

# SEGUIN BEAUTY SCHOOL

## CONSUMER INFORMATION

[www.seguinbeautyschool.net/consumerinformation.pdf](http://www.seguinbeautyschool.net/consumerinformation.pdf)



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**The above listed information may be obtained by request and may be found on the institution's website at:**

**[www.seguinbeautyschool.net](http://www.seguinbeautyschool.net) or [www.seguinbeautyschool/consumerinformation.pdf](http://www.seguinbeautyschool/consumerinformation.pdf)**

This page will be provided annually with the Annual Security Report by October 1<sup>st</sup> each year.

**CONSUMER INFORMATION**

**INTRODUCTION**

**COSMETOLOGY**

Cosmetology is the study and practice of providing makeup, skin, nail, and hair services. Cosmetologists study the most recent advances in hair care, skin care, and makeup techniques. They help clients achieve their beauty and styling goals and can assist in maintaining the general health of the skin and hair. Services can include hair cutting, styling, cosmetic applications, and basic skincare treatments.

**COSMETOLOGY PROGRAM**

The Cosmetology Program is specifically designed to prepare its graduates for licensing requirements established by the Texas Department of Licensing and Regulation Cosmetology Examination. This license is mandatory to practice cosmetology in the State of Texas. Students are required to have earned a high school diploma, GED and pass the written and practical portions of the State Board examination, to be licensed. Good attendance is essential to meet these requirements.

**Course Objective** This course is designed to prepare students for the Texas Department of Licensing and Regulation Cosmetology License and a professional career in cosmetology or one of its related areas and focuses on hair, skin and nail care for men and women. The state of Texas requires licensing to perform Cosmetology services.

**Course Requirements** Include safety issues and practices, professional image, sanitation, hair and scalp care, hair shaping and barbering skills, wet hairstyling, thermal styling, chemical applications, manicuring, pedicuring, nail tech services, skin care, facials and make-up application, superfluous hair removal, salon business and related sciences. Students must complete weekly assignments, practical skill requirements, and pass all required Chapters Tests, Review Tests, and Final exam. The students must also complete 1000 hours of study, complete state required practical applications and pass the course to be eligible to receive a program diploma and take the state board final written and practical exam.

**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 \$268 per week.  
 Financial Aid is available for those that qualify.

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.

## 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)
- 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

### Education Requirement for Admission

Each Applicant must provide one of the following:

1. **High School Diploma or Official Transcript** (including foreign transcripts) showing date of graduation.

Students may provide their original High School Diploma or a digital copy of their diploma (smaller laminated diplomas are not acceptable), an official transcript or a digital copy of their official transcript. Each of these is an acceptable form, but must be official and reflect a graduation date.

Proof of high school completion from a foreign country is also acceptable, but only after the \*foreign transcript has been evaluated by a third-party company. The evaluation must state the transcript is equivalent to a U.S. High School Diploma and list the name of the evaluation company and its phone number. Evaluators must be a member of at least one of the following:

- The National Association of CREDENTIAL EVALUATION SERVICES (<http://www.naces.org/>) or
- Association of International Educators (<http://aice-eval.org/>)

2. **Recognized Equivalent of a High School Diploma**

- GED Certificate
- A state certificate received by a student after the student has passed a state-authorized examination (HiSET, or other State-authorized examination) that the state recognizes as the equivalent of a high school diploma
- An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree (Associate of Applied Science/Business degrees do not transfer toward a bachelor's degree)

3. **Homeschool**

- A transcript or the equivalent, signed by the parent or guardian, that lists the secondary school courses completed by the applicant and documents the successful completion of a secondary school education; or
- A secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent) provided under State Law. Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, the student must obtain this credential. Texas is not one of those states.

The transcript must include the student's full name and date of graduation.

\*Foreign diplomas or transcripts must be translated into English as well as evaluated and verified as academically equivalent to a US high school diploma by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a US high school diploma.

Seguin Beauty School does not admit ability-to-benefit students.

## **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 students 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 students 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 CRITREIA:**

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 students first Pell grant during or after the 87-88 award years, the students 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 report 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 6495 for 21-22 award year. The size of the award the student receive 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 students ISAR, the financial aid office will calculate the amount for which the student is eligible. The FAA will then credit the students award to the students 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 students 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 need to complete and submit to apply for federal aid.

1. **Free Application for Federal Student Aid (FAFSA)**

If the student met all the eligibility requirements, the student should complete an application for federal student aid online at [www.fafsa.ed.gov](http://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 are dependent) and the student's spouse's tax return (if the student are 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 may take weeks for the student's application to be processed at the processing center, student confirmed or corrected, returned for reprocessing and the student may 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, country, 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](http://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 2.75% in 2020-2021 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 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 student's loan repayment. To obtain a deferment the student must complete a deferment request and submit it to the student's loan servicer. The student's loan will be totally cancelled if the student die or become permanently or totally disabled.

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 student's 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 student's 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 student's loan, there are certain options to help the student if the student needs to postpone repayments. Deferments may be available if the student is unemployed, 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 student's 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 student's promissory note or the student are 270 days late in making a payment and the agency that has guaranteed the student's loan determines that it is reasonable to believe that the student do not intend to repay the student's loan.

Paying back the student's loan on time is a way of building good credit. Some big problems can occur if the student doesn't pay the student's 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 FAFSA on the web, 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 student's 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) as well as Entrance Counseling at [www.studentloans.gov](http://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

Loan funds awarded will be sent to the school in two or more disbursements.

## **STUDENT LOAN DELIVERY PROCEDURES**

When eligibility including Satisfactory Academic Progress and daily attendance is confirmed, the school requests the loan funds. The student will be reminded of the student's rights and responsibilities and the date of expected disbursement. Once the funds are received the proceeds of the loan are applied to the student's school charges and the student will receive a receipt for the award. If the student is not progressing satisfactorily, the funds are returned to the loan servicer.

**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 student's 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:

$$\begin{matrix} \text{Total tuition} & \text{hours per academic year} & \text{academic year} \\ \text{And fees} & \times & \text{total hour in program} & = & \text{tuition and fees} \end{matrix}$$

$$\begin{matrix} & \text{Academic year tuition and fees} \\ + & \text{Room and board miscellaneous fees} \\ = & \text{cost of attendance} \end{matrix}$$

A room and board allowance vary 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 Calculation Output 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  
Need analysis estimated family

Total educational cost contribution from:

Tuition	\$15550
Room & board	\$3143
Books and supplies	\$1300
Personal expenses	\$2695
Transportation	\$2905
Student loan fee	\$30
Total cost	\$25623 total need

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

Grant	\$7395
Student loan	\$3500
Unsubsidized loan	\$2000
2 <sup>nd</sup> year loans	\$ 722
Total aid offered	\$13617 (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 30 days 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 time frame 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 were 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 school's own form. The student must also submit any additional documents requested.

Seguin Beauty School verifies applications selected by the CPS of students who may receive (or have received) subsidized student financial assistance,

Seguin Beauty School uses a Financial Aid Servicer to assist in the Financial Aid process. The school and servicer follow verification requirements according to the SFA Handbook.

Verification worksheets designed by the Department of Ed are used by the school.

A student has 30 days to submit verification documentation or provide sufficient reason for the delay. Corrections to FAFSA data may be made online by the student or corrected by ISIR corrections. Students will be given instructions to go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or to correct a provided ISIR by hand.

Seguin Beauty School provides, in a timely manner, students selected for verification a clear explanation of their role, including what documents they must submit, the deadlines they must meet, and the consequences of failing to meet them.

Seguin Beauty School completes verification for a selected student before professional judgment is exercised to adjust any values that are used to calculate the EFC.

No Financial Aid award will be disbursed if the student fails to submit verification documents. Students are provided written notice of their Title IV aid amounts.

## **REFERRAL OF FRAUD CASES**

If Seguin Beauty School suspects that a student, employee, or other individual has misreported information or altered documentation to fraudulently obtain federal funds, it will be reported to the Office of Inspector General.

## VERIFICATION

Applications are selected for verification either by the USDE Central Processing System (CPS) or by the school. A school must verify any application information that it has reason to believe is incorrect or discrepant.

### Required Policies and Procedures per USDE Regulations:

Seguin Beauty School has written policies and procedures on the following verification issues:

- deadlines for students to submit documentation and consequences of the failure to meet those deadlines,
- a method of notifying students of award changes due to verification
- required correction procedures for students, and
- standard procedures for referring overpayment cases to the Department.

Additionally, the school must give each applicant selected for verification a written statement explaining the following:

- Documents required for verification,
- Student responsibilities—including correction procedures, the deadlines for completing any actions required, and the consequences of missing the deadlines,
- Notification methods—how your school will notify a student if her award changes as a result of verification and the time frame for such notification.

The Institutional Student Information Record (ISIR) is the result of the student and/or parent applying for Financial Aid on the FAFSA. DJA and your institution receive the ISIR from CPS, which will indicate if the student has been selected for verification.

### IRS Data Retrieval Process

Applicants selected for verification retrieve and transfer income tax return information using the IRS Data Retrieval Process. This can either be done when initially completing the FAFSA on the web (FOTW) or through the corrections process of FOTW. The IRS Data Retrieval Process is considered to have verified the FAFSA IRS information (AGI, taxes paid, and any of the applicable untaxed income items). If changes were made to the transferred information or if the institution has reason to believe the information transferred is inaccurate, an applicant must provide other acceptable documentation.

An institution may consider as acceptable documentation IRS retrieved information if the Secretary has identified those items as having come from the IRS and has not been changed. This will appear as a “02” code on the IRS Request Flag, and will be printed on the ISIR.

### IRS Tax Return Transcript Requirements

The applicant may be required to provide an IRS Tax Transcript for the following reasons:

- Applicant (or parent) did not use the IRS Data Retrieval Process
- Information included on the FAFSA using the IRS Data Retrieval Process was subsequently changed  Married applicant and spouse filed separate tax returns
- Parents filed separate tax returns
- An applicant or applicant’s parent had a change in marital status after the end of the tax year  Applicant, parent or spouse filed an amended tax return

The following information will need to be verified using the IRS Tax Return Transcript:

- Adjusted Gross Income (AGI)
- U.S. Income Tax Paid
- Untaxed Income—only the following taxed income if reported on the FAFSA o Untaxed IRA distributions

- Untaxed pensions o Education credits o IRA deductions
- Tax Exempt interest

### **Requesting Transcripts: IRS 'Get Transcript' Tool**

As of March 2017, the IRS only allows tax filers to request a copy of their transcript to be “mailed”. Available at: <https://www.irs.gov/Individuals/Get-Transcript>. Please note the “Get Transcript-Online” Tool is no longer an option as noted prior to March 2017.

To obtain a mailed copy of their tax transcript they will need their Social Security number (SSN) or their Individual Tax Identification Number (ITIN), date of birth, and address from their latest tax return.

#### **Other Transcript Requests**

Because of the new 'Get Transcript' tool, the IRS will no longer handle requests for transcripts at its Taxpayers Assistance Centers or by phone, except for the IRS automated phone tool at 1-800-908-9946. Tax filers who are unable to use the 'Get Transcript' tool will still be able to submit a transcript request online by using the IRS2GO mobile app, the automated phone tool at 1-800-908-9946, or by submitting a paper Form 4506 or 4506-T. However, all of these request methods will result in the IRS mailing a paper transcript to the tax filer. And, only in the case of requests made using paper can the tax filer identify a third party to receive the transcript.

The IRS has assured that successfully authenticated transcript requests submitted by any of those methods will result in a transcript being mailed to the tax filer, generally within 5 to 10 business days of receipt of the request.

**Important Note:** Regardless of the request method used, the IRS cannot generate a Tax Return Transcript if the tax return has not yet been received and processed by the IRS. Generally, tax return information may be obtained by using the IRS DRT or by requesting tax return transcripts within three weeks of the e-filing of a return to the IRS, or within 8-11 weeks after submission to the IRS of a paper return. The attached chart provides more detail on when return information will be available for DRT and transcript request purposes. A limited number of tax returns take longer for the IRS to process, such as when the return includes errors, is incomplete, needs further IRS review, or is impacted by identity theft.

### **Processing Verification with DJA**

Once DJA has received the ISIR, we will enter the student on the Missing Memo and indicate what documents are required. The information required below may be obtained from the student by using the attached dependent or independent verification worksheets. Once the documents for verification are received, the FA Quality Control Specialist at DJA will review the documents against the ISIR for accuracy, make any necessary changes so that the Award Letter can be processed or put back on the Missing Memo if it is necessary to clear up any further discrepancies. Note: *This process is the same for students that have been selected solely by the institution for reasons they determine.*

DJA 2023-2024 VERIFICATION

Verification Tracking Flags

- V1 Standard Verification Group
- V2 Reserved for ED use
- V3 Reserved for ED use
- V4 Custom Verification Group
- V5 Aggregate Verification Group
- V6 Reserved for ED use

<u>Verification Item</u>	<b>Tax Filer</b>	<b>Non-Tax Filer</b>	<b>V1</b>	<b>V4</b>	<b>V5</b>
<b>Household Size</b>	Y	Y	Y		Y
<b>Number in College</b>	Y	Y	Y		Y
<b>Identity/Statement of Educational Purpose</b>	Y	Y		Y	Y
<b>Income Earned from Work</b>		Y	Y		Y
<b>Other Untaxed Income</b>	Y		Y		Y
<b>AGI</b>	Y		Y		Y
<b>US Tax Paid</b>	Y		Y		Y
<b>Untaxed Portions of IRA Distributions and Pensions</b>	Y		Y		Y
<b>IRA Deductions and Payments</b>	Y		Y		Y
<b>Tax Exempt Interest</b>	Y		Y		Y
<b>Education Credits</b>	Y		Y		Y

<u>Verification Item</u>	<u>Tax Filer</u>	<u>Non-Tax Filer</u>	<u>V1</u>	<u>V4</u>	<u>V5</u>	<u>Acceptable Documentation</u>
<b>Income Earned from Work</b>		Y	Y		Y	<p>For an individual who has not filed and, under IRS or other relevant tax authority rules (e.g., the Republic of the Marshall Islands, the Republic of Palau, the Federated States of Micronesia, a U.S. territory or commonwealth or a foreign government), is not required to file a 2021 income tax return—</p> <ol style="list-style-type: none"> <li>1. A signed statement certifying— <ol style="list-style-type: none"> <li>(a) That the individual has not filed and is not required to file a 2021 income tax return; and</li> <li>(b) The sources of 2021 income earned from work and the amount of income from each source;</li> </ol> </li> <li>2. A copy of IRS Form W-2 for each source of 2021 employment income received or an equivalent document; and</li> <li>3. Except for dependent students, verification of nonfiling from the IRS or other relevant tax authority dated on or after October 1, 2022.</li> </ol>
<b>Household Size</b>	Y	Y	Y		Y	<p>A statement signed by the applicant and, if the applicant is a dependent student, by one of the applicant’s parents, that lists the name and age of each household member for the 2023–2024 award year and the relationship of that household member to the applicant.</p> <p><b>Note:</b> Verification of number of household members is not required if—</p> <ul style="list-style-type: none"> <li>• For a dependent student, the household size indicated on the ISIR is two and the parent is single, separated, divorced, or widowed, or the household size indicated on the ISIR is three if the parents are married or unmarried and living together; or</li> <li>• For an independent student, the household size indicated on the ISIR is one and the applicant is single, separated, divorced, or widowed, or the household size indicated on the ISIR is two if the applicant is married.</li> </ul>
<b>Number in College</b>	Y	Y	Y		Y	<ol style="list-style-type: none"> <li>1. A statement signed by the applicant and, if the applicant is a dependent student, by one of the applicant’s parents listing the name and age of each household member, excluding the parents, who is or will be attending an eligible postsecondary educational institution as at least a half-time student in the 2023–2024 award year in a program that leads to a degree or certificate and the name of that educational institution.</li> <li>2. If an institution has reason to believe that the signed statement provided by the applicant regarding the number of household members enrolled in eligible postsecondary institutions is inaccurate, the institution must obtain documentation from each institution named by the applicant that the household member in question is, or will be, attending on at least a halftime basis unless— <ol style="list-style-type: none"> <li>(a) The applicant’s institution determines that such documentation is not available because the household member in question has not yet registered at the institution the household member plans to attend; or</li> <li>(b) The institution has documentation indicating that the household member in question will be attending the same institution as the applicant.</li> </ol> </li> </ol> <p><b>Note:</b> Verification of the number of household members in college is not required if the number in college indicated on the ISIR is “1.”</p>



Verification Item	Tax Filer	Non-Tax Filer	V1	V4	V5	1. Acceptable Documentation
<b>Identity/Statement of Educational Purpose</b>	Y	Y		Y	Y	<p>2. An applicant must appear in person and present the following documentation to an institutionally authorized individual to verify the applicant's identity:</p> <p>(a) An unexpired valid government-issued photo identification such as, but not limited to, a driver's license, non-driver's identification card, other State-issued identification, or U.S. passport. The institution must maintain an annotated copy of the unexpired valid government-issued photo identification that includes—</p> <p>i. The date the identification was presented; and</p> <p>ii. The name of the institutionally authorized individual who reviewed the identification; and</p> <p>(b) A signed statement using the exact language as indicated in <b>Federal Register</b> /Vol. 82, No. 86 / Friday, May 5, 2017.</p>

<b>AGI</b>	Y		Y		Y	<p>1. 2021 tax account information of the tax filer that the Secretary has identified as having been obtained from the Internal Revenue Service (IRS) through the IRS Data Retrieval Tool and that has not been changed after the information was obtained from the IRS;</p> <p>2. A transcript obtained at no cost from the IRS or other relevant tax authority of a U.S. territory (Guam, American Samoa, the U.S. Virgin Islands) or commonwealth (Puerto Rico and the Northern Mariana Islands), or a foreign government that lists 2021 tax account information of the tax filer; or</p> <p>3. A copy of the income tax return and the applicable schedules that were filed with the IRS or other relevant tax authority of a U.S. territory, or a foreign government that lists 2021 tax account information of the tax filer.</p> <p><b>Income information for tax filers with special circumstances.</b></p> <p>1. For a student, or the parent(s) of a dependent student, who filed a 2021 joint income tax return and whose income is used in the calculation of the applicant's expected family contribution and who at the time the FAFSA was completed was separated, divorced, widowed, or married to someone other than the individual included on the 2021 joint income tax return—</p> <p>(a) A transcript obtained from the IRS or other relevant tax authority that lists 2021 tax account information of the tax filer(s); or</p> <p>(b) A copy of the income tax return and the applicable schedules that were filed with the IRS or other relevant tax authority that lists 2021 tax account information of the tax filer(s); and</p> <p>(c) A copy of IRS Form W-2 for each source of 2021 employment income received or an equivalent document.</p> <p>2. For an individual who is required to file a 2021 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2021—</p> <p>(a) A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2021;</p>
<b>US Tax Paid</b>	Y		Y		Y	
<b>Untaxed Portions of IRA Distributions and Pensions</b>	Y		Y		Y	
<b>IRA Deductions and Payments</b>	Y		Y		Y	
<b>Tax Exempt Interest</b>	Y		Y		Y	

<b>Education Credits</b>	Y		Y		Y

- (b) Verification of nonfiling from the IRS dated on or after October 1, 2022;
- (c) A copy of IRS Form W-2 for each source of 2021 employment income received or an equivalent document; 2 and
- (d) If self-employed, a signed statement certifying the amount of AGI and U.S. income tax paid for tax year 2021.

**Note:** An institution may require that, after the income tax return is filed, an individual granted a filing extension beyond the automatic six-month extension submit tax information using the IRS Data Retrieval Tool, by obtaining a transcript from the IRS, or by submitting a copy of the income tax return and the applicable schedules that were filed with the IRS that lists 2021 tax account information. When an institution receives such information, it must be used to reverify the income and tax information reported on the FAFSA.

3. For an individual who was the victim of IRS tax-related identity theft—
  - (a) A Tax Return Data Base View (TRDBV) transcript obtained from the IRS; and
  - (b) A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS has been made aware of the tax-related identity theft.

**Note:** Tax filers may inform the IRS of the tax-related identity theft and obtain a TRDBV transcript by calling the IRS’s Identity Protection Specialized Unit (IPSU) at 1-800-908-4490. Unless the institution has reason to suspect the authenticity of the TRDBV transcript provided by the IRS, a signature or stamp or any other validation from the IRS is not needed.
4. For an individual who filed an amended income tax return with the IRS, a signed copy of the IRS Form 1040X that was filed with the IRS for tax year 2021 or documentation from the IRS that include the change(s) made to the tax filer’s 2021 tax information, in addition to one of the following—
  - (a) IRS Data Retrieval Tool information on an ISIR record with all tax information from the original 2021 income tax return;
  - (b) A transcript obtained from the IRS that lists 2021 tax account information of the tax filer(s); or
  - (c) A signed copy of the 2021 IRS Form 1040 and the applicable schedules that were filed with the IRS.

## REFERRING FRAUD CASES

If a school suspects that an applicant, employee, or other individual has misreported information and/or altered documentation for the purpose of increasing his or her student aid eligibility or fraudulently obtaining federal funds, we will report any suspicions (and provide any evidence) to the Office of Inspector General (OIG) or to local law enforcement officials. Telephone numbers for the eight regional offices of the Inspector General are listed in the Verification Guide.

Signs of student aid fraud may include the following:

- Forged, falsified or counterfeit documents
- Irregular signatures and certifications
- False or fictitious names, addresses and SSNs
- Consistently misreported information
- False claims of dependency and/or citizenship status
- Offered and/or paid “kickbacks” to school staff
- Unreported or misreported receipt of student aid



<b>OIG Address and Phone Numbers</b>		
<i>Regional Offices</i>	<i>Telephone No.</i>	<i>National Hotline</i>
Boston, MA	617-289-0174	Inspector General's Hotline Office of Inspector General U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-1500  1-800-MIS-USED (1-800-647-8733) Hours: M, W 9:00–11:00 a.m. T, Th 1:00–3:00 p.m.  To submit a complaint online at any time, go to <a href="http://www2.ed.gov/about/offices/list/olg/hotline.html">http://www2.ed.gov/about/offices/list/olg/hotline.html</a> and click on the appropriate link.
New York, NY	646-428-3861	
Philadelphia, PA	215-656-6900	
Pittsburgh, PA	412-931-9292	
Atlanta, GA	404-974-9430	
Pembroke Pines, FL	954-450-7346	
Chicago, IL	312-730-1630	
Dallas, TX	214-661-9530	
Ann Arbor, MI	312-730-1630	
Denver, CO	303-844-0058	
Kansas City, MO	816-268-0530	
Long Beach, CA	562-980-4141	
Phoenix, AZ	562-980-4141	
San Juan, PR	787-773-2740	
Washington, DC	202-245-6911	

## RESOLUTION OF C-CODE/UNCALCULATED ISIRS

### C-Code ISIRs

As mentioned on page 10 of this guide, all C-Code ISIRs must be resolved. Students are not eligible for Title IV funding until C-Codes are resolved. The following is a list of possible reasons for a C-Code and the required documents for resolution.

- 1. Situation:** Name and Social Security number not matching SSA records **Documents:** Social Security Card  
Any name change documents, court papers, statements
- 2. Situation:** Citizenship status or Date of Birth verification  
**Documents:** Birth Certificate, Certificate of Naturalization, Permanent Resident card, I-94, Passport, etc.
- 3. Situation:** NSLDS issues, such as defaulted loans, overpayments, bankruptcy, total and permanent disability discharge on loans, etc.  
**Documents:** NSLDS, letter to clear default, overpayment, etc. from the agency(s) involved
- 4. Situation:** Selective Service requirements not met  
**Documents:** Selective Service documents, DD-214 Form, etc.—override documentation

DJA will include the student on the Missing Memo to request the needed documents for information to clear the C-Code.

### Uncalculated ISIRs

Occasionally a student's ISIR may not contain an EFC calculation. This can be a result of a name and SSN not matching, a Date of Birth not matching, a Dependent student that has not completed the parent's information section of the ISIR, student or parent's tax information is missing, etc. All discrepancies must be resolved so an EFC can be acquired before the file can be completed and a DJA Award Letter can be generated, therefore DJA will request documents as needed for the student's situation.

One exception applies where the EFC will not be acquired on the ISIR, which is a Dependent student whose parents refuse to complete the FAFSA or assist the student in anyway financially as discussed on page 149.

## PROFESSIONAL JUDGMENT DOCUMENTATION

A Professional Judgment provides FAAs the latitude and authority to consider individual circumstances when determining aid eligibility.

Schools are required to collect adequate documentation and the financial aid administrator has the authority to request and use any supplementary information about financial status or personal circumstances deemed necessary to determine the use of professional judgment. The PJ form must be filled out and returned to DJA. The backup documentation is not required to be sent to us, but we will review any documents if the school requests for us to do so.

Documentation may include but is not limited to the following examples. The documentation you collect must be specific to the individual student and family circumstances.

### EXAMPLES/GUIDELINES FOR PROFESSIONAL JUDGMENT CONSIDERATION

Financial Aid Administrators are able to utilize professional judgment in all Title IV programs. The following guidelines should assist you in your decisions.

**1. Situation: Independent Student Status Documentation:**

- a. Signed statement from student explaining student situation
- b. Third party statements attesting to the student's situation
- c. Parent's tax returns (to show not claimed)
- d. Student's tax returns (to show the student has supporting income)
- e. Rent receipts and/or lease agreements **Data Adjustment:**
  - a. Dependency Override (be sure to complete DJA Dependency Override Form)

**2. Situation: Reduction and/or Loss of Income due to:**

- a. Change or loss of employment
- b. Divorce
- c. Death
- d. Change or loss of non-reoccurring income

**Documentation:**

- a. Unemployment forms
- b. Divorce papers
- c. Disability and/or Social Security benefits form **Data Adjustment:**
  - a. Substitute expected calendar or academic year income for actual income or
  - b. Reduce Adjust Gross Income by the non-reoccurring income spent in the base year

**3. Situation: Unusual Medical and Dental Expenses Documentation:**

- a. Receipts of medical and dental payments
- b. Schedule A from the IRS from 1040 **Data Adjustment:**
  - a. Reduce Adjust Gross Income by the amount or
  - b. Reduce the assets for the long term debts

**4. Situation: Elementary and Secondary School Costs Documentation:**

- a. Tuition Receipts **Data Adjustment:**
  - a. Reduce Adjust Gross Income or
  - b. Reduce assets by the amount to be paid in the academic year

- 5. Situation:** Child Care and Dependent Care Expenses **Documentation:**
- Child care receipts and/or canceled checks
  - Copies of bills **Data Adjustment:**
    - Increase student cost of attendance or
    - Reduce assets by the amount to be paid in the academic year
- 6. Situation:** Support of Extended Family **Documentation:**
- Receipts and/or cancelled checks
  - Copies of bills paid on behalf of extended family **Data Adjustment:**
    - Reduce Adjusted Gross Income or
    - Reduce assets by the amount to be paid in the academic year
- 7. Situation:** Unusual Debts for Non-discretionary Expense **Documentation:**
- Receipts and/or cancelled checks
  - Copies of bills
- Data Adjustment:**
- Reduce Adjusted Gross Income by amount to be paid in the academic year or
  - Reduce assets by the amount to be paid in the academic year
- 8. Situation:** Dislocated worker
- Is receiving unemployment benefits due to being laid off or losing a job and is unlikely to return to a previous occupation
  - Has been laid off or received a layoff notice from a job
  - Was self-employed, but is now unemployed due to economic conditions or natural disaster
  - Is a displaced homemaker **Documentation:**
    - Unemployment benefits due to being laid off or losing a job
    - Layoff notice
    - Signed statement **Data Adjustment:**
      - Reduce Adjusted Gross Income or
      - Reduce assets by the amount to be paid in the academic year
- 9. Situation:** Change in Marital Status after filing FAFSA **Documentation:**
- Signed and dated detailed statement from student; student and parent if Dependent explaining the situation
  - Divorce Decree, other legal documents, bills, proof of separate households, etc.
  - Third party statements attesting to the student's situation
- Data Adjustment:**
- Change Marital Status
  - Change Marital Status date
  - Reduce Adjusted Gross Income or
  - Reduce US Taxes Paid
  - Reduce Income Earned from Work for spouse no longer included
  - Reduce assets by the amount to be paid in the academic year

*\*PJ adjustments for this situation can only be made AFTER verification has been completed*

NOTE: In all of the above cases, the Institution will need to have the student complete the regular FAFSA. The regular application will have actual income. In order to do a professional judgment the student/spouse and/or parents will need to complete the Professional Judgment Form and attach the supporting documents.

The Institution will then need to complete the bottom part of the Professional Judgment Form to let DJA know which data elements to adjust once the ISIR is received back from the central processor.

### **Instructions to Complete PJ Form**

- Complete Name of School, Name of Student and Last 4 digits of SSN
- Student reason for change—indicate reason for processing PJ, being sure to mark all that apply
- Be sure to complete, “please explain your situation” and attach backup documentation if you want DJA to review
- Effective date of change—must be in month/date/year format
- 12 Month time period—must be in month/date/year format and must be for 12 months
- Student’s Original figure column amounts must come from the ISIR and must match exactly
- Student’s new figure column amounts are the estimated amount calculated for 12 month time period listed above
- Any decrease in amounts between original and new must be addressed in reason for change
- Additional financial information consists of: Education Credits, Child Support Paid, Taxable Earnings from Need-Based Employment, Grants and Scholarships received, Special Combat Pay/Combat Pay and Co-op Earnings
- Untaxed income amounts consist of: Tax Deferred Pension/Savings, IRA Deductions, Child Support Received, Tax Exempt Interest, Untaxed IRA Distributions, untaxed portions of Pensions, Military or Clergy Allowances, Veterans Non-Education Benefits, other untaxed income and money received/paid on student's behalf
- Parents reason for change—indicate reason for processing PJ being sure to mark all that apply---be sure to complete, “please explain your situation” and attach backup documentation if you want DJA to review
- Effective date of change—must be in month/date/year format
- 12 Month time period—must be in month/date/year format and must be for 12 months. (Parents and students 12 month time period must be the same)
- Parents original figure column—same as student
- Parents new figure column—same as student

\*\*Be sure student and parent (if required), as well as Financial Aid Administrator sign and date the Professional judgment form.

## 2021/2022 Professional Judgement Form

**Name of School:** \_\_\_\_\_

**Name of Student:** \_\_\_\_\_ **Social Security #:** \_\_\_\_\_

**Student Reason for Change: (please check all that apply)** **Effective Date of Change:** \_\_\_\_\_

- |  |  |
|--|--|
| <input type="checkbox"/> Loss of employment - Student [ ] Spouse [ ]<br><input type="checkbox"/> Reduction of Employment - Student [ ] Spouse [ ]<br><input type="checkbox"/> Dislocated Worker - Student [ ] Spouse [ ]<br><input type="checkbox"/> To remove unemployment benefits -<br><br><input type="checkbox"/> | <input type="checkbox"/> Loss of non-taxable income or benefits<br><input type="checkbox"/> Death in family after filing FAFSA<br><input type="checkbox"/> Elementary and secondary school costs<br><input type="checkbox"/> Medical or dental expenses, not covered by insurance<br><input type="checkbox"/> Married or Divorced after filing FAFSA-V1 Attached |
|--|--|

	to	ORIGINAL FIGURE	NEW FIGURE
		<input type="checkbox"/> YES OR <input type="checkbox"/> NO	<input type="checkbox"/> YES OR <input type="checkbox"/> NO
# _____		# _____	# _____
\$ _____		\$ _____	\$ _____
\$ _____		\$ _____	\$ _____
\$ _____		\$ _____	\$ _____
\$ _____		\$ _____	\$ _____
\$ _____		\$ _____	\$ _____
\$ _____		\$ _____	\$ _____
\$ _____		\$ _____	\$ _____

**Parents Reason for Change: (please check all the apply)** **Effective Date of Change:** \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> Loss of employment - Parent 1 [ ] Parent 2 [ ]<br><input type="checkbox"/> Reduction of Employment - Parent 1 [ ] Parent 2 [ ]<br><input type="checkbox"/> Dislocated Worker - Parent 1 [ ] Parent 2 [ ]<br><input type="checkbox"/> To remove unemployment benefits -<br><br><input type="checkbox"/> | <input type="checkbox"/> Loss of non-taxable income or benefits<br><input type="checkbox"/> Death in family after filing FAFSA<br><input type="checkbox"/> Elementary and secondary school costs<br><input type="checkbox"/> Medical or dental expenses, not covered by insurance<br><input type="checkbox"/> Married or Divorced after filing FAFSA-V1 Attached |
|---|--|

**\*Please explain your situation:** \_\_\_\_\_

**The 12 month time period used for the new figure is:** \_\_\_\_\_

	to	ORIGINAL FIGURE	NEW FIGURE
		<input type="checkbox"/> YES OR <input type="checkbox"/> NO	<input type="checkbox"/> YES OR <input type="checkbox"/> NO
# _____		# _____	# _____
# _____		# _____	# _____
\$ _____		\$ _____	\$ _____
\$ _____		\$ _____	\$ _____
\$ _____		\$ _____	\$ _____
\$ _____		\$ _____	\$ _____
\$ _____		\$ _____	\$ _____
\$ _____		\$ _____	\$ _____
\$ _____		\$ _____	\$ _____



## DEPENDENCY OVERRIDE

If the student answered ***no*** to all the questions on the FAFSA that apply to the dependency status, the student will automatically be considered dependent upon the student's and parent's income. However, due to special circumstances, the school has the option of changing the student to Independent.

The USDE emphasizes the need to make dependency overrides only for students with unusual circumstances, on a case-by-case basis and to document the unusual circumstances that the financial aid administrator relied upon in making the override. The AVG further recognizes the common practice in the profession that the unusual circumstances could include an **abusive family environment** or **abandonment by parents**. If the school has also determined **a student is an unaccompanied homeless youth or unaccompanied, self supporting youth at risk of homelessness**, the institution may document and process a dependency override, as well.

In recent years, the Application and Verification Guide (AVG) has identified four conditions that individually or in combination with one another do not qualify as "Unusual Circumstances" or that **do not** merit a dependency override. Those circumstances are:

1. Parents refusing to contribute to the student's education;
2. Parents unwilling to provide information on the application or for verification; 3. Parents are not claiming the students as dependent for income tax purposes;
4. Student demonstrating total self-sufficiency.

The law also requires that a determination of unusual circumstance(s) must be made each award year. The financial aid administrator must affirm in the subsequent award year the conditions for determining the student to be independent continue to make expecting a parental contribution inappropriate.

Please note also that the determination by a financial aid administrator at one institution that a student should be considered independent is **not** binding at another institution.

### **Situations:** Abusive family environment or abandonment by parents **Suggested Documentation:**

- Three letters detailing the situation
  - o One from the student
  - o Two from an outside source familiar with the student's situation (high school counselor, clergy, family friend, etc.)
- Complete the School Documentation Acceptance form
  - o Attach copies of the student's documentation
- Have the student complete the FAFSA
- Complete the Dependency Status Override box on the FAFSA, fill in the "D/O box"; put in your Pell ID number and sign.



**DEPENDENCY STATUS OVERRIDE**

**SCHOOL DOCUMENT ACCEPTANCE**

SCHOOL \_\_\_\_\_

STUDENT \_\_\_\_\_

AWARD YEAR \_\_\_\_\_

I have reviewed the above student’s situation and this student’s unusual circumstance is:

\_\_\_\_\_  
\_\_\_\_\_

I thereby accept the following documentation, which substantiates my doing a dependency override on this student.

DOCUMENT (student) \_\_\_\_\_

DOCUMENT \_\_\_\_\_

DOCUMENT \_\_\_\_\_

DOCUMENT \_\_\_\_\_

SIGNATURE OF SCHOOL OFFICIAL \_\_\_\_\_

DATE \_\_\_\_\_

**STUDENTS WITHOUT PARENTAL SUPPORT**

- Students whose parents refuse support are not eligible for a Dependency Override, but they may be able to receive Unsubsidized Stafford loans only.
- For a student to be eligible for this provision you must obtain the following documentation:
  1. That his/her parents refuse to provide information for the student’s FAFSA **and**
  2. That they do not and will not provide any financial support to the student. Include the date support ended. If the parents refuse to sign and date a statement to this effect, you must get documentation from a third party (the student himself is not sufficient), such as a teacher, counselor, cleric, or court.

If you decide that a student falls into this category, you must document your decision and ensure that the student submits a FAFSA and passes all the eligibility matches. The result will be a rejected application with no EFC. You can then award the student Unsubsidized Stafford loans up to the maximum the dependent student would normally be eligible for depending on his grade level.

## **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 10<sup>th</sup> 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 34 weeks to complete 1000 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 using Veterans' benefits to attend Seguin Beauty School who miss 20% of the scheduled hours or five (5) consecutive days will be reported to the DVA within 30 days of the exceed absences.

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

## **DROP PERIODS**

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.

## **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 accepts 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. Dept. of Veterans Affairs
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 students 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](http://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](http://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 1000 hours

## **REQUIRED GRADE POINT AVERAGE**

Students must achieve a 76% grade average. The grade average is determined using the monthly theory averages and the monthly the practical averages.

Students are provided grades and monthly progress reports by the 10<sup>th</sup> of each month.

## **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: 1000 clock hours, 34 weeks, 30 hours/week

Maximum Time Frame: One and one-half times the length of the course (51 weeks)

After this number of weeks	22.5	45	4
You must have completed at least this number of clock hours	450	900	1000

**MONITORING SATISFACTORY ACADEMIC PROGRESS**

- 1. Using time cards, the institution will determine when the student obtained each of the hours in the payment periods. (450, 900) Student is given credit for time for approved LOA’s.
- 2. Using the school calendar, the school will determine the maximum time frame a student has to complete each of the hours in the payment periods ( 450, 900)
- 3. If the institution determines the student obtained the payment period hours in the maximum time frame, the student met the pace requirement or quantitative component.
- 4. The institution will then determine the grade point average by:
  - a. Average each monthly Theory grade and 2 times the monthly Practical grade
  - b. Average each of those monthly averages for each month in the payment period

If the average is 76 or above, the qualitative component is met for SAP.

**DETERMINATION OF PROGRESS**

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

Students with a minimum of 76% average in theory and practical/clinic work and 67% attendance are considered to be making satisfactory progress until the next scheduled evaluation.

The institution identifies students who have obtained the above charted hours using time cards. If those hours were obtained within the weeks charted, beginning from start date to the date she/he clocked the stated hours, the student met the institutions Pace requirement. If the student went over the weeks on the chart, the institution checks for approved leave of absences. If the LOA is the time the student went over, the student met the Pace requirement.

## **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 Probation*. Any student that exceeds the maximum time frame will be placed on Financial Aid Probation.

Students on Financial Aid Probation 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 Probation Status and their opportunity to appeal their status.

If the student who received an approval of an appeal of a Financial Aid Probation does not achieve the minimum standards during the next pay period, the student is not eligible for financial aid.

**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 or not 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-INSTATEMENT 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 probation 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 probation, 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 considered making satisfactory progress as long as 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 will be allowed to 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.

## **WITHDRAWALS**

If a 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.

Revised 5/25/16 (dja)

Revised 1/30/19 (lba)

Revised 7/21 (sle)

## **REFUND POLICY**

If a student or his parents or guardian (if student is a minor) cancels his or her enrollment and demands his or her money back, in writing, prior to entering class, all monies collected shall be refunded. If a student cancels his or her enrollment after three business days and after signing but prior to entering classes, he or she shall be entitled to a refund of all monies paid to the school less \$100.00. For students who enroll in and begin classes, the following schedule of tuition adjustments is authorized:

**Where applicable and required by law, the school will use the state, accrediting commission's or the federal refund policy that provides the most benefit to the student.**

**TEXAS DEPT OF LICENSING & REG. REFUND POLICY**  
**PERCENTAGE OF ENROLLMENT TIME**  
**TO TOTAL TIME OF COURSE**

**TOTAL TUITION SCHOOL SHALL**  
**REFUND**

**IF WITHDRAWAL OCCURS:**

During the first week or 1/10 of a percent	90 % REFUNDED
After 1/10 of a percent or before 3 <sup>rd</sup> week	80 % REFUNDED
During first 25% of course and after 3 <sup>rd</sup> week	75 % REFUNDED
During second 25% of course	50 % REFUNDED
After 50% of course	NO REFUND

Enrollment time is defined as the time elapsed between the actual starting date and the date on which the student formally terminates enrollment. When a student is dropped, there is a kit and book charge. The cost of extra items to the student such as instructional supplies or equipment, service charges, student activity fees, deposits, rentals and other charges need not be considered in the adjustment computation provided charges are itemized separately from the enrollment agreement, catalog or in other data furnished the student. In case of illness or disabling accident, death in the immediate family or in other circumstances beyond the control of the student, the school may make a settlement fair and reasonable to both. Students who withdraw prior to completion of the course will be required to any unpaid previous tuition to re-entry the school. The balance of the instruction needed will be provided at current tuition rates at the time of re-entry.

**ANY EXCEPTIONS TO THE TERMS OF THIS AGREEMENT MUST BE APPROVED BY THE  
CHIEF ADMINISTRATOR.**

# Return of Title IV Policy

Seguin Beauty School is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance or, in the case of a clock-hour program, was scheduled to be in attendance. Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still determine whether the student is eligible for a post-withdrawal disbursement (PWD).

SBS must comply with refund policies required by TDLR and the Council On Occupational Education. The school, state or COE refund policy will determine the charges a student will owe after withdrawing. Those policies will not affect the amount of Title IV Aid the student has earned under the Return calculation

## **Official withdrawal from school**

SBS is required to take attendance and uses the student time card to establish the last date of attendance for students who officially or unofficially withdraw from the school.

The withdrawal date is the date the student notifies the school of withdrawal.

If a student does not return from a leave of absence, the date of anticipated date of return is used as the date the school determined the student is withdrawing unless the school contacts the student and requests addition LOA time due to extenuating circumstances. If a student does not attend classes for 30 days and cannot be contacted, that date is used as the date the school determined withdrawal.

## **Return To Title IV**

SBS uses the “Treatment of Title IV Funds When A Student Withdraws From A Clock Hour Program” for calculation of the amount of title IV assistance earned by the student and for determining the percentage of payment period or period of enrollment completed. The calendar days of enrollment, excluding LOA’s, holidays or breaks, is used to determine the period of enrollment scheduled to complete.

SBS is responsible for returning unearned aid. Refunds are made by depositing the refund amount into the Direct Loan account and notifying the financial aid servicer of the refund. The FA servicer is responsible to return the funds.

Post-withdrawal disbursements may be requested if the R2T4 calculation provides one.

Students responsible for returning unearned aid are notified in writing of the amount due. The student is instructed to return the funds to the school or make satisfactory payment arrangements with the school.

Order of Return of Title IV Funds.

Refunds are made to the following programs within thirty days of withdrawal determination.

Unsubsidized Student Loan  
Subsidized Student Loan  
Parent Plus Loan  
Pell Grant  
FSEOG

Students are requested to come to the school FA office to complete and exit interview, complete one online, or return a completed form by mail.

**The Calculation Formula:**

Determine the amount of Title IV aid that was disbursed plus the Title IV aid that could have been disbursed.

Calculate the percentage of Title IV aid earned:

- a) Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

$$\frac{\text{HOURS SCHEDULED TO COMPLETE}}{\text{TOTAL HOURS IN PERIOD}} = \% \text{ EARNED}$$

- b) If this percentage is greater than 60%, the student earns 100%.
- c) If this percent is less than or equal to 60%, proceed with calculation.

Percentage earned from (times) Total aid disbursed, or could be disbursed = **AMOUNT STUDENT EARNED.**

Subtract the Title IV aid earned from the total aid disbursed = **AMOUNT TO BE RETURNED.**

100% minus percent earned = **UNEARNED PERCENT**

Unearned percent (multiplied by) total institutional charges for period = **AMOUNT DUE FROM THE SCHOOL.**

If the percent of Title IV aid disbursed is greater than the percent unearned (times) institutional charges for the period, the amount disbursed must be used in place of the percent unearned.

If the percent unearned (times) institutional charges for the period is less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.



Student is not required to return the overpayment if this amount is equal to or less than 50 percent of the total grant assistance that was disbursed/or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

Seguin Beauty School's DFA sends a **grant overpayment notice** to student within 30 days from the date of the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to SBS,
2. Make repayment arrangements satisfactory to SBS, or
3. Sign a repayment agreement with the Department.

### **Direct Loan Payment Period End Dates**

The institution will determine the Loan Period End Date by the student's time card to determine the last date of attendance.

### **Transfer Policy**

- Seguin Beauty School accepts Cosmetology program transfer students on a case by case basis.
- Students wishing to transfer to Seguin Beauty School must
  - a. meet all admissions requirements
  - b. provide a transcript
  - c. a transcript of financial aid records
  - d. provide prior written Theory test grades
  - e. provide reason for withdrawal of previous school
- Seguin Beauty School will not accept students who have previously obtained 800 hours or more unless the hours were obtained from its main campus or branch campus.
- Out of state hours must be approved by TDLR prior to enrollment at Seguin Beauty School.
- Upon notification of the transfer of hours from a school to Seguin Beauty School, the institution will obtain an hour transcript from the Texas Department of Licensing and Regulation. If the record indicates the student owes tuition to the prior school, the student will be informed of the non-release of those hours and to contact the prior 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.

## TEXAS DEPARTMENT OF LICENSING AND REGULATION TRANSCRIPTS

**83.74. Responsibilities--Withdrawal, Termination, Transfer, School Closure.***(New section adopted effective August 1, 2006, 31 TexReg 5952; amended February 17, 2012, 37 TexReg 681)*

- (a) A student desiring to transfer from one school to another must withdraw from the first school prior to the transfer. Enrollment in two or more schools of cosmetology at the same time is prohibited.
- (b) A student transferring to a school who desires to claim credit earned must inform the school transferred to prior to enrollment of his/her prior attendance and must furnish to that school and the department a record of credit claimed. This record may be in the form of a transcript from the prior school or an extract from records of the department.
- (c) Upon withdrawal, and provided that the agreed tuition and fees have been tendered, a student is entitled to an official transcript of credit earned at the school withdrawn from. The transcript must be ready for pickup or, if mailed, postmarked within ten calendar days of the school's receipt of notice of withdrawal. A copy of the transcript must be kept in the student's file for 48 months and the copy must be made available at the request of the department.

<http://seguinbeautyschool.net/consumerinformation.pdf>

## TRANSCRIPT SERVICE POLICY AND EVALUATION POLICY

- Test and other means of assessing the achievement of transcript policy will be appropriate and sufficient to provide appropriate transcript services.
- Transcript services will be provided to provide transcripts for its students.
- SBS be responsible for maintaining official files and student records
- Transcripts will be provided to the institutions students according to the written transcript policy
- Attendance, financial, academic and educational progress records are maintained and available at the main campus as well as the branch

Academic and financial aid records are maintained by the school for 3 years. Fire proof storage cabinets are used to both preserve and secure records. The main campus has the original records of the branch campus. The branch has duplicate records of its students to add further protection.

## VETERANS BENEFITS AND TRANSITION ACT OF 2018

### Title 38 United States Code Section 3679(e) School Compliance

NOTE: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

- Seguin Beauty School permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
  1. The date on which payment from VA is made to the institution.
  2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- Seguin Beauty School ensures that our educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.
- Seguin Beauty School requires the covered individual to take the following additional actions:
  1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
  2. Submit a written request to use such entitlement.
  3. Provide additional information necessary to the proper certification of enrollment by the educational institution.
  4. Seguin Beauty School requires additional payment or impose a fee for the amount that is the difference between the amount of the student’s financial obligation and the amount of the VA education benefit disbursement.

### PREVIOUS TRAINING FOR STUDENTS RECEIVING VA BENEFITS

Title 38 Code of Federal Regulations 21.4253 (d)(3) & 21.4254(c)(4)

- Seguin Beauty School will review all prior credit by requiring all VA eligible persons to submit copies of all post-secondary & military transcripts.

## **Continued VA COMPLIANCE POLICY**

### **ATTENDANCE POLICY FOR VA STUDENTS**

Students using veterans' benefits to attend will have attendance monitored until the time the student drops, graduates, or completes the program. Unsatisfactory attendance will be reported to the DVA even if the VA student has completed the required number of hours and no refund is due the student and/or refund sources. Therefore, the attendance policy (being absent 20% of the total program and/or being absent five [5] consecutive days) will apply throughout the student's stay in school. All violations of the attendance policy will be reported to DVA on VA Form 22-1999b within 30 days at such time the student exceeds the allowed number of absences. VA students attendance will be reviewed monthly for adherence.

### **ADDITIONAL REQUIREMENTS**

1. Seguin Beauty School will make available records & necessary data required for approval under Section 3676, Title 38, US Code for inspection by authorized representative of the State Approving Agency (SAA) and Department of Veterans Affairs. CFR 21.4209(a)(i)
2. SBS will retain records for at least 3 years for all students who graduate, dropped out or transferred. (CFR 21.4209(f))
3. VA eligible persons and non-VA eligible persons will be charged the same. (CFR 21.4202(a))
4. SBS will not accept enrollment under Chapters 30,33,35, Title 38 USC and Chapter 1606, Title 10 USC when more than 85% of the students enrolled have all or part of their tuition, fees or other charges paid to or for them by the school or the Dept. of Veterans Affairs. (85/15 ratio)
5. SBS will maintain a Receipt of Enrollment Policies (Form 005) and Record of Previous Education and training (Form 010) for each VA eligible student.
6. SBS will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any person or entities engaged in student recruiting or admission. (PL 112-249)
7. SBS will utilize the VA Refund Worksheet provided by the Texas Veterans Commission for all VA eligible students who fail to enter the course, or withdraws or is discontinued therefrom at any time prior to completion of the approved program.

**VA REFUND WORKSHEET** (Ref. 38 CFR 21.4254, 21.4255) TX VETERANS COMMISSION - VETERANS EDUCATION

(Read instructions on next page before completing)

SCHOOL Seguin Beauty School PROGRAM Cosmetology  
 STUDENT \_\_\_\_\_ SSN \_\_\_\_\_  
 PHONE # \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_  
 STATE/ZIP \_\_\_\_\_

Tuition \_\_\_\_\_ + Registration/Application Fee (\*) 90.00 = TOTAL \_\_\_\_\_

*\*(if less than \$10.00, do not include in Total Program Cost) \*(if more than \$10.00, do include in Total and subtract \$10.00 not subject to proration for Total Program Cost)*

TOTAL PROGRAM COST \_\_\_\_\_ ÷ TOTAL PROGRAM CLOCK HOURS \_\_\_\_\_  
 = COST PER CLOCK HOUR \_\_\_\_\_

*(The following should be taken from the official school attendance record:*

ENROLLMENT DATE \_\_\_\_\_ DAYS PER WEEK SCHEDULED 4  
 FIRST DATE OF ATTENDANCE \_\_\_\_\_ **HOURS PER DAY SCHEDULED (A)** 7.5  
 LAST DATE OF ATTENDANCE \_\_\_\_\_ TOTAL HOURS PER WEEK SCHEDULED 30  
**TOTAL DAYS SCHEDULED (B)** \_\_\_\_\_ *(must be from the approved catalog)*  
 TOTAL HOURS OF SCHEDULED ATTENDANCE (A) X (B) (through last day of attendance) \_\_\_\_\_

\*\*\*\*\*

1. Total tuition earned by the school 1. \$ \_\_\_\_\_  
 Total hours scheduled \_\_\_\_\_ X Cost per Hour \$ \_\_\_\_\_
2. If registration/application fee is *less than \$10.00*, enter actual amount 2. \$ \_\_\_\_\_ 10.00  
 If registration/application fee is *more than \$10.00*, enter \$10.00 (portion not pro-rated)
3. Total of other charges separate from Total Program Cost 3. \$ \_\_\_\_\_  
*(Must be identified in the approved catalog and documented on the ledger)*  
 Books & Student Kit \_\_\_\_\_ *(student must acknowledge receipt)*  
 Miscellaneous \_\_\_\_\_
4. TOTAL EARNED BY THE SCHOOL (Add 1, 2, 3) 4. \$ \_\_\_\_\_
5. TOTAL PAID BY THE STUDENT (Reg/Appl Fee, Tuition, Fees, etc.) 5. \$ \_\_\_\_\_
6. REFUND DUE TO STUDENT/FUNDING SOURCE 6. \$ \_\_\_\_\_  
 (If 5 is greater than 4)
7. BALANCE DUE THE SCHOOL (If 4 is greater than 5) 7. \$ \_\_\_\_\_
8. REFUND PAID WITHIN 40 DAYS AFTER LAST DATE OF ATTENDANCE \_\_\_ YES \_\_\_ NO

CHECK NO \_\_\_\_\_ CHECK AMOUNT(S) \_\_\_\_\_  
 CHECK NO. \_\_\_\_\_ CHECK AMOUNT(S) \_\_\_\_\_  
 CHECK NO. \_\_\_\_\_ CHECK AMOUNT(S) \_\_\_\_\_  
 COMPUTED BY \_\_\_\_\_ DATE \_\_\_\_\_

## VA REFUND WORKSHEET INSTRUCTIONS

### Reminders .

- The program certified should be identified on the school's approval notice.
- . The first date of attendance should have been correctly certified on VAF 22-1999.
- . The last date of attendance should have been correctly reported on VAF 22-1999b.
- . Scheduled hours of attendance must be taken from the period attended and not the entire period certified.
- . A refund should not be processed for a student on an approved leave of absence.
- . Prior credit awarded/cost should be entered on the financial ledger

Refer to SCHOOL FISCAL ISSUES, STUDENT OVERPAYMENTS, AND DEBT COLLECTION section in the VA School Certifying Official Handbook for current refund criteria.

### Definition of Terms

Total Program Cost - may include more than one type of cost if listed this way in the approved catalog. If Total Program Cost is not inclusive, see Line 3 for specific charges.

Total Program Clock Hours - amount should reflect only the hours listed in the approved catalog

Cost Per Clock Hour - Total Program Cost divided by Total Clock Hours

Total Hours of Scheduled Attendance - for the purpose of VA refund calculations, this is the total number of days that the student was scheduled to attend (from the first to the last date of attendance) multiplied by the hours of attendance per day scheduled. This figure will yield the total clock hours scheduled listed in Line 1. **DO NOT USE TOTAL HOURS SCHEDULED FOR THE ENTIRE PROGRAM IN THIS CALCULATION.**

\*\*\*\*\*

Line 1: Total Tuition Earned by the School - the total clock hours scheduled should be taken directly from the school's official attendance record and the approved catalog schedule.

Line 2: 38 CFR 21.4255(a)(1) allows for proration of registration fee amounts that exceed \$10.00

Line 3: If these items/amounts are included in the Tuition, do not list. Otherwise, list only those items actually charged to the student and documented on the ledger. All charges must be identified in the approved catalog.

Line 4: School is not entitled to charges beyond this amount.

Line 5: This total should include ALL payments from the student or funding source and should agree with the financial ledger.

Line 6: If the student/funding source has paid more than the school has earned, a refund is due.

Line 7: If the student/funding source has paid less than the school has earned, a balance is due the school.

Line 8: Refund must be paid within the specified amount of time or it is considered late.

## **TEXAS DEPARTMENT OF LICENSING AND REGULATION TRANSCRIPTS**

Upon notification of the transfer of hours from a school to Seguin Beauty School, the institution will obtain an hour transcript from the Texas Department of Licensing and Regulation. If the record indicates the student owes tuition to the prior school, the student will be informed of the non-release of those hours and to contact the prior school.

## **GENERAL EDUCATION DIPLOMA TRANSCRIPTS**

Upon completion of a request form, the institution will request a GED transcript from the Texas Education Agency.

## **SEGUIN BEAUTY SCHOOL TRANSCRIPTS**

Students are eligible for one free transcript upon completion of the program or within 10 days of withdrawal. Subsequent transcripts: Upon completion of a request form, and submission of a \$25.00 fee, the institution will prepare an hour transcript of hours obtain at Seguin Beauty School. TRANSCRIPTS OF GRADES, HOUR BREAKDOWNS ARE \$50.00. TRANSCRIPTS ARE ONLY AVAILABLE IF TUITION HAS BEEN TENDERED. (NO SEARCH WILL BE DONE UNTIL THE TUITION HAS BEEN PAID.) A COSMETOLOGY TRANSCRIPT IS \$25.00. TRANSCRIPTS REQUIRING MORE THAN A 4 YEAR SEARCH ARE \$10 PER YEAR OF RESEARCH. (EXAMPLE: A TRANSCRIPT REQUESTED IN 2015 FROM A WITHDRAWAL IN 2010 IS \$50.00)

## **CONDUCT                      Rules and Regulations**

All students are to abide by the following rules:

- Show good moral, ethical and lawful conduct, in a professional manner toward school personnel, fellow students and clients.
- Report to class on time, in uniform, professionally appeared with books and equipment. Students must comply with the school dress code. Female students must wear makeup daily and all students must have an appropriate hairstyle.
- Excessive absences may result in student suspensions or expulsion.
- Maintain sanitary and orderly work areas and supplies at all times.
- Refrain from visitors, phone conversations and personal ventures during school hours. Students leaving the building must clock out.
- Perform all assignments and services with a degree of perfection.
- Permission for breaks and lunches are given by educators or school personnel and should be taken in designated areas only.
- Maintain a 76% average minimum and complete all assignments.
- Students are required to furnish paper items for theory class and must replace used or lost books and/or supplies of student kits.
- Students leaving the building must notify the main office, sign out and clock out.

Also see SBS policies relating to crime and drugs.



## COUNCIL ON OCCUPATIONAL EDUCATION

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“Assuring Quality and Integrity in Career and Technical Education”

### VIA: EMAIL

January 10, 2023

Mr. Joseph Evans  
Chief Administrator  
Seguin Beauty School (#134900)  
102 East Court Street  
Seguin, TX 78155

Dear Mr. Evans:

The Commission of the Council on Occupational Education met on December 13, 2022, to take action on accreditation matters. At this meeting, the Commission reviewed your Self-Study Report, Team Report, Institutional Response Report, and other supporting documents for reaffirmation of accreditation.

We are pleased to inform you that the formal action of the Commission was to **CONTINUE** the accreditation of Seguin Beauty School, 102 East Court Street, Seguin, TX 78155.

The Commission scheduled reaffirmation to occur six years from your institution’s last scheduled reaffirmation and approved your institution to host a visiting team in 2028 (*Handbook of Accreditation: 2022 Edition*, Section III, B., 3. Reaffirmation of Accreditation, page 12).

Reaffirmation denotes that an institution has maintained quality programs, again undergone an extensive self-study and team review process, and has continued to meet the Commission’s Standards and Conditions for Accreditation. Accreditation is granted annually with subsequent reaffirmation scheduled for two to six years. Each institution must substantiate its accreditation each year through an annual report which reflects the current status of the institution.

The Commission’s review of your institution’s compliance with the standards and criteria included a review of your institution’s performance with respect to student achievement. A separate report regarding the assessment of this achievement is included with this Commission action letter. It provides you with basic information about student achievement and suggestions for improvement of programs that may fail to meet student achievement benchmarks. Please keep this assessment report as part of your institution’s accreditation file.

The members of the Council on Occupational Education extend to you, your faculty, and your staff its congratulations on having maintained the status of a COE-accredited occupational education institution.

The effective date of this decision is **December 13, 2022**.



Seguin Beauty School (#134900)  
Page 2

Please be assured that the Commission stands ready to assist you and your institution in your efforts to improve occupational education. Do not hesitate to call us if we can be of service.

Sincerely,

A handwritten signature in cursive script that reads "Gary Puckett".

Gary Puckett, Executive Director  
Commission of the Council on Occupational Education

GP/sg

Enclosure: Student Achievement Assessment Report

# Annual Security Report

## 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 1<sup>st</sup> and contains three years of selected campus crime statistics and certain campus security policy statements in accordance with the Clery Act.

Seguin Beauty School's Chief Administrator's office is responsible for all components, and compliance of the Clery Act. SBS 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/annalsecurityreport.html](http://www.seguinbeautyschool.net/annalsecurityreport.html). The institutions 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/AnnualSecurity](http://www.seguinbeautyschool.net/AnnualSecurity). 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 institution office located at 102 East Court St, Seguin, TX, by calling (830) 372-0935; or by emailing the request to [sbs@seguinbeautyschool.net](mailto:sbs@seguinbeautyschool.net)

## General Information and Campus Facilities

Only students, employees and other parties having business with this institution should be on institutional property or within the facilities. Staff, faculty, students, and prospective students or any person entering the premises must have permission from the institution 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 institution closes for the night, the institution'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, students and victims to accurately and immediately report suspected criminal activity or other emergencies to the nearest available institution official, institution office and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).

### **Institution Officials to Report Criminal Offense:**

Joe Evans, Chief Administrator  
Jennifer Evans, Local Administrator, Seguin campus  
Lidia Rodriguez, Local Administrator, New Braunfels, campus  
Any institution 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

The student or employee may, in order 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). Within 48 hours, the report will be logged into the institutions Daily Crime Log. A copy will be sent to the chief administrator.

All reported crimes will be considered for inclusion in the annual disclosure of crime statistics.

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.

SBS will protect the confidentiality of victims and other necessary parties. Personally identifying information about the victim as well as any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentially would not impair the ability of the institution to provide the accommodations or protective measures, will not be disclosed publicly.

The Daily Crime Log maintains a written, easily understood daily crime records by date crime was reported, date, time and location of occurrence, nature of the crime, and known disclosure of complaint. The Crime Log will be available for the most recent 60 day period to the public during normal business hours. Upon request, the crime log older than 60 days will be available to the public within two business days. The institution may withhold information if there is clear and convincing evidence that the release of the information would jeopardize an ongoing criminal investigation or the safety of the individual or cause a suspect to flee or evade detection or the result in the destruction of evidence. The institution may withhold information that would cause adverse effects until once the adverse effects are no longer likely to occur. (34CFR668.46)

## **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. *(Note: CODE OF CRIMINAL PROCEDURE: TITLE 1. CODE OF CRIMINAL PROCEDURE; CHAPTER 14. ARREST WITHOUT WARRANT: Art. 14.01. OFFENSE WITHIN VIEW. (a) A peace officer or any other person, may, without a warrant, arrest an offender when the offense is committed in his presence or within his view, if the offense is one classed as a felony or as an offense against the public peace.)*

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. Tips in Prevention of Crime:

- 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 institution 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: [www.seguinbeautyschool.net.annualecurityreport.html](http://www.seguinbeautyschool.net.annualecurityreport.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, including awareness of dating violence, domestic violence, sexual assault, and stalking is provided by guest presentations, PowerPoint, hardcopy and or posted notices. The institution's policies and regulations are properly disclosed to prospective students through the institution handbook and or institutional website.

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 institution 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 institution 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 Institutions 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**

<b>Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)</b>				
<b>Schedule</b>	<b>Substance/Quantity</b>	<b>Penalty</b>	<b>Substance/Quantity</b>	<b>Penalty</b>
II	Cocaine 500-4999 grams mixture	<b>First Offense:</b> 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.  <b>Second Offense:</b> 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	<b>First Offense:</b> 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.  <b>Second Offense:</b> 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.  <b>2 or More Prior Offenses:</b> 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	
<b>Substance/Quantity</b>		<b>Penalty</b>		
Any Amount Of Other Schedule I & II Substances		<b>First Offense:</b> 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		<b>Second Offense:</b> 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		<b>First Offense:</b> 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.  <b>Second Offense:</b> 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)		<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  <b>Second Offense:</b> 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		<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.  <b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

## Health Risks Associated With the use of Illicit Drugs & Abuse of Alcohol

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 Abuse Education, 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 should 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 assist 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. Any victim's academic schedule may be changed upon request and if accommodations are available, regardless of whether the crime was reported to local law enforcement. The institution will abide by orders of protection, no-contact orders, restraining orders or similar lawful orders issued by a criminal, civil or tribal court. 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 institution 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 institution 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 institution 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. Proceeding will be conducted by officials who, at a minimum, receive annual training on issues related to dating violence, domestic violence, sexual assault and stalking. Accusers and the accused can be present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. Proceedings will include a prompt, fair and impartial process from the initial investigation to the final result. Any restriction regarding the advisors participation will apply equally to both parties.

The institution's policy is to investigate the allegations and conduct a hearing within thirty days of receiving the complaint. If necessary, the institution's investigative team may need additional time in order to properly conduct a review of the alleged incident and to come to a fair conclusion; however, the institution will make every effort to expedite the review process. If an extension of time is needed to conduct the investigation and hearing for good cause, the institution will send a written notification to the accuser and the accused of the delay and the reason for the delay.

The proceedings will be conducted in a manner that is consistent with the institution's policies and transparent to the accuser and accused, which includes timely notice of meetings at which the accuser or accused, or both, may be present; provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and that will be conducted by institution officials who do not have a conflict of interest or bias for or against the accuser or the accused. The accuser and the accused are entitled to the same opportunities to have an advisor of their choice present during the disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding. The institution may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. The appropriate institution officials will meet upon the conclusion of the hearing to discuss the facts of the complaint and to render a decision. Both the accuser and the accused will simultaneously be informed in writing of the outcome and any institutional disciplinary proceeding, the opportunity for appeal and the notification of the outcome of any appeal before the results become final, and when the results of the proceedings become final. The results include any initial, interim, or final decision by the institution regarding any sanctions imposed, as well as the rationale for the results and any sanctions. In accordance with the Violence Against Women Act, the institution is required to publish the results of the hearing(s); however, the names of the individuals involved will be withheld. A student found guilty of violating the institution's domestic violence policy could be criminally prosecuted in the state courts and may be reprimanded, sent to counseling, placed on probation, suspended, or expelled from the institution for the first offense. Any information obtained during the institution's investigation process will be shared with any parallel law enforcement investigation upon receipt of a court subpoena of the institution's records. The standard of evidence used in adjudication of cases of sexual misconduct, including dating violence, sexual assault, domestic violence, and stalking, will be based on the preponderance of evidence. The institution will protect the confidentiality of the victim(s) in accordance with the law. In some cases, the institution may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. The institution will only disclose information that is necessary to provide the accommodations or protective measures and will carefully consider who may have access to this information to minimize the risk to a victim's confidentiality. The institution will inform the victim before sharing personally identifiable information about him or her and only if it is necessary to provide an accommodation or protective measure. Compliance with these provisions of the Violence Against Women Act does not constitute a violation of Section 444 of the General Education Provision Act (20U.S.C. 1232g), commonly referred to as the Family Education Rights to Privacy Act of 1974 (FERPA). Any student or employee who reports to the institution that he or she has been a victim of domestic violence, whether the offense occurred on or off campus, shall be provided with a written explanation of the student's or employee's rights and options. No officer, employee, or

agent of the institution shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or responsibilities under any provision of the Violence Against Women Act.

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. Also available is counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims. SBS will provide a notification of such services in writing for victims.

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

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

<https://texasattorneygeneral.gov/cvs/victim-service-providers> Victim Rights by the TX Attorney General

<https://www.wadvocates.org/> Women Advocates

<https://texaslawhelp.org/domestic-violence-assistance-programs>

<https://www.uscis.gov/aboutus> visa and immigration assistance

GUADALUPE VALLEY FAMILY VIOLENCE SHELTER Phone: 830-372-2780

Address: P.O. Box 1302 Seguin, TX 78155

Seguin Beauty School submits the required crime statistics to the US Department of Education via the Campus Safety and Security Survey via website (<http://surveys.ope.ed.gov/security>) by the required annual deadline and releases the information to students and families by October 1 each year. The institution requests an outside organization to provide training annually. The training promotes awareness and prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, stalking, bystander intervention, and the prevention of crime, as well as gives options for reducing the risk of such offenses occurring, the warning signs of abusive behavior, and how to avoid potential attacks. The institution will bring in a local law enforcement official and or a representative from a crisis center, into the institution to provide our students and staff with knowledge, information, and resources to prevent violence, promote safety, and reduce risk by showing how to protect yourself against crime, how to be responsible for your own safety, and how to protect yourself against sexual assault. Seguin Beauty School is committed to making your institution a safe place. Some examples of safe and positive options for bystander intervention include:

- Checking in with intoxicated friends when leaving a party or event, either alone or with someone else.
- Talking with friends, classmates, teammates, and peers about intimate violence as a serious issue in the community.
- Speaking up if someone says they had sex with someone who was very intoxicated or couldn't consent.
- Expressing discomfort when someone makes a joke about or minimizes sexual or domestic violence or stalking.
- Helping a friend get home safely if they seem very intoxicated.
- Interrupting a conversation it appears someone is feeling uncomfortable or unsafe by another person.
- Helping or providing support resources to other suspected of being in a relationship that is abusive or harmful.
- Calling for help to intervene in a situation that might be dangerous or unsafe.

Risk reduction refers to options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

## 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

### Violations

Seguin Beauty School undertakes inquires and disciplinary hearings and renders disciplinary sanctions regarding sexual assault or misconduct in a noncriminal context. Although the definitions utilized by the institution may be similar to those set forth in the penal code and or used in a criminal court system, they are specific to Seguin Beauty School and limited to the meaning given to them by the institution. An act which might not be criminally prosecuted under either state or federal law may still violate the policies of the institution. The institutions disciplinary jurisdiction is limited to conduct which occurs on campus or which occurs off campus and adversely affects members of the institution's community.

### Rape

At Seguin Beauty School, rape is any sexual penetration (anal, oral or vaginal), however slight, with any object or sexual intercourse between individuals without effective consent. Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger or object and also includes oral copulation by mouth to genital contact or genital to mouth contact. Attempted rape is also prohibited under this policy.

## **Sexual Assault**

Sexual assault is any sexual touching, however slight, with any object or with any part of the body without effective consent. Sexual assault also includes disrobing or otherwise exposing oneself to another without consent. Attempted sexual assault is also prohibited under this policy.

## **Sexual Exploitation**

Sexual exploitation occurs when a student takes nonconsensual, unjust or abusive sexual advantage of another for his/her own benefit or for the benefit of anyone other than the one being exploited, and that behavior does not otherwise constitute rape, sexual assault, or sexual harassment. Examples of sexual exploitation include but are not limited to, prostitution, videotaping without knowledge and consent of all parties, peeping tommy, transmission of HIV or STD, or inducing incapacitation with the intent to rape or sexually assault regardless of whether sexual activity actually takes place.

## **Consent**

Seguin Beauty School considers effective consent as informed consent which is freely and actively given; it is mutually understandable words or actions indicating a willingness to do the same thing, at the same time in the same way with each other. Mutually understandable consent is almost always viewed under an objective, reasonable person standard. The only context in which mutually understandable consent would be viewed under a subjective standard is in the instance of a long-standing relationship where a couple has established patterns of communicating consent, but even then there must still be evidence of free and knowing participation to establish consent. Consent which is obtained through the use of fraud, force (actual or implied), threats, intimidation, or coercion is ineffective consent. Consent may never be given by a minor. Mentally disabled persons cannot give effective consent to sexual activity. Physically incapacitated persons cannot give consent. One who is physically incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary) or who is unconscious, unaware, or otherwise physically helpless, is incapable of giving consent.

## ***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 significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees occurring on campus), 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 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 institution 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.

### **Missing Student Notification**

If there is reason to believe that a student has been missing (i.e., when his or her whereabouts are unknown and unexplainable for a period of time regarded as highly unusual or suspicious in consideration of the person's usual behavior, patterns, routines or plans), the person realizing that the student is missing must contact the institution officials. The institution officials will make contact with family members and or notify the local police department. The institution will notify the employees and students of the occurrence.

### **Emergency Response and Evacuation Plan**

Each of the institution 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 institution official through a PA system. All affected members of the institution 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, publicize and document 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 evaluates this plan annually.

CRIMINAL OFFENSE	ON CAMPUS SBS Seguin				PUBLIC PROPERTY			
	2020	2021	2022	2023	2020	2021	2022	2023
<b>YEAR</b>	2020	2021	2022	2023	2020	2021	2022	2023
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0
Sex offenses(male & Female) - forcible	0	0	0	0	0	0	0	0
Fondling, Incest & or Sodomy	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
<b>HATE CRIMES</b>	0	0	0	0	0	0	0	0
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0
Sex offenses (male & Female)-forcible	0	0	0	0	0	0	0	0
Fondling, Incest & or Sodomy	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0	0	0
<b>ARRESTS</b>	0	0	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0	0	0
Drug law	0	0	0	0	0	0	0	0
Liquor law	0	0	0	0	0	0	0	0
<b>DISCIPLINARY ACTIONS</b>	0	0	0	0	0	0	0	0
Weapons, carrying, possessing, etc	0	0	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0
<b>CRIMES AGAINST WOMEN</b>	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0

**In counting crimes when more than one offense was committed during a single incident, arson, rape, fondling, incest, statutory rape, or murder, the institution records each offense in its statistics.**

# EMERGENCY RESPONSE

## Evacuation

**Gas Leak / Fire / Bomb Threat**

- Stop what you are doing. Take nothing!
- Walk to the nearest exit (close the doors behind you) and be prepared to leave the building.
- Proceed outside the building to “Across the Street To The Right” for a headcount.
- Do not re-enter the building until cleared by authorized personnel.
- Assist with the evacuation of individuals with special needs if you can do so safely.

## Take Cover

**Tornado Warning / Outside Active Shooter**

When emergency conditions do not warrant or allow evacuation, the safest method to protect individuals may be to take shelter inside a campus building and await further instructions.

- Move to the CLASSROOM. or to a room that can be locked or barricaded by using available material
- Turn LIGHTS OFF. Cell PHONES ON SILENT BE QUIET.
- Gather close and Sit in Corner. Avoid windows and areas with glass.
- Using student DESKS, cover yourselves and or using your TEXTBOOK, cover your head.
- Call 911

## RUN HIDE FIGHT

**Inside Active Shooter**



# Emergency Response / Evacuation

## *EMERGENCY RESPONSE*

The Local Administrator at each campus makes decisions and initiates procedures in the case of an emergency. The Administrator will confirm, determine appropriate community, determine notification content, and initiate appropriate notification. SBS has determined that due to the size of the campuses, the entire the entire campus will be notified of any emergency. Two notification procedures have been developed and utilized according to whether the campus is opened or closed.

### **OPEN CAMPUS NOTIFICATION PROCEDURE: (school open/community on campus)**

1. Confirm a legitimate emergency to the best of your ability. Confirmation doesn't necessarily mean that all the pertinent details are known or even available. Confirmation methods contacts:

Radio or TV station – weather related emergencies

Police Dept - criminal or public emergencies

Visual observation - campus fires, gas leaks or on campus emergencies

2. Immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. Campus emergency responses must be decided on a **case-by-case basis** in light of all the facts surrounding the emergency

Immediate threats examples:

Campus Fire; Approaching tornado, hurricane or other extreme weather conditions; Earthquake; Gas leak; Terrorist incident; Armed intruder; Bomb threat; Explosion; Civil unrest or rioting; Outbreak of meningitis, norovirus or other serious illness.

A simple statement may be made of the PA system:

**This is an emergency. All persons in the building should EXIT THE BUILDING using the \_\_\_\_\_ door quickly and quietly.**

At \_\_\_\_\_(time) on \_\_\_\_\_(date), a \_\_\_\_\_  
\_\_\_\_\_ (reported offense). The suspect description is

Other Pertinent information \_\_\_\_\_

Or

**This is an emergency. All persons in the building should TAKE COVER in the theory classroom quickly and quietly.**

We are currently under at \_\_\_\_\_ alert.

3. Repeat the statement three times if possible.
4. Quickly check to insure all persons have followed the instructions, if you can safely.
5. If the emergency is diminished, make another announcement indicating the emergency event is over, you may go back to your classes.
6. If law enforcement or official emergency personnel become involved, request further instructions.

**If access to the PA system is not possible, verbal communication will suffice due to the size of the campus.**

***CLOSED CAMPUS NOTIFICATION PROCEDURE: (school closed/no community on campus)***

**The Chief Administrator and or Local Administrators will:**

1. Confirm a legitimate emergency to the best of your ability. Confirmation doesn't necessarily mean that all of the pertinent details are known or even available.
2. Immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. Campus emergency responses must be decided on a **case-by-case basis** in light of all the facts surrounding the emergency

A statement may be delivered through the local radio stations, individual telephone calls or email.

Sample:

**This is an emergency. Seguin Beauty School in \_\_\_\_\_(city) is closed \_\_\_\_\_(date(s))**

At \_\_\_\_\_(time) on \_\_\_\_\_(date), a \_\_\_\_\_  
\_\_\_\_\_ (reported offense).

The suspect description is \_\_\_\_\_

Other Pertinent information \_\_\_\_\_

Contact local law enforcement when appropriate

3. Conclusion: \_\_\_\_\_

### ***EMERGENCY RESPONSE TEST***

Emergency tests will be conducted annually the first week of October.

Emergency tests may be announced or unannounced.

At the end of the drill, students will attend a presentation of school policies relating to emergencies.

Institution officials will evaluate the drill proceedings and behavioral patterns. Reports are prepared by participating departments which identify deficiencies so that adjustments can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

Students receive information about evacuation procedures.

All of us want to be alerted promptly to potentially dangerous criminal situations near our homes or workplaces so that we have both the time and the information necessary to take appropriate precautions.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. Emergency Tests are used as a way to educate and train occupants on issues specific to their building. During the test, occupants 'practice' procedures and familiarize themselves with the location of exits and the emergency notification.

### **Take Cover**

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "take cover" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe. The classrooms at each campus are the safest area in an emergency situation that includes weather

(earthquake, tornado) or shooting unless it occurs in the classroom area. In some cases, barricade the door, turn lights off, cell phones on silent, be quiet, gather close and sit in corner avoiding windows and glass. Use desks to cover yourselves and textbooks to cover your head. Call 911.

### **Evacuate**

If an incident occurs and the building become unsafe, "Exit" means to leave the building through the closest exit unless the danger is near that exit. Proceed across street to the right for a headcount. (fire, gas leak, explosion)

Always follow the instructions in a quiet and orderly manner so that additional instructions can be heard and no one is hurt.

The EMERGENCY RESPONSE TEST FORM will be signed by 5 student participants and completed by a school official.

### ***EMERGENCY RESPONSE TEST FORM***

An Emergency test was conducted on this date \_\_\_\_\_.

Select one:      \_\_\_announced      \_\_\_unannounced

Time of test \_\_\_\_\_ to \_\_\_\_\_

Test description \_\_\_\_\_  
\_\_\_\_\_

Have a sample of students present sign below: \_\_\_\_\_  
\_\_\_\_\_

Evaluation of the drill proceedings and behavioral patterns:

1. Were notifications audible and clear? \_\_\_\_\_
2. Were there problems with the evacuation? \_\_\_\_\_
3. How were persons accounted for? \_\_\_\_\_
4. Were they responsive? \_\_\_\_\_
5. Was staffing adequate to handle the situation? \_\_\_\_\_

6. Were there any injuries? \_\_\_\_\_
7. Were arrangements made with outside agencies to assist?  
\_\_\_\_\_
8. What areas of the Emergency Preparedness Plan implementation need improvement? \_\_\_\_\_
9. What areas of the Emergency Preparedness Plan implementation worked well? \_\_\_\_\_
10. Did the drill meet expectations? - \_\_\_\_\_

Additional comments

\_\_\_\_\_

Completed by: School Official \_\_\_\_\_

Date \_\_\_\_\_ **Reminder: Federal regulations require that this record must be maintained for 7 years.**

**EMERGENCY RESPONSE TEST      ANNUAL EVALUATION FORM**

1. Were Emergency Response Tests performed annually? \_\_\_\_\_
2. Were drill evaluations completed appropriately? \_\_\_\_\_
3. Did evaluations indicate improvements needed? \_\_\_\_\_
4. Were improvements made? \_\_\_\_\_
5. Are emergency response plans provided to all campus officials and faculty? \_\_\_\_\_
6. Are evacuation plans posted in appropriate areas on campus? \_\_\_\_\_
7. Are all exit sign appropriately displayed and visible? \_\_\_\_\_
8. Are emergency notification and timely warning statements provide to the campus community, prospective students and employees, and interested persons? \_\_\_\_\_
9. Are Emergency Response Test procedures deemed appropriate and satisfactory? \_\_\_\_\_

SBS Official \_\_\_\_\_ Date \_\_\_\_\_

**Reminder: Federal regulations require that this record must be maintained for 7 years.**

**SEGUIN BEAUTY SCHOOL**

***Campus Safety and Security Compliance Evaluation      Annual Review***

This form is designed to determine if Seguin Beauty School is meeting the various components of campus safety and security compliance.

**Individual responsible** \_\_\_\_\_ Joe Evans \_\_\_\_\_

**Location where documentation is kept** \_\_\_\_\_ Administrators office \_\_\_\_\_

**Date information was last updated** \_\_\_\_\_

**List of the buildings and properties that the institution owns or controls:**

**102 East Court St, Seguin      214 West San Antonio St, New Braunfels**

**Appropriate geographic categories** including campus property and adjacent public property \_\_\_\_\_

**Campus Crime Statistics from Daily Incident Log Form.**

More than one person trained to maintain the log? \_\_\_\_\_ all Office personnel \_\_\_\_\_

**Allow public access to the log?** \_\_\_\_\_ upon request \_\_\_\_\_

**Statistics From Local Law Enforcement Agencies obtained**

Crime statistics from law enforcement agencies with jurisdiction for your Clery geography? \_\_\_\_\_  
Seguin and New Braunfels Police Departments

**Emergency Response and Evacuation Procedures**

Immediate notification to campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. \_\_\_\_\_

Has written emergency response and evacuation procedures that address the following:

Institutional procedures to use immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus? \_\_\_\_\_

A description of the process the institution will use to—

- a) Confirm that there is a significant emergency or dangerous situation as described above? \_\_\_\_\_

b) Determine the appropriate segment of the campus community to receive a notification?

c) Determine the content of the notification? \_\_\_\_\_

d) Initiate the notification system? \_\_\_\_\_

A statement that the institution 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? \_\_\_\_\_

Person responsible for carrying out the emergency response procedure? Chief/Local Administrators

Procedures for disseminating emergency information to the larger community? YES

Procedures to test the emergency response and evacuation procedures on at least an annual basis? \_\_\_\_\_

Tests that may be announced or unannounced? YES

Publicizing its emergency response and evacuation procedures in conjunction with at least one test per calendar year? YES

Documenting, for each test, a description of the exercise, the date, time and whether it was announced or unannounced? YES

Has institution communicated with local police requesting their cooperation in informing the institution about situations reported to them that may warrant an emergency response?  
\_\_\_\_\_.

### Timely Warnings

Date policy and procedure were last updated 7/31/15

Alerts the campus community regarding any *Clery Act* crime that is reported to campus security authorities or local police agencies and is considered to represent a serious or continuing threat to students and employees YES.

Institution has a written timely warning policy? YES

Institution has an individual or office responsible for issuing timely warnings? ADMINISTRATOR  
Institution has one or more methods of disseminating timely warnings? YES

### Annual Security Report

Location where documentation is kept Chief Administrators office

Date policy and procedure were last updated 2/14/18

Institution publishes and distributes an annual security report by Oct. 1 to all enrolled students and all employees. online/notification by statement

Provides notice, as appropriate, to all prospective students and employees by handbook & statement

The report must contain crime statistics and various policy statements. The statements must accurately reflect how the policies are currently implemented. YES

### Policy statements:

Current campus policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus? 911 or administrator

Does this statement include policies concerning its response to these reports, and does it specifically address the following areas: yes, report to 911 Policies for making timely warning reports to members of the campus community regarding the occurrence of *Clery Act* crimes? yes

Policies for preparing the annual disclosure of crime statistics? yes

A list of titles of each person or organization to whom students and employees should report criminal offenses described in the law for the purpose of making timely warning reports and the annual statistical disclosure. yes

Statement discloses whether the institution has any institutional policies or procedures that allow victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual security report? yes

Current policies concerning:



Security of and access to campus facilities, including campus residences? yes

Security considerations used in the maintenance of campus facilities? yes

Current policies concerning campus law enforcement, including: na

The law enforcement authority of campus security personnel? NA

The working relationship of campus security personnel with state and local law enforcement agencies, including whether the institution has agreements with such agencies, such as written memoranda of understanding, for the investigation of alleged criminal offenses?  
na

Policies which encourage accurate and prompt reporting of all crimes to the appropriate law enforcement agencies? yes

A description of procedures, if any, that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics? NA

A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others? yes.

A description of programs designed to inform students and employees about the prevention of crimes? yes

A policy concerning the monitoring and recording, through local police agencies, of criminal activity in which students engaged at off-campus locations of student organizations officially recognized by the institution, including student organizations with off-campus housing facilities? na

### **Drug and Alcohol:**

Has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees.

Provides the annual distribution to each student and employee:

- a) the 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

YES

- b) a description of the applicable legal sanctions under local, State, or Federal law for the
  - c) unlawful possession or distribution of illicit drugs and alcohol YES
  - d) a description of the health-risks associated with the use of illicit drugs and the abuse of Alcohol YES
  - e) a description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students YES
  - f) 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 YES
- A biennial review by the institution of the institution's program to -

- g) determine the program's effectiveness and implement changes to the program if the changes are needed YES
- h) 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 YES
- i) determine the number and type of sanctions 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 YES
- j) ensure that the sanctions are consistently enforced YES

A policy regarding the possession, use and sale of alcoholic beverages and enforcement of state underage drinking laws? YES

A policy regarding the possession, use and sale of illegal drugs and enforcement of federal and state drug laws? YES

A description of any drug or alcohol abuse education programs as required under Section 120(a) through (d) of HEA. For the purpose of meeting this requirement, an institution may cross-reference the materials it uses to comply with Section 120(a) through (d) of HEA?  
yes

A statement that the institution will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph?. yes

A statement regarding your institution's emergency response and evacuation procedures? YES

A statement regarding your missing student notification procedures? NA No housing

**Institution's campus sexual assault programs** to prevent sex offenses and procedures to follow when a sex offense occurs? Does the statement specifically include the following:

A description of educational programs to promote the awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses? \_\_\_\_\_

Procedures students should follow if a sex offense occurs, including:

Procedures concerning who should be contacted? \_\_\_\_\_

The importance of preserving evidence for the proof of a criminal offense? YES

To whom the alleged offense should be reported? administrator or any institution official

Information on a student's option to notify appropriate law enforcement authorities/local police? \_\_\_\_\_

A statement that institutional personnel *will* assist the student in notifying these authorities, if the student requests the assistance of these personnel? YES

Notification to students of existing on- and off-campus counseling, mental health or other student services for victims of sex offenses? \_\_\_\_\_

Notification to students that the institution will change a victim's academic and living situations after an alleged sex offense, and the options for those changes if those changes are requested by the victim and are reasonably available? yes

Procedures for campus disciplinary action in cases of an alleged sex offense, *including a clear statement that:*

The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding? YES

Accuser and the accused informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense? Compliance with this paragraph does not constitute a violation of the *Family Educational Rights and Privacy Act (FERPA)*. For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused  
yes

Sanctions the institution may impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape or other forcible or non-forcible sex offenses?

yes

Statement provided advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained, such as the law enforcement agency with jurisdiction for the campus or a computer network address?

yes **Crime statistics**

Does your annual security report contain statistics reported by year and geographic location for the following:

**Offenses**

- Murder and non-negligent manslaughter?
- Aggravated assault?
- Negligent manslaughter?
- Burglary?
- Forcible sex offenses?
- Motor vehicle theft?
- Non-forcible sex offenses?
- Arson? .
- Robbery? **Hate**

**crimes**

- Murder and non-negligent manslaughter?
- Arson?
- Forcible sex offenses?
- Larceny-Theft?
- Non-forcible sex offenses?
- Simple assault?
- Robbery?
- Intimidation?
- Aggravated assault?
- Destruction/Damage/Vandalism of property?
- Motor vehicle theft? ....

**Arrests and referrals for disciplinary action**

- Weapons: Carrying, Possessing, Etc.?
- Liquor law violations?
- Drug abuse violations?

**IX. Report to ED via the Web-based Data Collection.**

Office/Individual responsible \_\_\_\_\_ Chief Administrator \_\_\_\_\_ Location where documentation is kept \_\_\_\_\_ Chief Administrators office \_\_\_\_\_

Date policy and procedure were last updated \_\_\_\_\_

Institution is required to submit the crime statistics from the annual security report to ED via an annual Webbased data collection. If one or more on-campus student housing facilities, you must submit the fire statistics from the annual fire safety report as well.

Completed the Web-based data collection? \_\_\_\_\_

1. Does the program meet the federal and or state requirements? \_\_\_
2. Does the program meet the needs of the institution? \_\_\_
3. Has Drug or alcohol related crimes or incidents increased over the last year? \_\_\_

\_\_\_\_\_ Maintain the current program      \_\_\_\_\_ Revise the Annual Security Report Policies

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

**SEGUIN BEAUTY SCHOOL'S ANNUAL SECURITY REPORT** is available at [www.SeguinBeautySchool.net/AnnualSecurityReport](http://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 non-negligent manslaughter), forcible and non-forcible sex offenses, robbery, aggravated assaults, burglary, motor vehicle theft, and arson. 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](mailto:sbs@seguinbeautyschool.net)

I received a copy of Seguin Beauty School's Annual Security Report.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

Classroom Announcements:

In the event of a real emergency, further instructions will be provided. Students should stay in the safe environment until notified.

In the event of a fire, explosion or gas leak, students should exit the building using the nearest safe exit and meet across the street to the right. Remember, right is right. We want to account for everyone one.

In the event of an emergency prior to school opening, the school will notify the local TV stations and or radio stations. If possible, someone will contact you by telephone.

To detour violence on campus, we do not allow student visitors except in the reception and clinic floor areas. If an unexpected visitor stops by, you will be called to the reception area.

SBS has not had any violence or significant emergencies but wants students to be prepared if one should arise.



ACCIDENT / INCIDENT REPORT

INSTRUCTIONS:

- 1. This form should be completed by Institutional Personnel whenever anyone is involved in an incident which could have/did result in personal injury or property loss on the school property.
2. This form is to be dropped in the school safe to be sent to the main campus for the Chief Administrators review.
3. Requests for a copy of the completed form should be directed to the Chief Administrator at 830-372-0935. All requests are subject to approval.

GENERAL INFORMATION

1. Injured Person 2. Sex 3. Age
4. Address
5. Home Telephone 6. Work Telephone 7. Student Client (Circle one)
8. Date and time of accident
9. Exact location of accident
10. Witness Name 11. Phone Number 12. Other Phone Number

INCIDENT OR ACCIDENT

13. How did the incident/accident occur? Describe fully the events; give details on all facts that led to the accident or injury. Identify the individual(s) who may have caused or contributed to the injury.

Blank lines for describing the incident or accident.

14. Apparent nature of injury
15. Part(s) of body injured
16. Describe immediate action taken
17. By Whom
18. Explain any first-aid given
19. By Whom

ADDITIONAL INFORMATION

20. Person completing report 21. Date

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



## STUDENT RIGHT-TO-KNOW

### COMPLETION - PLACEMENT RATES

The completion licensing and placement rates are updated annually on the institutions website at [www.seguinbeautyschool.net](http://www.seguinbeautyschool.net)

### 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](http://seguinbeautyschool.net/Gedt_print.html) and [http://seguinbeautyschool.net/Gedt\\_print2.html](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  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

## **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](http://www.copyright.gov).

## **TEXTBOOK INFORMATION**

Milady Standard Hardcover Textbook ISBN-13: 9781285769417 Retail Price \$165.95  
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

Students may opt out of the way the institution provides for the student to obtain books and supplies under this paragraph

## **CONSTITUTION DAY**

On September 17th of each year, SEGUIN BEAUTY SCHOOL will hold a class 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).

Program Coordinator: Sherrell Evans      Designated Substitute: Jennifer Evans

Person responsible for implementation: Coordinator, Chief Administrator, Assistant Administrator,  
Local Administrator, Faculty & Staff

### **1. Purpose**

This policy outlines Seguin Beauty School's commitment to safeguarding customer information as required by the Federal Trade Commission (FTC) Safeguards Rule (16 CFR Part 314), Gramm-Leach-Bliley (GLB) Act, Family Educational Rights and Privacy Act, Dept of Ed's Higher Education Opportunity Act (HEA) and the. It establishes administrative, technical, and physical security measures to ensure the security, confidentiality and protection of customer data from unauthorized access, misuse, alteration, or destruction. Also, for protection against anticipated threats or hazards to the security and integrity of such records.

### **2. Scope**

This policy applies to all employees, contractors, and third parties who handle customer information in any capacity. It covers data in electronic, paper, and any other format.

### **3. Definitions**

- Customer Information: Any nonpublic personal information obtained in connection with providing financial services including prospective students, students, student parents, employees.
- Service Provider: Any third-party entity that receives, processes, or stores customer information on behalf of the institution.
- Safeguards Rule: The FTC regulation mandating the protection of customer information.
- Personally Identifiable Information (PII): Information that can be used to distinguish or trace an individual's identity, either alone or when combined with other information that is linked or linkable to a specific individual.

### **4. Information Security Program**

Seguin Beauty School maintains a written information security program (WISP) that includes:

#### **4.1. Risk Assessment**

- Regularly identify and assess risks to customer information security, including:
  - Internal and external threats
  - Employee handling of data
  - System vulnerabilities
  - Implement appropriate controls to mitigate risks.

#### **4.2. Access Controls**

- Limit access to customer information to authorized personnel only.
- Use role-based access and multi-factor authentication where applicable.
- Terminate access immediately upon employee departure.

#### **4.3. Encryption & Data Protection**

- Encrypt customer information in transit and at rest.
- Store sensitive data securely with access logging.
- Prohibit sharing customer data via unsecured methods.

#### **4.4. Multi-Layer Security Measures**

- Implement firewalls, anti-malware software, and intrusion detection systems.
- Maintain secure backup systems and disaster recovery plans.
- Regularly test and update security controls.

#### **4.5. Employee Training & Awareness**

- Conduct regular security awareness training for employees.
- Require employees to follow secure handling and disposal practices for customer data.

#### **4.6. Vendor Management**

- Conduct due diligence before engaging third-party service providers.
- Require vendors to implement security measures consistent with 16 CFR Part 314.
- Regularly review vendors' compliance with security requirements.

#### **4.7. Incident Response & Reporting**

- Maintain an Incident Response Plan to address security breaches.
- Require prompt reporting of any suspected or actual data breaches.
- Notify affected customers and regulatory authorities as required by law.

#### **4.8. Periodic Review & Updates**

- Conduct annual reviews and updates to the security program.
- Adjust safeguards based on technological advancements and emerging threats.

### **5. Enforcement & Compliance**

Failure to comply with this policy may result in disciplinary action, up to and including termination. Seguin Beauty School reserves the right to audit compliance and impose penalties for violations.

### **6. Contact Information**

For questions or concerns regarding this policy, contact:

Sherrell Evans

sbs@seguinbeautyschool.net

830-372-0935

This policy ensures compliance with the FTC Safeguards Rule, Family Educational Rights and Privacy Act, Dept of Ed's Higher Education Opportunity Act (HEA) and the Gramm-Leach-Bliley (GLB) Act while reinforcing a culture of security and accountability.

*Title 16, Chapter 1, Subchapter C, Part 314 of the Code of Federal Regulations (CFR) pertains to the Standards for Safeguarding Customer Information under the Gramm-Leach-Bliley Act (GLBA). This regulation establishes data security requirements for financial institutions to protect customer information.*

## **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 vaults and storage to protect the institution's files from being compromised or accessed by unauthorized users. Records only accessed by authorized users. The institution utilizes New Leaf to assure the institution will always have access to all the documents uploaded to New Leaf.

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.

## **RECORDS MAINTENANCE**

Student records are maintained for a minimum of 3 years after the end of the award year.

## 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 student's school expenses. The information the student fills in on the students aid application such as taxable and non-taxable income, saving, net worth of a home is considered in determining the student's family's financial strength.

Financial aid transcript – a summary of all federal aid the student has received. If the student has 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 student's financial situation to determine how much aid is needed to meet postsecondary educational expenses. This analysis involves both an evaluation of school costs and total resources available to the student.

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 gets a student loan. It lists the conditions under which the student is 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 is 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 student's application for federal student aid. The SAR is generated four to six weeks after the student send in the student's 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 spouse's earnings for married students.

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

PLEASE VISIT OR CALL THE SCHOOL MAIN CAMPUS OFFICE TO REQUEST UPDATED DOCUMENTS AND POLICIES.