Boards). Advanced standing will be considered on an individual basis at the discretion of the Director. After applying & being accepted to Inspirit, please make an appointment with the Director for more information. Inspirit students who would like advanced standing consideration must submit their relevant transcripts with a letter stating which classes they would like reviewed for advanced standing. Assessment testing may be necessary to evaluate student's knowledge &/or skills. Transcripts, evaluations & individual educational plans will become a part of the student's file. Tuition costs are calculated proportionately based on the remaining hours needed for completion. Core Life Sciences Transfer: the State of Iowa Cosmetology Arts & Sciences laws allow core life sciences curriculum hours to be transferable in their entirety from one practice discipline to another practice discipline. Advanced standing may alter the total number of required hours & tuition & refunds will be adjusted accordingly.

### **Independent Study**

Inspirit offers the option for independent study for students that have previous education or training in certain portions of the programs. Independent study students are required to take exams required for passage of class, but are not required to attend the lecture portion of the class, unless they chose to do so. Please note, that attending classes is of great benefit to those preparing for Boards. A student must meet with the Director to discuss Independent Study as an option. All required exams must be passed prior to participation in Clinicals.

### **Nondiscrimination Policy**

Inspirit admits students of any race, color, national & ethnic origin, sex, marital status, veteran status, creed, sexual orientation, disability, or age to all privileges, programs, & activities generally made available to students of this school. Inspirit strives to provide an environment that is free from discrimination, where students & staff, treat each other with respect, courtesy, & dignity. If a student feel they have been subjected to harassment or discrimination they should contact the school Director immediately.

### **Information Release**

With the signing of the enrollment agreement the student gives Inspirit permission & rights to use their name & photo in any & all marketing media, to promote the school & student functions, as well as achievements. The student further agrees that Inspirit may disclose the student's name & clinic schedules to clients for the purpose of scheduling services.

### **Confidentiality of Student Records**

Inspirit provides privacy & protection concerning information in student files in accordance with The Family Educational Rights & Privacy Act (FERPA). This is a Federal law that protects the privacy of student education records. With the signing of the enrollment agreement students agree to allow Inspirit to contact a parent/spouse/legal guardian, &/or references, regarding any issue the school feels appropriate in regards to academic progress, attendance, rule violations, loan repayment, & job placement. This permission may be withdrawn at any time with written notice of a student.

Students have the right to inspect & review their education records maintained by the school. Appointments to inspect the records in the presence of a school employee, will be made within 30 days of such request. Students have a right to request that a school correct records that they believe are inaccurate or misleading. If the school decides not to amend the record, the student has a right to place a statement with the record setting forth their view about the contested information. FERPA allows schools to disclose records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluations purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health & safety emergencies

Upon meeting all requirements a diploma & transcripts will be issued to graduates. Additional transcripts will be made available upon written request & must include a \$20.00 processing fee. To obtain an academic transcript or records please note the student's account must be paid in full prior to release of transcripts. All student records are on file in the school administrative office. A permanent student record includes, at a minimum, records of enrollment date & departure, program of study, course credits, hours & grades. Student records will be maintained for a minimum of 7 years. After this period, all records may be destroyed.

**Admission Procedure**

To apply for admission at Inspirit Institute, a prospective student must:

1. Make arrangements to tour the school.
2. Read & understand the catalog, please feel free to contact the staff with any questions.
3. Submit the application with the non-refundable \$100 Application Fee & requirements as outlined on the application.
4. After application is received, you will be contacted for an interview.

**Inspirit Institute, Inc. - 2017 Application**

Requirements: *A prospective student will only be admitted if it is determined the student is capable of successfully completing & benefiting from the program(s).*

- o Hold a high school diploma or equivalent prior to attendance. Provide a copy of diploma or transcripts.
- o Be capable of honoring financial obligation for tuition, materials, & related expenses.
- o Be able to follow the clean air policy of Inspirit.
- o We suggest a potential student discuss with their health care provider their mental & physical capabilities of participating in a program. (Note: massage students often perform & receive up to 12 massages per week while enrolled in the program.)
- o We recommend applicants for a massage program, to have experienced massage therapy themselves. Please attach a copy of your state driver's license or ID here:

**Personal Information**

Full Legal Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Birth date (optional): \_\_\_\_\_

Which program are you applying for? \_\_\_\_\_ (start date) \_\_\_\_\_

How did you hear about our school? \_\_\_\_\_

**Emergency Contact**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Educational Background** Please list name, location, dates attended and degree earned.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Employment Information**

Occupation: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Years Employed: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

**Historical Information**

Are you a United States Veteran? Yes No

Have you ever been convicted of a crime of a sexual nature? Yes No

*A criminal history could restrict your ability to gain licensure in some states. Please check with the agency that governs your desired profession, in the state you would like to practice in, if you have any convictions to ensure it will not prohibit you from practice. If you need assistance determining a state's governing body please contact the Director for information.*

Known allergies: \_\_\_\_\_

Do you have any health condition that may prevent you from participating in training?

Yes No (please consult your medical care provider if you are uncertain)

If yes, please explain: \_\_\_\_\_

Inspirit is a clean air facility, smoking is not allowed (at all during school hours) will this be a problem for you?

Yes No

Please compose & include a short autobiographical statement including the following:

- ◇ Why you want to be a massage therapist, nail tech, or esthetician.
- ◇ Potential impact of schooling on your personal obligations.
- ◇ What you currently do to take care of your body, mind, & spirit.
- ◇ Explanation of any education/experience you have in massage or health field, esthetics, or nail care.
- ◇ Any pertinent information you would like to share about yourself.
- ◇ How you plan to finance your education.

Submit this application accompanied by:

1. Your autobiographical statement.
2. A copy of your high school diploma/GED or college transcripts.
3. \$100.00 non-refundable application processing fee.

Once an application is received, staff will contact the potential student to schedule an interview. Students will be notified of application status within 10 days of their interview. If a student pays by cash/check in full before orientation day a \$1000 discount will be applied.

I certify the information enclosed is true. I understand it will be held in the strictest confidence, & will only be used to determine the degree to which I may benefit from training.

I have reviewed the current Inspirit catalog & understand & agree to contents.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

----- For Office Use Only -----

Date application received: \_\_\_\_\_ Interview Date: \_\_\_\_\_ Accepted: Yes No

Follow up call or letter sent: \_\_\_\_\_ Notes: \_\_\_\_\_