Cosmetology/Hair Design Attendance Schedule

Students Can Choose From:

- 26 Hour Week: 4:30 pm - 9:00 pm M-TH
  6:30 am - 3:00 pm Saturday
- 30 Hour Week: 8:00 am - 2:30 pm M-F
- 40 Hour Week: 8:00 am - 4:30 pm M-F
  12:30 pm - 9:00 pm M-TH
  6:30 am - 3:00 pm Saturday

Students will attend Monday through Friday, for the first 800-900 hours. Once those hours are complete, they will attend on a Tuesday - Saturday schedule.
GETTING STARTED

Students need to make sure that they have completed all program/course pre-requisites, as needed, and the MTECH admissions requirement before they register. Simply complete these steps and you will be on your way to a new career!

ACQUIRE SCHOOL DISTRICT APPROVAL (Alpine School District students only)

Jess Carter
Assistant CTE Director
801.610.8448

COMPLETE APPLICATION: Apply at https://portal.mtec.edu/portal

STUDENT ID No: ____________________________ PASSWORD: ________________________________ (You will need your student ID and password to register and enroll into the Mountainland Technical College Cosmetology Program)

TAKE ENTRANCE ASSESSMENT:

Testing Center hours:

Lehi Campus: 2301 Ashton Blvd.
Lehi, UT 84043
Monday-Thursday: 8:00 am-7:00 pm
Tuesday: 9:00 am
Friday: 8:00 am-6:00 pm
Orem Campus: 1410 W. 1200 So.
Orem, UT 84058
Monday-Friday: 8:00 am-4:00 pm
Spanish Fork Campus: 1210 So. 693 West
Spanish Fork, UT 84660
Monday-Friday: 8:00 am-4:00 pm

(No appt. needed; must have a Photo ID; applicants must earn a minimum score of 4 for both reading comprehension and mathematics before being allowed to register for any MTECH program)

TOUR SALON/MEET WITH PROGRAM COORDINATOR:

Salon Tour Schedule:

Lehi Campus:
Monday: 3:15 pm
Tuesday: 9:00 am
No appt. necessary
(Except for holidays)

Spanish Fork Campus:
Tuesday: 5:00 pm
Thursday: 9:00 am
Please call for Appt.
(801) 753.4187

(Each potential student must meet with program coordinator and complete a pre-registration agreement form)

SUBMIT DOCUMENTATION

Turn in signed Pre-Registration Agreement form to the Mountainland Technical College Student Service Office. At this time confirm that you have been added to the pre-approved registration list. All documents or copies of documents must be turned into Mountainland Technical College Student Services at least two (2) business days before the registration date.

ENROLL

Register online: Log-in at https://portal.mtec.edu/portal
Select> COURSES
Register for the program start date: ____________________________ for class starting on: ____________________________
Pay all required tuition and/or fees

Any student not on the pre-approved list, who registers for the program, will be dropped and any payment made will be refunded.
MOUNTAINLAND TECHNICAL COLLEGE COSMETOLOGY
PRE-REGISTRATION AGREEMENT FORM

Name: (Last) __________________________ (First) _________________________ ID# _________________________

Campus:     _______ LEHI       _______ SPANISH FORK

Schedule:    DAY       NIGHT      Start Time: _________ End Time: __________ Hours per Week: ___________________

Estimated Hours to Complete: _________       Entry Date: ____________        Days Attending:  ____________________

INSTRUCTION: Mountainland Cosmetology/Barber training is a minimum of 1600 hours of instruction and training. These hours include hair, esthetics and nail related training. Instruction is given on both an individual and group level with practical applications being facilitated through the Mountainland Cosmetology Salon. Students succeed by setting personal goals to achieve and consistently move forward toward completion. Maximum time in the program may not exceed 150% of average or 2400 hours.

LICENSING: This program meets all requirements for State of Utah licensing as a Cosmetology/Barbering Professional and will prepare students to take the Utah State Board of Cosmetology/Barbering Licensing Exams.

PROGRESS: Students must maintain a minimum progress percentage of 70%. If a student falls below 70%, they will be placed on an Academic Improvement Plan for a period of 2 weeks. If, at the end of that time, the student has not made progress, they will be referred to the Academic and Career Counselor to be put on a probationary contract which may result in dismissal. MTECH only issues grades for High School Students. These grades are suggestions given to their school on our behalf. Any student receiving an “F” grade at the end of a term will be dismissed. Any student receiving a “D” grade for two consecutive terms will be dismissed. (See program syllabus for grading rubric)

ATTENDANCE: Students are allowed 130 hours of personal, sick or vacation time in addition to the 1600 hours of required state training. Adult students pay for these hours in advance but if these hours are not used, a refund will be issued. In the event that a student misses more than 130 hours, they will need to pay additional tuition to finish the program. MTECH Policy requires that cosmetology students keep their attendance at 85% or above in order to use their 130 hours of pre-paid leave time. Any long term absences that would take the student below 85% attendance will not be approved. As per Utah System of Technical Colleges (USTC) policy, any student must be dropped from a program after 10 consecutive absences. Students arriving late or leaving early will be given a written warning. Once three (3) written warnings are issued, students will be placed on an Academic Improvement Plan. In addition, if a student falls below 85% in attendance, they will be placed on an Academic Improvement Plan for a period of 2 weeks. If at the end of that time, the student has not made progress, they will be referred to the Academic and Career Counselor to be put on a probationary contract which may result in dismissal

TUITION: High School Students do not pay tuition until they graduate or their high school class graduates. At this time they are considered adult students and will be charged tuition for any remaining hours not completed, including their personal leave hours. Tuition for the 1600 hour Cosmetology program will be $______________. This does NOT include program fees.

PROGRAM FEES: When students begin the Cosmetology Program at Mountainland Technical College, they will pay $___________ in program fees. These fees include their kit to start the program. The program fee is paid by all students regardless of whether they are an adult or a high school student and is non-refundable after the first 3 days of a program.

SATURDAY POLICY: MTECH students scheduled to attend the day session will start the program attending Monday through Friday. However, once students reach approximately 600-800 hours, they will begin coming on Saturdays also. Saturdays are extremely busy salon days. These days give students the opportunity to practice their skills in a professional salon atmosphere. Students will only be allowed to miss four (4) Saturdays during their enrollment in the Cosmetology Program. (See program syllabus for more information)

WITHDRAWING FROM PROGRAM: If a student withdraws from a program prior to completing, they must wait 90 days before re-enrolling. Re-enrollment is based on space availability. Students will also be required to pay the following fees upon re-enrollment:
- $2.10 per hour for all remaining hours.
- Additional kit fee at $1.00 per hour for all remaining hours.

SCHEDULE CHANGE: Students must be prepared to stay in the class that they start. MTECH does not guarantee that a student can change their schedule. Most likely, student will stay in the class initially enrolled in for the entire program. If a student wishes to change their schedule, they must have approval from the Program Coordinator and be in good standing for progress and attendance. If approved, they will make the change with the Student Services office. A fee of $5.00 will be charged for each schedule change. All schedule changes are based upon space availability.
To be read and initialed by student:

I understand that if I miss any days during this contract period, I will forfeit those days and the money I have paid for them. However, if I completely finish my coursework before the end of my contract period, I may receive a refund of tuition for the remaining hours of the contract. ______________ (initials)

MTECH does not discriminate on the basis of race, sex, age, color, religion, national origin, sexual orientation, gender identity, pregnancy, childbirth, disability, or veteran’s status in its programs and activities.

MTECH no discrimina por razones de raza, sexo, edad, color, religión, origen nacional, orientación sexual, identidad de género, el embarazo, el parto, discapacidad o estado de veterano, en sus programas y actividades.

The Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) provide comprehensive civil rights and protections for persons with disabilities. MTECH does not discriminate in the recruitment, admission, educational process, or treatment of students with disabilities. Students must voluntarily disclose that they have a disability, request accommodation, and provide documentation of their disability. For more information, contact the MTECH Counseling Office at 801-753-4109.

Tuition & fees are subject to change.