

# Federal Consumer Information

As of 01-01-2014

## **Basic Financial Aid Information Need-based and non-need based Federal Programs**

Neosho Beauty College, offers a quality education at surprisingly affordable cost. However, many qualified students will need financial assistance in the form of Federal Aid in order to attend school. Neosho Beauty College, 116 N. Wood St., Neosho, Mo, 64850 can offer Federal Financial Aid to qualified students who deserve a post- secondary education but do not have adequate financial means to do so.

## **Need-based and Non-need based State and Local Aid Programs, School Aid Programs, and other private aid program**

Neosho Beauty College does not have state, local government or private funding sources. The Federal Aid programs that students have access to are the Pell Grant program, and the Direct Stafford Loan program.

## **How students apply for Federal Student Aid and how eligibility is determined**

Students enrolling in Neosho Beauty College should make application for Federal Financial Aid using the Free Application for Federal Student Aid (FAFSA) on the web:

<http://www.fafsa.ed.gov/>

High school seniors in the last semester of school should fill out a FAFSA to determine their eligibility for financial aid.

A student's financial aid package may include a Federal Pell Grant or Stafford Direct Loan. You should use FAFSA4caster to learn more about the financial aid process and get an early estimate of your eligibility for Federal student aid. You can access the FAFSA4caster at:

<http://www.fafsa4caster.ed.gov/F4CApp/index/index.jsf>

Why should a student consider using the FAFSA4caster?

1. The Site will help students understanding Federal Student financial aid.
2. It will assist students in determining how they can apply for Federal student aid and who qualifies?
3. It allows students to get an early start on the financial aid process by learning the basics.

## **How the school distributes aid among students**

Most Federal Financial Aid is awarded on the basis of financial need. Need is the difference between your cost of education (educational expenses such as tuition, room board, 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 expected family contribution from your cost of education you are then considered to have financial need.

## **The rights and responsibilities of a Student receiving Federal Student Aid**

The student has the right to ask the school:

- The name of its accrediting and licensing organizations.
- About its programs; its instruction, its physical facilities, and its faculty.
- What the cost of attending is and the institutions policies concerning refunds and Return to Title IV (R2T4) to students who drop out.
- What financial assistance is available at Neosho Beauty College; including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting an applications for available financial aid programs.
- How it determines a student's eligibility and need for financial aid.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loans you may choose, the total amount you must repay, and when you must start repaying.
- What a deferment or forbearance of repayment is for certain defined periods. How to know if you qualify and how to request a deferment or forbearance.
- Provide written information on student's loan obligations and information on your rights and responsibilities as a borrower.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines when and whether you are making satisfactory progress (SAP) and what happens if you fail to maintain SAP. How failing to maintain SAP affect your title IV eligibility.
- What special facilities and services are available to student with disabilities and how to request a reasonable accommodation.

### **It is the student's responsibility to:**

- Review and consider all the information about the school's program before enrolling.
- Pay special attention to the application process for Federal student financial aid, complete it accurately, and submit it on time to the right place. Errors on the FAFSA can delay or prevent your receiving aid timely
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all enrollment and verification documentations, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.

- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you were asked to sign.
- Ensuring you are aware that you must start making monthly repayment on your student loan after your grace period ends, unless you have a deferment or forbearance. When you sign your master promissory note (MPN), you are agreeing to repay your loan.
- Attend an exit interview at the time you leave the school to determine the net balance of your account with the school if any, as well as the net balance of any student loan you accepted.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
- Understand your school's 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 enrollment contract you will be asked to sign.
- Understand that you may be responsible and have liability for portions of Title IV funds return by the institution on your behalf.
- Understand that there could be liabilities when errors 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.

## **How and when will financial aid be disbursed**

For COSMETOLOGY, Financial Aid funds will be disbursed within 30 days of start or when all required documentation has been provided by the student (verification, etc...) AND the funds have been processed and disbursed by the school's Financial Aid Servicer based on the availability of funds by the US Department of Education. Subsequent payments will be made at 450 clock hours, at 900 clock hours, and at 1200 clock hours depending on the student's eligibility and if making satisfactory progress and length of hours enrolled. The funds will not be disbursed on the exact day the hours are met due to processing and mail time.

For ESTHETICIAN, Financial Aid funds will be disbursed within 30 days of start or when all required documentation has been provided by the student (verification, etc...) AND the funds have been processed and disbursed by the school's Financial Aid Servicer based on the availability of funds by the US Department of Education. Subsequent payment will be made at 375 clock hours depending on the student's eligibility and if making satisfactory progress and length of hours enrolled. The funds will not be disbursed on the exact day the hours are met due to processing and mail time.

For INSTRUCTOR, Financial Aid and Title IV funds will be disbursed within 30 days of start or when all required documentation has been provided by the student (verification, etc...) AND the funds have been processed and disbursed by the school's Financial Aid Servicer based on the availability of funds by the US Department of Education. Subsequent payment will be made at 300 clock hours depending on the student's eligibility and if making satisfactory progress and length of hours enrolled. The funds will not be disbursed on the exact day the hours are met due to processing and mail time.

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 cumulative hours and weeks in each payment period.

## **The terms and conditions of any employment that is part of the financial aid package**

Neosho Beauty College does not employ any students who are currently receiving financial aid and are attending the school programs.

### **Application for Loans:**

To receive a Stafford Direct Loan, a student must complete a Free Application for Federal Student Aid and a Master Promissory Note (MPN), and do an Entrance Counseling session on-line.

The MPN will need to be completed by the student by logging onto [www.studentloans.gov](http://www.studentloans.gov). To log in, a student will be required to enter their PIN number that was established when completing their FAFSA. On the same site, a student will be required to complete an entrance counseling session that will disclose all loan terms and conditions. The student will be required to read information and then answer questions based on the information.

Required borrower information on the MPN:

The MPN contains 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 U.S. addresses. The borrower must read, sign and date the MPN.

### **School Certifies/Originates the Loan:**

The school's primary responsibilities in the loan application process are to ensure the completeness and accuracy of the MPN based on information it has available.

Checklist for loan certification:

For all Federal Direct Loan applications: the school must:

- Confirm that the student meets the definition of eligible borrower. This would include the student's grade level, loan period and the amounts of the disbursements as well as the student's enrollment status and anticipated completion/graduation date. Check on NSLDS to check the student's financial aid history, including loan limits. It must document the student's COA, EFC and estimated Financial Aid in the student's file. It must be available to the lender, guarantor, or the Department.
- Determine the student's enrollment status and SAP
- Review NSLDS information on ISIR to ensure that the student is not in default on any FSA loan and does not owe a refund on any FSA grant or scholarship and will not exceed the annual or aggregate loan limits applicable to borrowers.
- Ensure the amount of the loan in combination with other aid will not exceed the student's financial need or the annual or aggregate loan limit.

- Determine the student's Pell grant eligibility (for a sub Stafford loan the need analysis must use official EFC calculated by the Department to determine the student's financial need), and if eligible include the grant in the student's aid package.
- For an unsubsidized Stafford loan, first determine the student's eligibility for a subsidized Stafford loan
- Prorate Stafford loans for programs of study that are shorter than an academic year and for programs in which the remaining period of study is less than an academic year in length
- Ensure that the loan disbursement dates meet the cash management and disbursement requirements for Stafford Direct loans.
- The formula for determining the amount of loans is:

(Cost of Attendance) – Minus (EFC) – Minus (estimated financial assistance)  
 = (Need for subsidized / unsubsidized Stafford) An unsubsidized loan can replace the EFC.

## **Scheduling Disbursements:**

Disbursements will be established with the lender. This is the date that the funds are to be disbursed to the student or the student's account, in keeping with the three day turnaround time for payment of FSA funds. For Stafford Direct Loans, the school may request the loan funds be provided on the thirty first day of classes for the first payment period for a first year, first time Stafford Direct Loan borrower

## **Exit Counseling**

All students who are graduating or withdrawing from school must receive exit counseling.

The school will ensure that students receive exit counseling before they leave school. As with entrance counseling, exit counseling is offered on the Web by at [www.studentloans.gov](http://www.studentloans.gov). Student borrowers should be advised to complete online exit counseling shortly before graduating, or ceasing at least half-time enrollment. Financial Aid Staff at Neosho Beauty College are reasonably available to answer questions from student borrowers. One of the borrowers' obligations is to complete in an exit counseling session.

Some of the same material presented at the entrance counseling session will again be presented during exit counseling. The emphasis shifts to more specific information about loan repayment and debt-management strategies. The following information will be provided as part of exit counseling:

1. Exit counseling emphasizes the seriousness and importance of the repayment obligation.
2. The lender sends payment coupons or billing statements as a convenience for the borrowers. Not receiving them does not relieve the borrower of his or her obligation to make payments.
3. Lender will encourage borrowers to set up electronic debiting of bank accounts to repay their loans.

The regulations require that exit counseling describes the likely consequences of default, including adverse credit reports, and litigation. Students will be informed of the charges that might be imposed for delinquency or default, such as lender collection expenses (including attorney's fees). Defaulters often find that repayment schedules for loans that have been accelerated are more stringent than the original repayment schedule. A defaulter is no longer eligible for any deferment provisions, even if he or she would otherwise qualify. The defaulter's federal and state tax refunds may be seized and wages garnished, and the borrower loses eligibility or any further funding from the FSA programs.

The student will receive an explanation of the use of the Master Promissory Note. The student will be advised to read carefully the MPN and the Borrowers Rights and responsibilities statement again.

Emphasis will be given that repayment is required, regardless of educational outcome or subsequent employability. The student borrower will be informed that they are obligated to repay the full loan even if they did not finish the program, cannot obtain a job after graduation, or is dissatisfied with the school's educational program or other services.

Sample monthly repayment accounts will be provided. The borrower will be given an estimate of the average anticipated monthly payments based on their indebtedness (or the average indebtedness of Stafford borrowers at our school or in the same program). The borrower will receive a sample loan repayment schedule based on their total indebtedness. A loan repayment schedule will usually provide more information than just the expected monthly payment. For instance, it would show the varying monthly amounts expected in a graduated repayment plan. The lending organization is not required to send the repayment schedule to the student until the grace period.

Repayment options will be reviewed with the student. The counseling will review the payment options, such as the standard, extended, graduated and income-contingent income sensitive plans. The option of consolidating loans will also be discussed. Consolidation loans are available through the Federal Direct Student Loan Program. .

Debt Management Strategies will be discussed. The counseling will stress the importance of developing a realistic budget, based on the student's minimum salary requirements. It is helpful to have the student's budget reflect the loan payment as a fixed cost, like rent and utilities.

Forbearance, deferment, and cancellation options will be discussed including:

1. If a student cannot make scheduled payments and does not qualify for a deferment, the lender may allow the student to temporarily make smaller payments or temporarily stop making payments. Interest continues to be charged during forbearance. Some reasons why forbearance may be granted are financial hardship and/or illness. The lender must grant forbearance if the student has a monthly debt burden for Title IV loans that collectively equals or exceeds 20% of their total monthly gross income (for up to three years) There are several other reasons listed in the Borrowers Rights and Responsibilities.

2. Deferments mean that the student does not have to make payments in certain circumstances. If the student is attending school at least half-time, or if the student is unemployed, if the student is experiencing economic hardship as determined by federal law for up to three years. (See student's rights and responsibilities).

## **Terms and conditions under which students receiving federal education loans may obtain deferments**

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

### **Deferment Definitions**

1. **Action Programs Deferment**  
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**  
This deferment type 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 a 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 (PIN required for access). Students 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. Normally the bank and/or guarantor can help with any problem.

Review the Student's Rights and Responsibilities: The student received this with the MPN at the beginning of the loan process and it should be reviewed again at the exit interview.

The importance of keeping loan records will be reinforced with the student. The borrower should keep the loan repayment schedule provided by the lender when repayment begins as well as records of loan payments—including cancelled checks, money order receipts. The student should keep copies of any requests for deferment or forbearance, or any other correspondence with the loan holder.



The School will collect and update personal and contact information: During exit counseling, the aid office will obtain the borrower's expected permanent address after leaving school, the address of the borrower's next of kin, and the name and address of the borrower's expected employer (if known). A school will correct its records to reflect any changes in the borrower's name, address, Social Security Number, or references and will obtain the borrower's current driver's license number and state of issue.

The student will also be provided with the current name and address of the borrower's lender (or Federal Vendor), based on the latest information. An explanation will be given of how to complete deferment forms and how to prepare correspondence to the lender or vendor will also be included. Emphasis will be made that the borrower should always keep copies of all correspondence from and to them about their loans. It will be stressed that a borrower must make payments on their loans even if the borrower does not receive a payment booklet or a billing notice.

If the student borrower drops out without notifying the school, the student will be prompted to complete the required exit counseling in a withdrawal letter the school will mail to the student.

Grace Period: Once a student withdraws, is terminated or graduates, there is a grace period of six months on subsidized loans. During this time no interest accrues on the subsidized loan. On an unsubsidized loan, the interest is paid by or charged to the student during the loan period but the principal is not paid until after the grace period. The borrower has a choice of paying the interest or having it capitalized – adding the accrued interest to the original loan principal.

Repayment on all loans is up to ten years with a minimum repayment of \$50.00 per month.

**The criteria for measuring satisfactory academic progress, and how a student who has failed to maintain satisfactory progress may reestablish eligibility for federal aid (See copy of catalog for the full policy)**

**Determination of Progress**

Students meeting requirements at evaluation period checkpoints will be considered making Satisfactory Progress until the next evaluation period checkpoint. In order for a student to be considered making Satisfactory Progress, the student must meet a cumulative attendance average of 85% and cumulative academic GPA rate of 80% at each evaluation period checkpoint.

**Reinstatement of Financial Aid**

Title IV aid eligibility will be reinstated to students who prevail on appeal of Financial Aid Suspension regarding the status of Satisfactory Progress, or who have reestablished Satisfactory Progress at the next evaluation period checkpoint.

## General Information about the school

See catalog for the name, addresses and phone numbers of all agencies that have approval over Neosho Beauty College.

By putting a request in writing to the school director you may review the letter of accreditation and the license or letter of approval from the state agency that approves the school. This request will be honored within 30 days of receiving the written request.

## Special facilities and services available to disabled students

No qualified handicapped person, by reason of the handicap, will be excluded from enrolling in a course of instruction. Additionally, the school will exert its best effort to provide reasonable special requirements for the handicapped person by nature of their handicap. If you would like to request academic adjustment or auxiliary aids, please contact the School Manager. You may request academic adjustments or auxiliary aids at any time. The School Manager is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3 (j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- 1) Notify the School Manager in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may contact the School Manager by telephone at 417-451-7216.
- 2) The School Manager will respond within two weeks of receiving the request.

## Cost of attending the school

Programs	Tuition and fees	Books and Equipment	Room and Board		Transportation cost		Misc Cost	
			Independ	Depend	Independ	Depend	Independ	Depend
Cosmetology	9850	788	8844	4524	1716	1716	2735	2735
Esthetician	7600	573	4422	2262	858	858	1358	1358

- The room and board, transportation, and misc costs listed are used for COA determination only. Neosho Beauty College does not actually charge these items to the student. The amounts represent the stated item cost for a 7 month/900 hour period at the national average.

## Withdrawal and Settlement Policy

**Students that choose to withdraw from Neosho Beauty College, or are terminated by the school, are subject to the schools Withdrawal and Settlement Policy. The policy consists of an Institutional Refund Policy for all students, and an additional Return to Title IV Refund Policy (R2T4) for students who receive financial assistance from Title IV programs (*Federal Pell Grant, Direct Stafford Loans*). For students who receive Title IV financial assistance, the school will submit to its Financial Aid Servicer, a R2T4 worksheet for the payment period (i.e. 1-450 hours) the student is in when the school determines the student is terminated or is withdrawing. The schools servicer will calculate the amount of Title IV financial aid the school may retain or must refund for the payment period, and also determine if the student will owe a refund themselves. The results of the R2T4 calculation are then applied to the schools own Institutional Refund Policy. Students who do not receive Title IV financial assistance, are only subject the schools Institutional Refund Policy**

### RETURN TO TITLE IV (R2T4)

(for Title IV Financial AID)

*(Applies to the Payment Period the student is in at withdrawal / termination)*

1. The students last date of attendance is determined by the school. The last date of attendance will be the last day the student was physically in attendance.  
  
\*\*\*\*\* A student is determined to be withdrawn when:  
  
\*The student does not return from an approved leave-of-absence on the date specified on the leave request. \*The student is absent for 10 consecutive days of absence while not on a leave without calling in.  
  
\*The student officially notifies the school of their intent to withdraw.
2. The amount of AID disbursed is determined.
3. The amount of AID that could have been disbursed is determined and added.
4. A percentage of AID earned is determined. To determine the percentage, the number of clock hours the student has, up to and including the students last date of attendance is divided by the number of hours in the payment period.
  - (a) If this percentage is greater than 60%, 100% is used.
  - (b) If this percentage is less than or equal to 60%, the resulting percentage is used.
5. The amount of AID earned by the student is determined by multiplying the percentage derived from Step 4 (a / b),  
  
by the total amount of AID that was disbursed, or could have been disbursed as of the student's withdrawal date.
6. The amount of AID that is to still be disbursed or returned is determined. AID to be disbursed is determined by subtracting the amount of AID actually disbursed, from the amount of AID that was

earned (Step 5). AID to be returned is determined by subtracting the amount of Title IV aid that was earned from the AID that was actually disbursed.

7. Institutional charges are determined.
8. A percentage of unearned AID is determined by subtracting the percentage of Aid earned (Step 5) from 100%.
9. The amount of unearned charges is determined by multiplying the institutional charges (Step7) by the percentage of unearned AID (Step 8).
10. The amount of AID for the school to return is the lesser of: The amount of AID to be returned (Step 6) or the amount of unearned charges (Step 9).
11. The school will return the funds within 45 calendar days from the date of the schools determination of withdrawal or termination in the following order:
  - a. Unsubsidized Federal Stafford Loans
  - b. Subsidized Federal Stafford Loans
  - c. Federal Pell Grant Program
  - d. Other Title IV Programs
  - e. Other Federal, State, private or institutional assistance
  - f. The Student
12. Initial amount of AID due from the student is determined by subtracting the amount of AID to be returned by the school (Step 10), from the total amount of Aid to be returned (Step 6).
13. The amount of student loans the student must repay in accordance to the terms of the students promissory note, is determined by subtracting the amount the school must return of the loans received from the total loans received.
14. The amount of Grant funds the student must return is determined by subtracting the amount of loans the student must still repay (Step 13) , from the initial amount of AID due from the student (Step 12). THEN...
15. An amount of Title IV grant protection is then calculated by multiplying the total of Grants received and could have been received by 50%.
16. The amount the student **must return** is the difference between the amount of grant protection (Step 15), and the amount of Grant funds the student must return from step 14.

Refunds less than \$25.00 will not be made to Title IV programs. By signing the Contract and Application for Admission, the student authorizes the school to retain any amount of the Return to Title IV refund calculation result that is determined to be a credit balance, to pay authorized charges at the school in accordance with cash management regulations. (Including previously paid charges that are now unpaid due the Return to Title IV calculation).

The total amount of Title IV aid the school is allowed to retain for all payment periods applicable from the Return to Title IV calculation , is then considered as payments in the schools Institutional Refund Policy.

**THE FOLLOWING *INSTITUTIONAL REFUND POLICY* WILL BE APPLIED TO ALL WITHDRAWING AND TERMINATED STUDENTS. IT IS THE ONLY POLICY USED FOR STUDENTS WHO DO NOT RECEIVE ANY FEDERAL FINANCIAL AID.**

## **INSTITUTIONAL REFUND POLICY**

<b>Percentage of time completed of total time of course</b>	<b>Percentage of total <b>TUITION</b> owed to the school</b>
0.01 - 4.9%	20%
5 - 9.9%	30%
10 - 14.9%	40%
15 - 24.9%	50%
25 - 49.9%	70%
50% and over	100%

Enrollment time is defined as the time elapsed between the actual starting date and the students last date of physical attendance in the school.

The cost of items other than tuition such as application and enrollment fees, books, and kit are not considered in refund calculations, provided the charges are itemized separately in the student's enrollment agreement, or in other data furnished the student upon enrollment.

The student's actual hours at withdrawal are divided into the length of the student's contracted hours of enrollment to determine percent completed. The percent is then applied to the Institutional Refund Policy above to determine the amount of tuition the school is allowed to retain. Other charges such as fees, books, kits, equipment and supplies are added to the retainable tuition to determine TOTAL COST for the student's period of enrollment. The amount of payments credited including aid retained after Return to Title IV (**R2T4**) calculation, is then subtracted from total cost. If the resulting amount determines that a refund is due, it will be added to any applicable amount due from R2T4 refund determination and made within 45 days from the date the school determined the student withdrew. Any additional refund due after all required R2T4 refunds have been made. Will be made to any State agency whose funds were credited, the lastly to the student. If the resulting amount determines that the student still owes money, the student will be billed accordingly.

**Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that...**

- A. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies collected by the school. The \$25.00 fee collected by the State of Missouri for a student license is not refundable.**
- B. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within three business days of the signing of the contract. In this case all monies collected by the school shall refunded with the exception of the school application fee of \$50.00. The \$25.00 fee collected by the State of Missouri for a student license is not refundable. This policy applies regardless of whether or not the student has actually started training.**

- C. A student cancels his/her contract after three business days after signing, but prior to entering classes. In this case he/she shall be entitled to a refund of all monies collected by the school with the exception of the school application fee of \$50.00. The \$25.00 fee collected by the State of Missouri for a student license is not refundable.
- D. A Student notifies the institution of his/her withdrawal;
- E. The student does not return from an approved leave-of-absence. The date of withdrawal determination for students who do not return as scheduled shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.
- F. A student is expelled by the school.
- G. In type (b), (c), (d) or (e) official cancellations or withdrawals, the cancellation date will be determined by the date written notification is received by mail, or the date said information is delivered to the school administrator/owner in person, by phone or by other electronic means such as e-mail.
  - 1. Unofficial withdrawals / terminations will be determined by means of reviewing the student's activity and inactivity by means of the schools time clock monitored at least every 30 days.
  - 2. Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. Any student who does not return as scheduled from an approved leave-of-absence or is absent for 10 consecutive scheduled days without notifying the school will be considered as a termination
  - 3. For a student who does not return from an approved leave-of-absence, the last day of physical attendance prior to the leave will be considered the students last date of attendance.

**H. Program or Course Cancellation Policy**

If a program or course is canceled subsequent to a student's enrollment, and before instruction in the program or course has begun, the school shall at its option:

- 1. Provide a full refund of all monies paid; or
- 2. Provide completion of the program or course.

**I. School Closure Policy**

NEOSHO BEAUTY COLLEGE is financially sound and business solid. Although the school has been under the present ownership for the past 30 years, some catastrophic event could possibly force us to close our doors, as any other business.

NEOSHO BEAUTY COLLEGE is family owned and operated, and will continue to uphold it's highly regarded reputation for excellence in education at all costs.

If the school closes permanently and ceases to offer instruction after student has enrolled, or if a program is canceled after student has enrolled and instruction has begun, the school will make arrangements for student or implement a teach-out plan according to the following:

- 1. The arrangements or plan will offer the student a reasonable opportunity to promptly resume and complete the canceled program of study or transfer to a substantially similar program or course at an institution which offers a similar educational program.
- 2. The arrangements or teach-out will be performed, by an institution in the same geographic area as the original school which provided the program or course.

3. The school at which students continue their education and training will not charge the students an amount greater than that to which Neosho Beauty College would have been entitled under its contract with the student and for which the student has not yet paid.
4. Neosho Beauty College will notify affected students individually of the availability of the arrangement or teach-out plan.
5. Neosho Beauty College will dispose of school records in accordance with state laws.
6. A Return to Title IV calculation will be done as well as an Institutional Refund calculation, to determine any amounts of returns or refunds of tuition that will need to be made.
7. A list of all students enrolled at the time of closure will be submitted to the schools accrediting agency and will include the amount return and refund calculation for each student.

### **NON – REFUNDABLE COSTS**

Cost of items other than tuition such as application and registration fees, books, kit, and kit tax are not included in the refund calculations, provided they are itemized separately in the enrollment contract signed by the student. Physical items (books, kit and any other equipment) when issued, are non-returnable/non-refundable items that will be charged for in full including applicable sales tax. Furthermore, these items may not be removed in whole or part from the school premises till paid for in full AND the student has completed the entire length of the course enrolled in, pursuant to Missouri State Board regulations. The school is not responsible for physical items left behind by the Buyer, and may dispose of such items at the Seller's discretion after a 6 (six) month period from the date of determination the buyer withdraws.

**Students who withdraw or are terminated, will be charged a \$150.00 withdrawal fee that will be added to their account balance, and will be not be included in any refund calculations.**

**Upon graduation, withdrawal or termination, the school will notify the Missouri State Board of Cosmetology if financial indebtedness exists between the student and the school. Pursuant to Missouri Law, no credit for hours attained by the student will be given by the State to the student towards licensure examination qualification, if the school has not sent a notarized statement indicating that the student has paid all required payments.**

**The certificate programs, training, and other education programs offered;** See school catalog for list of program or programs being taught

**The availability of a GED program, if the school admits students who do not have a high school diploma or equivalent**

Neosho Beauty College does/ does not offer a GED program as part of the Institution.

**Instructional, laboratory, and other school facilities associated with academic programs;**

See school catalog for description of school facilities

## The school's campus security report; CRIME STATISTICS

In accordance with the Jeanne Cleary 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. 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 January 1, 2014, include any crime statistics that occurred on campus during the previous three year period.

Date updated as of 1-1-2014

Crimes Reported	2011	2012	2013	Location:	
				C=Campus N=Non-campus P=Public Area	*Hate Crime
Murder (Includes non-negligent manslaughter)	0	0	0		
Negligent manslaughter	0	0	0		
Sex offenses (forcible)	0	0	0		
Sex offenses non-forcible)	0	0	0		
Robbery	0	0	0		
Aggravated assaults	0	0	0		
Burglaries	0	0	0		
Motor Vehicle Thefts (on Campus)	0	0	0		
Arson	0	0	0		
Any other Crime involving bodily injury	0	0	0		

Number of arrest made for the following crimes	2011	2012	2013	Referred for campus disciplinary action? (Yes)(No)
Liquor Laws	0	0	0	
Drug Laws	0	0	0	
Illegal Weapons Possession	0	0	0	

**\* Hate Offenses:**

**The above crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.**

Neosho Beauty College encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration. In the event a sex offense should occur on campus, the victim should take the following steps:

1. Report the offense to the school administration.
2. Preserve any evidence as may be necessary to the proof of the criminal offense.



3. Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
4. Request a change in the academic situation if necessary.

### **Information for Crime Victim about disciplinary hearings:**

Institution must, upon written request disclose to the alleged victim of any crime of violence, or a no forcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the institution on or after August 14, 2009 (HEOA amendment).

### **Emergency Evacuation Plan**

This school's campus consists of one building. If an emergency evacuation is required you will be notified by your instructor and follow the emergency plan posted in the area you are currently located in. On an annual basis, the institution conducts an emergency evacuation drill. Each classroom has emergency evacuation procedures posted in the room. Please make yourself familiar with these evacuation procedures.

### **Contacts information for student financial assistance and general institutional issues for attending a study abroad program that is approved for credit by the home school;**

Neosho Beauty College does not currently have any agreements with any institutions overseas for training of students where credit received would be used to meet the graduation requirements of Neosho Beauty College.

### **Drug and alcohol abuse information:**

Following you will find the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226 and what Neosho Beauty College requires of Staff and Students.

Staff 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.

The school will impose disciplinary actions consistent with local, State and Federal law. The actions will be determined by the school director after consultation with the U.S. Department of Education, local law enforcement officials, rehabilitation staff and others depending on the particular circumstances. Continuation as a student or as an employee at Neosho Beauty College will depend on factors that include but are not limited to: the severity of the offense; completion of an appropriate rehabilitation program; frequency of the violation; arrest records and convictions.

Additionally, there are numerous local, state and federal laws, which can be used to punish violators. Penalties can range from suspension revocation and/or denial of a driver's license, to 20-50 years imprisonment at hard labor without benefit of parole. Property may also be seized. Community service may also be mandated.

Students could lose eligibility for financial aid, could be denied other federal benefits, such as Social Security, retirement, Welfare, health care benefits, disability and Veterans benefits. Public housing residents could also be evicted. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain careers.

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 for rape counseling, or domestic violence contact the Lafayette House at 1-800-416-1772.

There are national organizations that can be contacted for help. The Alcoholism and Drug Abuse Hotline is open 24 hours daily, 1-800-252-6465. The Cocaine Hotline, 1-800-444-9999 is also open 24 hours. The National Institute on Drug Abuse Hotline is available 8:00 AM to 2:00 AM, Monday through Friday and 11:00 AM to 2:00 Am on weekends, 1-800-662-4357

### **Completion/graduation rates for the general student body**

The following is the completion/graduation rate as calculated for and required by the schools accrediting agency,( NACCAS ) covering the period of 1-1-12 to 12-31-12

<b>Programs</b>	<b>Scheduled to Graduate</b>	<b>Graduated</b>	<b>Percentage = Graduate/ Scheduled to Graduate</b>
<b>Cosmetology</b>	<b>24</b>	<b>11</b>	<b>46</b>
<b>Esthetics</b>	<b>9</b>	<b>6</b>	<b>67</b>
<b>Manicuring</b>	<b>2</b>	<b>2</b>	<b>100</b>
<b>Instructor</b>	<b>1</b>	<b>1</b>	<b>100</b>
<b>Totals</b>	<b>36</b>	<b>20</b>	<b>56</b>
<b>Placement Rate</b>	<b>80</b>	<b>Licensure Rate</b>	<b>93</b>

## **Type of Employment Students might expect enter**

See catalog for list of jobs a graduate might be eligible for.

### **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 and guardians 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, Guardians 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, Guardians 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, guardian 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, guardian 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, guardian 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.

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

## **A list of the faculty and other instructional personnel;**

See the catalog for a list of school faculty and instructional staff

## **Policies and Sanctions related to copyright infringement**

Neosho Beauty College prohibits copyright infringement. The school will take disciplinary action against any student who distributes unauthorized copyrighted materials including peer-to-peer file sharing and the prohibited use of the institution's information technology system for those activities. Any student involved in such an act will be reported to the proper authorities.

## **Constitution Day**

On September 17 of each year or the first day back to school Neosho Beauty College will hold a day dedicated the Constitution of the United States. At least three months before holding this event we will activity request suggestion from both our current student body and staff on how they feel that we could best commemorate the September 17, 1787 signing of the Constitution. If September 17 falls on a Saturday, Sunday, Monday, or scheduled day off, Constitution Day will be recognized during the preceding or following week.

## **Voter Registration**

You may obtain up a voter registration form by downloading the form from the following web site: [www.sos.mo.gov/elections](http://www.sos.mo.gov/elections)

## **Vaccination Policy**

Neosho Beauty College does not have a policy on vaccination at this time. The State of Missouri does not require licensees to have had any types of vaccinations.

## **Transfer Policy**

**Students furnishing satisfactory transcripts of clock hours earned in other school that have been accepted by the Missouri State Board of Cosmetology may enter the school and receive credit for such hours attended elsewhere. Such credit allowances will shorten the course accordingly, and tuition costs will be on a per hour basis for the remaining hours needed. The student will be charged a \$50.00 registration fee and a \$50.00 enrollment fee. Books, kit and supplies will be charged on a "will need" basis. For Satisfactory Academic Progress evaluation purposes, transfer students will be evaluated on actual contracted hours. The student's first evaluation period checkpoint will occur no later than the mid-point of the student's period of enrollment or academic year whichever occurs first. SAP evaluation points for transfer students will differ from students enrolled for the entire program length**

## **What the Acronyms Mean**

EFC	Expected Family Contributions
MPN	Master Promissory Note
FSA	Federal Student Aid
NSLDS	National Student Loan Data System
COA	Cost of Attendance
SAP	Satisfactory Academic Progress
ISIR	Institutional Student Information Report
UNSUBsidized Loan	Interest is not paid by Federal government
FERPA	Family Educational Rights and Privacy Act