

COSMETOLOGIST /HAIR STYLIST

GATEWAYCC.EDU/**COSMETOLOGIST**
GATEWAYCC.EDU/**HAIR-STYLIST**

[INFORMATION PACKET]



Arizona State Board
of Cosmetology



HEALTH SCIENCES



GATEWAY
COMMUNITY COLLEGE
A MARICOPA COMMUNITY COLLEGE



MARICOPA
COMMUNITY COLLEGES

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, <http://www.maricopa.edu/non-discrimination>.

For the latest information on programs, graduation rates and other important consumer information, please visit our website at gatewaycc.edu



Your Journey Starts Today!

Dear Future Student,

Congratulations! You are taking the first step to applying to Gateway Deer Valley Cosmetology Program. Our school offers hands on training and assists in preparing our students for employment in today's workforce. As a Cosmetologist or Hair Stylist, you will provide beauty services such as shampooing and conditioning, cutting, perming and styling hair. Additionally, you will braid, press, curl, relax hair, design hairstyles; and provide nail and skin services. If you work well with people and desire a career that will allow you to work at a day spa, resorts, salons, and cruise ships, then Cosmetology is for YOU!

Our accredited program is approximately 13 months or 10 months in length depending on program and schedule. Upon completion you will be awarded a Certificate of Completion (CCL) in Cosmetology or Hair Stylist. To be a practicing Cosmetologist, you will have to pass the Arizona State Board of Cosmetology exam to receive a Cosmetologist or hair Stylist License. The state board exam consist of a written tests as well as hands on demonstrations. For more information on Cosmetology and Hair Stylist careers and salary, please visit www.ontonline.org. To successfully enroll, please read this packet thoroughly and follow the steps on the checklist on page 2.

The Student Services Team is excited to welcome you to Gateway and is here to provide assistance to help you succeed. If you have questions, please do not hesitate to contact us at 602-392-5000 option 1. Thank you for your interest in Gateway Deer Valley Cosmetology program, and we look forward to your Graduation.

Sincerely,

Student Services Team
Gateway Deer Valley
(602) 392-5000



Student ID: _____ MEID: _____ Email: _____ @maricopa.edu

Admission Process	Completed
<p>1. Attend an Information Session - Information sessions are held on Wednesdays at 3:00 pm followed by a campus tour. If you cannot attend the information session, please email your Navigator to schedule an information appointment at gwc.navigators@gatewaycc.edu Or call the Gateway Deer Valley front desk- 602-392-5000 option 1.</p>	
<p>2. Obtain Student ID number/ Apply for Program. <i>You can do this from anywhere!</i></p> <ul style="list-style-type: none"> Visit main website at my.maricopa.edu. If you have never attended a college in the Maricopa County Community College District (MCCCD), select "Apply Now" New application, to complete your academic plan select: Clock/GWCC/ Term/ Cosmetology, or Hair Stylist. or if you have attended within MCCCD, log into your Student Center, or select "help" on right column to retrieve your student ID and MEID, from student center; "apply for Admission", New application, to complete your academic plan select: Clock/GWCC/ Term/Cosmetology, or Hair Stylist as program; or Visit GWCC Enrollment Services in person to get assistance with completing the online or paper application. 	
<p>3. Secure Funding – Options for financing your education - pages 3 & 4. If applying for Financial Aid; visit website www.fafsa.gov use code MSC-E00701</p> <p>Note: Please check your Student Center at my.maricopa.edu to confirm all <u>To Do</u> items have been completed. *Payment is required 14 days prior to class start date, either by Financial aid or secured by payment plan.</p>	
<p>4. Schedule an appointment to finalize details, Enroll, and discuss payment options and deadlines - Once all admissions documents are completed, please schedule an appointment with your Navigator at the Deer Valley front desk at (602)392-5000 option 1 or email gwc.navigators@gatewaycc.edu Valid Government issued photo ID is required.</p>	
<p>5. Complete Beauty and Wellness Student Contract Complete the Beauty & Wellness contract in person with Navigator. This is a requirement of AZ State Board of Cosmetology.</p>	
<p>6. Payment Tuition and Fees are due within 2 weeks of class start date. Failure to secure funding by the program (i.e. Financial Aid, Third Party Funding, paid in full or a payment plan) by the due date may put you, the student at risk of being dropped from the program due to non-payment and could result in a losing your seat and a Non-refundable Registration fee. If you applied for and received financial aid, please check your Student Center to determine if you have been awarded.</p>	

The admission requirements and costs of Gateway programs are subject to change.

Program pages:

Cosmetology- <https://www.gatewaycc.edu/cosmetologist> Hair Stylist- <https://www.gatewaycc.edu/hair-stylist>

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Financing Your Education

You are responsible for the total program cost, which includes tuition and fees, out-of-pocket expenses, and any additional expenses associated with this program. You are expected secure sufficient financial aid or Agency funding, and/or an established payment plan during your enrollment.

PROGRAM TUITION AND FEES	Cosmetology	Hair Stylist
Registration Fee* \$15.00	(X2) \$30.00	\$15.00
Tuition Clock Hour	\$8,000.00 (1600 X \$5)	\$5,000.00 (1000 X \$5)
Course Fees	\$1,967.00	\$1,517.00
TOTAL Tuition & Fees	\$9,982.00	\$6,532.00

*Registration fee is applied per fiscal year: July 1 – June 30th. If a student’s program crosses over June 30th, a 2nd Registration Fee will be assessed. Add \$15.00. +All tuition and fees are subject to change pending MCCCDC Governing Board Approval.

Listed below are some options for how to finance your education.

- ❖ **Financial Aid.** All programs that are 600+ clock hours qualify for financial aid funding. Cosmetology and Hair Stylist are both eligible programs
 - Apply online at www.fafsa.gov. Use federal school code: **E00701- Maricopa Skill Center**
 - Financial Aid processing takes approximately 4-6 weeks.
 - **Verify that you have completed all To Do List items in your Student center at my.maricopa.edu.**
 - Determine if you have been awarded, which can be found in your **Student Center** under Financial Aid and **Student Email Account**.
 - If you have been awarded loans you must to complete Loan Request form for release please submit the form sent to your student email and return this promptly to the financial aid department or to your Navigator.

- ❖ **Agency Funding.** Obtain required paperwork from agency (Maricopa or Phoenix Workforce Connection, Arizona Youth Resources, etc.) These agencies have specific criteria that you must be meet. Please work carefully with your agency. A firm obligation/intent to pay with student name and amount must be received from the agency prior to enrollment.

- ❖ **Pay In Full (Buy-In).** Use cash, check, or credit card to pay in full at time of packet acceptance and admission into the program.



- ❖ **Payment Plan (Buy-In).** You will be responsible for signing up for the Equal Payment Plan and making your first payment after you have been enrolled in your classes. You are also required to make your payments by the 20th of each month for the amount of their payment plan.

There are 3 down payment schedules:

- 10% - 10% of 1st block of charges due 2 months prior to start.
- 20% - 20% of 1st block of charges due 1 month prior to start.
- 40% - 40% of 1st block of charges due the month of start.

To set up Payment Plan contact Student Business Services Phone: (602) 238-4347 or by email: gwc-sfs@gatewaycc.edu

Notice

Gateway Community Colleges reserves the right to change, without notice, any materials, pricing, information, curriculum requirements, and regulations stated in this publication.

Maricopa Student Refund Program (MSRP)

Once your packet is complete and you have been enrolled in your classes, you will need to secure payment. Securing your payment, will secure your seat in the class. Your next step would be to set up your Maricopa Student Refund Program (MSRP) account. In the event that you would be due a refund, **including payback from Financial Aid** overpayment, having the account in place may prevent delays for you.

Nelnet is processing all student refunds for the Maricopa Student refund Program (MSRP). To ensure you receive your student refunds, you will need to enroll with Nelnet from your Student Center.

To set up your account, you will need the following information:

- ❖ Your student ID#
- ❖ Your date of birth
- ❖ Your OFFICIAL Maricopa Student email address

For more information: www.my.maricopa.edu/msrp

Your Student Account

For your convenience, you can view account activity at www.my.maricopa.edu **Student Center**. Cash or check payments can be made at any Gateway campus including the Deer Valley, Central City, SouthWest Skill Center or Gateway Washington campus. Credit/debit card payments are also accepted via phone at (602) 286-8277.



Uniforms/ Books/ Kit

Uniform tops (2) will be provided within the course fees. Bottoms are to be purchased independently. All bottoms need to be black scrub pants with athletic shoes. Cosmetology books are provided within the program as well as a Cosmetology kit, which you are provided materials that are needed to be successful in class and beginning in the field. Kit items include but are not limited to, mannequin heads, practice shears, professional shears, clippers, blow dryer, thermal irons, tint bowls, disinfectant, capes, bombs and brushes in a tote bag.

Disability Resource Center, Classroom Accommodations

Students with disabilities who believe that they may need accommodations in a class or program must contact the Disability Resource Center (DRC) at Gateway at (602) 286-8171. The Manager of Disability Resource Center is responsible for determining a student's eligibility for services and will notify the faculty in writing of the accommodations requested. During the first class session, a faculty members can announce that students may meet with them during office hours if they need special accommodations for a disability. If you have a question or concern, please contact the DRC. For more information about accommodating students, visit the website at <https://www.gatewaycc.edu/disability-resources>

Attendance Policy

To successfully meet the requirements, the Cosmetology program and the Arizona State Board of Cosmetology you must attend 100% of the scheduled hours. There is 5% of makeup time built into each course. If an absence does occur, it is your responsibility to notify your instructor and to make arrangements immediately for makeup time. However, even if you make up hours, once you have missed more than the allowed 5% for the course you are enrolled in you may be withdrawn from the course and the program.

Nondiscrimination Policy

The Maricopa County Community College District does not discriminate on the basis of race, religion, color, national origin, sex, handicap/disability, and sexual orientation, age, or Vietnam era/disabled Veteran status in employment or in the application, admission, participation, access and treatment of persons in instructional or employment programs and activities.



Refund Policy for Credit/Clock Classes

If you officially withdraw from credit/clock classes (in fall, spring, or summer) within the withdrawal deadlines listed below will receive a 100% refund for tuition, class and registration processing fees. Deadlines that falls on a weekend or a college holiday will advance to the next college workday except for classes fewer than 10 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and refund processes. Never attending is not an allowable refund exemption or an excuse of the debt incurred through registration.

Length of Class	Official Withdrawal Deadlines for 100% Refund
1-9 calendar days	Prior to the class start date
10-19 calendar days	1 calendar day including the class start date
20-29 calendar days	2 calendar days including the class start date
30-39 calendar days	3 calendar days including the class start date
40-49 calendar days	4 calendar days including the class start date
50-59 calendar days	5 calendar days including the class start date
60-69 calendar days	6 calendar days including the class start date
70+ calendar days	7 calendar days including the class start date

**Course fees and registration processing fees will be refunded only if the student qualifies for a 100% refund. Debts owed to any MCCCCD college must be satisfied before any refunds are paid to the student. Refunds for students receiving federal financial assistance are subject to federal guidelines. Requests for exceptions to the refund policy must be filed within one year from the semester in which the course was taken.*

Course Curriculum

All classes are set up as a cohort and each course is completed with a predetermined amount of hours. Class curriculum is comprised of classes that will equal out to fulfill entire program hours. Course curriculum may be subject to change.

COS 112 – Hair Essentials- 400 hrs

COS 114 – Student Salon 1- 200hrs

COS 116 – Student Salon 2- 200 hrs

HAIR 118 – Hairstylist Sate Licensure Focus- 200 hrs

COS 119 - Nail Essentials- 200hrs

COS 212 - Skin Essentials - 200 hrs

COS 214 - Student Salon 4- 200 hrs

COS 218 - Cosmetology State Licensure Focus- 200hrs



COS112 Hair Essentials/ 400 hours

Introduction to the basic theory and procedures in cosmetology hair essentials. Prerequisites: Admission into the Cosmetologist program.

COS114 Student Salon 1/ 200 hours

Continuation of cosmetology theory and practical concepts at an intermediate level. Theory will be focusing on professional development, salon ecology, anatomy and hair decisions. Practical skills will be demonstrated daily on clients and manikins. Rubrics on procedures are done monthly. One day a month on Arizona state board licensure focus. Prerequisites: COS112 or Program Manager's permission.

COS116 Student Salon 2/ 200 hours

Apply concepts learned in the classroom and the student salon to develop real life scenarios while servicing a client and/ or becoming a future business owner in the beauty industry. Prerequisites: COS114 or Program Manager's permission.

COS118 Hair Stylist State Licensure Focus/ 200 hours

HAIR STYLIST STUDENTS ONLY

This course is designed to prepare students for the written and practical examinations for the Arizona State Board of Cosmetology HAIRSTYLIST licensure only. Prerequisites: COS116 or Program Manager's permission.

COS119 Nail Essentials/ 200 hours

COSMETOLOGY STUDENTS ONLY

Introduction to nail services in the beauty industry. Prerequisites: COS116 or Program Manager's permission.

COS212 Skin Essentials/ 200 hours

COSMETOLOGY STUDENTS ONLY

Introduction to skin services in the beauty industry. Prerequisites: COS119 or Program Manager's permission.

COS214 Student Salon 4/ 200 hours

COSMETOLOGY STUDENTS ONLY

Prepares cosmetology students to be industry ready and prepared to perform services in their chosen field of expertise after licensure with the Arizona State Board of Cosmetology. Prerequisites: COS212 or Program Manager's permission.

COS218 Cosmetology State Licensure Focus/ 200 hours

COSMETOLOGY STUDENTS ONLY

This course is designed to prepare cosmetology students for the written and practical examinations for Arizona State Board of Cosmetology licensure. Prerequisites: COS214 or Program Manager's permission.