



Thank you for your interest in the Evening Cosmetology Program, Master Instructor at Meridian Technology Center. This program is designed for adult students who intend to pursue a career in Cosmetology.

Invitation to enroll in the program is through a competitive application process based on a point system. Points are earned in various ways including submitting a completed application, letters of recommendation, etc. Those interested should complete and submit the application along with all required documentation no later than April 18, 2019 to be considered.

Once applications are received and points are assigned, individuals with the most points will be invited to campus for an interview. During the interview, candidates will receive points for their response to each question, their appearance, etc. While on campus for the interview, candidates will also complete an assessment on math, reading for information, and science. Those who collect the highest combined points from the interview, assessment, etc. will be invited to enroll in the program.

Those who are invited to enroll will be notified by phone, those who are not invited at this time will be notified by phone and are eligible to apply again during the next application period.

Program tuition for Master Instructor is \$3,000.00 (tuition is doubled for out-of-district students) – included in this tuition is a non-refundable \$500.00 deposit that must be submitted at the time of enrollment and is deducted from your final tuition payment. First tuition payment of \$750.00 is due by the first night of class. The cost of books are included in the tuition cost.

Additional program costs are approximately \$190.00 and include your State Board of Cosmetology fees, etc. These program costs are estimates, subject to change, and are non-refundable once paid.

One of the most important aspects of this course is attendance. The State Board of Cosmetology requires 1,000 clock hours for Master Instructors to be eligible for licensure. For the purposes of the State Board of Cosmetology, there are no excused absences. Being tardy or leaving early can also affect your accumulation of hours. The year-round Evening Cosmetology class times are Monday - Thursday 4:00 pm – 10:00 pm. Being tardy or leaving early can also affect your accumulation of hours.

Enclosed is an application and additional information. This information can also be found on our website at [www.meridiantech.edu](http://www.meridiantech.edu).

1312 South Sangre Road  
Stillwater, Oklahoma 74074-1899

Tel: (405) 377-3333  
Fax: (405) 377-9604

[www.meridiantech.edu](http://www.meridiantech.edu)

Evening Cosmetology  
Meridian Technology Center

### Application Procedure Check List

- 1. Application Form– return completed form along with:
  - Letters of Recommendation (signed by author)
  - Proof of Education (include all official transcripts)
  - Return application, letters of recommendation and transcripts by April 18, 2019 to:  
Meridian Technology Center  
Attn: Evening Cosmetology Program  
1312 South Sangre Road  
Stillwater, OK 74074
  
- 2. Interview – attend scheduled interview on Meridian campus if called. Interviews will be scheduled May 6-9, 2019. This schedule is subject to change.
  - Complete a Math, Science, Reading for Information assessment/quiz
  - Interview with the Instructor  
Will receive a phone call if accepted or denied

### Enrollment Procedure Check List (if accepted to program)

- 3. Orientation – tentatively scheduled May 28, 2019 at Meridian with Sue Dearing, Evening Cosmetology Instructor and new students:
  - Pay \$500.00 deposit. Make checks payable to Meridian Technology Center. Visa, MasterCard, and Discover are accepted.
  - Complete Enrollment form at Career Planning Center
  - Tour Program
  - Meridian Technology Center forms – need license plate number, medical insurance card/information
  - State Board Application
  - Cosmetology Performance/Attendance Contract signed
  - 2 x 3 photo
  - \$5.00 money order/cashier check made out to Oklahoma State Board of Cosmetology
  
- 4. First Day of Class
  - First Tuition payment due (Tuition includes the cost of books)
  - Kit must be purchased the first night of class. Make checks payable to Meridian Technology Center. Visa, MasterCard, and Discover are accepted
  - First day of class – July 8, 2019

# Meridian Technology Center

## Evening Cosmetology Program

### Student's Financial Responsibilities

#### Master Instructor

1000 Hours	In-District	Out-of-District
Tuition & Books	\$3,000.00	\$6,000.00
Nail Pro Magazine, Thumb Drive	33.00	33.00
Professional Beauty Association Membership-Optional	20.00	20.00
State Board Registration	50.00	50.00
Exam Fee Upon Completion	35.00	35.00
Instructor's License Fee Due Once a Year	50.00	50.00
<b>Total</b>	<b>\$3,188.00</b>	<b>\$6,188.00</b>

#### Payment Schedule

Due Dates	In-District	Out-of-District	Form of Payment
Orientation Deposit & Registration	\$500.00 (Non-Refundable)	\$500.00 (Non-Refundable)	Check/Cash/Visa, MasterCard, Discover Payable to: Meridian Technology Center
	\$50.00	\$50.00	State Board Registration Cashier's Check/Money Order Payable to: Oklahoma State Board of Cosmetology
First Day of Class 1 <sup>st</sup> Tuition Payment & Nail Pro Magazine, Thumb Drive	\$750.00 + 33.00 \$783.00	\$1,500.00 + 33.00 \$1533.00	Check/Cash/Visa, MasterCard, Discover  Check Payable to: Meridian Technology Center
2 <sup>nd</sup> Tuition Payment (Two months later)	\$750.00	\$1,500.00	
3 <sup>rd</sup> Tuition Payment (Two months later)	\$750.00	\$1,500.00	
4 <sup>th</sup> Tuition Payment (Two months later) (Less \$500.00 deposit)	\$250.00	\$1,000.00	
Completion of Class Exam Fee	\$35.00	\$35.00	Cashier's Check/Money Order Payable to: Oklahoma State Board of Cosmetology



Please print or type.

Date \_\_\_\_\_ Social Security Number (optional) \_\_\_\_\_

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
(last) (first) (middle)

Home Address \_\_\_\_\_  
(street or box number) (city) (state) (zip code)

E-mail \_\_\_\_\_

Have you taken classes at Meridian Technology Center before?  Yes  No

If so, which program? \_\_\_\_\_ What year? \_\_\_\_\_

Which of the following have you received? (check one)  High School Diploma  GED  Neither

Highest Grade completed in school? (circle one) 8 9 10 11 12

College years completed? (circle one) 0 1 2 3 4

Do you have educational records under any other name? If so, which name? \_\_\_\_\_

Which program are you interested in starting? Please check one.

Cosmetologist  Master Instructor  Practicing Master Instructor

Have you attended Cosmetology School before?  Yes  No

If yes, where did you attend school? \_\_\_\_\_

How many hours did you complete? \_\_\_\_\_

If yes and didn't complete, please explain why.

How did you hear about this program? Please check all that apply.

Catalog  E-mail  Facebook  Flier in the mail  Newspaper  
 Website  Employer  Web Search  Other (please specify): \_\_\_\_\_

- If accepted, completion of Enrollment form and payment of deposit (\$500) is required to finalize enrollment.
  - ALL DEPOSITS ARE NON-REFUNDABLE.
- First payment will be due the first day of class.
- Students are responsible for purchasing books and kits. Materials are to be purchased the first day of class.
- PLEASE NOTE: The cost of tuition for out-of-district students will be twice the amount for in-district students.
- NOTE: Transcript must accompany this application to be eligible for consideration for enrollment. Also, if you attended high school in another country it is your responsibility to officially have your transcript translated into English before submitting application materials. **ALL TRANSCRIPTS SUBMITTED MUST BE OFFICIAL.**

## Record of Employment

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(Begin with last [or present] employer)

**Employer** \_\_\_\_\_

Address \_\_\_\_\_  
(street) (city) (state) (zip code)

Name and title of supervisor \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Position held \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Reason for terminating employment \_\_\_\_\_

**Employer** \_\_\_\_\_

Address \_\_\_\_\_  
(street) (city) (state) (zip code)

Name and title of supervisor \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Position held \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Reason for terminating employment \_\_\_\_\_

## References

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**Give names and complete contact information including addresses and telephone numbers** of two persons—not friends or relatives—who know you and can give information about you. References that should be used include current employer(s), past employer(s), and/or teachers and school counselors.

1. Name \_\_\_\_\_ Position/Title \_\_\_\_\_

Address \_\_\_\_\_  
(street) (city) (state) (zip code)

Phone (\_\_\_\_) \_\_\_\_\_

2. Name \_\_\_\_\_ Position/Title \_\_\_\_\_

Address \_\_\_\_\_  
(street) (city) (state) (zip code)

Phone (\_\_\_\_) \_\_\_\_\_

I hereby give permission to Meridian Technology Center to obtain references from employers or other individuals who would have relevant information regarding my past school work and/or employment and my application to this program.

I verify that all information given in this application is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*Meridian Technology Center will not discriminate in its programs, services, activities or employment because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment.*