



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
- Student's Right and Responsibilities
- Federal Financial Aid Grants
- Loan Applications
- Applying for FAFSA
- Distribution and Disbursement of Federal Financial Aid
- Credit Balances
- Terms and conditions as it pertains to Federal Loans
- Loan Management
- Default Prevention – Repayment Obligations / Options
- Loan Entrance Counseling
- Loan Exit Counseling
- Verification
- Deferments
- National Student Loan Data System (NSLDS)
- Consumer Information from Department of Education
- General Institution Information
- Transfer Credit Policy
- Institutional Refund Policy
- Return to Title IV Policy
- Approvals
- Program/ Courses offered
- Student Disclosure/ Student's Right to Know Act
- Constitution Day – September 17th
- National Voter Registration Act
- Vaccination Policy
- Drug & Alcohol Abuse Awareness
- Campus Security / Clery Act
- 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 2019-20 award year, the maximum grant is \$6,195. For 2020-21 award year, the maximum grant is \$6,345.00.

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 7/1/2014, the interest rate is fixed at a rate as low as 4.29%. 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 7/1/2014, the interest rate is fixed at 4.29%. 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 7/1/2014 will have a fixed interest rate of 6.84%. 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 website, which is sponsored by the U.S. Department of Education, for more detailed information.

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 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.



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 0 hours, 450 hours, 900 hours and 1350 hours. 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 “Statement of Credit Balances” is provided to students by the Financial Aid Office during the Financial Aid process. Students and parents (of a dependent student applying for PLUS loans) review the statement, select the appropriate authorization category, and provide the signed form to the Financial Aid Office. The authorization categories available for student/parent selection are as follows:

- Based on student’s authorization, the institution will retain any existing credit balance on the account to be applied to allowable future charges to assist students in managing those funds or to be disbursed at their request.
- In the event that funds are not requested prior to leaving the institution, the institution will return the credit balance to the lender as prepayment of the student loan.

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 many 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 borrowers 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

FINANCIAL AID VERIFICATION

Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986, April 29, 1994, November 29, 1994 - executing legislation 20 U.S.C. 1094 governing the Title IV programs require schools to be sure of certain applicant-reported data. These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse Direct Loans or Campus-Based aid until completion of the verification process.

WHO MUST BE VERIFIED:

The policy of this school shall be to verify those students selected by the needs analysis (ISIR) system for verification. Verification is a process to "confirm" the accuracy of the information reported on the Free Application for Federal Student Aid (FAFSA). If your file is selected for verification, certain information must be proven. You will be required to complete a verification worksheet before aid can be disbursed.

VERIFICATION EXCLUSIONS:

Conditions that exclude applicants from verification include:

- Death - Applicant dies during the award year or before the deadline for completing the verification.
- Incarceration - Applicant is incarcerated at the time the verification is to be performed.
- Certain immigration statuses - Applicant arrived in the U.S. during either the award year or the calendar year.
- Certain spouse/parent statuses: - Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means or cannot be located because the address is unknown and cannot be obtained by the applicant.
- Completed verification - If the student completed the verification at another institution prior to transferring to this school and if all the following documents are provided from that school:
 - Letter stating that the verification process was completed
 - Copy of the application data that was verified, and
 - If the student was awarded FPELL Grant, a copy of the signed SAR/ISIR.
 - A completed Financial Aid transcript.



REQUIRED VERIFICATION ITEMS:

Different data items apply to different applicants depending upon student dependency status and the Title IV programs used. Data items include:

- Total number of persons in the household.
- Number of family members in the household now enrolled as at least half-time students in postsecondary educational institutions.
- Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year .
- U.S. income tax paid for the base year.
- Certain untaxed income and benefits for the base year if certain conditions would apply include:
 - Social Security benefits.
 - Child support.
 - Foreign income
 - Earned income credit
 - Interest on tax free bonds

The school shall resolve inconsistent application information for all applicants, in agreement with requirements of 34 C.F.R. Part 688.16(f).

DOCUMENTATION REQUIRED:

Student, spouse and/or parents (as applicable) signed income tax forms (IRS 1040, 1040A, or 1040EZ and W-2 forms).

Applicants shall complete the appropriate sections of the Verification Worksheet. The financial aid officer will advise the student regarding the required verification worksheet.

There are two different worksheets: One for dependent students and one for independent students. The worksheets are used to update information and verification of the data. Applicants shall follow the instructions in the Verification Worksheet. The school’s financial aid officer may require/provide other appropriate forms.

TIME PERIOD FOR PROVIDING DOCUMENTATION:

Applicants must provide the required documentation within 60 days from the last day of attendance or August 31, whichever is earlier.

APPLICANT RESPONSIBILITIES: To be eligible to receive Title IV funds, we require applicants to provide requested information during the time(s) specified in these policies.

Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the data items, as of the date of verification:

- Number of family members in the household
- Number of family members in the household now enrolled as at least half-time students in postsecondary educational institutions.
- Change in dependency status.

Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage.

Campus-based applicants whose dependency status changes during the Award Year must have their EFC recalculated. This process does not apply if the change occurs due to marriage.

The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.



CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTATION WITHIN THE SPECIFIED TIME PERIOD

If the student cannot provide all required documentation, the school cannot complete the verification process within 60 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds.

The school then gives the applicants the following options:

- The student may continue training on a cash payment basis.
- The student may withdraw and re-enroll at no additional charge. There will be no loss of credit earned when the student provides all proof and verification is complete.
- The applicant must repay any over award or any award for which he/she was not eligible discovered during verification.

INTERIM DISBURSEMENTS:

The school may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.

NOTIFICATION OF RESULTS OF VERIFICATION:

The school shall notify the applicant of the results of the verification process within 30 days of the student's submission.

REFERRAL PROCEDURE:

The school shall forward to the Secretary of Education referral of fraud cases.



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.



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
- Applying for Federal Student Aid: www.fafsa.ed.gov
- Information for Students: www.studentaid.ed.gov, and www.college.gov
- Information for Financial Aid Professionals and Schools:
 - 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.

Tuition Cost	Hourly cost of Tuition	Paid for Instruction	Earned Tuition	Refund Calculation for Tuition	Final Refund Calculation																
\$8000.00	\$8000/1600 =\$5.00	1600 x \$5.00 =\$8000.00	600 x \$5.00 =\$3000.00	\$8000.00- \$3000.00 =\$5000.00	<table style="width: 100%; border-collapse: collapse;"> <tr> <td>Total Costs</td> <td style="text-align: right;">\$8938.50</td> </tr> <tr> <td>Application Fee</td> <td style="text-align: right;">(25.00)</td> </tr> <tr> <td>Registration Fee</td> <td style="text-align: right;">(75.00)</td> </tr> <tr> <td>Books/ Supplies</td> <td style="text-align: right;">(838.50)</td> </tr> <tr> <td>STRF</td> <td style="text-align: right;">(0.00)</td> </tr> <tr> <td>Tuition</td> <td style="text-align: right;">\$8,000.00</td> </tr> <tr> <td>Earned Tuition</td> <td style="text-align: right;">(\$3,000.00)</td> </tr> <tr> <td>Total Refund</td> <td style="text-align: right;">\$5,000.00</td> </tr> </table>	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	(\$3,000.00)	Total Refund	\$5,000.00
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	(\$3,000.00)																				
Total Refund	\$5,000.00																				



*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

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 form 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 co-ordination.

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 and select Campus Security.

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) 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:



- 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.

Princess Institute of Beauty may disclose, without consent “ directory” information such as a student’s name, address, telephone number , date and place of birth, honors, awards and dates of attendance. However, the school must tell the parents and eligible students about the directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. The school must notify parents and eligible students annually of their rights under FERPA. The actual means of notification(letter, student handbooks, bulletin) is left at the discretion of the school.

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