



Cosmetology – Burns Flat Campus

Instructor: Ms. Gladys Puente & Shelly Tate

Phone: 580.562-3181

Email: gpuente@westtech.edu

The following items are due to the Sayre Campus of Western Technology Center (WTC) **by January 27, 2023**. Your enrollment in the Cosmetology Program cannot be considered until all items are received and you and a parent/guardian have attended a Mandatory Parent Meeting.

_____ **WTC Application for Enrollment**

_____ **Cosmetology Contract-** This document is required by the OSBCB and must be filled out completely.

_____ **Student Agreement** – Read and initial each statement to demonstrate understanding and agreement to comply.

_____ **OSBCB Student Registration Form** – (www.cosmo.ok.gov *Forms * 101 Student Application)
Students must complete ALL of the top portion, tape a 2"x 3" inch Full Face Photo in the bottom box, AND include the Date of Photo. This form may be emailed for application purposes, but the original must be sent/delivered to WTC.

_____ **Copy of your Social Security Card** – This document is required for OSBCB.

_____ **Copy of your Original Birth Certificate** – This document is required for OSBCB. Student must also provide documentation of name change if current name and birth certificate do not match.

_____ **Copy of your current high school transcript through at least the 10th grade, documenting passing grades in all course-related subjects.** (OSBCB, 59-199.7G1-2, p68) If you have not yet finished 10th grade, you may send one now to fulfill application purposes and an updated one upon the completion of this school year.

_____ **Copy of HS Attendance Summary** - from 9th grade to present

_____ ***Papers of adoption or marriage license** – *Only required if your name is different than the one on your birth certificate.

_____ ***Documentation of Transfer Hours** – *Only required if student has previously been enrolled in a Cosmetology program

_____ **Attend Mandatory Parent Meeting - January 30, 2023 from 5:30-7:00 pm**
Pick ONE night ➡ **January 31, 2023 from 5:30-7:00 pm**



All documents are the responsibility of the student and must be:

- * Clear copies and easily read.
- * Submitted to WTC in the English language.
- * Turned in to WTC BEFORE the Mandatory Parent Meeting
- * Completed on or before the deadline to receive Priority Consideration.

Please remember: Classes are filled on a first-come, first-served basis, and turning in your application does not guarantee a spot in the class.

Cosmetology – Burns Flat Campus

Student Agreement

Applicant: Read and initial each statement below to demonstrate understanding and agreement to comply.

- Placement in WTC's Cosmetology Program is filled on a first come, first served basis. I will not be offered a spot in the class until all documents have been submitted and all requirements have been fulfilled. Failure to complete all necessary requirements could result in a cancelled application or removal from class. *Money is not refundable once it has been submitted to OSBCB. Signing the Cosmetology Contract does not guarantee a spot in the class. If I do not attend the **Mandatory Initial Classroom Orientation on Aug 3, 2023, at 6:00 pm**, my name will be removed from the roster and be replaced by someone on the waiting list. **There are no exceptions.**
- I must wear the proper uniform and shoes which are required for training in WTC's cosmetology program. The approximate cost for each uniform is listed on the back of this form. I am not allowed to clock-in to receive cosmetology training hours until I am in the required uniform. (OSBCB rule 175:10-3-64).
- I understand that I must progress in my coursework and hours of completion to return each semester. My allowed absences may differ than that of WTC policy.
- **HIGH SCHOOL ONLY:** As a high school student, I must complete 1000 Cosmetology hours of training @ WTC plus 500 hours of related high school subjects as deemed by OSBCB (OSBCB rule 199.7G1-2, p68) to register to take the OSBCB Licensing Exam. I am limited to 4 semesters in WTC's Cosmetology program. In 4 semesters, I will have more than enough time to complete the 1000 required hours. If I do not complete my training in 4 semesters, I will need to seek Cosmetology training opportunities elsewhere and add 500 hours.
- **ADULTS ONLY:** As an adult student, I must complete 1500 hours of Cosmetology training @ WTC to register to take the OSBCB Licensing Exam. I am limited to 3 semesters in WTC's Cosmetology program. In 3 semesters, I will have more than enough time to complete the 1500 required hours. If I do not complete my training in 3 semesters, I will need to seek Cosmetology training opportunities elsewhere.

_____ Printed Student Name	_____ Student Signature	_____ Date
_____ Printed Parent Name (if minor or high school student)	_____ Parent Signature	_____ Date
_____ Printed High School Official's Name	_____ High School Official Signature	_____ Date
Ms. Gladys Puente _____ Printed Instructor Name	_____ Instructor Signature	_____ Date

Cosmetology – Burns Flat Campus

Cost List: 2023 – 2024

Once accepted into the Cosmetology Program, you will be responsible for the following:

Scrub Top & Pants	*1 set minimum; 2 sets preferred *Color: All Black *Must be worn every day, starting the first day of school	Approx. \$45.00
Shoes	*Closed toe, closed heel, non-slip, non-porous shoe *Color: All black *Must be worn every day, starting the first day of school	Approx. \$30.00
\$5 Cashier's Check Due May 1st	* Must be turned in by May 1st * Must include Student's Legal name and Correct Mailing address * Do not fill in "Payable To" line yet ... in case we must return it to you. *Checks and cash are not accepted to OSBCB. *Cashier's Check is NOT refundable once submitted to OSBCB.	\$5.00 Due May 1st
SkillsUSA uniform	*Black skirt/pant, white top, black shoes *Will be required before competitions. Do not purchase yet.	Approx. \$30.00
Basic school supplies	*3 ring binder – 4 inches *3 ring binder – 1 inch *32 subject dividers *1-2 Sharpie markers *Black ink pens & pencils	Approx. \$40.00

High school students are not responsible for the following costs. They are included with the tuition waiver that high school students receive.

Milady Textbook, 13 th Edition	\$180.00
Milady Theory Workbook	\$47.00
Milady Online Test Prep	\$40.00/yr.
Skills Kit – shears, mannequins, color & nail supplies, etc.	Approx. \$250/yr.
SkillsUSA dues	\$20.00
NTHS dues (if student qualifies)	\$35.00
Portfolio	\$10.00

*Textbooks are provided for WTC student use. Purchasing personal copies is optional but Not required.
*All prices are subject to change.

Available Certifications:

Certification costs could include but not limited to the following:

Oklahoma State Board of Cosmetology & Barbering Exam	\$35.00
--	---------

*WTC Board of Education allows \$100 per year to be used for student certification testing!! To be eligible, students must maintain a B-average, 90% attendance rate, be active in SkillsUSA, and be in good standing at WTC.

