



SANDRA ACADEMY OF SALON SERVICES
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(423)312-4790

PRE-ENROLLMENT CHECKLIST

STUDENT INFORMATION

Name: _____ ID# _____

Address: _____

City: _____ State: _____ ZIP: _____

Telephone No.: _____ Email: _____

Name of Course or Expected Program of Enrollment: _____

Toured the Institution (**Check One**):

In Person Or Virtually

Check each section when completed.

_____ Received an institutional catalog and all addendums and attachments referenced therein. If the catalog and addendums/attachments are provided electronically understands that the student may request a hard copy of any of the documents at anytime;

_____ Was given the time and opportunity to review the institutional policies in the catalog;

_____ Knows the length of the program for full-time and part-time students in academic terms and actual calendar time;

_____ Has been informed of the total tuition and other fees of the program;

_____ Has been informed of the estimated cost of books and any required equipment purchases such as a computer, specialized tools, art supplies;

_____ Has been given a copy of the institutional refund policy; and cancellation policy.

_____ Has executed a Transfer of Credits Disclosure statement in compliance with Tenn. Code Ann. § 49-7- 144 and understands the specific limitations should the institution have articulation agreements; and received a copy.

_____ Understands any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01- 02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization (DPSA) after exhausting the grievance process at the institution. DPSA's address is Tennessee Tower, 9th Floor, 312 Rosa L. Parks Ave., Nashville, TN 37243-1102, i t s telephone number 615.253.7458.

Refer to [https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state- authorization/request-for-complaint-review.html](https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization/request-for-complaint-review.html).

_____ Has received the most recent withdrawal, completion, and placement data as calculated by the Commission.

_____ Understands that withdrawal, completion, and placement information is not currently available because the program has had zero students enrolled in the previous fiscal year. This information will be provided by THEC approximately one year after the institution reports enrollment for this program.

Has received the following:

_____ Schools completion, licensure, job placement rate.

_____ Tn State Law

_____ Psi Candidate Information Bulletin

_____ Pre-requisites for employment.

_____ Certification or licensure requirements.

_____ Satisfactory Academic Progress Policy.

Have received written information concerning the topics prior to signing my Enrollment Agreement.

Signature Student

Date

Signature of Director

Date