



LESTON COLLEGE INC.
ADMISSIONS OFFICE HANDBOOK

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INTRODUCTION

The Admissions Handbook has the objective of guiding the student candidate about topics related to the admissions process. This handbook complements the Institutional Catalog published in the institution's webpage: www.lestoncollege.com; also available in print version in the Admissions Office.

The Admission Handbook is based on the state and federal regulations established by the corresponding authorities. If you need information about other areas, you can see the Institutional Catalog and handbooks of all departments. All institutional handbooks and disclaimers are available at www.lestoncollege.com

Leston College is a postsecondary institution authorized by the Council of Education of the Commonwealth of Puerto Rico and is accredited by ACCSCS (Accrediting Commission of Career Schools and Colleges).

ADMISSION AND ENROLLMENT

ADMISSIONS POLICY

LESTON COLLEGE, INC. bases its Admissions Policy on the consideration of various factors, such as: the orientation conducted by the Director of Admissions, the applicant's interest, the admission requirements, and any other circumstances that may arise during the enrollment process. **The institution reserves the right of denying admittance to applicants, even if they comply with the admission requirements.** **LESTON COLLEGE, INC. does not discriminate against any individual based on ethnic origin, color, sex, age, religion, social status, physical disability, or political affiliation.**

The applicant will complete the Admission Application in all parts. Incomplete applications can be considered Admission with conditions or Provisional Admission. With the student's commitment to complete the document requirements **on or before the first month of class.** The applicant vows to offer truthful and verifiable information on all submitted documents. Any false or fraudulent information will be considered sufficient ground to deny admission or to dismiss the individual, unless it could be demonstrated beyond reasonable doubt that it was never intended to deceive the Institution.

The school catalog is available to all applicants and students in the schools web page www.lestoncollege.com, students can also request a printed copy in the Admissions Office.

ADMISSION REQUIREMENTS

Applicants must meet the following requirements **prior to being considered for regular admission:**

1. Be a high school graduate or have approved the Graduation Equivalency Test (GED) according to Decree Num. 188 with a minimum rating of 1.0 out of a 4.0 rating scale.
2. Pay a non-refundable \$25.00 Application for Enrollment Fee.
3. Complete the orientation process conducted by the Admissions Director or its authorized representative.

4. Submit the following documentation:
 - a. An Application for Enrollment form duly completed.
 - b. Schooling Evidence: a copy of the High School Diploma; or transcript, or a copy of the Graduation Equivalency Test (GED) results. If due to verifiable mitigating circumstances the individual cannot submit such evidence, the Institution will accept a Certification signed by the Academic Director or person in charge of the school of precedence in which indicates the last coursed grade and the circumstances that hinder receiving the official documentation.
 - c. A copy of the Vaccination Certificate (P-VAC 3), if under 21 years of age.
 - d. A Birth Certificate copy or any other document evidencing the applicant's birth date.
 - e. Payment of the Enrollment Fee.
 - f. ID with photo.

The applicant must complete and submit all documentation on or before the first day of class. Documents submitted for admission purposes will become property of Leston College, Inc. and will not be returned to the applicant upon completion or cancellation of the admission process.

Note: Students present their Social Security card only for Financial Aid purposes.

ADMISSION AND ENROLLMENT PROCEDURES

- a. The candidate Admissions Office in **Leston College** and searches for information about the educational programs that are being offered.
- b. The Admissions Director, or a designated representative, meets with the applicant to provide a general overview of the Institution, presents the curriculum of the chosen program, including duration, tuition costs, class schedule, etc. and offers a guided tour of the Institution's physical facilities.
- c. The school catalog is available to all applicants and students in the schools web page www.lestoncollege.com, students can also request a printed copy in the Admissions Office.

- d. The applicant can complete the Application for Enrollment form; and the Admissions Director, or a designated representative, verifies that all required documentation is attached, and that the applicant meets the admission requirements.
- e. The applicant will pay the Enrollment Fee at the Administrative Office.
- f. The Admissions Office will send a notification of the admission decision to the applicant. Admitted students will also receive information pertaining enrollment dates and first day of class. If the application is denied, the Admissions Officer or a designated representative must indicate the reasons of the rejection. The institution reserves the right of denying admittance to applicants, even if they comply with the admission requirements.
- g. Leston College does not allow admissions personnel whose primary responsibilities include recruiting and admissions activities to become involve in admissions decisions including signing and accepting the enrollment agreement.
- h. Once the orientation, admission and enrollment process has been completed, the applicant must visit the Administrative Office to discuss and sign the Enrollment Agreement. A parent or legal tutor must accompany applicants who are dependent minors (under 21 years of age). The Enrollment Agreement will be signed by the applicant, the Administrative Office Representative, and the parent or legal tutor, if applies.
- i. Leston, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. School does not discriminate based on race, color, religion, gender, sexual orientation, genetic information, age, disability, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and other school-administered programs. Leston College reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

On the first day of class, the admitted applicant will receive a Course Program, which must be presented to the course instructor.

All admission documents must be submitted on or before the day of class, or on or before the first month of class for conditioned admissions; conditioned admission will not be processed for financial aid purposes until all requirements are fulfilled. If applicant does not present the required documents as agreed, the application will be considered a cancellation.

The act of enrollment in our institution implies that the applicant approves, accepts, and endorses all academic, administrative and student related norms contained in this catalog, and in any other institutional publication, as well as the commitment to observe and be abide by them. The applicant also understands, accepts, and agrees that the Institution, exercising its best judgment, may modify, change, alter, amend and/or annul rules and regulations established on this Catalog or on any other publication to fulfill its institutional philosophy.

ADMISSION OF TRANSFERRED STUDENTS

The applicant transferring from another educational institution must submit the application for enrollment, pay an enrollment fee, and comply with all the admission requirements abovementioned. The applicant must request an official transcript (detailing credits, grades, and cumulative hours) and, if requested, a catalog from the school of origin, which must be accredited from a recognized national or federal accrediting body.

TRANSFER OF CLOCK HOUR COURSES POLICY

All transferring applicants interested in the validation of previous clock hours approved must request it upon formal admission and no later than the first day of class. **Leston College Inc.** reserves the right to accept transferable clock hours of other institutions.

NORMS FOR THE TRANSFER OF CLOCK HOURS

1. The applicant must join **Leston College Inc.** as a transferred student, have a complete educational record, and must comply with the admission requirements.

2. The clock hours to be validated must come from a recognized institution accredited from a recognized national or federal accrediting body.
3. The Institution will only consider for validation, courses equivalent in content, with similar clock hours duration, and approved with a score of C or higher.
4. Clock hours approved five (5) years prior to the validation date will not be eligible for validation.
5. Validated clock hours are not scored and are not considered for the students, academic point average.
6. The Institution will only validate a maximum of 25% of the selected educational program.
7. **The validation process must be in progress PRIOR TO THE FIRST DAY OF CLASS.**

TRANSFER OF CLOCK-HOUR COURSES PROCEDURES

1. The Admissions Office refers the applicant to the Registrar's Office, where he/she is informed of the norms for validating clock hours.
2. Upon receipt of the required documentation and based on the abovementioned norms, the Registrar's office determines if the requested validation of clock hours is accepted or denied.
3. The Registrar Office will notify the student the determination:
 - If the transfer of clock hours is approved, the hours/units will be identified in the students academic record as V.
 - If the transfer of clock hours is not approved the Registrar will notify the applicant the reasons for the denial in written.

TRANSFER OF CLOCK HOURS/GRADUATED STUDENTS FROM LESTON COLLEGE

1. The Admissions Office will refer the student to the Registrar Office for an orientation of the transfer of clock hours norms.
2. Once the students academic file is reviewed aligned with the norms here established, the Registrar Office will determine the acceptance or denial.
3. The institution only considers for transferred clock hour purposes courses approved by the applicant that are equivalent in content and comparable in academic hours, that have been approved with a grade of C or higher.

4. Courses of contact hours approved five years previous to admission in Leston College will not be eligible for validation purposes.
5. The transferred clock hours are not graded and are not considered in the students GPA.
6. **The institution will consider 100% of the total course hours to all students graduated from Leston College that enroll in the following programs: Professional Barber and Styling, Professional Cosmetology and Professional Nail Technician, as these courses have been developed aligned and articulated to the Barber and Style, Basic Cosmetology and Nail Technician programs.**

All clock hour transfers will be documented on the Student’s Academic Record.

ADMISSION OF FOREIGN STUDENTS

Applicants from foreign countries must comply with all the admission requirements applicable to local regular and/or transferred applicants. All documents must be legally recognized and legitimized by the Consulate of the country of origin. The educational documents must be validated by the Department of Education of the Commonwealth of Puerto Rico. Foreign applicants must present evidence of residency or American citizenship, or the I-34 form of the Federal Immigration and Naturalization Service.

ACADEMIC CLOCK HOURS DEFINITION

The Institution measures its courses in clock hours awarded in semesters. A clock hour is defined as a 60-minute period. One academic clock hour is usually defined as 50 minutes of instruction per hour followed by a 10-minute break.

LENGTH OF TIME FOR EACH PROGRAM

PROFESSIONAL BARBER AND STYLING (1,350 HOURS) PROFESSIONAL COSMETOLOGY (1,350 HOURS)		
LENGTH	DAY	NIGHT
Time	8:00am-2:00pm	5:00pm-10:00pm
Days	Monday-Friday	Monday-Friday

Daily Hours	6	5
Weekly Hours	30	25
Weeks*	45	67.5
Months*	12	14
Semesters	3 (payment periods)	3 (payment periods)

*Academic weeks and months

PROFESSIONAL NAIL TECHNICIAN (900 HOURS)		
LENGTH	DAY	NIGHT
Time	8:00am-2:00pm	5:00pm-10:00pm
Days	Monday-Friday	Monday-Friday
Daily Hours	6	5
Weekly Hours	30	25
Weeks*	30	45
Months*	8	12
Semesters	2 (payment periods)	3 (payment periods)

*Academic weeks and months

MAXIMUM NUMBER OF STUDENTS IN A CLASS OR LAB

The number of students in a typical class or lab will depend on the physical facilities and resources available. The maximum student ratio is 25-30:1 for lecture classes or labs.

PRIVACY OF STUDENTS'S RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA), approved as part of the act widely known as Buckley Amendments, guarantees the right of the student pertaining to the privacy and confidentiality of his/her educational record. The act establishes the rules and regulations to be followed by the institutions when granting students access to their permanent educational records. It also provides the instruments to dispute any document that the student considers incorrect or inadequate. Additionally, it stipulates that the student must provide a written consent authorizing the Institution to disclose information related to his/her academic performance. The act guarantees:

- That students or parents/legal tutors have the right to personally examine and review all information contained in the student’s permanent educational record, upon student’s approval.
- That students or parents/legal tutors who believe that the student’s permanent educational record is incorrect or confound, have the right to request that the Institution rectifies it.
- That the disclosure of all information pertaining to the student’s academic performance will **only be provided with a written consent from the student** through a form designed for such purpose.

A student, parent/legal tutor, or other authorized person who requests to review the student’s permanent educational record must schedule an appointment at the Registrar’s Office to be informed of the procedures. A student, parent/legal tutor who requires additional information of the FERPA legislation or confronts difficulties in exercising their rights pertaining to this act may call at (202) 401-2057 or write to: —Family Policy Compliance office, Department of Education, 400 Maryland Avenue, S. W., Room 3017, Washington, DC 20202-4605.

SECURITY AND DISCLOSURE OF ACADEMIC IMPROVEMENT STATISTICS

In accordance to the Public Decree 101-542 widely known as the —Student Right to Know and Campus Security Act of 1990, **Leston College** publishes annually the statistics relating to:

- The delinquency incidence on the Institution and its premises, and
- The academic improvement of its students (completion, placement, and state licensing examination outcomes)

ADMISSIONS PERSONNEL CODE OF CONDUCT

1. Recruitment admissions and enrollment processes will:
 - a. Be held in an ethical and professional manner and in keeping with organizational policies and procedures as well as relevant accreditation and authorization requirements.

- b. Will be geared toward the enrollment of qualified applicants who are likely to complete and benefit from the training provided by the school and not geared toward enrolling students simply to obtain enrollments.
2. Student recruitment and admissions personnel will:
- a. Only provide truthful and accurate statements, descriptions, and explanations regarding the school and its personnel, training, facilities, equipment, services, and accredited status.
 - b. Student recruitment and admissions personnel will work to ensure that students are fully informed and able to make considered enrollment decisions without undue pressure.
 - c. Only assist prospective students in the areas that fall within the purview of their position.
 - d. Will not assist prospective students in admissions testing.
 - e. Will not alter or falsify any enrollment documents or required test scores.
 - f. Will not make explicit or implicit promises of employment or exaggerated statements regarding employment or salary prospects to prospective students.
 - g. Will participate in relevant training provided by the school to enhance their skills as school representatives.
 - h. Will not assist prospective students in providing false or misleading information on any application.
 - i. Will not recruit prospective students in or near welfare offices, unemployment lines, food stamp centers, homeless shelters, or other circumstances or settings where such persons cannot reasonably be expected to make informed and considered enrollment decisions.
 - j. Will not discredit other schools or influence any student to leave another school by: falsely imputing to another school dishonorable conduct, inability to perform contracts, or questionable credit standing; making other false representations; falsely disparaging the character, nature, quality, value, or scope of another school's program of instruction or services; or demeaning another school's students.

ADVERTISEMENT

1. All advertising, promotional materials, statements, and claims are truthful and accurate and avoid leaving any false, misleading, misrepresenting, or exaggerated impressions with respect to the school, its location, its name, its personnel, its training, its services, or its accredited status.

2. Leston College does not use the term “University” in its advertisement.
3. All advertising and promotional materials clearly indicate that education, and not employment, is being offered.
4. No overt or implied claim or guarantee of individual employment is made at any time and any references to employment or salary prospects must be accurate and sourced.
5. The institution does not use the Employment or Help Wanted classifieds for any form of student recruitment.
6. The institution only uses endorsements in school catalogs, literature, or advertising with the written consent of the authors, which is kept on file and subject to inspection. Any such endorsement is to be a bona fide expression of the author’s opinions, strictly factual, and a portrayal of currently correct conditions or facts. Under no circumstances may currently enrolled students provide endorsements on behalf of a school.
7. School personnel, advertisements, and promotional materials only provide information pertaining to potential salary that accurately portrays the normal range and starting salaries in the occupation for which training is provided. Salary information must also include the source of the information, which is valid.
8. All Leston College advertisement of financial aid and scholarships² include the phrase “ financial aid available for those who qualify”
9. Financial Aids and scholarships are not used a recruitment tool. The word “free” is not used.
10. The institution indicates is accreditation status with ACCSC in all publications and complies with the Instructions for Disclosure and Advertising of Accredited Status form.
11. The institution does not describe in its catalog, advertise, or promote new programs, substantive changes, or degree programs prior to receiving written Commission approval

STUDENT RECRUITMENT

Leston College:

1. Offers orientation and describes its programs accurately.
2. Offers orientation about the responsibilities of enrollment to all student candidates.
3. Follows practices that allow students to make considered enrollment decisions without undue pressure
4. All recruitment efforts are carried out to attract qualified students, that seem able to complete and benefit for the education offered by the institution.

Leston College observes and practices the following ethical procedures when recruiting students:

1. Only uses its employees to conduct student recruitment activities, except outside the United States, its territories, or its possessions, where an institution may use third-party agents to recruit.
2. The institution can employ the same recruiter for all its campuses.
3. The institution does not use placement agencies to recruit student candidates.
4. The institution is responsible for the actions and representations of its recruiters and therefore selects recruiters with the utmost care and provides adequate training and proper supervision.
5. Complies with applicable state laws and regulations on student recruitment.
6. Approves all advertisements and publicity materials in advance and accept full responsibility for the materials used.
7. Ensures that its recruiters do not make false or misleading statements about the institution, its staff, its academic offering, its services, or its accreditation status.
8. Does not allow its recruiters or other institution personnel to recruit students in or near public welfare offices, unemployment lines, PAN offices, shelters for the homeless, or in other circumstances or settings that do not encourage informed and thoughtful decision-making regarding enrollment. However, they may recruit and enlist students at ONE STOP CENTERS or activities operating under government auspices, where recruiters are allowed to meet.
9. Does not allow explicit or implicit promises of employment to student applicants.
10. Does not allow payment of cash or in any other way, to any student candidate as an encouragement to enroll.
11. Does not allow its recruiters to assist student candidates in the process of filling out and completing application or financial aid forms.
12. Prohibits its recruiters from getting involved in a candidate's admission test or admissions decisions.
13. The institution clearly identifies itself in all its contacts with student candidates

ADMISSIONS

The institution ensures that it only admits students capable of successfully completing the educational offering. Admission decisions must be based on fair, effective, and consistently applied criteria, which enable the institution to make an informed judgment as to an applicant's ability to achieve the objectives of the program.

GENERAL REQUIREMENTS

The institution must determine with reasonable certainty that each applicant for enrollment is fully informed as to the nature of the training provided. The institution advises each applicant prior to admission to ensure that the applicant understands the responsibilities and demands of the program.

The institution:

1. Applies its admission standards in a constant and fair manner. Determines that the admitted candidate satisfies the admission standards and can benefit from the program offered.
2. Determines if the candidate complies with the admission standards.
 - a. Ensures that all admitted applicant has the appropriate qualifications to complete the educational offering.
 - b. Reviews and secures the admissions documentation to demonstrate that each applicant meets all admission requirements.
3. The admission documents will be kept for five years, to demonstrate compliance with the admission standards or admission denial.
4. The institution determines that each applicant has no physical or other handicap that prevents him or her from using the knowledge or skills obtained from the training offered to obtain effective performance at work once the training is completed.
5. Does not deny admission, nor does it discriminate against students enrolled in the institution based on race, creed, color, sex, age, disability, or national origin.
6. Provides reasonable accommodation to applicants and students with disabilities to the extent required by applicable law.
7. Will not admit candidates who have not exceeded the mandatory age to stay in the institution unless they have the approved fourth year, unless it has been established through contact and through the responsible parties that the training will not be detrimental to regular schoolwork.