
Policy Name: EXCEPTION TO ADMISSION POLICY

Policy Owner: Director

Policy Code: 139

Policy Effective Date: August 28, 2017



Purpose

This is to establish students being enrolled into any program without the required proper documentation on the first day of school.

Scope:

139.1 Procedure

139.2 Budget

139.3 Evaluation and Shared Information

139.1 - Procedure

When students are enrolled into Montana Barber Institute (MBI), they are required, on the first day of school, to turn in a copy of the following documents:

ID

Social Security Card

High School Diploma

Birth Certificate

Copy of current Class A Barber license if enrolling into the Barber Instructor program

Copy of current Cosmetology license if enrolling into the Cosmetology Operator to Class A Barber program

Sometimes students don't always have the documents they suppose to have on first day of enrollment due to situations. MBI allows students to enroll into a program, even if they don't have all the documents the first day. They are placed on a spreadsheet tracker and will have to turn in documents within 90 days from their enrollment date. This is completed and tracked by the administration department, who will do a status check every 30 days. Once the document (s) are turn in, they will be removed off the spreadsheet tracker.

This policy will also allow veterans who can't produce a High School Diploma, to produce a copy of their DD214 in its stead.

139.2 Budget

There is not a budget for this policy, because there is not a penalty and/or late fee charged for this.

139.3 Evaluation and Shared Information

This policy is accessible to faculty, staff and students on school website and catalog. This policy will be reviewed annually by faculty, staff and Institutional Advisory Committee.