



Dudley Cosmetology University Information and Application for Admission

Please forward all corresponding information to:

Dudley Cosmetology University
Attn: Admissions Department
519 S. Elm Street Greensboro, NC 27406
Contact Person / Telephone Number: ***Eunice Dudley*** 1-336-279-8861

When enrolling, be sure to include the following information:

- Application for Admission
- 3 Letters of Recommendation
- Proof of Education (Transcript, Diploma or GED)
- Social Security Card (to be copied at the school)
- Drivers License or Official Copy of Birth Certificate (to be copied at the school)
- Downpayment by Money Order, Debit or Credit Card, or Cash (Registration fee is NON-REFUNDABLE)

Contacts For Housing:

Fulton Place Student Apartments
<http://www.fultonplacestudentapts.com/>
742 Fulton St.
Greensboro, NC 27401
(336) 545-5697

The Reserve
107 Grovecrest Way
Greensboro, NC 27406
(336) 412-5300
<http://www.thereservegreensboro.com>



Dudley Cosmetology University

Application for Admission

Start Date _____ Day Full-Time Part-Time New Student Re-Enrollee Transfer

Please Type or Print

Full Name _____ Social Security Number ____ - ____ - ____
LAST NAME FIRST NAME MIDDLE NAME

Address _____
STREET CITY STATE ZIPCODE

Telephone: Home (____) _____ Work (____) _____ Mobile (____) _____

Date of Birth ____ / ____ / ____ Email Address _____

Sex

- Male
- Female

Ethnic Group

- African American
- Asian or Pacific Islander
- Caucasian
- Hispanic
- Native American
- Other

Citizenship

- United States Citizen
- United States Permanent Resident
(enclose copy of your resident alien card, front & back)
- Not a United States Citizen or Permanent Resident

Veteran
 yes
 No

Course of Study

- General Cosmetology
(hair, skin and nails)
- Braiding/Natural Hair Specialist
- Teacher Training (Cosmetology)
- Teacher Training (Braiding/Natural Hair Specialist)

The following information is optional.

Age	Family Income	Marital Status
<input type="checkbox"/> Under 20	<input type="checkbox"/> \$0 - \$9,999	<input type="checkbox"/> Divorced/Widowed
<input type="checkbox"/> 20 – 40	<input type="checkbox"/> \$10,000 - \$19,999	<input type="checkbox"/> Married
<input type="checkbox"/> 41 – 60	<input type="checkbox"/> \$20,000 - \$29,999	<input type="checkbox"/> Single
<input type="checkbox"/> other	<input type="checkbox"/> \$30,000 and over	

Number of Dependents _____ Male _____ Female _____

Have you previously obtained credit hours? Yes No If yes, Where _____

When _____ How many hours _____

How did you hear about Dudley Cosmetology University? _____

EMERGENCY INFORMATION – Person to notify in case of an emergency:

Name _____ Address _____

City _____ State _____ Zip _____

Telephone Day (____) _____ Evening (____) _____ Relationship _____

(Application for Admission con'd)

- Have you ever been convicted of a criminal felony? Yes No
- Are there any criminal charges pending against you at this time? Yes No
(If yes, provide details on charges, location, and date. If additional space is needed, please attach a separate sheet)
- Have you ever been expelled, suspended, or placed on probation from any school or college for any reason? Yes No
No
(If yes, provide details on circumstances. If additional space is needed, please attach a separate sheet.)
- Have you ever applied to or been enrolled in a Dudley Beauty School? Yes No
(If yes, provide details on circumstances. If additional space is needed, please attach a separate sheet.)
- Have you ever attended another cosmetology school? Yes No
(If yes, please provide the following information on your previous cosmetology school(s))

Name _____	Name _____
Address _____	Address _____
City _____	City _____
Telephone Number (____) _____	Telephone Number (____) _____
Dates of Attendance _____	Dates of Attendance _____

Explain why you did not complete their program. If additional space is needed, please attach a separate sheet.

Please share with us your interests, hobbies, sports, special training, and skills that would contribute to your education.

I certify that the information I have given on this application is complete and accurate. Any willful misrepresentation of fact may be cause for withdrawal of my application from consideration, cancellation of admission or registration or suspension from the school.

I hereby acknowledge that the institution may verify the information set forth herein from sources accessible under law to the institution but that the institution may divulge the contents of this application only as permitted under the Family Educational Rights and Privacy Act of 1974 if I am or have been in attendance at this institution. Further, I authorize Dudley Cosmetology University to do a criminal background check.

Signature of Applicant _____ Date _____

If under 18, signature of Parent or Guardian _____ Date _____

Statement of Purpose

Applicant Name _____ *Date* _____

In a minimum of 200 words write an essay describing your purpose and goal for pursuing cosmetology and what influence you expect Dudley Cosmetology University to have on your life. You may use the space below or attach additional pages if necessary. Your Statement of Purpose must be typed or printed and submitted with your application packet.

Dudley Cosmetology University is committed to equality of educational opportunity and does not discriminate against applicants, students or its employees based on age, creed, color, race, religion, sex, handicap or ethnic origin. Dudley Cosmetology University is open to everyone, and no person will be denied admission, graduation or any other rights and privileges of Dudley Cosmetology University because of discrimination.



Dudley Cosmetology University • Greensboro, North Carolina

STUDENT FEE SCHEDULE

PROGRAM	HOURS	REG. FEE (Nonrefundable)	TUITION	RATE (per hour)	KIT/BOOKS	TOTAL
COSMETOLOGY	1500	\$100.00	\$9,000.00	\$6.00	\$800.00	\$9,900.00
COSMETOLOGY INSTRUCTOR	800	\$100.00	\$4,800.00	\$6.00	\$360.00	\$5,160.00
BRAIDING/ NATURAL HAIR CARE	300	\$100.00	\$1,800.00	\$6.00	\$500.00	\$2,400.00
Braiding/ Natural Hair Care Instructor	320	\$100.00	\$1,920.00	\$6.00	\$380.00	\$2,300.00

NOTE

Fees listed above are for the courses of study only. Student kit and books are sold separately and not included in the tuition. There will be additional charges for all extracurricular functions and graduation ceremony items and activities.

Tuition prices are effective May 1, 2024

PAYMENT OPTIONS

The student is responsible for paying all charges in full or making appropriate payment arrangements prior to the student's start date. The downpayment and application is due one week before the first day of class.

Dudley Cosmetology University is not a Title IV Institution. We do not accept Federal tuition assistance (financial aid, federal grants, Pell grants). Scholarships are accepted from family, friends, foundations and organizations.



Greensboro, North Carolina

DUDLEY COSMETOLOGY UNIVERSITY

PAYMENT OPTIONS

PROGRAM	FULL TIME DOWN PAYMENT	FULL TIME APPROX. MONTHLY PAYMENT
Cosmetology Program	\$1,100.00	10 Payments of \$880.00
Cosmetology Instructor	\$500.00	6 Payments of \$776.67
Hair Braider/ Natural Hair Stylist	\$500.00	3 Payments of \$633.34
Hair Braider/Natural Hair Stylist Instructor	\$500.00	4 Payments of \$450.00

PROGRAM	PART TIME DOWN PAYMENT	PART TIME APPROX. MONTHLY PAYMENT
Cosmetology Program	\$1,100.00	20 Payments of \$440.00
Cosmetology Instructor	\$500.00	10 Payments of \$466.00
Hair Braider/ Natural Hair Stylist	\$500.00	5 Payments of \$380.00
Hair Braider/ Natural Hair Stylist Instructor	\$500.00	6 Payments of \$300.00

Dudley Cosmetology University
519 S. Elm Street, Greensboro, NC 27406 | 336.279.8861
dudleycosmetology.com



Rules and Regulations

The Dudley Cosmetology University educational and training experience is designed to be both educational and enjoyable. Rules and Regulations are intended to maintain satisfactory teaching and learning environments for all participants in our training programs. This is important to a student's self-respect, professional development and enjoyment at Dudley Cosmetology University. Adherence to them is required in order for you to remain a student at Dudley Cosmetology University.

Please review these rules and regulations thoroughly to ensure you can remain in compliance. Any breach of these Rules and regulations may result in probation, suspension and/or dismissal. Repeated infractions will result in the immediate termination of enrollment.

Upon your arrival, you will receive a comprehensive list of all rules and regulations. At that time, you must sign as verification that you received these rules and regulations, understand them and are aware of the consequences if all rules and regulations are not followed.

1. At all times, students **must** wear the approved school uniform: all **black scrubs**. Purchase uniforms from a uniform store. Students **must** wear solid colored hose or socks and shoes at all times (**black**). All shoes must have enclosed toes. Uniforms **must** also be clean and undamaged. Students will be dismissed if they report for class without the appropriate school uniform as described in this document. **All students must wear their photo/ID- (nametag).**
2. Visible tattoos must be in good taste and not offensive. All **offensive or unhealed** tattoos and/or body art **must be covered** at all times by the school uniform.
3. Dudley Cosmetology University maintains a drug and alcohol-free educational environment. The unlawful manufacturing, distribution, dispensing, possession or use of a controlled substance or alcoholic beverage on school property is prohibited. Reporting to school under the influence of a controlled substance or alcoholic beverage is also prohibited. All students will be subject to random drug testing. Positive results will result in immediate termination of enrollment.
4. Students are expected to be in their classroom and prepared for instruction by 9:00 AM, Tuesday through Saturday. There is a 10-minute grace period. You must be clocked in by 9:10 am to enter classes, or return at 1:00 pm to clock in. It is your responsibility to make up all assignments. *(Please be aware that time that you are not in class will affect your graduation date and cause extra fees.)*
5. Smoking is **not** permitted at Dudley Cosmetology University. Eating or drinking is **not permitted** at any time in the classrooms or on the clinic floor. Students may **not use** any form of chewing gum or chewing tobacco in the school.

6. No eligible student may refuse to serve any clinic-patron at any time for any reason. Failure to adhere to this policy will result in dismissal, probation and/or termination of enrollment.
7. Any person found guilty of cheating, stealing, **disruptive behavior** or willful destruction of school property is subject to immediate dismissal.
8. Communication of **ANY THREATS** will not be tolerated. Fighting and horseplay will not be tolerated and you will be dismissed. The use of, or possession of any item, which is or resembles a weapon or could be used to cause physical injury, is prohibited.
9. Students will be held responsible for their own equipment and personal property. Practice preventive measures to keep your property safe from loss or theft.
10. Students must keep workstations, shampoo areas, classrooms, break rooms and clinic floors clean and sanitary at all times. Failure to do so will affect your sanitation grade.
11. Unnecessary disruption of students' education by others will result in immediate dismissal.
12. Students may **not** practice cosmetology in the classroom or laboratory (clinic) if they have a communicable, contagious or infectious disease.
13. Cell phones, tablets, and laptops may be used as classroom tools when approved by instructor or director but must be **turned off during testing**. Electronic devices should be off or on vibrate during class time. Personal calls are to be made during breaks and lunchtime.
14. Headscarves, bandanas, hats, etc. are **not** allowed and cannot be worn in the classroom unless required by your religion (you will be required to provide proof to the school).
15. Abusive language and/or behavior are causes for probation, suspension and/or dismissal.
16. Students **must** complete all school-related applications accurately and completely. Providing false, incomplete and/or misleading information may be cause for expulsion.
17. Students **must** pay all tuition and fee obligations when due and remain in good financial standing.
18. Students must comply with all requirements and directives from the administrative staff. Failure to adhere to this policy will result in immediate dismissal.



Letter of Recommendation Form

To the Applicant: Complete this portion prior to giving it to the individual you select to evaluate you. We request recommendations from employers, instructors, ministers, co-workers and/or guidance counselors. We cannot accept recommendations from family members or friends.

Applicant Name (first, middle, last): _____

Applicant Address: _____

Course of Study: _____ Class Start Date: _____

I am applying for admission to the Dudley Cosmetology University in Greensboro, NC:

I hereby waive any rights I may have to examine this recommendation as provided in the Family Educational Rights and Privacy Act of 1974. Yes No

I certify that all information I have set forth is true to the best of my knowledge, pursuant to any reasonable inquiry where needed. I hereby acknowledge that the institution may verify the information set forth herein from sources accessible under law to the institution but that the institution may not divulge the contents of this application only as permitted under the Family Educational Rights and Privacy Act of 1974 if I am, or have been, in attendance at this institution.

Signature of Applicant: _____ Date: _____

(Applicant does not write below this line)

To The Recommender: Please evaluate the above applicant for his/her qualifications for admission to cosmetology school by using the scale below and/or writing a statement. If you submit only a statement, please sign this form and attach it to the statement. Be sure the applicant has signed this form before you complete your portion.

Recommendations must be sealed with the signature of the recommender written across the seal. Please return your completed recommendation to the applicant to be submitted with their school application. You may also mail your completed recommendation directly to the following address: **Dudley Cosmetology University • 519 S. Elm Street • Greensboro, NC 27406 • Attn. Eunice Dudley**

- 1) How long have you known the applicant?
- 2) In what capacity have you known him/her?
 - as a student
 - as a person working under your supervision
 - as a co-worker
 - as a parishioner
 - other (please specify) _____
- 3) How well do you know the applicant?
 - very well
 - moderately well
 - very little
- 4) What would you list as the applicant's strongest characteristics?
- 5) Are there any special weaknesses?

6) If appropriate, please answer the following?

Would you want this person enrolled in your class? Yes No

Would you be willing to have this person work under you? Yes No

7) In comparison with others of the same general background and experience, how would you rank the applicant in terms of the following:

	Excellent	Good	Average	Below Avg.	Unknown
Intellectual Ability					
Motivation to Study					
Work Habits					
Written Expression					
Oral Expression					
Leadership					
Imagination					
Initiative					
Emotional Stability					
Ability to work with others					

8) In the space provided below, please add any comments that will assist us in making a decision regarding admission to the Dudley Cosmetology University, Inc. Your impression of the applicant's scholastic, emotional stability and interpersonal skills will be especially appreciated.

Please return this recommendation form in a sealed envelope with your signature over the seal. Please sign below certifying that all information on this recommendation form is complete and accurate. Also, please provide us with the following information:

Recommender's Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Day Telephone Number: (____) _____ Evening Telephone Number: (____) _____

Signature: _____ Date: _____

• Chicago, IL • **Greensboro, NC** • Washington, DC

(336) 279-8861

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Motivation to Study					
Work Habits					
Written Expression					
Oral Expression					
Leadership					
Imagination					
Initiative					
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21 NCAC 14T .0602 COSMETOLOGY CURRICULUM

- (a) To meet the approval of the Board, a cosmetologist training course shall begin with infection control and blood exposure procedures as defined in 21 NCAC 14H .0403 and .0404 and consist of 1500 hours of instruction as defined in 21 NCAC 14T .0612(c).
- (b) Students must pass the infection control and blood exposure procedures evaluation plan with a score of 100 percent.
- (c) Each school must develop and use required evaluations for each of the Board required services listed in this Paragraph. Evaluation plans must include a minimum of infection control, tool safety, client consultation, draping, and safe application and be recorded in the student permanent file. Teachers must ensure students follow infection control, tool safety, draping, and safe application of products for all service performances. Students must receive guided theory, demonstration, guided practice, independent theory, and practice, pass the evaluation plan, prior to performing services on a live model:
- (1) Blow drying and hot iron;
 - (2) Hair cut with shears, a razor and clipper;
 - (3) Color application including virgin and retouch;
 - (4) Relaxer application including virgin and retouch;
 - (5) Permanent waving;
 - (6) Basic manicure
 - (7) Basic pedicure;
 - (8) Basic facial including steam; and
 - (9) Waxing.
- (d) Each school must develop and use evaluation plans for each of the cosmetic art services listed in this Paragraph. Evaluation plans must include a minimum of infection control, tool safety, client consultation, draping, and safe application services to a client. In addition to the requirements set forth in Paragraph (a) of this Rule all students must receive guided theory, demonstration, guided practice, independent theory, and practice, and perform the following services:
- (1) Shampooing;
 - (2) Roller sets;
 - (3) Pin curls;
 - (4) Ridge curls with C shaping;
 - (5) Fingerwaves;
 - (6) Artificial hair;
 - (7) Up-styles;
 - (8) Pressing or thermal;
 - (9) Blow drying;
 - (10) Hot iron;
 - (11) Styles that apply tension (twists, braiding, locs, or knots);
 - (12) Solid form cut;
 - (13) Elevated cut;
 - (14) Cut with tapered or thinning shears;
 - (15) Razor cut;
 - (16) Clipper cut;
 - (17) Shears over comb cut;
 - (18) Clippers over comb cut;
 - (19) Virgin darker;
 - (20) Virgin lightener;
 - (21) Retouch;
 - (22) Foil;
 - (23) Freehand painting;
 - (24) Relaxer;
 - (25) Permanent waving rod placement rectangle, or contour or bricklay-overlap or spiral;
 - (26) Basic manicure or pedicure;
 - (27) Artificial nails;
 - (28) Basic facial;
 - (29) Waxing including face and body;
 - (30) Hair removal with tweezers;
 - (31) Hair removal with razor;
 - (32) Makeup application;
 - (33) Lash lift and brow lamination;
 - (34) Artificial lashes; and
 - (35) Lash and brow tint.

*History Note: Authority G.S. 88B-4; 88B-16;
Eff. January 1, 2012;
Amended Eff. January 1, 2015; June 1, 2013; October 1, 2012;
Readopted Eff. January 1, 2016;
Amended Eff. April 1, 2023; September 1, 2020; October 1, 2019.*

21 NCAC 14T .0606 NATURAL HAIR CARE CURRICULUM

(a) To meet the approval of the Board, a natural hair care specialist training course shall begin with infection control and blood exposure procedures as defined in 21 NCAC 14H .0403 and .0404 and consist of 300 hours of instruction as defined in 21 NCAC 14T .0612(c).

(b) Students must pass the infection control and blood exposure procedures evaluation plan with a score of 100 percent.

(c) Each school must develop and use required evaluations for each of the Board required services listed in this Paragraph. Evaluation plans must include a minimum of infection control, tool safety, client consultation, draping, and safe application and be recorded in the student permanent file. Teachers must ensure students follow infection control, tool safety, draping, and safe application of products for all service performances. Students must receive guided theory, demonstration, guided practice, independent theory, and practice, pass the evaluation plan, prior to performing services on a live model:

- (1) Three strand overbraid and underbraid;
- (2) Track and sew weft; and
- (3) Blow drying and hot iron.

(d) Each school must develop and use evaluation plans for each of the cosmetic art services listed in this Paragraph. Evaluation plans must include a minimum of infection control, tool safety, client consultation, draping, and safe application services to a client. In addition to the requirements set forth in Paragraph (a) of this Rule all students must receive guided theory, demonstration, guided practice, independent theory, and practice, and perform the following services:

- (1) Twists;
- (2) Knots;
- (3) Locs;
- (4) two strand overlap;
- (5) three strand overbraid;
- (6) three strand underbraid;
- (7) On the scalp three strand braid;
- (8) Track and sew weft;
- (9) Adding hair extensions;
- (10) Shampooing;
- (11) Draping;
- (12) Wrapping; and
- (13) Blowdry and thermal iron.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16;
Eff. January 1, 2012;
Amended Eff. January 1, 2015; August 1, 2014; June 1, 2013;
Readopted Eff. January 1, 2016;
Amended Eff. April 1, 2023; September 1, 2020; October 1, 2019.*

21 NCAC 14T .0607 COSMETOLOGY TEACHER TRAINEE CURRICULUM

(a) To meet the approval of the Board, a cosmetologist teacher training course shall consist of at least 800 hours of instruction in theory and practical application, divided as follows:

Requirement Description	Hours
Guided and independent Theory: observation, motivation, student relations, teaching techniques, preparing lesson plans, preparing class lectures and presentations, preparing examinations, grading, and G.S. 88B and the rules of the Board	400
Practical Application: Conducting guided theory classes from prepared lessons, preparing and giving examinations, and giving demonstrations	400

(b) Trainees shall receive a minimum of 150 hours of guided theory prior to providing any instruction in a cosmetic art classroom.

History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;
Eff. January 1, 2012;
Readopted Eff. January 1, 2016;
Amended Eff. April 1, 2023; October 1, 2019.

21 NCAC 14T .0610 NATURAL HAIR CARE TEACHER CURRICULUM

(a) To meet the approval of the Board under the standards set out in these Rules, natural hair care teacher training course shall consist of at least 320 hours of instruction in theory and practical application, divided as follows:

Requirement Description	Hours
Guided and independent Theory: observation, motivation, student relations, teaching techniques, preparing lesson plans, preparing class lectures and presentations, preparing examinations, grading, and G.S. 88B and the rules of the Board	160
Practical Application: Conducting guided theory classes from prepared lessons, preparing and giving examinations, and giving demonstrations	160

(b) Trainees shall receive a minimum of 115 hours of guided theory prior to providing any instruction in a cosmetic art classroom.

History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;
Eff. January 1, 2012;
Readopted Eff. January 1, 2016;
Amended Eff. April 1, 2023; October 1, 2019.