



### **Federal Consumer Information**

The following is a compilation of Student Consumer Information regarding institutional information and financial assistance. This Student Consumer Information document contains the following information which is important to students as it pertains to their Financial Aid.

- Student Financial Aid
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- Applying for FAFSA
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- Terms and conditions as it pertains to Federal Loans
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- Emergency Evacuation
- Family Educational Rights and Privacy Act (FERPA)
- Prevention Scholarship / Financial Aid Fraud

For any additional questions, please contact the Administration Office at 559-637-0503.



## **Student Financial Aid**

Princess Institute of Beauty understands that in many instances, individuals and their families are not able to meet the entire cost of education. Our Financial Aid Office will assist students with the process of applying for federal student financial aid. If a student or parent has a question, they should not hesitate to contact the Administration Office at 559-637-0503.

## **Student Rights and Responsibilities when Receiving Federal Financial Aid**

As a student, you have the right to know:

- The organizations and agencies which accredit and authorize Princess Institute of Beauty to operate.
- About the programs, the faculty, and the physical facilities at the school.
- The cost of attending Princess Institute of Beauty.
- Princess Institute of Beauty policy on refunds for students who drop prior to completion of a program.
- About the financial assistance available from deferral, state, local, private, and institutional financial aid programs.
- The procedures and deadlines for submitting applications for each available financial aid program.
- The criteria used to select financial aid recipients.
- How financial need is determined.
- The amount of financial need that has been or will be met.
- The type and amount of assistance in your financial aid package.
- You have the right to ask that your financial aid package be reconsidered if you believe it to be in error or if financial circumstances have changed.
- How and when the federal financial aid funds will be paid to your account.
- Princess Institute of Beauty's Satisfactory Academic Progress (SAP) policy and how the policy affects your eligibility for financial aid.
- How and when the school determined SAP; whether you are making SAP; What happens if you fail to maintain SAP?
- The special facilities and services available to disabled students.

If you are applying for Federal Student Aid, as a student, it is your responsibility to:

- Complete your Free Application for Federal Student Aid (FAFSA) accurately and submit it on time. Errors can delay and in some cases, prevent you from receiving aid.
- If you have previously completed a FAFSA for the award year, submit a valid Student Aid Report to Princess Institute of Beauty.
- Provide all supporting documentation, corrections, and/or new information upon the request of the Financial Aid Office.
- Notify Princess Institute of Beauty of any information that has changed since you applied.



- Accept/Decline subsequent disbursements of loan funds.
- Read and understand all forms you are asked to sign.
- Ensuring you are aware that you must start making monthly repayments on your student loan after your grace period ends, unless you have deferment or forbearance. When you sign your master promissory note (MPN), you are agreeing to repay your loan.
- Attend a exit interview at the time you leave the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- Notify the school of an changes in your name, address, phone number or attendance status. If you have any of these changes, you are responsible to notify your lender of these changes.
- Understand Princess Institute of Beauty Refund Policy
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the pre-enrollment package & enrollment agreement.
- Understand that you may be responsible and have liability for portions of the Title IV funds return by the institution on your behalf
- Understand that there could be liabilities when error are made as a result of inconsistent information provided by the student that results in funds being awarded that a student was not eligible for that were advanced to you or credited to your school account.

## **Federal Financial Aid Grants**

### **Federal Pell Grant**

The Pell Grant is gift assistance which does not have to be repaid. Pell is awarded to students who have a financial need as determined by the U.S. Department of Education standards. Annually, the U.S. Department of Education determines student eligibility for this grant. For the 2022-23 award year, the maximum grant is \$6,895. For 2023-24 award year, the maximum grant is \$7,395.00.

### **Application for Loan**

To receive a Stafford Direct loan, a student must complete the Free Application for Federal Student Aid (FAFSA) and a Master Promissory Note (MPN).

The MPN contain identifying information including name, permanent address, a date of birth, social security number, driver's license number and two personal non-student adult references with the US addresses. The borrower must read, sign and date the MPN.

If the student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund and if the student receives a federal student financial aid funds the student is entitled to a refund of the money not paid from federal financial aid funds.

A student may only borrow as much as you need to help cover your school expenses (direct and in-direct)

### **Contact Information:**

US Department of Education



Direct Loan Servicing center  
P.O. Box 4609  
Utica, NY 13504-4609  
1-800-848-0979  
www.dl.ed.gov

## **Loans**

### **Formula for determining the amount of loans:**

**Cost of Attendance – EFC – Estimated Financial Assistance = Need for Subsidized Stafford Loan**

### **Subsidized Federal Stafford Loan**

The Subsidized Federal Stafford Loan program provides low interest loans through the U.S. Department of Education's Direct Loan Program. The maximum annual loan amount for the first academic year is \$3,500, less origination and other fees (if applicable). The federal government pays the interest for you during in-school, in-grace, and deferment periods. Interest does not accrue until the student enters repayment six months after leaving school. The minimum repayment amount is \$50 per month; however, Subsidized Federal Stafford Loans provide many flexible repayment plans as outlined in the loan counseling materials. Payments are based on the repayment plan selected by the student. For loans first disbursed on or after 7/1/2021, the interest rate is fixed at a rate as low as 3.73%. Borrowers with other outstanding loans may be eligible to consolidate eligible loans into one consolidated payment. Please refer to your Loan Entrance Counseling package for additional information.

### **Unsubsidized Federal Stafford Loan**

If you do not qualify for a full or partial Subsidized Stafford Loan based on your financial need, you may qualify for an Unsubsidized Stafford Loan. The federal government does not pay the interest on unsubsidized loans while you are in school or have loans in a deferred status. Student loan borrowers are eligible for all interest that accrues on the loan while enrolled, during your grace period, and any deferment periods. You may elect to make interest payments while in school to avoid the capitalization of interest and lower the overall repayment debt. Loan repayment begins six months after leaving school. Independent students can borrow up to \$9,500 (Subsidized and Unsubsidized combined) for the first academic year. Dependent students can borrow up to \$5,500 (Subsidized and Unsubsidized combined) for the first academic year. For loans first disbursed on or after 7/1/2021, the interest rate is fixed at 3.73%. Please review your Loan Entrance Interview package for additional information regarding your loans.

### **Parent PLUS Federal Loan**

The Federal PLUS loan is available to parents who wish to apply for additional assistance for their dependent child's education. The PLUS loans are made through banks, savings and loans, and other lending institutions. The amount of the PLUS loan cannot exceed the student's cost of attendance less other student aid awarded. The interest rate varies and is adjusted each year, not to exceed 9% and begins to accumulate on the date of the first disbursement. PLUS loans through the Federal Family Education Loan Program first disbursed on or after 7/1/2021 will have a fixed interest rate of 6.28%. The first payment will be due within 60 days after the final loan disbursement. Payments will include both principal and the interest that accumulates.



### **Applying for Federal Student Financial Aid**

Each student interested in receiving financial assistance must submit the “Free Application for Federal Student Aid” (FAFSA) or provide a copy of the Student Aid Report (SAR) if the FAFSA was previously completed within the award year. The Financial Aid Office will utilize the results of the FAFSA to estimate and determine the student’s financial aid eligibility. A student may be chosen to participate in a verification process of the information submitted on the FAFSA by the U.S. Department of Education. A student may be selected by the U.S. Department of Education’s Central Processing System (CPS) following procedures established by federal regulation. If, during the application process, the file is selected for “verification” by the U.S. Department of Education, the student and their family must submit all documents required to validate the information listed on the FAFSA application.

Most Federal Financial Aid is awarded on the basis of financial need. Need is the difference between your cost of education (i.e. tuition, books, supplies and other expenses) and the amount you and your family are expected to contribute toward your education.

A standard formula is used for all applicants to determine this amount, which is called the Expected Family Contribution (EFC). If there is anything left over after subtracting the EFC from your cost of education you are then considered to have financial need.

**Students should refer to [www.studentaid.ed.gov](http://www.studentaid.ed.gov) website, which is sponsored by the U.S. Department of Education, for more detailed information.**

### **Verification Policy**

Verification is a process which requires an institution to confirm the accuracy of certain information used to determine a student's eligibility for federal student assistance. A student's file may be selected for verification by either the school or by the U.S. Department of Education. If a student's file has been selected for review under the verification process, depending upon the reason the file was selected, some or all of the following information may be requested from the student: A completed Verification Worksheet, signed by the student, spouse or parent when applicable.



2021–2022 Verification Tracking Groups  
FAFSA Information Required to be Verified

Verification Tracking Flag	Verification Tracking Group Name	FAFSA Information Required to be Verified
V1	Standard Verification Group	<p><u>Tax Filers</u></p> <ul style="list-style-type: none"> <li>Adjusted Gross Income</li> <li>U.S. Income Tax Paid</li> <li>Untaxed Portions of IRA Distributions and Pensions</li> <li>IRA Deductions and Payments</li> <li>Tax Exempt Interest Income</li> <li>Education Tax Credits</li> </ul> <p><u>Nontax Filers</u></p> <ul style="list-style-type: none"> <li>Income Earned from Work</li> </ul> <p><u>Tax Filers and NonTax Filers</u></p> <ul style="list-style-type: none"> <li>Number of Household Members</li> <li>Number in College</li> </ul>
V2	Reserved	N/A
V3	Reserved	N/A
V4	Custom Verification Group	<ul style="list-style-type: none"> <li>High School Completion Status</li> <li>Identity/Statement of Educational Purpose</li> </ul>
V5	Aggregate Verification Group	<p><u>Tax Filers</u></p> <ul style="list-style-type: none"> <li>Adjusted Gross Income</li> <li>U.S. Income Tax Paid</li> <li>Untaxed Portions of IRA Distributions and Pensions</li> <li>IRA Deductions and Payments</li> <li>Tax Exempt Interest Income</li> <li>Education Tax Credits</li> </ul> <p><u>Nontax Filers</u></p>



		<ul style="list-style-type: none"> <li>Income Earned from Work</li> </ul> <u>Tax Filers and NonTax Filers</u> <ul style="list-style-type: none"> <li>Number of Household Members</li> <li>Number in College</li> <li>High School Completion Status</li> <li>Identity/Statement of Educational Purpose</li> </ul>
V6	Reserved	N/A

A copy of an IRS Tax Return Transcript from the U.S. Internal Revenue Service will be required unless the student (and parents where applicable) have properly used the IRS Data Retrieval Tool to import tax information into the student's FAFSA record. A Tax Return Transcript will serve to confirm the accuracy of income and other tax related amounts that the student reported on his/her FAFSA application if the IRS/DRT has not been used. Other documentation may be requested by the institution to verify the accuracy of your application.

Failure to complete the verification requirements on a timely basis may result in forfeiture of any federal aid awarded during the award year.

**Federal Aid**

Federal Aid is distributed to students who complete the Free Application for Federal Student Aid (FAFSA) and meet the eligibility criteria as further described within the application instructions. Students should visit [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) or the Financial Aid Office for an application.

**Scholarships**

Colleges may offer various types of scholarships to students enrolled in specific programs of study, having met specific academic standards, etc. The number of scholarship recipients varies from year to year depending on the funding available and the number of eligible applicants. For additional information on available scholarships, students are encouraged to visit/contact the Financial Aid Office.

Students are also encouraged to visit their library or research on the Internet as a source for additional scholarship programs.



## **PROFESSIONAL JUDGEMENT:**

The Higher Education Act allows student financial aid administrators to address special/unusual circumstances utilizing professional judgment. If you or your family's financial situation has significantly changed from 2021 (the tax year used on your 2023-2024 aid application), you may request a re-evaluation of your aid eligibility using more current information. The change may result in a revision of your Expected Family Contribution (EFC), which in some cases may increase your financial aid eligibility. Unfortunately, we cannot guarantee that each review will produce a specific, desired outcome.

### **Submission Deadline:**

- 30 days from the receipt of original FAFSA.

### **To initiate a Professional Judgement (PJ) Appeal:**

- The student will need to call the office to request an appointment with the Financial Aid Administrator.
- After the appointment, if the circumstances appear to warrant an adjustment, the student will be contacted directly.

### **What is needed:**

To submit an appeal, you will need to provide:

- Detailed statement describing your special circumstances.
- Documentation supporting your circumstances. Submitting as much detailed documentation as possible reduces the need for additional follow-up.

**NOTE:** If you were selected for verification, those documents must be submitted, and the verification process completed before a PJ appeal can be processed.

Any professional judgement decisions made by Princess Institute of Beauty staff members are final and cannot be appealed to the U.S. Department of Education (ED).

### ***Changes in circumstance which could qualify for review, but are not limited to:***

- Recent Layoff/Unemployment from student, spouse or contributing parent.
- Changes to family income, assets, etc.
- Dislocated Worker
- Housing change due to homelessness
- Divorce/Separation
- Medical and dental bills are not covered by insurance.
- Change in the number of family members in the household whom you or your parents provide more than 50% support.
- Parental abandonment, incarceration, etc.

***Please note that if it is determined that granting a professional judgement request will not make a change or will negatively impact the student it will be denied, and no changes will be made.***





### **Distribution and Disbursement of Federal Financial Aid**

Financial aid is awarded based on an academic year. The disbursement of aid varies by the type of assistance.

Financial Aid and Title IV funds will be disbursed at Payment Period 1, 2 and 3. Students must meet these clock hour requirements in order to be eligible for Title IV funding disbursement. Each student will be evaluated on an individual basis to determine eligibility based on total hours and weeks completed during the payment / evaluation period.

### **Statement Regarding Credit Balances**

A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student for the payment period. Credit balances are paid within 14 business days from the day the credit balance was generated in the form of a check. It is the student's responsibility to budget their own funds and for securing that the funds are used for education related expenses. Federal Student Aid regulations refer to the amount of aid that exceeds the allowable charges as a credit balance.

### **Terms and Conditions as it Pertains to Federal Loans**

The Federal Loan programs provide funds to students to assist them in meeting their educational expenses. To qualify for Federal Loan program funds, the student must meet the eligibility requirements for Federal Student Aid as well as the loan program specific terms and conditions specified below:

#### Direct Loan (DL)

- Student must be enrolled full time during the period of enrollment to retain their eligibility for DL program funds.
- A student who is borrowing a loan for the first time is required to participate in Loan Entrance Counseling prior to the first disbursement of the loan. The first disbursement of a loan cannot be made earlier than thirty (30) days after the start of the term or period of enrollment.
- A student borrower who is in default on an FSA loan is not eligible for additional DL loan funds unless eligibility is regained.

### **Loan Management**

Each first -time student borrower is required to attend/complete a Loan Entrance Interview conducted individually, in a group, or online. The interview will include an explanation of the use of a Master Promissory Note (MPN), the importance of the repayment obligation, a description of the consequences of default, sample repayment schedules, information in reference to borrower's rights and responsibilities, as well as other terms and conditions.

Upcoming graduates and students who officially withdraw will be required to complete/attend the exit counseling session. Students who leave school without attending an exit counseling session will receive an exit counseling package sent by Princess Institute of Beauty. Exit counseling addresses topics such as



the requirement to repay the loan, repayment plans, updating contact and demographic information, and the consequences of default.

### **Loan Repayment Obligation and Repayment Options**

Students who receive federal student loans sign a Master Promissory Note (MPN) which states the student is obligated to repay the student loan funds regardless of the student's graduation, withdrawal from school, or the student's inability to obtain employment.

The student loan program offers students may different repayment options. Students are responsible for selecting the appropriate payment plan to suit their needs. The Financial Aid Office is available to review the different repayment options.

If at any time a student becomes delinquent on a loan, it is the student's responsibility to contact Princess Institute of Beauty or lender to determine what options are available to the student.

### **Financial Aid Loan Entrance Counseling**

The following information will be included in the Loan Entrance Counseling, which will be presented to a first time student borrower prior to the first disbursement of loan funds.

- Explanation and use of the Master Promissory Note (MPN)
- Effect of accepting the loan on eligibility for other aid
- Seriousness and importance of the repayment obligation
- Option of the borrower to pay interest on Unsubsidized Stafford Loans while in school
- Interest accrual process and interest capitalization when a borrower elects not to pay interest or if the interest is not paid by the U.S. Department of Education
- Definition of full-time enrollment
- Consequences of not maintaining full-time enrollment
- Importance of contacting the Financial Aid Office if the student plans to withdraw before completing the academic program to allow Princess Institute of Beauty to provide exit counseling to the borrower
- Obligation to repay the loans even if: the borrower does not complete the program or does not complete the program within the regular time for completion, is unable to find employment, or is dissatisfied with Princess Institute of Beauty/program.
- The importance of repayment and the consequences of default, including adverse credit reports, federal offset, and other federal delinquent debt collection procedures and litigation
- Sample monthly repayment amounts based on a range of levels of indebtedness or the average cumulative indebtedness of other loan borrows within the same academic program as the borrower
- Information regarding the National Student Loan Data System (NSLDS) and how a borrower can access and monitor his or her loan records
- Name and contact information of the person the student may contact with questions regarding rights and responsibilities or loan terms and conditions

### **Loan Exit Counseling**



Students are required to attend a Financial Aid Loan Exit Counseling session prior to graduating. Students who seek to withdraw from Princess Institute of Beauty should see the Financial Aid Office to obtain exit counseling. Several topics presented at the entrance counseling session are again presented at the exit counseling. Exit counseling is required for all graduated, withdrawn, or dismissed students prior to exiting the institution. If a student leaves Princess Institute of Beauty or chooses to postpone their education, the student should meet with the Financial Aid Office to understand the financial impact of this decision and attend loan exit counseling.

Exit counseling includes the following information:

- Explanation of all repayment plans available
- Comparative analysis of the features of each type of repayment plan, including average projected monthly payments and the difference in interest and total payments
- Explanation of the terms and conditions to obtain full or partial loan forgiveness or discharge
- Explanation of the terms and conditions the borrower may obtain a deferment or forbearance
- Debt management strategies to assist the student in successful loan repayment
- Information regarding the average anticipated monthly repayment amount based on the student loan borrower's actual indebtedness or the average indebtedness of student borrowers in the same academic program receiving the same types of loans
- A review of the use of the Master Promissory Note (MPN) and the student's obligation to repay the loan
- Explanation of the student's responsibility to repay the loan even if the student did not complete the program, did not complete the program within the regular completion time for that program, is unable to obtain employment, or is dissatisfied with the education received
- Explanation regarding the consequences of default, including adverse credit reports, federal offset, other federal delinquent debt collection procedures and litigation under federal law
- Effects of loan consolidation, including the effect on total interest and fees to be paid, length of the repayment term, effect on borrower benefits on underlying loans (grace periods, deferment, loan forgiveness, and loan discharge), option to prepay or change repayment plans, and how borrower benefits may differ between lenders
- Explanation of the tax benefits available to the student
- Information concerning the National Student Loan Data System (NSLDS) and how the student can utilize NSLDS to access his or her records

In addition, the Financial Aid Office will collect the following information as part of the exit counseling and provide the information to the Secretary of Education within sixty (60) days of receipt:

- Name
- Address
- Social Security Number
- References
- Driver's License Number and State
- Expected Permanent Address
- Name and address of next-of-kin



- Name and address of the student's employer or expected employer

### **Loan Deferments**

Students should visit the Financial Aid Office for the terms and conditions under which students receiving federal education loans may obtain a deferment for repaying student loan debt.

The following list of deferments are available to students who have federal student loans.

1. **Action Program Deferments:** Borrowers may postpone payments with this deferment type while serving full-time in the Action Programs for at least one year
2. **Armed Forces Deferment:** May be used to postpone payments for a borrower serving in the military on active duty status
3. **Dependent Student Enrolled at least Half-time Deferment:** Borrowers may postpone payments on a PLUS loan when the dependent student for whose education the loan was disbursed is enrolled at least half-time at an eligible school
4. **Dependent Student Enrolled Full-time Deferment:** Borrowers may postpone payments on PLUS loan when the dependent student for whose education the loan was disbursed is enrolled full-time at an eligible school
5. **Dependent Student in a Full-Time Rehabilitation Training Program Deferment:** Borrowers may postpone payments on a PLUS loan when the dependent student for whose education the loan was disbursed is engaged in a full-time rehabilitation training program
6. **Economic Hardship Deferment** This deferment postpones payments for a borrower during times of financial difficulty where the borrower receives public assistance, serves in the Peace Corps, receives the deferment on a Direct or Perkins loan, or meets specific income criteria.
7. **Full-time Student Deferment** Any borrower who is certified by an eligible school as enrolled on a full-time basis may receive this deferment.
8. **Graduate Fellowship Deferment** This deferment type postpones payments for borrowers engaged in a full-time course of study in a Graduate Fellowship program.
9. **Internship/Residency Deferment** This deferment type postpones payments for a borrower engaged in an Internship/Residency program.
10. **Less than Full-time but at Least Half-time Student** In order to qualify for this deferment, an eligible school must certify that the borrower is enrolled at least half-time.
11. **National Oceanic and Atmospheric Administration (NOAA) Deferment** Borrowers serving in the National Oceanic and Atmospheric Administration (NOAA) on active duty status may use this deferment type to postpone payments.
12. **Parental Leave Deferment** This deferment type may postpone payments for a pregnant borrower or one caring for a newborn child or a newly adopted child.
13. **Peace Corps Deferment** Borrowers may postpone payments with this deferment type while serving in the Peace Corps for at least one year.
14. **Public Health Service Deferment** This deferment type postpones payments for borrowers serving full-time as an officer in the Commissioned Corps of the Public Health Service.
15. **Rehabilitation Training Deferment** This deferment type is available for borrowers engaged in a full-time rehabilitation training program.



16. **Tax-exempt Organization Deferment** This deferment type may postpone payments for full-time paid volunteers in a tax-exempt organization.
17. **Teacher Shortage Area Deferment** This deferment type is available to borrowers when teaching in a designated teacher shortage area.
18. **Temporary Total Disability Deferment** This deferment type may postpone payments for a borrower with a condition that prevents them from working or going to school, or who is caring for a disabled person.
19. **Unemployment Deferment** This deferment type postpones payments for borrowers who are seeking full-time employment through registry with an employment agency or are receiving unemployment benefits.
20. **Working Mother Deferment** This deferment type may postpone payments for mothers who recently re-entered the workforce.

The student will be informed of the availability of loan information on NSLDS and the availability of the FSA Ombudsman's Office. The borrower's loan history can be reviewed on NSLDS; a PIN is required for access. Student's without internet access can identify their loan holder by calling 1-800-4-fed-aid. The borrower will be made aware that the information on the NSLDS site is updated by lenders and guarantors and may not be as current as the latest information from the loan holder. The Ombudsman's office is a resource for borrowers when other approaches to resolving student loan problems have failed.

### **National Student Loan Data System**

National Student Loan Data System (NSLDS) is the U.S. Department of Education's (ED's) central database for student aid. Student financial aid information is submitted to the NSLDS. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, the Pell Grant program, and other ED programs. NSLDS Student Access provides centralized, integrated view of Federal Student Aid Loans and grants so that recipients of funds from these programs can access and inquire about the Federal Student Aid loans and/or Grant data. Once the data is reported to NSLDS, this site and all information contained within is accessible to Financial Aid Administrators, Guarantee Agencies, and Students. All users must sign-in and be an authorized user. Unauthorized use of this site is strictly prohibited.

To access the website, visit [www.nsls.ed.gov](http://www.nsls.ed.gov).

### **Consumer Information from the U.S. Department of Education (ED)**

The U.S. Department of Education has various websites available to students and financial aid staff which provide information regarding the regulations, requirements, and application for Federal Student Aid. There is no user fee for using ED Financial Aid sites.

- U.S. Department of Education: [www.ed.gov](http://www.ed.gov)
- Applying for Federal Student Aid: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Information for Students: [www.studentaid.ed.gov](http://www.studentaid.ed.gov), and [www.college.gov](http://www.college.gov)
- Information for Financial Aid Professionals and Schools:



- [www.ifap.ed.gov](http://www.ifap.ed.gov)

### **General Information About the School**

#### Satisfactory Academic Progress

Students are required to maintain Satisfactory Academic Progress while enrolled at the campus. The Satisfactory Academic Progress Policy and information can be found in the school catalog.

#### **Transfer of Credit Policy**

Students should refer to the school catalog for information regarding the transferability of academic credits.

### **Institutional Refund Policy**

The institutional refund policy for students who have completed 60 percent or less of the course of instruction, and who have not cancelled as explained above, shall be a pro-rata refund.

You are obligated to pay only for educational services received and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid.

Any student who notifies the Princess Institute of Beauty of cancellation or program withdrawal in writing has the right to cancel this enrollment agreement and obtain a refund of charges paid through attendance at the first-class session or the seventh day after enrollment, whichever is later; less any non-refundable fees identified on the Schedule of Fees (Page 17).

Students who have completed 60% or less of a course are entitled to a refund based on the refund formula below. After 60% of the course has been completed, course fees are non-refundable.

All students must provide written notification of withdrawal, cancellation or request for refund.

Refunds must be requested in writing to the **Princess Institute of Beauty, Attention: Director, at 1605 East Manning Avenue, Reedley, CA 93654**, and the refund will be calculated upon the receipt date or upon withdrawal of the student by the school as referenced above.

Any refund to a student will be refunded minus the non-refundable Application Fee of \$25.00 Registration fee of \$75.00 within 45 days of notification in writing or constructive withdrawal made by the school.

All course fees are due 14 days (two weeks) prior to the first day of the course commencement unless course tuition is paid as part of a payment plan.

**Course Cancellation:** If a course is cancelled subsequent to a student's enrollment and before instruction has begun, the school will provide a full refund to student for all money paid.

**School Closure:** If the school closes subsequent to a student's enrollment and before instruction has begun, the school will provide a full refund to student for all money paid



If a student withdraws or is terminated by the institution after the seventh day after signing the enrollment agreement or on the first day of attendance, whichever comes later, the following refund policy will be followed:

1. Divide total scheduled hours through the last day of physical attendance by the number of hours in the program.
2. If the quotient in line (1) is <60%, multiply this number by total tuition charges for the course. If the quotient from (1) is  $\geq$  60%, charges are total tuition for the course
3. The total from line (2) is the charges for the hours scheduled
4. The amount owed by the student for the purposes of calculating a refund derived by taking the total from line (3), adding the \$25 Application, \$75.00 Registration Fee and any charges for supplies received and STRF Fees.
5. The refund shall be any amount in excess of the figure derived in (4) that was paid by the student
6. after adjustments for return to title IV have been made (if applicable)

**Hypothetical Refund Example (accordance to the state prorate policy:**

**Assume that a student, upon enrollment in a 1600 hour course, pays \$8000.00 for tuition, \$100 for Application/Registration and \$838.50 documented cost to the school for equipment as specified in the enrollment agreement and has attempted 600 hours at the time of withdrawal. The prorate refund to the student would be \$5,000.00 based on the calculation below.**

<b>Tuition Cost</b>	<b>Hourly cost of Tuition</b>	<b>Paid for Instruction</b>	<b>Earned Tuition</b>	<b>Refund Calculation for Tuition</b>	<b>Final Refund Calculation</b>
\$8000.00	\$8000/1600 =\$5.00	1600 x \$5.00 = \$8000.00	600 x \$5.00 =\$3000.00	\$8000.00- \$3000.00 =\$5000.00	Total Costs \$8938.50 Application Fee (25.00) Registration Fee (75.00) Books/ Supplies (838.50) STRF (0.00) Tuition \$8,000.00 Earned Tuition <u>(\$3,000.00)</u> <b>Total Refund \$5,000.00</b>

\*If the student returns the equipment, in good condition within 30 days following his/her withdrawal, the school would refund the charge for the equipment returned and paid by the student.

\*This institution calculates refunds according to the State Accrediting Agency requirements. The calculation that results most favorable to the student is the one selected on the final calculation.

**FEDERAL OR STATE LOANS:**

If a student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid programs funds. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:



1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.
- 3.

#### **OFFICIAL AND UNOFFICIAL WITHDRAW**

You have the right to withdraw from a course of instruction at any time. A notice of withdrawal must be made in writing to the address of the school shown on the first page of this Agreement. When a student officially withdraws from the course, any refund of tuition will be governed by the following policy calculated from the first official day of classes. Only non-refundable fees will be assessed or deducted from the amount to be refunded to the student. There will, however, be no refund for late payment of fees.

Please be advised that a constructive withdrawal of a student may also be made by the school. Such a withdrawal will be determined to have occurred, if in the estimation of the school and instructor, and in the absence of an approved leave of absence or other short-term absence, the student fails to participate in course assignments or other instruction for a period of fourteen (14) consecutive school days.

If a student wishes to withdraw from the institution or a course of instruction, the student must contact the Princess Institute of Beauty, attention: Director, at 1605 East Manning Avenue, Reedley, CA 93654. Refunds will be processed by the Princess Institute of Beauty when a student has resolved all financial obligations against their school debts, and their student account reflects a credit balance. Refunds are processed within forty-five (45) days after the student's account reflects a credit balance.

You have the right to withdraw from school at any time. If you withdraw from the course after the cancellation period described above, the school will remit a refund less a registration/ application fee of \$100.00 within forty-five (45) days following your withdrawal. You are obligated to pay only for the educational services rendered and unreturned equipment. If you obtain materials or books, as specified on the front of this agreement, and return it in new condition within thirty (30) days following your withdrawal, the school will refund the amount paid by you for your equipment. The amount owed equals the hourly charge for the program multiplied by the number of hours of instruction for which the student was scheduled to attend prior to withdrawal. If the amount you have paid is more than the amount you owe, then a refund will be made within forty-five (45) days of your withdrawal date. If the amount that you owe is more than the amount you paid, then you will have to make arrangements to pay the difference.

**ENROLLMENT: Is defined as scheduled hours of attendance, that portion of the course scheduled to be completed between the actual starting date and the date of the student's last day of physical attendance at the school**

#### **RETURN OF TITLE IV FUNDS POLICY**

**Determination of Withdrawal Date from the Institute**





- Students who give official notice to the institute, in writing or orally, the determination of withdrawal date is the date the school received the notice.
- Students who are absent without contact for four-teen (14) consecutive school days will be withdrawn. The determination date is the 14th day from the last date of attendance (LDA).

#### **Title IV refund purposes:**

- For students who give official notice to the institute, in writing, the determination date is the date the school received the notice.
- For students who do not officially withdraw from the institute, the determination date is the date the school determines the student is withdrawn. For all students, the withdrawn date is the last day of attendance (LDA).

#### **Calculation of the Amount of Title IV Earned by the Student**

The amount of Title IV grant or loan assistance that is earned by the student is calculated by determining the percentage of Title IV grant or loan assistance that has been earned by the student. This percentage is applied to the total amount of Title IV grant or loan assistance that was disbursed (and that could have been disbursed) to the student, or on the student's behalf, for the payment period. Any funds that could have been disbursed will be identified by type and amount of Title IV funds that may make up a post-withdrawal disbursement. If the student is owed a post-withdrawal disbursement of grant funds, those funds will be applied to the student's account. If the student is owed a post-withdrawal disbursement of loan funds and outstanding charges exist on the student's account, the student (or parent if PLUS) will be contacted within 30 days with options. For all students, the percentage of Title IV grant or loan assistance that has been earned by the student is based on the last day of attendance; if this date occurs on or before completion of 60 percent of the payment period. If the student's withdrawal date occurs after completion more than 60 percent of the payment period, 100 percent will be earned. The unearned amount of Title IV assistance to be returned is calculated by subtracting the amount of Title IV assistance earned by the student from the amount of Title IV aid that was disbursed to the student as of the date of the institution's determination that the student withdrew. Return of Unearned Aid, Responsibility of the Institute – The Institute must return, in the Order of Return of Title IV Funds, the lesser of:

- The total amount of unearned Title IV assistance to be returned as calculated; or
- An amount equal to the total institution charges incurred by the student for the payment period multiplied by the percentage of Title IV grant or loan assistance that has not been earned by the student. "Institutional charges" are tuition, books, fees, room and board (if the student contracts with the Institute for the room and board) and other educationally-related expenses assessed by the Institute.

#### **Return of Unearned Aid, Responsibility of the Student**

After the institute has allocated the unearned funds for which it is responsible, the student must return assistance for which the student is responsible. The amount of assistance that the student is responsible for returning is calculated by subtracting the amount of unearned aid that the institute is required to return



from the total amount of unearned Title IV assistance to be returned. The student (or parent in the case of funds due to a PLUS loan) must return or repay, as appropriate, to:

Any Title IV loan program in accordance with the terms of the loan; and

Any Title IV grant program as an overpayment of the grant; however, a student is not required to return 50 percent of the grant assistance that was disbursed (or could have been disbursed) for the payment period. A student who owes an overpayment on a Title IV grant remains eligible for Title IV, HEA program funds through and beyond the earlier of 45 days from the date the Institute sends a notification to the student of the overpayment, or 45 days from the date the Institute was required to notify the student of the overpayment if, during those 45 days the student:

1. Repays the overpayment in full to the Institute; or
2. Enters into a repayment agreement with the Institute in accordance with repayment arrangements satisfactory to the Institute; or
3. Signs a repayment agreement through Department of Education, which will include terms that permit a student to repay the overpayment while maintaining his or her eligibility for Title IV, HEA program funds. Within 30 days of the date of the Institute's determination that the student withdrew, a school must send a notice to any student who owes a Title IV, HEA grant overpayment because of the student's withdrawal from the Institute. A student who owes an overpayment is ineligible for Title IV, HEA program funds:

If the student does not meet the requirements on the day following the 45-day period; or

As of the date the student fails to meet the terms of the repayment agreement with the school or the Secretary entered in accordance of this section. A student who is ineligible regains eligibility if the student and the Department of Education enter into a repayment agreement.

### **Order of Return to Title IV and other Earned and Unearned Funds**

Funds returned by the institute or the student, as appropriate, in accordance with the institute's Refund Policy, will be credited to outstanding balances for the payment period or period of enrollment for which a return of funds is required or requested in the following order:

- Unsubsidized Federal Direct Loan
- Subsidized Federal Direct Loan
- Federal Parent (PLUS) Loan
- Federal Pell Grant
- Federal Supplemental Opportunity Grant
- Other State assistance
- Private and institutional aid
- Payments made by the student

The institute will return the amount of Title IV funds for which it is responsible as soon as possible but no later than 45 days after the date of the institute's determination that the student withdrew. The institute



will determine the withdrawal date for a student who withdraws during a session without providing notification to the institute no later than 14 days of non-attendance.

### **Entities that Accredit, License, or Approve the Institution**

Students should refer to the school catalog for institution specific information regarding entities that accredit, license, or approve the institution. Contact information for each of these entities is available in the school catalog. Princess Institute of Beauty will make available upon request a copy of the school's accreditation, licensure, and/or approval. To request a copy, students should submit a request in writing to the Director and/ or Administration Office.

### **Services for Disabled Students**

Students should refer to the school catalog for information on services available to disabled students attending the institution.

### **Costs of Attending the Institution**

A student should refer to the catalog for more detailed information regarding the schedule of fees when attending the institution.

### **Programs of Study Offered at the Institution**

Students should refer to the school catalog for institution specific information regarding programs of study offered at the institution.

Princess Institute of Beauty has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequences of courses in programs, or location in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements.

Princess Institute of Beauty is required to make changes in programs or policies when ongoing federal, state, or accrediting changes affect students currently in attendance.

### **School Facilities Associated with Academic Programs**

Students should refer to the school catalog for institution specific information regarding school facilities.

### **Student Disclosures and Student Right-To-Know Act**

Federal regulations and the Student Right-to-Know Act require institutions participating in Federal Student Aid to provide additional disclosures to students. The disclosures are appended to this Student Consumer Information form and include:

- Completion / Graduation Rates
- Licensure Rates
- Placement Rates



Information related to these required disclosures will be distributed to all current and prospective students by October 1st each year via the school's website. Current and prospective students may request a copy of the disclosures at any time from the Director and/ or the Administration Office.

### **Constitution and Citizenship Day (September 17th)**

Institutions comply with the "Consolidated Appropriations Act, 2005." The law states that "each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution." The law requires that Constitution Day be held on September 17 of each year, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

The National Archives has a website with a scan of the U.S. Constitution available online at:

[http://www.archives.gov/national\\_archives\\_experience/charters/constitution.html](http://www.archives.gov/national_archives_experience/charters/constitution.html)

### **U.S. Voter Registration**

Voters are encouraged to register at least 29 days before an election to ensure that they receive their voting materials. Registration forms are available at most post offices, libraries, city and county offices, Department of Motor Vehicles, etc., or An on-line voter registration request form is available at the **Secretary of State's web-site (www.sos.ca.gov)**

Completed registration cards can be returned by mail to the Registrar of Voters, postage is pre-paid. Voter registration cards are processed upon receipt by the Registrar of Voters Office, and in approximately three to four weeks, voters receive a Voter Notification Card in the mail as proof of registration. A voter should review the information on the card for accuracy and notify the Registrar of Voters of any incorrect information. If you have just moved to California, there is no waiting period required to register. However, you must be registered 15 days prior to the date of the next election to be eligible to vote.

### **Vaccination Policy**

Princess Institute of Beauty does not have a policy of vaccination at this time. The state of California does not required licensee to have any types of vaccinations.

### **Drug and Alcohol Abuse Prevention Information**

Federal regulation requires an institution that participates in any Federal Student Aid program to provide information to its students, faculty, and employees to prevent drug and alcohol abuse.

Following you will find the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226 and what Princess Institute of Beauty requires of its employees and students. Princess Institute of Beauty provides its student who enrolls an individual copy of this policy describing in more detail what drug and alcohol abuse is and how to recognize it. Employees and Students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity,



Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination from school or employment.

Additionally, there are numerous local, state and federal laws, which can be used to punish violators. Penalties can range from suspension revocation and/or denial of a driver's license, to 20-50 years imprisonment at hard labor without benefit of parole. Property may also be seized. Community service may also be mandated. Students could lose eligibility for financial aid, could be denied other federal benefits, such as Social Security, retirement, Welfare, health care benefits, disability and Veterans benefits. Public housing residents could also be evicted. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career. Drugs can be highly addictive and injurious to the body as well as one's self. People tend to lose their senses of responsibility and coordination.

There are drug or alcohol counseling, treatment and rehabilitation facilities in our area where advice and treatment are available. The telephone numbers of these facilities may be found in your local telephone book or yellow pages under Drug Abuse and Addiction – Information and Treatment. If other help is required there are national hotlines and organizations that can be contacted.

**The Alcoholism and Drug Abuse Hotline (24 hours Daily) : 1-800-252-6465**

**The Cocaine Hotline (24 Hours daily) : 1-800-444-9999**

**The National Institute on Drug Abuse Hotline: 1-800-662-4357**

### **Campus Security / Clery Act**

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act the school collects crime statistics as the basis for the Annual Security Report that is made available to students, employees, applicants, for enrollment or employment. A copy of this report will be provided to you on request or before you enroll in Princess Institute of Beauty. Campus is defined as any building or property owned or controlled by the school within the same contiguous area used by the school in direct support of related to its educational purpose. The following criminal offenses, published October 1, of each year, include any crime statistics that occurred on campus during the previous three- year period. You can view the campus crime report any time by visiting the school website [www.piofb.com](http://www.piofb.com) and select the Student Catalog and refer to Campus Security on page 18-31.

Princess Institute of Beauty encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration and/ or Director. In the event a sex offense should occur on campus, the victim should take the following steps: Report the offense to the school administration / Director, Preserve any evidence as may be necessary to the proof of the criminal offense, Request assistance from school administration in reporting the crime to local law enforcement, Request a change in the academic situation, if necessary.

### **Emergency Evacuation Plan**

Princess Institute of Beauty's campus consists of one building. If an emergency evacuation is required you will be notified by your instructor and follow the emergency plan that is posted in the area you are



located in. Emergency Evacuation plan is posted in the student salon visible to all students and employees.

## **FERPA**

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

1. The right to inspect and review the student's education records within 45 days after the day the Princess Institute of Beauty receives a request for access. A student should submit to the registrar, dean, head of the academic department, [or other appropriate official,] a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask Princess Institute of Beauty to amend a record should write the responsible school official, Marion Rodriguez clearly identify the part of the record the student wants changed and specify why it should be changed.

If Princess Institute of Beauty decides not to amend the record as requested, Princess Institute of Beauty will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Princess Institute of Beauty discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Princess Institute of Beauty discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by the Princess Institute of Beauty in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Princess Institute of Beauty who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an



attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Princess Institute of Beauty.

[Optional] Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO POSTSECONDARY INSTITUTION: FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request or the disclosure is initiated by the student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Princess Institute of Beauty to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within Princess Institute of Beauty whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the



requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

### **Prevention of Financial Aid/Scholarship Fraud**





Every year, millions of high school graduates seek creative ways to finance the markedly rising costs of a college education. In the process, they sometimes fall prey to scholarship and financial aid scams. On November 5, 2000, Congress passed the College Scholarship Fraud Prevention Act of 2000 (CSFPA). The CSFPA enhances protection against fraud in student financial assistance by establishing stricter sentencing guidelines for criminal financial aid fraud. It also charged the U.S. Department of Education, working in conjunction with the Federal Trade Commission (FTC), with implementing national awareness activities, including a scholarship fraud awareness site on the ED web site.

According to the FTC, perpetrators of financial aid fraud often use these indicative phrases:

- The scholarship is guaranteed or your money back.
- You can't get this information anywhere else.
- I just need your credit card or bank account number to hold this scholarship.
- We'll do all the work.
- The scholarship will cost some money.
- You've been selected by a 'national foundation' to receive a scholarship' or 'You're a finalist,' in a contest you never entered.

To file a complaint, or for free information, students or parents should call 1.877.FTC.HELP (1.877.382.4357)

website: [www.ftc.gov](http://www.ftc.gov)