

# BETHLEHEM AVTS

## CONTINUING EDUCATION DEPARTMENT

---

3300 Chester Avenue, Bethlehem, PA 18020-2870 • 610-866-8013, Extension 117 • Fax 610-866-5978 • [tottj@bavts.org](mailto:tottj@bavts.org)

Dear Nail Technician or Esthetician Student:

Enclosed with this letter you will find an enrollment application form for the Bethlehem AVTS Cosmetology, Nail Technician, and Esthetician programs. This application and the proofs it requires are set forth by the Pennsylvania State Board of Cosmetology. According to the regulations set for the programs, prospective students must provide the following prior to the start of classes:

1. Proof of age – no one under the age of 16 may be admitted into the exam.
2. Proof of completion of a 10<sup>th</sup> grade education (*exempt for Veterans and persons 35 years of age or older*) with one of the following:
  - a. Copy of a high school or GED diploma that includes school address and phone number.
  - b. Official letter from high school with original signature of principal or guidance counselor.
  - c. Official transcript with school seal and original signature of principal or documentation of home schooling registered with Department of Education.
3. Application for Enrollment and signed Attendance Policy
4. Completed Registration Form

Please complete the Application for Enrollment form and submit it along with the required proofs to the Continuing Education Office. You may mail all necessary documents to the following address:

BAVTS Continuing Education  
Attn: J. Tott  
3300 Chester Avenue  
Bethlehem, PA 18020

Feel free to contact the office with any questions/concerns regarding the required documentation for the Cosmetology programs. We wish you the best of luck in your endeavor!

Sincerely,

Joanne Tott  
Internal Training Program Coordinator

---

### **“Providing Opportunities to Build Careers”**

The Bethlehem Area Vocational-Technical School does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Bethlehem Area Vocational-Technical School's Title IX Coordinator or the Section 504 Coordinator at 3300 Chester Ave., Bethlehem, PA 18020.

[www.bethlehemavts.com](http://www.bethlehemavts.com)

## **OVERVIEW OF COSMETOLOGY COURSES**

### **General Description:**

In all of these programs, you will meet the requirements to take the Pennsylvania State Board exams and gain licensure to work in this field in Pennsylvania. You will be taught the theory and practical skills needed to take the state exams along with additional information to prepare you for a new career.

### **Nail Technician (200 hours)**

In this course you will learn manicuring, pedicuring, spa nail treatments, acrylic nails, gel nails, fiberglass & silk wrap nails, along with many other aspects of the nail industry. After passing the state board exam you can obtain employment in a nail salon, day spa, or even a podiatrist's office. Students pursuing the New Jersey state licensing exam must complete an additional 100 hours.

### **Esthetician [Skin Care] (300 hours)**

This program prepares students for employment in a salon or day spa. Participants will learn anatomy and physiology of the skin, as well as procedures for performing basic facials, waxing, makeup applications, and body treatments along with other aspects of skin care. Students are prepared to sit for the PA State Board exam upon course completion.

### **Teacher License Program (500 Hours)**

Persons who hold a current Pennsylvania cosmetology, esthetician, and/or nail technician license are eligible to sit for the state Teacher License exam after completion of this program. It will help to refresh your basic skills and prepare you to teach in your program area. After passing the exam, you will be eligible to apply for teaching positions in public or private school settings. This is also a good preparation for employment with a product line as their educator, platform artist, or as salon manager. This program is designed to be completed in up to 2 years. Call 610-866-8013, extension 117 for the packet of information for this program.

### **Acceptance Requirements:**

Esthetician and Nail Tech: Proof of 10<sup>th</sup> grade education or 35 year or older.

All students must complete the Registration Form and Application for Enrollment. Students must also submit any paperwork that is required with the Application for Enrollment.

### **Clinical Procedures**

- At least 10% of the total hours attended by each student must be accomplished in a clinical setting.
- Students are responsible for setting their own client appointments.
- Students must wear appropriate, professional attire at all times in clinical areas. This includes a stylist's smock/coat and covered-toe shoes.
- It is the student's responsibility to contact clients for cancellations unless such cancellations are due to school closings/delays.
- The Cosmetology Instructor and/or Assistant Instructor will assist students in maintaining records of services performed, date, time, and products used for each client serviced by students.

**STUDENTS WHO FAIL TO COMPLETE THE REQUIRED CLINIC HOURS MAY NOT BE RECOMMENDED FOR STATE BOARD EXAMS.**

## Costs/Payment Plans/Refunds

All program tuition fees can be paid either upon registration or as installments through our payment plan system. *All payment plans must be complete before last day of training. A 10% non-refundable down payment along with a small setup fee is required. Except for the setup fee, plans are 100% interest free. Please call 610-866-8013, extension 119 for more information regarding our payment plan system. **Textbooks and kit fees may be additional.***

### **Nail Technician**

*Tuition: \$4,100 (includes text & kit)*

### **Teacher of Cosmetology**

*Tuition: \$5,000 (includes text)*

### **Esthetician**

*Tuition: \$4,575 (includes text & kit)*

*Financing for qualified students is available at Bethlehem Teachers Federal Credit Union located at 2317 Easton Avenue, Bethlehem, PA. For more information about financing options through the BTFCU please call 610-691-0041, stop by or log on to [www.btcu.org](http://www.btcu.org).*

## General Refunds

- Registrants who withdraw from a course 10 business days prior to the first scheduled class will receive a refund of tuition and any material fees less a \$20 processing fee.
- Persons requesting withdrawal *after* the 10 day time period will be refunded tuition fees only (material fees will not be returned) less a \$20 processing fee.
- There will be **no** refunds once the second class begins.
- This general refund policy is standard procedure with the exceptions listed below.

## Payment Plan Refunds

- All payment plans require a 10% NON-REFUNDABLE deposit. Students who choose to withdraw from classes may receive a refund, however, the 10% deposit WILL NOT be refunded. The standard \$20 processing fee will also be assessed.
- Students are responsible for all payments once classes begin.

## Refund Due to Hardship

- Given adequate documentation, refunds or release from payment plan obligations may be granted due to medical, economic or other hardship. The dollar amount of a refund requested due to hardship after a course is underway will be prorated based on completed course time to date.
- The quality and/or quantity of supporting documentation necessary for any exceptions are determined on a case-by-case basis and are approved at the sole discretion of the Continuing Education Department Supervisor.
- In all hardship cases, the standard \$20 processing fee applies

## Course Cancellation Refund

- Individual courses and/or certificate programs will be canceled if there is insufficient enrollment.
- When a course cancellation occurs, all student monies will be refunded and processing fees will NOT be charged.

## **APPLICATION FOR ENROLLMENT**

*(Teacher of Cosmetology, Nail Technician, Esthetician)*

1. NAME \_\_\_\_\_ 2. SOCIAL SECURITY # \_\_\_\_\_

3. ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_ 4. VETERAN \_\_\_\_ YES \_\_\_\_ NO

5. PHONE \_\_\_\_\_ 6. 35 years or older \_\_\_\_ YES \_\_\_\_ NO

7. I have completed a tenth grade education or equivalent thereof. \_\_\_\_ YES \_\_\_\_ NO

*(An official letter of verification from your school must accompany this application. Waived for veterans or those 35 or older for the Cosmetology, Esthetician, and Nail Technician programs. Proof must be submitted. Twelfth grade education required for the Teacher's program.)*

---

### **ATTENDANCE POLICY**

Students must complete the ALL hours as required by the Pennsylvania Board of Cosmetology in order to be eligible for his/her respective licensing exam. This includes successful completion of all theory, skill practice and clinical hours.

Attendance will be documented daily and will reflect the number of classroom/clinical hours as per the program calendar. Attendance and progress reports will be sent to the State Board of Cosmetology on a quarterly basis.

Repeated absence from class without notification may result in immediate termination. Students must contact the Continuing Education Office to report absence. Absence for two or more consecutive days will require a doctor's note or other valid proof of reason. Make up work will be permitted at the instructor's discretion in instances of unexcused absence.

Extended periods of absence (previously scheduled vacations, events, health issue, etc.) may be permitted with advance notice. Students who obtain permission for extended absence must have all assigned work completed upon return to class.

Nail Technician (200 hours), Esthetician (300 hours), and Teacher License (500 hours) programs are scheduled with specific start and completion dates. Students enrolled in these programs MUST complete required hours within the scheduled course dates in order to be recommended for State Board of Cosmetology Exams in his/her respective licensing area. Students who do not achieve required hours within course dates may re-enroll during the next scheduled course to complete. Additional fees will be charged for re-enrollment.

Students who do not maintain an attendance rate of 90% during the theory and skill practice portion of any given unit of study will not be given credit for that unit. Similarly, students whose unit grade falls below 70% will be required to repeat the unit. Students may be permitted to repeat units at an additional charge when that unit of study is offered again.

**STUDENTS WHOSE MONTHLY ATTENDANCE FALLS BELOW 80% MAY BE REMOVED FROM THE PROGRAM.**

---

I have read and understand the Adult Program Attendance Policy and Clinical Procedures.

Student Name (please print): \_\_\_\_\_

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