

The Chrysm Institute of Esthetics

GETTING STARTED: THE ENROLLMENT PROCESS

Spring 2022 Enrollment Period: ALL Applicants

STEP 1: Check us out! Visit our website www.chrysm.edu for programs, class schedules, and school policies.

STEP 2: Submit your FAFSA if you're interested in using financial aid. Contact the Financial Aid Department for a financial aid or payment plan quote

If interested in using federal financial aid, complete your 2022/2023 FAFSA at <https://studentaid.gov/> > Apply for Aid > Complete the FAFSA Form. Email financialaid@chrysm.edu to receive a financial aid eligibility quote. Please feel free to submit your FAFSA even if our enrollment period hasn't opened yet. Please note it can take 3-5 business days for the school to receive your FAFSA.

Master Esthetics applicants currently enrolled in Esthetics: Due to federal regulations, we can't calculate your financial aid for the Master Esthetics program until after you've completed your Esthetics graduation exit paperwork **but you are still encouraged to submit your FAFSA early!**

STEP 3: Schedule an Application Review appointment & submit online application

When the enrollment period opens, visit the Getting Started page and click the "Click here to schedule your VIRTUAL Application Review Appointment" button to book your application appointment on the Registration Calendar. Select the type of application appointment (Esthetics or Master Esthetics), date and date and time you'd like to meet to schedule your appointment. If no appointments are available, please check the calendar on the Getting Started page frequently for added appointment availability

- **Scheduling an appointment does not guarantee you a seat in the class.**
- Don't schedule unless you have **all** your application documents ready to submit! (See next page for required application documents)
- Please cancel or reschedule if you are unable to login or do not have all required documents

Submitting the Online Application and Attachments

1. You will receive automated email confirmation that your Application Review appointment has been scheduled.
2. The Registration Department will then email you:
 - a. **HelloSign link** to complete your application online and upload PDFs of the required application attachments (listed below)
 - b. **"Application Appointment Information" Email** with Microsoft Teams link for your virtual Application Review appointment
3. If you have any issue uploading your documents, please email registration@chrysm.edu immediately for assistance.
4. At your Application Review appointment, your documents will be formally processed, and you'll discuss class schedule and/or waitlist options

Submit your online application and attachments as soon as possible and NO LATER THAN 1 BUSINESS DAY BEFORE YOUR APPOINTMENT. If your application is not submitted in time, your appointment may be cancelled.

Esthetics Program Application Requirements

1. A fully completed application form
2. Nonrefundable \$50 application fee (valid for one enrollment period)*
3. Copy of High School diploma or transcript (or GED certificate/transcript or HS Equivalency) **
4. Copy of not-expired, photo government-issued identification
5. Social security Verification via: Signed Social Security Card or FAFSA **RECEIVED** by the school at time of online application submission)
6. Immigration information (if applicable)

*** No application fee will be due at the time of application submission for waitlist. The non-refundable \$50 application fee will be required to formally accept a reserved seat, should one become available.**

***Students with foreign high school diplomas are responsible for having their high school diploma and/or transcript translated into English and evaluated for U.S. High School Diploma Equivalency by a qualified agency. Translated and evaluated diplomas must be submitted with the application package. Students with foreign high school diplomas cannot submit application package prior to the translation and evaluation of their diploma.*

Master Esthetics Program Applicants must submit:

1. All documents that Esthetics Program applicants are required to submit as listed above in #1-6
2. A minimum of 525 actual hours in the Esthetics program must have been completed prior to being eligible to schedule application appointment for students currently enrolled in The Chrysm Institute Esthetics (Distance Hybrid) program.
3. Valid, Virginia Esthetics License or Documentation of state board examination scheduled*
 - a. *For students as described in #2 above, state board exam schedule may be provided after graduating from the Esthetics program*
 - b. **Master Esthetics students who do not have their Virginia Esthetics license by the time they reach 300 scheduled hours of the Master Esthetics program may be withdrawn**
4. School may request Esthetics transcript
5. School may request resume denoting Esthetics industry experience

Master Esthetics Applicants:

Applications are date and time stamped and staff-evaluated in the order they are received considering attendance, grades, practical performance, client booking, disciplinary actions, and conduct. If you did not previously attend The Chrysm Institute, staff may review your resume and transcript from your Esthetics program. You will be notified of your admission status, accepted or denied, and class schedule/availability. It's possible that you may be waitlisted if a class is full.

STEP 4: Attend virtual Application Review appointment by clicking the meeting link from the “Application Appointment Information” email

If you have not submitted your online application with **all** required documents or you login more than 15 minutes late, you will need to reschedule. During this appointment, you will discuss CLASS ROSTER RESERVED SEAT and/or WAITLIST availability, pay \$50 application fee, and activate your student email.

STEP 5: Confirm your payment arrangements with Financial Aid Department

Email financialaid@chrysm.edu to review your financial aid eligibility, resolve any applicable verification/additional document requests, and determine your tuition payment arrangements

The Financial Aid Department will send you a "Finance Packet" to sign digitally which may include: your financial aid award letter and/or credit card authorization form. First-time loan borrowers may also be sent instructions on how to complete US Dept of Education mandated online student loan counseling/master promissory note.

If you don't begin class in this enrollment period, you will need to repeat the application process to enroll.

STEP 6: Watch Pre-Enrollment Seminar video

The Registration Department will send:

- a. An email entitled "Pre-Enrollment Seminar and Next Steps" that includes important documents and a mandatory video.
- b. Separate HelloSign email with a link to digitally sign your "Enrollment Packet."

STEP 7: Digitally sign Enrollment Packet

Once you have watched the mandatory Pre-Enrollment Seminar video from the link that Registration emailed you, you may digitally sign your Enrollment Packet. You may not hear from us until 1-2 weeks before the class starts. This is no reason to be concerned that you've lost your seat!

STEP 8: One to two weeks before class starts, you will receive and should review your Orientation Documents email

The Registration Department will send "Orientation Documents" email 1-2 weeks before class starts.

And voilà! Upon completion of these steps, you are OFFICIALLY enrolled and ready to begin the journey to your Esthetics career!

Please note: You are not officially enrolled in class until you have digitally signed your enrollment contract.

If you do not respond to repeated attempts to contact you prior to beginning class at any step of the enrollment process (even if your enrollment contract has been signed), you may forfeit your reservation in the class.

Notes: _____



Waitlisting? What's That All About?

If your first-choice class for this enrollment period is full at the time of your Application Review appointment, you may be added to the waitlist. **You will not be charged an application fee to waitlist!**
You will only be charged a nonrefundable application fee if you are formally offered a seat.

What happens if a seat becomes available in the class I'm waitlisted for?

If a seat becomes available in class that you are waitlisted for:

- You will receive a formal Seat Offer via email with instructions on how to formally accept the seat
- The Seat Offer will include a stated deadline to accept the seat offer and the nonrefundable \$50 application fee must be paid prior to the Seat Offer deadline
- We will contact waitlisted students in the order of the date/stamp on your application package and feasibility of payment confirmation

Can I be on multiple waitlists to increase my chances of beginning class this enrollment period?

You may only waitlist for one class schedule at a time and you will not be automatically reserved a seat in another class schedule.

Will I be told how many people are ahead of me on the waitlist?

The short answer? No, we don't typically disclose your position on the waitlist. But why, you may ask! How far down the waitlist you are is not an accurate prediction of how likely it is you'll be able to start. We don't want to unrealistically get your hopes up OR discourage you about your chance of starting.

What should I do about financial aid during my time on the waitlist?

If you're planning on using financial aid, make sure you have submitted your FAFSA, if possible. If a seat becomes available, you may be notified as late as 1-3 weeks before the class starts (which is the most likely time that seats become available due to last-minute drops).

Your funding arrangements must be finalized or able to be finalized prior to the class start date (unless otherwise approved by the Director of Education) and you will be given deadline to accept the seat.

If a seat does become available, unfortunately you may not be given much notice or time to make a decision. If there is not enough time or you are unable to confirm payment arrangements, your seat offer may be withdrawn.

What if no seats become available while I'm on the waitlist?

The enrollment process starts over! To re-apply, you'll need to schedule an application appointment on the Registration calendar when the next enrollment period officially opens.

**In case of updates to the enrollment process/class schedules and offerings,
please review the website often!**

The Chrysm Institute of Esthetics

FAFSA HELPFUL HINTS & MISTAKES TO AVOID

You will need the following documentation and information to complete your 2022/2023 FAFSA:

- The direct link to the FAFSA application is: <https://studentaid.gov/> > Apply for Aid > Complete the FAFSA Form
- The federal school code for The Chrysm Institute of Esthetics is **042204**.
- A Federal Student Aid (FSA) User ID (it is tied to your SSN, so you can only have one); <https://studentaid.gov/fsa-id/sign-in/landing>
- Your 2020 tax return information (1040 tax form, W2's)
- You will need to know your Social Security Number

- If you are under the age of 24, unmarried, have no children, have no dependents, not currently serving in the military or you are not a veteran, you will need to enter your parent's information into your FAFSA. You will need:
 - Your parent will need to register their own FSA ID at <http://fsaid.ed.gov/> if they haven't already
 - You will need to enter your parent's information into your FAFSA (even if they don't claim you on their taxes and/or you don't live with them.
 - You will need your parent's 2020 taxes (for the parent you lived with most recently)
 - Social Security Numbers and marriage date/divorce date

Contact financialaid@chrysm.edu if you have any questions about your FAFSA or if you and/or your parent (if you're a dependent student) have had a change in marital status since 2020.

✓ DO Check Your Email Regularly!

If we need information from you or you need to make corrections, we will email you to notify you what you have to do. It's important to check your email frequently as that's the primary way we communicate with you!

If you're not responding to our emails and not moving through the enrollment process, you may receive an enrollment deadline and forfeit your seat in the class. We hate giving deadlines, it's one of our least favorite parts of the job! We want to move you through the enrollment process as quickly and smoothly as possible. Checking your email regularly helps us help you!

✓ DO Submit your FAFSA early!

It takes 3-5 business days for FAFSA's to be transmitted to the school whether you're submitting this FAFSA award year application to the school for the first time or you've already submitted your FAFSA and just need to make a correction. Any time a FAFSA is processed, you may be selected for a process called verification. This is nothing to be concerned about! It just means there's additional paperwork to be processed before we can calculate your financial aid. Verification can take several weeks (or even months!) depending on the documents needed. Your financial aid administrator will let you know what documents you need to provide.

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FAFSA HELPFUL HINTS & MISTAKES TO AVOID

The number one mistake you want to avoid is waiting too long to complete your FAFSA! If we don't have enough time to receive your FAFSA and/or process verification before class starts, you may not be able to start class or accept a seat that has opened up.



When Filling Out the FAFSA Application, DON'T SELECT:

- In the Student Information Section for the questions, "Certificate you will be working on?" or "College Grade Level?", **DON'T SELECT:**
 - o "Continuing graduate/ professional or beyond"

Some students see "professional" and think because you're starting in the Esthetics program, this is the option you should select. This is not the case!

For "College degree or certificate you will be working on when you begin the school year":

- ✓ **DO Select Certificate/diploma (occupational/technical/education program of less than 2 yr.)**

For "College grade level you will be when you begin the school year":

- ✓ **DO Select either:**
 - o "Never attended college before" OR
 - o "Attended College before/1st Year"

✓ **When filling out the FAFSA, DO Use the IRS Data Retrieval Tool (DRT) in your FAFSA (if possible) and Hold Onto/Request Those Tax Documents!**

Not everyone is a candidate to use the IRS Data Retrieval Tool (for instance, if your address/SSN doesn't match up, you amended your taxes, or your marital status changed). But if you are a candidate, definitely use that IRS Data Retrieval Tool! It's more accurate, speeds up your time filling out the FAFSA, reduces your chances of getting selected for verification, and makes the verification process go much quicker if you DO get selected for verification. If you're a dependent student, the same goes for your parent's tax return information, too! Talk about win-win!

Another helpful hint to prepare for the possibility of verification is to visit <https://www.irs.gov/individuals/get-transcript> and either use this link to order your tax return transcripts in the mail as soon as you submit your FAFSA or make an online IRS account, if you are eligible to create an account! Just like with the IRS Data Retrieval Tool, unfortunately, not everyone is a candidate to create an online account. If you end up getting selected for verification and you're unable to use the IRS DRT or we request W2 statements from you, having an irs.gov account or having already requested your tax transcripts in the mail early will make your verification process a breeze! (For all you dependent students out there, the same tips are also relevant for your parent's tax return information.)

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FAFSA HELPFUL HINTS & MISTAKES TO AVOID

✓ **DO** Provide us with Requested Documents as Soon as Possible!

If you've been selected for verification, the most frequently requested documents are tax return transcripts from the IRS, W2 statements, high school diploma/transcript/GED, and valid, government-issued ID. We may request additional documents throughout the verification process (and sometimes it's a back-and-forth process where we'll make document requests from you on multiple occasions). Verifications can take weeks or months depending on how many other students are in verification, the time of year, and how quickly you can provide documents to us and/or make FAFSA corrections. The earlier you're able to provide documents or make corrections, the quicker you'll be able to move through the verification process and onto finding out what your financial aid eligibility is for our program!

✓ **DO** Tell us if You've Been Attending Another School!

You can only receive Pell Grant at one school at a time and there are restrictions on the amount of loans you can receive at one time. If you've been attending another school and you plan on continuing attending, let us know as early as possible so we can calculate your financial aid correctly. If you are awarded too much financial aid, you'll need to return it which may cause you to have an out-of-pocket balance with the school or even go into loan default if you're unable to return the loan overpayment. We want to avoid that at all costs!



If you're withdrawing from another school, **DON'T WAIT** to formally notify them that you're withdrawing

If you've been attending and receiving financial aid at another school and you're planning on withdrawing there and attending our school, promptly notify them that you're planning on withdrawing! When you formally withdraw, the amount of aid you receive at other schools can affect your financial aid at our school! So we need to know as soon as possible whether you've been attending another school.



If you're no longer interested in attending our school, **DON'T WAIT** to let us know that you're no longer planning on starting!

Sometimes, life happens! And it just may no longer be a good time to start class or you may have found something that works out better for you. We completely understand! If you find yourself in that situation, please let us know so that we can offer your seat to another student who is eager to start their journey into the Esthetics world!

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FAFSA HELPFUL HINTS & MISTAKES TO AVOID

Receiving Financial Aid Eligibility Quote:

Please note it can 3-5 business days for the school to receive your FAFSA and an additional 2-10 business days (Monday-Thursday) to receive your financial aid quote from the Financial Aid Department. Please note, if you are requesting a financial aid eligibility quote for an enrollment period that hasn't opened yet, processing time may vary.

Receiving Financial Aid Eligibility Quote for Master Esthetics applicants currently enrolled in Esthetics at time of application:

Due to federal regulations, we can't calculate your financial aid for the Master Esthetics program until after you've completed your graduation exit paperwork provided to you by the Financial Aid Department.

There you have it, folks! Some of our most-common tips and tricks for being an ace at financial aid! Follow these tips and your financial aid process will be like listening to the birds singing while taking a stroll through the park on a warm, spring day under a bright blue sky!

...Ok, it might not be *that* delightful, but it will certainly make your financial aid process go more smoothly and quickly 😊