

The Chrysm Institute of Esthetics

GETTING STARTED: THE ENROLLMENT PROCESS

Fall 2021 Enrollment Period: All Applicants

STEP 1: Check us out!

Please visit our website, www.chrysm.edu, to familiarize yourself with our program offerings, class schedules, and school policies. Check the Getting Started page of the website periodically for updates to the enrollment process/applicable forms and documents. Email registration@chrysm.edu with any questions regarding class schedule, availability, or program information.

In-person informational tours are available beginning Monday, June 28, 2021!

Please visit the Getting Started page of the website to schedule your tour via our online calendar!

STEP 2: Submit your FAFSA and apply for military benefits (as applicable). Contact the Financial Aid Department for a financial aid or payment plan quote

Financial Aid:

If interested in using federal financial aid, complete your 2021/2022 FAFSA at www.fafsa.ed.gov > Apply for Aid. Please feel free to submit your FAFSA even if our enrollment period hasn't opened yet or the enrollment period has filled up, this puts you ahead of the game!

See page 5 this checklist for FAFSA Helpful Hints and 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.

STEP 3: Schedule an appointment* to submit application package

- Esthetics applicants and Master Esthetics applicants who did not previously attend The Chrysm Institute: When the enrollment period opens, application appointments will become available on the Registration Appointment Online Calendar (located on the Getting Started page).
- ****Master Esthetics applicants currently enrolled or graduated from the Esthetics program at The Chrysm Institute of Esthetics can drop off their application package and application fee at the Front Desk and are not required to schedule an application appointment online.***

- Access the calendar scheduling link on the Getting Started page of the website.
- Appointments are scheduled on a first come, first served basis. Scheduling an application appointment does not guarantee you a seat in the class. If no APPLICATION appointments are available on the online calendar, this means either the enrollment period has not yet opened or the class rosters and/or waitlists are full.
- **Be sure to check the calendar on the Getting Started page frequently in case of cancellations or new class offerings!**
- Don't schedule your application appointment until you have all your documents ready to submit!
- If you are unable to make your appointment or do not have all required documents, either reschedule or cancel your appointment on the online calendar as soon as possible.

Esthetics Program Application Requirements

Application packages that are missing required documents at the time of appointment will not be accepted for submission.

In order to apply, applicants must submit:

1. A fully completed application form
2. Nonrefundable \$50 application fee (cash not accepted, valid for one year)
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 one of the following:
 - a. Signed Social Security Card
 - b. FAFSA must be **RECEIVED** by the school at time of application appointment (if FAFSA has not already been received by school, student must provide SSN card)
6. Immigration information (if applicable)
7. Master applicants must also include valid VA Esthetics license, or documentation of state board examination schedule, Esthetics transcript (if available) and resume

**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. Valid, Virginia Esthetics License or Documentation of state board examination scheduled
 - a. *For students who apply while enrolled in the Esthetics program at The Chrysm Institute of Esthetics, state board exam schedule may be provided after graduating from the Esthetics program)
3. *School may request Esthetics transcript
4. *School may request resume denoting Esthetics industry experience

****All Master Esthetics Applicants: Application Review**

Your application is date and time stamped and applications are processed and reviewed in the order they are received. The staff will review your application and will take into consideration: your attendance, grades, disciplinary actions, professionalism and conduct, comprehension of material, ability to obtain clients, and willingness to take new clients. If you did not previously attend The Chrysm Institute, staff will review your resume and transcript from your Esthetics program. These factors may affect acceptance into the master program.

Once your application has been reviewed, you will be notified of your admission status, whether you were accepted or denied, and class schedule/availability. It's possible that you may be accepted into the Master Esthetics program, but waitlisted due to the class being full.

□ STEP 4: Complete your application appointment*

**This step is not applicable for Master Esthetics applicants who attended the Esthetics program at The Chrysm Institute.*

If you don't have all required documents or you are more than 15 minutes late to your appointment, you will need to reschedule your appointment. Applications are processed on a first come, first served basis by the date/time stamp of your application submission, so be sure not to miss your appointment!

At your application appointment:

- Review what CLASS ROSTER RESERVED SEAT and/or **WAITLIST** seats are available
- Submit your application package to Registration Administrator
- Activate your chrysm student email account (bring your phone with you!)
- Pay your nonrefundable \$50 application fee, review and digitally sign the Application Fee Acknowledgment Form
- Take your student profile photo
- If the applicable FAFSA has been submitted and received by the school at the time of your appointment: Financial eligibility information and/or verification paperwork may be reviewed

□ STEP 5: Confirm your payment arrangements with Financial Aid Department

Stay in contact with the Financial Aid Department. When you have determined your tuition payment arrangements, email financialaid@chrysm.edu as soon as you can to notify them of your tuition payment arrangements.

Please note, if any of the following occur, you may forfeit your reserved seat and not be able to start class in your preferred enrollment period:

- ***If you don't notify the Financial Aid Office of your payment arrangements in a timely manner***
- ***If you have been contacted multiple times and are unresponsive***
- ***If you don't respond by the response deadline emailed to you after multiple contacts***
- ***If there's not enough time to confirm your payment arrangements before class starts***

□ STEP 6: Watch Pre-Enrollment Seminar video

The Registration Department will send you an email with instructions on your remaining steps to enrollment.

This email includes the following tasks to be reviewed and/or completed in this order:

1. Technology Guide PDF showing you how to use your email, join virtual Teams Meetings (how your online theory instruction will be delivered) and
2. Link to watch the REQUIRED Pre-Enrollment Seminar video on Microsoft Stream
 - ***You must login to your chrysm student email in order to access the video**
 - ***This video MUST be watched prior to digitally signing your contract!**
3. If you're having technical difficulties with the video link, please email registration@chrysm.edu for assistance.

□ STEP 7: Digitally Sign Enrollment Packet

Once you have watched your Pre-Enrollment Seminar video:

1. Look in your email for "Enrollment Packet" from HelloSign.
2. This packet is where you are officially committing to your payment arrangements, schedule, and start date.
3. Open the email, click the "Review and Sign" button, and digitally sign.
 - **Make SURE you review your Enrollment Packet carefully. When you sign the packet, you are stating you have reviewed, understand, and agree to school policies**
 - If you have any questions and/or if there's a mistake in your packet, contact the Registration Department before signing

Once you've completed these steps, 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! You will be notified via email and repeated attempts to contact if you are at risk of forfeiting 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 you this email 1-2 weeks before the class starts. This email will include your orientation package, supply list, catalog, technology guide, and most importantly: your bar code ID photo! This is how you'll clock in and out starting on the 1st day! Review the Technology Guide for more information on bar code clocking.

And voilà! After you've completed each 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: _____

See next page for information on waitlisting.



Waitlisting? What's that all about?

If your first-choice class is full when you come in to apply, you may be added to the waitlist at the time you submit your application package. There are a limited number of waitlist opportunities and are organized on a first come, first served basis by the date/time stamp of your application submission.

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, we will contact waitlisted students in the order of the date/stamp on your application package and we will give you a timeframe to respond by in order to accept the seat. If you don't respond within the timeframe, we will move on to the next person on the waitlist.

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. You could be #1 on the waitlist, and if everyone on the class roster tightly holds onto their seats and NO seats become available, you wouldn't start. Or you might be the very last person on the waitlist, but if we have a last-minute drop-out and everyone on the waitlist declines the seat because it's too short notice or they won't be able to finalize their payment arrangements in time, you might be offered a seat to start class this enrollment period (*as long as your payment arrangements can be finalized in time*)!

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 or military benefits, make sure you have submitted your FAFSA and confirmed your benefits, 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 within 1-3 weeks prior to class start, unfortunately you may not be given much notice or time to make a decision if a seat becomes available and is offered to you, and if your payment arrangements fall through before the class start date, your seat offer may be withdrawn.

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.

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

You may re-apply when the next enrollment period opens. In case of updates, please review the Getting Started page of website often.

The Chrysm Institute of Esthetics

FAFSA HELPFUL HINTS & MISTAKES TO AVOID

You will need the following documentation and information to complete your 2021/2022 FAFSA:

- 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); <http://fsaid.ed.gov/>
- Your 2019 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 2019 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 2019.

✓ 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.

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.

The Chrysm Institute of Esthetics

FAFSA HELPFUL HINTS & MISTAKES TO AVOID



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.)

The Chrysm Institute of Esthetics

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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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 😊