



# TAYLOR ANDREWS

ACADEMY OF HAIR DESIGN

## PRE ENROLLMENT ADMISSIONS CHECKLIST

Student Name \_\_\_\_\_ Student Number \_\_\_\_\_  
Items on File

1. Enrollment Form Received with proof of application fee paid
2. Student Photograph
3. Copy of Driver's License or Birth Certificate
4. Copy of High School Diploma, G.E.D. or ATB
5. Copy of Social Security Card
6. Signed and Completed Contract
7. Addendum(s) to Contract

The following must be initialed as received:

8. I have received a copy of the school catalog (which includes the school's completion, licensure and job placement rates) and understand the rules and regulations contained therein.

\_\_\_\_\_  
(initialed by student)

9. I have received a copy of the school's grievance/complaint policy.

\_\_\_\_\_  
(initialed by student)

10. The application fee (required) and down payment (if applicable) have been received.

\_\_\_\_\_  
(initialed by school)

11. By initialing the line below and Prior to enrollment, the student is provided via the catalog our distance learning policy & acknowledges that academic achievement earned via distance education may not be accepted for reciprocity or eligibility for licensure in another state.

\_\_\_\_\_  
(initialed by student)

12. I have received a copy of the first day orientation information.

\_\_\_\_\_  
(initialed by student)

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Guardian (if applicant is under 18)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Director

\_\_\_\_\_  
Date



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## SAP CHECKLIST

### Items on File

1. SAP Reports 450
2. SAP Report 900
3. SAP Report 1250
4. Probation Appeal
5. Federal Aid Termination
6. Other \_\_\_\_\_
7. Other \_\_\_\_\_



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## FINANCIAL CHECKLIST PART 1

### Financial Items on File

- Non-FA Payment Info
  - Cash/ Check / Credit Card
  - MACU
  - TFC
- Proof of Payment
  - Scholarship Documentation (If applicable)
  - Other (MyCAA, Voc Rehab, etc.)
  - Other
  - Signed Package Estimate
  - Signed Credit Balance Form
  - Signed Rights and Responsibilities Checklist
  - Signed Understanding SAP Form
  - Entrance Counseling Results (if applicable)

### FAFSA Items on File

- ISIR's
- Verification Documentation
  - Verification Worksheets (If applicable)
  - Student Signed Taxes (If applicable)
  - Parent/Spouse Taxes (If applicable)
  - Additional verification documents
- Dependency Override
  - Dependency Override Documentation
- Professional Judgment
  - PJ Supporting Documentation
- NSLDS Verification
  - Default resolved (if applicable)
- Signed Award Letter(s)
- Signed Loan/Pell Disbursement & Cancellation notice
  - 1<sup>st</sup> Disbursement (1-450)
    - Pell
    - Loan
  - 2<sup>nd</sup> Disbursement (451-900)
- Other Documentation (please list):



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## FINANCIAL CHECKLIST PART 2

### FAFSA Items on File

- ISIR's
- Verification Documentation
  - Verification Worksheets (If applicable)
  - Student Signed Taxes (If applicable)
  - Parent/Spouse Taxes (If applicable)
  - Additional verification documents
- Dependency Override
  - Dependency Override Documentation
- Professional Judgment
  - PJ Supporting Documentation
- NSLDS Verification
  - Default resolved (if applicable)
- Signed Award Letter(s)
- Signed Loan/Pell Disbursement & Cancellation notice
  - 3<sup>rd</sup> Disbursement (901-1250/901-1000)
    - Pell
    - Loan
  - 4<sup>th</sup> Disbursement (1251-1600)
- Exit Counseling
- Other Documentation (please list):



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## GRADUATION CHECKLIST

Items on File	Completed	Initialed
1. Copy of Verification of Graduation	<input type="checkbox"/>	_____
2. Copy of State Boards	<input type="checkbox"/>	_____
3. Graduate Survey	<input type="checkbox"/>	_____
4. Job Placement	<input type="checkbox"/>	_____
5. Final Transcript	<input type="checkbox"/>	_____
6. Transfer Hours (if applicable)	<input type="checkbox"/>	_____
7. All Fees Paid in Full	<input type="checkbox"/>	_____

### Current Information

8. Email Address \_\_\_\_\_
9. Current Address \_\_\_\_\_
10. Current Phone Number \_\_\_\_\_

I ACKNOWLEDGE THAT ALL OF THE INFORMATION LISTED ABOVE HAS BEEN DISCUSSED WITH ME UPON COMPLETION OF MY COURSE. I THOROUGHLY UNDERSTAND ABOUT MY PAYMENT SCHEDULE AND WILL CONTACT ALL NECESSARY PERSONNEL INVOLVED WITH MY LOAN.

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Signature of Student

Date

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Signature of School Director

Date



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## MISCELLANEOUS CHECKLIST

### Items on File

1. Counseling Report Card
2. Grievances Forms (if applicable)
3. Disciplinary Actions (if applicable)
4. Transfer Between Locations
5. Withdrawal Paperwork
6. Other \_\_\_\_\_
7. Other \_\_\_\_\_
8. Other \_\_\_\_\_
9. Other \_\_\_\_\_
10. Other \_\_\_\_\_
11. Other \_\_\_\_\_