



FINANCIAL AID CONSUMER HANDBOOK

TABLE OF CONTENTS

2	Applying for Title IV Aid
2	Awarding of Aid
3	General Eligibility
3	Title IV Processing
3	National Student loan Data System (NSLDS)
3	Termination of Financial Aid
3	Re-Instatement of Financial Aid
3	Verification Process
5	Cost of Attendance
5	Credit Balance
5	Professional Judgment
6	Dependency Overrides
6	Refund Policy
7	Return of Title IV Funds
7	Drug & Alcohol Abuse Prevention
8	The Institution Performance Statistics
8	Copyright Information
8	Voter Registration
8	Constitution Day
8	Vaccination Policy
8	The Clery Act
8	Timely/Emergency Warning
8	Emergency Response
9	Security Policies, Crime & Fire Statistics
9	Information Security Program
9	Misrepresentation

The information included herein is also available to students through appropriate publications, mailings, or electronic media.

Aspen Beauty Academy of Laurel offers the following Financial Aid Programs to help you finance your education and training:

- Title IV
 - Pell Grants
 - Stafford Subsidized and Unsubsidized Loans
 - Plus Loans
- MyCAA: <https://aiportal.acc.af.mil/mycaa/default.aspx>
- G.I. Bill: <http://www.gibill.va.gov>

APPLYING FOR TITLE IV AID

Pell Grants

The student must complete the free application for Federal Student Aid (FAFSA) at <http://www.fafsa.ed.gov>. The Aspen Beauty Academy of Laurel code is 042040.

Stafford Subsidized and Unsubsidized Loans

The student must complete the FAFSA for Federal Student Aid, as well as the Entrance Counseling and the Master Promissory Note (MPN) at www.studentloans.gov. The MPN collects identifying information for the borrower, including name, permanent address, date of birth, social security number, driver's license number, and two references with U.S. addresses. The borrower must read, sign and date the MPN.

Plus Loans

The student's parents must complete the free application for Federal Student Aid (FAFSA) and the Plus Loan Master Promissory Note (MPN).

AWARDING OF AID

The criteria to determine awards are based on cost of attendance, EFC in the student's record, and the maximum awards allowed by statute.

Award Year: 900 hours and 30 weeks

Pell Grant

The Pell Grant is a "gift grant" and does not have to be repaid (unless, for example, you withdraw from school and owe a refund.) The Pell Grant is based on need and the cost of education of the school. The most a student can receive in an award year, if eligible, is \$5,815.00 for the 2016-17 award year.

Stafford Subsidized Loan

The subsidized loan program enables students who demonstrate financial need to borrow money at a low interest rate to meet educational expenses. An eligible undergraduate student may borrow up to \$3,500 for the first year and \$4,500 for the second year. A student cannot borrow more than the cost of attendance at the school less any other financial aid he/she may receive. The student must repay the loan. Interest rates are fixed.

Stafford Unsubsidized Loan

The unsubsidized loan for students is an educational loan that must be repaid. Direct Unsubsidized Loans are available to undergraduate and graduate students; there is no requirement to demonstrate financial need. Independent undergraduates may borrow up to \$6,000 per academic year and dependent students may borrow up to \$2,000 per academic year. Interest rates are fixed. Students may elect to pay the interest while in school or student may allow the interest to accrue and be capitalized.

Plus Loan

The Plus Loan is an educational loan that must also be repaid by the parents. Parents of dependent students may borrow up to the total cost of education per academic year for a child enrolled at least half time. The interest rate is fixed. The first payment is due sixty (60) days after the final disbursement. If parents are denied a Plus Loan the student may borrow up to \$6,000 in an unsubsidized loan.

GENERAL ELIGIBILITY

For Pell Grant/Stafford Loan:

- You have completed high school or equivalent (e.g. GED or have completed a high school education in a home school setting approved under state law.)
- You are enrolled at least half-time in an accredited academic program.
- You are enrolled as a regular student working toward a degree or certificate in an eligible program.
- You are a U.S. citizen or an eligible non-citizen.
- You demonstrate that you have need. (Need is the difference between the cost of education and expected family contribution). Need is determined by the information that is supplied on the free application for student aid.
- You maintain satisfactory progress towards completing your course of studies.
- You are not in default on a federal student loan.
- You do not owe a refund on a Pell Grant or SEOG at any school.
- You will use federal student aid only for educational purposes.
- You have a valid Social Security number.
- You sign a statement of updated information.
- You register with the Selective Service, if you are a male.

TITLE IV PROCESSING

Pell Award

An eligible student can receive one (1) full Pell Grant per award year if the student has a zero (0) EFC. A student may not receive Federal Pell Grant funds from more than one school at a time. Federal Pell Grants usually are awarded only to undergraduate students who have not earned a bachelor's or a professional degree.

Pell Disbursement

Once the school receives the student's ISIR, the Financial Aid Department receives all documentation, and the student has started classes, the school will receive half of the student's Pell Award. After the student has achieved 15 weeks and 451 actual hours and the student is making satisfactory progress, the school will receive the other half of the student's Pell Award.

Loan

Student Loan Disbursement

Loans are disbursed on two (2) separate occasions. The first half of the loan will be disbursed approximately 30-45 days after the first day of class and the other half at midpoint of the loan period. There is a 1.051% loan fee on all Direct Subsidized Loans and Direct Unsubsidized Loans. The loan fee will be proportionately deducted from each loan disbursement.

No Pell or loan disbursements can be made unless the student is making satisfactory progress in his/her attendance and academic studies.

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

Students and parents of students are advised that if they enter into a Title IV, HEA loan, the loan data will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by authorized agencies, lenders, and institutions determined to be authorized users of the data system.

TERMINATION OF STUDENT FINANCIAL AID

A student will lose all financial aid awards for the following reasons:

- Not making satisfactory academic progress in his/her attendance and academic studies.
- Being absent from school for a total of fourteen (14) consecutive scheduled days.
- Not returning from an official leave of absence.

RE-STATEMENT OF STUDENT FINANCIAL AID

A student may be reinstated for aid after:

- Student achieves satisfactory academic progress.
- Re-enters after being dropped or withdrawn from the school.

VERIFICATION PROCESS

The federal government, through legislation, has created an application review process called verification. This process applies to all federal and some state program funds including Stafford Loans and Pell

Grants. The following questions and answers are designed to assist you in understanding the process and its possible effect on your Financial Aid for the award year.

What is verification?

The review process called "Verification" is to ensure that all data provided on your federal application when you applied for financial aid is correct and complete. Students and their families may be asked to provide additional documentation or to update their data by the school. Documentation will be requested, if necessary, in order to complete the verification process. Federal law requires us to complete this procedure before we can process your Stafford Loan Application or disburse/credit your student account with any funds. Your responsibilities and the deadlines you must meet are also provided. If you do not submit this information, you will not receive your aid. If you have any questions regarding the verification process, please contact the school.

Why was I selected?

The selection of an application for verification review could happen because of one of the following conditions:

- The Pell Grant program, through its own editing process, will randomly select a number of applicants for verification (this does not mean that your information is incorrect).
- The Pell Grant program, through its own editing process, due to inconsistent data being used by the applicant, will flag that particular application for verification.
- The school elects to verify the applicant's information on the application.

Will Verification Affect Me?

Yes, a loan is a federally subsidized program. Consequently, not only must your application be verified (if selected), but also the school must first certify each student's loan application before payment can be requested.

How do I Get Certified for a Loan?

All students applying for a loan must complete an application for Federal Student Aid. The data will then be reviewed through an approval process to determine if it will be selected for verification.

If selected for verification:

- You must complete a "Verification Worksheet" which will be given to you by the school. This form collects income and asset information from both the student and/or parents. In addition, students must submit all of their tax forms, as well as those of his/her parents (if dependent).
- If the information is verified, the school will certify the loan and process it for payment.
- If there is conflicting data, the school will contact the student for further clarification before the loan can be certified and processed for payment.

Borrower's Rights

- You have the right to receive a copy of your master promissory note either before or at the time your loan is made.
- You are entitled to receive a disclosure statement before your loan repayment begins which includes information about interest rates, fees, loan balance, monthly payment amount, and the number of payments.
- If you qualify, you have the right to request a deferment of your loan payments for a specified period of time.
- If you qualify, you have the right to request a forbearance if you are unable to make payments and don't qualify for a deferment.
- You have the right to a grace period before your loan repayment period begins. However, parents do not receive a grace period for a PLUS Loan. The student grace period begins when you leave school or drop below half-time status.
- You have the right to prepay all or any part of your loan(s) at any time without penalty.
- You must be notified in writing if your loan is sold to another lender, secondary market, or transferred to another financial company for servicing. You must be informed regarding the identity of the new lender or loan holder, the address to which you must make payments and the telephone numbers of both the purchasing lenders and servicers.
- You have a right to receive documentation that your loan(s) is/are paid in full.

Borrower's Responsibilities

- You must repay your student loan(s) including accrued interest and fees even if you do not complete your education, are not satisfied with your education, or are not able to find employment.
- You must make your payments on time, even if you do not receive any notices from your lender or servicer.
- You must immediately notify the lender or servicer if you are unable to make a scheduled payment.
- If you apply for a deferment or forbearance, you must continue making loan payments until you are notified that your request has been granted.
- You must notify the lender regarding any reasons that might change your eligibility for a deferment.
- You must participate in exit counseling before you leave school.
- You must notify the lender in writing within 10 days if any of the following personal information changes:
 - Name
 - Address
 - Telephone Number
 - Social Security Number
 - References
 - Graduation Date
 - Less than half-time enrollment
 - Withdrawal from school
 - Transfer to another school

COST OF ATTENDANCE

Registration	\$100.00
Books and Kit of Supplies	\$1,990.00
Makeup Kit	\$185.00
Tuition	\$14,500.00
Room & Board	\$7,700.00
Miscellaneous Expenses	\$1,400.00
Total COA:	\$25,690.00

Credit Balance

An FSA credit balance occurs whenever the Academy credits FSA program funds to a student's account and the total amount of those funds exceeds the student's allowable charges.

If FSA disbursements to the student's account at the school create an FSA credit balance, the credit balance is paid directly to the student or parent as soon as possible, but no later than 14 days after the date the balance occurred on the student's account.

Therefore, if PLUS Loan funds create a credit balance, the credit balance will be given to the parent. However, the parent may authorize the Academy (in writing) to transfer the proceeds of a PLUS Loan to a student directly. The Academy disburses FSA funds directly to the student or parent by issuing a check.

If you withdraw from classes, your financial aid may be adjusted and you may owe some or all of your credit balance back to the Academy.

Professional Judgment

Students and their families are primarily responsible for financing education expenses; however, the FAFSA may not always accurately reflect changes in a family's household size or income. Students whose families have experienced change to household size income, or anticipated expenses may request Professional Judgment Request Form for re-evaluation of their financial aid eligibility information through the Financial Aid Office.

Any student who finds it difficult to continue his/her education due to such changes should submit a written request to be considered for a finding of professional judgment along with all required supporting documentation, to the Financial Aid Office. The Financial Aid Officer will verify the current FAFSA data and determine if Professional Judgment is appropriate. The decision of the Financial Aid Officer is final.

Dependency Overrides

The financial aid office can declare dependent students independent if there are unusual or extenuating circumstances that would warrant such a change.

Dependency overrides are most often granted in the case of parental abuse or abandonment where the parents can't be found or shouldn't be contacted. They are not granted simply because the student is self-supporting, the parent's do not claim the student as a dependent for income tax purposes, the parents refuse to provide information on the FAFSA, or the parents refuse to contribute to the student's education.

In very limited situations a student who cannot provide parental information and does not meet the criteria for a dependency override may receive Unsubsidized Federal Stafford Loan funds at dependent undergraduate levels. Talk to the financial aid officer to determine whether you are able to qualify for this exception.

Before the financial aid office will grant a dependency override the student must be able to provide satisfactory and credible third party testimony to justify the request for an override.

To receive a dependency override for state aid students submit a letter outlining the circumstances that would compel a dependency override determination as well as any third party documentation that supports and confirms these circumstances.

All decisions regarding such requests are at the discretion of the financial aid staff and cannot be appealed. Students who have received overrides at other schools will be required to provide documentation to Aspen Beauty Academy of Laurel as well. In some cases, students granted dependency overrides by other schools would have their requests denied at Aspen Beauty Academy of Laurel.

REFUND POLICY

a. If a school closes or discontinues a course or program, the school shall refund to each currently enrolled student monies paid by the student for tuitions and fees and monies for which the student is liable for tuitions and fees.

b. With the approval of the Secretary, a school that closes or discontinues a course or program, instead of refunding monies to a student, may arrange for that student to complete his or her educational program at another approved school offering a similar program. It is the student's option to receive the refund or to accept the transfer to another school.

c. Seven-Day Cancellation Period

All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from a school within 7 calendar days after having signed a contract. If the student chooses not to enroll after the 7-day cancellation period, but before the first day of instruction, the school may retain the application fee or registration fee, or both.

d. If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refund shall be based on the total contract price for the course or program and shall include all fees, except the registration, application, or enrollment fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student.

e. Minimum Refund.

(1) The minimum refund that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

(2) A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination. The date of withdrawal is the last day of attendance by the student.

(3) In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.

Total Hours Scheduled by Date of Withdrawal	Tuition Refund by School	Tuition Owed by Student
Less than 10%	90%	10%
10% up to but not including 20%	80%	20%
20% up to but not including 30%	60%	40%
30% up to but not including 40%	40%	60%
40% up to 50%	20%	80%
More than 50%	No refund	100%

RETURN OF TITLE IV FUNDS

According to federal regulations, the institution must recalculate Federal Title IV financial aid eligibility for students who withdraw, drop out or are dismissed from the institution during the first 60% of any payment period or period of enrollment. This calculation will be done before a tuition refund calculation is performed in accordance with the institution's refund policy.

The Federal Title IV programs covered under this policy include Federal Pell Grant, Federal SEOG, and Federal Direct Student Loan Program (FDSL) programs.

Recalculation is based on the percentage of earned aid using the following formula:

Percentage earned = Number of hours scheduled to be completed/Total length of payment period hours.

Federal Title IV financial aid is returned to the US Department of Education (reducing student loan debt) based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% - percentage earned) X the amount of aid disbursed toward institutional charges.

In many cases, the Return of Unearned Title IV Funds calculation will result in the student owing money to the institution that would otherwise have been paid with federal student aid. This policy also may result in the student, as well as the institution, owing a refund of unearned federal aid to the Department of Education. Funds must be returned within 45 days after the date of withdrawal determination. Return of funds required by the student for unearned aid is returned in the following order as mandated by the U.S. Department of Education:

- Unsubsidized Direct Stafford Loan
- Subsidized Direct Stafford Loans
- Direct PLUS Loans
- Federal Pell Grant
- FSEOG awards

Exit Counseling Policy

Prior to graduating or leaving the Academy, borrowers are required to complete an exit counseling at www.studentloans.gov. This online exit counseling session has been created to make sure that you understand your rights and responsibilities as a Direct Loan borrower.

DRUG AND ALCOHOL ABUSE PREVENTION

Aspen Beauty Academy of Laurel expressly prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on school property or as part of any school activity. Students will be expelled from school and employees will have their employment terminated for violations of this prohibition. Additionally, students and employees violating this policy may be subject to arrest, prosecution, and incarceration by legal authorities consistent with local, state, and federal law. Students convicted of any violation regarding possession, use, or distribution of a controlled substance will also forfeit their right to future federal student financial aid awards in accordance with the U.S. Department of Education regulations. Health risks associated with the use of illicit drugs and alcohol can include mental and physical incapacitation and even death in some cases. A list of agencies and phone numbers is maintained in the administration office and is provided to any student requesting assistance in this area.

THE INSTITUTION PERFORMANCE STATISTICS

The school tracks its annual performance with respect to student completion rate, graduate licensure rate, and graduate employment rate. The performance rates for 2014-15 are as follows:

Completion: 70.00% - Licensure: 100.00% - Placement: 71.43%

The school outcome rates are higher than those required by NAACAS. Per accreditation guidelines, the institution is responsible for the achievement of the following expected and acceptable outcomes:

Completion: 50% - Licensure: 70% - Placement: 60%

Copyright Information

The Academy expects that all students and employees adhere to the United States Copyright Act (title 17 United States Code) and the related acts, which further define the proper use of copyrighted materials. These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, and Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please visit www.copyright.gov and the Federal Trade Commission (FTC) at www.ftc.gov/bcp/edu/pubs/consumer/alerts/alt128.shtm. It is against school policy for students to copy or share copyrighted material. This includes unauthorized peer-to-peer file sharing. It is prohibited for students to use the school’s information technology systems for these activities.

Voter Registration

Voter registration forms are available upon request in the administrative office. For voter registration information, visit

<http://www.eac.gov/assets/1/Page/National%20Mail%20Voter%20Registration%20Form%20-%20English.pdf>

Constitution Day

Constitution Day is observed each year on September 17 to commemorate the signing of the Constitution on September 17, 1787 and recognize “all who, by coming of age or by naturalization, have become citizens.” Each educational institution that receives Federal funds is required by law to hold an educational program on the United States Constitution for Constitution Day.

Vaccination Policy

The Academy requires no information regarding vaccinations from prospective students to enroll in its cosmetology program. Therefore, no health and safety exemption is required.

The Clery Act

The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees and to make public their campus security policies.

Timely Emergency/Warning

The Administrative staff will be responsible to issue a warning to the Academy. The warning will be issued through a meeting with staff and students. This warning will also be posted on our information bulletin board in our student break room. Anyone with information warranting a timely warning should report the circumstances to the Aspen Beauty Academy of Laurel at 301-490-8580. In the event an emergency warning should occur, students and staff will be notified immediately through verbal communication, text messaging, website and posting at the front desk to ensure that all students and staff are aware of the warning.

Emergency Response

The school makes an emergency notification to staff and students on campus if a significant emergency or dangerous situation occurs. Instructors are notified either to lock the doors or begin an orderly evacuation through the front or back exits as stated.

After students are evacuated (or the premises secured depending on whether the threat is internal or external and as appropriate), police and or fire department will be called if necessary. If the school property is deemed unsafe for students and others who may be in transit to the school a closed school announcement shall be broadcast on the website and facebook page, as well as an attempt to call, email, text, or otherwise notify the incoming students.

The Anne Arundel County Police Department Crime Report Statistics 2010-11

	2010	2011	Percent Change
Homicide	13	14	-7.7%
Rape	106	83	-21.7%
Robbery	570	526	-7.7%
Aggravated Assault	2,004	1863	-7.0%
Burglary	2,662	2,073	-22.1%
Larceny	10,901	10,570	-3.0%
Motor Vehicle Theft	1,119	757	-32.4%
Arson	72	46	-36.1%
Simple Assault	3,153	3,718	17.9%

Security Policies, Crime & Fire Statistics

On or about October 1st of each year we distribute the crime report to our students and our staff by having staff members pass them out in the classroom and posting it on the bulletin board. The report is also given to perspective students and employees in our consumer information piece.

No on-campus crime was reported in 2011 and 2012.

If you are personally involved in or witness a crime in progress in our immediate building or surrounding parking areas, you should call 911 from the nearest available telephone as soon as possible. You should also immediately report the crime to the School Director or the most senior official available in his absence. If you are the victim of a sexual assault, which involves a staff member of Aspen Beauty Academy of Laurel, you should report the assault to the School Director. In any case, you should feel free to notify local law enforcement of the assault.

The Ann Arundel County Police is the law enforcement agency for the school. Students and staff are encouraged to promptly report incidents and/or crimes to the Director so that they may be promptly reported to the authorities as may be appropriate. Students and staff are encouraged to use a "buddy system" for their own safety as much as possible and be responsible for their own protection. The school's institutional crime prevention program is based on the concept that "awareness" is the best tool we have for our own safety. For extra protection, evening students are encouraged to use the buddy system and look out for one another.

The school does not have on-campus facilities, but does encourage student to be aware of their surrounding and recognize potential threats to their individual safety and security at all times.

The school has a "zero" tolerance for the possession, use and sale of alcoholic beverages, including the enforcement of state underage drinking laws. The school has a "zero" tolerance for the possession, use and sale of illegal drugs, including the enforcement of state and federal drug laws.

Information Security Program

Student grades and test information ONLY is kept in a locked office that the assistant director has access to. The door is to remain locked when not occupied by the assistant director, instructors or other school owners or managers.

Student records with Financial Aid and all other private student information are kept in the Director's Office that is locked at all times that the Director is not present. They are also available electronically through FAME software with passwords that only the school director or owners have access to.

Misrepresentation

Aspen Beauty Academy of Laurel is prohibited under federal regulations from making any false,

erroneous, or misleading statement directly or indirectly to a student, prospective student, member of the public, accrediting agency, state agency, or to the Department of Education.

Misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. A statement is any communication made in writing, visually, orally, or through other means. This includes student testimonials given under duress or because such testimonial was required to participate in a program.

Federal regulations further provide that substantial misrepresentation is any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment.

The regulations regarding misrepresentation describe misrepresentation with respect to:

- Nature of the education program
- Nature of financial charges
- Employability of graduates
- Relationship with the Department of Education. A Title IV eligible school may not describe its participation in a way that suggests approval or endorsement by the Department of Education of the quality of its educational programs.