Century Cosmetology Program Application Packet

(Restricted Entry – Only 10 Applicants per Semester)

Ms. Ann Coon, Program Coordinator
Ms. Shelia Alford, Lead Instructor

For Information on the Program call:
Ms. Ann Coon, Program Coordinator, at (850) 484-2567, 7:30am – 4:00pm
E-mail: acoon@pensacolastate.edu

Program Application & SS# Forms Need to be returned, via email to acoon@pensacolastate.edu by:
5:00 p.m., July 9, 2012 (For Fall Term)
5:00 p.m., October 19th 2012 (For Spring Term)
5:00 p.m., March 15th 2013 (For Summer Term)

Pensacola State College
Professional Service Careers Dept.
Cosmetology Office, Bldg. 12
1000 College Blvd.
Pensacola, FL 32504

ORIENTATION DATE: To be announced
If your address changes, please make sure to notify us.

Pensacola State College – An Equal Access/Equal Opportunity Institution
Dear Applicant,

Congratulations!! You have taken your first step in selecting a career that can open a new world of opportunities for you. After you have completed the Cosmetology program, you will be certified, ready for your examination for licensure in the State of Florida, and on your way to a rewarding, profitable career! PLEASE NOTE: If you have not been a resident of the State of Florida for at least 12 consecutive months, you must pay out-of-state fees. If you are military or a military dependent, you must show a copy of your or your sponsor’s orders to this area in order to process your application with in-state fees. If you have met the Florida resident qualifications and have documented proof such as a Driver’s License, Vehicle Registration, or Voters Registration card, you will pay in-state fees. For more information, please contact the Admissions/Registrar’s Office in Building 2, on the Pensacola Campus, (850) 484-1601.

For your convenience, we have included a program packet to provide information that will assist you in beginning your studies. Since students are accepted into our program on a first-come/first-served basis by receipt date of your program application, we have included the program personal data sheet and SS# sheet for your convenience. If you have never attended college-credit or vocational-credit courses at Pensacola State College, you will need to take care of this at building 2 on the Pensacola Campus or you may go online to our PSC website. The application fee is $30.00. The Cosmetology Program application needs to be returned via email to acoon@pensacolastate.edu.

Please read the program information packet carefully and submit your purple program Date sheet & SS# sheet promptly to the Professional Service Careers Department, Cosmetology Office, for consideration into the next available class. If you have any questions, please call 484-2567. We look forward to hearing from you and will be happy to answer any questions that you may have concerning your educational opportunities at Pensacola State College. Thank you for your interest in our Cosmetology program.

Sincerely yours,

Mrs. Ann Coon, Program Coordinator
Professional Service Careers Department
(850) 484-2567 • acoon@pensacolastate.edu
**BILLION DOLLAR PERSONAL SERVICE INDUSTRIES**

*Professional Service Careers – Cosmetology Programs Coordinator:  Ms. Ann Coon*

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**BARBERING (Full License)**

- **STATE REQUIREMENTS:**
  - Uniforms & TABE

- **TUITION:**
  - (FL) $3,274.80
  - (AL) $3,314.80

- **OUT-OF-STATE TUITION:** $13,100.00

- **LAB FEES:** $120.00

- **CLASS HOURS:** Monday thru Thursday

- **OUTCOME:** Certificate of Occupational Proficiency and Eligible to sit for licensure exam.

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**COSMETOLOGY**

- **STATE REQUIREMENTS:**
  - Uniforms & TABE

- **TUITION:**
  - (FL) $3,274.80
  - (AL) $3,314.80

- **COST OF BOOKS / KIT / UNIFORMS:** $730.00

- **OUT-OF-STATE TUITION:** $13,100.00

- **LAB FEES:** $120.00

- **CLASS HOURS:** Monday thru Thursday

- **OUTCOME:** Certificate of Occupational Proficiency

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**FACIAL SPECIALTY**

- **STATE REQUIREMENTS:**
  - Uniforms

- **TUITION:**
  - (FL) $818.70
  - (AL) $828.70

- **COST OF BOOKS / UNIFORMS:** $260.30

- **OUT-OF-STATE TUITION:** $3,275.00

- **LAB FEES (INCLUDES THE KIT):** $475.00

- **CLASS HOURS:** Monday thru Thursday

- **OUTCOME:** Certificate of Occupational Proficiency

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**Advanced Facial Program**

- **STATE REQUIREMENTS:**
  - You must already be certified and registered in the State of Florida and hold a current license;
  - complete the 600 clock-hour advanced program and required services.

- **PENSACOLA STATE REQUIREMENTS:** Uniforms

- **TUITION:**
  - (FL) $1,637.40
  - (AL) $1,657.40

- **OUT-OF-STATE TUITION:** $6,550.00

- **OUTCOME:** You will receive advanced hours to be added to your transcript.

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**MASSAGE THERAPY**

- **STATE REQUIREMENTS:**
  - Uniforms/TABE/Dress Code

- **TUITION:**
  - (FL) $2,046.75
  - (AL) $2,071.75

- **OUT-OF-STATE TUITION:** $8,187.50

- **COURSE LENGTH:** Day 9 Months Night 12 Months

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**NAILS SPECIALTY**

- **STATE REQUIREMENTS:**
  - Uniforms Required

- **TUITION:**
  - (FL) $654.96
  - (AL) $662.96

- **OUT-OF-STATE TUITION:** $2,620.00

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Welcome to the Creative World of ….  

**COSMETOLOGY**

Pensacola State College Cosmetology Program features the Salon Fundamentals System, which is a part of Pivot Point International. We like to say “Hair design is an art form and you are the artist!” The Milady’s curriculum covers all aspects of the cosmetology industry that a student needs to be successful.

**FREQUENTLY ASKED QUESTIONS (FAQ’S)**

**Will there be jobs after graduation, and how much will they pay?**
Employment is predicted to grow as fast as average with the growth of the population and the demand for styling and barbering services. Most preferences are toward personalized styling in full-service areas, which enhance their job opportunities. **This occupation is on the “top 50” list of occupations gaining the most new jobs.**

**What are the career advancement options?**
Graduates of the Cosmetology Program at Pensacola State College are qualified to work in hair, nail, and skin care. Because hairstyles are constantly changing, cosmetologists must keep abreast of the latest fashions and beauty techniques. Business skills are important for those who plan to operate their own salons. While advancements are usually measured in the form of higher earnings, many cosmetologists manage large salons or open their own after several years of experience. Some choose to teach in barbering or cosmetology schools, while others become sales representatives for cosmetics firms, open businesses as beauty or fashion consultants. Students may also choose to obtain the nails and facials specialty certificates (also offered at Pensacola State), which enhance their skills in manicuring, pedicuring, nail extensions, and skin care services. The career opportunities for the licensed cosmetologist are both versatile and personally rewarding.

**The Pensacola State College Cosmetology Program has a high percentage of students being hired right after graduation.**
Pensacola State College invites salon professionals who come to the Cosmetology Program to teach new techniques to the students. These professionals who come to the Cosmetology Program are frequently looking for new and fresh talent to work in their hair salon.

**Do I have to take an entrance exam?** **YES, THIS IS A MUST!**
**FLORIDA STATE LAW REQUIRES THIS TEST, UNLESS YOU HAVE AN ASSOCIATE DEGREE OR HIGHER.** The Test of Adult Basic Education (TABE) is required for all vocational certificate students enrolled in programs of 450 clock hours or more - unless you currently have an A.A.S., A.S., A.A. degree or higher. (This was effective January 7, 2003.) Please call **(850) 484-1987** to make an appointment to take this test, or go to the Testing Center in Building 6, on the Pensacola Campus.
The State of Florida requires that all certificate program students **must be tested** by week four (4) of their initial term in class. If you have **not** been tested, you must immediately report to the Testing Center on your campus and schedule to take the TABE. Failure to take the TABE will result in your **not** being able to register for classes after this term. Your registration will be blocked and you will not be allowed to continue your program. (If you have an Associate’s degree or higher, you are exempt from this requirement.)

If you have taken the TABE and there is an area where you did not meet the required level for your particular vocational program, you need to immediately go to the Adult Basic Education Department (Building 1, upstairs) or call them (484-1894) to register for remediation in the area(s) that need improvement (Reading, Arithmetic, or Language).

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**PLEASE CONTACT THE TESTING CENTER AT (850) 484-1987 TO SCHEDULE YOUR T.A.B.E. TEST.**

**PASSING THE T.A.B.E. IS A STATE-OF-FLORIDA EXIT REQUIREMENT FOR YOUR PROGRAM. YOU CANNOT RECEIVE YOUR CERTIFICATE UNTIL THE TABE REQUIREMENTS ARE MET (UNLESS YOU ALREADY HAVE A DEGREE).**

**THE ADULT BASIC EDUCATION DEPARTMENT (484-2120)** is available to assist you with any necessary remediation after your TABE test.

*Remediation Orientation (required): Mondays, 5:30pm & Wednesdays, 9:00am, Bldg. 1, Room 190 (Please arrive 15 minutes early.) An appointment is necessary (phone number above).*

The Adult Basic Education Department (ABE) is there to assist you in improving your TABE scores. Once you attend the orientation, they will help you schedule your time for the remediation. Our lab manager is there to assist you in creating an individualized program to help meet these needs.

**ONLY THE ADULT BASIC EDUCATION DEPARTMENT CAN REFER YOU FOR TABE RE-TESTING.**

We wish you every success as you begin your program, and we want to be of any assistance throughout your program course of study. The ABE Lab is available for academic support for all students of vocational programs as well as A.S. degree-seeking students …. not just for T.A.B.E. remediation.
COSMETOLOGY ENTRANCE REQUIREMENTS

You must:

Be at least 16 years of age.
Submit the Admissions Application to the Registrar’s office.
(A $30 application fee is required if you have never attended college-credit or vocational-credit courses at Pensacola State College.) Submit your completed program application to the Professional Service Careers Department, Cosmetology Office, Bldg. 12. Via email to acoon@pensacolasate.edu

If you move, please give your new address to the Cosmetology Office, (850) 471-4676.

A high school diploma or G.E.D. is encouraged but not required. However, the State of Florida does require that you take a T.A.B.E. test. (Test of Adult Basic Education). If you already have an Associate’s degree or higher, you are exempt.

FINANCIAL AID

If you are requesting financial aid, please go to the Financial Aid Office on any Pensacola State College campus and complete the proper paperwork, or if you have access to a computer you may go online at www.fafsa.ed.gov and apply for Financial Aid. (This process can take as long as six to eight weeks to complete. Therefore, we recommend you apply as soon as possible.) (The Pell Grant will not cover this program. However, you must apply for the Pell to be awarded any type of financial aid.)

COST OF COURSE

In-State Tuition: (FL) $3,274.80 / (AL) $3,314.80 for 1,200 clock hours of instruction.
Cost of Books, Kits, and Uniforms: $1,090.25 (approx.) ♦ Lab Fees: $95.00

Out-of-State Tuition is approximately $13,100.00. This price includes books, kits, and uniforms. Tuition is subject to change.
(Kits and books will be purchased on the first day of each term – as a group – from the Pensacola State College Bookstore, located in Building 5, (850) 484-1515. These amounts are approximations and are subject to change.)

DRESS CODE

Professional-uniform dress code as specified by Professional Service Careers Department requirements.

COMPLETION REQUIREMENTS

You must complete 1,200 hours of continuous study and practice, during which you must fulfill the minimum number of services and service hours required by the State Board of Cosmetology;
maintain at least a “C” average in both theory and practical classes;
complete the T.A.B.E. exit standards; and
adhere to the school and program policies, the dress and grooming codes, and Pensacola State College Code of Ethics.

DAYTIME PROGRAMS BEGIN THREE TIMES A YEAR.

Only full-time day classes are offered on the Pensacola campus. Part-Time day classes are offered on the Milton Campus. There are no night classes for Cosmetology.)

August, January, and May

August, 2012: 8:00 a.m. – 3:00 p.m.; Monday – Friday
January, 2013: 8:00 a.m. – 3:00 p.m.; Monday – Friday
May, 2013: 8:00 a.m. – 4:30 p.m.; Monday – Friday

The Cosmetology Program takes approximately 12 calendar months (1 year) to complete.
Cosmetology
VOCATIONAL CERTIFICATE PROGRAM

PLEASE READ CAREFULLY

Step 1. Return via email your Cosmetology Program Date Sheet and SS# Sheet to the Professional Service Careers Department-Cosmetology Office, Pensacola Campus, Building 12 to the Program Coordinator Mrs. Ann Coon at acoon@pensacolastate.edu

Step 2. Apply for admission ($30.00 application fee) to the College at the Registrar/Admissions Office, Building 2, Pensacola State College Pensacola Campus on Ninth Avenue. (You may apply online to our PSC web site as a new student. Admissions will refer you to the Testing Center to take the T.A.B.E. test. You must contact the Testing Center (484-1987) to make an appointment for testing. After testing, your results will be given to you. (If you have an A.A.S., A.S., or A.A. degree or higher, you do not have to take the TABE test.)

Step 3. If you are requesting financial aid, please go to the Financial Aid Office on any Pensacola State College campus and complete the proper paperwork, or if you have access to a computer you may go online at www.fafsa.ed.gov and apply for Financial Aid. If you need help filing for financial aid, call 484-1680. New Federal Ruling as of July 1, 2012: You must have a GED or verified High School Diploma (certificate of completion is no longer accepted as a substitute for a high school diploma), you must take the TABE test, and you must score according to Federal Guidelines in order to be eligible to receive Financial Aid. (This process can take as long as six to eight weeks to complete. Therefore, we recommend you apply as soon as possible.)

REMEMBER: We cannot process your application until you have completed the above steps.

Program applications are considered on a FIRST-COME/FIRST-SERVED BASIS according to the date received by the Professional Service Careers Department, Cosmetology Office. Please let the Cosmetology Office know if you change your address.) Once a class is filled, the remaining applicants will be given priority for entrance into the next available cosmetology class. Please Note: We can only accept 24 applicants per semester in the Cosmetology Program.

If you are a student who has special needs because of learning disabilities or any other type of disability, please identify yourself at the time of application, so that any accommodations you require may be considered.

If you have any questions or if you require additional information, please stop by the Professional Service Careers Department, Cosmetology Office, Pensacola Campus, Building 12 or call 471-4676.
COSMETOLOGY PROGRAM APPLICATION

1. Student ID No. (NOT Soc. Sec. Number)  2. Date of Birth  3. Area Code  Telephone Number

4. LEGAL NAME
   Last                                                                 First                                                                  Middle

5. ADDRESS
   (Street No., Street Name & Apt No.)                                                     City                                              State                         Zip

6. Full Name of Parent / Guardian / Spouse / Next of Kin
   Relationship

7. Permanent Address (if different from above)

8. Email Address: _________________________________________

GENDER AND ETHNICITY INFORMATION (STRICTLY VOLUNTARY)

GENDER:          _______ Male
                 _______ Female

ENROLLMENT PLANS

I would like to enter the COSMETOLOGY Program beginning with the following term:

_____ FALL (Aug. 2012)
_____ SPRING (Jan. 2013)
_____ SUMMER (May 2013)

Will You Be A Dual Enrollment Student?  ___Yes ___No

(Dual Enrollees must contact Yalonda Tibbs at 850-484-1935.)

Dual Enrollment Office: Home-schooled dual enrollment students have to buy their own books (which would also include their kit), so if you can’t afford them, you will not be able to apply for financial aid. All other dual enrollment students do not pay for their tuition or their books.

EDUCATIONAL BACKGROUND

Highest grade completed:  _______

I hereby apply for admission to the Pensacola State College Cosmetology Program. I have checked the application for errors and certify that the above information is accurate and complete. If admitted, I agree to abide by the policies outlined in the Florida Statutes for the operation of colleges and any additional rules or regulations as set forth in official publications of the College.

Applicant’s Signature    Date

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DO NOT WRITE BELOW THIS LINE

This is for Cosmetology Office Use Only

REQUIREMENTS

Pensacola State College Application on file with Registrar’s Office          ______    ______
Program Application on file in Cosmetology Office                          ______    ______
TABE TEST (REQUIRED BY FL. STATE LAW) (Unless you have a college-credit degree; proof required) ______    ______
Financial Aid or Funding (FA or grants, apply ASAP)  ______    ______
Notification of Social Security Number Collection and Use

In compliance with Florida Statute 119.071(5), Florida Statutes, Pensacola State College issues this notification regarding the purpose of the collection and use of your Social Security Number (SSN). Pensacola State College collects and uses your SSN only to perform the College duties and responsibilities. To protect your identity, Pensacola State will maintain the privacy of your SSN and never release it to unauthorized parties in compliance with state and federal laws. The College assigns you a unique student/employee identification number which is used for associated employment and educational purposes at Pensacola State, including the access of your college records.

Pensacola State College may collect and/or use your Social Security Number for the following purposes:

**Admissions and Registration:**
- Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student SSNs to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for Pensacola State to collect the SSN of every student. **A student may refuse to disclose his/her SSN for this purpose, but he/she may be subject to IRS penalties.**
- The Florida public school system uses the SSN as a student identifier. It is beneficial to have access to the same information for purposes of tracking and assisting students in the transition from one educational level to the next, linking all levels of the state education system. The intent is to establish a comprehensive management database of information which will co-reside with the Division of Public Schools Information Database and the State University System Database to provide integrated information at the state level for educational decision-making.

SSNs appear on official transcripts and are used for business purposes in accordance with parameters outlined by the U.S. Department of Education.

**Federal and State Regulations:**
- Tracking uses are authorized by SBE Rule 6A-10955(3)(e); 1008.386, F.S.; and the General Education Provisions Act (20 USC 1221(e-1)).
- Hope/Lifetime Tax Credit uses are authorized by 26 USC 6050S and Federal Register, June 16, 2000/IRC Section 25A.
- Registration uses are authorized by 119.071(5), F.S.
- Issuance of Form 1098T for tuition payment reports are authorized by 26 USC 3402, 6051.
- The College Reach-Out Program (CROP) uses are authorized by 1007.34, F.S.

[ ] I have read and agree with the collection and use of my Social Security Number by Pensacola State College. Initial: _______ and return.
PLEASE CUT COPY AND PASTE YOUR PROGRAM DATA SHEET AND SS# SHEET IN A WORD DOCUMENT AND RETURN VIA EMAIL TO THE PROGRAM COORDINATOR FOR PROCESSING AT acoon@pensacolastate.edu