

ADMISSION CHECK SHEET

www.wvact.net

390 Stanaford Rd.
Beckley, WV 25801
(304) 256-4615

Cosmetology



1

Prerequisites

- Must be 18 years old within 6 weeks of the first day of class.
- Have a high school diploma or **WV approved** equivalent.

2

Start Here

- Visit our website @wvact.net
- Request the TABE (FREE basic skills test). **AFTER January 1, 2026**
- Receive an email for day/time to test. (Check spam/junk folder)
- Financial Aid tab complete your **2026-2027** FAFSA application.

PLEASE BE ADVISED

FAFSAs take up to 10 business days to be processed by the Department of Education.

3

Next Steps

- Successfully complete the TABE exam and the online assignment given by Denise Ballard.
- Attend an interview with the Cosmetology Coordinator.
- Receive an acceptance letter from the Cosmetology Coordinator.
- If needed, you must supply any required documentation to verify your financial aid application.
- Schedule an appointment with Melani Hylton to register for class.

4

Final Steps

Bring the following to your registration appointment:

- High school diploma or WV approved equivalent
- Social Security card
- Photo ID
- Non-refundable registration \$240 (**must be exact change/check**)
- Certificate of Health Form
- Board of Cosmetology application including a 2"x2" photo

During your registration appointment you will:

- Complete an Adult Registration form.
- Register for a background check.
- Apply for the ACE Advantage grant.
- Sign a cost sheet and agree to all school policies.
- If applicable, sign a financial aid award letter.

Financial Aid

The Cosmetology program qualifies for Pell, ACE, VA, WIOA, and WV Vocational Rehabilitation.

Visit wvact.net/Financial Aid

Satisfactory Academic Progress

To meet SAP, a student must:

- Maintain a continuous "C" average.
- Attend at least 90% of the program hours for each grading period.
- Maintain a continuous 90% attendance rate for the program.
- Complete the course within the originally scheduled course hours.

Visit wvact.net/Policy

Refund Policy

During first enrollment period
1 to 900 hours

There is no refund for fees after the start of class!

There is a 100% refund on tuition during the first five days of the program!

There is a 50% refund on tuition during day 6 thru day 10 of the program!

After day 10 of the program there is No Refund!!

During second enrollment period
901 to 1800 hours

There is No Refund once the second enrollment period starts!

Visit wvact.net/Policy

Class Starts Date: _____ Time: _____