

UNIVERSITY OF SPA & COSMETOLOGY ARTS POLICY & PROCEDURE FOR STUDENTS TO RETURN TO SCHOOL

1. Any student who wishes to return to USCA after a withdrawal from classes, should begin by contacting the School Director or Owner, to request re-admission. This applies to all courses. RE-ADMISSION OF STUDENTS WHO HAVE DROPPED will be on a space-available basis, with priority given to new students rather than returning students.
2. Any hours earned by the student during previous enrollment will be credited*; any tuition paid during last enrollment will be credited against current tuition and fees (except for any refunds made when the student withdrew). *In cases where the time lapse is considerable, hours credited may be limited. Acceptance of prior hours is also subject to regulations of IDFPR, which requires that hours be completed within a 7-year time frame for cosmetology, a 4-year time frame for esthiology, and a 2-year time frame for nail technology. In these cases, previous tuition paid will not be credited towards current tuition.
3. A student who wants to return must be in good standing from prior attendance, including payment of any previous balance due, and satisfactory progress status. A student who returns, and was in a probationary status when they withdrew, returns with the same status. A student who has been dropped for not making satisfactory progress may not be readmitted, due to satisfactory progress regulations.
4. Class assignment, including returning to six weeks basic training, will be decided by the Director of Operations, based on number of hours earned, attendance history, grade history, and time elapsed since last enrollment period.
5. A returning student must be approved by the School Director or Owner for:
 - a) Class start date and space available
 - b) Schedule of attendance
 - c) Date of completion based on prior time used
 - d) Payment of prior balance or an agreement for same
6. For the purposes of this policy and procedure, a student is considered to have dropped or withdrawn when ANY of the following occurs:
 - a) The student is dropped by the school, for any reason, including non-attendance for a period of three or more weeks.
 - b) The student advises the school that they wish to drop or discontinue classes.
 - c) The student has all course hours completed but fails to continue attendance to complete ALL graduation requirements, including task card and final exams.
 - d) The student has not completed all of their hours, but has reached the end of their contract period, and has NOT continued under the overtime provisions.
 - e) The student does not return from a leave of absence.