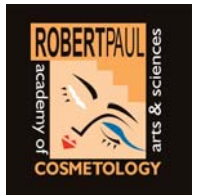


Graduation, Licensure, Placement Rates



1. COMPLETION, LICENSING, PLACEMENT

*During the 2018 calendar year, 68 students were scheduled to complete the cosmetology or manicuring program. Of the 68 students scheduled to complete, 49 or 72% completed the program. Of the 49 that completed, 48 completed their program on time. The one student not completing on time, completed beyond the 150% scheduled attendance frame.

*During the 2018 calendar year, there were 49 students eligible for employment who completed the cosmetology or manicuring program. Of the 49 who completed and were eligible for employment, 36 or 74% have found employment in the cosmetology or manicuring field at the time of this survey.

*During the 2018 calendar year, 36 program completers took the final portion of the state licensing exam for the first time. Of the 36 taking the exam, 34 or 94.44% received their license at the time of this survey.

2. MEDIAN LOAN DEBT

The following information discloses the median Title IV loan amounts disbursed to students in the cosmetology program who graduated in the years designated. These students received Subsidized and/or Unsubsidized loans.

YEAR GRADUATED	MEDIAN LOAN DEBT
2013	\$4,763
2014	\$4,406
2015	\$4,988
2016	\$5,305
2017	\$5,729
2018/2019 (7/1/18 - 6/30/2019)	\$5,252

3. GAINFUL EMPLOYMENT/DEFAULT REPAYMENT

The current average graduate earnings as obtained from the Department of Labor statistics for the state of Maryland is \$14.71 hourly or \$30,590 annually. The median annual loan payment for program graduates does not exceed 12% of the average graduate total annual earnings.

The 2016 3 year cohort default rate is 0.0%, or 100% students in satisfactory repayment.

4. DEPARTMENT OF LABOR PROFILES

To access profiles of cosmetology and manicuring career fields on the U.S. Department of Labor's web site, the following codes should be used:

Code 39-5012 - use this code for Hairdresser, Hairstylists, Cosmetology.

Code 39-5092 - use this code for Manicurists, Pedicurists.

Conduct Agreement

This conduct contract between the student and Robert Paul Academy is designed to outline the rules and regulations by which the academy will operate and to clearly define the level of professionalism to which all students and team members will be held. Prospective students are given the opportunity to review this document prior to enrolling in the program. Once dated and signed, this conduct agreement is in effect and valid throughout the entirety of the program. Any violations of this agreement are cause for advisement and possible dismissal.

Arrival/Departure/Absence

1. Day Classes begin promptly at 9:00AM & evening classes at 6:00PM. Students are expected to arrive prior to 9:00AM/6:00PM in order to manually & electronically register for the day.
2. Students arriving after 9:00AM/6:00PM are considered tardy & are not permitted to clock time until 10:00am/6:30PM. Evening students must be in by 7:00PM.
3. Students clocked-in must be in/on the premise. If a student is clocked-in, but not in class or on the clinic floor, the last recorded time will be considered the end of their day.
4. Students must punch-in by 12:00 in order to register time for the day. Students arriving after 11:00am are not permitted to clock out for lunch until they have registered at least 2 hours.
5. Students making-up time outside their contracted schedule must be on premise prior to the start of class & are expected to complete work requirements during theory class time. Make-up time must be clocked in 4 consecutive hour blocks in order to count.
6. Students arriving late, leaving early or who are absent for the day will be required to sign a form stating the reason. Each form contains a copy of the Academy's satisfactory progress policy.
7. Students who are not scanned out for lunch or signed out for break must be in the classroom or clinic. If a student is not signed out for break and is not in class or on the clinic floor, the last punch on their card or scan will be considered the end of their registered time for the day.
8. Properly registering time (finger scan) is the responsibility of the student. Amending missed punches or scans is not the responsibility of the Academy. Real time is calculated according to the punch cards and scans without exception. Time cards will not be adjusted for any reason. All time cards must be legible for the time to be accurately recorded.

Parking

1. Parking is provided to students in the bowling alley parking lot. Students are not permitted to park in the lot at the front or on the side of the school. Violations will be documented/charged.
2. When snow, ice or lot construction restricts parking in the designated parking areas the Director will designate alternate parking.
3. Students parking in non-designated areas take the risk of being towed by the property management contractor. Students whose cars are towed will incur a fee from the towing contractor.

Common Area Guidelines

The Academy shares space with two other businesses. Students and staff members are expected to maintain the professional appearance of the common areas; sidewalks, parking lot, hillside. Student smokers must use the fire exit area of the building and must be sure to dispose of their cigarette butts in the smoking stations provided. Cigarette butts should never be tossed on the parking lot or on the hillside. Students should use the trash cans provided to dispose of trash, lunches, drinks, paper and all other disposable items. Smokers are asked to use the smoking station posts to dispose of cigarette butts.

Attendance/Satisfactory Progress/ Leave of Absence/Termination & Reentry

1. The State of Maryland requires that students maintain 80% attendance & 75% academic.
2. Students must earn 1500 actual hours prior to exceeding 1800 scheduled hours.
3. Students exceeding 1800 scheduled hours prior to earning 1500 attended hours will be required to withdraw and later reenroll for the remaining hours. As per the Maryland Higher Education Commission Refund Guidelines, once 750 scheduled hours have been presented, the student is responsible for 100% of the tuition. Reenrolled student are charged for the number of training hours remaining.
4. If a student withdraws due to excessive absence and plans to reenroll, they are financially responsible for the balance of the first contract and the projected fee for completing the remaining hours. When withdraw requires the return of financial aid funds, the student is personally responsible for the balance.
5. Benchmark evaluations are as follows: Cosmetology: 450, 900, 1200 & 1500 actual hours. Hair Stylist: 450, 900, 1200 actual hours. Barber Stylist 450, 900 actual hours. Blowdry Specialist: 200, 400 actual hours. Manicuring: 125, 250 actual hours.
6. Students having two consecutive unsatisfactory progress evaluations are put on attendance probation and lose Title IV fund eligibility. Once funds are lost, the student does have the option to appeal. However, if the appeal is unsuccessful the remaining tuition balance must be satisfied privately.
7. Students can make-up missed hours by attending additional hours through the week and by attending on Saturdays, providing they have attended 100% of their scheduled hours that week.
8. Students must clock-in no later than 12:00PM and must stay for at least 4 hours if they are making up time.
9. Students may request a Leave of Absence for up to 180 calendar days. Leaves are granted at the schools discretion. Students on an LOA may return prior to the return date (after at least 20 days) but cannot return later than the return date.
10. Students arriving after 11:00am on Saturdays must clock at least 2 hours prior to taking a lunch.
11. All Federal Financial Aid is suspended during an LOA.

Schedule Change

1. Students may request a change of schedule. Students must complete and sign a contract addendum. The first change is free; each subsequent change is \$75.00.
2. Students changing their schedule must attend all days of the schedule as published.

Dress Code/Appearance

1. The Academy dress code is as follows: the Academy tee. A black or white shirt ONLY can be worn underneath the short sleeve tee and an Academy tee must be worn under an Academy hoodie (no plain shirts). Shoes must be clean, closed heel and toe and comfortable for standing. No flip flops, sandals or crocs. Socks/stockings must be worn with all shoes. Pants must be black, non-jean material. No sweatpants, shorts, shorts with leggings or skirts above the knee. PANTS MUST BE BLACK, not light black, gray, dark gray or charcoal. No pinstripes, colored stripes or writing is allowed on pants worn to school.
2. Students coming to school with torn, stained, wrinkled or dirty uniform clothing will be sent home.
3. No non-Academy hoodies, hats, head wraps, bandanas or turbans are permitted in class or on the clinic salon floor.
4. Students in violation of the dress code will receive 1 documented warning. A second dress code violation will result in the student being sent home.

Earned Hours

1. Students should arrive 10 minutes prior to the start of classes AND be sure to punch and scan to register time for the day.
2. Accurately and consistently clocking time is the responsibility of the student. Accurately registering the time that has been clocked by the student, is the responsibility of the Academy.
3. Students leaving the building for an unscheduled break must clock and scan out.
4. Students taking more than 45 minutes for lunch will be charged for the overage in 15 minutes increments.
5. Students who arrive late, leave early or who are absent for the day must sign a status form.

Earned Hours (Continued)

6. All time recording documents/devices must remain on premise.
7. Students making up time outside of their contracted schedule must arrive by 12:00pm and must clock a minimum of 4 consecutive hours.
8. Students arriving after 11:00am may not scan out for lunch until they have clocked 2 hours.
9. Day students must be scanned-in by 12:00pm and evening students by 7:00pm.

ACADEMICS

1. Theory and State Board classes begin promptly at 9:00am. Students must have their textbooks and State Board packet in order to be admitted to class. Physical attendance is required.
2. Students receive credit towards their theory grade for each day of attendance.
3. Students missing theory class are responsible for the information covered in their absence unless they are on a Leave of Absence.
4. Students are responsible for retesting Tuesday-Friday after 3pm or at home. No testing Saturdays.
5. Theory will dismiss at 9:40am at which time students are expected to prepare for clinic or class.
6. All service area managers should be stationed by 9:50am. Clinic and classroom begin at 10:00am.
7. State board students are not excused from daily clinic/class activities to practice state board requirements unless a practice session has been scheduled by the state board instructor.
8. State board students are allowed to complete state board activities for quota grades with the exception of the haircut and acrylic nail; these will be practiced in class.
9. State board work should only be graded by those instructors who teach the state board class.
10. No state board work or testing is permitted on Saturdays.

State Board

Prospective State Board students are given a Candidate Bulletin listing the requirements for State Board eligibility. Each student's academic and practical transcript is attached to the bulletin for reference.

Classroom

Students entering the program will be placed in a progressive class setting based on a repeat and add system of learning. In the 0-350 Basic Skills Boot camp portion of the program, the goals include establishing a positive, productive learning partnership and teaching the skills necessary for clinic salon proficiency

0-350 Hour Class and Clinic Guidelines

<i>Staff</i>	<i>Students</i>
Be Punctual	Be Punctual
Be Polite	Be Polite
Be Patient	Be Patient
Be Fair and Objective	Consider Constructive Criticism and Compliments an Opportunity to Improve
Be Prepared	Be Prepared
Create a Positive Learning Environment	Agree to Learn
Give Clear, Concise Instructions	Follow Directions
Identify Areas of Difficulty	Admit Areas of Difficulty
Expect Progress	Make Progress
Working Together Towards Success	Work Together Towards Success

Classroom (Continued)

1. Be prepared to start working at 10:00am.
2. Address and network with classmates and instructors in a polite, professional manner.
3. Ask instructors, not fellow students any questions you may have concerning an assignment or activity.
4. Keep your work area clean.
5. Remain in the classroom until you are dismissed.
6. Leave and return from the classroom in an orderly, non-disruptive manner.

350-1500 Hour Class and Clinic Guidelines

1. Make sure that you are in compliance with the uniform code and be ready to start working at 10:00am. Your station should be set-up and your equipment clean and ready to be used.
2. Service Area managers should be ready to begin the day at 9:50am
3. All students should be prepared to complete ANY clinic project that is assigned. Students who do not have the equipment required to complete a service may either borrow the necessary tools from another student or take a zero for the service.
4. Students who refuse an assigned service will be sent home for the day.
5. Address clients in a polite, professional manner.
6. Be accommodating and courteous. Do not engage in inappropriate conversation with your client or with other students while you are working in the clinic salon.
7. Do not engage in conversation with other students while you are working on a client.
8. Consult with the client and confirm the service being given.
9. Acknowledge all question and concerns and assist the client in transitioning through the service. If you need instructor assistance, please ask.
10. ALWAYS do your personal best.
11. Please ask instructors to help you with difficult clients.
12. CELL PHONES ARE ONLY ALLOWED IN THE LUNCH ROOM. Emails and texts are to be checked during scheduled breaks. Personal calls are to be made outside the building. Please respect the privacy of fellow students and/or clients, refrain from taking pictures or video unless you have their consent and the intended use is for building your portfolio. If you have an emergency, please make an instructor aware that you need to take an emergency call OUTSIDE the building. Violations will result in a written advise.
13. Students are given a 10 minute break after theory, 45 minutes for lunch and a short break in the afternoon if time allows. Lunch time begins the minute a student leaves the clinic floor for a lunch related activity. Time taken to order/pick-up lunch is included in the 45 minute lunch break. No breaks are permitted after 4:00pm.
14. Students scheduled until 5pm must be in the building between 4:30pm-5:00pm. Students not in the building will be considered scanned out for the day.
15. Students are required to scan in upon arrival, out for lunch, in from lunch and out for the day.
16. Students are not to enter the offices unless accompanied they have permission and are with an instructor.
17. Service Area managers are expected to make the floor teachers aware when they leave their area for lunch with the exception of Dispensary which should always have an attendant.
18. All students are responsible for their own clean-up as well as an assigned shop job before they leave for the day. Styling chairs, countertops, cabinets mirrors and trolleys are included.
19. Students should check the grade book before leaving for the day to make sure that all of their work has been assessed and registered. If grades are not recorded by Saturday, they are not credited.
20. Missed/Failed theory exams and student services begin at 3:15pm through the week. Students must have their own products for personal services. Using the school's products without permission is stealing and is cause for immediate suspension/dismissal.

Station Etiquette

1. Keep your work area clean and free of any loose, open items/containers.
2. Only water is permitted at the floor stations and in the classroom.
3. NO FOOD at the station (student or client) for any reason. Students are not permitted to travel through the clinic salon with food at any time.
4. No one is permitted in the service area/clinic salon unless they are getting a service.
5. Do not use any products other than those provided to you by the school on Academy clients (legal & safety reasons).
6. DO NOT LOAN OR BORROW EQUIPMENT from fellow students. DO NOT leave equipment unattended. If you borrow equipment, return it personally to its owner.
7. Please take items of value with you when you leave the building.
8. Students are expected to sweep around their station after every client and to keep the floor around their station free of hair/debris.
9. Be courteous and wipe down your station before going to class so that it is service ready for the next student.
10. Report any necessary repairs to the Director.
11. Respect the property of the school. Propping your feet on stations, chairs, tables or walls is inconsiderate and unprofessional.
12. Do not sit on manicuring tables, countertops or arm chairs.
13. Do not place your knees into the seat cushion of the styling/shampoo chairs.
14. Do not put your equipment case on the seat of the styling chairs.
15. Clean your station at the end of each day.

Electronic, Handbags, Book Bags & Tote Bags

1. Cell phones are only allowed in the lunch room. Emails and texts are to be checked during scheduled breaks. Personal calls are to be made outside the building. Please respect the privacy of fellow students and/or clients, refrain from taking pictures or video unless you have their consent and the intended use is for building your portfolio. If you have an emergency, please make an instructor aware that you need to take an emergency call OUTSIDE the building.
2. Students involved in a personal conversation/heated discussion should conduct the call in the privacy of their car or after school hours, not outside the building on school time.
3. Students working in the service areas are not permitted to have their handbags, book bags, electronics or coats in the service area. These items should be left in their car or an Academy locker.

Disciplinary Policy

1. Verbal, physical or digital harassment of a fellow student is cause for immediate dismissal.
2. Any student who threatens another student, staff member or client will be withdrawn.
3. Disrespectful language towards any administrative or educational team member is grounds for termination.
4. Students who engage in slanderous conversation against the Academy on premise or via social media or who attempt to defame the quality of the program and reputation of the school will be terminated without exception.
5. Students who are caught stealing from another student or the Academy will be placed on a 10 day suspension and will be terminated on second offense.
6. Any student having a weapon in school will be suspended/ terminated at the discretion of the Director.
7. Any student determined to be under the influence of alcohol, drugs or other illegal substance will be placed on a 10 day suspension to seek treatment. These days will count as absent time and cannot be remediated unless accompanied by a doctor's note. Readmission is at the discretion of the Director.
8. Inappropriate language, aggressive behavior, physical posturing or refusal to follow the Academy Code of Conduct as outlined is cause for a disciplinary review and possible termination.
9. Loud, obnoxious behavior and/or derogatory remarks made openly in the clinic or classroom will result in a disciplinary review and dismissal from the program.
10. Repeated infractions of the Academy Code of Conduct are cause for a student disciplinary review.

Time Management

1. Students are scheduled to use time in between clients to complete quotas, relieve fellow students who have not been to lunch or who are going to class, keep their station/equipment clean or to complete missed exams(after 3:00pm).
2. Students should NOT be:
 - * Talking to a student working on a client
 - * Studying, copying notes or making a note card
 - * Calculating their hours (this is a waste of time. Please see the office manager).
 - *Checking text messages/reading celebrity news
 - *Sitting in a chair with your feet up, chatting with other non-busy students
3. All of the above 'what not to do' behaviors are a waste of your time and money. Students can do these things at home at no charge. Students who repeatedly demonstrate these behaviors may want to reconsider Cosmetology as a career choice.
4. The work requirements (quotas) posted in the student information binder are the basic minimum requirements for graduation eligibility. Satisfying the work requirements equates to working at a basic level.
5. All practical activities are assessed using accuracy, speed, technical competency and artistry as a basis for the skills grade. Preparedness, customer service and professionalism can raise or lower the final grade significantly.
6. All students should use time in between clients and class to strengthen areas of weakness.

Clean-up

1. All students are assigned a shop job at the close of their day. This job is in addition to each students work area maintenance requirement. The Academy provides clean, ample working space and expects all students to keep their space(s) and the common areas work ready.
2. Students are permitted to take their equipment to their car once their jobs are checked and approved.
3. All students are asked to pitch-in for students who are still working on a client at 4:30pm.
4. All stations must be free of personal items at the end of the day/evening. The Academy is not responsible for personal items left unattended overnight or over the weekend.
5. Do not leave water bottles on the stations. Please take them with you when you leave.
6. Students should not leave their mannequins at school. To insure that your mannequins are available for class, it is recommended that you access them from your car, a locker or your locked bag. The Academy is not responsible or mannequins left unattended.
7. Keep all Academy quota mannequins in ready to use condition. Do not return them to the shelf unwashed or tangled.
8. If you see a mannequin with gel, perm rods, foils or a half completed project please earn a quota and make them ready to use. Wash/Dry/Comb
9. All students leaving at 5:00pm should be in the building by 4:30pm. Instructors will monitor a 5:00pm dismissal.

Language

1. All students are expected to conduct themselves in a professional manner. This includes speech, body language, appearance, attitude and conversation.
2. Students should not discuss personal problems, relationship issues, financial problems, politics, religion or other students, clients or educational team members.
3. Students, who exhibit unprofessional behavior, use inappropriate language, posture or threaten another student, client or team member will be dismissed for the day and a Student Disciplinary Review will be conducted by the Director.
4. Abusive language, public displays of anger/discontent or otherwise uncontrolled behavior are cause for dismissal.
5. Students dismissed for inappropriate behavior will not be readmitted.

Evaluations

All students receive benchmark evaluations. Program evaluations are as follows: Cosmetology: at 450, 900, 1200 and 1500 actual hours. Hair Stylist: 450, 900, 1200 actual hours. Barber Stylist: 450, 900 actual hours. Blowdry Specialist: 200, 400 actual hours. Manicuring: 125, 250 actual hours. These evaluations are reviewed by the student and the Director, signed and a copy is given to the student.

Physical Demands of the Profession

Students should be aware that the field of Cosmetology requires both strength and stamina. Students having chronic illness/fatigue, back or neck pain, carpal tunnel syndrome, severe skin sensitivity/allergies, prescription induced illness, drug/alcohol addiction or any condition that causes them to be incapacitated for undetermined periods of time may want to reconsider cosmetology as a profession.

Inclement Weather

In the event of measurable snow, excessive rain, ice, severe storms or potentially dangerous weather, students can access the status of the school in the following ways:

Call 410.252.4481 or 410.252.4244. A message stating the opening status of the school will be recorded no later than 6:30am.

Check the Robert Paul Academy Facebook page for inclement weather updates.

Watch WBAL TV for school status information. The Delay/Closings ticker at the bottom of the screen runs repeatedly.

Vacations

The Academy is closed on the following days:

July 4th

Thanksgiving Day (only)

December 25th & 26th

January 1st & 2nd

The Academy is open 9:00am-1:00pm on December 24th & 31st.

I have read and understand the operating guidelines for Robert Paul Academy as they are outlined in this

Conduct Agreement. My signature confirms my willingness to attend school at Robert Paul under these guidelines. I understand that any infraction or refusal to adhere to this agreement is cause for dismissal from the program.



ROBERT PAUL ACADEMY PROSPECTIVE STUDENT INFORMATION DISCLOSURE

Robert Paul Academy is a Nationally Accredited private career college specializing in post-secondary vocational career training in the fields of Cosmetology and Manicuring. The Academy requires a personal interview prior to the start of the enrollment process. This interview allows the Academy to get a better understanding of how we can most effectively assist you in achieving your career goals. Since most prospective students have a specific goal in mind, the Academy has put together this information disclosure to insure that the enrollment and training process is fully explained.

I. If you are a prospective new student with no previous cosmetology training, you will be enrolled as a program beginner and will be scheduled to satisfactorily complete the hours required by the State of Maryland for the chosen program. The documents required for enrollment, class schedules, tuition and tuition assistance will be discussed in detail in addition to program information.

II. If you are a transfer student, it is necessary for you to have officially withdrawn from your previous Academy prior to initiating the enrollment process at Robert Paul. The RPACAS Admissions Director will require proof of disassociation prior to enrollment. All schools have 30 days to process your withdraw and to mail your paperwork. Any balance due the previous institution should be resolved prior to entering the Academy.

In order to properly place you in our program, a formal evaluation/skill assessment will be conducted and the results of that assessment reviewed with the official transcripts from your previous school before determining how many of your earned hours will be awarded.

III. If you are re-entering the field of cosmetology, barbering or manicuring after two or more years of leaving a previous training program, a formal evaluation/skill assessment will be conducted and the results of that assessment reviewed with the official transcripts from your previous school before determining how many of your previous hours will be awarded.

IV. If you are an out-of-state student who is licensed in another state and are currently working in the field of cosmetology, barbering or manicuring, the Academy will recognize your existing hours and contract you for the remaining training hours needed for Maryland licensure eligibility. If you are an out-of-state student who plans to complete their cosmetology, barbering or manicuring training in Maryland, a formal evaluation/skill assessment will be conducted and the results of that assessment reviewed with the official transcripts from your previous school before determining how many of your previous hours will be awarded.

Please note that transferring from one program to another can be costly and may result in the loss of previously earned hours. Attempting to transfer without having formally withdrawn from a previous program may result in additional charges to your account by that school and may limit your ability to access your transcripts. RPACAS encourages all students considering a transfer to fulfill their obligations.

Robert Paul Academy Admissions Department

**ROBERT PAUL ACADEMY OF COSMETOLOGY ARTS & SCIENCES
29 GREENMEADOW DRIVE
TIMONIUM, MD 21093**



The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Should you witness a crime in progress, Robert Paul Academy of Cosmetology Arts & Sciences, hereafter referred to as the school, requests that you follow these procedures:

During the hours of 8:30 am -10:00pm, Tuesday through Thursday, and 8:30 am -5:00pm Friday and Saturday, immediately contact the Director, Instructor, or authorized administrative personnel. During all other hours, the school requests that you immediately contact the local law enforcement agency/emergency medical system by dialing 911.

To ensure the accurate and prompt reporting of all crimes, authorized administrative personnel will take a full written statement from involved parties and witnesses at all reported emergency or criminal incidents. The written statements are included as part of a written report, and such statements may be used by local/state law enforcement authorities for the purpose of criminal apprehension and/or crime prevention. The school is in compliance with the Drug Free Schools and Communities Amendment of 1989 (Public Law 101-226). All students and employees should refer to the memorandum "Drug and Alcohol Policy" for information concerning policies and individual responsibilities required under this act.

Preventing and Responding to Sex Offenses

Victims of sexual assault may call Baltimore Crisis Response Center at 410-752-2272 and the Maryland Crisis Hotline at 1-800-422-0009. Robert Paul Academy educates the student community about sexual assaults and date rape through mandatory orientations. The Police Department offers sexual assault education and information programs to students and employees upon request. If you are a victim of a sexual assault at this Academy, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The academy strongly advocates that a victim of a sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to an Academy instructor and/or to the Academy Director. Filing a report with a police officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ~ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense: to the victim;
- ~provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- ~assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Police Department, the Metro Police Sex Crimes Unit will be notified as well. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the Academy Director, or only the latter. The Academy Director will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available outside the Academy and can be obtained from the Baltimore Crisis Response Center at 410-752-2272 and/or Maryland Crisis Hotline at 1-800-422-0009.

The Academy disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the Academy Catalog. The Catalog provides, in part that the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the Academy sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the Academy for the first offense. Student victims have the option to change their academic situations after an alleged sexual assault, if such changes are reasonably available.

Crime Statistics In compliance with Public Law 102-26, the following information is reported for your review. The following criminal offenses were reported to the school's personnel or local police agencies as having occurred on campus, both within the building and adjacent parking lot.

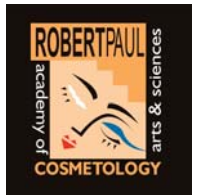
Occurrences of Hate Crimes

	2013	2014	2015	2016	2017	2018
Occurrences of Hate Crimes	0	0	0	0	0	0
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses Forcible	0	0	0	0	0	0
Sex Offenses Non-forcible	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Arson (fires. investigated by law enforcement and determined to be arson)	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0
Arrests or persons referred for campus disciplinary:						
Liquor law violations	0	0	0	0	0	0
Drug related violations	0	0	0	0	0	0
Illegal weapons possessions	0	0	0	0	0	0

This information is updated on an annual basis. It is available from the Director's office to students, employees, and applicants upon request.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Official Notification of Rights Under FERPA



The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after Robert Paul Academy receives a request for access. A student should submit to the administrative office, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - a. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
 - b. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the Academy discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Robert Paul Academy in an administrative, supervisory, academic, research, or support staff position; a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Robert Paul Academy who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities for the Academy. Upon request, the school also discloses education records without consent to official of another school in which a student seeks or intends to enroll.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Robert Paul Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Section 507 of the USA Patriot Act amended FERPA as follows:

- Institutions are permitted to disclose, without student consent, personally identifiable information from the student's education records to the U.S. Attorney General or his designee in response to an ex parte order in connection with an investigation of prosecution of terrorism crimes.
- Institutions are permitted to disclose, without consent, information from a student's education records in order to comply with grand jury subpoenas or law enforcement subpoenas.
- Institutions are permitted to disclose, with consent, information from a student's education records in the case of immediate threat to the health or safety of students or others.
- Institutions are permitted to disclose personally identifiable information, for a student who has signed a form 1-20 and any student attending on an M-1 or J-1 visa to the INS.

ROBERT PAUL ACADEMY ELECTRONICS/CELL PHONE AGREEMENT



It is the published policy of Robert Paul Academy that **CELL PHONES ARE ONLY ALLOWED IN THE LUNCH ROOM.** Emails and texts are to be checked during scheduled breaks. Personal calls are to be made outside the building. Please respect the privacy of fellow students and/or clients, refrain from taking pictures or video unless you have their consent and the intended use is for building your portfolio. To ensure privacy for all students, cell phones are prohibited in learning spaces. If you have an emergency, please make an instructor aware that you need to take an emergency call.

DRUG-FREE WORKPLACE ACT OF 1988 AND DRUG-FREE SCHOOLS & COMMUNITIES ACT OF 1989

In compliance with the Drug-Free Workplace Act of 1988 & the Drug-Free Schools & Communities Act of 1989, Robert Paul Academy is committed to maintaining a safe & healthy school & workplace, free from the influence of alcohol & illegal drugs.

The health & safety of the students, faculty & employees are of serious concern to the Academy. Accordingly, Robert Paul Academy will not tolerate any drug or alcohol use that imperils the health & well-being of its students, faculty & employees or that threatens its clients/visitors.

The use of illegal drugs & abuse of other controlled substances, on or off duty, is inconsistent with the law-abiding behavior expected of all citizens. Students, faculty or employees who use illegal drugs or abuse other controlled substances or alcohol, on or off duty tend to be less productive, less reliable & are prone to absences that ultimately result in potential for increased cost, delay & risk in the school's business.

Furthermore, students, faculty & employees have the right to work in an alcohol & drug-free environment & work with persons free from the effects of alcohol & drugs. Those who abuse alcohol or drugs are a danger to themselves & others within the organization as well as to clients/visitors.

Pursuant to maintaining a drug-free workplace, the Academy prohibited the illegal manufacture, distribution, dispensation, possession or use of a controlled substance. Failure to comply with these rules will result in disciplinary action including termination.

Robert Paul Academy recognizes that substance abuse is a medical problem that can be successfully treated. It is possible that individuals' health insurance policies provide coverage for such treatment. On request, the personnel office is prepared to offer a list of treatment facilities. The U.S. Department of Health & Human Services Center for Substance Abuse Treatment Hotline, at **1.800.662.HELP** will also provide information & direct referrals to treatment centers in the local community.

Acceptance as a student in an applicable program and/or employment at Robert Paul Academy is conditional upon compliance with the above-cited rules. In addition, any student, faculty or employee who is convicted of any infraction of a statute for a violation occurring in the workplace must contact the appropriate person within five (5) days of the conviction as follows: Students, faculty & Employees must contact the Director of the school.

Students, faculty & employees of Robert Paul Academy who are arrested of a drug violation are subject to prosecution, adjudication & penalties according to the laws of the State of Maryland, which can be found in the Annotated Code of the State of Maryland.



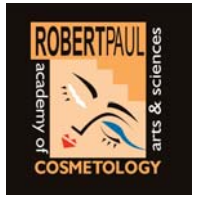
LOAN COUNSELING INTERVIEW CHECKLIST

Please indicate that you have read and understood each statement by checking each box and providing your signature at the bottom of the page.

A student loan is a serious obligation. Therefore, it is extremely important that you understand your responsibilities.

- ☒ I understand the difference between a loan and a grant.
- ☒ I understand that any loans to me must be repaid.
- ☒ I understand that the loan checks will be applied to my tuition.
- ☒ I understand that the origination fee is subtracted from the total amount borrowed.
- ☒ I understand that payments of the tuition covered by the loan have been postponed only until the check arrives.
- ☒ I agree to pay this institution the difference between my tuition and loan check if any occurs.
- ☒ I understand that I may prepay the student loan at any time. The principle will be reduced by making such payments.
- ☒ All loans made after July 1, 2013 will be subject to interest rates set by the federal government.
- ☒ The minimum monthly payment will be \$50.00 for each loan borrowed.
- ☒ I have been advised of deferment and forbearance options.
- ☒ If I have not been contacted by the loan servicer, I will contact them to repay.
- ☒ I will promptly respond to any letters from the school or the loan servicer regarding my loan or its status.
- ☒ There are leaves of absences. Check with an Academy Administrator.
- ☒ I understand that Direct Loans must be repaid even if I do not finish training.
- ☒ I understand that if I withdraw, credit balances will be sent to my lender; to Federal Pell Grant (if applicable); other state, private or institutional aid and lastly to me.
- ☒ I will report changes to the school and to my loan servicer:
 - A. Change of address or telephone number
 - B. Name change
 - C. Withdraw from school
 - D. Transfer to another school
 - E. Change of graduation date
 - F. Change of employer or your employer's address or phone number
- ☒ If I do not want to receive more than one loan under this Master Promissory Note (MPN), I must notify Robert Paul Academy in writing.

TITLE IV LOAN PREDISBURSEMENT INFORMATION SHEET



Student Loans are serious obligations. It is extremely important that you understand your rights and responsibilities. When you, the student borrower, sign this statement, it means that you do understand your responsibilities, and that you agree to honor them.

MY RIGHTS; At or before the time my lender gives me my first loan payments, my lender must also give me complete information, such as:

1. The full amount of my loan, the interest rate, and when I must start repaying.
2. A complete list of charges connected with making the loan, including whether those charges are deducted from the loan, or must be paid separately.
3. The yearly and total amounts I can borrow, and maximum and minimum repayment periods.
4. An update statement of all the loans I owe to my school, an estimate of what my total debt will be, and what my monthly payments will be.
5. An explanation of refinancing and consolidation options.
6. An explanation of default and its consequences.
7. A statement of deferment conditions and the conditions under which the Department of Defense will repay my loan.
8. A reminder that I can repay the entire balance and interest at any time, without penalty.
9. Payments to my account will be directly deposited.
10. I have the right to decline any loan funds requested up to 14 days after disbursement.

MY RESPONSIBILITIES: I understand that I must:

1. Repay my loan according to the repayment schedule.
2. Notify my lender immediately if I cannot repay my loan.
3. Notify my lender if I graduate or withdraw.
4. Notify my lender if I transfer to another school.
5. Notify my lender if I drop below half-time status.
6. Notify my lender if I change my address, name, or Social Security Number.
7. Notify my lender of anything that affects my ability to repay my loan or my eligibility for deferment or cancellation.
8. Attend an exit interview before I leave school

VERIFICATION PROCEDURES



The SARs flagged for verification will be verified. Students must complete a verification worksheet, provide documentation of income, and any additional documentation deemed necessary to explain special circumstances at the time of verification.

The documentation should be submitted within 2 weeks of the request. However, sometimes it is necessary to contact outside agencies or sources which could result in additional delays. Therefore, while the student must provide evidence of having made all efforts to obtain the necessary documentation, a longer period of time may be permitted, as long as the student meets all Federal submission deadline dates.

If the submitted data fails to meet requirements, a school official will contact the student either through a note at school or by phone in an effort to complete requirements. If corrections must be made to the application, it will be necessary for the applicable parties to sign the Student Aid Report and resubmit it for verification. The student must then wait an additional 4 to 6 weeks for a reprocessed SAR. This new SAR must be returned to the school official immediately upon receipt. The corrections may have a significant impact on the student's initial assessment of financial aid. Therefore it is incumbent upon the student to make every effort to complete the original application accurately and completely. After the verification is complete, the student will receive notice verbally that the file meets Federal standards of accuracy.

Each institution is required by Federal regulations to make referrals to the Department of Education and Department of Justice if it is suspected that the Federal aid was requested under a false pretense. Our school takes very seriously the proper stewardship of Federal Funds and will cooperate with government agencies in the full prosecution of students who were found to provide falsified documents and applications.

The student will know the required documents to submit to the office at the entrance interview. The student is selected for verification by the Central Processor after the Pell application has been submitted for processing. The file must be verified before Title IV aid funds are released. Our school only participates in the following Title IV programs which include Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan, Federal Pell Grant and the Federal Parent Loan Programs.