

**CONSUMER
INFORMATION
BOOKLET
OF
CENTRAL TEXAS
BEAUTY COLLEGE**

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FOR
CENTRAL TEXAS BEAUTY COLLEGE**

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CONSUMER INFORMATION INTRODUCTION

As a school participating in the Federal financial aid programs, we ascribe to the following principles and practices in our administration of Federal financial aid programs in an effort to facilitate and expedite the delivery of Federal funds to students.

The Financial Aid Office at Central Texas Beauty College (the "School") has developed and distributed this Consumer Information Booklet in an effort to answer student's questions that affect the student's receipt of financial aid at the School. As consumers, our students are provided with specific information about the School in this Consumer Information Booklet.

ABOUT THIS CONSUMER INFORMATION - Consumer Information is provided to inform students about the programs offered by the school, to describe the sources of student financial aid available, to provide instructions and deadlines for financial aid applications, and to inform students of their rights and responsibilities as financial aid recipients. Consumer Information is available to all students enrolled at the school and to prospective students who request admissions information. Such Consumer Information is contained in this Consumer Information Booklet, the School's Catalog, the Student Handbook and the Federal Student Aid Policies and Procedures Manual.

Consumer Information at Central Texas Beauty College includes descriptions of the following:

- Rights under Family Education Rights and Privacy Act (FERPA)
- Information regarding completions/graduation rate, percentage of students passing State Exam and percentage of Student's obtaining employment
- Current reporting of our Campus Security and all crime reporting data
- Financial assistance available at our institution
- General information about our institution
- FFEL/Direct Loan deferments for Peace Corps or volunteer service

COMPLETION/GRADUATION RATES AND TRANSFER OUT RATES - We do not have a standard term enrollment at our institution. Our school is a clock hour program. Completion/graduation rates, State Exam pass rates and placement rates are provided in the School's Catalog.

CAMPUS SECURITY - No crimes have been reported in the past 3 years at our institution. Campus Security Disclosures will also be available on the School's website (www.centraltexasbeautycollege.com).

INFORMATION ON PROGRAMS OFFERED:

1. All available Federal, state, local and private institutional financial aid programs and the requirements for each program;
2. The financial aid applications procedures and forms;
3. The costs of attendance used in awarding financial aid;
4. The methods used to determine which students would receive awards from the various programs (the need analysis system and selection and packaging policies);
5. The methods and timing by which aid is disbursed or credited to the student's account;
6. The rights and responsibilities of financial aid recipients, including the School's refund policy;
7. The School's policy for measuring satisfactory academic progress and the procedures students must follow to regain eligibility after failing to meet the specified standards;
8. The School's refund policies including its policy for returning funds to the financial aid programs;
9. The academic characteristics of the School including:
 - a. The programs offered by the School;
 - b. Information regarding the School's faculty and instructors;
 - c. The classroom, laboratory, and other facilities;
 - d. The organizations, which have licensed, approved, or accredited the School;

- e. The steps a student may take to review documents certifying that the School is licensed, approved, or accredited;
- f. The facilities and services available for disabled students;
- g. The offices from which students can obtain financial aid information, and how and where these offices may be contacted;
- h. Where a student may obtain information regarding the School's drug prevention program, which by federal regulation must be accessible to any officer, employee, or student at the School.
- i. The School assists students in finding jobs but does not guarantee job placements.

Student consumer information is provided to each enrolled student, whereas prospective students are provided the information if they request it.

ADDITIONAL SCHOOL INFORMATION – Additional information may be obtained about the School during normal working hours from 8:30 a.m. to 5:00 p.m., Monday through Friday, or by a pre-arranged appointment, or on the web at www.centraltexasbeautycollege.com.

INFORMATION	CONTACT
Enrollment Information	Admissions Office
Cost of Attendance/Financial Aid	Financial Aid Office
Employment/Placement Rates	Admissions Office
Academic Programs	Admissions Office
Facilities Available	Admissions Office
Average Earnings of Graduates	Admissions Office
Crime Statistics	Admissions Office
Satisfactory Academic Progress	Financial Aid Office

ACCESSIBILITY FOR DISABLED STUDENTS – Disabled students are encouraged to visit the school in order to determine if the facilities are adequate and/or if this type of training would be beneficial for them.

VIEWING ACCREDITATION APPROVAL DOCUMENTS – The School is accredited by the National Accrediting Commission of Career Arts & Sciences and licensed by the Texas Department of Licensing and Regulation. Other approval documents for the School's accreditation or for the approval of the programs offered by the School from associations, agencies, and governmental bodies can be viewed upon request to the Admissions Office.

DISTANCE EDUCATION POLICY

Central Texas Beauty College does not offer distance education or online learning for any of its programs. This policy is established to clarify the college's position on distance education and to ensure compliance with Texas Department of Licensing and Regulation (TDLR) requirements, as well as accreditation standards. Further to this policy:

1. All instructional hours for programs offered at Central Texas Beauty College are delivered in person at our licensed campus locations in Round Rock and Temple, Texas.
2. Our institution is committed to hands-on training and in-person guidance to best prepare students for licensure and professional practice in the fields of cosmetology, barbering, esthetics, nail technology, and related disciplines.

PRINCIPLES AND PRACTICES OF FINANCIAL AID ADMINISTRATION

The purpose of student financial aid is to provide monetary assistance to students who can benefit from further education but who could not otherwise attend. We might be able to suggest some ways you might open the door to achieve your goals by discussing the possibility of student financial aid for use at our school. Before you decide you cannot afford specialized training, take a few minutes to consider whether you can afford NOT to further your education.

Student financial aid is offered to an applicant only after the school has determined that the resources of the family are insufficient to meet the student's educational expenses. The amount of student financial aid offered will not exceed the amount needed to meet the difference between the student's total educational costs and the family's contribution less other sources of financial aid that may be available to the student.

The amount and type of self-help (loans and work) expected from students is related to the circumstances of the individual.

Our financial aid staff is available to assist you in filing the financial aid application, and to help you through the determination of eligibility process.

While we think this guide will answer most of your questions, you should be aware that policies, procedures and Federal rules and regulations are subject to change. The School's Financial Aid Office will have the latest information.

The Concept of Financial Need

You **do not** have to be from a low-income family to qualify for financial aid, but you do have to have "financial need." Your "need" is the difference between what it costs to attend a particular school and what you and your family can contribute.

Here's how it works:

COST OF GOING TO SCHOOL (Tuition, fees, books, supplies, equipment, room and board, personal expenses, travel, and miscellaneous expenses)

(-) **YOUR STUDENT AID INDEX** (The amount that you and your parents should be able to contribute)

(=) **YOUR FINANCIAL NEED**

Let's look at the two sides of this important equation.

Educational Costs

Besides the costs for your tuition and fees, books, supplies and equipment, which can be found in the School Catalog, financial aid programs also estimate how much it costs to live under various circumstances (*i.e.*, depending upon whether you live with your parents, or in a separate location).

Although school costs vary, the amount you are able to pay stays the same. That's where financial aid helps. If you and your parents can't contribute much money towards education, and you want to go to a private institution, you will probably qualify for more financial aid because your "need" will be higher. Financial aid programs offer a way to bridge the gap between what the student and family can provide and what it will cost to attend this school.

To estimate the total expenses at this school, we have prepared the following chart based upon the Bureau of Labor Statistics' research on a modest, but adequate standard of living under various conditions. The cost of tuition, fees, books, supplies and equipment for the program in which you intend to enroll, in addition to room and board, transportation (based on 30 miles round trip) and personal expenses is included in these figures.

Estimated Cost of Attendance*

Expenses	Students Living With Parents	Single Not Living With Parents
<u>Cosmetology/Class A Barber (34 weeks):</u>		
Tuition:	\$8950	\$8950
Books, Supplies, Fees:	\$1425	\$1425
Food & Housing:	\$5067	\$12,600
Transportation:	\$2875	\$2875
Personal Expenses:	\$3000	\$3000
<u>Manicuring/Esthetician (27 weeks):</u>		
Tuition:	\$7000	\$7000
Books, Supplies, Fees:	\$2200	\$2200
Food & Housing:	\$3800	\$10,400
Transportation:	\$1875	\$1875
Personal Expenses:	\$2331	\$2331
<u>Manicuring (20 weeks):</u>		
Tuition:	\$5100	\$5100
Books, Supplies, Fees:	\$1275	\$1275
Food & Housing:	\$3167	\$5400
Transportation:	\$1615	\$1615
Personal Expenses:	\$1998	\$1998
<u>Barber Crossover (14 weeks):</u>		
Tuition:	\$3000	\$3000
Books, Supplies, Fees:	\$1200	\$1200
Food & Housing:	\$2217	\$5544
Transportation:	\$1131	\$1131
Personal Expenses:	\$1750	\$1750

*If you have any unusual costs such as expenses for a child or a disability, you will adjust your budget for these circumstances. With respect to transportation, amounts will vary depending upon the actual distance traveled.

Student Aid Index

We have just looked at the cost of going to school. The next important element is the amount that your family can contribute. As indicated before, financial aid is awarded to bridge the gap, or to supplement, the amount you and your family are reasonably able to contribute towards your educational expenses. The Federal government refers to this procedure as need analysis, and each year approves an objective formula to consider each family's financial strength.

To perform this need analysis, it is necessary to request confidential financial facts about your family's income and assets, the size of your family, the number of persons attending postsecondary education, and any unusual circumstances or expenses which you face. From this objective analysis, a parental contribution is calculated.

Students are also expected to contribute from their savings and earnings. The combination of what parents can contribute and what the student can contribute is called the student aid index (SAI).

Remember, because we are looking at your total costs, the student aid index does not represent the amount you will need to pay to the school. For example, an Student Aid Index of \$2,700 might show you have sufficient resources to provide for part of your living costs and a portion of school tuition.

Determining Independent Student Status

Some students have supported themselves for several years and their parents are not expected to contribute toward their school expenses. Such students are called “independent students” and for them the financial aid process works differently because parental income is not considered. However, if an independent student is married, his or her spouse’s income is considered, whether or not they were married when they filed taxes.

The term “parents” below means:

1. Natural mother or father,
2. Adoptive mother or father.

You are considered a self-supporting (independent) student if you are one of the following:

1. You were age 24 or older as of January 1 of the current year;
2. During the school year beginning July 1 and ending June 30 of the current year, you will be working on a master’s or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, or graduate certificate, etc.);
3. As of today, you are married? (Answer “Yes” if you are separated but not divorced.)
4. You have children who receive more than half of their support from you.
5. You have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30.
6. You are an orphan, or you are or were (until age 18) a ward/dependent of the court.
7. You are a veteran of the U.S. Armed Forces.

The financial aid administrator may change your status to independent if circumstances warrant. (See Professional Judgment section)

General Student Eligibility Requirements:

- Student must have a valid social security number.
- Student must be a U.S. citizen or eligible non-citizen.
- Student must be a regular student enrolled or accepted for enrollment in an eligible program for the purpose of obtaining a degree or certificate.
- Student must meet the academic qualifications for study at the postsecondary level. (Student has high school diploma, or GED, or home school certificate – if approved under or excepted from state regulation.)
- Student must be beyond the age of compulsory school attendance.
- Student must not be enrolled solely in a remedial program.
- Student must be maintaining satisfactory academic progress.
- Student must not be in default and must not owe an overpayment on a Title IV loan or grant.
- Student must not have borrowed in excess of loan limits.
- Student must not be a member of a religious order.
- If enrolled in a correspondence course, that course must be part of an eligible program.
- Student must have financial need.
- Verification must have been completed, if required.
- Is not enrolled in elementary or secondary school.
- Is not incarcerated in a Federal or state penal institution.

FINANCIAL AID PROGRAMS

We have previously discussed the basic factors for determining who receives financial aid. Each individual program has regulations which further affect your eligibility and the amount you may receive in each. At this institution, based on a single application, the Free Application for Federal Student Aid (“FAFSA”), accompanied by the income documentation, our Financial Aid Administrator (“FAA”) will consider you for all programs which might be appropriate.

Our institution participates in the Federal Pell Grant Program.

Federal Pell Grant

Federal Pell Grants are awards to help undergraduate students pay for their education. These grants provide a “foundation” of financial aid, to which aid from other Federal and Non-Federal sources may be added. Unlike loans, grants do not have to be paid back.

The Department of Education uses a standard formula, revised and approved every year by Congress, to evaluate the information you report when you apply for a Pell Grant. The formula produces an Student Aid Index (SAI). Your Student Aid Report (SAR) contains this number and will tell you whether you are eligible for a Federal Pell Grant. The awards range up to \$7,395 for 2024-25. The size of award you receive will depend on your SAI number, how long you will be enrolled during the academic year, and the cost of education at the School. An “academic year” at the School is equal to 900 clocked hours, or 30 weeks. Students may receive up to 150% of their Estimated Pell Grant in one academic year under current Federal regulations. The Cosmetology and Class A Barber courses utilizes 111% of the Estimated Pell Grant; the Manicuring/Esthetician course utilizes 89% of the Estimated Pell Grant; the Manicuring course utilizes 67% of the Estimated Pell Grant; and the Barber Crossover course is not eligible for the Federal Pell Grant.

Once the School has received your Institutional Student Information Report (ISIR), the Financial Aid Office will calculate the amount for which you are eligible. The School’s Business Affairs Office will then credit the award to your account, pay you directly, or use a combination of these methods. You will receive an award letter informing you in writing of how much your award will be, and how and when the Pell Grant payments will be credited to your account.

How to Apply for the Pell Grant

Our Financial Aid Office will specify which forms you need to complete and submit to apply for Federal Student Aid, as well as any deadlines you need to meet, all of which are outlined within the information below.

Free Application for Federal Student Aid (FAFSA)

If you meet all of the eligibility requirements, you may complete a Free Application for Federal Student Aid online at www.fafsa.ed.gov. Our school code for both campuses is 013984. Our School’s Financial Aid Office is happy to walk you through the process. You should read the instructions thoroughly and complete each question on the application. Pay close attention to the questions about your dependency status and income because these are the areas where most mistakes are made.

The length of the program for which you are enrolled will determine under which award year you will apply. The award year covers the period from July 1 through June 30. If your course extends beyond June 30, your award eligibility will be calculated for the portion of the program to be completed through June 30. In order to receive the remainder of your award, you must file a FAFSA for the next award year when the applications become available.

To fill out the application, you will need certain records. The most important record is your base year (usually the 2 years prior) tax return. You will need your tax return, your parents’ tax return (if you are dependent), and your

spouse's tax return (if you are married). You may also need copies of your W-2's, mortgage information, social security benefit statements and other agency benefit records.

You should apply as soon as possible. You may have to confirm or correct the information reported and return it to be reprocessed. This could cause a delay in the awarding process. You may also have to verify some of the information you reported on the application.

Because your application is processed electronically, the school will receive an Institutional Student Information Report (ISIR) within a short time after the Central Processing Center receives your application. The information given on this report will be used to determine your eligibility for Federal Student Aid.

In addition to completing a FAFSA, you may be required to fill out additional forms during your initial interview with the Financial Aid Office. These forms gather personal information and are to remain in your file at the school.

Deadlines

All steps involved in applying for financial aid are accompanied by specific deadlines. These deadlines are set by the Department of Education, and there are no exceptions. If these deadlines are not met, it may cause you to lose your financial aid.

Deadline Dates:

1. FAFSAs and Renewal FAFSAs must be **received** by the processing center no later than midnight on July 1 of the current year.
2. CORRECTIONS made on the Web must be **received** no later than midnight on August 16 of the current year.
3. CORRECTIONS transmitted electronically must be **received** no later than midnight on August 27 of the current year.

Federal Pell Grant Disbursement Procedures

When a check is prepared, the FAA must check the student's eligibility by:

1. Verifying that the Award Letter is signed and dated;
2. Verifying Enrollment status;
4. Verifying that the student meets satisfactory progress conditions; and
5. Verifying that a signed statement of approval from the student is in the file if the Federal Pell Grant payments are applied to any charges other than tuition and fees - such as books, supplies, kits, tools, etc.

Credit Pell Payments Toward Expenses

The students may or may not authorize the school to credit their Pell Grant payments toward their school charges incurred in addition to their tuition and fees. These school charges include but are not limited to books, supplies, kit, tools and overage charges for hours to complete their program.

Credit Balances

In the event you overpay the school while in attendance, your credit balance shall be returned to you within thirty days from the date the credit balance was created.

If you wish the school to assist in budgeting the amounts awarded to you for living expenses after all school charges have been paid, you must request in writing for the school to do so.

In the event you overpay the school and are not still in attendance, the overpayment shall be returned in accordance with Federal requirements.

Permanent Resident Documentation

If you are not a U.S. citizen, and do not receive primary confirmation on the ISIR, the Financial Aid Office must make photocopies of the original INS documents which demonstrate your permanent residence.

Deadlines:

All steps involved in applying for financial aid are accompanied by specific deadlines. These deadlines are set by the Department of Education, and there are no exceptions. If these deadlines are not met, it may cause you to lose your financial aid. The School must receive a valid ISIR by June 30, or BEFORE you leave school, whichever comes earlier.

Verification

Verification is the process which requires an applicant to provide all documents necessary to verify the accuracy of data related to the calculation of their Student Aid Index (SAI)

The school requires verification for all applications selected by the Central Processor, which is the Federal Need Analysis System. The verification procedures used by the school follow the guidelines in "The Verification Guide" provided by the Department of Education.

If a student is selected for verification, the Financial Aid Office counsels the student of the documentation needed to satisfy the verification requirement. At that time, the Financial Aid Office requests the following information from the student:

For Independent Students:

- a) A completed Verification Worksheet signed by the student; and
- b) A signed copy of the student's tax return transcript if a return was filed for the base year.
- c) If the student is married, a signed copy of the spouse's tax return transcript if a return was filed for the base year.

For Dependent Students:

- a) A completed Verification Worksheet signed by the student and parents; and
- b) A signed copy of the student's tax return transcript if a return was filed for the base year; and
- c) A signed copy of the parents' tax return transcript if a return was filed for the base year.

When the requested verification documents are submitted, the FAA compares the documentation to the information originally reported on the application. If the verification process shows that all of the information is correct, the FAA processes an award letter.

If the requested verification documents show errors or inconsistencies in the application information, the FAA performs a new need analysis using the correct information. If the correct information does not change the student's eligibility, the FAA processes an award letter.

If the correct information does change the student's eligibility, the FAA makes the corrections on the SAR/ISIR and submits for corrections. When the corrected ISIR is received, the FAA processes an award letter.

The Financial Aid Office explains to all students selected for verification the submission deadlines and the consequence of failing to provide the requested information.

If the documents the student submits as verification do not meet the requirements, the Financial Aid Office contacts the student for the additional or corrected information. If the student does not submit the required documents for the School to complete the verification procedure within 60 days or June 30, whichever comes first, the student may not be awarded financial aid at the School. This time frame can be extended if unusual circumstances are involved (such as sickness or death in the family, parents live out of state, etc.).

The School is required by Federal Regulations to make referrals to the Department of Education and the Department of Justice if it is suspected that aid was requested under false pretense. This School takes very seriously the proper stewardship of Federal funds and will cooperate with government agencies in the full prosecution of students who are found to provide incorrect data.

You must comply with the verification requests noted in the comment section of the SAR/ESAR/ISIR and any additional requests made by the School by completing the verification forms provided with the ESAR/ISIR or the school's own form. You must also submit any additional documents requested.

NOTE: With the initial disbursements the student is to be given a copy of the Award Letter which serves as a receipt showing the first disbursement, how it is to be applied to the student's account, and the dates and amounts of subsequent disbursements.

OTHER SOURCES OF FINANCIAL AID

Besides Federal and state programs, certain students may be eligible for other programs which provide assistance for educational costs. These benefits, like grants, do not have to be repaid.

The Montgomery GI Bill (Active Duty) and Post 9/11 GI Bill

A program of education benefits for students who entered active duty for the first time after June 30, 1985 and served continuously on active duty for three years. (Students with only two years of active duty also may be eligible under certain conditions.) Students also must have their military pay reduced by \$100 a month for the first twelve months of active duty and must obtain a high school diploma or equivalency certificate before the period of active duty ends.

Students may qualify for benefits from the Survivors' and Dependents' Educational Assistance Program if they are spouses or children of:

1. Veterans who died or are permanently and totally disabled as the result of a service-connected disability arising from active service in the armed forces;
2. Veterans who died from any cause while rated permanently and totally disabled from the service-connected disability;
3. Service persons missing in action or captured in the line of duty by a hostile force; or
4. Service persons forcibly detained or interned in the line of duty by a foreign government or power.

Benefits may be awarded to pursue associate, bachelors, or graduate degrees in VA-approved programs. Courses leading to a certificate or diploma from a business, technical, or vocational school may also be taken. For further information on veteran's benefits, students should contact the nearest Veterans Affairs regional office.

MyCAA

Spouses of active duty service members in pay grades E1-E5, W1-W2, and O1-O2, as well as the spouses of activated Guard and Reserve members within those ranks. Spouses of Guard and Reserve members must be able to start and complete their courses while their sponsor is on Title 10 orders.

Note: The MyCAA program does not include Coast Guard spouses.

Texas Workforce Commission/Vocational Rehabilitation/Department of Assistive and Rehabilitative Services

The Department of Assistive and Rehabilitative Services provides services and financial assistance for education to students with certain disabilities. Further information can be obtained from the Department of Assistive and Rehabilitative Services.

Work Force Training

The Department of Labor makes funds available through local agencies for training persons meeting certain criteria. The financial aid administrator will have information on the local office that determines eligibility.

FFEL/Direct Loan Deferments for Peace Corps or Volunteer Service

Students entering our School who have student loans pending with a financial institution may qualify for a deferment or forgiveness of the loan if they have served in the Peace Corps or some other Government or charity organization. A student with these loans is encouraged to check with the Financial Aid Office, who will explore the possibility of deferment or forgiveness by contacting the proper government agency for the student. The School will help the student in every way possible to find out if they qualify for these deferment/forgiveness programs.

Scholarships

The School will also accept various local and nationwide scholarships.

RETURN OF TITLE IV FUNDS AND REFUNDS

You must keep in mind that when you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. The School will calculate the amount of tuition it must return to the Federal funds account according to the policies listed below:

Return of Title IV Funds and Refunds

If a student withdraws before completing the program, a portion of the funds he or she received may have to be returned to the Department of Education. The complete Central Texas Beauty College Refund Policy is contained on Page 14 of the School Catalog and is also attached to every student's Enrollment Agreement. The School will calculate the amount of tuition it must return to the Federal funds account according to the policies listed below:

- (A) Central Texas Beauty College maintains a cancellation and settlement policy that provides a full refund of all money paid by Student if:
 - (1) Student cancels the enrollment agreement no later than midnight of the third business day after the date on which the agreement is signed by the prospective student, and demands his or her money back in writing, regardless of whether Student has started training. Notice of cancellation and the demand for refund must be in writing, and the cancellation date will be determined by the postmark of written notification or the date it is delivered in person to the School; or
 - (2) Student is not accepted by the School; or
 - (3) A course is cancelled subsequent to Student enrolling, but prior to any instruction in the course.
- (B) Central Texas Beauty College maintains a refund policy for the refund of the unused part of tuition, fees, and other charges assessed Student if Student fails to enter the course of training or withdraws from the course after the expiration of the cancellation period established under Subsection (A) of this section. The policy provides that:
 - (1) A refund is based on the period of Student's enrollment computed on the basis of course time expressed in scheduled hours.
 - (2) All books, equipment, and prepayment items are the property of Student if they have been paid for by Student.
 - (3) If Student cancels the enrollment agreement after three business days of signing such agreement, but prior to entering classes, Student is entitled to a refund of all monies paid to the School less the registration fee in the amount of \$100.
 - (4) The effective date of the termination for refund purposes is the earliest of:
 - a. the date the Student is expelled by the School; or
 - b. the date the Student notifies the School of his/her withdrawal in writing, as determined by the postmark date or the date the notice is delivered to the School in person; or
 - c. the date that a student on an approved leave of absence notifies the School that he/she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date Student notifies the School that Student will not be returning; or
 - d. 10 school days after the last date of attendance. Unofficial withdrawals for clock hour students are determined through monthly monitoring of our timeclock computer.

Date of Determination of Date of Termination

Except in unusual instances, the date of the School's determination that the student withdrew should be no later than 10 after the student's last date of attendance as determined by the School from its attendance records.

If a student provides notification to the School of his or her withdrawal prior to the date that the School normally would determine that the student withdrew, the date of determination is the date of the student's notification. The School is NOT required to administratively withdraw a student who has been absent for 10 days (or less if applicable). However, after 30 days, it is expected to have determined whether the student intends to return to

classes or to withdraw. If the student is eventually determined to be a withdrawal, the end of the 10-day period begins the timeframe for completing a Return of Title IV Funds calculation.

Leave of Absence (LOA) Policy

A student can be granted a leave of absence from the program due to mitigating circumstances such as illness, a family members' death, work, transportation issues, childcare issues, family vacations or important business elsewhere, so long as the School is notified in advance in writing with the reason, the approximate length of the LOA and the student's signature (unless unforeseen circumstances prevent advance notification, and in such case the reason must be documented by the School, the written request must be collected at a later date, and the beginning date is the first date the student was unable to attend), and there must be a reasonable expectation that the student will return from the LOA. A student's leave of absences cannot exceed 180 days, together with any additional LOAs previously granted, in any 12-month period. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. A student not returning from the LOA or taking an unapproved LOA will be withdrawn from the course, and the date of withdrawal determination for the purpose of calculating a refund shall be the last date of attendance.

If enrollment is temporarily interrupted for an LOA, the student will return to the School in the same progress status as prior to the leave of absence. Calendar days elapsed during an LOA will extend the student's contract period and maximum time frame by the same number of calendar days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation. Changes to the contract period for a leave of absence will be signed by all parties as an addendum to the enrollment agreement or initialed on the enrollment agreement. Additional institutional charges will not be assessed as a result of the LOA.

Upon a student's withdrawal, two calculations are performed:

1. The Return of Title IV funds (to determine amounts earned from the Federal programs) and
2. The State and/or the Institution's Refund Policy — to determine the amount of institutional charges earned. The School will adjust the student's charges to take into account repayments of Title IV funds that the school was required to make.

I. Return of Title IV Funds Calculation

Only the Title IV programs are to be included in this calculation. They are Subsidized, Unsubsidized, and PLUS (Direct and FFEL) Federal loans, Perkins Loans, Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), as applicable. Central Texas Beauty College only participates in the Pell Grant program.

The Return of Title IV Funds is NOT a Refund Policy. Instead, the Federal Regulations (beginning with October 7, 2000) require the use of a pro rata calculation to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. Any student receiving Title IV funds will be subject to these regulations.

The amount of Title IV aid earned is based on the amount of time the student spent in academic attendance, and the total aid received; it has no relationship to the student's incurred institutional charges. Because these requirements deal only with Title IV funds, the order of return of unearned funds do not include funds from sources other than the Title IV programs.

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the aid is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. Therefore, the amount of Federal grant or loan earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned.

Central Texas Beauty College measures students' progress in clock hours, therefore the determination is made as outlined below. Only scheduled hours are now used to determine the percentage of the period completed by a student withdrawing from a clock-hour program.

For a clock-hour program, the percentage of the period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period or period of enrollment, as of the day the student withdrew, by the total number of clock hours in the same period as follows:

$$\frac{\text{number of clock hours the student was scheduled to complete in the period}}{\text{total number of clock hours in the period}}$$

A student withdrawing from a clock-hour program earns 100% of his or her aid if the student’s withdrawal date occurs after the point that he or she was scheduled to complete 60 percent of the scheduled hours in the payment period or period of enrollment.

The School must return unearned funds for which it is responsible to the Department of Education as soon as possible, but no later than 45 days from the determination of a student’s withdrawal.

II. State Refund Calculation

TDLR Section 1603.3603 states that if Student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, (i) during the last 50 percent of the course, withdraws from the course or is terminated by the School, the School may retain 100% in tuition and fees paid by Student and is not obligated to refund any additional outstanding tuition, OR (ii) before the last 50 percent of the course, withdraws from the course or is terminated by the School, the School shall refund the following percentages of any outstanding tuition to Student:

HOURS COMPLETED OF TOTAL PROGRAM HOURS (Refund calculations are based on scheduled hours unless actual hours exceed scheduled hours)

Time in Course	Amount of Total Tuition Refunded to Student
Less than 1 week	90%
1 week – 3 weeks	80%
3 weeks – 25%	75%
25% - 50%	50%
50.1% and over	0%

This policy is mandatory for all courses at Central Texas Beauty College

A refund owed to a student per the above stated refund calculation must be paid no later than the 30th day after the date on which the student becomes eligible to the refund.

Distribution of Funds

If a student is entitled to receive a refund, or a return of Title IV funds in accordance with the Federal or State policies, the return of funds must be applied to the appropriate program in the following order: (This applies only to student attending with loan from previous institution)

1. Federal Unsubsidized Stafford Loans
2. Federal Subsidized Stafford Loans
3. Federal Unsubsidized Direct Stafford Loans
4. Federal Subsidized Direct Stafford Loans
5. Federal Perkins Loans
6. Federal PLUS Loans
7. Federal Direct PLUS Loans

Remaining funds must be credited as follows:

8. Federal Pell Grants
9. FSEOG
10. Other grant or loan assistance authorized by Title IV
11. Student

Post-Withdrawal Disbursements

The School is permitted to credit a student's account with a post-withdrawal disbursement of Title IV grant funds without the student's permission for current charges for tuition and fees up to the amount of any outstanding charges. The School must obtain a student's authorization to credit a student's account with Title IV grant funds for charges other than current charges. The School must disburse directly to a student any amount of a post-withdrawal disbursement of grant funds that is not credited to the student's account. The School must make the disbursement as soon as possible, but no later than 180 days after the date of the School's determination that the student withdrew.

Grant Overpayments – Student Responsibility for Returning Unearned Aid

Students will be notified by the School if a Pell Grant overpayment has occurred. Grant overpayments may be resolved through –

- full and immediate repayment to the school;
- repayment arrangements satisfactory to the school; or
- overpayment collection procedures negotiated with Debt Resolution Services (of the Department of Education).

RIGHTS AND RESPONSIBILITIES OF STUDENTS RECEIVING FEDERAL STUDENT AID

YOU HAVE THE RIGHT TO KNOW:

1. The names of the organizations which accredit and authorize the School to operate;
2. Information about the programs, the faculty, and the physical facilities at the School;
3. The cost of attending the School;
4. The School's policy on refunds for students who drop prior to completion of the programs;
5. Information regarding the financial aid available from Federal, State, local, private, and institutional financial aid programs;
6. The procedures and deadlines for submitting applications for each available financial aid program;
7. The criteria used to select financial aid recipients;
8. How your financial need is determined - this includes how costs for tuition and fees, room and board, books and supplies, travel, personal and miscellaneous expenses are considered in your budget;
9. The type and amount of assistance in your financial aid package;
10. How and when you will be paid;
11. How the School determines whether you are making satisfactory progress and what happens if you are not;
12. The School's policy regarding your right to:
 - a) Review and inspect your education records;
 - b) Seek amendment of your educational record that you or your parent believes to be inaccurate, misleading, or otherwise in violation of your privacy rights;
 - c) Your consent, under certain conditions, for the disclosure of personally identifiable information contained in your educational records; and
 - d) File a complaint with the Department of Education concerning alleged failures by the School to comply with statutory and regulatory student and family privacy rights.

STUDENT RESPONSIBILITIES:

1. You must complete all application forms accurately and submit them on time to the right place;
2. You must provide correct and true information;
3. You must provide all additional documentation, verifications, corrections and/or other information requested by either the Financial Aid Office or the agency to which you submitted your application;
4. You are responsible for reading and understanding all forms that you are asked to sign and for retaining your copies;
5. You must accept responsibility for all agreements that you sign;
6. You must be aware of and comply with the deadlines for application or re-application for Federal Student Aid;
7. You should be aware of the School's refund policies and procedures;
8. You are responsible for reporting name and address changes directly to the Financial Aid Office;
9. You are responsible to bring or send the Student Aid Report to the Financial Aid Office in time to complete the verification process;
10. You are responsible to bring or send any supporting documentation that is necessary to verify information in time to complete the verification process;
11. You are responsible for maintaining satisfactory progress in accordance with the School's Satisfactory Academic Progress Policy; and
11. You will be responsible to pay any overpayment that is discovered during verification.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the School. It is printed in the Catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS (consistently based on full time schedules for Cosmetology, Class A Barber, Manicurist/Esthetician and Manicuring and part time schedules for Barber Crossover)

An Academic Year is 900 clock hours and 30 weeks in length. Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology & Class A Barber (1000 hour course – 111% Academic Year): 450 clocked actual hours and 15 weeks; 900 clocked actual hours and 30 weeks

Manicurist/Esthetician (800 hour course): 400 clocked actual hours and 13 weeks

Manicuring (600 hour course): 300 clocked actual hours and 10 weeks

Barber Crossover (300 hour course): 150 clocked actual hours and 7 weeks

• Transfer Students – Midpoint of the actual contracted hours and weeks or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course or Academic Year, whichever comes first.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the School will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

COURSE

MAXIMUM TIME ALLOWED

	<u>WEEKS</u>	<u>SCHEDULED HOURS</u>
Cosmetology/Class A Barber (Full time, 30 hrs/wk) – 1000 Hours (34 weeks)	50 Weeks	1500
Manicurist/Esthetician (Full time, 30 hrs/wk) – 800 Hours (27 weeks)	40 Weeks	1200
Manicuring (Full time, 30 hrs/wk) - 600 Hours (20 weeks)	30 Weeks	900
Barber Crossover (Part time, 22 hrs/wk) – 300 Hours (14 weeks)	20.5 Weeks	450

The maximum time allowed for transfer students who need less than the full course requirements students will be determined based on 67% of the scheduled hours.

Students who have not completed the course within the maximum time frame will be dropped from the course. Students who are terminated for exceeding the maximum time frame may re-enroll on a cash-pay basis in a manner consistent with the reenrollment provisions of the School's admissions policy, no sooner than 180 days from their last date of attendance, and will be ineligible for Federal financial aid for any subsequent enrollments.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to written procedures and set forth in a practical skills evaluation criteria adopted by the School. Students must maintain a written combined grade average of 70% in theory and practical grades upon graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100 EXCELLENT
85 - 92 VERY GOOD
70 - 84 SATISFACTORY

69 and below UNSATISFACTORY
I - INCOMPLETE

DETERMINATION OF PROGRESS STATUS

The School will evaluate Students' Satisfactory Academic Progress (academics and attendance) at the conclusion of each evaluation period. Students meeting the minimum requirements for academics and attendance at the conclusion of each evaluation period are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will be provided a hard-copy of their Satisfactory Academic Progress report at the time of each of the evaluations and a copy will be maintained in their Student file. An unofficial monthly progress report will also be provided so that Students can monitor their progress before the end of each evaluation period. Students deemed not maintaining Satisfactory Progress at any evaluation point may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation, subject to the provisions below.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress during the warning period will be notified in writing that they may be placed on probation and will only be considered to be making satisfactory progress during the probationary period IF the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards or the requirements of any established academic plan by the end of the evaluation period may be placed on probation. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will be deemed ineligible to receive Title IV funds.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory progress and is eligible for probationary status, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the School within 10 days on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. Supporting documentation must include a narrative statement, a doctor's note, an obituary, a counseling record or similar supporting documents. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, the student will be placed on probation, and Title IV aid will be reinstated, if applicable.

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS

Students may re-establish satisfactory progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to the School in the same progress status as prior to the leave of absence. Days elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

INCOMPLETES, NONCREDIT AND REPETITION COURSES

Incompletes, noncredit remedial courses and repetition courses do not apply to this institution. Therefore, these items have no effect upon the School's satisfactory progress standards.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours from another institution that are accepted toward his or her educational program will be counted as both attempted and completed/earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

DEFINITIONS

ACADEMIC YEAR - Academic year is a period of time, normally eight or nine months in length, in which a full-time student would normally be expected to complete 900 clock hours of instruction or the equivalent.

COST OF ATTENDANCE - Costs or expected costs to be incurred during your enrollment. Tuition and fees, room and board, transportation, books and supplies, personal and miscellaneous expenses are among these expenses.

FINANCIAL AID TRANSCRIPT - A summary of all Federal Aid you have received. If you have received Federal Student Aid and you transfer, you must request that your old school(s) send your financial aid transcript to the school you will be attending. If your new school does not receive a financial aid transcript from the old one(s), you will not receive aid from Department of Education Programs.

FINANCIAL NEED - The difference between the total expenses for a student for a year in postsecondary school and the amount which the student and family may reasonably be expected to contribute for the year.

FULL-TIME STUDENT - A student who is carrying a course load sufficient to be certified as full-time by the school.

NEED ANALYSIS - The process used to evaluate a student's financial situation to determine how much aid is needed to meet postsecondary educational expenses. This analysis involves both an evaluation of school costs and total resources available to the student.

PELL GRANT INDEX (SRI) - The SRI is the result of a series of calculations based on the information reported on your Application for Federal Student Aid. This number appears on your Student Aid Report, informing you of your Pell Grant eligibility.

PRIVACY ACTS - The collective Federal and State laws, *e.g.*, FERPA, which serve to protect an individual from the unauthorized release of specified data without the individual's prior written consent.

SATISFACTORY PROGRESS - You must be maintaining satisfactory progress to be eligible to receive Federal Student Aid. Each school develops a policy for students to follow and usually takes into consideration standards for grades and attendance.

STATEMENT OF EDUCATIONAL PURPOSE - Document signed by each financial aid recipient, indicating his agreement to use funds awarded for educational purposes only.

STATEMENT OF REGISTRATION STATUS - If you are required to register with the Selective Service, you must sign a statement indicating you have done so before you can receive any Federal Student Aid.

STUDENT AID INDEX (SAI) - This figure is determined by a formula and indicates how much of your family's financial resources should be available to help pay for your school expenses. The information you fill in on your aid application such as taxable and non-taxable income, savings, net worth of a home is considered in determining your family's financial strength.

STUDENT AID REPORT (SAR) - The document that shows the results of your Free Application for Federal Student Aid. The SAR is generated four to six weeks after you send in your application to Pell processing, and gives information pertaining to your Federal Student Aid eligibility.

STUDENT RESOURCES - Funds available to the student to meet educational costs from sources such as student employment, savings, trust accounts, real estate, checking accounts, child support, alimony, VA Benefits, Social Security Benefits, personal loans, welfare, Aid to Dependent Children, or spouse's earnings for married students.