



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 | <input type="checkbox"/> |
| 2. SAP Report 900 | <input type="checkbox"/> |
| 3. SAP Report 1250 | <input type="checkbox"/> |
| 4. Probation Appeal | <input type="checkbox"/> |
| 5. Federal Aid Termination | <input type="checkbox"/> |
| 6. Other _____ | <input type="checkbox"/> |
| 7. Other _____ | <input type="checkbox"/> |



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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
 - 1st Disbursement (1-450)
 - Pell
 - Loan
 - 2nd 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
 - 3rd Disbursement (901-1250/901-1000)
 - Pell
 - Loan
 - 4th 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.

Signature of Student Date

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 _____