

FLAIR
beauty college
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STUDENT HANDBOOK

FINANCIAL AID POLICY PROCEDURES

2018

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INTRODUCTION TO FINANCIAL AID (HEA, PROGRAMS)

Flair Beauty College offers financial aid in the form of Federal Pell Grants, Federal Direct Stafford Loans and Federal Direct PLUS Loans. The student's program and citizenship may affect the awards for which he/she is eligible. The information in this catalog pertains to future students who are eligible for federal aid – US citizens and eligible non-citizens – but the information is available to all future students including those who are not eligible for Title IV federal funding.

Flair Beauty College financial aid administrator distributes the Financial Aid Handbook to all eligible future students when they receive their financial aid award letters. Additional information regarding the financial assistance programs may be found in "The Student Guide" and the "Free Application for Federal Student Aid" published by the U.S Department of Education. Additional information may be obtained by calling the Federal Student Aid Information center between 9:00 am and 5:00pm (Eastern Time) Monday through Friday at 1-800-433-3243.

Questions about financial aid may be directed to Ms. Rebecca Palafox the financial aid Officer at (661) 251-3261 Ex 3 or by email at fsa@flairbeautycollege.com

Financial Aid Eligibility Requirements

Students must meet certain eligibility requirements to receive Federal Student Aid (FSA) funds*. Students must:

- ✓ Provide documentation of either a high school transcript, Certificate of Proficiency, or a General Education Development (GED) certificate. In absence of a transcript Certificate of Proficiency, or GED certificate; a student or a student with no high school diploma may opt to take the Ability to Benefit (ATB) exam and receive a passing grade.
- ✓ Be at least 18 years of age.
- ✓ Be enrolled in an eligible program.
- ✓ Have a valid Social Security number.
- ✓ Register with Selective Service if required.(if male born on or after January 1, 1960)
- ✓ Be either a U.S. citizen or a permanent resident.
- ✓ Not be in default or owe a refund on with any federal student education loans or grants.
- ✓ Be working toward a degree or certificate.
- ✓ Be making Satisfactory academic progress (SAP)
- ✓ Timely Submitted all required Financial Aid Documents.
- ✓ Be making satisfactory progress (as defined by the school's policy) in the course of study.

*Some students may not be eligible based on drug related offenses.

STUDENT FINANCIAL AID APPLICATION PROCEDURES

Step One

Call the Flair Beauty College admissions leader at 661-251-3261 Ex 3 to schedule a career planning session. During this meeting, indicate that you intend to apply for financial aid on Flair Beauty College "General Information Form."

Step Two

Students may complete the FAFSA on their own, at the school FA office or the FA can complete it if they have FAA Access. Keep in mind that students who have their FAFSAs entered into FAA Access may be selected for verification and will then have to request the Tax Transcript from the IRS because there is no option in FAA Access to do the automatic IRS Data Retrieval process to automatically populate the ISIR with the tax information. This may delay the verification process in 2017-2018 year. student may list Flair Beauty College and its Federal School Code: CODE: **(041589)**

Step three

Create and maintain your own personal financial aid file. In this file, store copies of all forms, information, and communication with the Flair Beauty College and other agencies. If something is lost or misplaced, you will have the information available to resubmit easily. When you fill out an application, you should have certain records on hand. Students must supply 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. There are two different worksheets one of the dependent students and one for independent students. Your tax returns.

- Your parent's tax return (if you applying as a dependent student) and your spouse's tax return (if you are married and your spouse filed a separate tax return)
- W-2 forms and other records of income received.
- Records of benefits received from the Social Security Administration, Veteran's Administration, and other agencies.
- You should save all records and all other materials use to prepare your application.
- You must return all application and other documents to the Financial Aid Office for further processing.

Step four

Future professionals and parents should apply for an individual Personal Identification Number FSA ID, <https://fsaid.ed.gov/npas/index.htm>, before beginning the Free Application for Federal Student Aid (FAFSA) on the Web.

Step Five

Complete the FAFSA by applying online at FAFSA on the Web (<http://www.fafsa.ed.gov/>). This is the fastest and easiest way to apply. Future professionals and parents can sign the application electronically with U.S. Department of Education Personal Identification Numbers & FSA ID at <https://fsaid.ed.gov/npas/index.htm> .

The FAFSA is a required document used to determine a future Student's eligibility for federal aid, such as Pell grants and Direct Stafford Subsidized, Unsubsidized, and PLUS loans. Students should complete the FAFSA carefully according to the instructions provided. Students should pay particular attention to the difference between dependent and independent students. Also, be aware of providing the income information.

Students must apply no later a later than June 30, of every years. Most students will complete the FAFSA only once; however, in certain cases, you can file a correction application. Generally, if student's family financial situation has recently changed for the worse of a death, separation, or divorce, loss of nontaxable income or benefits such as Social Security, child support, Aid to Families with Dependent Children (AFC), welfare, unemployment benefits, etc., an adjustment to your FAFSA application can be progressed.

The Correction Application gives specific details about the circumstances that allow students to file this form. These circumstances differ slightly depending on whether the student is dependent or an independent. Students may obtain this form from Financial Aid Office of this school. When you fill out an application, you should have certain records on hand. All future professionals must complete the FAFSA unless the parent PLUS loan is the only aid requested. Actual federal tax return figures should be used with the FAFSA. If you must file with estimated tax figures, you are required to make changes later. Return to the FAFSA web site (<http://www.fafsa.ed.gov/>), make changes, and submit those changes. If you submit actual tax forms to Flair Beauty College financial aid administrator, he can guide you through the process of making changes on the FAFSA. Complete and file only one FAFSA, although the results may be sent to several schools. Make sure you list Flair Beauty College and its Federal School Code: CODE: **041589**, the school receives application in 3-5 days and will contact you.

Financial Aid appointment (Paperwork processing takes one to one and half weeks). Bring the following:

- ✓ **ID or driver's license**
- ✓ **High School transcripts or equivalency (accredited)**
- ✓ **Social Security Card**

The future professional should receive an email within 1-3 days after submission of the FAFSA telling him/her how to go online and access the Student Aid Report (SAR). If the future students did not provide a valid email address on the FAFSA, the SAR will arrive in the mail. Check the SAR to make sure there are no errors. If you listed Flair Beauty College on the FAFSA, we will receive the results electronically. Retain the correct SAR for your records. The SAR contains all information you gave on your application and important number which shows your eligibility for a Pell Grant. You must sign and date the SAR immediately. Without your signature on the ESAR the school cannot disburse funds. Should we need a copy, we will request it. If the SAR has not been received within four weeks, call 800-4FEDAID (800-433-3243).

Pell Grant (PELL)

Federal Pell grants are awarded to students who have not earned a bachelor's or professional degree. Because they are grants, funds are not typically repaid (unless you withdraw from school prior to the end of the award period). Eligibility is determined according to need, number of hours in the academic program, and the cost of attendance. Applicants who meet all requirements will receive a Federal Pell Grant. Applicants must qualify financially and be enrolled in an eligible program

at an eligible school or college, and must not have already obtain a bachelor degree. Pell grant eligibility is determined by a federal methodology. A need analysis service determines an applicant's eligibility according to that formula the smaller the index number the larger the grant. For the 2017-2018 award years, Federal Pell Grant awards for full-time students range from \$400.00-\$5,920.00.

Those who qualify for a Pell Grant are usually eligible for other financial aid and should apply for it. Those not eligible for a Pell Grant still may be eligible for a student or parent loan. Students do not have to pay back a Pell Grant. The deadline for Federal Pell Grants funds are received by June 30 in the year on which the application is intended for. Student Aid Report or ISIR must be submitted to the financial aid office by August 29 of the award year from which aid is requested, or your last day of enrollment in the award year, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected. Students receive payment by submitting student Aid Report (SAP) or an Electronic Student Aid Report (ESAR, which the school receives) Personal and Financial information is reported and verified. Monies received from student grant are credited to school's account. Renewal Process: A FPELL Grant award received for one award year (July 1 to June 30 of the following year) is not automatically renewed for the next year. Students must re-apply for the FPELL Grant and submit a copy of new SAR or ISIR to the financial aid officer at the school. Failure to submit the appropriate paperwork could result in the loss of federal funds. Disbursement: FPELL Grants are disbursed on a per payment period basis, via a check payable to the student or via a direct credit to the student's tuition account. Deadlines: Applications need to be submitted at least 30 days prior to the end of the loan period for which the loan has been requested.

Stafford Loans- William D. Ford Federal Direct Loans

The Stafford Loan program provides educational loan(s) that must be repaid, with interest, even if you do not complete your academic program. Loans may be obtained through the William D. Ford Federal Direct Loan Program. Generally, all students who complete a FAFSA and are not in default on any previous federal student loan(s) are eligible for the program. Loans obtained through this program are lower fixed interest rate loans that are insured by guarantee agencies or the U.S. Department of Education. A student can apply for Stafford Loans through the school's Financial Aid Department.

Federal Direct Subsidized Loan

Federal Direct Subsidized Loans are made directly to students from the U.S DOE. Subsidized loans are need based. Students may borrow up to the amount of the students cost of attendance less other expected financial assistance (not to exceed annual loan limits).

The Federal government pays interest subsidies while the student is enrolled or during periods of deferment. The student pays a combined origination/guaranty fee of 3% rebated directly to the U.S DOE. Students may receive both subsidized and unsubsidized loans provided the combine amount borrowed does not exceed applicable loan limits and student's eligibility for a subsidized Federal Stafford Loan is determined prior to determining eligibility for the unsubsidized loan. Borrowers may apply for both subsidized and unsubsidized loans using a single application and such borrowers must be given a single repayment schedule.

Federal Direct Stafford Unsubsidized Loan

These loans expand the ability of the U.S DOE to make “unsubsidized” Federal Stafford Loans to students. These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the following two exceptions:

- 1 Unsubsidized loans are not need based students may borrow up to the amount of the students cost of attendance less other expected financial assistance (not to exceed annual loan limits).
- 2 The Federal government does not pay interest subsidies to the lender while the deferment. Interest must be paid or capitalized, (i.e. Added to the principal).

Federal Parent PLUS Loans

The Federal Parent PLUS loan is available to parents of dependent students with good credit to help pay their child’s educational expenses. PLUS loans are not based on need. They can be combined with other financial aid resources and cannot exceed the student’s cost of education. Because PLUS loans are unsubsidized, the borrower will be charged interest during periods of deferment (while the 2017– 2018 - student is in school and through the six month grace period after leaving school) and if you choose not to pay interest as it accrues, it will be capitalized (added to your outstanding principal balance). If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds. To qualify for the PLUS loan, future students must file a FAFSA. The PLUS loan master promissory note (MPN) serves as the loan application and includes information for the parent credit check. There is no annual limit, but the PLUS loan amount may not exceed Cost of Attendance (COA) – Estimated Financial Assistance (EFA). The financial aid administrator may replace the future student’s expected family contribution (EFC) with the PLUS loan. PLUS loan funds are drawn down and disbursed twice per academic year. See the Definition of Academic Year policy for each program’s payment periods. The Definition of Academic Year policy states the specific number of hours and weeks a future professional must complete in order to move to the second payment period in the academic year and receive the second disbursement of PLUS loan funds.

Instructional Financial Aid Procedures:

1. School runs NSLDS reports and reviews them for prior aid, open loan periods, over-awards, aggregate loan limits, and transfer monitoring requirements. School prints the ISIRS, reviews for verification, C-Codes and conflicting information. If a student has current year aid at a prior school/Third Party processor will put them on transfer monitoring and no disbursements will be generated for the 7 day required timeframe. The school FA calls the student in to provide them with a list of items needed and then collects required paperwork from the student.
2. School FA works up an estimated Budget Worksheet based on Confirmation page EFC or ISIR. This is only to estimate eligibility for Pell, SEOG and Direct Loans. It is attached to the packet of paperwork. FA also completes an EFP (estimated financial plan) form and presents it to the student **as an estimate only**. Note: This is not an award letter. Schools do not authorize aid they only present the student with an estimated amount. All authorizing and finalizing of awards is done by SMART Third Party Servicing after a full review of all documents.

3. Student is directed to do their Loan Entrance Counseling (not optional) and MPN online there at the time or at home. The student needs to print the confirmation page and the first page of the MPN. If they forget the school FA can print from COD.
4. School uploads entire packet of paperwork as one packet with the exception of the Budget/Need Analysis which is to be **saved as an excel file** to the desktop and then uploaded separately to Third Party Processor Documents. They are to be named "Initial FA File" and "Budget/Need Analysis".
5. SMART FAA reviews files continuously and will either approve the file, make corrections to the Budget Need Analysis and/or list further information required on the Pending List. Pending list will be sent weekly as needed.
6. When file is approved by Third Party Processor then directs the school FA to enter the awards in School's Management System. The school FA will print this Award Notification and go over awards with the student. The student will accept or decline the awards by checking the box next to each award. Also they must answer Q # 3 and then sign and date the award letter. The school create a contract base on student's Financial Aid availability, then Student will start the class.

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 verify 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.

Verification is a procedure colleges use to review reported information from the FAFSA Application. Colleges request the submission of documentation to verify the validity of the information the student and/or parent supplied on the FAFSA. Flair Beauty College policy is to verify all students that the Department of Education selects as well as any student that the financial aid administrator chooses. To follow these regulations and achieve consistency governing this process, the following verifications policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applicants, until completion of the verification process

- 1 When a student is selected for verification, the financial aid administrator will notify the student and send him/her a verification worksheet. The student/parent must complete and return this verification worksheet before any financial aid disbursements will be made. The law requires the school to complete verification before we make a disbursement of any financial aid to students. The time period: When selected by the U.S. Department of Education for the process of verification, the student must submit all required documentation to the finance office within 10 days from the date the student is notified that the additional documentation is needed for this process.
- 2 If the student does not provide all of the required documentation within the 10 day time frame, the student will be required to make other payment arrangements until the documentation is received and the student's eligibility for federal student aid has been established.
- 3 The finance office reserves the right to make exceptions to the policy stated above on a case by case basis for extenuating circumstances. The finance office will notify the student of any changes to their financial aid award resulting from corrections made due to the verification

process. An adjustment will be made to the student's financial aid award as required by federal regulations and an addendum to the existing award letter or a new award letter will be issued.

Exception may be made at the discretion of the Financial Aid Officer. If information does not match that which was reported on FAFSA application, a correction required. The corrections must be sent to the processor by July 30th of the award year and the institution must receive correct SAR within 30 days before the last day of enrollment.

Who must be verified? Those students selected by the need analysis (ISIR) system for verification.

Required Verification items: Please examine the data items listed in 34 C.F.R 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs sought.

Data items include:

- Total number of persons in the household
- The number of persons enrolled at least half-time in post secondary educational institutions.
- Adjusting gross income (AGI) or adjusted gross family income (AGFI) for the base year from the applicants U.S income tax return.
- U.S. income tax paid for the base year.
- Certain untaxed income and benefits for the base year including:
 - Social security benefits
 - Child support
 - Untaxed payments to the IRS or Keogh
 - Foreign income
 - Earned income credit
 - Interest from tax free bonds

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

Transfer Student: A student who attended a postsecondary institution prior to enrollment at Flair Beauty College and who is required to provide a financial aid history from each of the institutions attended within the last six months.

VERIFICATION EXCLUSION

Factors which 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 status- Applicant arrived in the U.S. during the two most recent calendar years.
- Certain spouse/parent status- if the spouse or parent is deceased, physically incapacitate, resides in a country other than the United States and cannot be contacted by normal means, or cannot be located because their address is unknown and cannot be obtained by applicant.
- Completed verification- Applicants completed the verification at another institution prior to transferring to this school assuming all the following documents are provided by that school:

- A letter stating that the verification process was completed
- A 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.
- Pacific Island residency status- Applicant is a legal resident of the Trust Territory of the Pacific Islands, Guam, Samoa, or the commonwealth of the Northern Mariana Islands. To qualify for this exclusion the parents of a dependent student must also be citizens of one of these territories.
- All Applicants whose dependency status changes must update that status and the associated FAFSA information throughout the award year except when the update is caused by a change in the student's marital status.
- All applicants selected by the Department of Education or a school for verification of income, household size or number in college must updated those numbers to be correct as of the date of verification, unless the update is due to change in the student's marital status.

FINANCIAL AID OFFICE

The Financial Aid Office is located at the Administrative Office Questions about financial aid may be directed to **Ms. Rebecca Palafox the financial aid officer at (661) 799-4995 Ex 3** or by email at fsa@flairbeautycollege.com

Consequences: If student fails to provide the required documentation within the specified time could result in:

- Loss of financial aid for part or all of the year.
- Future applications for financial aid may not be processed.
- Your financial aid application material may be forward to the U.S Department of Education for review.

Correction information: If students are required to correct information on their application then they will be given a correction application to fill out and return to the school immediately, if during verification it is determined that a student has received funds which they were not eligible to receive; the student must repay this amount. If a repayment is not made the overpayment will be referred to the U.S. Department of Education or our office will process no further application for financial aid.

Summary: the selection of an application for verification review does not mean that we believe the student's information is incorrect. Some applications are selected for review on a random sample basis. Some are selected based upon set common edits, which check data against the Social Security Administration and Veterans Administration to ensure that these benefits are being reported correctly. Finally data is also checked against prior applications, which have been submitted by the applicant. No funds will be disbursed during the verification process. This verification process is required by federal regulation. We are required to adhere to their procedures.

If the financial aid administrator suspects that an applicant for Title IV may have engaged in fraud or other criminal conduct while completing the FAFSA, Verification worksheets, or other financial aid documents, the financial aid administrator will refer the future professional to the Office of the Inspector General of the Department of Education. From this referral, an investigation for any credible information indicating that fraud has occurred will ensue.

Additionally, if there is a possibility that any employee, third-party servicer, or other agent of the school has engaged in fraud, misrepresentation, conversion, breach of fiduciary responsibility, or other illegal conduct while administering or receiving funds for Title IV, HEA programs, institute administration will refer the case to the Office of the Inspector General of the Department of Education.

Financial Aid- Consumer Information

Flair Beauty College administers Federal Aid programs of student assistance including:

Based on a combination of approvals authorization, and accreditation our students are eligible to apply for and receive tuition aid and financial while attending school. A list of these assistance programs includes:

- Federal Pell Grant: Does not Require repayment (FPELL)
- Federal Direct Stafford Loans-Subsidize: MUST BE REPAID
- Federal Direct Stafford Loan-unsubsidized MUST BE REPAID
- Federal Direct Plus Loans: MUST BE REPAID

Financial Aid Mechanism

Financial Aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of postsecondary education attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Loans usually have low interest rates and a student must repay them in accordance to the individual loan program terms. Most of the loans can be arranged to require payment upon graduation after a grace period of several months upon the student's termination from school, or if a student's attendance falls below half time. Financial aid is awarded to students who have "need". Need is the difference between the amount of money that a family is expected to contribute to meet student costs and the cost of education at the school.

Independent Student:

An individual who meets one of the following criteria:

- 24 years old
- A graduate or professional student
- Married (separated but not divorced)
- An individual with legal dependents other than a spouse (As defined above)
- An orphan or ward of the court after the age of 18
- A veteran of the armed forces of the United States.

Parent(s) for the purposes of the financial aid programs "a parent" is the mother and/or father or adoptive parents, stepparent or legal guardian of the student Foster parents are not considered "parents" for the purpose of financial aid.

Dependent Student: An individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parent's income and asset data.

Dependent: An individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual's personal expense) by the student and/or spouse. If that individual is and will continue to be supported by the student's parent(s), that individual would be a dependent of the parent(s) and NOT a dependent of the student.

Dependency Overwrites

Students must provide valid documentation in order to be verified by our institution's Financial Aid third party processor for finalizing student's dependency.

Applicant Responsibilities

To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(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 on postsecondary institutions Change in dependency status.
- Federal Pell Grant applicants, whose dependency status changes during the award year, must file a corrected 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 award, or over award, discovered during verification for which he/she was not eligible
- Submit honest and accurate information on all forms.
- Promptly respond to requests and inquiries from the financial aid office.
- Use financial assistance solely for expenses related to education at Flair Beauty College.
- Report any financial assistance received from sources outside of Flair Beauty College promptly upon notification of the award. The future professional is responsible for reporting changes in his/her finances. The future professional must notify the Financial Aid Office of the receipt of scholarships, loans or grants from any source outside of Flair Beauty College so that the financial aid administrator may adjust the financial aid award. The Financial Aid Office is required by law to consider all sources of aid when awarding federal student aid funds.
- Maintain Satisfactory Academic Progress (SAP) as defined in Flair Beauty College policy.
- Report any changes in name, local and/or permanent address, and marital status to the Financial Aid and Career Services offices promptly.
- If selected for Verification, the future professional (and his/her spouse/parents, if applicable) will be required to submit additional materials to document information submitted on the financial aid application.
- The future professional is responsible for repaying his/her loans. Acceptance of any loan carries a serious legal and financial obligation. Failure to meet this obligation will adversely affect the future professional's credit rating and prohibit him/her from receiving federal financial aid in the future. Student borrowers are required to attend an Entrance Interview before receiving any loan funds. Borrowers are also required to attend an Exit Interview before leaving school. During the Exit Interview we will explain the various repayment options and types of deferments available.

- Report changes in your student status. If there is an address change, drop below full-time status, or withdrawal from school the future professional must notify the Financial Aid Office as soon as possible.
- The future professional must keep copies of all documents and records submitted to Flair Beauty College financial aid office.

Self-Help Concept/ Determining Eligibility:

The self-help concept priorities types of financial assistance in the following order.

- 1 Family contribution
- 2 Other resources
- 3 Federal Pell Grant
- 4 Self-Help (Stafford and/or, PLUS loans) The school awards from the supplemental educational opportunity grants in accordance with the following policy: the institutional participation in the Federal Educational Opportunity Grants limited to the amount of funds given to the institution by the U.S. DOE for an entire award year (July1 to June 30). Due to the limited amount of funds available to the institution. It is not possible to award FSEOG to all students applying for aid. Therefore the institutional policy is to select FSEOG recipients as follows:

Flair Beauty College has a continuing enrollment process in which students may start every other Tuesday of each week, or Wednesday when Tuesday is an observed holiday. When the future student receives his/her SAR, Flair Beauty College financial aid administrator will also receive the future professional’s Institutional Student Information Record (ISIR). The family’s Expected Family Contribution (EFC) is found on this document. The financial aid administrator uses this document to verify that the future Student’s citizenship status, social security number, and other factors that determine eligibility for Title IV funding are legitimate.

In order to ensure a fair distribution of funds throughout the entire award year, the institution will determine how to distribute FSEOG awards based on data from the year proceeding the current year, including student enrollment. EFC and Pell Grant data: as of July 1, the first selection of SEOG recipients will be made from students with “exceptional need” are defined by this institution as students that have excepted family contribution (EFC) that makes them eligible for the FPELL Grant program during the same award year. If enrollment figures change, and/or additional funds become available to the institution a second selection will be made from those students ineligible for the FPELL Grant Program and with the lowest EFC that enrolled during the last quarter of the award year (March to June).

Both selections will be made from students whose file is complete, with no issues pending regarding the students eligibility for Federal Aid. Incomplete files will not be considered in the selection process due to possible lack of documentation. Awards will be made as long as funds are available throughout the award year.

PROFESSIONAL JUDGMENT

Section 47A of the Higher Education Amendments of 1992 authorized the financial aid administrator to exercise Professional Judgment (PJ) on a case-by-case basis. Professional judgment is a discretionary action on the part of the financial aid office to address unusual circumstances that affect a student’s/parent’s ability to pay for educational expenses. Using professional judgment,

the aid administrator may adjust the expected family contribution (EFC) and thereby make education more affordable. The following are examples of conditions/reasons for which a student may request an adjustment to their EFC.

1. Death of a parent or the independent student's spouse.
2. Loss of employment by student/spouse/parent (for at least 3 months).
3. Loss of earnings due to disability.
4. Loss of untaxed income and benefits.
5. One time income (ex. back year social security payments).

Other extenuating circumstances will be considered on a case-by-case basis. If a student/parent would like to apply for professional judgment consideration, it is necessary to write a letter requesting a review of the current financial situation. This letter should explain in detail the current financial situation and why an adjustment to the EFC is warranted. The financial aid administrator will review all letters of request on a case-by-case basis. If the financial aid administrator decides that changes to any data elements on the FAFSA are warranted, the financial aid administrator will make changes to the FAFSA electronically and send it to the Federal Processor. Once the correction is made by the U. S. Department of Education, the Division of Student Financial Assistance will notify you by mail of the change in your expected family contribution and new award amount(s). You will also be notified if there is no change to your EFC or financial aid awards.

Any future professional or governmental official who has a complaint concerning Flair Beauty College's management of Title IV, HEA programs may seek resolution by contacting Armand Pacheco, Institute Leader. The institute leader will receive the complaint and assist the future professional in resolving the complaint. All our personal judgment will be reviewed by our institution Financial Aid third party processor.

Additional Charges: \$75 termination fee, \$75 additional fee will be charged for changing students Scheduled Hours/Financial Aid Budget recalculation, Dependency Override, & Professional Judgment

Consequences of Failure to Provide Documentation within the Specified Time Period(s)

If the student cannot provide all required documentation, the school will not be able to 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 applicant then has 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 award or over award discovered during verification for which he/she was not eligible.

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

Tolerances: If there are non-dollar errors in dollar items total less the \$400, there is no requirement to recalculate the students EFC.

Time period for providing documentation:

Applicants must provide the required documentation within 60 days from the last day of attendance or within 60 days of beginning of the new award year which is July 1.

Award Concept, Selection of Recipients and Packaging Criteria

Flair Beauty College does not receive enough campus-based funds to satisfy all student financial needs. Therefore, the school emphasizes the Self-Help Concept of student financial assistance. The Self-Help Concept uses first-come, first-served basis when awarding financial assistance to eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school. All loans must be repaid.

Creating the Financial Aid Award

When all required documents are verified, the financial aid administrator creates a financial aid package for the future students. The Office of Financial Aid determines the future student's financial need upon review of his/her financial aid application. Financial need is determined by subtracting the EFC from Flair Beauty College cost of attendance.

*Cost of Attendance (COA) – Expected Family Contribution (EFC) = Financial Need (The calculated amount that a family is expected to contribute to offset the student cost of attendance.

Once the financial aid administrator has determined the level of financial need, the financial aid administrator creates a financial aid package. The package is created in this order:

- Pell Grant (if eligible)
- Subsidized Stafford Loan (if eligible)
- Unsubsidized Stafford Loan
- PLUS Loan

The Award Letter

Each future professional will receive a financial aid award letter prior to disbursement indicating the type and amount of Title IV funding in the award package for the award year. The award letter will contain specific information about how and when funds will be disbursed.

Upon receipt of the award letter, the future professional should:

- Read the letter using this catalog as a guide to make sure he/she understands the terms of the awards offered.
- Notify the financial aid administrator of any outside scholarships
- If the future student is satisfied with the award and would like to keep all of the funding, he/she must return a signed copy of the award letter to the financial aid administrator within 14 business days.
- If the future professional's award package contains Direct Loan Funds in the form of Stafford Subsidized, Stafford Unsubsidized, or PLUS loans, the future student has the right to cancel all or a portion of the loans. Future professionals who wish to decline a portion of their aid should modify and initial their signed award letter before returning it to the financial aid administrator. All changed award letters must be signed and returned to the financial aid administrator within 14 business days. If the award letter is not returned within 14 business consecutive days, there may be a delay in fund disbursements and/or student's enrollment.

Conflicting Information

Flair Beauty College understands that all conflicting information must be resolved before any Title IV funds can be disbursed. Students with conflicting information in their files or paperwork may be selected for verification by the school or its servicer in order to resolve the information in question.

Compliance Statement

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify student's identities and to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from Federal, State or private programs.

Definitions

The following definitions correspond to some common terms used within financial aid terminology:

Academic Year: Academic year is defined as a period of not less than 30 instructional weeks, in which students are required to complete a minimum of 900 clock hours. The midpoint of the academic year shall be a minimum of 15 weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year schedule to be completed in less than 30 weeks, regardless of the number of clock hours offered, will have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year. However, it may vary depending on contracted weekly schedule of hours.

Clock Hour: A 50 or 60 minute period of supervised instruction

Credit Balance: A credit balance occurs when tuition payments have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 consecutive calendar days from the day the credit balance was generated. Students must be responsible to budget their own funds and ensure that the funds are used for education related expenses.

STUDENT TUITION FOR THE AMOUNT OF TRAINING HOURS MUST BE PAID FIRST WITHIN EACH PAYMENT PERIOD.

IF ANY STUDENT DOES PAY IN CASH FOR KIT THEN THE KIT WILL BE ISSUE TO STUDENT WITH IN TWO WEEKS OF STARTING CLASS.

STUDENT ACADEMIC YEAR: For Cosmetology student First Academic Year is 0 to 900 clock Hours & Second Academic Year is 901 to 1600 clock Hours.

Students Credit Balances

IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST. ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES THAT DEBTOR (STUDENT) COULD ASSERT AGAINST SELLER (SCHOOL) SERVICES OBTAINED HEREUNDER. RECOVERY HEREUNDER BY THE DEBTOR (STUDENT) SHALL NOT EXCEED THE AMOUNT PAID BY THE DEBTOR

(STUDENT) HEREUNDER. STUDENT TUITION FOR THE AMOUNT OF TRAINING HOURS MUST BE PAID FIRST WITHIN EACH PAYMENT PERIOD. STUDENTS CREDIT BALANCES WILL BE ISSUED TO STUDENTS IN THE SAME PAYMENT PERIOD WITH IN 14 DAY AFTER FINANCIAL AID HAS POSTED.

Change of Schedule:

Since one of the main factor for students financial aid eligibility is based on the scheduled hours that a student chooses; a change of schedule may reflect student’s Financial Aid Funds. All Students must stick to their schedule hours per week; any change of schedule hour must be done in official form with Financial Aid officer/administrator permeation. Additional \$75.00 cost applies for change of schedule, some students might be advised to change their schedule; for these students the schedule changes are done on a case by case basis and outcomes can vary based on many other factors including EFC, program length, SAP, budget calculation, attendance rate and so on.

Payment Period:

The payment period is for at 450 hours and 15 weeks for courses of 900 hours or more (300 hours and 10 weeks for course of 600 or more). The midpoint of the program for these courses is less than 900 hours and 15 weeks. In order for student to get qualify for **full** financial aid, the student must complete at least 900 academic clock hours in one award year

The school makes first Pell Grand payments shortly after the student’s enrollment. This occurs on the theory the student will satisfactorily complete specified academic requirements during the first payment period. The school makes the second payment on successful completion of academic requirements during the payment period. Disbursement of SEOG funds follows the same procedures. Satisfactory progress is necessary in order to remain eligible for Federal Financial Assistance. The school credits the student’s tuition account and then gives any remaining funds to the student. The disbursements are made by check. If the student fail to attend their agreed upon schedule, they may lose eligibility for financial assistance. The student should carefully review the enrollment agreement. If the student does not attend school for 14 calendar days, the student will be withdrawn from the course and the Refund Policy will be applied.

Cost of Attendance

Flair Beauty College uses the annual budgets published by the CALIFORNIA STUDENT AID COMMISSION.

- Actual cost elements included in the budget:
- Tuition
- Registration Fee
- Books and supplies

Cost of living allowances to attend at Flair Beauty College (based on monthly)

The following are standard allowance use in assessing the “need” of financial aid applicants and are in accordance with the budgets published annually by the California Student Aid commission. Note the figures listed are estimates only.

DescriptionOff the Campus with the FamilyOff Campus without the Family

In Santa Clarita Valley area a cost of room for rent estimated \$800.00 per a month.

Program Cost	Actual tuition supplies, and fee charges	
Room/Board	\$00.00	\$800.00
Transportation	\$80.00	\$80.00
Personal/Misc.	\$165.00	\$165.00

(The cost of required uniforms is included in the personal allowance)

FUTURE STUDENT’S RIGHTS AND RESPONSIBILITIES FOR RECEIVING FSA:

- Privacy. All information submitted with your financial aid application will be treated as confidential.
- An explanation of the financial aid process. If you do not understand how your financial aid award was determined, please contact the Financial Aid Office.
- Appeal. Please contact the Financial Aid Office if you believe that your application for financial aid was not fairly evaluated.
- Know the effect of withdrawal/ceased attendance of class from the institute and the impact it will have on your financial aid.
- Know where to go for advice regarding other financial alternatives.

RETURN OF TITLE IV REFUNDS POLICY

Effective October 7, 2000, U.S. DOE regulations now specify, for students who are Title IV aid recipients, how schools must determine the amount of Federal Student Financial Aid assistance that you earn if you withdraw. Our institution will calculate the amount of Title IV aid that you have earned based on a payment period. Refunds will continue to be calculated by the enrollment period. The student will be obligated for any tuition, fees, books or equipment not covered by Title IV funds.

The new law requires that when a student withdraws during a payment period, the amount of Title IV aid that a student has earned up to that point is determined by a specific formula. If a student has received less assistance than the amount that a student earned for the payment period, that student will be able to receive those additional funds scheduled for the current payment period. If you have received more assistance than you have earned, the excess funds must be returned.

The amount of assistance that you have earned is determined on a pro-rated basis. That is, if you completed 30 percent of the payment period, you earn 30 percent of the aid you were originally scheduled to receive for the payment period. Once you have completed more than 60 percent of the payment period, you earn all of your assistance.

If you receive excess funds that must be returned, your school must return a portion of the excess equal to the lesser of:

- Your institutional charges multiplied by the unearned percentage of your funds, or
- The entire amount of the excess funds.

If your school is not required to return all of the excess funds, you must return the [remaining amount] even if all of the funds were applied to your school account. If you are responsible for returning grant funds, you do not have to return the full amount. The federal law provided that you are not required to return 50 percent of the grant assistance that you receive which is your responsibility to repay. Any amount that you have to return is a grant overpayment and you must pay the school that amount, in full, within 45 days or you must make arrangements with the U.S.

Department of education to return funds.

Upon request, refund examples and return of Title IV funds formula examples for the above refund policies are available from the schools registrar. See below for the distribution order regarding returns of Title IV funds.

Title IV Refund Calculation/Definition

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- a. The date a student notifies the Financial Aid office that she/he intent to withdraw. Only the Financial Aid office would be authorized to accept a notification of your intent to withdraw.
- b. The date the school terminates the student's enrollment due to academic failure (SAP) stated in catalog.
- c. All funds paid will be returned if the student is rejected for enrolment either because
- d. A student fails to abide by the rules and regulations of the institution stated in catalog.
- e. A student fails to meet financial obligations to the school.
- f. The date a student has failed to attend class for a period (14) consecutive calendar days and fail to inform the school that she/he is not withdrawing after 30 days classes already started. The student will be deemed a withdrawal even though you have indicated that you were not withdrawing.

You may cancel your contract for school, without any penalty or obligation by the fifth business day; business day means a day on which students were scheduled to attend class as described in the notice of cancellation form. No tuition will be charge if student cancels by the first day. \$50 application fee will not be refunded.

The date a student fails to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance the date of the determination of withdrawal will be the scheduled date of return from LOA. For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed to be the last date of recorded attendance. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of (14) consecutive calendar days.

Return of Title IV Funds

Special note to students receiving Unsubsidized/Subsidized/PLUS/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to 60 percent of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been receive that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student's liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment.

Refund Due: If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from determination of withdrawal date.

Sample of Title IV Refund Calculation per Program

Assuming that the tuition has been that the tuition has been paid in full, the following is a sample of the refund amount based on a student withdrawing after completion of the specified percentage without returning the equipment, registration and STRF received.

*Total Student paid - Registration Fees - unsealed Student Kit = Course Tuition Cost

*Number of attempted Scheduled Hours = Percentage % of course clock hours attendance.

Calculation: Percentage of course attended (up to 60%) X (multiply by) Total Tuition Cost of Program per Enrollment Agreement = Tuition Charges to be Assessed to Student – deducted from Course Tuition Cost = Student Refund. (All Refund and over contract charges are based on student’s scheduled hours).

The school earns 100% of program cost indicated on enrollment agreement if the percentage of scheduled time completed exceeds 60%. Any Refund is due no later than 45 days from determination of withdrawal date.

Number of attempted Scheduled Hours= Percentage %of course clock hours Attendance=Student Refund

<i>Course</i>	<i>0% Tuition</i>	<i>10% of course completed</i>	<i>25% of course completed</i>	<i>50% of course completed</i>	<i>Over 60% of course completed</i>
Cosmetology	\$12,000.00	\$10,800.00	\$9,000.00	\$6,000.00	No Refund
Esthetician	\$6,900.00	\$6,210	\$5,175.00	\$3,450.00	No Refund

Hierarchy of Refunds:

If the student has received financial aid funding the refund amount due will be made in the following order:

- 1- Unsubsidized Stafford Loans.
- 2- Subsidized Stafford Loans.
- 3- Plus Loans
- 4- Pell Grants
- 5- Other Title IV Assistance
- 6- Other Federal, State, Private or Institutional Financial Aid Assistance

Interruption of Educational Program

In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the School shall drop the student make a refund based on the refund policy.

Third Party Payers

For those students who are receiving tuition assistance; any tuition refunds will first be made to any lender\organization up to the amount of such disbursement by the school and a third party processor. Any additional refunds will be made to other funding source accounts or any other sponsoring source up to the amount of such disbursement. Any additional refunds due will be made

to the Student or sponsor within the first 14 calendar days of the school receiving the funds. Any overpayment of monies disbursed for non-tuition educational expenses will be based on the total hours completed over the time period in that payment period. The Student will be responsible to repay any such overpayment. The refund for non-tuition educational expenses, if any, will be made to the appropriate agency, account or individual. In case if an third party is paying or has paid for the student's kit and the student subsequently cancels the program, the kit becomes the property of said agency. Also if an outside agency not paying student's tuition in full; the student is responsible for paying the remaining unpaid tuition balance due.

Review of Records by Student

At the request of the student or the parent/guardian of a dependent minor, he/she may at any time review his/her academic or financial record with the Director.

- a. The right of students or the parent/guardian of a dependent minor to inspect their individual records is in accordance with the Family Education Rights and Privacy Act of 1974, Public Law 93.380, as amended.
- b. Expressly exempted from the right of review and inspection are the financial records of the parents of the students.
- c. Without the student's written consent and upon authorization of the Director or his/her designee, Flair Beauty College may release copies of, or otherwise divulge, material in student education records to the following agencies and individuals who are expressly forbidden from permitting access of said education records to third parties:
 - (1). School with a legitimate educational interest.
 - (2). Authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program or pursuant to a federal or state law, except that when collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.
 - (3). Other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
 - (4). Officials of other public or private schools or school systems, including local, county, or state correctional facilities where educational programs are provided, where the student seeks or intends to enroll, or is directed to enroll, subject to the rights of students as provided in Section 76225 of the Education Code.
 - (5). Agencies or organizations in connection with a student's application for, or receipt of, financial aid; provided that information permitting the personal identification of students may be disclosed only as may be necessary for such purposes as to determine the eligibility of the student for financial aid, to determine the amount of the financial aid, to determine the conditions which will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid.
 - (6). Accrediting organizations in order to carry out their accrediting functions.

- (7). Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purposes of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is collected.
- (8). Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons, or subject to such regulations as may be issued by the Secretary of Education.
- (9). Those who have obtained a subpoena or judicial order, Flair Beauty College will make a reasonable effort to notify the student in advance of Flair Beauty College's compliance with the order.
- (10). Authorized representatives of the Bureau for Private Postsecondary Education, where such information is necessary to audit or evaluate a state supported education program or pursuant to a state law, except that when collection of personally identifiable information is specifically authorized by state law, any data collected by those officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of state legal requirements.

Record of Access

The Registrar will maintain an access list which includes the identity of persons other than Flair Beauty College officials who have requested and have been denied or who have had access to student records, the dates of said requests, and the reasons for such access.

Storage of Student Records:

It is the policy of Flair Beauty College to provide proper storage and access as prescribed by the Act and the Regulations.