

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 SAP throughout their training to comply with institutional policy. Those students receiving Title IV funds are required to maintain SAP throughout their training to remain eligible for HEA, Title IV federal student financial assistance. SAP 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 (original 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.

DETERMINATION OF PROGRESS

Students are considered to be making satisfactory academic progress during their initial evaluation period. Formal SAP evaluations, which determine continuing eligibility for federal student aid, will be performed at the end of each financial aid payment period, based on actual hours and weeks completed. Evaluations will be mailed to the student within 7 school business

days of the student completing the required hours and weeks. Students who meet the attendance and academic standards described herein will be considered to be making satisfactory academic progress until the next scheduled evaluation. Students deemed not maintaining SAP may have their Title IV funding interrupted, unless the student has obtained a successful appeal which would result in a probation status.

EVALUATION PERIODS

Evaluations will be performed according to the following schedule:

Cosmetology - 1500 clock hours (1000 hour academic year which is 50 weeks)

1 st Evaluation period ends	500 clock hours and 25 weeks
2 nd Evaluation period ends	1000 clock hours and 50 weeks
3 rd Evaluation period ends	1500 clock hours and 75 weeks

Esthetics - 600 clock hours (900 hour academic year which is 45 weeks)

1 st Evaluation period ends	300 clock hours and 15 weeks
2 nd Evaluation period ends	600 clock hours and 30 weeks

Advanced Manicurist - 430 clock hours (900 hour academic year which is 45 weeks)

1 st Evaluation period ends	215 clock hours and 11 weeks
2 nd Evaluation period ends	430 clock hours and 22 weeks

APPEAL AND PROBATION

A student may appeal a determination of unsatisfactory progress by submitting a written appeal to the Financial Aid Director within 10 calendar days of the notice of failure to meet SAP. The appeal must include the following: why the student failed to make satisfactory progress and what has changed in the student's situation that will allow them to demonstrate satisfactory progress at the end of the next evaluation period. The appeal must provide a reason such as death of a relative, injury or illness to the student, or other mitigating circumstances. Students should submit all supporting documentation with the written appeal. The Financial Aid Director will make a decision within 14 calendar days of the receipt of the appeal. The decision of the Financial Aid Director shall be final. All appeals are documented and kept in the student's file.

If the appeal is granted, the student will be placed on financial aid probation for one evaluation period and is eligible for Title IV funding. Only students who have the ability to meet the SAP standards by the end of the evaluation period may be placed on probation. The student must be meeting SAP by the end of the probation period, or all financial aid will be terminated. Once financial aid has been terminated, the balance of the tuition owed is the responsibility of the student.

If the appeal is denied, the student is ineligible for Title IV funding for that period and will be informed that payment arrangements must be made for the student to continue the program.

REINSTATEMENT OF FEDERAL FINANCIAL AID

A student may re-establish SAP and financial aid, as applicable, by meeting the minimum attendance and the minimum cumulative grade point average by the end of the probationary 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.

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.

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.

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.

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

LEAVE OF ABSENCE (LOA) POLICY

A leave of absence is a temporary interruption in a student's program of study and refers to a specific time 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 **consecutive calendar** days, the student may request a LOA.

A request for a LOA must be submitted in advance, in writing, and include the reason for the leave, and the student's signature, unless unforeseen circumstances prevent the student from doing so. In these cases, the start date of the approved LOA will be the first date the student was unable to attend, the school will document the reason the request could not be made in advance and will collect the request from the student at a later date. Students must follow the institution's policy in requesting a LOA. Reasons students may request a LOA include, maternity, medical, financial, death in the family, care of a family member, mandatory employment training, lack of child care.

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 **calendar** days taken in the LOA. An addendum to the enrollment agreement will be completed at the end of the LOA. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period. The total days in a LOA are counted in **calendar** days which may include days the school is not open.

A student who is granted a LOA in accordance with the school's policy 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 because 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.