

Clarksburg Beauty Academy

&

School of Massage Therapy

phone: (304) 624-6475 fax: (304) 624-6465

email: cburgba@aol.com



Financial Aid Handbook

Updated 01/2020

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TYPES OF TITLE IV FEDERAL FINANCIAL AID

The institution participates in two of the Title IV Federal Financial Aid Programs, Federal Pell Grants and Federal Direct loans.

PELL GRANTS

A Pell Grant is an award to help undergraduates pay for their education after high school. Students with a prior Bachelor Degrees are not eligible. Pell Grants do not have to be paid back. To determine eligibility, the United States Department of Education uses a standard formula, passed into law by congress, to evaluate the information you provide on your financial aid application.

Amounts can change yearly. The amount you get, though, will depend on:

- Your financial need
- Your cost of attendance
- Your status as a full-time or part-time student
- Your plans to attend a school for a full academic year or less

Effective on July 1, 2012, you can receive the Federal Pell Grant for no more than 12 semesters, or the equivalent (roughly six years). You'll receive a notice if you are getting close to your limit. If you have any questions, please contact the Financial Aid Office.

DIRECT LOANS

The Direct Loan program enables students and/or parents to borrow money from the Federal Government, at a low interest rate, to meet educational expenses. The students and/or parent must repay these loans.

There are three types of Direct Loans:

Federal Direct Stafford Loans-also called Direct Subsidized Loans. "Subsidized" means the federal government pays the interest on these loans while you are in school and during deferments (postponements of repayment). You must show financial need to receive this type of loan.

Federal Direct Unsubsidized Stafford Loans- Also called Direct Unsubsidized Loans. The federal government does not pay the interest while you are in school or in deferment. You can receive an Unsubsidized Loan regardless of financial need.

Federal Direct PLUS Loans- These are for parents of dependent students, with a good credit history, who want to borrow for their children. Parents pay the interest.

IS THERE A CHARGE FOR THESE LOANS?

A fee of 1.059% is deducted from your loan before the funds are sent to your school. If you do not make your loan payments when they are scheduled, you may be charged late fees and collection costs.

PROFESSIONAL JUDGMENT

Clarksburg Beauty Academy's Financial Aid Administrator may use PJ (Professional Judgment) on a case-by-case basis only to adjust the student's cost of attendance or the data used to calculate a student's EFC (Expected Family Contribution). This adjustment is valid only at this institution. A Professional Judgment change will be submitted electronically, via Financial Aid Administrator (FAA) Access to Central Processing System (CPS) Online, and does not require a student or parent signature.

The reason for the adjustment will be documented by DJA Financial Aid Services, Inc. (third party processor) and a copy of this documentation will be placed in the student's file. The PJ must relate to the special circumstances that differentiate the student – not to conditions that exist for the whole class of students. That decision is based on his or her judgment, and it is final-you can't appeal it to the U.S. Department of Education.

THE FINANCIAL AID APPLICATION PROCESS

- STEP 1: Apply for Financial Aid by appointment with our Financial Aid Director or by visiting the *FAFSA* website at: <http://www.fafsa.ed.gov/>, when filing out the Free Application for Federal Student Aid (*FAFSA*) online, please use the IRS Data Retrieval Tool to electronically view your tax information. With a few simple steps, the tax information will be securely transferred into the *FAFSA*. Students may fill out the *FAFSA* and submit directly to the Financial Aid Office. Your *FAFSA* generates an Institutional Student Information Record (ISIR) which is sent to Clarksburg Beauty Academy. You will receive by mail a Student Aid Report (SAR) Information Acknowledgement form. Carefully review this form. If any errors are found, contact the Financial Aid Office.
- STEP 2: Schedule an appointment with the institution's Financial Aid Office after submitting the *FAFSA* to review possible funding available.
- STEP 3: The institution's Financial Aid Department may also need the following:
- Verification Worksheet
 - Federal Tax Transcripts (1040, 1040A, 1040EZ, 1040TL)
 - Verification of receipt of any of the following:
 - Social Security
 - Child Support
 - SNAP/EBT (The agency which provided these benefits can give you an official letter stating the total amount received from January 1 through December 31 of the requested year).
- STEP 4: All men between the ages of 18 and 26 must be registered with Selective Service (Military Registration). If you need to register:

- Check the box on the FAFSA giving Selective Service permission to register you.
- Register at your local Post Office and bring proof of registration to Clarksburg Beauty Academy's Financial Aid Office.
- Register online at www.sss.gov
-

STEP 5: Your financial aid file is complete when the Financial Aid Office has all the necessary information and forms. Your file is reviewed and your eligibility is determined.

If you are eligible for financial aid, you will receive an Award Letter listing your financial aid award. If you are not eligible, you will receive a letter informing you of this.

DETERMINATION OF ELIGIBILITY

General Eligibility Requirements

To be eligible for any type of Title IV Federal Financial Aid, a student must:

- Have a high school diploma or GED
- Be enrolled as a regular student in an eligible program
- Be a U.S. Citizen or eligible non-citizen
- Have a Social Security Number and Social Security card with your correct name (married name if applicable)
- Make satisfactory academic progress
- Register with Selective Service, if required
- Not be in default on a Federal Education Loan or owe a refund on a Federal Grant.

Financial Need

The information you provide on the FAFSA is used in a formula, established by Congress, that calculates your Expected Family Contribution (EFC). The EFC is the amount you and your family are expected to pay towards the total cost of your education. For the Federal Pell Grant program, if your EFC is below a certain number, you're eligible for a Pell Grant, assuming you meet all other eligibility requirements.

Your EFC is used in an equation to determine your financial need:

$$\text{Cost of Attendance} - \text{Expected Family Contribution} = \text{Financial Need}$$

Dependency Status

Certain questions you answer when you complete the FAFSA will determine whether you are considered dependent on your parents and must report their income and assets as well as your own, or whether you are independent and must report only your income and assets (and those of a spouse). Income and asset information are used in determining your eligibility for Federal Student Aid.

Students are classified as dependent or independent because federal student aid programs are based on the idea that students' parents have the primary responsibility of paying for their children's education.

You're an independent student if you meet one of the following criteria:

- Born before a certain date as indicated by the FAFSA
- Married
- Enrolled in a graduate or professional education program
- Have legal dependents
- An orphan, Ward of the Court or Emancipated
- A Veteran of the U.S. Armed Forces

If you claim to be an independent student, the institution may ask you to submit proof before you can receive any Federal Student Aid. If you think you have unusual circumstances that would make you independent, even though you normally would be considered dependent, you should schedule an appointment with the Financial Aid Director. The Director can change your status to independent if he or she thinks your circumstances warrant it. But remember, the Director won't automatically do this. That decision is based on his or her judgment, and it is final-you can't appeal it to the U.S. Department of Education.

DISBURSEMENT OF FINANCIAL AID

Pell Grants and Direct Loans are disbursed in two equal payments during an academic year. The first half will be disbursed at the beginning of the academic year, usually within the first 60 days. The second half will be disbursed after you have completed one-half of your scheduled hours during the academic year.

When financial aid funds are received from the Federal Government, the school will credit your account with the school. After your tuition is paid in full for the payment period, any remaining amount will be paid to you by check.

All Direct Loan recipients must complete Entrance Counseling at the web site: <http://www.studentloans.gov/myDirectLoans> , sign in with your PIN, click on Entrance Counseling and complete the questions prior to when the loan funds are received. If you fail to complete the entrance counseling, your Direct Loan will be cancelled. You will then be responsible for the immediate payment of your outstanding tuition balance.

Exit Counseling must be completed before you can receive your course completion certificates. You can complete Exit Counseling at the web site: <https://www.studentloans.gov/myDirectLoans>, sign in with your PIN, click on Exit Counseling, and complete the questions. Be sure to keep all the entrance and exit counseling information, as you will need this material when you begin repayment.

RETURN TO TITLE IV FINANCIAL AID POLICY

Treatment of Title IV Aid When a Student Withdraws

Official withdrawal occurs when the student notifies in writing to be withdrawn from all classes. Unofficial withdrawals occur when the student ceases attending and receives grades of "W" in all of their classes. If a student does not officially withdraw from school or does not return from an approved Leave of Absence, the institution will use the last day of attendance as withdraw date. Last day of attendance is determined by the last day the student officially clocks in to receive credit for attendance.

The institution uses the payment period to determine the amount of Title IV program assistance that you have earned up to that point. You may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you. US Department of Education regulations state all refunds should be made within 45 days from the date of determination.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, you may choose to decline the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees and room and board charges (as contracted with the school). For all other school charges, the school needs your permission to use the post-withdrawal disbursement. If you do not give your permission (which some schools ask for when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that you cannot earn once you withdraw because of other eligibility requirements. For example, if you are first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not earn any FFEL or Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parents receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

- 1) Your institutional charges multiplied by the unearned percentage of your funds or
- 2) The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

The school must return the unearned aid for which the school is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source:

- Unsubsidized FFEL/Direct Stafford Loan
- Subsidized FFEL/Direct Stafford Loan
- FFEL/Direct PLUS (Parent)
- Federal Pell/Grant
- Other Title IV programs
- Other Federal, State, Private or Institutional/assistance
- The student

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half the unearned amount. The student is not responsible for returning funds to any program where the student owes \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds. Failure to do so may result in losing eligibility for any further Title IV student aid at any institution. The requirements of the Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school. Clarksburg Beauty Academy's return to Title IV and Refund Policy are provided to the students in the school handbook and are also available on the school web site.

RETURN TO TITLE IV FINANCIAL AID (EXAMPLE)

When a student withdraws from school, the institution is required to apply a pro-rated reduction on the financial aid that has been awarded. This pro-ration is required to be in effect through the 60% of the payment period, which is until you were scheduled to complete at least 270 clock hours. The effect of this policy is that even if you have a financial aid award that covers your institutional costs, you may have a balance with the institution if you withdraw.

EXAMPLE Financial Aid Award:

| | | | |
|----------------------------|--------|------------------|--------------|
| Pell Grant | \$5775 | 1st disbursement | \$2888 |
| Direct Loan (Less Fees) | \$3500 | 1st disbursement | \$1750 |
| | | | Total \$4638 |

Student withdraws and was scheduled to complete 135 hours of the 450 payment period. $135 \text{ hours} / 450 = .30$ or 30%. The student was scheduled to complete 30% of the payment period and therefore, had earned 30% of the financial aid that had been awarded.

$\$4638 \text{ aid awarded} \times 30\% = \$1357 \text{ earned financial aid}$

Clarksburg Beauty Academy must return the unearned aid to the Department of Education.

$\$4638 \text{ aid received} - \$1357 \text{ earned aid} = \$3168 \text{ unearned aid}$

Clarksburg Beauty Academy will return \$1750 to the Direct Loan program and \$1497 to the Pell Grant Program.

Return to Direct Loan: \$1750

Return to Pell Grant: \$1497

Amount owed to Clarksburg Beauty Academy: \$1391

LEAVE OF ABSENCE

Any Student requesting a leave of absence from the institution must meet with the School Director to complete the necessary paper work. This request must be in writing and specify the reasons for this interruption. The leave of absence request must also state the date the student will begin his/her leave, and the date the student will resume his/her training at Clarksburg Beauty Academy. All leaves of absence are subject to approval by the Director.

A student may be granted multiple leaves of absence with the total number of days not to exceed 180 days in a (12) twelve-month period. The twelve-month period begins the first day of the student's absence period. There will be no charges for tuition during the leave of absence period. For those students receiving Title IV funds, the school, may still consider the student to be currently enrolled, and on leave, for enrollment purposes. However, no Title IV funds will be dispersed to a student on a leave of absence and students receiving a Federal Stafford Loan need to be aware that any leave time will be applied towards their loan grace period. Students may see the Financial Aid Office for details. Upon returning to school the student will be placed on the same academic and satisfactory/unsatisfactory progress status as when they began the leave. A leave of absence extends the student's contract period and maximum time frame by the number of days in the leave of absence. Any student absent from school of (14) fourteen consecutive days and not granted a leave of absence, will be dropped from the school enrollment.

If a student accumulates fourteen (14) days of consecutive absences and a leave of absence was not acquired, the student will be immediately dismissed from Clarksburg Beauty Academy & School of Massage Therapy. After 14 days any personal possessions or equipment left behind by the student will be disposed of, as the institution deems necessary.

SATISFACTORY ACADEMIC PROGRESS POLICY

Clarksburg Beauty Academy's Satisfactory Academic Policy for Title IV recipients are the same as the standards for students enrolled in the same academic program who are not receiving Title IV aid. This policy is made available to prospective students on their initial visit to the school. In order to be considered making satisfactory progress, a student must maintain a minimum acceptable level of progress requiring at least the equivalent of a 70% cumulative grade or a letter grade of a "C", and proceed through the course at a pace leading to completion in the specified time frame. Students who meet the minimum requirements for attendance and academic progress will be considered to be making satisfactory progress until the next scheduled evaluation. This policy is established and maintained for all students in attendance, including those receiving Title IV funds. All students receiving Title IV funding must be in satisfactory progress in order to continue receiving funding. Any student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation. This policy applies to every student and is applied consistently to all students according to NACCAS' (National Accrediting Commission of Career Arts & Sciences) policies & procedures.

Any evaluation that impacts the student's eligibility for financial aid, if applicable, the student will be notified by the Financial Aid Office. Students may request the results of the satisfactory progress evaluations upon request. Satisfactory Progress Evaluations are placed in the students file.

Evaluation Segments/Periods: Students are evaluated for Satisfactory Academic Progress as follows;

At least one (first) evaluation will be conducted by the mid-point of the student's academic year. Evaluations will be completed within seven (7) School Business Days following the established evaluation period.

Grades and attendance are evaluated both quantitatively (attendance) and qualitatively (academic performance) elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the course or program of study.

All evaluation periods are based on actual hours.

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 text procedures set forth in practical skills evaluation criteria adopted by Clarksburg Beauty Academy & School of Massage Therapy. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

| | | |
|-------------|---|----------------|
| 90% - 100%: | A | EXCELLENT |
| 80% - 89%: | B | VERY GOOD |
| 70% - 79%: | C | SATISFACTORY |
| Below 70%: | D | UNSATISFACTORY |

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

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

ATTENDANCE PROGRESS

Attendance is measured in a quantitative basis at designated evaluation periods throughout the course of study. The evaluation periods are based on scheduled hours.

Full Time Status: Full time attendance for Cosmetology, Hairstyling and Manicuring is considered to be 33 1/3 hours per week. The minimum amount of attendance per week to be considered making satisfactory progress is 26 ½ hours per week. Full time attendance for Massage Therapy Students is considered to be 33 1/3 hours per week. For Massage Therapy, the minimum amount of attendance per week to be considered making satisfactory progress is 25 hours per week.

Minimum Time to Complete: Students with full time attendance (33 1/3 hours per week) will be able to complete the 1800 Cosmetology Course in 53 weeks the Hairstyling Course in 30 weeks and the 400 Manicuring Course in 12 weeks. Students in the 600 Massage Therapy Course with attendance of 25 hours per week will be able to complete the course in 24 weeks.

Maximum Time to Complete: Students must complete his or her educational program within the maximum time frame of 120%. Students with less than 100% attendance must

be able to complete the 1800-hour Cosmetology Course in 63 ½ weeks, the 1000 - Hairstyling Course in 36 weeks, the 400-hour Manicuring Course in 14 ½ weeks, the 600-hour Massage Therapy Course in 29 weeks. Periods in which the student has formally requested and received a leave of absence would extend their time frame to complete.

Students who have not completed the course within the maximum time frame may continue as a student.

The school is open 38 hours per week, except holidays, and students may attend the full 38 hours regardless of scheduled hours. Evaluation periods are based on Actual hours. In accordance with WV CSR § 3-4-6.2, students must maintain a minimum 80% attendance in order to be considered maintaining Satisfactory Attendance, and 120% maximum time frame to complete the program. This state mandate overrides the Department of Education's requirement of 70% attendance and maximum timeframe to complete of 150%.

The schedule of attendance for students per segment is as follows:

| | | | | | |
|-----------------------------|---|-----------|------------|------------|--|
| 1800 Hour Cosmetology | Evaluation Segments 13 1/2 Weeks (based on 33 1/3 hours per week) | | | | |
| Hours per Evaluation Period | 450 hours | 900 hours | 1350 hours | 1800 hours | |
| Minimum Accumulative Hours | 360 hours | 720 hours | 1080 hours | 1440 hours | |
| 1000 Hour Hairstyling | Evaluation Segments 13 1/2 Weeks (based on 33 1/3 hours per week) | | | | |
| Hours per Evaluation Period | 450 hours | 900 hours | | | |
| Minimum Accumulative Hours | 360 hours | 720 hours | | | |

| | | | | | |
|-----------------------------|---|-----------|--|--|--|
| 600 Hour Massage Therapy | Evaluation Segments 12 weeks (based on 25 hours per week) | | | | |
| Hours per Evaluation Period | 300 hours | 600 hours | | | |
| Minimum Accumulative Hours | 240 hours | 480 hours | | | |

| | | | | | |
|-----------------------------|--|-----------|--|--|--|
| 400 Hour Manicuring | Evaluation Segments 6 weeks (based on 33 1/3 hours per week) | | | | |
| Hours per Evaluation Period | 200 hours | 400 hours | | | |

| | | | | | |
|----------------------------|-----------|-----------|--|--|--|
| Minimum Accumulative Hours | 160 hours | 320 hours | | | |
|----------------------------|-----------|-----------|--|--|--|

SATISFACTORY PROGRESS WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while 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 still has not met both the attendance and academic requirements, the students will be deemed ineligible to receive Title IV funds.

PROBATIONARY STATUS

In order to regain eligibility, students must appeal the decision, and prevail upon the appeal. Upon a successful appeal these students will be placed on a probationary status for one payment period and will be eligible to receive Title IV funding. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of 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 or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, 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 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. 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 and federal financial aid will be reinstated, if applicable.

RE-INSTATEMENT

Students who have been deemed ineligible for Title IV funding due to unsatisfactory progress, who have not been granted extenuating circumstances may be returned to satisfactory progress status if the following requirements are met:

1. Student must meet attendance requirements for the next evaluation period.
2. Student must make up any incomplete work.
3. Student must bring grade point average to at least 70%.

LEAVE OF ABSENCE (INTERRUPTIONS), WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours 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.

COURSE INCOMPLETES, NONCREDIT, REPETITIONS

Noncredit, course incompletes and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

ACCEPTANCE OF CREDITS FOR TRANSFERRED HOURS

All transfer students must first notify the Cosmetology School or Massage Therapy School previously attended and requests to have their transcript mailed directly to Clarksburg Beauty Academy. This transcript must contain the following:

- 1) Breakdown of each subject completed
- 2) Grades earned in each subject. (must be "C" or better.)
- 3) Hours completed in each subject
- 4) School seal or certifying signature

Transfer hours accepted toward a student's degree program will be treated as hours attempted and completed for the purpose of determining when the allowable time-frame has been exhausted. Transfer hours attempted and completed will be calculated in the students pace of completion.

SAP evaluations are based on actual contracted hours. Grades acquired from the previous school will not be included in the students GPA.

THE RESPONSIBILITIES OF A FINANCIAL AID RECIPIENT

It is your responsibility to:

- Review and consider all information about a school's program before you enroll.
- Complete the Financial Aid Application process as outlined in Step 1 through Step 5.
- Provide all documentation, corrections, and/or new information requested by either the Financial Aid Office.
- Notify the school of any information that has changed since you applied for financial aid, including your enrollment status.
- If you are over-awarded federal financial aid, you must pay back the entire over-awarded money you received. If you do not, you will become ineligible to receive Title IV Federal Student Aid in the future.
- You must maintain Satisfactory Academic Progress as outlined in this handbook. This involves maintaining your grade point average and completing the required clock hours of your program.
- Repay any student loan you have. When you sign a promissory note, you are agreeing to repay your loan.
- You must complete Entrance and Exit Counseling if you have a Direct Loan. You must notify the school of a change in your name, address, or attendance status. You must also notify your lender of these changes.
- Understand the school's refund policy.

Clarksburg Beauty Academy participates in the following tuition assistance programs:

- WIOA-Contact the local job service in your area:
 - Bridgeport (304) 627-2125
 - Elkins (304) 637-0255
 - Fairmont (304) 363-0654
- Veteran's Administration- Contact the GI Bill Servicing Center at 1-800-827-1000
- West Virginia Rehabilitation Services-Contact the local Division of Rehabilitation Services in your area (Bridgeport (304) 842-2951.
- Alternative Financing Available: Contact the Clarksburg Beauty Academy Admission office.

Address of Financial Aid Program

U.S. Department of Education
Federal Student Aid Information Center
PO Box 84
Washington, DC 20044-0084
Phone: (800) 4 FED AID (800-433-3243)
TDD: (800) 730-8913
Email: studentaid@ed.gov

Federal Student Loan Rates

- Direct Subsidized loan – fixed rate 4.53%
- Direct Unsubsidized loan – fixed rate 4.53%
- Direct Parent PLUS loan – 7.08 %

For loans first dispersed July 1, 2019 through June 30, 2020 school year. Interest rates on new federal Direct Stafford loans are fixed for the life of the loan. A fee of 1.059% is deducted from your loan before the funds are sent to your school.

Consumer Information

Cosmetology – U.S. Department of Education CIP Code 12.0401

- Name of the accrediting agency this placement rate is calculated for - NACCAS
- Who is included - All students who completed between July 1, 2018 and June 30, 2019
- What types of jobs were these students placed in - Jobs within the field
- Positions that Completers were hired for - Stylist, booth renter, salon manager, salon owner
- When were the students employed - Within weeks of graduation, some were employed immediately
- How were completers tracked - State Board website, phone/ mail surveys, and social media websites
- For information regarding occupations visit the Department of Labor's O*NET at onetonline.org

| Tuition and Fees: | Cosmetology |
|--------------------------|--------------------|
| Tuition | \$15,030.00 |
| Equipment and Books | \$ 800.00 |
| Enrollment Fee | \$ 100.00 |
| Uniforms | \$ 100.00 |
| Shipping and Taxes | <u>\$ 60.00</u> |
| Total | \$16,090.00 |

Hairstyling – U.S. Department of Education CIP Code 12.0407

- Name of the accrediting agency this placement rate is calculated for - NACCAS
- Who is included - All students who completed between July 1, 2018 and June 30, 2019
- What types of jobs were these students placed in - Jobs within the field
- Positions that Completers were hired for - Stylist, booth renter, salon manager, salon owner
- When were the students employed - Within weeks of graduation, some were employed immediately
- How were completers tracked - State Board website, phone/ mail surveys, and social media websites
- For information regarding occupations visit the Department of Labor's O*NET at onetonline.org

| Tuition and Fees: | Cosmetology |
|--------------------------|--------------------|
| Tuition | \$10,000.00 |
| Equipment and Books | \$ 800.00 |
| Enrollment Fee | \$ 100.00 |
| Uniforms | \$ 100.00 |
| Shipping and Taxes | <u>\$ 60.00</u> |
| Total | \$11,060.00 |

Massage Therapy – U.S. Department of Education CIP Code 51.3501

- Name of the accrediting agency this placement rate is calculated for - NACCAS
- Who is included - All students who completed between July 1, 2018 and June 30, 2019
- What types of jobs were these students placed in- Jobs within the field.
- Positions that completers were hired for – Massage Therapist, sports/medical, salon manager, salon owner
- When were the students employed - Within weeks of graduation, some were employed immediately
- How were completers tracked - State Board website, phone/ mail surveys, and social media websites
- For information regarding occupations visit the Department of Labor's O*NET at onetonline.org

| Tuition and Fees: | Massage Therapy |
|--------------------------|------------------------|
| Tuition | \$7,000.00 |
| Equipment and Books | \$ 400.00 |
| Enrollment Fee | \$ 100.00 |
| Uniforms | \$ 100.00 |
| Shipping and Taxes | <u>\$ 50.00</u> |
| Total | \$7,650.00 |

Manicurist – U.S. Department of Education CIP Code 12.0410

- Name of the accrediting agency this placement rate is calculated for - NACCAS
- Who is included - All students who completed between July 1, 2018 and June 30, 2019
- What types of jobs were these students placed in - Jobs within the field
- Positions that completers were hired for - Manicurist, booth renter, salon manager/owner
- When were the students employed - Within weeks of graduation, some were employed immediately
- How were completers tracked - State Board website, phone/ mail surveys, and social media websites
- For information regarding occupations visit the Department of Labor's O*NET at onetonline.org

| Tuition and Fees: | Manicurist |
|--------------------------|-------------------|
| Tuition | \$2,500.00 |
| Equipment and Books | \$ 600.00 |
| Enrollment Fee | \$ 100.00 |
| Uniforms | \$ 100.00 |
| Shipping and Taxes | <u>\$ 50.00</u> |
| Total | \$3,350.00 |

Overall Completion Rates

- Overall Completion Rate: 50.00%
- Overall Placement Rate: 60.00%
- Overall Licensure Rate: 94.74%

FINANCIAL AID STUDENT ACKNOWLEDGMENT

I, _____, HAVE received,
read and understand the information contained in the Financial
Aid Handbook.

DATE

STUDENT SIGNATURE

(ONCE SIGNED, PLEASE REMOVE THIS PAGE AND RETURN IT TO
BE PLACED IN YOUR PERMANENT FILE)