



Dear Future Salon Professional,

Thank you for your interest in Toni&Guy Hairdressing Academy, the makers of Bed Head, Rockaholic, S-Factor, B-for Men, Catwalk, and Live, Love & the Planet hair products. With over 400 salons and 50 schools around the world, you are making an excellent choice in your cosmetology education.

You are receiving this enrollment packet as an invitation to apply to our school. Included in this packet are the documents needed for applying to our school and instructions to apply for Federal Aid.

Please complete and submit information below. Unfortunately, students will not be able to begin courses until all the items below are provided.

- Money order for \$50.00 (non-refundable application fee)
- Enrollment Application that includes:
 - Completed pre-interview form. (Included)
 - Completed Financial Payment form. (Included)
- One-page letter of intent expressing your desire to enter the industry.
- Copy of your high school diploma/GED, or transcripts of 10th grade completion, or college transcripts (not needed for Make-up students)
- Copy of drivers license
- Sign and submit the last page of the school catalog located at www.urbanacademy.com under enrollment.

If applying for Federal Aid we also need the following.

- Copy of social security card
- Copy your 2009 taxes
- Copy of parents 2009 taxes if you are dependant status with federal aid

After Accepted

- Money order for \$25 made out to NM Board of Barbers and Cosmetology or NMBBC (not needed for Make-up students)
- Two Passport photos for Permit (not needed for Make-up students)

When all documents are obtained, please contact the Admissions Office. Please be sure to have all documents requested.

Admissions Office-505-842-8646

Thank you,

Toni&Guy Hairdressing Academy
2122 Central Avenue SE
Albuquerque, NM 87106

Enrollment Application

Personal Information

Name: _____ Date: _____
 Address: _____ Apt #: _____
 City: _____ State: _____ Zip: _____
 Phone #: _____ Cell #: _____
 Email: _____ Date of Birth: _____
 Social Security #: _____ United States Citizen? Yes No

Education

High School: _____ City/State: _____
 College: _____ Years Attended: _____
 Degree(s): _____

Area of Interest

Cosmetology (1600 hours)

Full-Time Day (1600)
 Tues-Sat 8am-4pm

Transfer Student (former Toni&Guy students only)

Instruction Course (1000 hours)

MAC Make-Up

Beauty and Special effects (100 hours)

Beauty only (58 hours)

Special Effects only (42 hours)

Part-Time-Night

Tues-Fri 5:30pm-9pm

Day course available to cosmetology students

When would you like to begin?

ASAP

Spring

Summer

Fall

Winter

If transfer student

School Name: _____ City/State: _____

Number of hours needed to complete degree? _____

Pre-interview

Name: _____

Date: _____

Please check no more than two answers per question.

1. My present occupation is:	<input type="checkbox"/> Not Satisfying	<input type="checkbox"/> Doesn't Pay Well	<input type="checkbox"/> Filled with Opportunity	<input type="checkbox"/> I'm Unemployed
2. I think that training at Toni & Guy may:	<input type="checkbox"/> Enable me to start a new career	<input type="checkbox"/> Provide opportunity for extra income	<input type="checkbox"/> Be enjoyable	<input type="checkbox"/> Help me achieve career success
3. The greatest rewards of working are:	<input type="checkbox"/> Enjoying the job	<input type="checkbox"/> A sense of accomplishment	<input type="checkbox"/> High Income	<input type="checkbox"/> Being the Boss
4. Factor(s) that hold back career success is/are:	<input type="checkbox"/> Not enough ambition	<input type="checkbox"/> Insufficient Training	<input type="checkbox"/> Lack of Self-confidence	<input type="checkbox"/> Not knowing the right people
5. I measure the success of a person by his:	<input type="checkbox"/> Salary	<input type="checkbox"/> Number of friends	<input type="checkbox"/> Family Happiness	<input type="checkbox"/> Self-Confidence
6. My best qualities are:	<input type="checkbox"/> My interest in people	<input type="checkbox"/> Having an open mind	<input type="checkbox"/> Team work	<input type="checkbox"/> My strong dedication
	<input type="checkbox"/> My willingness to take advice		<input type="checkbox"/> My commitment to excellence	
7. The person who has the best chance of succeeding in a cosmetology related career is:	<input type="checkbox"/> The most determined person	<input type="checkbox"/> The person with the best training		
	<input type="checkbox"/> The person who enjoys the work	<input type="checkbox"/> The person with the most energy		
8. I learn most easily by:	<input type="checkbox"/> Memorizing	<input type="checkbox"/> Teaching others		
	<input type="checkbox"/> Having someone show/explain to me	<input type="checkbox"/> Working with my hands and doing		
9. My ability to concentrate is:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Lacking	<input type="checkbox"/> Good	<input type="checkbox"/> Fair
10. My ability to take constructive criticism is:			<input type="checkbox"/> Good	<input type="checkbox"/> Fair
			<input type="checkbox"/> Lacking	<input type="checkbox"/> Excellent
11. My ability to understand subjects that interest me is:			<input type="checkbox"/> Good	<input type="checkbox"/> Fair
			<input type="checkbox"/> Lacking	<input type="checkbox"/> Excellent
12. When it comes to working by myself, I:	<input type="checkbox"/> Can set and follow my own schedule	<input type="checkbox"/> Can't meet goals and deadlines	<input type="checkbox"/> Need reminders	<input type="checkbox"/> Need close supervision
13. In my daily schedule, I:	<input type="checkbox"/> Read	<input type="checkbox"/> Watch TV	<input type="checkbox"/> Play Sports	<input type="checkbox"/> Other
14. Emotionally speaking, I am:	<input type="checkbox"/> Mature and responsible	<input type="checkbox"/> Somewhat immature	<input type="checkbox"/> Self-Controlled	<input type="checkbox"/> Easily Angered

15. When faced with a problem, I: Try to figure it out for myself Plead ignorance
 Ask for the opinion of qualified People Forget it and hope it solves itself
16. When it comes to responsibility, I: Enjoy assuming it and always meet it I find it difficult I prefer sharing it

17. My career goal (s) two years from now are to:

18. My career goals (s) five/ten years from now are:

Financial Information

Fees (subject to change without notice) -- Fees do not include tax

\$50 Application fee due with submission of enrollment application/materials

Course	Registration Fee	Student Kit (includes books)	Tuition	Total Tax not included
Cosmetology	\$150	\$2000	\$12,000	\$14,150
Cosmo/Make-up (Beauty/Special effects)	\$150	\$3000	\$13,300	\$16,450
Make-Up -Beauty & Special Effects	\$150	\$1,000	\$1,800	\$2950
Make-Up -Just Beauty course	\$150	\$750	\$1,050	\$1950
Make-Up -Just Special Effects course	\$150	\$250	\$1,050	\$1450
Instructor Course	\$0	\$0	\$0	Scholarship Application process
Transfer Student	Additional \$500 convenience fee applies toward tuition.			\$500.00

Additional Fees (To consider-optional)

- Other fees are required by the New Mexico Board of Barbers and Cosmetologist (not to exceed \$100).
- Additional supplies may be required (not to exceed \$200)
- Reserved parking available for \$50 a month but not required

***Money Orders, Cashier Checks, Cash and Credit Cards accepted.
Checks are not accepted.***

Financing options (to those who qualify)

Please select which option you will use to finance your education and sign below

I will pay in full (10% discount off tuition only) (Not applicable for the make-up course taken without any other course. Must be paid on or before first day of class)

I will apply for Financial Aid – visit www.fafsa.ed.gov (not available for Make-Up)

Toni & Guy Financing

- 0% interest Payments-starts first month of class
- Includes Registration fee, Tuition, Student Kit, --- excludes application fee and tax
- \$100 convenience fee –additional

Course	# of Payments	Monthly Payments	Total <small>Tax not included</small>
Cosmetology Day	10	\$1415	14,150
Cosmetology/Make-up Day	10	\$1646	16,450
Make-Up (Beauty/SFX) Night	2	Either \$1950 or \$1450 <small>(Depends on course start)</small>	\$2,950
Beauty Only Make-Up-Night	1	\$1950	\$1950
Special FX Only Make-Up-Night	1	\$1450	\$1450
Instructor Course	0	\$0	Scholarship

SLM Student Loan Financing ..apply at www.salliemae.com

- Interest rate determined by credit score
- Interest Only while in school with a 10 year term

Credit union

Check with local credit unions for personal loans

- NM Federal Credit 505-889-7755
- US New Mexico Federal 505-342-8888
- Kirtland federal 505-206-5679
- Rio Grande 505-247-8688
- First Federal 505-766-5600
- Sandia Area Federal 505-292-6346

Credit Card

- 5% connivance fee –additional

Please sign indicate which financing option you would like to use in order to pay for your education

Signature _____ Date: _____

Refund Policy

The following refund policies apply to all students:

- Applicants not accepted by the Toni & Guy will receive a refund of all monies paid with the exception of the non-refundable application fee.
- If an applicant cancels the enrollment less after signing the contract and prior to entering classes, a refund of all monies paid to the school less the non-refundable application fee and the enrollment fee (not to exceed \$200 or 15% of tuition and fees whichever is less) will be made.

For students who enroll and begin classes, but withdraw or are terminated prior to course completion (after three business days of signing the contract), the school will apply the following tuition adjustment schedule:

Scheduled Time Enrolled (hours)	Percentage owed to School (tuition)
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- If the school permanently closes or no longer offers instruction after a student has enrolled, the school will provide a pro rata refund of tuition.
- If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time.
- Students who withdraw or are terminated prior to course completion will be charged a separate administrative fee of \$150 and will receive a refund based upon the tuition adjustment schedule listed above.
- All extra costs not included in the tuition price and listed on the enrollment agreement will be deducted from the contracted program cost prior to applying the tuition adjustment calculation.
- To obtain an applicable refund, a withdrawing student must contact the administration office, attend an exit interview, and complete all required exit paperwork.
- The formal cancellation date will be determined by the postmark on written notification; the date said notification is delivered to the school in person, or thirty days after the last day of attendance or the scheduled return date from an approved Leave of Absence.

I have read the above Refund policy

Signature _____

Date: _____

Applying for Federal Student Aid

This information will assist you with the application process for Federal Student Aid. Please follow all steps below.

School Code: 041624 (formerly Urban Academy)

Step 1-Determining your Dependency Status

The Federal government has established how your dependency status will be determined for Federal Student Aid purposes. If a student is considered to be a dependent, his or her parent's income and asset information must be included on the FAFSA. This information will be used in addition to the student's income and asset information to determine the EFC (expected family contribution).

The following questions will determine if you are an independent or dependent student.

1. Were you born before January 1, 1986?
2. As of July 1, 2009, will you be working on a master's or doctorate program (such as an MA, MD, JD, PhD, or graduate certificate etc.)?
3. As of today are you married (answer **yes** even if you are separated but not yet divorced)?
4. Do you have children who will receive **more than half** of their support from you between 7/01/09-06/30/2010?
5. Do you have dependents other than your children or spouse **who live with you and receive more than half of their support** from you, now and through June 30, 2010?
6. When you were age 13 or older, were both your parents deceased, were you in foster care or were you a dependant or ward of the court. (documentation required)
7. As of today are you or were you an emancipated minor as determined by a court in your state of legal residence? (documentation required)
8. Are you currently serving on active duty in the U.S. armed forces for purposes other than training?
9. Are you a veteran of the U.S. armed forces?
10. At any time on or after 7/01/08 did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless? (documentation required)
11. At any time on or after 7/01/08 did the director of an emergency shelter funded by the US Dept of Housing and Urban Development determine that you were an unaccompanied youth who was homeless? (documentation required)
12. At any time on or after 7/01/08, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self supporting and at risk of being homeless? (documentation required)

If you answered **YES to ANY** of these questions and can provide all the necessary documentation required by your Financial Aid office, you are independent and do not need to include your parent's financial information on the FAFSA.

If you answered **NO to ALL** of these questions, you are dependent and must include your parent's information on the FAFSA.

Step 2-Apply for a U.S. Department of Education PIN

If you do not already have a PIN (personal identification number) you will need to apply for one.

- Go to **www.pin.ed.gov**
- Click Apply for PIN
- Follow the on-screen instructions. If you are a dependant student both you and one of your parent's will need a PIN.

CONFIDENTIAL: Student PIN: _____

Your PIN serves as your electronic signature and provides access to your personal information so you should never give your PIN to anyone. Be sure to keep your PIN in a safe place.

Step 3-Complete FAFSA

Collect your financial documents and complete the FAFSA.

Electronic Filing-

- Go to **www.fafsa.ed.gov**
- Under Step 2, click *Fill out Fafsa*
- Click *Print Documents* needed
- Select 2010-2011 school year and begin.

PLEASE SELECT TONI AND GUY SCHOOL CODE 041624

A SAR report will be sent via email and regular mail (Go to step 4)

Paper filing

- If you do not want to complete an electronic version. click "*Fafsa on the web worksheet*", or download from urbanacademy.com. Complete and sign it with a black or blue ballpoint ink pen. DO NOT use pencil to complete these forms. If you make an error cross through it with a single line and then write the correct answer and your initials next to it. **Do not use white out.** (Go to step 4)

Change School codes-

If you have already completed a FAFSA at or for another school, using your PIN, please go to **www.fafsa.ed.gov** and click on "Make Corrections to a Processed FSFSA". Add the Federal school code for the school you are currently enrolled in. Make sure that you tell the Financial Aid Representative that you have completed the FAFSA elsewhere and that you have made the correction to add the new Federal school code.

Step 4-Completing the Master Promissory Note

If you are a first time borrower of the Federal Direct Stafford Loan, you are required to complete a Master Promissory Note (MPN) before the loan funds can be disbursed. You can complete and sign your Federal Direct Stafford Loan MPN.

Go to <https://studentloans.gov>
Click Sing IN
Click Sign Master Promissory Note

Complete New MPN for Student Loan option and print the confirmation page.

Step 5-Loan Entrance Counseling

When you are borrowing from the Federal Direct Loan Program, you are required to participate in loan counseling prior to receiving a Federal Direct Loan. This is to ensure that you understand your rights, your responsibilities and the obligation you are assuming when borrowing.

Go to <https://studentloans.gov/>

Click Sign in and use pin number to sign in (if not already signed in)

Click Entrance Counseling

Complete the Entrance Counseling. Print a copy of your confirmation.

Step 6-Completing the PLUS EMPN (parent)

Parents of dependent students who are taking out a loan to pay for their child's education should complete a new MPN for Parent PLUS Loans. You can complete and sign your Federal Direct PLUS Loan MPN at <https://studentloans.gov/> using your PIN by selecting the *Complete New MPN for Parent PLUS Loan* option.

Step 7-Admission Appointment

Make an appointment. Call 842-8646 and take the following-

1. The completed application.
2. The SAR that you received in the mail or email from the U.S. Department of Education
3. The confirmation page if you completed the FAFSA yourself online.
4. A copy of your loan entrance counseling confirmation page
5. A Copy of the Master promissory note confirmation page

The Financial Aid Representative will then enter the FAFSA into FAA Access and print signature pages for you to sign and a confirmation page with your EFC on it and/or they will call the Financial Aid Servicing Center and put you on the phone with a Financial Aid Specialist who will complete the process and create an "Estimated Financial Plan" for you based on your EFC. This Estimated Financial Plan will then be reviewed with you.

If you require additional assistance completing these steps please contact the Financial Aid Representative at 505-842-8485.

We believe in the importance of community involvement and philanthropic initiatives. Therefore, we hosts many charity events every year to raise money for local non-profit organizations.

Fashion Shows:

Clash Couture

A high fashion project runway event. Area salons and student competed in a timed hair make-up and fashion design competition to raise money for the Art in the school foundation.

Urban Trash Fashion Show

This annual event allows the our students to exercise their creativity by not only showcasing the latest avant garde hairstyles and make-up techniques on local models, but the students also construct the apparel from recyclable materials.

Go Red for Women Hair and Fashion Show-

We teamed up with the American Heart Association to host "Go Red for Women Charity Hair and Fashion Show." The future salon professionals of Toni and Guy provided avant garde hair and make-up on models that showcased clothing, shoes, and accessories from Macy's at Cottonwood down the catwalk.

Project New Day

Project New Day is a charitable fundraising event supporting A New Day Youth and Family Services, helping at-risk youth and families in New Mexico. We provided the models with hair and make-up services for this event.

Sandia Prep Fashion Show- Sandia Preparatory students organized a charity fashion show benefiting the Boys and Girls Club of New Mexico. We provided hair and make-up for the models who showcased clothing from Elsa Ross, Little Black Dress, Off Broadway, and many other local clothing boutiques in the Albuquerque area.

Cretaceous Couture Fashion Show- The New Mexico Museum of Natural History Foundation hosted a fabulous event featuring an elegant fashion show featuring clothing from Elsa Ross. We provided hair and make-up services for models from the O Agency.

Zombie Hair and Fashion Show-Held at an art gallery, We had the honor of creating unique hair and make-up for this underground fashion show.

Buzz Network Art Hair and Fashion show- Matrix fine art studio and Buzz networking hosts a very unique and fashion forward hair and fashion show showcasing local fashion designers.

Ronald McDonald House Girl's Night Out Event-We provide two fashion shows with hair and make and using local boutiques. The event held over 1000 participates.

Promotional Events:

Ronald McDonald House Girl's Night Out Event-We offered manicures, make-up applications, updos, and facials to over 900 women who participated in the Girl's Night Out Event at the Marriot Pyramid . All proceeds benefited New Mexico's Ronald McDonald House Charity which provides a temporary home away from home for families with ill or injured children being cared for at an Albuquerque medical facility.

Counselor Pamper Party-We treated high school counselors to an evening of pampering, wine, and fondue. Urban Academy students provided manicures, pedicures, deep conditioning hair treatments, and express facials to the counselors as they sipped on wine and snacked on fondue treats from The Melting Pot.

School to World- We provided enrollment materials at a career fair designed to give middle school students the resources to develop the interest and strive to achieve their desired career.

Bridal Shows- We provided hair and make-up for models showcasing the latest trends in bridal fashions at the convention center Bridal Fashion Show. We also provided service information for bridal party and bachelorette party packages

Salon/Spa Professionals Pamper Party- We decided to treat the professionals in the Salon/Spa industry to an evening of pampering which is a great way for future professionals to meet working professionals.

Philanthropic Efforts:

Cuts for Cans- We offered a free shampoo, haircut, and style to clients who brought in non-perishable items December 10-13, 2007. In spirit of the season of giving, we accepted five canned food items in exchange for this free service. All canned food items were donated to the Roadrunner Food Bank of New Mexico.

Celebrity Waiter's Dinner – This annual event brings together Albuquerque's most influential residents to help raise money for Cystic Fibrosis. We donated items for the silent auction and also provided mini manicures and hand and arm massages for guests. Our fabulous owner won best Waiter for 2009 and 2010.

St. Baldricks- Our students were featured on the Channel 4 news to inform New Mexico of the St Baldricks event which encourages volunteers to shave their heads for children with cancer.

Locks of Love- We encourages clients to donate to the Locks of Love foundation which provides wigs for children with Cancer. Urban Academy offers free haircuts to clients who donate their hair to this charitable cause.

Plazapalozza-A Rock and Roll skater event held at the Civil Plaza supporting warehouse 51. We offered manicures, make-up applications, and updos.
