



2020/2021

ENROLLMENT GUIDE

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Thank you for your interest in National Beauty College! This Enrollment Guide was designed to help you through the process of applying and being accepted to the school and applying for financial aid.

Once you have read through this guide and are ready to take the next step, call 330-499-5596 Option 2, or request an appointment with our admissions representative online at www.nationalbc.com.

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CHECK IT OUT!!!

TRIAL ENROLLMENT PERIOD

Signing a contract for thousands of dollars is a big commitment, and we want to make sure that this is the right choice for you. Here at National, you get to "Try before you buy!"

All programs begin with a trial period of enrollment. This is to ensure that you have an opportunity to experience what your training will be like, and if it will be manageable with your job and/or family obligations. During the trial period you will review the school's policies, finalize financial aid, meet staff members and current students, engage in classroom activities, and interact with clients on the clinic floor. The trial period will also be your chance to show NBC staff members that you have the ability to successfully complete your training and gain employment in the cosmetology field. Staff members will be looking for good attendance, participation in class activities, a positive and enthusiastic attitude toward the school and the training offered, and the ability to follow all the school's rules of conduct.

The first two weeks of class is the trial enrollment period for all programs and all schedules. Students who are transferring hours or re-entering do not have a trial enrollment period.

At the end of your trial enrollment period you will meet with staff and your continuation in the program will be determined at that time.

A \$100.00 non-refundable application fee is required to begin enrollment. If you do not wish to continue with the training past the trial enrollment period, you will owe nothing further.

PROGRAMS OF STUDY

Cosmetology - 1500 Clock Hours

Cosmetology students study the art and science of hair, skin and nails, and are trained in all aspects of the beauty industry including shampooing & conditioning, haircutting, styling, chemical texturizing, haircoloring, nail care and skin care, including eyelash extensions. In addition to the required curriculum, students may choose to receive training in body treatments, hair extensions, thermal straighteners, and makeup by Make-Up Designory (MUD). Some of these classes have additional supply fees not included in contracted charges.

Esthetics - 600 Clock Hours

Esthetic students become knowledgeable in all aspects of skin care, including physiology and histology of the skin, disorders and diseases, skin analysis, makeup and eyelash extensions. Students learn several facials, relaxation massage and hair removal techniques. Students also study the chemistry, ingredients and selection of skin care products. In addition to the required curriculum, students may choose to receive training in body treatments, chemical peels, and makeup by Make-Up Designory (MUD). Some of these classes have additional supply fees not included in contracted charges.

**Licensed massotherapists must do relaxation massage as part of the state board required curriculum.*

Advanced Manicurist (combined basic & advanced) 430 Clock Hours

Advanced Manicurist students will become knowledgeable in all aspects of hand and foot care and beautification. Students will learn natural nail care, spa services, acrylic, fiberglass and gel nail enhancements, use of the electric file, and nail art. The advanced portion instructs students in state board laws, business operations, record keeping, advertising, and salon ownership. ***Our program is longer than the state board requirement to allow for advanced techniques and to give students more practical experience on the clinic floor to increase speed and improve skill.***

ENROLLMENT DATES *Classes may be cancelled if minimum enrollment is not met or close early if maximum enrollment is met.*

Cosmetology - Part Day Schedule Mon-Fri 9:30am-1:30pm

Time to complete - 75 weeks at 20 hours per week

Students may change to a full-time schedule of 37.50 hours per week after completing Level 1 classes (appx 16 weeks).

A minimum of 100 Saturday hours are required once you reach Level 2

July 27, 2020	August 31, 2020	September 28, 2020
October 26, 2020	November 30, 2020	January 18, 2021
February 15, 2021	March 15, 2021	April 12, 2021

Esthetics - Part Day Schedule Mon-Fri 9:30am-1:30pm

Time to complete - 30 weeks at 20 hours per week

Students may change to a full-time schedule of 37.50 hours per week after completing Level 1 classes (appx 7 weeks).

A minimum of 45 Saturday hours are required once you reach Level 2

August 3, 2020	January 25, 2021	May 10, 2021
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Advanced Manicurist - Part Day Schedule Mon-Fri 9:30am-1:30pm

Time to complete - 22 weeks at 20 hours per week

Students may change to a full-time schedule of 37.50 hours per week after completing Level 1 classes (appx 6 weeks).

A minimum of 30 Saturday hours are required once you reach Level 2

September 14, 2020	January 4, 2021	Further dates TBD
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TUITION AND FEES - Effective July 1, 2020 to June 30, 2021

Prices listed include tuition, application fee and basic student supplies. The \$100.00 non-refundable application fee is due when you enroll for class and holds your spot for the program and enrollment date you select. Students not using Title IV funds must pay the student supplies fee and first month's tuition at the end of the trial enrollment period. Remaining tuition payments are due monthly.

Cosmetology \$18,700.00

 Add-On Kits for makeup and nails available for additional charges

Esthetics \$ 8,600.00

 Add-On Kits for makeup available for additional charges

Advanced Manicurist \$ 3,200.00 (Title IV federal financial aid not available)

As part of your cost of attending school, it is estimated that the average student will spend \$1184.00 (independent students) \$529.00 (dependent students) a month for living expenses such as room/board, transportation and personal expenses, while attending school. Tuition and fees subject to change.

INFORMATION ABOUT THE PROFESSION

This is a service profession. You must enjoy working with and helping people. Professional hairstylists, nail technicians, and estheticians work with their hands to produce artistic designs and creations. You should have good finger dexterity and like hands-on work.

You will be exposed to potentially hazardous products such as perm solution, relaxers, color developer, bleach, artificial nail enhancements, and cleaning agents. These products contain chemicals which may cause allergic reactions or injuries including, but not limited to: skin irritations, skin burns, breathing problems, asthmatic reactions, dizziness, headaches, nausea, and eye injuries. Staff members take all precautions and safety measures to ensure the safety of our students.

You will have to stand or sit for long periods of time. Proper care of the body, and correct posture are part of our curriculum, and must be practiced on a regular basis to ensure longevity in this profession.

Infection control must be practiced at all times to protect yourself and your clients.

Pay schedules and rates of pay vary with each salon. They may include straight salary, commission, hourly rate of pay, or a combination. Commission may be earned on retail sales. Some salons will require you to have an Independent Contractor's license and be in business for yourself, paying a weekly or monthly rent to the salon. An Advanced license is not necessary to obtain an Independent Contractor's license nor to work alone in a salon. It may take some time, approximately a year or more, to build a clientele. During this time you should expect to work long hours and may only earn minimum wage.

Increase of income is based on your personality, how fast you train, how quickly you pick up skills and speed, and how you adjust to the professional environment. This varies with each individual.

STEP 1 - APPLY FOR ADMISSION

- ✓ Interview with the school's admissions representative and receive a tour.
- ✓ Review the Catalog at www.nationalbc.com or request a hard copy from the admissions office.
- ✓ Complete an Enrollment Application.
- ✓ Provide a valid high school diploma, high school transcripts showing a graduation date, GED certificate, a parent certified diploma or transcripts, if home schooled or an academic transcript that indicates the student successfully completed at least a two-year post-secondary program. For students who completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document, translated into English and certified to be equivalent to a United States high school education. GED certificates from the state of Ohio can be requested online at www.education.ohio.gov.
- ✓ Provide a photo ID with proof of age (a valid driver’s license, state issued ID, passport, etc).
- ✓ Set up payment arrangements through financial aid, a monthly payment plan, or a combination of both.
- ✓ Notify the school of the planned program and enrollment date.

Students meeting the above requirements will be accepted into the school's Trial Enrollment Period for their chosen program and enrollment date. Students will then schedule a time to sign their Enrollment Agreement and pay their \$100.00 non-refundable application fee. A student must then successfully complete the Trial Enrollment Period and be accepted by the school as a regular student.

TRANSFER STUDENTS

Students who have attended another cosmetology school and wish to transfer hours must meet all the admissions requirements stated above as well as the following:

- ✓ Submit a transcript of theory and practical grades by subject from the previous school or pay a \$150.00 Transfer Evaluation Fee.
- ✓ Complete a Request for Transfer of Clock Hours form with our admissions representative. ***The school cannot enroll any transfer student until the official breakdown of hours has been received from the Ohio State Cosmetology and Barber Board.***

If the student cannot provide a breakdown of grades by subject area, theory and practical evaluations must be completed prior to enrollment. There is a \$150.00 fee for this evaluation. This school reserves the right to refuse acceptance of any hours of a transferring student. We do not enroll any transfer students for less than 300 hours for the cosmetology program, and 100 hours for the esthetics or advanced manicurist programs.

STEP 2 - APPLY FOR FINANCIAL AID

- ✓ Complete the Free Application for Federal Student Aid (FAFSA). All students should apply for financial aid by completing the FAFSA via www.fafsa.gov. The school code for National Beauty College is 011744. You will need your federal tax return to complete the FAFSA. You will also need an FSA User ID to complete the FAFSA online. Apply for your FSA User ID at fsaid.ed.gov. Dependent students will need a parent to sign the FAFSA with an FSA User ID; a parent will need to apply for his/her own FSA User ID.
- ✓ FAFSA follow-up - Once your FAFSA has been processed, you will receive confirmation from the U.S. Department of Education.

Once National Beauty College receives your FAFSA information, you will be notified of any additional required documentation. If you are asked to submit additional documentation, please do so as soon as possible. Your financial aid cannot be processed without the requested documentation.

- ✓ Initial offer - After all your documentation has been reviewed, you will receive your initial offer showing the types and amounts of aid available for your selected program of study.

Once you select your program and enrollment date, you will receive detailed information about your offer and disbursements. You will review and accept your final offer with a financial aid counselor prior to your trial enrollment period.

TYPES OF FEDERAL AID AVAILABLE

Federal Pell Grant - Based on financial need and the number of clock hours of enrollment.

Direct Loans - *These are loans and must be repaid.* All Direct Loans have a fixed interest rate and an origination fee which vary annually and are based on when the first disbursement occurs. Current interest rates and origination fees available on request or at www.studentaid.gov. If you already have an existing student loan, borrowing a new loan will not affect the rate or terms of your previous loan(s).

Subsidized Direct Loans - These loans are based on financial need; therefore, some students may not qualify. Interest is paid by the government while the student is in school. There is a limit on subsidized loan eligibility based on the length of your program and subsidized loans already disbursed from other schools.

Unsubsidized Direct Loans - Interest will accrue and can be paid by the borrower while in school and during the grace period. No repayment is required as long as the student is enrolled in college at least half time.

Federal Parent Loan for Undergraduate Students (Federal PLUS) - The Federal PLUS program is for parents of dependent students. It is a loan in which family income is not taken into consideration; therefore, the program is open to almost any parent who has good credit. The parent can borrow up to the cost of the college education, less student aid. We recommend students first utilize all eligibility for grants and the Federal Direct Loans before receiving a Federal PLUS loan. Funds are taken in multiple disbursements, with any excess amounts refunded to the parent after tuition and fees have been paid.

GENERAL ELIGIBILITY REQUIREMENTS

Eligibility for most financial aid programs is based on demonstrated financial need of the student and/or the student's family, and on the number of clock hours for which the student is enrolled.

For Federal financial aid programs, a student must be a citizen, national or permanent resident of the United States. Certain persons in the process of becoming citizens or permanent residents may also be eligible.

To be eligible for federal financial aid programs (Pell, Federal Direct Loan, Federal PLUS), you must also

- ✓ be accepted by the college as a regular student
- ✓ meet the enrollment and attendance requirements
- ✓ maintain the minimum standards of academics and attendance as stated in the Satisfactory Academic Progress (SAP) Policy located on pages 15-18
- ✓ not be in default on any student loan, or owe a refund to any federal aid program, including Pell grant overpayments.

REVISIONS AND CANCELLATIONS

National Beauty College reserves the right to review, revise or cancel financial aid offers at any time due to

- changes in your financial, residential or academic status.
- your failure to comply with the policies, procedures or laws pertaining to these programs.
- the availability of federal funds for each program.
- changes in College policy. National Beauty College is not obligated to satisfy the total financial need of a student.
- a student's indication that they do not intend to repay student loans.

FREQUENTLY ASKED QUESTIONS

What is financial aid?

Financial aid is money provided by various agencies (federal, state and local governments, community organizations and private corporations or individuals) to assist students in meeting the cost of attending college. It includes gift aid (grants and scholarships) and self-help aid (loans).

How is my eligibility determined?

When you file the FAFSA, you are considered for all federal aid administered by the Financial Aid Office. One or more types of aid are offered to make up the financial aid package.

Do I need to be a full-time student to receive financial aid?

No! The amount of financial aid offered is determined, in part, by the number of clock hours in which you are enrolled.

What is the Expected Family Contribution?

Expected Family Contribution (EFC) is the amount of money your family is expected to contribute toward educational expenses from resources other than financial aid and is based on ability to pay. The EFC is calculated using the information provided on the FAFSA. Factors used to determine a family's contributions include the previous year's adjusted gross income, assets, size of family and the number of individuals in the family attending college.

How is financial need determined?

Financial need is determined by the difference in the cost of attendance (COA) and the expected family contribution (the family's ability to pay for college costs).

What is verification?

The Department of Education selects some FAFSA applicants for a process called verification. If you are selected, you may be asked to complete a verification worksheet and provide a federal tax return transcript from the IRS and other documents as required to the Financial Aid Office. Spouse or parents' information and other documents may also be requested. Verification must be completed before aid eligibility can be confirmed. Tax Return Transcripts can be requested online at www.irs.gov.

I receive no help from my parents and live on my own. Does that qualify me as an independent student?

Not necessarily. In order to be considered as an independent student for purposes of financial aid, you must be able to answer yes to at least one of the following questions for the 2020-2021 school year:

- 1) Were you born before January 1, 1997?
- 2) As of today, are you married?
- 3) Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training or are you a veteran of the U.S. Armed Forces?*
- 4) Do you have children or legal dependents (other than a spouse or children who live with you) who will receive more than half of their support from you between July 1, 2020 and June 30, 2021?*
- 5) At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?*
- 6) Are you or were you an emancipated minor or in legal guardianship as determined by a court in your state of legal residence?*
- 7) At any time on or after July 1, 2019, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?*
- 8) At any time on or after July 1, 2019, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?*
- 9) At any time on or after July 1, 2019, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?*

If you cannot answer “yes” to any of these questions but feel there are circumstances that warrant your classification as an independent student, call or email the Financial Aid Office to set up an appointment so we can review your situation.

**You may be required to provide documentation to the Financial Aid Office.*

I have a bachelor’s degree. May I still apply for financial aid?

Students with bachelor’s degrees may still apply for the Federal Direct Subsidized Loan and Federal Direct Unsubsidized Loan. These students are not eligible for the Federal Pell grants.

I am divorced/separated. What should I include on the Free Application for Federal Student Aid (FAFSA)?

Students who are divorced or separated should not include their ex-spouse's income on the FAFSA. For more information on detailed or complicated questions, contact the financial aid office.

I was recently married. Do I include my spouse's income on the FAFSA?

Yes. You should include your spouse's information on the FAFSA if you are married at the time the application is completed. If separate federal income tax returns were filed, combine the adjusted gross incomes from the tax returns and include them on the appropriate line of the FAFSA. Do the same for the amount of taxes paid and other amounts.

What if I lost my job or have other special circumstances?

The Financial Aid Office can take into account special circumstances which may affect your need. These may include loss of income due to layoff, disability, divorce, separation or loss of untaxed benefits. Please call or email the Financial Aid Office so we can review your situation. **NOTE: Not all requests for special conditions are approved.**

What is Satisfactory Academic Progress (SAP)?

Satisfactory Academic Progress is a federal policy that the school is required to enforce to ensure that you are making progress toward completion of your program. Please refer to the Satisfactory Academic Progress Policy on pages 15-18 in this booklet.

What if I need to change my address?

If your address changes, you need to immediately notify the school. You can update your address by submitting the change of personal information form available in the timeclock alcove.

What will happen to my financial aid if I stop attending?

Attendance and academic performance are important! Withdrawing or ceasing attendance before the scheduled 60% point of the payment period could cause you to owe the school and/or the U.S. Department of Education money. Also, you will jeopardize your future eligibility for financial aid. See the Financial Aid Office before any withdrawal so that you may be made aware of the potential impact of your decision.

Do I have to apply for financial aid every year?

Yes! You will receive notice from the Financial Aid Office as to which academic years for which you must apply.

LICENSURE REQUIREMENTS

A license from the Ohio State Cosmetology and Barber Board is required for employment for all programs offered. To obtain a license the graduate must pass a theory and practical test each with at least 75%. There is a separate theory test for students who have completed an advanced program which must be passed with at least 75%. All tests are administered in Grove City, Ohio. All licenses must be renewed every two years. The licensee must obtain a minimum of eight continuing education (CE) hours per license, per renewal period. All tests are administered in English only.

Students have five years from when they begin a program to complete their training and pass all parts of the state board exam. After five years, all hours earned will expire.

DISCLOSURES FROM 2018

Cosmetology – Of the 53 students scheduled to complete in 2018, 31 students completed, for a completion rate of 58%. Of 31 graduates, 20 found employment for a placement rate of 65%, 24 took the state board exam and 24 passed, for a licensure rate of 100%. The median loan debt of students who completed in the 2017/2018 award year was \$8750.00.

Esthetics - Of the 21 students scheduled to complete in 2018, 19 students completed, for a completion rate of 90%. Of 19 graduates, 13 found employment for a placement rate of 68%, 19 took the state board exam and 19 passed, for a licensure rate of 100%. The median loan debt of students who completed in the 2017/2018 award year was \$3666.00.

Advanced Manicurist - Of the 18 students scheduled to complete in 2018, 11 students completed, for a completion rate of 61%. Of 11 graduates, 9 found employment for a placement rate of 82%, 6 took the state board exam and 6 passed, for a licensure rate of 100%.

For more information, visit our website at www.nationalbc.com.

TAX CREDITS

For the 2020 tax year, two tax credits are available to help you offset the costs of higher education. You may be eligible to claim an education credit if you, your spouse, or a dependent you claim on your tax return was a student enrolled at or attending an eligible educational institution. The credits are based on the amount of qualified education expenses paid for the student in 2020.

Lifetime Learning Tax Credit The Lifetime Learning Tax Credit is a non-refundable federal income tax credit of up to \$2,000 (20% of the first \$10,000) for qualified tuition and related expenses.

American Opportunity Credit The American Opportunity Credit is a refundable credit up to \$2,500 (100% of the first \$2,000 and 25% of the next \$2,000) for qualified expenses paid for each eligible student. This credit is only available to students who are in the first four years of post-secondary education.

In addition to the two tax credits, the student loan interest deduction may be available to you.

Student loan interest Students can deduct up to \$2,500 of student loan interest paid in 2020 on any federal or private educational loans on your federal tax return.

NOTE: *These summaries, current at press time, are meant to give a general overview of these educational tax initiatives. Consult a tax advisor or IRS Publication 970 regarding the specifics of your personal situation.*

CAMPUS SECURITY

PUBLIC LAW 101-542

July 1, 2020

Public Law 101-542, the Student Right To Know and the Campus Security Act, as amended by Public Law 102-26, the Higher Education Amendments Act of 1992, also the Reauthorization of 1992, make it necessary to give each prospective student this report prior to enrolling in this school.

- In case of a crime, the student should report to the Administration office. Then the student and/or the office will call the police. All crime incidents should be reported immediately to the office. If the offices are closed, report the crime to an instructor.
- The number for the police is 911. The student and/or the office must give the police the location and the nature of the crime.

Statistics concerning the number of arrests from January 1, 2019 - December 31, 2019: No crimes listed were classified as Hate Crimes.

On Campus		Public Property	
Murder	0	Murder	0
All Sex Offenses	0	All Sex Offenses	0
Robberies	0	Robberies	0
Aggravated Assault	0	Aggravated Assault	0
Burglary	0	Burglary	0
Motor Vehicle Theft	0	Motor Vehicle Theft	0
Arson	0	Arson	0

The school will keep a record of any crime occurred on these premises through the police. This information will be available for review if requested.

Statistics concerning the number of arrests from January 1, 2019 - December 31, 2019:

Liquor Law Violation	0
Drug Abuse Violation	0
Weapon Possessions	0

A full copy of this report can be requested from the Administration Offices. Campus safety will be discussed during the first week of classes.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

This policy applies to all students enrolled in any program at this school, for all schedules and is provided prior to enrollment. All students are required to maintain satisfactory academic progress throughout their training to be in compliance with institutional policy. Those students receiving Title IV funds are required to maintain satisfactory academic progress throughout their training to remain eligible for HEA, Title IV federal student financial assistance. Satisfactory academic progress is measured in both quantitative terms (attendance), as well as qualitative terms (academics/grades). Students must meet the school's attendance standard and the academic standard on a cumulative basis (start date to evaluation point) to maintain eligibility for federal student financial assistance funds. This school operates on a clock-hour basis with continual enrollment throughout the year, therefore there are not separate fall, winter, spring or summer terms.

ATTENDANCE STANDARD

Students must attend at least 85% of the hours they are scheduled to attend based on the student's enrollment agreement. A student's attendance pace is determined by the following formula:

$$\frac{\text{Cumulative clock hours of actual attendance as of the evaluation point}}{\text{Cumulative clock hours of scheduled attendance as of the evaluation point}}$$

For example, a student who is enrolled for 37.5 clock hours per week for 16 weeks would have a cumulative scheduled attendance of 600 clock hours. If the student attended 510 of the 600 scheduled hours, his/her attendance pace would be 85.0% (510/600) and would be meeting the attendance requirement of this policy.

ACADEMIC STANDARD

All theory and practical assignments will be graded using the following scale:

95% - 100%	A	4	Excellent
85% - 94%	B	3	Above Average
75% - 84%	C	2	Satisfactory
Below 75%	D	1	Unsatisfactory

Students must maintain an academic average of at least 75% or GPA of 2.0 or higher on a cumulative basis as of the evaluation point to meet the academic standards of this policy and be considered as making satisfactory academic progress. GPA is calculated by averaging the corresponding point value of all subject areas.

REVIEW AND EVALUATION PERIODS

Students are considered to be making satisfactory academic progress during their initial evaluation period. Student progress will be reviewed by the institution on a monthly basis to identify students who may be at risk regarding satisfactory academic progress. At risk students will be counseled and advised regarding efforts to improve progress. Formal satisfactory academic progress evaluations, which determine continuing eligibility for federal student aid, will be performed at the end of each payment period. Evaluations will be mailed to the student within 7 school business days of the student completing the required hours. Students who meet the attendance and academic standards described herein will be considered to be making satisfactory academic progress until the next scheduled evaluation. Any student who does not achieve the minimum standards is no longer eligible for HEA, Title IV federal student financial assistance. At this time, the student will have to make payments to remain in school. Students are not permitted to appeal a financial aid suspension.

Evaluations will be performed according to the following schedule:

	Hours Completed		
Cosmetology	500	1000	1500
Esthetics	300	600	
Advanced Manicurist	215	430	

REINSTATEMENT OF FEDERAL FINANCIAL AID

Federal student financial aid is suspended when a student is considered as not making satisfactory academic progress. Aid will be reinstated when the student improves his/her attendance or academics to a level such that minimum standards have been met. If the student begins a payment period not making satisfactory academic progress but reverses that designation before the end of that payment period, the student will be eligible for federal aid for that payment period.

WITHDRAWALS AND RE-ENROLLMENT

Students do not enroll in separate courses and therefore cannot withdraw from separate courses. If a student withdraws from a program of study and re-enrolls in the same program within 180 calendar days of withdrawal, the student is treated as returning to the same payment period that was in place when the student withdrew and must complete any clock hours for which the student previously received federal funding before being eligible for additional funding. A student who re-enrolls in a program after more than 180 calendar days have elapsed since withdrawal may be eligible for federal aid for the remaining hours the student must complete. All students who are re-enrolling are reinstated under the same SAP status as they had prior to their departure.

ENROLLMENT IN A SECOND PROGRAM

If a student enrolls in a second program and does not transfer any hours from a previous program both quantitative (attendance) and qualitative (academic) standards will be calculated from the beginning of the second program. If a student enrolls in a second program and transfers hours from a previously enrolled program, the hours transferred count as both attempted and completed for quantitative (attendance) standard calculations. All grades received from the classes which are being used for transfer hours will be calculated in the qualitative (academic) standard for the second program.

COURSE INCOMPLETES , REPETITIONS AND NON-CREDIT REMEDIAL COURSES

The institution does not offer grades of "incomplete", course repetitions, or non-credit remedial courses. Therefore, the school has no policies regarding these, and they have no impact on SAP.

MAXIMUM TIME FRAME

The normal time frames and maximum time frames required for program completion are listed below in scheduled hours. Students who maintain satisfactory academic progress in attendance will complete the program during the allowable maximum time frame. Students who do not complete all requirements for graduation by their maximum time frame will be terminated from school. Re-enrollment will be necessary to complete program requirements. Any periods where a student does not receive Title IV aid will count toward the student's maximum time frame.

	Normal Time Frame	Maximum Time Frame
	100% of contracted hrs	117% of contracted hrs
Cosmetology - Part Day	75 weeks - 1500 hours	88 weeks - 1755 hours
Esthetics - Part Day	30 weeks - 600 hours	35 weeks - 702 hours
Advanced Manicurist - Part Day	22 weeks - 430 hours	25 weeks - 503 hours

TRANSFER STUDENTS

Transfer hours from another institution or from another program at this institution that are accepted toward the student's program are counted as both attempted and completed hours for the purpose of determining the maximum time frame period. SAP evaluation periods are based on actual contracted hours at this institution. If the number of hours to be completed is greater than 1000, the student will be evaluated at 500 hours, 1000 hours, and upon completion of the remainder of hours. If the number of hours to be completed is less than 1000, the student will be evaluated at the midpoint, and upon completion of his/her hours. Grades for classes which apply to the new program will be used in the Academic calculation for SAP.

LEAVE OF ABSENCE (LOA)

A leave of absence is a temporary interruption in a student's program of study and refers to a specific time period during a program when a student is not in attendance. If the student has a medical condition which will require an absence from school for a minimum of 14 calendar days, the student may request a LOA.

A request for a LOA must be submitted in advance, in writing, with documentation, unless unforeseen circumstances prevent the student from doing so. If a student needs time off school for personal reasons other than medical, the Administrative staff will review the LOA request and determine whether or not a LOA will be granted.

The student must reasonably expect to return from the LOA. If the student does not return by the expiration of an approved LOA, the student will be terminated, with the withdrawal date being the student's last day of attendance. This could affect the student's grace period if the student has received federal student loans. The student's contract period and maximum time frame will be extended by the same number of days taken in the LOA. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12 month period.

A student who is granted a LOA is not considered to have withdrawn and no refund calculation is required at that time. The institution may not assess the student any additional charges as a result of a LOA. Financial aid will not be disbursed during a LOA, and any pending disbursements will be extended by the length of the LOA.