

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

**CONSUMER INFORMATION  
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](http://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](http://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	Dean of Students

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 Cosmetology 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.

## 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 EXPECTED FAMILY CONTRIBUTION** (The amount that you and your parents should be able to contribute)

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(=) **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 is included in these figures).

**Estimated Cost of Attendance\***

<b>Expenses</b>	<b>Students Living With Parents</b>	<b>Single Not Living With Parents</b>
<u>Temple</u>		
Cosmetology:	\$13,167	\$16,137
Manicuring:	\$9,005	\$10,985
<u>Round Rock</u>		
Cosmetology:	\$14,040	\$17,010
Manicuring:	\$9,730	\$11,710

\*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.

**Expected Family Contribution**

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 expected family contribution (EFC).

Remember, because we are looking at your total costs, the expected family contribution does not represent the amount you will need to pay to the school. For example, an Expected Family Contribution of \$2,700 might show you have sufficient resources to provide for your living costs and perhaps 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 passed an ability to benefit test, or home school certificate – if approved under or excepted from state regulation.)

- Student must be beyond the age of compulsory school attendance.
- Student has not been convicted of a drug-related offense that affects eligibility for Federal Student Aid (“FSA”).
- Student (if male) must be registered with Selective Service.
- 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”), National Student Aid Services (“NSAS”), 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 Expected Family Contribution (EFC). 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 \$5500 for 2010-2011. The size of award you receive will depend on your EFC 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.

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. 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 prior year) 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. You will then complete Form G-845 and send to INS for secondary confirmation before aid can be disbursed. For students under the Family Unity Program, two I-817's must be presented to the FAA for them to check further for eligibility.

#### **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.

### Leave of Absence

- The request for a leave of absence ("LOA") must be in writing,
- School must limit LOAs to 180 days within a 12-month period,  
(NOTE: Some accrediting commissions and/or state agencies allow only 30-60 days within a 12-month period)
- No additional institutional charges are generated during the LOA, and
- Upon student's return, student is allowed to complete coursework started prior to the leave.

Unless the student does not return, an approved LOA is not a withdrawal, and the student does retain in-school status.

A student may take a LOA for not more than a total of 180 days in any 12-month period, **if the student has an approved LOA**. The 12-month period begins on the first day of the student's first LOA. The school may allow one additional approved leave (not to exceed 30 days) for unforeseen circumstances.

Additional subsequent leaves may be granted for jury duty, military reasons, or circumstances covered under the Family Medical Leave Act of 1993. Unforeseen circumstances may include:

1. Birth of a child and the need to care for the child,
2. Need to care for student's spouse, child, or parent, if the person has a serious health condition,
3. If a serious health condition makes the student unable to function as a student.

To qualify for an approved leave of absence, a student must submit in writing his/her request for leave. The leave of absence document must be completed, giving the date the LOA is to begin and the date the student is expected to return from the LOA. The LOA request form must be signed and dated by the student and the approving school official.

### 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 Expected Family Contribution (EFC).

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

### **Satisfactory Progress Policy**

The purpose of our Satisfactory Progress Policy ("SAP Policy") is to evaluate student's progress as they go from the start to completion of their training. The SAP Policy is the same for all enrolled students, whether Title IV recipients or otherwise, however, in order to continue to be eligible for any of the Title IV funding, you must maintain satisfactory progress (in academics and attendance) according to the School's standards as published, and updated from time to time, in the Student Handbook and below.

1. Central Texas Beauty College grants enrollment for full-time students only. Full-time enrollment is considered **at least 120 hours per month**. Each student will have a contractual completion date determined by the course of training, generally 12 months for cosmetology students and 6 months for manicuring students. Students not completing within their contracted completion date will incur an additional charge to be assessed on an hourly fee for the balance of their training. However, students **must** complete their program of enrollment in a period of not more than 150% of the course length to make satisfactory progress (*i.e.*, by attending at least 20 hours a week to remain eligible for Federal funding; by attending at least 30 hours a week to stay within the CTBC contract term).
2. Students will be evaluated monthly on each of three components, (a) attendance, (b) practical and (c) theory grades, until completion of the program. Grades are maintained on a numerical basis. Any grade below a **70%** is considered failing. Practical grades include performance on the floor.

Attendance Policy: Full-time students must maintain a minimum attendance of at least 70% of scheduled contract time to be making Satisfactory Progress in attendance. All students are evaluated on the hours that they have accrued divided by the hours they are scheduled to have. Students will be evaluated monthly on their cumulative attendance grade to track progress toward graduation. Hours missed must be made up by the student in order to maintain satisfactory attendance.

Theory and Practical Policy: Students will be evaluated according to their academic progress as demonstrated by their test scores, homework grades and their completion of their project sheets in accordance with the school's grading systems. Students will be informed of the school's grading systems during orientation on the first day of school. Students must complete monthly assignments and maintain a 70% average on theory and practical projects to maintain Satisfactory Progress.

3. Students are given progress reports at the end of every month showing their grades and asked to sign as an acknowledgement. In the student's first month of enrollment, no progress report is given.
4. Students not making Satisfactory Progress will be placed on probation for one month. Probation is defined as being placed on notice that there must be improvements in grades or attendance by the next evaluation period. Probationers may attend classes and participate in all activities and training. All students may appeal an unsatisfactory progress evaluation by informing the Dean of Students in writing. The Dean of Students will meet with the student and the student's Instructor to determine if the unsatisfactory report is merited. The student will be informed within 24 hours of the Dean of Students' decision in this matter. The Dean of Students may reevaluate the student's grade, or leave the grade as awarded. Proof will be provided in the Dean of Students' final decision. Cases of appeals will be documented in the student's file.
5. If a student receives Title IV funding and is placed on probation when being evaluated at the end of his or her payment period, such student must achieve satisfactory progress by the end of the next payment period or the student's financial aid will be terminated and the student may be dismissed from the program (students on probation during the period are considered to be making satisfactory progress for financial aid purposes). A student may appeal this determination by providing a written statement outlining the reasons satisfactory progress was not achieved and the actions the student is taking to remedy the situation going forward. If the appeal is accepted, at the sole discretion of the Dean of Students, the student and the Dean will set forth an academic plan that the student must achieve in order to maintain his or her Title IV funding, such determination to be made at the end of the next payment period. If the student does not follow the academic plan, the student's financial aid will be terminated and the student may be dismissed from the program.
6. The definition of an academic year at Central Texas Beauty College is a minimum of 900 clock hours, which are completed in a minimum of 30 weeks. Eligibility for each payment period must be assessed on weeks as well as clocked hours in the payment period.
7. Students making satisfactory progress during one evaluation period shall be considered to be making satisfactory progress until the next evaluation period.

8. Students have the opportunity to improve grade averages by doing extra credit work as assigned by Instructors. Students are responsible for requesting this work.
9. Students will be considered making satisfactory progress despite a lack of attendance if a leave of absence has been submitted or if a medical excuse is provided. It is recommended that, if possible, students keep up with their homework while on leave and be prepared to take missed tests upon their arrival back in school. Students on leave of absence will be considered to be making satisfactory progress until they withdraw or until they have completed one full month of attendance after coming back from their leave of absence.
10. In the event of interruption of training due to unsatisfactory progress, reinstatement of Title IV financial aid will be reinstated after 30 days from the day of re-entry provided satisfactory progress has been attained.
11. Incomplete courses, repetition and non-credit remedial courses have no affect on satisfactory progress standards.
12. Grading System Used by Central Texas Beauty College:
  - A- Numerical Grade of 90-100 (Superior)
  - B- Numerical Grade of 80-89 (Above Average)
  - C- Numerical Grade of 75-79 (Average)
  - D- Numerical Grade of 70-74 (Below Average)
  - F- Numerical Grade of 0-69 (Failing)
  - I- Represents Incomplete

#### 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)

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.

#### 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.

## 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:

A full refund will be made to any student who cancels his or her enrollment within 72 hours (until midnight of the third day, excluding weekends and holidays) after the enrollment agreement is signed or a portion of tuition and/or fees are paid, whichever is earlier.

### Withdrawal Policy

The effective date of the termination for refund purposes will be the earliest of the following:

1. The last day of attendance from school's attendance records, or
2. Date student began the withdrawal process, or
3. Date student provided official notification of intent to withdraw, in writing or orally, or
4. Date student did not return at the expiration of an **approved** leave of absence.
5. Date of withdrawal as determined by the School in the following circumstances:
  - a) Student is expelled,
  - b) Student not making satisfactory progress in attendance (10 consecutive days of absences, or in accordance with the School's policy),
  - c) Student not making satisfactory progress (not meeting the School's grading standards).

If tuition is collected in advance of entrance and if after expiration of the 72 hour cancellation privilege the student does not enter the school, not more than \$100 shall be retained by the school.

The student will not be required to purchase books, supplies and equipment until such time as these materials are required. According to the institution's refund policy, once these materials are purchased, no refund will be made. (Please refer to the Return of Title IV Funds Policy and the State Refund Policy below for treatment of these items per Federal and State regulations.)

A full refund will be made to any student who:

1. Is not accepted by the School;
2. Was enrolled by misrepresentation in advertising, promotional materials of the School, or misrepresentations by the owner or representative of the School; or
3. Is enrolled in a course of instruction that is discontinued by the School and prevents the student from completing the course.

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. (See Refund Policy below)

### 1. 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.

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.

Up **through the 60% point** in each payment period the required pro rata calculation is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. **After the 60% point** in the payment period, a student has earned 100% of the Title IV funds.

## 2. State Refund Calculation

For first time students who withdraw after 60% point in time and for all other students, the School will perform the State refund calculation:

*(For Schools that measure progress in Clock Hours)*

STEP 1: To calculate the percentage of payment period completed:

Calculation 1 -- Determine the clock hours completed in the payment period

**Completed Hours / Total Hours in Payment Period = Percentage Earned**

If this percentage is greater than 60%, the student earns 100%. If this percentage is less than or equal to 60%, proceed to Calculation 2:

Calculation 2 -- Determine the clock hours completed in the payment period

**Completed Hours / Scheduled Hours to Complete = Percent of scheduled hours completed**

(If this amount is less than 70%, use the percentage from Calculation 1, and proceed to Step 2. If this amount is 70% or greater, determine the clock hours scheduled to be completed as of the date the student withdrew divided by the total clock hours in the payment period. )

**Scheduled Hours / Total Hours in Period = Percentage of Aid Earned**

\* (Excused absences do NOT count as completed hours)

STEP 2:

$$\text{Percentage Earned from Step 1} \times \text{Total aid disbursed/or could be disbursed} = \text{Amount Student Earned}$$

STEP 3:

$$\text{Total Aid Disbursed} - \text{Title IV Aid Earned in Step 3} = \text{Amount to be Returned}$$

STEP 4:

$$100\% - \text{Percent Earned from Step 1} = \text{Unearned Percent}$$

STEP 5:

$$\text{Unearned Percent} \times \text{Total School Charges for the period} = \text{Amount due from School}$$

Refunds will be totally consummated within 30 days after the effective date of termination. Applicable refund examples will be provided to students upon request.

**The Texas Department of Licensing and Regulation (“TDLR”) Refund Policy is as follows:**

<u>Total Time of Course in Clock Hours</u>	<u>% for School to Refund</u>
Before 1 <sup>st</sup> day of class	100%
Less than 1 week	90%
1 week – 3 weeks	80%
3 weeks – 25%	75%
25% - 50%	50%
50.1% - 100%	0%

#### 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

## **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; and
11. You will be responsible to pay any overpayment that is discovered during verification.

## 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.

EXPECTED FAMILY CONTRIBUTION (EFC) - 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.

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 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.