

SEGUIN BEAUTY SCHOOL

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The above listed information may be obtained by request and may be found on the institutions website at:

www.seguinbeautyschool/consumerinformation.pdf

CONSUMER INFORMATION

INTRODUCTION

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

ADMISSION REQUIREMENTS

- Must have a High School Diploma or G. E. D.
- Must be 17 years of age at completion of course
- Must present 4 self-photos (1 ½ by 1 ½ in size)
- Must submit \$25.00 for state registration & law book

Additional information regarding program information, physical facilities, instructional personnel may be found in the school handbook.

STATE FEES

- Must submit the required fee for the state written examination
- Must submit the required fee for the state practical examination
- Must submit license fee upon passing the written and practical exams

TUITION AND FEES

Cosmetology Program Tuition and Fees

Tuition.....	\$15450.00
Kit and Books	\$ 1300.00
School Registration fee	\$ 100.00
Total	\$16850.00

- Note: Kit and books are non-refundable.
Tuition, fees and prices are subject to change without notice.
Tuition charges over contract period is \$8.50 per hour.
Financial Aid is available for those that qualify.

PRINCIPLES AND PRACTICES OF FINANCIAL AID ADMINISTRATION

1. The purpose of student financial aid is to provide monetary assistance to students who can benefit from further education but who could not otherwise attend. We might be able to suggest some ways the student might open the door to achieve the student's goals by discussing the possibility of student financial aid for use at our school.
2. Student financial aid is offered to an applicant only after the school has determined that the resources of family are insufficient to meet the student's educational expenses. The amount of student financial aid offered will not exceed the amount needed to meet the difference between the student's total educational costs and the family's contribution less other sources of financial aid that may be available to the student.
3. The amount and type of self-help (loans and work) expected from students is related to the circumstances of the individual.

GENERAL INFORMATION

FEDERAL FINANCIAL AID PROGRAMS

Federal student aid includes:

Grants—financial aid that doesn't have to be repaid (unless, for example, you withdraw from school and owe a refund)

Loans— borrowed money for college or career school; you must repay your loans, with *interest*

Work-Study—a work program through which you earn money to help you pay for school

The U.S. department of education offers the following student financial aid programs:

1. Pell grant

2. Supplemental Educational Opportunity Grants (SEOG)
3. College Work-Study (CWS)
4. Perkins loans
5. Student loans
6. Parental loans for undergraduate students (plus)
7. Supplemental loans for students (sls)

Grants are financial aid the students do not have to pay back. Loans are borrowed money that the student must repay with interest. Not all schools participate in all aid programs. Seguin Beauty School participants in Pell Grant and Student Loan programs. For more information on these programs, the student may contact our financial aid office.

BASIC ELIGIBILITY CRITERIA

General eligibility requirements are that you must

- demonstrate *financial need* (for most programs);
- be a U.S. citizen or an *eligible noncitizen*; If the student are an eligible non-citizen, the student must have: A) an alien registration receipt card –I-151, I-551, OR I-551C; B) an arrival –departure record I-94 stamped as a refugee, asylum status, conditional errant (before April 1,1980), parolee, or Cuban-Haitian entrant; C) a temporary resident card (I-688)
- have a valid Social Security number (with the exception of students from the Marshall Islands, Micronesia, or the Republic of Palau);
- be registered with Selective Service, if you’re a male (you must register between the ages of 18 and 25);
- be enrolled or accepted for enrollment as a *regular student* in an eligible degree or certificate program;
- be enrolled at least half-time to be eligible for *Direct Loan* Program funds;
- maintain satisfactory academic progress in college or career school;
- sign the certification statement on the Free Application for Federal Student Aid (FAFSA®) stating that
 - you are not in default on a federal student loan and do not owe money on a federal student grant and
 - you will use federal student aid only for educational purposes; and
- show you’re qualified to obtain a college or career school education by
 - having a high school diploma or a recognized equivalent such as a GED certificate;
 - completing a high school education in a homeschool setting approved under state law (or—if state law does not require a homeschooled student to obtain a completion credential—completing a high school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under state law); or
 - Seguin Beauty School does not admit students under the "ability-to-benefit" alternatives.
 - not have borrowed in excess of Title IV loan limits
 - signing an anti-drug abuse act certification
 - not be enrolled concurrently in an elementary or secondary school.
 - not have been denied Title IV financial aid in connection with a conviction for drug trafficking or possession

GED PROGRAMS Contact one of the organizations below for information available on GED classes and testing:

Seguin Independent School District
 1221 East Kingsbury Street
 Seguin, TX 78155
 830-401-8625

New Braunfels Independent School District
 430 W. Mill Street
 New Braunfels, TX 78130
 830-643-5700

FINANCIAL NEED

Federal student financial aid programs require a financial needs analysis. The purpose of the needs analysis system is to establish the amount of financial aid the student need. The amount of aid the student receive if the student meets the eligibility requirements depends on whether the student and the student’s family are considered to have financial need.

Financial need is the difference between the cost of education and what the student and the student’s family are expected to contribute towards the student’s education. The costs that are generally considered in the cost of education are tuition and fees, rooms, books and supplies, transportation and personal expenses. The student’s family’s expected contribution is determined by a standard formula which considers the student annual adjusted gross income, home equity, savings, stocks and bonds, other assets in the form of a business, farm or real estate, and non-taxable income and benefits. Dependency status based on hour the student answer certain questions on the student’s applicant for federal student aid, the student will be considered either dependent or

independent. If the student is considered dependent, the student's financial need is calculated on the basis of the student and the student's spouses (if applicable) resources, as well as the student's parent's resources. If the student is considered independent, the student's financial need is calculated on the basis of the student and the student's spouses (if applicable) resources.

AN INDEPENDENT STUDENT IS ONE WHO MEETS ONE OF THE FOLLOWING CRITERIA:

1. the student is at least 24 years old by December 31 of the award year;
2. the student is a veteran of the U.S. armed forces;
3. the student is a ward of the court or both of the student's parents are deceased and the student does not have an adoptive parent or legal guardian;
4. the student has a legal dependent other than a spouse;
5. The student is married and will not be claimed as an exemption on the student's parents' expected year U.S. income tax return.

If the student is considered independent by criteria 5, the student must document that status before receiving financial aid. If the student does not meet any of the criteria above but thinks the student has unusual circumstances that would make the student independent, see the financial aid administrator.

TITLE IV PROGRAMS

PELL GRANT

Pell grants are awards to help undergraduate students pay for their education. The Pell grant program is the largest federal student aid program. These grants provide a "foundation" of financial aid, to which aid from other federal and non-federal sources may be added. Unlike loans, grants do not have to be paid back.

If the student received the student's first Pell grant during or after the 87-88 award years, the student's Pell grant eligibility is limited to five full years of undergraduate study, not including remedial course work. The student can receive a Pell grant for up to one full year of remedial courses.

The Department of Education uses a standard formula, revised and approved yearly by congress, to evaluate the information the student reports when the student applies. The formula produces an estimated family contribution number. The student's student aid report (SAR) contains this number and will tell the student whether the student is eligible for a Pell grant. The awards range up to \$5350 for 09-10 award year. The size of the award the student receives will depend on the student's EFC, how long the student will be enrolled during the academic year, and the cost of the education at the student's school.

Once the student has submitted all portions of the student's ISAR, the financial aid office will calculate the amount for which the student is eligible. The FAA will then credit the student's award to the student's account, pay the student directly, or use a combination of these methods. The student will receive an award letter informing the student in writing how much the student's award will be and how and when the student will be paid.

HOW TO APPLY FOR PELL GRANT

Our office will specify which forms the student needs to complete and submit to apply for federal aid.

1. Free Application for Federal Student Aid (FAFSA)

If the student meets all the eligibility requirements, the student should complete an application for federal student aid online at www.fafsa.ed.gov. The student should read the instructions thoroughly and complete each question on the application. Pay close attention to the questions about the student's dependence status and income because these are the areas where most mistakes are made. Use the IRS Retrieval Tool to transfer student and parent income information.

The length of the program for which the student is enrolled will determine under which award year the student will apply. The award year covers the period from July 1 through June 30. If the student's course extends beyond June 30, the student's award eligibility will be calculated for the portion of the program to be completed through June 30. To receive the remainder of the student's award, the student must file an application for federal student aid for the next award year when the applications become available.

To fill out the application, the student will need certain records. The most important record is the student's base year tax return. The student will need the student's tax return, the student's parents' tax return (if the student is dependent) and the student's spouse's tax return (if the student is married). The student may also need copies of the student's W-2's, social security benefits statement and other agency benefits records.

The student should apply as soon as possible. It will take up to 4 weeks for the student's application to be processed at the processing center. The student may have to confirm or correct the information reported and return it to be reprocessed. This can take another two weeks. The student may also have to verify some of the information the student reported on the application.

FAFSA information is shared with the colleges and schools listed on the application. The *financial aid office* at a school uses the information to figure out how much *federal student aid* the student may receive at that school.

2. Institutional Student Information Record (ISIR)

The information the student reported on the application is reflected on the ISIR which is sent to the school. This report gives the school the information used to determine the student's eligibility for federal student aid.

The Estimate Family Contribution (EFC) reported on the ISIR is used to determine the student's eligibility for Pell Grant. The estimated family contribution (EFC) reported also determines the student's eligibility for Student loans.

The student will also receive a copy of the report call a SAR. If the student finds an error on the SAR, the student should submit the corrections to the school's Financial Aid Office. The Financial Aid Administrator can then determine the student's aid eligibility as well as assist the student with any corrections that need to be made.

In addition to completing the FAFSA, the student may be required to fill out additional forms during the student's initial interview with the financial aid administrator. These forms gather personal information and are to remain in the student's file at the school.

VOCATIONAL REHABILITATION (CHAPTER 13)

The division of vocational rehabilitation provides services and financial assistance for education to students with certain disabilities. Further information can be obtained from the division of vocational rehabilitation.

JOB TRAINING PARTNERSHIP ACT (JTPA)

The department of labor makes funds available through local agencies for training persons meeting certain criteria. For example, some agencies concentrate their efforts on displaced housewives, whereas others might concentrate on minority the student. The aid administrator will have information on the office that determines eligibility.

SCHOLARSHIPS

Various scholarships may be available through civic organizations, city, county, and state organizations, or through private individuals or industry. The student's FAO will have information on the availability of scholarships.

DEADLINES

All steps in applying for financial aid are accomplished by specific deadlines. These deadlines are set by the department of education, and there are no exceptions. If these deadlines are not met, it may cause the student to lose the student's financial aid.

FEDERAL STUDENT LOAN PROGRAMS (GUARANTEED LOAN PROGRAMS)

A FEDERAL STUDENT LOAN is a low-interest loan made to the student to help the student pay for the student's education. These loans are insured by the guarantee agency and reinsured by the federal government. To be eligible for Federal Student Loans, student's must complete a Master Promissory Note (MPN) at www.studentloans.gov.

The William D. Ford Federal Direct Loan Program includes Direct Subsidized Loans, Direct Unsubsidized Loans, Direct PLUS Loans and Direct Consolidation Loans. Those four loan programs account for 80% of the federal loans made for college students.

The amount of loan the student will be eligible for will depend upon the student's degree of demonstrated need, and the amount of other aid the student is receiving. The maximum loan is \$3500.00 per academic year. Interest rates for student loan are set by congress annually.

Repayment of a STUDENT LOAN begins 6 months after the student graduate, leave school, or drop below half-time. Generally, five to 10 years are allowed for repayment of the loan. The amount of each payment depends upon the size of the debt and the length of the student's repayment period. The student will have to pay at least \$50.00 a month. Interest rates typically should be 3.76% in 2017-2018 school year. The government pays the interest while the student is in school.

The student must pay an origination fee which will be deducted proportionately for each loan disbursement made to the student. The guarantee agency may also charge the student an insurance premium of at least 3 % of the loan principal. This is also deducted proportionately from each disbursement.

Annual Stafford Loan limit for unsubsidized loans ranges from \$5,500 to \$12,500, depending on the year in school and whether the student is claimed as a dependent on someone's tax return. Independent students are eligible for a larger loan. Dependent students whose parents are ineligible for Parent PLUS loans, you're permitted the same maximum loans as if you were independent.

There are certain conditions under which the student can defer the students STUDENT loan repayment. To obtain a deferment the student must complete a deferment request and submit it to the student's loan servicer. The students loan will be totally cancelled if the student die or become permanently or totally disable.

Late payments and other types of neglect may result in action by a collection agency. If the student goes into default on the student's loan, it may affect the student's future credit rating. It could also result in the IRS withholding the students tax refund and applying it toward the student's loan. The Texas Department of Licensing and Regulation will not renew licenses of those who are in a defaulted status on student loans.

DEBT MANAGEMENT

Debt management is the borrower's ability and desire to control the level of indebtedness as well as repay the loans that have been assumed.

Situations may occur that could make loan repayment more difficult than the student anticipated. Loan consolidation or refinancing may be of help to the student. If the students loan is in default, the student won't be able to refinance it, and loans more than 90 days delinquent are not eligible for consolidation. The student's loan servicer can provide the student with more information about loan consolidation and refinancing options available to the student.

DEFERMENT OPTIONS

Once the student has begun to repay the students loan, there are certain options to help the student if the student needs to postpone repayments. Deferments may be available if the student are unemployed, stay in school full-time or part-time, join the army, navy, or other services, or work in the Peace Corps or as a full-time volunteer.

The student has legal obligations to repay the students loan, regardless of the student's financial situation. However, the student's loan servicer may allow the student to have a short period of time in which the student does not make payments, extend the amount of time during which the student will make payments, or make smaller payments than the student are scheduled to make.

DEFAULT

If the student doesn't make loan payments when they are due, the student will be considered in default. The student is in default on the student's loan if either the student don't do what the student are supposed to do under the terms of the students promissory note or the student are 270 days late in making a payment and the agency that has guaranteed the students loan determines that it is reasonable to believe that the student do not intend to repay the students loan.

Paying back the students loan on time is a way of building good credit. Some big problems can occur if the student doesn't pay the students loan back on time, such as:

1. loss of federal and/or state income tax refunds
2. loss of eligibility for further financial aid;
3. possible legal action

HOW TO APPLY FOR FEDERAL STUDENT LOANS

To apply for a student loan, the student must complete a Pell grant application, the FAA will ask if the student have ever attended and/or received financial aid at another school. If so, the student will be asked the name of school, the amount of the aid, and the name of the lender if a loan was obtained. If the student is in default on a student loan or owe a refund to any of the federal financial aid programs, the student will be instructed to contact the previously attend schools and/or lender to eliminate the students default status. Until this is

accomplished, no other action should be taken. If the student is not in default on a loan and does not owe a refund to any of the financial aid programs at any school, the FAA determines if the student has defaulted on any loans from previously attended schools.

The FAA determines what the student will receive from the financial aid programs, agencies, or any other financial aid source and compares this with the student's budget. The difference between the student's budget less the family contribution as determined by the need analysis less any other mentioned aid is unmet need level.

To be eligible for Federal Student Loans, student's must complete a Master Promissory Note (MPN) at www.studentloans.gov.

The FAA determines the following:

1. The loan period and estimated graduation date - from enrollment agreement.
2. budget – from the budget worksheet and the need analysis printout
3. financial aid determination – from the budget worksheet
4. family contribution – as determined from the need analysis
5. eligibility – general eligibility requirements

the lender will send the loan amount to the school in two or more disbursements.

STUDENT LOAN DELIVERY PROCEDURES

The school receives the loan funds directly from the loan servicer. The FAA records the date the school receives each disbursement on the tuition ledger. If the student is not progressing satisfactorily, the funds are returned to the loan servicer.

When eligibility is confirmed, the student will be contacted. The student will be reminded of the student's rights and responsibilities and given a receipt. The proceeds of the loan are applied to the student's school charges.

EFT ...Student Pell grant awards and student loans are disbursed by electronic funds transfer.

ENTRANCE INTERVIEW

The FAA will discuss the appropriateness of the amount of the Student loan assistance the student has requested. Students are required to complete entrance counseling online.

The FAA reviews with the basic Student loan rights and responsibilities. Documentation is maintained in the students file.

An **EXIT INTERVIEW** is conducted anytime between the second disbursement of a loan and graduation. Prior to graduation, student are instructed to complete Exit Counseling online. If the student terminates prior to graduation, an exit interview form is provided to the student for the student's signature as well as provided with instructions to complete online exit counseling. Documentation is maintained in the students file.

DEADLINES

All steps involved in applying for financial aid are accompanied by specific deadlines. These deadlines are set by the department of education, and there are no exceptions. If these deadlines are not met, it may cause the student to lose out on financial aid.

DETERMINATION OF AWARDS

Calculations and analysis are performed with each student's application data in evaluating eligibility and awarding aid as follows:

COST OF ATTENDANCE (BUDGETS)

The Pell grant cost of attendance is determined as follows:

Total tuition $\frac{\text{hours per academic year}}{\text{total hour in program}}$ academic year
And fees X = tuition and fees

Academic year tuition and fees
+ Room and board miscellaneous fees
= cost of attendance

A room and board allowance of up to \$6200, varying according to the current U.S. City Average consumer price index, is used for a student who does not contract with the school for either room or board and who lives in the home of his/her parents.

When a student lives away from home and does not contract with the school for room or board, an allowance is used.

The Pell Grant cost of attendance is documented on the need analysis of each applicant.

STUDENT LOAN PROGRAMS COST OF ATTENDANCE

Student loan programs cost of attendance is determined by adding the tuition, fees, books, supplies and equipment (direct costs) to the estimated living cost (indirect costs) for the length of the academic period.

Estimates of monthly living expenses:

Room and board living on own	\$866 monthly
Students without dependents living with parent	\$436 monthly
Personal expenses	\$259 monthly
Transportation (5 days/week)	\$167 monthly

(the above figure may differ from year to year)

CRITERIA USED TO DETERMINE AWARD

The student will be considered for all financial aid programs for which the student are eligible. The amount of student financial aid is generally a combination of grant, loan and employment and is based upon financial need. The following is an example of how financial need is determined and the resulting student financial aid package.

These are estimated figures and are to be used only as a guide:

		From congressional methodology	
Total educational cost		Need analysis estimated family	contribution from:
Tuition	\$9370	student	\$900
Room & board	\$6062		
Books and supplies	\$1300		
Personal expenses	\$1813		
Transportation	\$1169		
Student loan fee	\$30		
Total cost	\$19644	total need	

The student financial aid packing for the above need might look like the following:

Grant	\$5815	
Student loan	\$3500	
Unsubsidized loan	\$6000	
Total aid offered	\$15315	(cannot exceed the total need)

The above is only a guide and the students expected family contribution will be determined by the needs analysis formula approved by the department of education and the student's schools cost of attendance.

Forms to be completed for students file

The following forms are completed to document that the student met the general eligibility requirements for federal financial aid:

1. Statement educational purpose/selective registration compliance/default-refund compliance:
 - The statement of educational purpose/selective registration compliance serves three purposes. It documents the student's intent to use all scheduled funds for educational purposes, certifies selective service compliance, and documents the student's status regarding defaults or refunds due at any other school.
 - These statements must be signed and dated before any financial aid funds can be disbursed. The FAA accepts these statements only after reviewing all information available and determining that nothing on file contradicts the student's statement.

No financial aid disbursements are made if the school receives notification and the student are in default on a loan or owes a refund to a grant.

2. Authorization to credit students account. This form authorizes the school to credit the students account with the financial aid funds included on the student's award letter.
3. Budgeting assistance. In the event the student overpays the school while in attendance, the student's credit balance shall be returned to the student or applied to the student's loan after graduation. Credit balances will be returned by the end of the award year or loan period.
4. Permanent resident documentation. If the student is not a U.S. citizen, the student must provide evidence that the student meet the eligible non-citizen definition. The FAA must obtain a photocopy of the immigration and naturalization services document which demonstrates our permanent residence status.

CREDIT BALANCE

An FSA credit balance occurs whenever the school credits FSA program funds to a student's account and the total amount of those FSA funds exceeds the student's allowable charges. If FSA disbursements to the student's account at the school create an FSA credit balance, the school must pay the credit balance 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, if the balance occurred after the first day of class of a payment period, or the first day of classes of the payment period if the credit balance occurred on or before the first day of class of that payment period. The law requires that any excess PLUS Loan funds be returned to the parent. Therefore, if PLUS Loan funds create a credit balance, the credit balance would have to be given to the parent. However, the parent may authorize the school (in writing or through StudentLoans.gov) to transfer the proceeds of a PLUS Loan credit balance directly to the student for whom the loan is made (for example, to a bank account in the student's name). The Department does not specify how a school must determine which FSA funds create an FSA credit balance. A school may not require a student to take any actions to obtain his or her credit balance. It is the sole responsibility of the school to pay, or make available, any FSA credit balance within the 14-day regulatory time frames. Student may sign an authorization to allow the institution to hold the credit balance to budget for future charges. If an authorization was not obtained by the school, the school must provide the student with any remaining FSA credit balance resulting from FSA loan funds by the end of the loan period and any other FSA program credit balances by the end of the last payment period in the award year for which the funds were awarded

VERIFICATION

The student may be selected for verification by either the Dept. of Ed. or by the school. Verification means proving what the student reported on the student's application is correct.

If selected, the student is expected to provide the required documentation upon request. Normally, this documentation should be submitted within two weeks of the request. However, we recognize that sometimes it is necessary to obtain this data from outside sources which could present additional delays which are beyond the student's control. Therefore, while the student must provide evidence of having made all efforts to obtain the necessary documentation, a longer period of time is permitted, as long as the student meets all federal submission deadline dates for Pell program.

After the verification procedures have been completed, the student will receive an award letter which notifies the student of the programs and amounts for which the student is eligible. The student will be informed of all financial aid payments received by the institution and will receive a receipt of each payment.

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

The student must comply with the verification requests noted in the comment section of the SAR and any additional requests made by the school by completing the verification forms provided with the SAR or the schools own form. The student must also submit any additional documents requested.

PROFESSIONAL JUDGEMENT

An FAA may use Professional Judgment (PJ), on a case-by-case basis only, to alter the data elements used to calculate a student's Expected Family Contribution (EFC). The student will be required to provide documentation, proving extenuating circumstances, prior to a professional judgment decision. In addition to documenting such a decision in the student's file, the FAA must also report the PJ to the CPS using *FAA Access to CPS Online*.

DEPENDENCY OVERRIDES

Dependency Override is the action a financial aid administrator may take to change a student's status for federal student aid from dependent to independent (the reverse is not permitted). There must be unusual circumstances to warrant an override, and the FAA must document those circumstances in the student's file. Student will be required to submit proof of circumstances prior to a dependency override action.

DISBURSEMENT PROCEDURES

Seguin Beauty School will notify the student in writing the total amount and source of the student's award and the projected dates when the student's award will be disbursed. The loan servicer will notify the student in writing the total amount of the student's loans and the dates when the student's loan will be disbursed. Any amounts remaining after direct educational expenses such as tuition, fees, books and supplies are paid will be disbursed directly to the student. This applies to Pell grants and Student loans.

One half of the student's total award will be disbursed during the student's first enrollment period. Subsequent disbursements will be made after a student has completed the required clock hours to reach mid-point of the academic year and maintains satisfactory progress.

ATTENDANCE POLICY

Seguin Beauty School believes it is important to have high expectations in attendance and provides regular counseling to students on improving attendance in order increase the chance of student success.

Seguin Beauty School maintains student attendance records. To receive credit for hours attended, all students clock in and out on a computerized time clock when arriving and departing from Seguin Beauty School and for assigned lunch breaks. The maximum number of hours that can be earned in one single day is 8 hours, unless additional time is approved by educator. Students may obtain additional hours per day through approved scheduled field trips.

Normal full-time students attends Tuesday through Friday from 9:00am to 5:30pm.

Monthly hour reports are prepared by the 10th of each month. Students are given the opportunity to review and initial the reports. A copy of the most recent monthly hour report is posted on the school bulletin board.

All full-time Cosmetology students have 50 weeks to complete 1500 clock hours. Additional time is provided with an additional charge which is disclosed in the student's contract. Students should review their enrollment agreement to make sure they know the enrollment agreement end date and should monitor absences carefully and refrain from tardiness or risk exceeding this date and incurring additional charges.

Students not in attendance for 30 days who are not on an approved Leave of Absence or have not contacted the school about their absence will be dropped. Students who are dropped may appeal the termination and apply for reentry into their program. In order to do so, the student should contact the school office. The appeal will be reviewed and a determination will be made by the school director.

School holidays are listed in the school handbook. Additional information may be obtained from the school office.

REQUIREMENTS FOR AN APPROVED LEAVE OF ABSENCE- federal regulation CF 682.609 (C)

The regulation states that a school may approve a leave of absence for the student provided:

1. The student has not previously been granted a leave of absence by the school
2. The student has made a written request to be granted the leave. The school must grant permission for the LOA in writing.
3. The leave of absence does not involve any additional charges by the school to the student.
4. The leave does not exceed 30 calendar days –or the leave does not exceed 6 months, if the student is requesting the extension for medical reasons, or if the start of the schools next enrollment period would begin more than 60 days after the first day of the leave of absence. If the student requests a leave of absence longer than 30 days due to illness, the student must provide the school with a recommendation from a physician for the extended leave.

Only one leave of absence can be authorized within a 12 month period. The students loan proceeds are not disbursed when the student is on LOA. When the funds are received while the student is on a LOA, they will not be held for longer than 30 days. In the event the student does not return on schedule from the students LOA, the funds must be returned to the lender. The chief administrator may make exception to the "one leave in 12 months" policy when extenuating circumstances are present.

TERMINATION

When the student drops to less than half-time, the loan servicer is notified promptly. If the student withdraws from school and a refund is due, the refund is made within 30 days of the withdrawal date. The student will be notified of the refund.

COURSE REPEATS

Any student who completes an entire nonterm credit-hour or clock-hour program, and later re-enrolls to take that same program again or to take another program, may be paid for repeating coursework regardless of the amount of time between completion of the first program and beginning the program or another program again. Seguin Beauty School does not encourage Course Repeating except in extenuating circumstances.

CLOCK TO CREDIT HOUR

Seguin Beauty School does not offer credit hour conversion but accept TDLR clock hours from a credit hour program.

REFUNDS

The student must keep in mind that when the student applies for financial aid, the student signs a statement of educational purpose. Therefore, if the student withdraws before completing the program, a portion of the funds the student receives may have to be returned. The school will calculate the amount of tuition it must return to the federal funds according to the refund policy listed in the school's catalog. In the event the student received financial aid that was over and above the amounts necessary to pay for tuition, books, and school charges, the school will calculate the amount that the student must pay back to the federal programs.

In event a refund is due; the proceeds of such refunds shall be applied toward repayment of the financial aid programs from which such receipts were initially derived. The order of such refunds shall be as follows:

1. Student loans
2. Pell grant
3. Texas rehabilitation commission
4. Other financial assistance
5. Student payments

In the event a refund is due to the guaranteed student loans, the lender will be informed of the students last date of attendance and the date of official withdrawal by the school along with the refund check. Similar notification must be sent to the student.

The student will be sent written notification from the school as to the amount of any refunds to the student loan program.

The school must make refunds within 30 days from the student's termination date to the Pell grant or campus-based programs and within 60 days from the student's termination date to the lender for the guaranteed student loan programs.

RETURN OF TITLE IV FUNDS

Only the Title IV programs are to be included in this calculation

Students, when you apply for financial aid, have signed a statement that funds will be used for educational purposes only. Therefore, if withdrawal occurs before completing the program, a portion of the funds received may have to be returned. The school will calculate the amount of tuition it must return to the Federal funds according to the policies listed below:

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

The law specifies how the school must determine the amount of Title IV program assistance earned at withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Federal Direct Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Perkins Loans and in some cases, certain state grant aid (LEAP/SLEAP), GEAR UP grants, and SSS grants to students.

When a student withdraws during a payment period or period of enrollment, the amount of Title IV program assistance earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the students behalf) less assistance than the amount that was earned, those additional funds may be obtained. If more assistance has been received than earned, the excess funds must be returned by the school and/or the student.

The amount of assistance earned is determined on a pro rata basis. For example, if the student completed 30% of the payment period or period of enrollment, the student earned 30% of the assistance originally scheduled to receive. Once the student has completed more than 60% of the payment period or period of enrollment, all the assistance scheduled to receive for that period is earned.

If the student did not receive all of the funds earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the student may choose to decline the loan funds so additional debt is not incurred. The school may automatically use all or a portion of the post-withdrawal disbursement (including loan funds accepted,) for tuition, fees, and room and board charges (as contracted with the school). For all other school charges, the school needs the student's permission to use the post-withdrawal disbursement. If permission was not given (which some schools ask for upon enrollment), the student will be offered the funds directly. However, it may be in the student's best interest to allow the school to keep the funds to reduce the debt at the school.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement. From the date the institution determined the student withdrew, grant funds must be paid within 45 days, and loan funds must be paid within 180 days.

Return of Unearned Aid is allocated in the following order:

1. Unsubsidized Federal Direct Stafford Loan
2. Subsidized Federal Direct Stafford Loan
3. Federal Direct Parent (Plus) Loan
4. Federal Pell Grant
5. Other Title IV Assistance

There are some Title IV funds that the student was scheduled to receive that cannot be *earned* once at withdrawal because of other eligibility requirements. For example, a first-time, first-year undergraduate student that has not completed the first 30 days of the program, will not earn any Direct loan funds.

Title IV students reentering within 180 days of withdrawal date will resume at the same status as prior to withdrawal.

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

1. the institutional charges multiplied by the unearned percentage of the funds, or
2. The entire amount of excess funds.

The school must return this amount even if it did not keep this amount of the student's Title IV program funds.

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

Any amount of unearned grant funds that the student must return is called an *overpayment*. The amount of a grant overpayment that must be repaid is half of the received amount. Arrangements must be made with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when a student withdraws are separate from any refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the school was required to return. The school can provide you with the requirements and procedures for officially withdrawing from school and the refund policy.

If you have questions about Title IV program funds, call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on *Student Aid on the Web* at www.studentaid.ed.gov.

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

NOTE: If the initial amount of the overpayment owed by the student is \$25.00 or less, the student repayment requirement is forgiven.

ADDITIONAL SCHOOL INFORMATION

Additional information may be obtained about the school during normal working hours from 9:00 to 4:30 p.m., Tuesday through Friday or by a pre-arranged appointment.

HEOA Sec. 488 and HEA Sec. 485a

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosure and reporting requirements. A disclosure requirement is information that an institution of higher education is required to distribute or make available to another party, such as students or employees. A reporting requirement is information submitted to the U.S. Department of Education or other governmental agencies. Disclosure and reporting requirements sometimes overlap. For certain topics, institutions are required to make information available to students or others and to submit information to the Department of Education. Seguin Beauty School, in good faith and in compliance of the Higher Education Opportunity Act (HEOA) sect. 488 and Higher Education Act (HEA) sect. 485a. offer the following websites to provide the required information for consumer use:

<https://nces.ed.gov/collegenavigator/?q=SEGUIN+BEAUTY+SCHOOL&s=all&id=228088>

<https://nces.ed.gov/collegenavigator/?q=SEGUIN+BEAUTY+SCHOOL&s=all&id=368540>

Information on student body diversity, enrollment percentages, gender, racial or ethnic group and Pell Grant recipients are provided at the above websites.

SUBSTANCE ABUSE

Information regarding counseling and assistance for substance abuse will be available on the bulletin board or in brochures in the resource center. Other information may be obtained by contracting the financial aid office.

ACCESSIBILITY FOR HANDICAPPED STUDENTS

Handicapped students are encouraged to visit our school to determine if the facilities are adequate and/or if this type of training would be beneficial for them.

VIEWING ACCREDITATION APPROVAL DOCUMENTS

The name of the accrediting body and institutional licensing agency can be viewed in the office or near the reception areas of the school's other approval documents of the institution may also be viewed upon request. Rights and responsibilities of the students receiving federal financial aid the student have the right to know:

1. The names of the organizations which accredit and authorize the school to operate;
2. About the programs, faculty and physical facilities at the school
3. The cost of attending the school
4. The school's policy on refunds for those who drop prior to completion
5. About the financial aid available from federal, state, local, private and institutional financial aid programs
6. The procedures and deadlines for submitting
7. The criteria used to select financial aid recipients;
8. How the students financial need is determined
9. The type and amount of assistance in the student's financial aid package;
10. How and when the student will be paid
11. How the school determines whether the student is making satisfactory progress and what happens if the student is not;
12. The interest rate on any loan available through the school, the amount the student must repay, the length of time the student must repay, when the student must begin repayment, and any cancellation and deferment provisions that apply.

STUDENT RESPONSIBILITIES

1. The student must complete all applications accurately and submit them on time to the right place.
2. The student must provide correct information
3. The student must provide all additional documentation, verification corrections and/or other information requested by either the student FAO or the agency to which the student submitted the student's application.
4. The student is responsible for reading and understanding all forms that the student is asked to sign and for retaining the student's copies.
5. The student must accept responsibility for all agreements that the student sign
6. The student must be aware of and comply with the deadlines for application or re-application for student financial aid.
7. The student should be aware of the student's schools refund policies and procedures
8. The student is responsible for reporting name and address changes directly to the lenders of any educational loans

9. The student is responsible to bring or send the student aid report to the financial aid office in time to complete the verification process.
10. The student is responsible to bring or send any supporting documentation that is necessary to verify information in time to complete the verification process
11. The student will be responsible to pay any overpayment that is discovered during verification.

BORROWER RIGHTS AND RESPONSIBILITIES

While federal student loan programs differ in some ways, the student's rights and responsibilities as a borrower are basically the same for all programs. A list may be received through the office of the school. Borrower rights

When the student takes out a loan, the student signs a promissory note. The promissory note is legal binding document. The student must be given a copy of the completed note, and the original note must be returned to the student when the loan is paid in full.

The student has the right to a grace period before the student's repayment period begins, if the student loan provides for one. The grace period starts when the student leaves school or drop below half-time status. The exact length of the student's grace period is shown on the promissory note.

The student must be given a list of deferment conditions and the conditions under which the department of defense will repay the students loan.

Before the school gives the student the student's first loan disbursement, the student's school/lender must also give the student the following information about the student's loan:

1. The full amount of the loan, the interest rate, and when the student begin repayment
2. The effect borrowing will have on the student's eligibility for other types of financial aid.
3. a complete list of any charges to the borrower (loan fees) and information on how those charges are collected
4. the yearly total amounts the student can borrow and the maximum and minimum repayments periods
5. a current description of loans the student owes the student/s school/lender and an estimate of what the students total debt will be, and what the students monthly payments will be
6. an explanation of default and its consequences
7. an explanation of refinancing and consolidation options and of the student's option to repay the students loan at any time without penalty

Before the student's repayment period begins, the student's school/lender must tell the student:

1. The amount of the student's total debt (principal and interest), what the students interest rate is, and the total interest charges on the student's loan;
2. The name of the student's lender, where to send the students payments and where to write if the student has questions about the student's loan;
3. When the students first payment is due and the number, frequency, and amount of all payments;
4. What fees the student should expect during the repayment period;
5. About repayment, refinancing and consolidation options.

If the student has a Student loan, the student has a right to federal interest benefits if the student qualifies. This means the federal government will pay the interest on the student's loan until the student's repayment period begins and will also pay it during authorized deferment periods. If the student has a Student loan, the lender sells the loan or transfers the right to receive payments, the student must be notified.

BORROWER RESPONSIBILITIES

The student is responsible for:

1. notifying the students lender if the student transfer to another school
2. notifying the students lender if the student changes the students name, address, social security number
3. notifying the school if the students address changes while the student are enrolled
4. notifying the lender if the student fails to enroll in school for the period for which the loan was intended
5. repaying the loan in accordance with the repayment schedule the student's school/lender will give the student
6. making payments on the student's loan even if the student does not receive a bill
7. always including the student's social security number on all correspondence to the student's lender including payment checks
8. notifying the students school/lender of anything that affects the student's ability to repay the loan or the students eligibility for deferment or cancellation
9. attending an exit interview

Remember, the students loan money can be used only for tuition and other related education expenses.

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

Students that receive any title IV grant or loans will be included in the National Student Loan Data System. The National Student Loan Data System (NSLDS) is the U.S. Department of Education's (ED's) central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, and other Department of ED programs. NSLDS Student Access provides a centralized, integrated view of Title IV loans and grants so that recipients of Title IV Aid can access and inquire about their Title IV loans and/or grant data. Students may access that information at www.nsls.ed.gov Measures are taken by the Department to safeguard the students' data.

CONTACTS

For information on financial assistance and institutional issues, contacts are found in the school handbook.

SATISFACTORY PROGRESS POLICY

APPLIES TO ALL STUDENTS

In order to be making satisfactory academic progress toward a diploma or certificate at Seguin Beauty School, students must maintain specified grade averages and attendance, and proceed through the program at a pace leading to completion in a specified time frame (One and one-half times the length of the program). Satisfactory progress is measured in scheduled clock hours. Satisfactory progress is monitored on a "pay period" basis. A student's training may be interrupted for unsatisfactory progress under the following conditions:

1. Has poor or failing grades.
2. Advancement and progress in the course are not acceptable (attendance and grades).
3. Is careless and indifferent towards his/her work.
4. Uncooperative with school staff or fellow students.
5. Does not have the ability to make satisfactory progress in the work.

PAYMENT PERIODS

Students may receive only one scheduled Pell Grant award for each Award Year. The number and amount of each payment made within one Award Year will depend on the number of hours student completes as they progress throughout the Award Year.

Payment periods for disbursements of Federal funds are scheduled after the completion of:

First Payment Period	From 1-450 hours
Second Payment Period	From 451-900 hours
Third Payment Period	From 901 to 1200 hours
Fourth Payment Period	From 1201 to 1500

REQUIRED GRADE AVERAGE

Students must achieve a 70% grade average.

PACE

In addition to the grade averages listed above, students must also be progressing toward successful completion of the program within the maximum time frame:

Program **COSMETOLOGY – FULL TIME**

Program Length: 1500 clock hours, 50 weeks, 30 hours/week

Maximum Time Frame: One and one-half times the length of the course (75 weeks)

After this number of weeks	22.5	45	60	75
You must have completed at least this number of clock hours	450	900	1200	1500

Program COSMETOLOGY -- PART TIME

Program Length: 1500 clock hours, 75 weeks, 15 hours/week

Maximum Time Frame: One and one-half times the length of the course (112.5 weeks)

After this number of weeks	28.12	56.25	84.37	112.5
You must have completed at least this number of clock hours	450	900	1200	1500

DETERMINATION OF PROGRESS

Satisfactory progress evaluations will be conducted at the end of each pay period.

Students with a minimum of 70% average in theory and practical/clinic work and 67% attendance are making satisfactory progress until the next scheduled evaluation.

FINANCIAL AID WARNING AND FINANCIAL AID PROBATION

Students failing to meet the minimum satisfactory progress requirements will be placed on *Financial Aid Warning* for the next pay period. Students can still receive aid for the next pay period, however, the satisfactory progress will be assessed after the next pay period. Students will be notified in writing regarding their Financial Aid Warning Status.

If the student does not achieve the minimum standards during the next pay period, the student will be placed on *Financial Aid Suspension*. Any student that exceeds the maximum time frame will be placed on Financial Aid Suspension.

Students on Financial Aid Suspension are not eligible for financial aid. However, students may appeal and request financial aid reinstatement. Students will be notified in writing regarding their Financial Aid Suspension Status and their opportunity to appeal their status.

NOTE: Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance for the month will be added to attendance from the proceeding month to determine whether the student will complete the course within the maximum time frame established in this policy.

No consecutive Financial Aid Warnings will be allowed. The Chief Administrator may make exceptions due to extenuating circumstances.

RE-STATEMENT OF TITLE IV FUNDS - APPEAL PROCESS

Federal law allows schools to approve appeals if injury, illness, death of a relative, or other special circumstances affected a student's ability to maintain Satisfactory Progress.

Students who are on suspension from financial aid after failing to achieve minimum requirements may appeal this determination. The student must submit a written appeal to the institution, along with any supporting documentation, reasons why the decision to terminate should be reversed, what changes have been made to allow the student to make SAP at the next evaluation and a request for a re-evaluation of progress.

The institution, within (10) business days of financial aid suspension must receive this appeal. Should a student fail to appeal this decision, the decision to terminate will stand. An appeal hearing will take place within (10) days of receipt of the written appeal.

A decision on the student's appeal will be made within (5) business days after the hearing and will be communicated to the student in writing. Should a student prevail on his/her appeal and it be determined that making satisfactory progress is achievable, the student will be placed on Financial Aid Probation for the next evaluation period. Financial aid funds will be reinstated to eligible students upon achievement of satisfactory progress at the next evaluation.

READMISSION AND REINSTATEMENT OF FINANCIAL AID

Students may apply to be reinstated to the institution after being dismissed after waiting a period of 30 days. Such students will be enrolled on a provisional status. With regards to financial aid, a student will re-enter on a provisional status, and must complete a period of 30 days with at least 70% academics and attendance for the period before financial aid awards will be made.

This procedure applies only to dismissals caused by lack of satisfactory progress. Students returning from a leave of absence will have the same satisfactory progress status as the student had when the leave was granted.

Re-entering students will be charged at the current tuition rates for newly enrolling students. Amounts paid during their first enrollment will be credited to their account if the student is readmitted within (6) months of his/her withdrawal. Tuition charges for hours of re-entering students after (6) months will be based on the number of hours the student contracts for upon returning.

MAXIMUM TIME FRAME

In addition to the items stated above, students are making satisfactory progress if the course objectives for graduation are completed within an additional 50% of the normal course length. Variation in attendance, excused absences, etc. may require some students more time in weeks or months to complete necessary requirements.

INCOMPLETES

If a student has not completed his/her course work within an evaluation period, student can make up missed work. There is a time limit on this, however homework missed must be made up within 3 days of return to school. Exceptions to this would be a long absence, and then more time would be given.

WITHDRAWAL POLICY

OFFICIAL VOLUNTARY WITHDRAWAL

A student is "Officially" withdrawn on the date the student notifies the Director of Financial Aid in writing or orally, of intent to withdraw.

UNOFFICIAL WITHDRAWAL

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 30 consecutive unexcused absences, does not resume attendance at the end of an approved leave of absence, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and/or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in SBS'S Standards, will be subject to termination and considered to have unofficially withdrawn.

WITHDRAWALS

If student drops before the end of an evaluation period, refund calculations will be performed according to the stated refund policies. The student will have a notice placed in his/her student file as to progress at the point of withdrawal. Students who re-enroll after withdrawing will have the same satisfactory progress status as they had during the point of withdrawal.

TRANSFERS

Any student of a Texas private beauty culture school or vocational cosmetology program in a public school may transfer hours completed to another school within the state of Texas provided the tuition for those hours has been tendered. A transcript showing the hours completed will be certified by the school and submitted to the Texas Department of Licensing and Regulations. Out of state hours must be approved by TDLR prior to enrollment at Seguin Beauty School.

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory academic progress (SAP) evaluation periods are based on actual contracted hours at the institution.

Seguin Beauty School does not offer remedial courses. Student repeating the programs are treated as a regular student. Course incompletes have no effect upon the school's satisfactory progress standards.

Seguin Beauty School does not allow the transfer of hours from one program to another at this school.

SATISFACTORY PROGRESS – APPEALS PROCEDURE

If a student is terminated due to lack of satisfactory academic progress, the student may be re-admitted with the school director's approval. The student will be re-admitted on a probationary status. Financial aid will not be reinstated until the student has reached satisfactory standards. If the student loses eligibility for financial aid, the student will be personally responsible to the school for school charges not covered by the financial aid which is lost.

Students will submit the appeal in writing to the school director. The director will look at extenuating circumstances and documentation provided by the student (doctor's excuses, ECT.) in determining if a student can still be considered to be making satisfactory progress academic despite failure to conform within the time frame or attendance average policy. The director's decision is final with regards to appeals.

Annual Security Report FY 2017

CAMPUS SECURITY, CRIME AWARENESS, DRUG FREE WORKPLACE Policy

Chief Administrator Joseph Evans is responsible for preparing and distributing the Annual Security Report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act* (Clery Act). The Annual Security Report is published every year by October 1st and contains three years of selected campus crime statistics and certain campus security policy statements in accordance with the Clery Act.

Seguin Beauty School composes the Annual Security Report and statistical information with input from the local law enforcement agencies and campus officials. The documentation is maintained in the Chief Administrators office. The Crime statistics reported are obtained from the local police department in each city and the Daily Incident Log from each campus and include the geographic categories including campus property 102 East Court, Seguin, TX and 214 West San Antonio, New Braunfels, TX and adjacent public properties.

Why an Annual Security Report?

Enacted in 1990, *The Crime Awareness and Campus Security Act* was designed to assist students in making decisions which affect their personal safety and to ensure institutions of higher education provide students, prospective students, staff, and faculty the information they need to avoid becoming victims of campus crime. The *Higher Education Act of 1998* and the subsequent amendments of the implementing regulations (34 C.F.R.668.46) significantly expanded institutions' obligations under the Act. The Act was also renamed the "*Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*" (hereafter the Clery Act).

Seguin Beauty School has adopted and implemented policies and a program regarding campus security procedures and disclosures intended to inform the campus community about the security policies, procedures and availability of programs and resources for victims of crime to seek recourse. SBS reviews its program once every two years to determine its effectiveness and to ensure that its sanctions are being enforced.

Seguin Beauty School is committed to providing students with a safe environment in which to learn and to keep parents and students well-informed about campus policies. It is hoped that the institution's comprehensive policy will help combat violence in the workplace and on campus.

Notifications

SBS distributes, at least annually, by October 1 of each year, a notice to all current students, faculty, and staff that the Annual Security Report is available at www.seguinbeautyschool.net/annualsecurityreport.html. The school's handbook also includes the notice and is provided to all prospective students, prospective employees and interested persons.

The statement is as follows:

SEGUIN BEAUTY SCHOOL'S ANNUAL SECURITY REPORT is available at www.SeguinBeautySchool.net/AnnualSecurityReport. The ARS includes the following: Campus Security, Crime Awareness, Drug Free Workplace Policy, Notifications & General Information, Incident Reporting, Law Enforcement, Alcohol and Illegal Drug Policy, Health Risks Associated with the Use of Illicit Drugs & Abuse of Alcohol, Legal Sanctions Imposed Under Federal, State or Local Law for Drug Crimes, Drug or Alcohol Counseling, Treatment, or Rehabilitation Centers, Sexual Assault, Dating Violence, Domestic Violence, and Stalking, Emergency Notification and Timely Warning Policies, Emergency Response and Evacuation Plan and Crime Statistics. The report includes statistics for incidents of crime reported during the three most recent calendar years. The covered categories include criminal homicide (murder and nonnegligent manslaughter), forcible and non-forcible sex offenses, robbery, aggravated assaults, burglary, motor vehicle theft, arson and violence crimes against women. Statistics for certain hate crimes as well as arrest and disciplinary referral statistics for violations of certain laws pertaining to illegal drugs, illegal usage of controlled substances, liquor and weapons are also disclosed. The crime statistics are published for the following geographical categories: on campus and certain adjacent and accessible public property. SBS has no on-campus student residential facilities or non-campus buildings or properties. Upon request, any interested party may obtain a paper copy of the report at the school office located at 102 East Court St, Seguin, TX, by calling (830) 372-0935; or by emailing the request to sbs@seguinbeautyschool.net

General Information

Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have permission from the school office. To maintain a secure facility, all rear access doors leading to the campus are closed and locked during evening hours starting at 5:30pm. When the school closes for the night, the school's official or supervisor will inspect each room to see that it is empty and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official may be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

Incident Reporting

This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institution official, school office and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).

The student or employee may, to maintain confidentiality, submit the information in writing to an institution official without signature who will submit it to the Chief Administrator. If the student wishes not to maintain confidentiality, the student may contact an institution official to report criminal actions or emergencies to the appropriate agency by calling (911).

Institution Officials: Joe Evans, Chief Administrator
Jennifer Evans, Local Administrator, Seguin campus
Lidia Rodriguez, Local Administrator, New Braunfels, campus
Any school official in charge will assist students in need

Local Law Enforcement Agencies:

Seguin Police Department 830- 401-2340 or 830-379-2123 or 911
New Braunfels Police Department 830- 221-4000 or 911

When an incident has been reported, the Local Administrator shall promptly contact and accurately inform the Chief Administrator and or local police for assistance and further instructions.

Law Enforcement

Seguin Beauty School has no campus law enforcement or security service, however, the institution will provide and assist the state and local law enforcement agencies in every way possible to insure a safe and lawful environment. Any issues, questions or concerns about security at SBS should be directed to the Chief Administrator and person responsible for security compliance, Joe Evans. The institution's officials have no powers to arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored. Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the institutional official shall attempt to non-violently deal with the crime. Individual discretion must be used, as undue risk should not be taken.

The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee informing the student or employee such services not connected to the institution are available.

Students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others.

- a) Do not leave personal property in classrooms; place personal belongings in a locker with a lock.
- b) Report to your institution official, any suspicious persons.
- c) Always try to walk in groups outside the school premises.
- d) If you are waiting for a ride, wait within sight of other people
- e) Always have your car keys in hand before leaving a building
- f) The Annual Security Report is available at www.seguinbeautyschool.net.annualsecurityreport.html.

The institutions program for crime awareness or prevention begins at orientation is on a continuous at the institutions. Students and employees are informed of the website location which includes links to safety information. Periodically throughout the year, crime and safety information is provided by PowerPoint, hardcopy and posted notices. The institution's policies and regulations are properly disclosed to prospective students through the school handbook.

Preparation for the Annual Security Report is obtained by an institution official who contacts the correct police department district.

Alcohol and Illegal Drug Policy

This institution does not permit the use, sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.

The institution does not permit the possession, use or sale of illegal drugs by its employees and students on school property and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.

Seguin Beauty School has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The institutions Annual Security Report includes the drug program requirements that the program provides:

- (1) the annual distribution to each student and employee
 - (a) standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the institution's property or as part of any of the institution's activities;
 - (b) a description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
 - (c) a description of the health-risks associated with the use of illicit drugs and the abuse of alcohol;
 - (d) a description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and

(e) a clear statement that the institution will impose sanctions on students and employees consistent with local, State, and Federal law), and a description of those sanctions up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by subparagraph (A); and (2) a biennial review by the institution of the institution's program to -

- (a) determine the program's effectiveness and implement changes to the program if the changes are needed;
- (b) determine the number of drug and alcohol-related violations and fatalities that occur on the institution's campus (as defined in section 1092(f)(6) of this title), or as part of any of the institution's activities; and (ii) are reported to campus officials;
- (c) determine the number and type of sanctions described in paragraph (1)(E) that are imposed by the institution as a result of drug and alcohol-related violations and fatalities on the institution's campus or as part of any of the institution's activities; and
- (d) ensure that the sanctions required by paragraph (1)(E) are consistently enforced.

A copy of each item required by the Drug-Free Schools and Communities Act and the Department of Education's General Administrative Regulations as well as the results of the biennial review is available upon request.

LEGAL SANCTIONS IMPOSED UNDER FEDERAL, STATE AND LOCAL LAWS

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)

Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture	PCP 100 grams or more pure or 1 kilogram or more mixture		
Substance/Quantity		Penalty		
Any Amount Of Other Schedule I & II Substances		First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.		
Any Drug Product Containing Gamma Hydroxybutyric Acid		Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV) 1 Gram				
Any Amount Of Other Schedule III Drugs		First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
Any Amount Of All Schedule V Drugs		First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

The use or abuse of alcohol and other drugs increases the risk for a number of health-related and other medical, behavioral, and social problems.

These include:

Acute health problems related to intoxication or overdose (blackouts, convulsions, coma, death). Physical and psychological dependence.

- Malnutrition.
- Long-term health problems, including cirrhosis of the liver.
- Organic brain damage.
- High blood pressure.
- Heart disease.
- Ulcers, and cancer of the liver mouth, throat, and stomach.
- Contraction of diseases such as AIDS through the sharing of hypodermic needles.
- Pregnancy problems including miscarriages, still births and learning disabilities.
- Fetal Alcohol Syndrome (physical and mental birth defects).
- Psychological or psychiatric problems.
- Diminished behavior (hangover, hallucinations, disorientation, slurred speech).
- Unusual or inappropriate risk-taking, which may result in physical or emotional injury or death.
- Violent behavior toward others, such as assaults and rape.
- Accidents caused by operating machinery while impaired.
- Impaired driving resulting in alcohol- and drug-related arrests, traffic accidents, injuries, and fatalities; negative effects on academic or work performance.
- Conflicts with co-workers, classmates, family, friends, and other conduct problems resulting in disciplinary actions, including loss of employment and legal problems including imprisonment.

Drug or Alcohol Counseling, Treatment, or Rehabilitation Centers

- | | | |
|---|--|----------------|
| a. Teddy Buerger Center | 1215 E Court St, Seguin, TX 78155 | (830) 401-7367 |
| b. Alcoholics Anonymous | 2365 Huber Rd, Seguin, TX 78155 | (830) 379-4773 |
| c. Guadalupe Regional Medical Center | 1331 E Court St, Seguin, TX | (830) 401-7367 |
| d. Guadalupe Valley Council On Alcohol & Drug Abuse | 178 Steel Mill Dr Ste 204 Seguin, TX | (800) 734-0142 |
| e. Alcoholics Anonymous | 1142 Eikel St, New Braunfels, TX 78130 | (830) 625-0057 |
| f. Changing Ways | 1040 N Walnut Ave Ste D, New Braunfels, TX 78130 | (830) 643-1445 |

Seguin Beauty School will impose sanctions on students and employees consistent with local, State, and Federal law), and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the institution's property or as part of any of the institution's activities.

Sexual Assault, Dating Violence, Domestic Violence, and Stalking

Sexual assaults (criminal offences) on campus will be reported immediately to the Chief Administrator, who will inform the victim of the right and option to notify appropriate local law enforcement authorities. The Chief Administrator will provide assistance in notifying these authorities. No campus counseling or student services are available but the victim will be encouraged to seek services and counseling at a rape crisis center. The institution will assist in providing transportation to a hospital or rape crisis center for proper treatment. A victim's academic schedule may be changed upon request and if accommodations are available. If a campus disciplinary action is necessary, the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.

The accuser and the accused will be informed of the outcome of such a proceeding and an explanation of the sanctions imposed following a court of law finding

This institution has zero tolerance of such assaults; the violation of this policy by students or employees may result in suspension, while law enforcement investigations and court proceedings are being conducted, and termination if found guilty.

The Institution encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration.

In the event a sex offense should occur on campus, the victim should take the following steps:

- Notify the local law enforcement authorities

Seguin Police Department 830- 401-2340 or 830-379-2123 or 911
New Braunfels Police Department 830- 221-4000 or 911

- Report the offense to the school administration if the offense occurred on campus.
- Preserve any evidence as may be necessary to the proof of the criminal offense.
- Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
- Request a change in the academic situation if necessary.

On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.

Seguin Beauty School will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceedings conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the institution on or after August 14, 2008.

As part of the Crime Control and Law Enforcement Act of 1994, Seguin Beauty School makes the following links/information available to the campus community where information can be accessed regarding registered sex offenders.

<http://www.familywatchdog.us/>

<https://records.txdps.state.tx.us/DpsWebsite/index.aspx> list convicted Texas sex offenders

<http://www.oag.state.tx.us/victims/victimrights.html> Victim Rights by the Texas Attorney General

Women's Crisis Center, phone 409-765-7233 or 409-765-2604

Crimes Against Women

The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

”Domestic violence” means a “felony or misdemeanor crime of violence committed by—

- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common,
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under the VAWA],
- Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction”

“Dating violence” means violence committed by a person –

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship;
 - The type of the relationship; and
 - The frequency of interactions between the person involved in the relationship.” □ “Stalking” means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress

Emergency Notification and Timely Warning

In the event a situation arises and is confirmed, either on or off campus, that, in the judgment of institution officials present and in charge, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will immediately be issued by the Chief Administrator or Local Administrator.

SBS will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

The notification will include a short description of the crime or incident, giving the time and date, location, reported offense, suspect description, and any other pertinent information used to facilitate the crime. The notification will also include personal safety information to aid members of the school in protecting themselves from becoming victims of a similar crime. The warning will be broadcast thru the PA system to students, faculty and staff. Depending on the nature of the emergency, a decision will be made to utilize other methods or notification including posting flyers entitled 'Security Alert" on the building entrances.

Emergency Response and Evacuation Plan

Each of the school campuses consist of one building. If an outside threat occurs, the campus will be locked down until the emergency situation no longer exists. If an emergency evacuation is required notification will be made by either a law enforcement or school official through a PA system. All affected members of the school will follow the instructions given or the emergency plan posted in the area persons are currently located in.

On an annual basis the institution will conduct an emergency evacuation test drill that may or may not be announced. The evacuation test will be conducted in October at a time when most of the students, faculty and staff are expected to be present on campus. Each classroom has emergency evacuation procedures posted in the room. Please make yourself familiar with these evacuation procedures. SBS evaluations this plan annually.

SEGUIN BEAUTY SCHOOL'S ANNUAL SECURITY REPORT

IS AVAILABLE AT www.SeguinBeautySchool.net/AnnualSecurityReport.html

The ARS includes the following:

Campus Security, Crime Awareness, Drug Free Workplace Policy, Notifications & General Information, Incident Reporting, Law Enforcement, Alcohol and Illegal Drug Policy Health Risks Associated With the use of illicit Drugs & Abuse of Alcohol, Legal Sanctions Imposed Under Federal, State or Local Law for Drug Crimes, Drug or Alcohol Counseling, Treatment, or Rehabilitation Centers, Sexual Assault, Dating Violence, Domestic Violence, and Stalking, Emergency Notification and Timely Warning Policies, Emergency Response and Evacuation Plan and Crime Statistics

CAMPUS SECURITY POLICIES

This school has appointed a school security force to enhance the safety of both the students and the employees. All students and employees are encouraged to report crimes, suspicious activity or other security problems to the proper authorities or other security problems to the proper authorities at the school. The administrator of each campus is the security force.

The following procedures will be followed to address reports or complaints made to security personnel:

- | | |
|----------------------------------|--|
| A. date of report | D. nature of complaint |
| B. time of report | E. action taken by school security force |
| C. name of complaint (voluntary) | F. recommendations to higher authorities |

1. This report will be signed and submitted to the chief school officer for filing or further action. In the event that outside assistance (such as local police, sheriffs department, federal officers, etc.) should be called in, the school security force will cooperate with the agencies and investigations to the best of their abilities and within the scope of company policies.
2. Certain areas of the school facilities are not open to the public and are considered to be restricted. Individuals who wish to visit restricted areas or persons in such areas must first obtain permission through either the admissions office or the administrations office. Visitors to the school must check in at the school office.

Security is maintained during open hours by the school security force

4. The school security force has the authority to check all persons on the school property to determine their legitimate presence and to:
 - A. escort unauthorized persons to the proper office or off of school property;
 - B. report any suspicious activity or criminal activity to their supervisor;
 - C. control the actions of persons violating company rules or local state and federal laws so long as these actions by the school security force do not in themselves violate any local, state or federal laws;
 - D. Cooperate with local, state or federal law officers should that become necessary.
5. Students and employees are given a copy of the school security policies upon entrance to the school or company.

While on school property, students are encouraged to:

- A. travel in groups or pairs
- B. stay or walk in well lighted areas
- C. report suspicious activities or persons
- D. lock vehicles and personal belongings
- E. know where the school security force can be reached at any time

Information can be obtained concerning registered sex offenders via the internet address of:

<http://records.txdps.state.tx.us/>

ADDITIONAL INFORMATION ON SECURITY MAY BE FOUND AT www.seguinbeautyschool.net/AnnualSecurity

STUDENT RIGHT-TO-KNOW

CAMPUS	YEAR	COMPLETION	GRADUATION	LICENSED	PLACEMENT
Seguin	15/16	66%	66%	100%	100%
New Braunfels	15/16	67%	67%	100%	100%

GAINFUL EMPLOYMENT

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that "prepares students for **gainful employment** in a recognized occupation". The information provided includes the certificate program's length, completion rates, costs, the percentage of students who take out loans, and *when available*, employment rates. Seguin Beauty School's Gainful Employment information can be found at http://seguinbeautyschool.net/Gedt_print.html and http://seguinbeautyschool.net/Gedt_print2.html.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

FERPA is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education

POLICIES AND SANCTIONS RELATED TO COPYRIGHT INFRINGEMENT

SEGUIN BEAUTY SCHOOL prohibits copyright infringement. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). 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, 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 see the website of the U.S. Copyright Office at www.copyright.gov.

TEXTBOOK INFORMATION

Milady Standard Hardcover Textbook	ISBN-13: 9781285769417	Retail Price \$129.95
Milady Standard Theory Workbook	ISBN-13: 9781285769455	Retail Price \$55.95
Milady Standard Practical Workbook	ISBN-13: 9781285769479	Retail Price \$55.95
Milady Standard Text Review Book	ISBN-13: 9781285769554	Retail Price \$40.95

CONSTITUTION DAY

On September 17th of each year, SEGUIN BEAUTY SCHOOL will hold a day dedicated the Constitution of the United States.

VOTER REGISTRATION

A Voter registration form may be obtained from the school main office or by downloading the form from the following web site: <https://webservices.sos.state.tx.us/vrapp/index.asp> .

VACCINATION POLICY

SEGUIN BEAUTY SCHOOL does not have a policy on vaccination at this time. The state of Texas does not require students or licensees to have had any types of vaccinations.

RECRUITER COMPENSATION/INCENTIVE PROGRAMS

SEGUIN BEAUTY SCHOOL does not offer any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any individual or entity engaged in recruiting or admission activities or in making decisions regarding the award of FSA program funds. This statutory prohibition is implemented in 34 CFR 668.14(b)(22).

ESTABLISHING AND MAINTAINING INFORMATION SECURITY

Building Security – ensures the integrity and confidentiality of the school's data. The institutions building security also prevents unauthorized individuals from gaining access to the school's proprietary information. The institution utilizes an Alarm System with Key Pad Access, Security Cameras, and On-site Shredding

Financial Aid documentation back-ups – The institutions third party services, DJA, ensures the availability of the institution's data in a power outage or natural disaster. DJA also provides underground vaults and storage to protects the institution's files from being compromised or accessed by unauthorized users. Boxes and records only accessed by authorized users. The institution utilizes SchoolDocs to assure the institution will always have access to all of the documents uploaded to SchoolDocs.

The institutions computers are kept in locked offices with only administrator access. The institution maintains an up to date virus scanning software. The computers are password protected and have a desktop firewall.

Only authorized personnel have access to computer and hard copy student records.

DEFINITIONS

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

Cost of attendance – costs or expected costs to be incurred during the student's enrollment. Tuition, fees, rooms, board, transportation, books, supplies, personal and miscellaneous expenses are among these expenses.

Estimated Family contribution – EFC – this figure is determined by a formula and indicates how much the student's family's financial resources should be available to help pay for the students school expenses. The information the student fill in on the students aid application such as taxable and non-taxable income, saving, net worth of a home is considered in determining the students family's financial strength.

Financial aid transcript – a summary of all federal aid the student have received. If the student have received federal aid and the student transfer, the student must request that the students old school(s) send the students financial aid transcript to the school the student will be attending. If the students new school does not receive a financial aid transcript from the old schools, the student will not receive aid from the dept. of ed. Programs.

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

Full-time student – a student carrying a course load sufficient to be certified as a full time by the school.

Half-time student – a student who is at least one-half the normal full time academic workload, as determined by the school.

Need analysis – the process used to evaluate a students financial situation to determine how much aid is needed to meet postsecondary educational expenses. This analysis involves both an evaluation of school costs and total resources available to the student.

Privacy acts – the collective federal and state laws which serve to protect in individual from the unauthorized release of specified data without the individuals prior written consent.

Promissory note – the legal contract the student sign when the student get a student loan. It lists the conditions under which the student are borrowing and the terms under which the student agree to pay back the loan.

Satisfactory progress – the student must maintain satisfactory progress to be eligible to receive federal student aid. Each school develops a policy for students to follow and usually takes into consideration standards for grads and attendance.

Statement of educational purpose – document signed by each federal aid recipient, indicating his agreement to use funds awarded for educational purposes only.

Statement of registration status – if the student are required to register with selective service, the student must sign a statement indicating the student can receive any federal student aid.

Student aid report – SAR- the document that shows the results of the students application for federal student aid. The SAR is generated four to six weeks after the student send in the students application to pell processing and gives information pertaining to the students federal student aid eligibility.

Student budget – all expenses which are related to a student's attendance at a post secondary school for a specified period time. The components include tuition, fees, cost of room and board, cost of books and supplies, cost of transportation and personal expenses.

Student resources – funds available to the student to meet educational costs from sources such as student employment, savings, trust funds, real estate, checking accounts, child support. Alimony, V.A. benefits, social security benefits, personal loans, welfare, aid to dependent children, or spouses earnings for married students.

The information above is subject to change according to state and federal law.