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Consumer Information to All Students

Following is the information requirements of The Salon Professional Academy of Kenosha to all enrolled and prospective students. The Academy stands that all current and future students must read and understand the consumer information listed below. It is The Academy’s responsibility to make available to all students the consumer information, but it is the student’s responsibility to thoroughly review and understand the information stated within. It is important that all students view the consumer information as an introduction of their rights and responsibilities as students of The Salon Professional Academy of Kenosha.

Accreditation

The Salon Professional Academy has received accreditation by the following agencies:
 State of Wisconsin Department of Regulation and Licensing, Division of Enforcement P.O. Box 8935 Madison, WI 53708-8935 and National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS), 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302.

Wisconsin Licensing Requirements

Cosmetology graduates completing 1800 hours and all course work may take the state board exam to receive a cosmetology license in Wisconsin. The exam covers cosmetology theory and Wisconsin law and rules related to cosmetology.

To become licensed in Esthetics in the state of Wisconsin, students must complete 450 hours of approved training, graduate from an approved school, and pass the state board exams. **The Salon Professional Academy requirement is 600 clock hours in order to graduate.** Esthetic graduates completing 600 hours and all course work may take the state board exam to receive an esthetics license in Wisconsin. The exam covers esthetics theory and Wisconsin State law and rules related to esthetics.

Nail technology graduates completing 300 hours and all course work may take the state board exam to receive a nail technology license in Wisconsin. The exam covers nail technology theory and Wisconsin law and rules related to nail technology.

Student Instructor graduates completing 150 hours and all course work may take the state board exam to receive an instructor’s license in Wisconsin. The exam covers cosmetology theory and Wisconsin law. The Instructor must hold a current license in the State of Wisconsin for cosmetology, esthetics or nail technology. The instructor must also have at least two years of experience with that license.

Facilities and Equipment

The Salon Professional Academy is a beautiful, quality educational facility with state of the art equipment and spacious hairstyling, esthetic, and nail technology classrooms and practice areas; plus a student lounge and office areas that provide accessibility for handicapped or disabled students. The Academy is located in a strip mall at 3701-80th St. Suite B. Kenosha, WI 53142. Information on The Academy’s classroom size, demonstration areas, laboratory equipment and furniture can be requested and received from the Admissions department. The following programs are offered by The Academy:

Program*	Hours to Complete	Tuition Cost (Eff. 07/2010)	Cost of Kit & Books
Cosmetology	1800 hours	\$17,990.00	Included in Tuition
Esthetics	600 hours	\$9,050.00	Included in Tuition
Nail Technology	300 hours	\$2,950.00	Included in Tuition
Student Instructor	150 hours	\$1500.00	Included in Tuition

*The Cosmetology, Esthetics, and Nail Technology programs require a \$100.00 Enrolment Fee that is paid upon signing the Enrolment Agreement.

Program*	Hours to Complete	Tuition Cost	Cost of Kit & Books
Cosmetology	1800 hours	\$18,990.00 (Eff. 01/2011)	\$1000.00
Esthetic	600 hours	\$9,050.00 (Eff. 01/2011)	\$600.00
Nail Technology	300 hours	\$2,950.00 (Eff. 01/2011)	\$600.00
Student Instructor	150 hours	\$1500.00 (Eff. 06/2011)	\$300.00 (due upon enrollment)

*The Cosmetology, Esthetic, and Nail Technology programs require a \$100.00 Enrolment Fee that is paid upon signing the Enrolment Agreement.

Program*	Hours to Complete	Tuition Cost (Eff. 01/2012)	Cost of Kit & Books
Cosmetology	1800 hours	\$19,990.00	\$1000.00
Esthetic	600 hours	\$9,050.00	\$600.00
Nail Technology	300 hours	\$2,950.00	\$600.00
Student Instructor	150 hours	\$1500.00	\$300.00 (due upon enrollment)

*The Cosmetology, Esthetic, and Nail Technology programs require a \$100.00 Enrolment Fee that is paid upon signing the Enrolment Agreement.

Admission Policies and Enrollment

Educational Requirements

A student must have a high school diploma or G.E.D. certificate. The Salon Professional Academy does not accept ability-to-benefit students. Students are admitted on the basis of educational background, aptitude, and commitment.

The first step in the Admissions procedures is for a prospective student to contact the Admissions office to schedule an interview. This interview is scheduled for an hour in length to meet with an Admissions representative to tour The Academy, as well as a brief meeting with the Financial Aid Administrator for an introduction to Financial Aid. Prior to the start of the tour, a prospective student is given an Enrollment Application to be completed if one has not yet been received. Prospective students have the opportunity to complete said enrollment application via internet or by mail prior to an interview. During the interview with an Admissions Representative, information covering class schedules, tuition, kit and book, payment plans, Academy policies, curriculum, placement rates, etc., is discussed. If the student wishes to meet the Financial Aid Administrator an appointment will be made and the prospective student will be given material such as: a step by step guide to completing a FAFSA, a *Direct Lon Basics* pamphlet, an overview of Title IV Loan Values, etc. If a student wishes to enroll in a class, the student must fulfill all the Admissions requirements as outlined below:

The following are required for admission to all programs at The Salon Professional Academy:

- 1) An enrollment application
- 2) An official and sealed copy of the student's high school or College Transcripts with the graduation date
- 3) A copy of the student's high school diploma or G.E.D. certificate
- 4) A copy of the student's driver's license, social security card, or Government or state issued identification
- 5) Signed, completed Pre-Enrollment Agreement, Campus Security, SAP Agreement, Class Schedule and Enrollment Agreement.
- 6) The required enrollment fee
- 7) A tuition arrangement plan

Transfer Policy

The Academy only accepts transfer hours from The Salon Professional Academy's. We do not recruit students already attending or admitted to other schools offering similar programs. For a transfer student to be accepted, they must have been maintaining SAP at the previously attended Academy. Accepted transfer students are evaluated on an individual basis and their GPA and class placement is determined from their previous Academy's Academic transcripts. All Academy accepted transfer hours are applied at the end of training.

Non-discrimination

The Salon Professional Academy admits students without regard to race, age, sex, gender, sexual preference, creed, religion, color, citizenship, national origin, or ethnic origin. The Cosmetology, Esthetics, and Nail Technology industry is predominantly female. However, gender is not considered in any factor of the Admissions procedure and has no bearing on acceptance into a program.

Instructional Staff

A list of the current instructional staff is available in The Academy's Catalog, insert #1.

Placement

The Salon Professional Academy of Kenosha maintains contacts in the cosmetology, esthetics and nail profession to assist students in job placement. Employers are encouraged to interview students, and every effort is made to secure a job opportunity for each graduate. Students are prepared in the latter part of training to seek employment. Job opportunities are announced as well as posted in the student lounge. Prior to graduation, each class is scheduled at least one full day of salon visits lead by an Academy staff member. The salon visits are scheduled in advance and students are prepared to submit a completed resume to each salon of their interest. The Salon Professional Academy cannot guarantee every student will be placed. The Admissions office, alongside the education staff follows-up on graduates and their employers to help us prepare new students for future job placement. The Academy maintains a professional relationship with all graduates so they can assist us for job referrals.

Graduation, Licensure and Placement Rates

Each year, graduation, licensure, and placement rates are calculated and published in The Academy's Pre-Enrollment Agreement. A student may request a copy of the current Pre-Enrollment Agreement from The Academy's Admissions Office.

Compensation Expected

Cosmetology graduates earn from \$25,000.00 to \$35,000.00 in salary and gratuities in an entry-level position depending on the work schedule and the area population. A commission scale is commonly used to pay cosmetologists resulting in much higher pay after an introductory period of several months. Retail commission is also common. Many salons now offer benefits resulting in higher earnings.

Esthetics graduates earn from \$16,000 to \$20,000 in salary and gratuities in an entry-level position depending on the work schedule and the area population. A commission scale is commonly used to pay esthetics resulting in much higher pay after an introductory period of several months.

Nail Technology graduates earn from \$18,000 to \$22,000 in salary plus gratuities in an entry-level position depending on the work schedule and the area population. A commission scale is commonly used to pay nail technologist resulting in much higher pay after an introductory period of several months.

Student Instructor graduates earn from \$20,000 to \$30,000 in salary in an entry-level position depending on the work schedule and the area population. An hourly rate or salary is commonly used to pay instructors. Many schools now offer benefits resulting in higher earnings.

Campus Security Act Information Disclosure

Under the Crime Awareness Campus Security Act of 1990, The Academy is required to provide prospective and current students, and all staff members, with the following information about our campus. The facilities are open Monday through Saturday according to assigned class/lab schedules. The building may also be open for educational classes for licensed professionals or to groups securing the use of the facilities through owner approval. Only staff employed over 90 days shall have keys to the building to assist in preventing internal crimes. Any staff member made aware of a crime will notify an owner as soon as possible, perhaps even prior to notifying police, depending on the situation. All criminal actions or threats witnessed by a student or guest must be reported to an Academy administrator, educator, or owner immediately. The Academy representative informed will assist the student or guest in reporting a threat to campus safety, or a committed crime, to the appropriate emergency or non-emergency agency. It is critical that all staff be conscious of any report of a crime, and that the local police be made aware immediately.

Campus security information is provided to each student prior to the start of their training. This information will be provided, on request, to any prospective students. On October 1st of each year, a new Crime Awareness & Campus Security Disclosure detailing the previous year's crime report is handed out to all current students and staff. If a student wishes to report crimes on a voluntary and confidential basis to be included in the annual disclosure of crime statistics, please contact Renee Montalbano or Brittany Reuwer in the Admissions/Financial Aid office. We had no reports of liquor law violations, drug abuse violations, or weapons possessions in 2010. At regular intervals during training, usually quarterly, all staff and students will review security and safety procedures, including crime prevention, personal safety off-campus, fire and tornado procedures, etc. Local police speakers will be scheduled at least once annually for all staff and students. In the past, the Whistle Stop program has provided our primarily female staff and students with personal safety information. At this time we have no off campus student organizations. Should we have student organization meetings off campus, appropriate safety procedures will be outlined prior to the meeting.

Vaccination Policy

The Academy does not require vaccination records for admittance into The Academy.

Drug Prevention Information

The Academy prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and staff on our property or as a part of any of our activities. The Academy will immediately contact law enforcement officials to report these activities. The health risks of the use of illicit drugs and alcohol abuse require providing education and referral for students and staff. The Academy provides education annually by scheduling local authorities to assist in leading a drug awareness and safety seminar. Area drug abuse information, counseling, referral and treatment centers information is made available to students and staff members. These centers contact information is available to students in the student lounge and can also be received from the Education or Admissions Office. The Academy will expel students and terminate staff involved in unlawful possession, use or distribution of illicit drugs and alcohol. The Academy will refer such cases to the proper authorities for prosecution. Students and staff may be reinstated upon completion of an appropriate rehabilitation program. As a condition of employment, employees must notify The Academy of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction. There are serious legal sanctions for illegal use of drugs and/or alcohol. There are serious health risks associated with the drug and/or alcohol use. Health risks associated with the use of illicit drugs and the abuse of alcohol include: impaired mental and physical health, neurological disease/damage, memory and intellectual performance interference, mental and physical depression, uncontrollable violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, cardiovascular collapse or heart failure, gastrointestinal disease or damage, ulcers or erosive gastritis, anemia, liver and pancreatic disease, liver failure or pancreatitis, deteriorating relationships, and death.

Safety Requirements

Safety suggestions for a profession in cosmetology, esthetics, nail technology, or an instructor would include wearing shoes that would not be slippery when walking on a damp floor, as there are high risks of water spills. Damp hair lying on the floor can also pose a chance of slipping. All hair must be swept up following each haircut to minimize accidents. All water spilled should be wiped up as quickly as possible. It is the responsibility of each student and staff member to promote a safe environment for each students' on the job training. Gloves should be worn during chemical services to reduce any allergic reaction that an individual may have to certain chemicals. Any product that would accidentally get in the eyes should be flushed thoroughly with water. Seek medical attention if irritation continues. All accidents, big or small, must be reported to the closest Academy staff member.

Physical Demands

There are physical demands placed on the body in any career. Care must be taken to protect your wrists, back, legs, and feet. One way to do this is strength training to enhance your back, abdomen, and leg muscles. Regular exercise will help to promote all over body conditioning and will improve circulation in the legs and feet. We recommend consulting a doctor before beginning any exercise program. The Academy's career training

requires that you stand/sit for long periods of time, so it is suggested that all students wear proper fitting, supportive shoes, and support hose. These are not a requirement but will help to increase your chances of longevity in the profession.

Family Educational Rights and Privacy Act of 1974

The FERPA is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program from the U.S. Department of Education. The FERPA gives certain rights to parents regarding their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students. Parents or eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still refuses to make the corrections, the parent or eligible student has the right to place a statement in the records commenting on the contested information in the records. Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records without consent, to the following parties:

School employees who have a need-to-know.

Other schools to which a student is transferring.

Parents when a student over 18 is still dependent.

Certain government officials in order to carry out lawful functions.

Appropriate parties in connection with financial aid to a student.

Organizations doing certain studies for the school.

Accrediting organizations.

Individuals who have obtained court orders or subpoenas.

Persons who need to know in cases of health and safety emergencies.

State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974.

Schools may also disclose, without consent, "directory" type information such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must inform parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent or eligible student to request the school not to disclose that information about them. Schools must notify parents and eligible students of their rights under this law. The actual means of notification is left to each school. If you wish to see your records, you should contact the school for the procedure to follow. Any questions or concerns under this act should be directed to: Family Policy Compliance Office, Dept. of Ed., 400 Maryland Avenue, SW, Room 3017, Washington, D.C. 20202-4605 or you may call (202) 401-2057.

First Aid

A first aid kit is located in the dispensary and the educators' office, as well as Classroom 1.

Emergency Evacuation

Emergency Evacuation is tested twice a year. The Academy's evacuation route is posted above each charged fire extinguisher and shown to students during Orientation on the students first day. Students are required to familiarize themselves with the evacuation route, location of all fire extinguishers, and each emergency exit. Owners and staff members participate and evaluate the emergency procedures and evacuations so improvements are implemented often and based on what works. Once a year, The Academy schedules all students to participate in a safety class taught by local police officials. Campus security and safety procedures are reviewed in class during Orientation and Re-orientation.

In case of serious accident or illness

- Immediately notify a staff member
- Call 9-1-1

- Do not move an injured or ill person(s)
- Do not come in contact with any body fluid such as, but not limited to, blood, vomit, saliva, or urine.
- A staff member must stay with the injured or sick person(s) until the authorities arrive.

Fire Drills

Students are required to participate in fire drill evacuation and may receive an advisory or suspension if they're not cooperative and considerate to guests, staff members, and/or students present. Violation of fire safety rules set forth by The Academy, as defined in the consumer information, could result in termination from The Academy. Tampering with fire alarms or fire equipment can result in fines and possible incarceration according to Wisconsin State Laws.

In case of a fire

- If you smell smoke or see fire do not panic; report it immediately to the nearest staff member.
- Students in the salon area are to immediately proceed to The Academy's front door exit in a single file to the far west corner of the north parking lot. If a student is working with a guest, the guest must accompany the student out of the building.
- Front Desk Service Support Staff will assist guests in the retail lobby out the front door and to the far west corner of the north parking lot.
- Students, guests and staff in the spa room, classroom, lunch room, or offices must immediately proceed in a single file line out of the closest emergency exit. If exiting the nearest door brings the student to the south parking lot, the student, guest, and staff must walk around the building to the far west corner of the north parking lot.
- Once all guests, students, and staff are safely together, one staff member must immediately notify an owner if an owner is not present.

In case of a Tornado

- Do not panic
- Stay where you are until instructed by a school official
- If it is not safe to evacuate, all students, staff, and guests will be directed to areas without windows, ie: Facial room or Classrooms.
- If instructed to evacuate, go directly to the designated emergency exits only.

In case of a Blizzard

- Do not panic
- Stay where you are until instructed by a school official
- If it is not safe to evacuate, all students, staff, and guests will be directed to areas without windows, ie: Facial room or Classrooms.
- If instructed to evacuate, go directly to the designated emergency exits only.

In case of a power failure:

- Do not panic
- Stay where you are until instructed by a school official
- If it is not safe to evacuate, all students, staff, and guests will be directed to areas without windows, ie: Facial room or Classrooms.
- If instructed to evacuate, go directly to the designated emergency exits only.

If The Academy is closed due to inclement weather, such as a blizzard, tornado, etc.; The Academy's general mailbox will be set to inform any caller that The Academy is closed, followed by the exact dates of school closure. Students are instructed to call the general mailbox no earlier than 2 hours prior to their scheduled start time if a school closure is likely.

If The Academy were to temporarily close due to a fire or power failure, the students will be notified by a school official by phone of the current closure and the date classes will resume.

Emergency Phone Numbers

Emergency Help	9-1-1
Non Emergency Fire Department	262-653-4100
Non Emergency Police Department	262-656-1234
Highway Assistance	5-1-1

Missing Person Procedure

If a student were to go missing after an evacuation or emergency, an Admissions Representative or Educational Staff will immediately contact the Non Emergency police Department as well as the student's emergency contacts. Students are instructed on their first day of class, during orientation, to list two emergency contacts on the student information form which is housed in the student's file.

Copyright Infringement

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, would result in disciplinary actions of suspension and/or termination from The Academy. These students would be subject to civil and criminal liabilities. Students and employees may be subject to criminal penalties resulting from prosecution.

A student may be suspended or terminated from The Academy for the following reasons:

1. Using any campus computer that is not labeled for student use
2. Tampering or disabling a campus computer
3. Accessing or recording information from a computer
4. Moving or deleting information from any campus computer
5. Distributing copyright material in any form with unauthorized persons or companies

Students have restricted access to the following computers within The Academy:

1. Front Desk Student Computer
2. Student Pre-Booking Station
3. Financial Aid Laptop (when completing necessary FSA forms online and always in the presence of the Financial Aid Administrator or an Admissions Representative).

Students do not have access to the following computers within The Academy:

1. Front Desk Staff computer
2. Admissions Computer
3. Financial Aid Computer
4. Administration Computer
5. Educator Computers

An employee can be terminated for the following reasons:

1. Unauthorized or misuse of copyright material
2. Tampering or disabling any computer within The Academy
3. Moving or deleting information from a computer within The Academy
4. Distributing copyright material in any form with unauthorized persons or companies

Constitution Day

Due to legislation passed by Congress, education institutions receiving Title IV funds are required to annually hold a class reviewing the United States Constitution. All students are required to attend The Academy's

Constitution Day class which is held each year on September 17th. If September 17th falls on a Friday, Saturday, or Sunday, the Constitution Day class is moved to the following Monday.

General Information for Title IV Funding

The Academy assists to educate students and their family member's of the functions and regulations of Title IV funding. The information obtained from the students completed FAFSA, along with State and Federal regulations, determines the student's eligibility. The Academy encourages students to only borrow that which is needed. Parents of dependent students often chose to borrow Federal money to help cover their dependent son or daughters cost of tuition and/or living expenses. Title IV aid available at The Salon Professional Academy to eligible students are as follows:

- Need Based Aid: Stafford Subsidized Loans and Pell Grants
- Non-need Based Aid: Stafford Unsubsidized Loans and Parent Plus Loans

Other available aid outside of Title IV funding would be private consumer loans. The Academy has a Preferred Lenders List available to help aid prospective and current students in their research of private lenders. It is the students responsibility to utilize private consumer loan funding if the student is ineligible for Title IV funding and/or desires additional funds that cannot be paid out of pocket. Completing a FAFSA does not complete the required information for such alternate forms of lending (private loans). The Academy does not recommend students to use private loans unless it is their only option to cover their career training costs. Most often, private loans have higher and variable interest rates, as well more fees attached and less flexibility on repayment.

Eligibility of Title IV Aid

To be eligible for Title IV Aid, the student must:

- Be a citizen or eligible non-citizen
- Have a high school diploma, GED or equivalent
- Complete the FAFSA for each financial aid award year the student is requesting aid
- Have a successful ISIR Social Security match or comment code indicates successful INS match
- If male, ages 18-25 have registered with the Selective Service
- Cannot be in default in other Title IV funds
- Cannot owe repayment on an adjusted Pell grant
- Cannot exceed the annual and aggregate loan limits
- Have remaining eligibility if the student is a transfer student
- Be enrolled in a program eligible for Title IV funding
- Comply with The Academy's Satisfactory Academic Progress Agreement
- Successfully resolved any drug conviction issues

Steps to Apply for Title IV Aid

1. The student must complete the FAFSA for each financial aid year in which the student is eligible to receive aid. The Department of Education (DOE) prefers students complete a web FAFSA. To complete a web FAFSA, the student will first need to request an electronic pin number. This can be obtained at www.pin.ed.gov. This pin is unique to each FAFSA applicant and cannot be shared with anyone else as it acts as the students signature required to submit a FAFSA. A parent of a dependent student must also apply for a pin. The parent is required to sign the web FAFSA with their uniquely created pin.
2. Once a pin number has successfully been created, a web FAFSA can now be completed. Be sure to follow all instructions when completing the FAFSA. Enter *The Academy's School Code, 041836*, for Salon Professional Academy of Kenosha (The). This will allow disclosure of information from the FAFSA to The Academy chosen by entering the school code. In the case of a dependent student, both the student and one parent will need to complete and sign the FAFSA application in order to be eligible for a Pell Grant.
3. If the parents of a dependent student refuse to provide information on the FAFSA; the student will not be eligible for Pell Grants and will only be eligible for unsubsidized funding.
4. Once the FAFSA is complete, the student will receive a SAR (Student Air Report). Each Academy school code entered in the students FAFSA will receive an ISIR (Institutional Student Information Record). All verification and/or corrections must be completed prior to qualifying for aid. The Department of Education selects one in every three FAFSA's submitted for verification as a quality

control measure. If a student's FAFSA is selected, the student will receive The Academy's verification policy and a verification worksheet. The student is required to return the verification worksheet completed, as well as provide copies of the corresponding year's tax returns, which must be signed. If parent information is entered in the FAFSA, or the student is a dependant, a signed copy of the parents corresponding years tax returns must be provided to The Academy. If selected, this verification process must be completed before a student can receive federal aid. The verification process could result in a corrected ISIR and new Expected Family Contribution (EFC) number which could affect the student's unmet need and eligible need based aid, Stafford Subsidized Loans and Pell Grants.

5. The Primary EFC provided on the student's ISIR will be used to calculate need and unmet need analysis through the Cost of Attendance Worksheet. This Primary EFC number corresponds with the number of months in each academic year. The Cost of Attendance Budget for each academic year includes the student's tuition costs per academic year. These costs include tuition, applicable fees, kit and books (per the academic year in which the cost is incurred), room and board, personal expenses and transportation costs.
6. The Salon Professional Academy utilizes the information presented on the student's ISIR and the NSLDS (National Student Loan Data System) to determine the student's eligibility and to calculate the students unmet need for the student's grade level. This is done in compliance with the Cost of Attendance Budget grade level limits based on hours in the academic year.
7. Students who desire low interest Stafford Federal Student Loans must complete a Master Promissory Note or Electronic Master Promissory Note(E-MPN) at www.studentloans.gov
8. Parents desiring to take out a low interest Federal Parent Plus Loan on behalf of their dependent daughter or son must complete a Consent to Credit Check document that is made available by the Financial Aid Office. This form must be returned completed along with a readable copy of the parents Drivers License or State ID.
9. Students must complete the Entrance Loan Counseling prior to the student receiving a disbursement of any Federal loans. For Direct Loans, students may access Entrance Loan Counseling at www.studentloans.gov
10. Students will need to accept or decline eligible aid by completing the Students Financial Aid Award Notice with the Financial Aid Administrator.
11. Accepted aid will be listed on the student's award letter.
12. Students are required to notify The Academy's Financial Aid Officer if they receive any additional financial assistance before or after an award letter has been issued. Scholarships or other types of financial aid could be reported throughout the year. If additional awarded aid causes the student to exceed the cost of attendance, it may be necessary to reduce the amount of previously awarded aid.
13. Students will complete said process for the 1st academic year (1-900 hours) and 2nd academic year (901-1800 hours).

Cost of Attendance

The Academy estimates the Cost of Attendance for "Dependent," which consists of students living at home, and "All Others," which consists of dependent students living in an apartment and all Independent students, based on the length of the program, tuition and fees, loan origination and guarantee fees, as well as average national room and board, personal expenses, and transportation costs. Below is the budget for each program listed below.

2010/2011 Loan Budgets: Cosmetology Full Time Effective Date: 01/01/2011

Section I	PROGRAM	Award Year (1-900) or (901-1800)
NO. OF CLOCK HOURS:	1800	900
HOURS PER WEEK:	34	34
NUMBER OF WEEKS:	55	27
Number of Months:	13	7

Section II	1 Award Year 1-900 hours	2 Award Year 901-1800 hours
NUMBER OF MONTHS:	7	7
TUITION:	9,495.00	9,495.00
BOOKS/SUPPLIES:	1,000.00	0.00
REG. FEES:	100.00	0.00
OTHER FEES:	0.00	0.00
LOAN FEES:	48.00	53.00

Section III	DEPENDENT 1 Award Year (1-900 hours)	DEPENDENT 2 Award Year (901-1800 hours)
Tuition	\$9,495.00	\$9,495.00
Books/Supplies	\$1,000	\$0
Reg. Fees	\$100	\$0
Other	\$0	\$0
Loan Fees	\$48	\$53
R & B	\$2,709	\$2,709
Personal	\$1,589	\$1,589
Transportation	\$1,029	\$1,029
TOTAL	\$15,970	\$14,875

	ALL OTHERS 1 Award Year (1-900 hours)	ALL OTHERS 2 Award Year (901-1800 hours)
Tuition	\$9,495.00	\$9,495.00
Books/ Supplies	\$1,000	\$0
Reg. Fees	\$100.00	\$0
Other	\$0	\$0
Loan Fees	\$48	\$53
R & B	\$5,299	\$5,299
Personal	\$1,589	\$1,589
Transportation	\$1,029	\$1,029
TOTAL	\$18,560	\$17,465

Room & Board	\$387/ Month for Dependents
	\$757/ Month for All others
Personal Expenses	\$227/ Month
Transportation Expenses	\$147/ Month

2010/2011 Loan Budgets: Part Time Cosmetology
Effective Date: 01/01/2011

Section I	PROGRAM	Award Year (1-900) or (901-1800)
NO. OF CLOCK HOURS:	1800	900
HOURS PER WEEK:	15.5	15.5
NUMBER OF WEEKS:	120	60
Number of Months:	28	14

Section II	1 Award Year 1-900 hours	2 Award Year 901-1800 hours
NUMBER OF MONTHS:	14	14
TUITION:	9,495.00	9,495.00
BOOKS/SUPPLIES:	1,000.00	0.00
REG. FEES:	100.00	0.00
OTHER FEES:	0.00	0.00
LOAN FEES:	48.00	53.00

Section III	DEPENDENT 1 Award Year (1-900 hours)	DEPENDENT 2 Award Year (901-1800 hours)
Tuition	\$9,495.00	\$9,495.00
Books/Supplies	\$1,000	\$0
Reg. Fees	\$100	\$0
Other	\$0	\$0
Loan Fees	\$48	\$53
R & B	\$5,418	\$5,418
Personal	\$3,178	\$3,178
Transportation	\$2,058	\$2,058
TOTAL	\$21,297	\$20,202

	ALL OTHERS 1 AY	ALL OTHERS 2 AY
Tuition	\$9,495.00	\$9,495.00
Books/ Supplies	\$1,000	\$0
Reg. Fees	\$100.00	\$0
Other	\$0	\$0
Loan Fees	\$48	\$53
R & B	\$10,598	\$10,598
Personal	\$3,178	\$3,178
Transportation	\$2,085	\$2,085
TOTAL	\$26,477	\$25,382
Room & Board		\$387/ Month for Dependents \$757/ Month for All others
Personal Expenses		\$227/ Month
Transportation Expenses		\$147/ Month

Additional Costs

Student kit and books are a required purchase by the student from The Academy. The kit supplies and books are available through suppliers that sell to licensed professionals/cosmetology schools only. The Academy pays wholesale costs for the books and kits and then passes those savings along to the student. The Academy reserves the right to change the costs in the kit and books as needed. The books and kits are non refundable. A breakdown of the costs for the kit and books can be received from the Admissions or Administration office. The Academy's provided textbook is Pivot Point's Salon Fundamentals. Salon Fundamentals textbook offers a variety of techniques and learning exercises utilizing years of experience at the student's fingertips. Students supply their own stationary supplies. Students are given the apparel code during enrollment and must follow the dress

code daily.

Notice to all students participating in Consumer Loans or Federal Financial Aid

All students attending The Academy may choose to use a lender not on The Academy's preferred lender list and The Academy is required to process loan documents for any eligible lender selected by students. Terms offered by preferred lenders are equally available to all of The Academy's eligible students. The Academy's Financial Aid Administrator will annually review the preferred lenders list in order that students receive the most accurate and favourable recommendation.

The Salon Professional Academy's financial aid/assistance office is committed to:

- Providing students and their families thorough and excellent assistance with their individual financial need
- Educating students on financial opportunities and rights so they are empowered to take ownership of their financial responsibilities
- Educating students and their families on consumer information and eligible aid.
- Protect the privacy of the students information obtained by The Academy
- Ensure complete confidentiality of all student records and personal circumstances
- Conducting consistent procedures to obtaining a student's unmet need and cost of attendance so that each student's Financial Aid Analysis is determined accurately.
- Assisting all prospective and enrolled students without regard to race, age, sex, gender, sexual preference, creed, religion, color, citizenship, national origin, or ethnic origin.
- Attending training conferences and continued active participation of online webinars.
- No Co-branding or sharing of logos with the lender(s)
- The highest level of integrity and professional behaviour

Effects of Title IV Student Loans

- If the student receives other forms of financial assistance such as scholarships it may reduce the student, or the student's parent, eligibility for Federal Aid.
- Loans must be repaid, even if the student does not finish their education. Loan repayment begins six (6) months from the date of graduation or withdrawal.
- If a student does not return from a maximum 6 month Leave of Absence, the student's loans immediately enter repayment.
- Failure to repay a student loan will leave a negative impact on the borrower's credit.
- Over-borrowing of student loans may cause a borrower to pay more than earning potential can handle, especially during the early years of repayment.

Entrance Counseling

All students applying for Title IV funds must complete an Entrance Counseling prior to the first disbursement of any Title IV aid. Entrance Counseling for Direct Loans can be completed at www.studentloans.gov. Prior to the student's start date, the Financial Aid Administrator reviews Title IV loan values and loan consumer information with the student and family members. A loan disclosure and the students rights and responsibilities as a borrower of loans are reviewed on the first day of class and when the student signs their award letter for each award letter.

Special Circumstances – Dependency Override & Professional Judgement

Dependency Override – Students who do not meet the Federal definition of an independent, but have unusual circumstances, may appeal their dependency status to The Academy's Financial Aid Office. Dependency Status overrides are done on a case by case basis and a determination from one Financial Aid Administrator at one institution is not binding at another institution. Successful appeals may result in an increase in the student's eligibility for aid. The Application and Verification Guide (AVG) has identified four conditions that individually or in combination with one another, **do not qualify as "unusual circumstances" or that do not merit a dependency**

override. These circumstances are as follows:

1. Parents refusing to contribute to the student's education
2. Parents unwilling to provide information on the application or for verification
3. Parents are not claiming the students as a dependent for income tax purposes
4. Student demonstrates total self-sufficiency.

Students with special circumstances should contact The Academy's Financial Aid Office. Those students whose appeals are determined eligible will be required to submit three letters detailing the student's situation. The first letter must be from the student detailing their situation and the other two letters must be from outside sources familiar with the student's situation (i.e.: Clergy, family friend, counsellor, etc.)

Professional Judgement – Circumstances beyond the student's control (and/or family) that affect the student's (and/or family) income during the current academic year could result in a reduced estimated family contribution (EFC). Students with special circumstances should always complete a FAFSA and then contact the Financial Aid office. If a student wishes to appeal the EFC based on special circumstances and is determined eligible to do so, the student should complete a Professional Judgement form and may be requested to supply supporting documentation of said circumstances.

Disbursing Aid

Once the student's Federal Aid award package is complete, the student can expect Title IV disbursements for Academic Year 1 at approximately 204 hours (30 days of attendance) and 450 hours. Academic Year 2 disbursements are at 900 hours and 1350 hours.

Title IV Aid is directly disbursed to The Academy. At each disbursement, the student will sign a Disbursement Authorization to acknowledge Academy receipt of student aid for tuition, living expenses or both. In order to be eligible for disbursements, the student must be maintaining Satisfactory Academic Progress or be eligible to be placed on SAP Warning or Probation.

Disbursing Credit Balances

A refund will be issued to the student if: The student has financial aid that exceed his or her tuition and fees charges for the academic year in which the disbursement occurred. No credit balances will be carried over from academic year one to academic year two charges. If there is a credit balance at the end of an academic year, the student will receive a refund in the form of a check. A credit balance refund will only be issued directly to the student. Prior to receiving the refund, the student must sign the Disbursement Authorization to record student approval to disburse the credit balance.

A credit balance refund will be given to the parent if: The amount of the PLUS loan is greater than the student's tuition and fees charges for the academic year in which the disbursement occurred.

All credit balance refunds will be issued by check within fourteen (14) calendar days of the disbursement.

Satisfactory Academic Progress Policy – All Students

The Satisfactory Academic Progress Policy applies to all students whether receiving Federal Title IV funds, partial funding assistance, or self-pay. All students attending The Salon Professional Academy must maintain Satisfactory Academic Progress (SAP) to complete career training. Satisfactory Academic Progress is defined as completing each payment period, or attended hour checkpoints, with an 85% grade average in theory and practical (GPA), as well as maintaining 85% attendance (scheduled hours vs. actual hours). This qualitative (GPA) and quantitative (scheduled hours vs. actual hours) standard is required by the Department of Education and applies consistently to all programs and every student enrolled in any program. Students receiving Federal Funding must maintain SAP to continue eligibility for funding. To determine SAP, all students are evaluated in academics and attendance at the end of each payment period. Students are advised of their academic and attendance status via a progress report.

Attendance Progress

Student's daily attendance at The Academy is the responsibility of the student. The Academy expects students to attend their full contracted schedule to complete the hours of state approved training. Students are responsible to clock in and out appropriately to document their hours; the only documentation accepted for

one payment period. Students are not required to appeal a SAP Warning Status but they must agree to the terms listed by signing the SAP Warning document or the student may be terminated.

SAP Probation

Students on a SAP Warning Status who do not meet requirements at the next checkpoint will lose eligibility for Title IV funding. Students who wish to appeal the school's determination (for reasons such as death of a relative, injury/illness of the student, or other special circumstances) must appeal within the required time frame and on the school required form (see Appeals). If the school grants the student's appeal, the student will be placed on SAP Probation Status until the next evaluation point and the student's eligibility for Title IV funding will be reinstated. A student may be placed on SAP Probation Status for one payment period.

Appeal Procedure

If a student is determined as NOT making SAP, the student may appeal the negative determination. The student must submit a written appeal on the school's form to The Academy's Admissions office within seven (7) calendar days of the determination, with supporting documentation. The appeal and supporting documentation must include what prevented the student from maintaining SAP, what will change so the student can be in SAP by the next checkpoint, why the determination should be reversed, and a statement requesting re-evaluation. The owners will first review the student's progress in The Academy and determine if it is possible for the student to reach SAP by the next checkpoint. Secondly, the owners will review the student's appeal and documentation. The owners will notify the student of their decision in writing within five (5) business days of receipt of the students' appeal. This decision will be final and not subject for review. It is the student's choice to continue attending during the owner's review of the appeal. If the student chooses not to attend during the appeal process, the student must complete an absent request. Refunds are based on the students last day of attendance in cases where the appeal is denied and the student withdraws due to loss of Title IV eligibility. If the owners accept the student's appeal, the student will have eligibility for Title IV funds to be reinstated.

Determination Date / Withdrawal Date (Official / Unofficial Withdrawal)

The actual last date of attendance is the last day the student was physically in attendance. A withdrawal date on a student who had been previously attending could be up to, but not to exceed seven (7) calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for seven (7) calendar days from their last date of physical attendance without notifying the school's Admissions office.

Reestablishment of Status

A student determined NOT to be making SAP may reestablish SAP by: 1) Making up missed tests and assignments and increasing grade average to **85%** or better, and/or 2) Increasing cumulative attendance to **85%**.

Reinstatement of Financial Aid

Title IV aid will be reinstated to students who have prevailed upon appeal regarding the status of SAP or who have reestablished SAP. Students on suspension of funds will be monitored daily via an electronic SAP report to determine when they reestablish SAP.

Course incompletes, repetitions and non-credit remedial courses

Course incomplete, repetitions and non-credit remedial courses have no affect on the institution's SAP Policy.

Reentry Students/ Interruptions

Students who have been terminated or withdrawn from The Academy may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds, plus any increase in tuition rates if applicable. Students who have been terminated or withdrawn from The Academy and re-enroll (if determined eligible), after more than 180 days will pay a \$100 registration fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's Re-enrollment Policy and will be evaluated by the Admissions Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status. The Academy only accepts transfer hours from The Salon Professional Academy's. For a transfer student to be accepted, they must have been maintaining SAP at the previously attended Academy. Accepted transfer students

are evaluated on an individual basis and their GPA and class placement is determined from their previous Academy's Academic transcripts. All Academy accepted transfer hours are applied at the end of training.

A determination of SAP will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. The student may appeal a negative SAP determination according to the appeal policy. Elapsed time during a Leave of Absence does not affect SAP and will extend the contract period by the same number of days as the Leave of Absence. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school Administration.

Exit Counseling

All students at The Academy must complete an Exit Interview with an Admissions Representative. The students will have the opportunity to complete their Direct Loans Exit Counseling online at www.studentloans.gov on an Academy computer prior to completing their hours with the Financial Aid Administrator. During the exit counseling, the Financial Aid Officer reviews the following for any student loan borrower:

1. Information covered and received at time of Entrance Counseling
2. Confirm the student has received information regarding their loan from the appropriate agency and the student has all contact numbers needed.
3. Student is re-introduced to their specific repayment information as well as introduced to deferment options
4. Review the student's repayment schedule with the average monthly minimum repayment based on the amount the student borrowed during their time at The Academy

Once the student has completed their contracted hours, the student is contacted within two weeks to schedule their exit interview with an Admissions Representative. Exit documentation is not released until all tuition and fees have been satisfactorily arranged with The Academy's Admissions Director.

Loan Borrowers Rights and Responsibilities

The following information is an excerpt from the online *Guide to Federal Student Aid* at http://studentaid.ed.gov/students/publications/student_guide/2010-2011/english/repayingstudentloan.htm

Borrower's Responsibilities

When you obtain a federal student loan you have certain responsibilities. Here are some important ones:

1. Think about how much you're borrowing
 - Think about what your repayment obligation means before you take out a student loan.
 - If you don't repay your student loan on time or according to the terms in your promissory note, you could default on this legal obligation, which has serious consequences and will adversely affect your credit rating.
2. Signing a promissory note means you agree to repay the loan
 - When you sign a promissory note, you're agreeing to repay the loan according to the terms of the note.
 - The note states that unless you meet the requirements for loan discharge (cancellation), you must repay the loan, even if you don't complete your education.
 - Also, you **must** repay your loan even if you can't get a job after you complete the program or you didn't like the education you received. The U.S. Department of Education does not guarantee the quality of education you receive or that you will find a job in your field of study.
3. Make payments regardless of receiving billing notices
 - You must make payments on your loan even if you don't receive a bill or repayment notice.
 - Billing statements (or coupon books) are sent to you as a convenience. You're obligated to make payments even if you don't receive any reminders.
 - You must also make monthly payments in the full amount required by your repayment plan. Partial payments do not fulfill your obligation to repay your student loan on time.
4. Continue to pay while waiting for deferment or forbearance approval
 - If you apply for a deferment or forbearance, you must continue to make payments until you have been notified that your request has been approved.
 - If you don't, you might end up in default.
 - Keep a copy of any request form you submit, and document all contact you have with the holder of

- your loan.
5. Notify your lender or loan servicing agency when you...
 - graduate;
 - withdraw from school;
 - drop below half-time status;
 - change your name, address or Social Security number†; or
 - transfer to another school.
 6. Receive entrance and exit counseling. If you are a first-time borrower you must complete an entrance counseling session before you're given your first loan disbursement. This session provides you with useful tips and tools to help you develop a budget for managing your educational expenses and helps you to understand your loan responsibilities. Parent PLUS Loan borrowers do not participate in entrance counseling.
 7. You must receive exit counseling before you leave school to make sure you understand your rights and responsibilities as a borrower. You will receive information about repayment and your loan provider will notify you of the date loan repayment begins (usually six months after you graduate, leave school or drop below half-time enrollment). Parent PLUS Loan borrowers do not participate in entrance counseling.

Borrower's Rights

You have a right to know the details of your loan (depending on your loan, some of the following might be included as part of your entrance counseling). Below is what you need to know and must receive from your school, lender or the Direct Loan Servicing Center:

- The full amount of the loan and the current interest rate;
- The date you must start repayment;
- A complete list of any charges you must pay (loan fees) and information on how those charges are collected;
- Information about the yearly and total amounts you can borrow;
- Information about the maximum repayment periods and the minimum repayment amount;
- An explanation of default and its consequences; and
- An explanation of available options for consolidating your loans and a statement that you can prepay your student loan(s) at any time without a penalty.

Before you leave school, you will receive the following information about your loan (as part of exit counseling) from your school, lender or the Direct Loan Servicing Center:

- A current description of your loans, including average anticipated monthly payments.
- The amount of your total debt (principal and estimated interest), your current interest rate and the total interest charges on your loan;
- If you have FFELSM Loans, the name of the lender or agency that holds your loans, where to send your payments and where to write or call if you have questions;
- If you have Direct Loans, the address and telephone number of the U.S. Department of Education's Direct Loan Servicing Center;
- An explanation of the fees you might be charged during the repayment period, such as late charges and collection or litigation costs if you're delinquent or in default;
- A reminder of available options for loan consolidation and a reminder that you can prepay your loan without penalty at any time.
- A description of applicable deferment, forbearance and discharge (cancellation) provisions;
- Repayment options and advice about debt management that will help you in making your payments;
- Notification that you must provide your expected permanent address and the name and address of your expected employer; and
- Notification that you must also provide any corrections to your school's records concerning your name, Social Security number, references and driver's license number (if you have one).

If you are attending school at least half-time, you have a set period of time after you graduate, leave school or drop below half-time status before you must begin repayment on a Stafford or Perkins Loan. This period of time is called a grace period.

- You will receive a grace period before your repayment period begins on a Stafford or Perkins Loan.
- Your grace period will be six or nine months depending on the type of loan.

- PLUS Loans do not have a grace period. For more information, see "[When do parents and graduate and professional degree students begin repaying a PLUS Loan?](#)"
- If you are in active military duty for more than 30 days, the grace period will be delayed.

Your school, lender or the Direct Loan Servicing Center, as appropriate, must give you a loan repayment schedule that states:

- when your first payment is due;
- the number and frequency of payments; and
- the amount of each payment.

If you or your parents borrow under the FFEL Program, you (or your parents, or graduate and professional degree students for PLUS Loans) must be notified when the loan is sold if the sale results in making payments to a new lender or agency. Both the old and new lender must provide this notification. You must be given:

- the identity of the new lender or agency holding the loan; and
- the address where you or your parents must send payments, and the telephone numbers of both the old and new lender or agency.

Loan Repayment

Repayment for Federal Loans begins six (6) months from the date of graduation or withdrawal. All deferred loan balances must be figured into the monthly repayment amount.

**Schedule of Repayment
Total Monthly Payments at Various Interest Rates**

Amount Owed	6%	6/80%	7.50%	8.25%
\$1000	\$50	\$50	\$50	\$50
\$2000	\$50	\$50	\$50	\$50
\$3000	\$50	\$50	\$50	\$50
\$4000	\$50	\$50	\$50	\$50
\$5000	\$56	\$58	\$59	\$61
\$6000	\$67	\$69	\$71	\$74
\$7000	\$78	\$81	\$83	\$86
\$8000	\$89	\$92	\$95	\$98
\$9000	\$100	\$104	\$107	\$110
\$10,000	\$111	\$115	\$119	\$123
\$15,000	\$167	\$173	\$178	\$184
\$20,000	\$222	\$230	\$237	\$245
\$25,000	\$278	\$288	\$297	\$307
\$30,000	\$333	\$345	\$356	\$368
\$35,000	\$389	\$403	\$415	\$429
\$40,000	\$444	\$460	\$475	\$491
\$45,000	\$500	\$518	\$534	\$552
\$50,000	\$555	\$575	\$594	\$613

This chart is intended to show monthly payments at various debt and interest rates. This chart is for a standard ten years repayment plan. The amounts above include all outstanding loan balances at the time of entering repayment. The last payment in the ten year cycle may be smaller than the amount listed above.

Deferment

Students who are enrolled at least half time can apply for deferment of previous students loans while in attendance at The Salon Professional Academy. Please see The Academy Financial Aid Officer for a deferment form.

Withdrawal from The Academy

A student may withdrawal from The Academy after written notification to the Admissions office. A \$150.00

Withdrawal/Termination fee is applied after the Return to Title IV Funds Calculation (R2T4) is completed and is added to the Institutional Refund Policy. The Financial Aid Department administers the Return to Title IV Funds Calculation (R2T4). The R2T4 calculation is sent to and completed by The Academy's third party servicer. A student withdrawal can include those students who officially or unofficially withdraw. Examples would be 1) a student who did not return from an approved or unapproved Leave of Absence, 2) those who were terminated from enrollment, 3) those who withdrew from the program and notified The Academy, 4) The Academy was notified by a second party due to circumstances beyond the student's control. All R2T4 calculations are based on the student's last date of attendance as provided by the student's attendance records. The R2T4 determines the amount of aid that was earned. The R2T4 is based on the payment period. After the student has completed 60% of the payment period, no refund is due. The R2T4 is completed for all withdrawals to determine if the student is approved for a post withdrawal disbursement. The calculation for the percent of completion of the payment period is as follows:

The Academy will determine the actual date the student started the payment period and the last date of attendance and will figure the scheduled clock hours within that period of time. The number of clock hours the student was scheduled to complete within that payment period is divided by the total number of clock hours in that payment period to determine percent completed. Days a student was on a Leave of Absence are not included in this calculation. Students who owe an overpayment of Pell grants as a result of withdrawal from the program, initially will retain their eligibility for Title IV funding for forty five (45) days of the earlier of 1) date The Academy sends the student notification of the over award 2) the date The Academy was required to notify the student of overpayment. Within thirty (30) days of determining that the student's withdrawal created a repayment of all or part of the Pell grant, The Academy must notify the student that she/he must repay the overpayment of make satisfactory arrangements to repay. The student will be notified of overpayment of Title IV funds and that the student's eligibility for additional Title IV aid will cease if the student fails to take a positive action by the forty fifth (45th) day following notification from The Academy. The student will have the options of paying the overpayment in full or arranging a repayment agreement with the Department of Education. If the student fails to take action to repay during the forty five (45) days allotted, The Academy or third party servicer will report this to the NSLDS.

The R2T4 does not dictate The Academy Refund Policy and is not based on the student's educational charges, only the scheduled time within the payment period in which the student drops. This policy is separate from The Academy's Institutional Refund Policy. All students who have utilized Title IV funding will have the R2T4 Calculation completed prior to calculating the Institutional Refund Policy. A student may owe funds for unpaid charges to The Academy to cover educational charges. If The Academy is required to return federal funds, The Academy will return Federal Aid disbursed that was credited to the student's account for the payment period in which the student withdrew. The Academy will refund any unearned Title IV aid due within forty five (45) days of the date of determination, which is no later than fourteen (14) days from the last date of attendance. If The Academy is allowed a post withdrawal disbursement, The Academy will advise the student or parent they have fourteen (14) calendar days from the date The Academy sent notification to accept a post withdrawal disbursement. Any student who qualifies for a post withdrawal disbursements must meet the current award year requirements and time frames for late disbursements. A post withdrawal for Pell grants of which the student is awarded will be disbursed within forty five (45) days of the date The Academy determined the student withdrew. Post withdrawal loan funds a student accepts will be made within one-hundred and eighty (180) days from the date The Academy determined the student withdrew.

The Academy's responsibility in regard to the Return to Title IV funds are as follows:

- To provide students with the information contained in the R2T4 Policy.
- Identifying students who have withdrawn and will be affected by the R2T4 Policy.
- Return all unearned Title IV funds in compliance with The Department of Education requirements.

The Student's responsibilities in regard to the Return to Title IV funds are as follows:

- Return unearned Title IV funds that were disbursed to the student where in the student was deemed ineligible, based on the R2T4 calculation.
- When possible, the student should notify The Academy in writing of official withdrawal.
- If the student cancels their decision to withdraw, the student must notify The Academy in writing within three business days of the date of the original withdraw.
- All requests to withdraw or cancel a request to withdraw must be delivered to The Academy's Financial Aid Office.

Any questions about the student's Title IV aid may be available at www.studentaid.ed.gov or can be directed to

The Academy's Financial Aid office at 262.697.6000 ext. 17 or The Federal Student Aid Information Center at 1.800.433.3243.

Academy Refund Policy

Enrollee's RIGHT TO CANCEL

The student may cancel the Enrollment Agreement by mailing or delivering a notice to The Salon Professional Academy 3701 80th Street Suite B, Kenosha, WI. 53142 before midnight of the third business day following the date the enrollment agreement was signed. "Business day" means any calendar day except Saturday and Sunday, and except the following business holidays: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving and Christmas. A student may use the Enrollment Agreement as that written notice by writing "I hereby cancel" and adding their name and address. A duplicate of the Enrollment Agreement is provided to the student by the school for their records.

REFUND POLICY

If the student (or the student's parent or guardian if the student is a minor) cancels enrollment prior to the commencement of classes for which the student is enrolled, the student shall be entitled to a refund of all monies paid to the school, less the enrollment fee and cost of kit and books. In the event the student begins but does not complete the course, the student is charged according to Wisconsin law. The school will receive or retain tuition as follows:

Percentage of total program Represented by hours scheduled	Maximum amount of total tuition school shall receive or retain
0.01% to 5%	20 %
5% to 10 %	30 %
10% to 15%	40 %
15% to 25 %	45 %
25% to 50 %	70 %
50 % to 100%	100 %

Students using Title IV funds will follow the above refund policy AFTER the Return of Title IV funds calculation has been made. This calculation often results in the student owing tuition and fees to The Academy. The Return of Title IV Funds is calculated by the payment period. The Federal Return of Title IV Funds calculation will be used for students who have received financial assistance under the Higher Education Act, i.e. Federal Pell Grants or Federal Direct Loan Program Subsidized and Unsubsidized Loans or the Federal Direct PLUS Loan Program. If the enrollment is terminated during the first 60% of the scheduled hours of any payment period, the Federal Return of Title IV Funds calculation will apply. If over 60% of the scheduled payment period has elapsed, no refund is due.

1. If the students scheduled hours have reached 50% of the course hours, no refund is due to the student and all tuition is due to The Academy.
2. If the student withdraws or is terminated prior to course completion, the student is assessed a \$150 termination/withdrawal fee.
3. If the student withdraws or is terminated prior to course completion, the student is assessed with the full cost of the students kit and books as stated in their enrollment agreement.
4. Withdrawal/Termination date: The withdrawal/termination date for refund computation purposes is the students last date of actual attendance or the date the student officially notified The Academy and began the withdrawal process.
5. Academic Transcripts and documentation is not released until tuition due is paid in full.
6. Any monies due the student shall be refunded within thirty (30) days of the student's date of determination of the withdrawal from The Academy or, in the case of a leave of absence, the date of withdrawal shall be retro-active to the first day of the leave of absence
7. An applicant not accepted by the school shall receive a refund of all monies paid including tuition and enrollment fee.
8. If the school is permanently closed and is no longer offering training after a student has enrolled and begun training, the student shall be entitled to a pro-rata refund of tuition.
9. If the course is cancelled after the student's enrollment, the school shall provide a full refund of all monies or provide for completion of the course.
10. students who withdraw or the student is terminated and the student is receiving Veteran Educational

benefits, the refund shall be based on a pro-rata formula.

If the student does not notify the school that they are withdrawing, formal termination shall be determined no later than seven (7) days from the student's last date of attendance. The Salon Professional Academy shall reimburse the cost of the unused equipment or supplies that a student was required to purchase as a condition of enrollment or continued participation in the course of instruction to a student who, for any reason, withdraws or is dismissed by the school and who, within fifteen (15) days of withdrawal or dismissal, tenders for reimbursement the equipment and supplies in their original condition (unopened and not used).

Cosmetology \$1,000

Esthetics \$600

Nails \$600

Academy Ethics and Code of Conduct

Academy Ethics

All decisions and actions made or taken by any of The Academy's financial aid office employees or any other officers and employees who have contact with guaranty agencies or lenders (for federal or private loans) shall be consistent with the following principles:

- **Student Choice:** Students are given a fair and equal opportunity to choose among and between all lenders and loans, federal and private, which choice shall not be limited to those included in The Academy's Preferred Lender list.
- **Student Interests:** The Academy seeks to establish relationships with lenders who offer the best benefits for students – interest rates and fees, payment terms and services.
- **Avoidance of Conflicts:** All Academy employees commit to having a professional relationship only with any lender or guaranty agency, to never accept anything of value, other than the lenders publishing items. The Academy will not accept any service or thing of value from any lender or guaranty agency, other than training for financial aid staff relevant to loan processing, loan processing materials and financial literacy materials, emergency staffing services, entrance and exit counseling services conducted under the supervision of a financial aid officer of the Institution, and reimbursement of reasonable costs for domestic travel to training conferences hosted by lenders and/or guaranty agencies.
- **Institutional Disclosure:** The Academy has developed a preferred lender list and is disclosed to all prospective and current students. If any lender or guaranty agency offers to make philanthropic contributions to The Academy for institutional aid or student financial assistance, there can be no promise of preferred status or other commitments given in exchange for or because of such contributions.
- **Student Privacy:** All student financial information regarding need, resources, loans and other aid is kept confidential and, without written student authorization, is not shared with outside parties, other than the United States Department of Education (DOE), state aid agencies, lenders, servicers and guaranty agencies.

Code of Conduct

Section 487(a)(25)(A) of the Higher Education Act (HEA) requires institutions who participate in Title IV loan programs to create and facilitate a code of conduct regarding higher education loans. The Academy's Code of Conduct is intended to proactively halt any conflict of interest between The Academy, including all staff members and owners, with financial institutions. The lender code of conduct includes private loans as well as Title IV loans that The Academy is approved to offer; Federal Direct Loan Program Subsidized and Unsubsidized Loans and the Federal Direct PLUS Loan Program. Private loans are separate from Title IV loans. Completing a Federal Application for Federal Student Aid (FAFSA) does not apply a student for private loans. A student can review The Academy's Preferred Lenders list to assist in their research of private loan lenders.

All directors, officers, employees and other representatives of The Academy are required to comply with each of the following rules in this Code of Conduct for Lender Relationships & Loans and to also promptly inform an Academy Owner, in writing, if they become aware of facts indicating that there may have been a violation of the Code:

1. Prohibited Relationships

- No Academy Staff:

1. can act as an officer, employee, consultant or sales representative for any guaranty agency or

lender

2. serve as an uncompensated member of the board of directors of any lender, unless such individual has confirmed in writing that he/she will abide by The Academy's published conflict of interest policy and has obtained written permission from an Academy's Owner
3. serve on any advisory board for any guaranty agency or lender, unless such service has been approved in writing by an Academy's Owner.

2. Prohibited Investments

- No Academy Staff:
 1. shall purchase or accept any stock, bond or other equitable or legal interest in any guaranty agency or lender, nor any option to acquire such an interest, but this prohibition shall not preclude ownership of units in a mutual fund holding such stocks or bonds.

3. Prohibited Benefits to Individuals

- No Academy Staff:
 1. shall accept any prize, gift, compensation, entertainment (including concert and sporting event tickets), meals, travel cost reimbursement or other benefit from any guaranty agency or lender. This does not include promotional items of nominal value, conference meals and refreshments open to all attendees, and reimbursement of reasonable costs for domestic travel to attend conferences or seminars providing training on the administration of loans or to attend advisory board meetings focused on best practices. If any lender or guaranty agency attempts to offer any Institutional Representative any Prohibited Benefit, he or she shall promptly report this to The Academy's Owner.

4. Prohibited Benefits or Inducements to Institution

- The Academy will not:
 1. accept any payment or benefit of any kind from any guaranty agency or lender, including without limitation any rebate or share of revenue and any computer software or hardware (at no charge or at below market rates), as consideration for entering into a contractual relationship or for placing a lender on a preferred lender list.
 2. accept from any lender any 'opportunity pool,' revenue sharing arrangements or similar funding arrangements offered for use in making private loans to higher risk students in exchange for promises or concessions by The Academy.
- The Academy may accept:
 1. philanthropic contributions from a lender or guaranty agency, only if such contributions are made without any expectation or promise of any preferred status, advantage, recommendation, business volume, or other benefit.

5. Prohibited Promotions

- The Academy shall not allow its name, logo, emblem, or any other words, symbols or photographs readily associated with The Academy to be used by any guaranty agency or lender in any advertisement, publication or other communication suggesting that The Academy has endorsed loans or services offered or guaranteed by the guaranty agency or lender. The Academy shall assure that all materials provided to students about federal or private educational loans shall prominently identify the name of the lender.

6. Prohibited Representation and Services

- The Academy shall not allow any employee, agent or representative of any lender or guaranty agency to represent himself or herself to the public, or to otherwise act, as an agent or representative of The Academy.
- No Academy Representative shall represent himself or herself to the public, or otherwise act, as an agent or representative of any lender or guaranty agency.
- The Academy generally shall not accept any assistance from a lender or guaranty agency for financial aid office or call center staffing, but may accept: staffing assistance on a short term basis in the event of a disaster creating emergency needs; entrance and exit counseling services when supervised by a financial aid officer of the Institution; and financial literacy materials not promoting any lender or guaranty agency.

7. Prohibited Inducements by The Academy

- The Academy shall not offer or provide to any guaranty agency or lender any inducement to secure any business relationship, any particular kind of loans or scholarships, services or other benefits. This prohibition includes, but is not limited to, any promise of loan volume, preferred status, or any other advantage or benefit.

8. Preferred Lender List

- The Academy shall comply with the following requirements for any list of preferred private student loan lenders given to students and parents:
 - a) The Lender List shall include a prominent reminder that students may choose to use a lender not on the list and that the Institution is required to process loan documents for any eligible lender selected by students;
 - b) The Institution shall include on the financial aid webpage of its website a prominent reminder that students are not required to use any federal or private lender recommended by the Institution and may select any other lender;
 - c) The Lender List shall clearly disclose the Institution's selection process and selection criteria
 - d) Criteria for selecting preferred lenders shall emphasize student interests and benefits – competitive rates and high quality service, along with business reputation, financial strength and processing capabilities of the lender;
 - e) Terms offered by preferred lenders must be equally available to all of the Institution's eligible students;
 - f) The Institution's financial aid staff shall conduct a performance review of its preferred lenders at least once every 12 months & make changes when appropriate;
 - g) The Lender List shall include comparative information for listed lenders, including interest rates, origination fees & repayment terms, including all information required by the DOE's Model Disclosure Form for presentation of information required by the federal Truth in Lending Act (TILA);
 - h) At two unaffiliated lenders for private loans shall be listed. If one or more lenders withdraw and *fewer than three unaffiliated lenders* remain, then the Institution shall cease to use a preferred lender list and instead shall only offer contact information for all lenders willing to make loans.
 - i) If any lender listed is affiliated to another lender on the list, such affiliation shall be disclosed on the list;
 - j) No lender will be included which has offered any payments or other benefits to the Institution to seek preferred status;
 - k) No lender will be included which is known to sell its loans to another lender but has not disclosed such relationship;
 - l) No lender shall be included which offers prizes or other benefits to students for applying for loans; and
 - m) No lender shall be included which makes unsolicited mailings of loan applications to students.
 - n) The applicant may cancel within 3 business days of receipt of the lenders final disclosure form. Funds will not be disbursed until the cancellation period expires

9. Loan Processing Arrangements:

- The Academy shall not
 1. use any software or processing system or practices that create a 'default' arrangement through which a student borrower is automatically referred to any one or more federal or private student lenders, whether or not any such lenders have been designated by the Institution as "preferred lenders."
 2. use any financial aid processing or packaging practices that delay certification of borrowers choosing federal or private student loan lenders not on The Academy's Lender List.

10. Federal and Private Comparisons

- When The Academy provides students with information on loans from private lenders, it shall provide each student with a separate written reminder of the potential availability of federal student loans and a written comparison of the principal terms of such loans to the principal terms of federal student loans,

including eligibility conditions, interest rates, origination fees, and repayment options & terms.

11. Limitations on Student Information Disclosures

- In the absence of a signed authorization from specific students or parents (in the case of minors) or documentation showing that the specific students or parents have filed an application with a specific lender, The Academy shall not disclose any information about the financial needs, resources and loan options or considerations of its students to any prospective lender or to any other person or entity, excluding those entities and persons to which disclosure is authorized under FERPA statutory and regulatory provisions.

12. Preferred Lender List Disclosures

- The Institution shall annually give written disclosure to the U.S. Secretary of Education and to students about all lenders selected for inclusion on any Preferred Lender List published by The Academy, explaining the reasons why the lenders were selected, identifying the student benefits they provide, and providing the Model Disclosure Form information.

13. Publication of The Academy's Code of Conduct

- A copy of this Code of Conduct shall be provided at least annually to all employees of the Institution, each of whom shall be required to sign a written certification confirming that they have received and read the Code of Conduct. This Code shall be posted on the Institution's website and, upon request; a paper copy of the Code shall be given to all students either in written mailings or email notices.

Contact Personnel to Assist with Consumer Information

The Director of Admissions and the Financial Aid Administrator are knowledgeable of the information contained within the consumer information. Please contact Renee Montalbano, Director of Admissions, at 262-697-6000 ext 3, or Brittany Reuwer, Financial Aid Director, at 262-697-6000 ext 17. For additional clarification, you may also contact the Admissions Department for general questions at 262-697-6000 ext 3.