

## **HIGH SCHOOL DIPLOMA POLICY**

A high school diploma or its equivalent is required for all programs or provide evidence of completion of homeschooling that Missouri law treats as home school completion. As the state of Missouri does not issue a credential for home school completion, the following are acceptable means of documentation for admission: Transcript signed and notarized, with graduation date, from the principal instructor, showing high school completion. If a public or private high school diploma appears to be questionable, then an official transcript will be requested and evaluated by the Director of Admissions prior to a student's enrollment. If the information cannot be verified or is rejected by The Missouri Board of Cosmetology and Barber Examiners, the student will be required to 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 valid high school diploma or its equivalent.

## **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 written request by the student, providing all financial obligations due to Merrell University have been met. A transcript request form must be submitted along with a payment of \$5.00 (per transcript).