

HIGH SCHOOL DIPLOMA POLICY AND PROCEDURES

Enrollment for all programs requires proof of a high school diploma (or its equivalent) or evidence of completion of homeschooling that Missouri law treats as homeschool completion. Since the state of Missouri currently does not issue a credential for home school completion, the following are acceptable means of documentation for admission:

- Notarized transcript signed by the principal instructor that includes the graduation date and showing high school completion.

If a public or private high school diploma appears to be invalid the Director of Admission shall:

- Request documentation from the high school that confirms the validity of the high school diploma, such as transcripts, written descriptions of course requirements, or written and signed statements by principals or executive officers at the high school attesting to the rigor and quality of coursework; For high schools regulated by a State agency, Tribal agency, or Bureau of Indian Education, receiving documentation from that agency to confirm the high school is recognized or meets requirements established by that agency; and Confirm that the high school does not appear on an Dept. of ED-published list of schools issuing invalid high school diplomas.

All information will be evaluated by the Director of Admissions prior to a student's enrollment.

The high school diploma is not valid if:

- The information cannot be verified or does not meet the applicable requirements established by the appropriate State agency, Tribal agency, or Bureau of Indian Education in the state where the high school is located. It is also invalid if it has been deemed so by The Dept. of ED, The Missouri Board of Cosmetology and Barber Examiners, or through a court proceeding.

Additionally, a diploma is invalid if it was obtained from an entity that requires little to no secondary instruction or coursework to obtain a high school diploma, including through a test that does not meet the requirements for a recognized equivalent of a high school diploma under 34 C.F.R. 600.2. Under section 600.2, recognized equivalents of a high school diploma include a General Education Development certificate (GED), or a State certificate received after passing a State-authorized examination recognized as the equivalent of a high school diploma.

If the diploma is invalid, the student will be required to:

- Take and Pass a GED or MO HiSET (MO High School Equivalency Test) prior to enrollment.

The Missouri Board of Cosmetology and Barber Examiners will only issue a post-secondary student license to an applicant that has a valid high school diploma or its equivalent. Merrell University does not participate in the ATB program.

TRANSFER STUDENTS

Merrell University does not accept transfer clock hours for the Manicuring, Barber or Barber Crossover program. Transfer clock hours for the Esthetics program are only accepted from a CIDESCO Accredited school, up to 600 hours. Transfer clock hours for the Cosmetology program are only accepted from Nationally Accredited schools, up to 900 hours. Transfer clock hours for the Instructor Training program are only accepted through documented work experience as a licensed Cosmetologist, Esthetician, Manicurist or Barber. 100 hours for each year of experience, up to 300 hours. All transfer hours must be approved by the Missouri Board of Cosmetology and Barber Examiners.

Transfer “IN” students for Cosmetology and Esthetics must meet the following requirements:

1. Provide a complete transcript from previously attended Nationally Accredited school;
2. Take both, a written and practical exam to determine placement in Merrell University’s curriculum; and
3. Must have been enrolled in previous school within the last 12 months. (A waiver from this requirement must be approved at the discretion of the Director of Admissions).

Transfer “IN” students for Instructor Training must meet the following requirement:

1. Provide an affidavit of full-time work experience completed as a licensed Cosmetologist, Manicurist, Esthetician, or Barber. The affidavit of work experience will be completed by each employer and approved by the Missouri Board of Cosmetology.

The tuition for all transfer students will be the current tuition rate per clock-hour of instruction for the corresponding program.

Merrell University does not recruit students already attending or admitted to other schools that offer a similar program of study.

Transfer “OUT” Students:

Merrell University will provide a transcript to another school upon submission of a transcript request form. A completed transcript request form must be submitted along with a payment of \$10.00 (per transcript).