

SALON BOUTIQUE ACADEMY

FEDERAL CONSUMER INFORMATION HANDBOOK AND RULES AND REGULATIONS FOR
SALON BOUTIQUE ACADEMY

EFFECTIVE December 4, 2023

Disclosure of Consumer Information – Your Right to Know

Salon Boutique Academy is committed to providing its students, their families, and their campus community full disclosure of all consumer information as required by state and federal laws and regulations. The consumer information is intended to satisfy students' right to know and give students the opportunity to make fully informed choices regarding the institution they elect to attend. It is the student's responsibility to review the information below to ensure they have a full understanding of "Your Right to Know" as it relates to disclosure of consumer information at this Academy. The information below should be read and understood. If you need clarification or additional information, please contact the Financial Aid Director of Salon Boutique Academy.

Notice of Availability of Institutional and Financial Aid Information

Student applicants may view accreditation, eligibility, and certification documents upon request. Accreditation and state license information may be viewed in the Administration Office of Salon Boutique Academy. Department of Education eligibility and certification letters may be viewed upon request to the Director of Salon Boutique Academy. The information included within this publication is given to each enrolled student. Additionally, you may access this consumer information for Salon Boutique Academy by visiting www.salonboutiqueacademy.com. To request a paper copy of this information, please see the Contact Information for Assistance in Obtaining Institutional or Financial Aid Information in the section immediately following.

Institution	Address	Website
Salon Boutique Academy OPE ID: 04249300	4135 Belt Line Road Suite 102 Addison, Texas 75001	www.salonboutiqueacademy.com

Contact Information for Assistance in Obtaining Institutional or Financial Aid Information

Salon Boutique Academy has designated individuals to assist prospective and enrolled students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a)(1), Sec. 485(f), [Sec.485(h)], and Sec. 485(j).

Institution	Address/Telephone/ Website	Contact
Salon Boutique Academy OPE ID: 04249300	4135 Belt Line Road Suite 102 Addison, Texas 75001 Phone: 214-263-3276 FAX: 972-239-3319 www.salonboutiqueacademy.com	ATTN: Juana Escalante Financial Aid Director, 469-386- 7323 Juana.Escalante@salonboutiqueacademy.com

Student Financial Aid Information

The purpose of student financial aid is to provide assistance to students who, without financial aid, would be unable to attend.

Need-Based and Non-Need-Based Financial Assistance Programs

There are different types of aid available. Some of these are grants, loans, scholarships, and Veterans Benefits. In order to be available, Salon Boutique Academy must be approved to participate in the particular

Aid you seek, and you must qualify to receive the Aid.

Federal Pell Grant (PELL)

Pell grants are the foundation of federal student financial assistance to which aid from other federal and nonfederal sources might be added. These grants are generally awarded to undergraduate students and the amounts can change yearly. Unlike loans, grants are not repaid unless, for example, you withdraw from school prior to the planned program completion date. All federal grants are awarded to students with financial need. The amount of your Federal Pell Grant depends on your cost of attendance, expected family contribution, enrollment status (full or part time) and whether you attend for a full academic year or less. For more information visit [Federal Pell Grant](#).

Iraq and Afghanistan Service Grant

A student whose parent or guardian was a member of the U.S. Armed Forces and died as a result of service performed in Iraq or Afghanistan after September 11, 2001 may be eligible to receive the Iraq and Afghanistan Service Grant.

Additional Student Eligibility Requirements:

- Must be ineligible for a Federal Pell Grant due only to having less financial need than is required to receive Pell funds, and
- Be under 24 years old, or
- Enrolled in college at least part-time at the time of the parent's or guardian's death.

The grant award is equal to the amount of a maximum Pell Grant for the award year – not to exceed the cost of attendance for that award year.

William D. Ford Federal Direct Loan Program

Student loans, unlike grants, are borrowed money (monies) that must be repaid with interest. Loans made through this program are referred to as Direct Loans. Eligible students and parents borrow directly from the U.S. Department of Education. For more information visit [William D. Ford Federal Direct Loan Program](#).

There are three types of loans in the program:

Federal Direct Subsidized Stafford Loan- A student can borrow this type of loan to cover some or all of his/her school expenses. The U.S. Department of Education pays the interest while you're in school at least half-time and for the first six months after you leave school (grace period). The amount of the loan cannot exceed a student's financial need. For more information visit:

<https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized>

Federal Direct Unsubsidized Stafford Loan- A student can borrow this type of loan to cover some or all of his/her school expenses. The U.S. Department does not pay interest on subsidized loans. A student is responsible for paying the interest that accrues on the loan from the time the loan is disbursed until it's paid in full. The fixed interest rate can be paid while attending school, during a period of deferment or forbearance or it can be accrued and the interest added to the principle amount of the loan. For more information visit:

<https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized>

Federal Direct PLUS Loans- Parents of dependent students can borrow from the PLUS Loan program. The terms and conditions of this type of loan include a requirement that the applicant not have an adverse credit history, a repayment period that begins on the date of the last disbursement of the loan and has a fixed interest rate for the Direct Loan. For more information visit: <https://studentaid.ed.gov/sa/types/loans/plus>

Veteran's Education Benefits¹

The Department of Veterans Affairs administers a variety of education benefit programs. Many Veterans and active duty personnel can qualify for more than one education benefits program, including the:

- The Post-9/11 GI Bill http://www.gibill.va.gov/benefits/post_911_gibill/index.html
- Montgomery GI Bill - Active Duty (MGIB-AD)
http://www.gibill.va.gov/benefits/montgomerygibill/active_duty.html
- Montgomery GI Bill - Selected Reserve (MGIB-SR)
http://www.gibill.va.gov/benefits/montgomery_gibill/selected_reserve.html
- Reserve Educational Assistance Program (REAP)
http://www.gibill.va.gov/benefits/other_programs/reap.html
- Veterans Educational Assistance Program (VEAP)
http://www.gibill.va.gov/benefits/other_programs/veap.html
- Educational Assistance Test Program (Section 901)
http://www.gibill.va.gov/benefits/other_programs/educational_assistance_test_program.html
- Survivors' and Dependents' Educational Assistance Program (DEA)
http://www.gibill.va.gov/benefits/other_programs/dea.html
- National Call to Service Program
http://www.gibill.va.gov/benefits/other_programs/national_call_to_service_program.html
- Veterans Retraining Assistance Program
http://www.gibill.va.gov/benefits/other_programs/vrap.html
- Other Programs:
 - Reserve Educational Assistance (REAP)
 - Survivors & Dependents Assistance (DEA)
 - Veterans Educational Assistance Program (VEAP)
 - Educational Assistance Test Program
 - National Call to Service Program
 - Veterans Retraining Assistance Program
-

Veterans need to be aware of a few special circumstances when completing the Free Application for Federal Student Aid (FAFSA). These circumstances include the student aid treatment of veteran's education benefits and the definition of a veteran for student aid purposes.

<http://www.finaid.org/military/vedbenefits.phtml> are usually treated as resources, not income, for federal student aid purposes. There are, however, a few exceptions.

<http://www.finaid.org/military/combatspay.phtml> can be a source of confusion on the FAFSA.

<http://www.finaid.org/military/veteranstatus.phtml> is not necessarily the same as veteran status for VA purposes.

****Salon Boutique Academy does not have approval for every type of Veteran's Educational Benefits for veterans, eligible dependents of deceased or disabled veterans and active status National Guard and Reserve personnel.² Any student interested in this type of benefit must verify with the school representative that the school is eligible for benefits. You can find more information on the web by visiting www.gibill.va.gov. The Manicurist program is not approved for Veteran's Educational Benefit participation.**

Salon Boutique Academy complies with 38 USC 3679(E) requirements. If Salon Boutique Academy has VA

approval to accept covered individuals, the Academy permits those covered individuals to attend the course he/she registers for during the period beginning on the date on which the individual provides to the Academy a certificate of eligibility for entitlement to education assistance under Chapter 31 or 33 (whichever applies) and ending on the earlier of the following dates: a) the date on which payment from VA is made to the institution, or b) 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility. In the event VA disbursement funding for a covered individual is delayed, Salon Boutique Academy will not impose a penalty, charge late fees, deny access to class or facilities, or require the covered individual to borrow additional funds.

Survivors' and Dependents' Educational Assistance Program (DEA)

The Survivors' and Dependents' Educational Assistance Program (DEA) provides up to 45 months of education and training opportunities to eligible dependents of certain veterans. To be eligible, you must be the son, daughter, or spouse of a veteran who died or is permanently and totally disabled as the result of a service-connected disability, or who died while such a disability was in effect, or is MIA or captured in the line of duty by a hostile force, or is forcibly detained or interned in the line of duty by a foreign government or power. Sons and daughters must be between the ages of 18 and 26. Spousal benefits end 10 years from the date the VA finds the spouse as eligible or from the date of death of the veteran. To apply, complete VA Form 22-5490, Application for Survivors' and Dependents' Educational Assistance. For more information, call 1-888-GIBILL-1 (1-888-442-4551).

Federal Benefits for Veterans and Dependents

Updated annually by the Department of Veterans Affairs (VA), the publication *Federal Benefits for Veterans and Dependents* contains information about education and training benefits available to veterans and eligible dependents. [VA Pamphlet 80-02-1, 114 pages, Stock Number 051-000-00225-3.] The booklet may be obtained free of charge from VA hospitals or regional offices. To request a copy, visit your nearest VA facility, call 1-800-827-1000 or write to Department of Veterans Affairs, Office of Public Affairs (80D), 810 Vermont Avenue, NW, Washington, DC 20420. It is also available for download free in [PDF](#) format from the VA's web site. The publication can also be purchased from the US Government Printing Office, Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954.

For more information, please visit: <http://gibill.va.gov>

VA **does not** grant all schools access to all programs. Check with your VA counselor for case-specific information.

ThanksUSA Scholarship Program

ThanksUSA is a non-profit tax exempt charitable organization focused on thanking American troops. ThanksUSA sponsors a large scholarship program for children and spouses of active duty US military personnel. As many as 500 scholarships worth \$3,000 each are available for undergraduate study at accredited two and four year institutions of higher education. A minimum GPA of 2.0 on a 4.0 scale is required. Active duty US military personnel is defined as having served on active duty in the Army, Navy, Air Force, Marines and Coast Guard for at least 180 days since September 11, 2001, including all members of the Armed Forces who were killed or wounded in action. (Members of the reserves who have been activated to full-time duty and federalized members of the National Guard are eligible.) Dependent children (including adopted and stepchildren) must be age 24 and under as of the deadline. The scholarship program opens on April 1 and the deadline is May 15. Recipients are selected based on financial need, academic performance, leadership and community service. Preference is given to the families of military personnel who are wounded or killed during active duty. For more information, call 1-877-THX-USAS (1-877- 849-8727) or write to ThanksUSA Scholarship Program, Scholarship America, One Scholarship Way, PO Box 297, Saint Peter, MN 56082.

The Military Spouse Career Advancement Accounts (MyCAA) Program

MyCAA is a career development and employment assistance program sponsored by the Department of Defense (DoD). MyCAA helps military spouses pursue a license, certificate, certification or Associate's Degree (excluding General Studies and Liberal Arts) necessary for gainful employment in a high demand, high growth portable career field and occupation. For more information, see www.militaryonesource.mil.

School Aid

Salon Boutique Academy periodically offers tuition scholarships to eligible students and employees. Scholarships are periodically available for recent high school graduates, Salon Boutique Academy alumni, Salon Boutique Academy employees or their family, as well as those enrolling in particular start dates. Please contact the Admissions Director to receive current information on available scholarships and the procedure to apply.

What are the benefits of taking a Federal student loan instead of a private loan?

- the interest rate is usually lower than private loans or credit cards
- a credit check or cosigner is not required
- you have the opportunity to not repay your loans until after leaving school or dropping below half time
- if you demonstrate financial need, you may qualify for the government to pay your interest while you are in school
- federal student loans offer flexible repayment plans and options to postpone your loan payments if you are having trouble making payments

FSEOG

Salon Boutique Academy does not participate in the Federal Supplemental Educational Opportunity Grant

Terms and Conditions of Title IV, HEA Loans

General Terms and Conditions

General Eligibility

- Be a US citizen, eligible non-citizen, national, or permanent resident of the USA
- Show financial need (based upon an analysis of you and your family's income and assets)
- Have a high school diploma or General Education Development (GED) Certificate or have completed a homeschool program approved by state law
- Have a valid Social Security number
- Be enrolled at a Title IV participating institution in an eligible program and attending on at least a half time basis
- Maintain Satisfactory Academic Progress while attending college
- Fully complete a Free Application for Federal Student Aid and any requested additional information
- Sign a statement of educational purpose and a certification statement on overpayment and default (found on the Free Application for Federal Student Aid)
- Not be delinquent; in default; or owe refund of an overpayment on any grant aid

How do I apply?

Applications for federal aid programs are made by completing a Free Application for Federal Student Aid (FAFSA) (www.fafsa.ed.gov) which collects your family's income and asset information. If you have any difficulty in accessing or understanding the FAFSA, you may make an appointment at our school to have assistance in filling out the FAFSA. Please call the Financial Aid Director if you have questions.

Important!

- Know your deadlines
- Use the School Code Search
- Verification. We may be asked by the Department of Education for additional supporting information regarding your FAFSA. We will not be able to process your application without any requested documentation.

Post-FAFSA

1. Your FAFSA will be analyzed and assigned an Eligibility Index Number (EFC) which stands for Estimated Family Contribution.
2. You will receive a Student Aid Report (SAR).
3. An Institutional Student Information Record (ISIR) will be sent to the schools you selected.

Eligibility Index Number

Financial need is determined by an annual, congressionally approved formula applied for all financial aid applicants. To determine financial need, an index is created based upon facts about you and your family's income and assets; the size of your family; number of family members attending post-secondary school(s); and any unusual circumstances or financial hardships specific to you. This index is used to determine your financial aid assistance in meeting the cost of attending a post-secondary institution.

Determining Financial Need

Financial need = **Cost of Going to School** less your < **Expected Family Contribution** >.

Cost of Going to School is tuition, fees, books, supplies, equipment, and other educational costs.

Expected Family Contribution is the amount that is determined to be your family's contribution to your education.

Pell Grants

Pell Grants are awarded based upon financial eligibility determined by your Free Application for Federal Student Aid (www.fafsa.ed.gov). To become eligible and to maintain eligibility, a student must be enrolled³ and meet or exceed satisfactory academic progress (SAP)⁴ including attendance minimums.

Federal Direct Stafford Loan

The amount of this loan, in combination with other financial aid, cannot exceed the cost of attendance as determined by the institution.

Criteria for Selecting Recipients and Determining Amount of Award Expected Family Contribution

The Expected Family Contribution (EFC) is a measure of your family's financial strength and is calculated according to a formula established by law. Your family's income, family size, and the number of individuals in your family who will attend college during the year are all considered. The information you report on your Free Application for Federal Student Aid (FAFSA) or your FAFSA4caster is used to calculate your EFC. Schools use EFC to determine your federal student aid eligibility and financial aid offer.

For more information, please visit: *Funding Education Beyond High School: The Guide to Federal Student Aid* at: http://studentaid.ed.gov/students/publications/student_guide/index.html. To request a free copy of *Funding Education Beyond High School: The Guide to Federal Student Aid*, call the Federal Student Aid Information Center at **1-800-4-FED-AID (1-800-433-3243)**.

Determining Independent Student Status

If you can answer **No** to **all** of the following questions, you are considered a dependent student on the Free Application for Federal Student Aid (FAFSA):

- Were you born before January 1, 2000?
- As of today are you married?
- At the beginning of the 2023-2024 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, or graduate certificate, etc.)?
- Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?
- Are you a veteran of the U.S. Armed Forces?
- Do you have children who will receive more than half of their support from you between July 1, 2023 and June 30, 2024?
- Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2024?
- At any time since you turned age 13, were both your parents deceased, were you in foster care, or were you a dependent or ward of the court?
- As determined by a court in your state of legal residence, are you or were you an emancipated minor?
- As determined by a court in your state of legal residence, are you or were you in legal guardianship?
- At any time on or after July 1, 2022, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2022, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2022, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

If you are considered a dependent student, your parents must answer the parental questions on the FAFSA. If you can answer **Yes** to **any** of the questions above, you are considered an independent student and information about your parents is not required on the FAFSA. If you have a special circumstance that prevents you from providing parental information you **may** be able to submit your FAFSA; however, your FAFSA will be incomplete. You must contact the financial office at your college and provide them with documentation to verify your situation.

Student Eligibility Requirements

Salon Boutique Academy is an equal opportunity employer and follows the same policies in accepting applications from potential students. Salon Boutique Academy is open to all students without regard to race, color, religion, age, sex, creed, ethnic origin, sexual orientation, disability, or marital status. The admission policy is in compliance with the U.S. Department of Education, Texas Department of Licensing and Regulation-Cosmetology and the National Accrediting Commission of Career Arts and Sciences guidelines.

To be eligible for admission, an applicant must be able to read and write English (all classes are currently taught in English), and the student must meet the following requirements.

To enroll in any course 150 hours or greater offered by the school, a student must:

- Be at least 17 years of age (Age will be verified with Individual's ID)
- Provide 2 letters of recommendation (from a non-relative) – a transfer student seeking to transfer within 6 months of leaving a different school must provide 1 of the 2 letters from an employee at his/her previous esthetics/cosmetology/manicurist school
- Provide a valid driver's license, state ID with photo, or valid passport

- Students must also be able to provide proof of appropriate educational requirement such as;

1) High school diploma or Transcript reflecting graduation date

2) Homeschooling

Though homeschooled students are not considered to have a high school diploma or equivalent, the student can be eligible to receive FSA funds if their secondary school education was in a homeschool that state law treats as a home or private school. Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, the student must obtain this credential to be eligible for FSA funds. The student can include in their homeschooling self-certification that they received this state credential.

3) Foreign High School diploma or transcript - Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a U.S. high school diploma; Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States. The translation and evaluation must be performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence of a U.S. high school diploma.

4) Recognized equivalents of a high school diploma- The Department of Education recognizes several equivalents to a high school diploma:

- A GED certificate;
- A certificate or other official completion documentation demonstrating that the student has passed a state-authorized examination (such as the Test Assessing Secondary Completion (TASC) the High School Equivalency Test (HiSET), or, in California, the California High School Proficiency Exam) that the state recognizes as the equivalent of a high school diploma (certificates of attendance and/or completion are not included in this qualifying category);
- Ability to Benefit (ATB)- Salon Boutique Academy DOES NOT accept Ability to Benefit (ATB) students.

Note: A diploma will not be considered acceptable if it is determined to have been provided by a diploma mill.

Diploma mill definition - An entity that:

1. Charges someone a fee and requires him to complete little or no education or coursework to obtain a degree, diploma, or certificate that may be used to represent to the general public that he has completed a program of secondary or postsecondary education or training; and
2. Lacks accreditation by an agency or association that is recognized as an accrediting body for institutions of higher education by the Secretary (pursuant to Part H, Subpart 2 of Title IV), a federal agency, or state government.

Frequency of Disbursements

When financial aid is offered, it is offered for the academic year. The financial aid offer is required to be split equally between two parts of the academic year. Financial aid is paid to a student's account when the following conditions are met. Once determined, Credit Balances are issued by check within 14 calendar days to the student's address on file and mailed via USPS if the student is not present to sign and pick up.

1. The student is determined to be eligible and is offered.
2. Loan funds have been received from the lender.
3. The student has achieved the appropriate number of hours.
4. The student is determined to be maintaining Satisfactory Academic Progress.
5. The disbursement date for the term has been reached.

We continue to release funds throughout the term to student accounts as students are offered and as funds arrive from the lenders.

Facilities and Services Available to Students with Disabilities

As required by law, Salon Boutique Academy will make reasonable accommodations for known physical or mental disabilities of an otherwise qualified student. A prospective student seeking an accommodation for a limitation protected by law must provide this request to Salon Boutique Academy in writing when he/she submits an Enrollment Application. Supporting documentation may be required to establish the need for accommodations. The request will be evaluated by the Director, who will respond within ten business days of receipt. No individual with a disability (*Physical or mental impairment*), because of their disability, will be excluded from enrolling in a course of instruction, if it can be determined that the student **can benefit** from the training. Additionally, Salon Boutique Academy will exert its best effort to provide requested **reasonable accommodation**. If you would like to request a reasonable accommodation, please contact the School Director. You may request a reasonable academic adjustments or auxiliary aids at any time. The School Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.

Applicants with a disability, as defined in paragraph 34 C.F. R. 104.3 (j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. Salon Boutique Academy will work with the student to determine whether a reasonable accommodation can be granted to enable a student to benefit and thus qualify for federal funding.

Any qualified individual with a disability requesting a reasonable accommodation should follow this procedure:

- 1) Notify the Director in writing of the type of accommodation(s) needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aids.
- 2) The request should be made prior to enrollment.
- 3) You may contact the School Director by telephone at 2142633276
- 4) The Director will respond in writing within two weeks of receiving the request letting the student know if a reasonable accommodation can be granted.

Price of Attendance (COA)

Cost of Attendance (COA) is an average figure to determine your financial aid eligibility. It includes estimates of standard expenses such as tuition, fees, books, supplies, room, board, and personal expenses such as unreimbursed medical/dental expenses, clothing, and transportation. The cost of attendance (COA) is an estimate of what it costs the typical student to attend Salon Boutique Academy. Cost of attendance covers Tuition and Fees and it takes into account basic living expenses.

Tuition and Fees: The actual cost of tuition and fees for each program.

Books and Supplies: Provided by Salon Boutique Academy.

Room and Board: A reasonable estimate of what it would cost to live in the Addison/Dallas area while attending school. Actual costs may vary by individual choices related to location and circumstances. Typically includes rent, food, household supplies and utilities.

Transportation: Transportation costs to and from class and work (e.g., bus fare, gasoline, tolls, parking).

Loan Fees: Charged by the Department of Education.

Cost of Attendance and Price of Attendance Salon Boutique Academy

	Cosmetology Day w/ parents	Cosmetology Day independent	Cosmetology Evening w/ parents	Cosmetology Evening independent	Esthetics Day w/ Parents	Esthetics Day independent	Esthetics Evening w/ parents	Esthetics Evening independent
Registration	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Tuition	\$13,250.00	\$13,250.00	\$13,250.00	\$13,250.00	\$11,250.00	\$11,250.00	\$11,250.00	\$11,250.00
Books and supplies	\$2,710.00	\$2,710.00	\$2,710.00	\$2,710.00	\$2,200.00	\$2,200.00	\$2,200.00	\$2,200.00
Sub-total before incidental expenses	\$16,060.00	\$16,060.00	\$16,060.00	\$16,060.00	\$13,550.00	\$13,550.00	\$13,550.00	\$13,550.00
Room and board (Salon Boutique Academy does not offer housing)	\$6,871.04	\$16,752.48	\$12,024.32	\$29,316.84	\$5,153.28	\$12,564.36	\$9,447.68	\$23,034.66
Personal	\$2,179.20	\$2,606.80	\$3,813.60	\$4,561.90	\$1,634.40	\$1,955.10	\$2,996.40	\$3,584.35
Travel	\$2,452.48	\$2,343.92	\$4,291.84	\$4,101.86	\$1,839.36	\$1,757.94	\$3,372.16	\$3,222.89
Loan Fees	\$62.00	\$108.00	\$62.00	\$108.00	\$46.00	\$82.00	\$46.00	\$82.00
Total	\$27,624.72	\$37,871.20	\$36,251.76	\$54,148.60	\$22,223.04	\$29,909.40	\$29,412.24	\$43,473.90

	<u>Manicurist half time w/parents</u>	<u>Manicurist half time independent</u>
Registration	\$100.00	\$100.00
Tuition	\$8,800.00	\$8,800.00
Books and supplies	\$1,350.00	\$1,350.00
Sub-total before incidental expenses	\$10,250.00	\$10,250.00
Room and board (Salon Boutique Academy does not offer housing)	\$6,012.16	\$14,658.42
Personal	\$1,906.80	\$2,280.95
Travel	\$2,145.92	\$2,050.93
Loan Fees	\$38.00	\$66.00
Total	\$20,352.88	\$29,306.30

Refund Policy, Requirements for Withdrawal and Return of Title IV Financial Aid

The following refund policy, requirements for withdrawal and return of Title IV financial aid apply to Salon Boutique Academy.

Refund Policy

Tuition Refund Policy

Texas Department of Licensing and Regulation sets forth minimum refund requirements in Section 1603.3603 of the Occupations Code. Salon Boutique Academy meets and exceeds these minimum standards. The following policy applies to all terminations for any reason, by either party. Salon Boutique Academy will provide a full refund of money paid by a student under the following circumstances:

- (1) the student cancels the enrollment contract not later than midnight of the third day after the day the contract is signed by the student (excluding Saturdays, Sundays, and legal holidays); or
- (2) the student entered into the enrollment contract because of a misrepresentation made in the advertising or promotional materials of Salon Boutique Academy or by an owner or representative of Salon Boutique Academy.

In the event a student does not begin the program, Salon Boutique Academy will not retain more than \$100 if tuition is collected before the course of training begins and the student fails to withdraw from the course of training before the cancellation period expires. Following this expiration, Salon Boutique Academy will refund any unused part of tuition, fees, and other charges paid by a student who fails to enter the program, withdraws from the course of training, or is dismissed before completing the course. The refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours. The effective date of the termination for refund purposes is the earliest of:

- (A) the last date of attendance if the student is terminated by Salon Boutique Academy
- (B) the date Salon Boutique Academy receives the student's written notice of withdrawal
- (C) 10 school days after the last date of attendance, or
- (D) a student on an approved leave of absence notifies the school he/she will not be returning. In this case, the withdrawal date will be the scheduled return date or the date the school receives notification from the student, whichever is earlier.

Salon Boutique Academy will pay any refund owed no later than the 30th day of the official cancellation or withdrawal. A student who withdraws or is terminated after receiving kit supplies will be responsible for paying any balance on the supplies received.

The tuition refund calculation is as follows:

If a student begins a program and has not paid in full, the following is the total tuition owed to the school:

- (1) 0% of the total tuition for a withdraw/dismissal that occurs between 1-32 hours; and
- (2) 10% of the total tuition for a withdraw/dismissal that occurs after 32 hours but no later than the first 25% of the course; and
- (3) 50% of the total tuition for a withdraw/dismissal that occurs following 25% of the course but not later than 50% of the course.
- (4) 100% of the total tuition for a withdraw/dismissal occurring following the first 50% of the course.

If tuition has been paid in full, the following percentage will be refunded	Proportion of Hours Scheduled as of Withdrawal Date		
	Cosmetology	Esthetics	Manicurist
100%	1-32	1-32	1-32
90%	33-250	33-188	33-150

50%	251-500	189-375	151-300
0	501-1000	376-750	301-600

If tuition has not been paid in full, the following percentage will be due	Proportion of Hours Scheduled as of Withdrawal Date		
	Cosmetology	Esthetics	Manicurist
0%	1-32	1-32	1-32
10%	33-250	33-188	33-150
50%	251-500	189-375	151-300
100%	501-1000	376-750	301-600

Texas has established the Private Beauty Culture School Tuition Protection Fund to cover school closures. If Salon Boutique Academy were to close, Texas Department of Licensing and Regulation would attempt, for students who were enrolled at the time of closure, to place the student in another private beauty culture school. If a student from a closed school is placed in a private beauty culture school, the expense incurred by the school in providing training directly related to educating the student, including the applicable tuition for the period for which the student paid tuition, shall be paid from the private beauty culture school tuition protection account. If a student from a closed school cannot be placed in another school, the student's tuition and fees shall be refunded as provided by Section 1603.3607. If a student from a closed school does not accept a place that is available and reasonable in another school, the student's tuition and fees shall be refunded under the refund policy maintained by the closed school under Section 1603.3603. A refund under this subsection shall be paid from the private beauty culture school tuition protection account. The amount of the refund may not exceed \$35,000. If another school assumes responsibility for the closed school's students and there are no significant changes in the quality of the training, the student from the closed school is not entitled to a refund under Subsection (c).

Students who withdraw will incur a \$100.00 withdraw fee that is in addition to the refund calculations described above.

Return of Title IV Funds

RETURN OF TITLE IV, HEA POLICY

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. Salon Boutique Academy will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

RETURN TO TITLE IV FUNDS POLICY

This policy applies to students' who **withdraw officially, unofficially, or are dismissed from enrollment** at Salon Boutique Academy. It is separate and distinct from the Salon Boutique Academy refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. Salon Boutique Academy is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post Withdraw

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. Salon Boutique Academy may use a portion or all of your post- withdraw disbursement for tuition and fees (as contracted with Salon Boutique Academy). The institution will offer any post-withdrawal disbursement of loan funds within 30 days of the date it determines the student withdrew. You may choose to decline some or all of the loan funds so that you don't incur additional debt. The institution must disburse any Title IV, HEA grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew and disburse any loan funds a student accepts within 180 days of that date. For all other school charges, Salon Boutique Academy needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school. The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

“Official” Withdrawal from the School

A student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Director or School Director of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1. Date student provided official notification of intent to withdraw, in writing or orally.
2. The date the student began the withdrawal from Salon Boutique Academy. A student is allowed to rescind his notification in writing and continue the program. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the official withdrawal information, Salon Boutique Academy will complete the following:

1. Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record;
2. Two calculations are performed:
 - a. The student's ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds

Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets using scheduled attendance, and are based upon the payment period.

- b. Calculate the school's refund requirement (see school refund calculation):
3. The student's grade record will be updated to reflect his/her final grade.
4. Salon Boutique Academy will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
5. Salon Boutique Academy will provide the student with a letter explaining the Title IV, HEA requirements:
 - a. The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
 - b. Any returns that will be made to the Title IV, HEA Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
 - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with a ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

Unofficial Withdrawal from School

In the event that the school unofficially withdraws a student from school, the School Director must complete the Withdrawal Form using the last date of attendance as the drop date. Any student who does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days will be considered unofficially withdrawn.

Within one week of the student's last date of academic attendance, the following procedures will take place:

1. The education office will attempt to notify the student regarding his/her enrollment status;
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence;
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
5. Salon Boutique Academy calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation);
7. Salon Boutique Academy's Financial Director will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made and note return on the student's ledger card.
8. If applicable, Salon Boutique Academy will provide the student with a refund letter explaining Title

IV requirements:

1. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
2. Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
3. Supply the student with a final student ledger card showing outstanding balance due the school and the available methods of payment.

A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

Withdraw Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's prorated schedule to determine the amount of the R2T4 funds the student has earned at the time of withdraw.

Withdraw After 60%

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned. Salon Boutique Academy measures progress in Clock Hours, and uses the payment period for the period of calculation.

The Calculation Formula:

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed. Calculate the percentage of Title IV, HEA aid earned:

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

HOURS SCHEDULED TO COMPLETE

TOTAL HOURS IN PERIOD = % EARNED

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

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED. Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

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

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned. If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant. Student is not required to return the overpayment if this amount is equal to or less than 50% of the total

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

Salon Boutique Academy will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to Salon Boutique Academy or
2. Sign a repayment agreement with the U.S. Department of Education.

Order of Return

Salon Boutique Academy is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request. In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

- Federal Direct Unsubsidized Direct Stafford loans (other than PLUS loans)
- Federal Direct Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Other Title IV, HEA assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student funds as outlined in the Refund policy

Earned AID:

Title IV, HEA aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the semester. Title IV,HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

Time frame for returning an unclaimed Title IV, HEA credit balance

If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check. If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period. The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

Institution Responsibilities in regards to return of Title IV, HEA funds

Salon Boutique Academy's responsibilities in regards to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV, HEA funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV, HEA programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

Overpayment of Title IV, HEA Funds

Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangement with Salon Boutique Academy or Department of Education to return the amount of unearned grant funds.

Student Responsibilities in regards to return of Title IV, HEA funds

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

Refund vs. Return to Title IV, HEA Funds

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that Salon Boutique Academy may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Salon Boutique Academy may also charge you for any Title IV, HEA program funds that they were required to return on your behalf. If you do not already know what the Salon Boutique Academy refund policy is, you may ask your School's Financial Aid Advisor or request a copy.

Return to Title IV, HEA questions?

If you have questions regarding Title IV, HEA program funds after visiting with your Financial Aid Advisor or you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov.

***This Policy is subject to change at any time without prior notice**

Academic Program (Educational Program, Instructional Facilities and Faculty)

Please refer to the student catalog for information on programs and facility. Please see below on faculty:

Leah Tressler	Executive Director, Operations
Juana Escalante	Director, Financial Aid
Kriss Lamar	Director, Admissions
Kathy Adkins	Registrar & Student Services, Educator
Ana Alicia Sanchez	Career Services Manager, Educator
Cinda Graham	Educator
Linsey Sanderson	Educator
Kristina Malone	Educator
Lynae Coelho	Educator
Zendra Whitt	Educator
Jasmine Sanville	Educator
Bahja Parker	Educator

Transfer of Credit Policies and Articulation Agreements

Salon Boutique Academy does not participate in any articulation agreements. Please see the School Catalog for information on transfer hours.

Copyright Infringement Policies and Sanctions (Including Computer Use and File Sharing)

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq. File sharing is a general term for sharing digital files electronically. These files could be music or other audio recordings, movies, television shows, games or other computer software, or any other type of digital file. Sharing any file of a work that you did not create yourself as an original work, that is not in the public domain, and for which you do not have permission to share, is a crime and can have serious consequences. Sharing in this context includes everything from sharing a multitude of files over peer-to-peer networks to copying a single work for a friend.

What is peer-to-peer?

Peer-to-peer (P2P) is a method of file sharing that allows normal users ("peers") to connect directly to other users to share files. This can be contrasted with a server-based distribution method, where users connect to a server (such as a web server via their web browser) to download files. P2P typically requires a "client" - a software program installed on their personal computer - to share files. Examples of clients are Kazaa, Limewire, BearShare, etc. and the various BitTorrent clients. These clients connect to other clients over the Internet and allow users to send files that they have marked as "shared" to other users, as well as to download copies of files that other users have shared. Because of its decentralized and unregulated nature, peer-to-peer filesharing is often used to share copyrighted works that those sharing the works do not have the right to share. However, it is important to remember that *peer-to-peer is not anonymous, not secret, and can be unsafe.*

Blocking of Peer-to-Peer

In order to limit the potential of infringement due to peer to peer file sharing, students and staff using the Salon Boutique Academy network are precluded from downloading and or using software such as those listed above.

Dangers of Peer-to-Peer

Using peer-to-peer software is a risky venture. Installing peer-to-peer software can expose your computer to attack, and using P2P software to share copyrighted works violates Salon Boutique Academy's policy and various copyright laws, all of which have serious consequences.

Personal Dangers

Many peer-to-peer software applications are dangerous to simply install on your computer. They often come bundled with spyware and other programs that can compromise your computer. By installing these programs, you risk damaging your computer and the files on it (your pictures, your papers, etc.), identity theft, and the possibility that your computer could be used to send spam and attack other computers.

Disciplinary Dangers

Sharing copyrighted works, as is easily done with P2P programs, is in violation of the Salon Boutique Academy Policy. Violators are subject to disciplinary action. For more information, see consequences

Legal Dangers

Sharing copyrighted works without the copyright owner's permission is also against US laws and international treaties. Violators can be subject to lawsuits and in some

cases, criminal prosecution.

Institutional and Program Accreditation, Approval, and Licensure

Institution	Accreditation	Department of Education	State Licensure
Salon Boutique Academy	NACCAS School Reference 053224-00 703-600-7600	OPEID 04249300 800-433-3243	Texas Department of Licensing and Regulation PO Box 12157 Austin, Texas 78711 License 705183 512-463-6599

NACCAS - National Accrediting Commission of Career Arts and Sciences is recognized by the Department of Education as a national accrediting agency for post- secondary schools. NACCAS is located at 3015 Colvin Street, Alexandria, Virginia 22314 and can be reached at 703-600-7600

Notice of Federal Student Financial Aid Penalties for Drug Law Violations

Effective June 2021, drug law violations do not impact ongoing eligibility of student financial aid programs.

Vaccinations Policy

Salon Boutique Academy does not require vaccinations for admission into our program. If you are interested in getting more information about vaccinations, please contact your local public health department or consult with your health care provider. <http://www.immunize.org/cdc/schedules/>

Consumer Information on College Navigator Website

The National Center for Educational Statistics (NCES) provides consumer information on all colleges who receive Title IV funds on the College Navigator website. <http://nces.ed.gov/collegenavigator/> Data is updated annually.

Student Body Diversity

Institution	Leah Tressler Christian OPE ID: 04249300 Fall 2022 Data
Address	4135 Belt Line Road Suite 102 Addison Texas 75001
Total Enrollment	156
Transfer-in enrollment	0
Student-To-Faculty Ratio	1:19

Student Characteristics		
	Male	Female
Percentage	2%	98%
Percent of undergraduates by race/ethnicity		
Race/Ethnicity	Percentage of student population	
American Indian or Alaska Native	1%	
Asian	2%	
Black or African American	30%	
Hispanic/Latino	44%	
White	23%	
Native Hawaiian	0%	
Two or More Races	0%	
Race and Ethnicity unknown	0%	
Nonresident alien	0%	
Percentage by Age		
24 and Under	25 and Over	Age Unknown
41%	59%	0%

Net Price Calculator

To see the Net Price Calculator for Salon Boutique Academy, please direct your attention to the following website location: <https://www.salonboutiqueacademy.com/finance>

Textbook Information

Salon Boutique Academy provides all materials and supplies as a part of the kit supply costs. Please see the attachment on kit pricing breakdown. The School also provides a reference library of material online and/or in person.

Cosmetology Book:

Milady Standard Cosmetology 14th Edition 2022 Edition, ISBN: 9780357871492 \$169.95 plus tax

Milady Standard Cosmetology Workbook Package: ISBN 9780357922170 \$148.95 plus tax

Milady Standard Cosmetology Exam Prep ISBN 9780357379103 \$46.95 plus tax

Milady Standard Haircutting Systems Book ISBN 9781285769707 \$42.95 plus tax

Esthetics Book:

Milady Standard Foundations and Fundamentals Books 2020 Edition, ISBN 9780357263792 \$188.95 plus tax

Milady Esthetics Workbooks: 9780357482841 \$161.95 plus tax,

Milady Advanced Textbook ISBN 9781111139094 \$179.95 plus tax

Milady Exam Prep 9780357871478 \$61.95 plus tax

Manicurist Book: Milady Nail Technology 8th Edition 2021 Textbook 9780357446867 \$157.95 plus tax

Milady Nail Technology Workbook package: ISBN9780357482865 \$147.95 plus tax

Exam Prep ISBN 9780357871485 \$53.95 plus tax

Information for College Bookstores

Books and supplies are provided by Salon Boutique Academy to students; therefore, there is no bookstore located at the Academy.

Accountability for Programs that Prepare Teachers

Salon Boutique Academy does not offer department of education approved programs to prepare teachers.

Voter Registration Forms

Salon Boutique Academy encourages its student to register and to vote. Voter registration forms are available through the Admissions office. Links: Texas <https://registertovote.org/forms/register/registration/texas.html>

Constitution & Citizenship Day

On September 17, 1787, the 55 delegates to the Constitutional Convention held their final meeting in Philadelphia to sign the Constitution of the United States of America. Salon Boutique Academy celebrates this event annually on or about September 17th of each year with a class activity designed to inform students of the significance of this document in the growth and development of the United States and to educate them as to its significance.

Drug and Alcohol Abuse Prevention Program and Policy

The policy of this institution is to provide information to its students and employees to prevent drug and alcohol abuse. Distribution of drug and alcohol abuse prevention information may be given through discussion, counseling, direction to drug and alcohol abuse facilities, or the distribution of printed materials at least annually. Specifically, this institution via employee hiring interviews, employee reviews, student orientation, and printed in our School Catalog states:

1. **S t a n d a r d o f c o n d u c t** : We prohibit, at a minimum, the unlawful possession, use or distribution of a controlled substance and/or alcohol by students and employees on the school's property, or as a part of the school's activities.
2. Student and employee violations of this policy will be subject to disciplinary procedures consistent with applicable laws, rules, regulations, and collective bargaining agreements. Violations of the policy shall result in any one of a combination of the following disciplinary sanctions:
 - Warning or probation
 - Suspension/termination
 - Referral to an appropriate drug/alcohol treatment program
 - Referral to law enforcement agencies
 - Any other action considered necessary by Academy staff

Salon Boutique Academy does not offer any drug and alcohol counseling, treatment, rehabilitation or re-entry programs for students or employees; however, we can provide referral information to those in need.

Health Risks of Illicit Drugs and Alcohol

Health risks are everywhere and are compounded with the use and abuse of drugs. Risks associated include nausea, depression, cardiac damage, coma, anxiety, and even death. Risks to pregnant women include difficult pregnancies and physical and mental damage to the fetus. Drug use, including alcohol, may diminish short term memory, affect your coordination, slow your reflexive abilities, impair your ability to make sound judgments and impair your ability to operate motor vehicles. A description of alcohol and drug categories, their effects, symptoms of overdose, symptoms of withdrawal and indications of misuse can be found at:

<http://ncadi.samhsa.gov/>

and at the Drug Enforcement Administration of the U.S. Department of Justice website:

<http://www.usdoj.gov/dea/concern/concern.htm> Federal Trafficking Penalties

can be found at: <http://www.usdoj.gov/dea/agency/penalties.htm>

The **Alcohol and Drug Prevention Program** at Salon Boutique Academy utilizes a comprehensive approach to address alcohol and other drug-related problems.

We employ multiple strategies including:

- providing educational literature to students
- banning alcohol and alcohol advertisement on campus
- promoting alcohol-free activities and field trips
- enforcing alcohol policies
- reducing the marketing of alcohol
- conducting early intervention
- providing treatment referrals

In order to be effective in our approach we value the following key components of effective prevention: assessment and evaluation, strategic planning, media advocacy and publicity of efforts, senior administrative support, student involvement, and ease of access to professional resources.

The following programs and services have been implemented as part of our comprehensive approach to reducing the illegal and high-risk use of alcohol and other drugs and its related consequences.

- Providing students with accurate and current information about alcohol and other drug-related issues
- Increasing the number of alcohol-free activities and events offered on campus.
- Providing training to staff
- Post referral contact information in readily available areas for students and staff to contact and receive confidential, professional support.

Despite current educational and prevention efforts, some students make high-risk choices around alcohol and other drug use. Students may refer themselves to the administrative office for support and referrals for professional assistance, may be referred by another member of the school community, and may face dismissal from the program for violating the school substance abuse policy.

Sanctions

Violation of this policy will result in disciplinary actions up to and including dismissal, termination of employment, and referral for prosecution.

Completion/ Graduation and Transfer Out Rates for Students Receiving Athletically Related Student Aid -
Not Applicable to Salon Boutique Academy

Intercollegiate Athletic Program Participation Rates - Not Applicable to Salon Boutique Academy

Completion/Graduation/Retention and Transfer-out Rates

2022 Completion/Graduation and Transfer-out Rates	
Salon Boutique Academy OPE ID: 04249300	
Number of students scheduled to complete	149
Number of students who actually completed	142
Number of students who actually completed and were eligible for	109

employment	
Number of eligible individuals employed in a field for which training prepared them	78
Number of individuals who took the last required portion of the licensing exam for first time	111
Number of individuals who passed all portions of licensing exam by Annual Report Submission/30 November of preceding year	111
Length of longest approved program taught in 2020 (P/T or F/T) in weeks	78
Completion Rate	95.3%

Disaggregated Completion/Graduation Rates

2022 Completion/Graduation and Transfer-Out Rates (Disaggregated by Approved Program) **no Manicurist completion rates in 2022	
Cosmetology	88.23% (in house) 71.42% (hybrid)
Esthetics	97.14% (in house) 100% (hybrid)

Information concerning **retention rates** is available on the National Center of Educational Statistics IPEDS Data Center (<http://nces.ed.gov/ipeds/>).

Placement in Employment

Please refer to the School Catalog regarding Types of Employment and Placement Information.

Job Placement Rates

2022 Job Placement Rate = 71.56% (school-wide) Esthetics Inhouse 69.51% Esthetics hybrid 70.58% Cosmetology In house: 85.71% Cosmetology hybrid 100% Manicurist (no graduates in 2022)
--

Types of Graduate and Professional Education in which the School's Graduates Enroll - Not Applicable to Salon Boutique Academy

Security Report (Including Emergency Response and Evacuation Procedures), Timely Warnings, and Crime Log

In the case of an emergency or immediate or perceived threat toward the students and/or employees, or immediate or perceived threat toward any other person on the school premises, an Academy employee will make an emergency call to 911. Instructors and/or staff members should remain in the room with their students if they are notified of a possible emergency. As soon as is reasonably possible, the Administration should be notified of the threat. Evacuation and Shelter plans are posted in the hallway near the time clock. Should an emergency or dangerous situation arise that may impact the health or safety of students and/or employees adhere to the following guidelines:

- **Fire Evacuation:** Exit the building in the event of a fire; follow signage to the nearest exit (front or rear door); everyone should meet at the sidewalk in front of the building directly behind the Academy so that each educator can take a head count
- **Tornado Procedure:** In the event of a tornado siren, seek shelter in the event of a tornado inside a classroom or the class hallway and follow staff instructions.
- **All Other Emergency Situations:** Refer to campus managers and instructors for instructions
- **Inclement weather: All emergency notifications** will be posted via KlassApp by 6:15am for daytime classes and 3:15pm for evening classes or as soon as possible if the mentioned time has passed.

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 1/1/2020 and 12/31/2022 (THREE MOST COMPLETED CALENDAR YEARS).

The Campus includes all internal areas of the Academy used by students while attending class. Public areas include the parking lot used by students while attending. In complying with the crime statistical reporting requirements, Salon Boutique Academy provides a map to current and prospective students and employees that depict its campus. Salon Boutique Academy does not have non-campus building or property, and public property areas.

The following criminal offenses, published each year and reported no later than October 1 of each year, include any crime statistics that occurred on campus during the previous three calendar year periods. This Report is distributed at least annually to students and employees on or before October 1 each year. A copy is also available for download on our website.

Date updated as of September 6, 2023. Report Distribution Date: 9/11/2023

Occurrences within the 2020, 2021 and 2022 Calendar Years

Crimes Reported	2020	2021	2022	Location: C=Campus N=Non-campus P=Public Area
Criminal Homicide				
Murder (Includes non-negligent manslaughter)	0	0	0	
Negligent manslaughter	0	0	0	
Sex Offenses and Other				
Sex offenses - rape	0	0	0	
Sex offenses - fondling	0	0	0	
Sex offenses - incest	0	0	0	
Sex offenses – statutory rape	0	0	0	
Robbery	0	0	0	
Aggravated assaults	0	0	0	
Burglaries	0	0	0	
Motor Vehicle Thefts (on Campus)	0	0	0	
Motor Vehicle Thefts (on public property)	0	0	0	
Arson	0	0	0	
Any other Crime involving bodily injury	0	0	0	
Number of arrests made for the following crimes				
Note: this information also includes those individuals that were referred for campus				

disciplinary action for liquor law violations, drug law violations and illegal weapons possession.				
Liquor Laws	0	0	0	
Drug Laws	0	0	0	
Illegal Weapons Possession	0	0	0	
Hate Crimes Reporting (in addition to location, each hate crime recorded will be identified by the bias that motivated the crime: race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, and/or disability)				
Larceny-theft	0	0	0	
Simple Assault	0	0	0	
Intimidation	0	0	0	
Destruction, Damage or Vandalism of Property	0	0	0	
Crimes Against Women				
	2020	2021	2022	
Domestic violence	0	0	0	
Dating violence	0	0	0	
Stalking	0	0	0	

Hate Offenses:

The school must report by category of prejudice the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

Contact Information:

Who to contact to report an incident at the Institution	Leah Tressler, School Director: 214-263-3276
---	--

Violence Against Women – Definitions of:

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4). The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

1. “Domestic violence” means a “felony or misdemeanor crime of violence committed by—
 - A current or former spouse or intimate partner of the victim,
 - A person with whom the victim shares a child in common,
 - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
 - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under the VAWA],
 - Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction”
2. “Dating violence” means “ violence committed by a person –
 - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship;
 - The type of the relationship; and
 - The frequency of interactions between the person involved in the relationship.”
- 3. “Stalking” means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
 - Fear for his or her safety or the safety of others; or
 - Suffer substantial emotional distress.”

If you believe you are a victim of any of these situations you can and should seek out help and assistance from the following agencies: Contact Information:

Who to contact to report an incident at the Institution (Title IX counselor)	Leah Tressler 214-263-3276 or via Klassapp
Local Law enforcement agency to report an incident that occurred off campus	911
National Domestic Violence Hotline	1-800-799-SAFE, thehotline.org
National Sexual Assault Hotline	1-800-656-HOPE, rainn.org

Crime Log

Salon Boutique Academy does not maintain a campus police or security department; therefore, we do not have a crime log. We do encourage students and staff to report any crime to the Addison Police Department at 972-450-7156 immediately, as well as inform the Director at Salon Boutique Academy of the incident so that any appropriate internal action may be taken to safeguard the student(s) and staff following the crime.

Security Report – Missing Person Notification Policy and Fire Log

Salon Boutique Academy does not provide on-campus housing; therefore, we do not have a Missing Person Notification Policy or Fire Safety Log.

General Information:

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).
2. All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).
3. Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution’s Director who contacts the correct police department District for statistics and the institution’s “Daily Incident Log”, and then records those statistics.
4. Only students, employees and other parties having business with this institution should be on institutional property. Anyone inside the building who is not a student or staff member must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out

of the building. All rear access doors leading to the campus are closed and locked during evening hours. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

5. Current policies concerning campus law enforcement are as follows:

- a) Institution officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
- b) Employees shall contact their immediate supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
- c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

6. Though this institution does not offer regularly scheduled crime awareness or prevention programs or educational programs to promote awareness of dating violence, domestic violence, sexual assault and stalking, students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.

- a) Do not leave personal property in classrooms or public areas
- b) Report any suspicious persons to your institutional official.
- c) Always try to walk in groups outside the school premises.
- d) If you are waiting for a ride, wait within sight of other people
- e) Employees (staff and faculty) will close and lock all doors, and turn off lights when leaving a room.
- f) The "*Crime Awareness and Campus Security Act*" is available upon request to students, employees (staff and faculty) and prospective students.
- g) The School has no formal program, other than orientation, that disseminates this information. All information is available on request.
- h) Information regarding any crimes committed on the campus will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation, the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

7. The institution does not offer regularly scheduled programs on campus security procedures, crime awareness or prevention other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.

8. All incidents shall be recorded in the Institutions daily Incident Log located on campus at the Administration Office of the School Director. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log with two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law, would endanger the confidentiality of the victim.

9. This institution does not permit the sale, possession or illegal consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
10. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.
11. Information concerning drug and alcohol abuse education program are posted at campus and is distributed annually to students and staff. Drug and alcohol, counseling treatment, and rehabilitation are not available at the Academy; however, administration can provide referrals for these needs.
12. Sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol vary by year and area. Information on Texas Drug Possession laws can be found at <https://www.findlaw.com/state/texas-law/texas-drug-possession-laws.html> Information on Texas Alcohol laws can be found at <https://www.tabc.texas.gov/texas-alcohol-laws-regulations/tabc-violations/>
13. Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion termination and/or arrest while investigations are being followed.
14. The Institution encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration.
15. In the event a sex offense, dating violence, domestic violence or stalking should occur on campus, the victim should take the following steps:
 - Report the offense to the school administration.
 - Preserve any evidence as may be necessary to proof of the criminal offense.

 - Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
 - Request a change in the academic situation if necessary.
16. On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.
17. These records are available upon request through the administrative offices. Publicly available recordkeeping will be completed without using identifying information about the victim. Protective measures for the victim will be kept confidential as long as such confidentiality would not impair the institution's ability to provide those measures.
18. Information for crime victims about disciplinary proceedings. The institution will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceedings 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 the school's start date of April 4, 2012. Any notification provided by the Academy will be sent in writing, simultaneously, to both the accuser and the accused.
19. As part of the Crime Control and Law Enforcement Act of 1994, the institution is required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders.
Link: <http://www.city-data.com/soz/soz-75001.html>
20. In the event Salon Boutique Academy is informed of a crime (those listed in the chart above) occurring on campus or in the parking lot and the Academy considers this crime to represent a threat to students or employees, the Academy will provide timely notice to all students and staff through

Klassapp.

21. The Academy does not provide bookstore services; therefore, a bookstore is not among the locations reported in the campus crime safety information above.
22. The Academy does not have off-campus locations of student organizations.
23. The Academy does not withhold or remove reported crime statistic unless law enforcement personnel have fully investigated and made a formal determination that the crime report was false or baseless and therefore unfounded. The Academy will report to the Department and include in this report the total number of crime reports that were unfounded and subsequently withheld. **Current unfounded crime reports: 0.**
24. In the event a crime occurs, the Academy will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, student financial aid, visa and immigration assistance and other services available for victims, both within the institution and in the community.
25. In the event a student or employee reports being the victim of dating violence, domestic violence, sexual assault or stalking, the school will provide them a written explanation of their rights and options.

Students and employees should refer to the above-mentioned Title IX person and/or 911 when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon on to report to the school's Director but rather contact the appropriate agency by calling (911).

GENERAL EMERGENCY PROCEDURES

Who to Contact

All employees are expected to be familiar with and to follow procedures outlined in the Salon Boutique Academy Critical Response Plan. In the case of an emergency or immediate or perceived threat toward the students and/or employees, or immediate or perceived threat toward any other person on the school premises, the employee is authorized make an emergency call to 911. Instructors (including student instructors) and/or staff members should remain in the room with their students if they are notified of a possible emergency. As soon as is reasonably possible, the Administration should be notified of the threat.

Medical Attention

Anything requiring more than minor attention is to be referred to the local hospital. Except in cases of severe illness or medical emergencies, students are considered mature enough to seek appropriate relief such as returning home, visiting the restroom, or seeking medical help.

PERSONAL RESPONSIBILITY FOR SAFETY

No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation you experience. For these reasons, good judgment must be used in every situation. Each person is responsible for the following:

Individual Responsibility

Follow the approved practices and procedures or standards which apply, on any work you perform for the school. Use only the appropriate protective equipment and devices. Use such equipment or devices whenever the hazard justifies their use or when so instructed by your supervisor. It is the responsibility of everyone to make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good physical condition. Report to your Supervisor/Instructor any condition which might injure any person or damage any property. The hazard should also be pointed out to others exposed to it in order to correct or avoid it before an accident occurs. Any injury which occurs at school, no matter how slight, or any accident that causes damage to property shall be reported immediately to the School Director. All injuries and accidents should be reported to the Supervisor/Instructor by the end of the day. If anyone observes another who is about to endanger themselves, another person, or property while at the School, they should intervene immediately in such a way as

to not endanger themselves. Alcoholic beverages are not allowed on the School property and use of such is prohibited. No one is to report for work or class evidencing any effects of alcoholic consumption. Controlled substances, such as marijuana and cocaine, are illegal by state and federal law. Their use and possession are prohibited on school property. Liquids such as water or oil, excessive dust/dirt, or any other debris spilled on floors represent serious slipping hazards and should be cleaned up immediately upon observation.

Accident Investigation and Reporting

Anyone who suffers an injury during school shall promptly report such injury to the Supervisor/ Instructor no later than end of the period on the day in which the injury occurred.

Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the Supervisor/Instructor to obtain the complete and detailed facts of the accident as soon as possible after it occurs and to see that the required reports are made to the Administration. **Firearms** Firearms, ammunition, explosives or other weapons are prohibited on the school property. Exceptions to this policy are limited to the following instances:

Department of Public Safety and other law enforcement agencies in performance of their normal duties may carry firearms on School property and

Good Housekeeping

Good Housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. Oil and chemical spills should be cleaned up promptly to eliminate slipping and fire hazards. All work areas must be kept free of tools, materials, equipment, extension cords, and other objects which create hazards. Cleaning up the area where you are working is part of the job. A job is not completed until the area is cleaned up.

FIRE PREVENTION AND SECURITY

Fire Prevention

Everyone should exercise good judgment and conduct themselves in a manner that would prevent fires while on School property.

No one should smoke in areas within 15 feet of entry or exit doors, or where hazard from smoking exists. If a fire should occur, contact the nearest employee. Stay calm. If the fire is small, select the proper extinguisher and attack the fire (if this can be done safely).

SOLVENTS, CHEMICALS & CHEMICAL CLEANING, WATER TREATMENT

Rule

All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times.

Anyone handling flammable liquids or chemicals of any type should wear appropriate protective clothing and will comply with industry safe practices and the safety instructions on the container label in regards to both the use and storage of these materials.

Chemicals and materials with toxic fumes are to be used only in well-ventilated areas.

Responsibility

It is the responsibility of everyone to be aware of the hazards related to the use of solvents, chemical cleaning materials, and other chemicals and to enforce the rules related to their use. Hazards to be considered when using solvents, chemical cleaning materials, and other chemicals are:

- Contact with a hazardous material can cause skin rash or dermatitis, corrosive burns or eye damage.
- Potential explosion or fire hazard.
- The danger of ingestion of a poisonous, corrosive, or hazardous substance through the mouth or absorbed through the skin.

- The inhalation of a volatile solvent, gas or toxic dust which may produce asphyxiation, intoxication, or damage to mucous membrane and internal organs.

First Aid

First aid procedures vary depending on the chemical nature of the materials in question. Follow the instructions on the container label.

In the event that a person should come in contact with solvent or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of fifteen (15) minutes.

If anyone ingests chemical materials or is splashed with a hazardous material and irrigation facilities are not available, they should immediately be referred to a hospital emergency room.

SEVERE WEATHER

Tornado

If the threat of impending danger warrants it (based on sirens/imminent warnings), the following actions may be taken:

- Dismissal of all classes and assembly of students and employees into interior hallways and away from glass windows, doors and partitions.
- Everyone should remain in these “safe” areas until the threat of danger is past.
- If the tornado or destructive wind strikes the building, everyone should sit on the floor, with backs against the wall, their heads between their knees, and their hands clasped over the backs of their heads until all danger is past.

Flooding

Because of the elevation of the School, buildings at Salon Boutique Academy are not likely to flood. However, during periods of flooding, the Director will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

Ice and Snow

In the event that ice and/or snow threaten to make highway travel hazardous, Salon Boutique Academy may dismiss classes to allow commuters to return home safely. Daytime class cancellations will be announced on the Salon Boutique Academy KlassApp by 6:15am. Evening class closures will be announced in the same manner by 3:15pm.

Closing the School Due to Severe Weather

Only the Director has the authority to close the School. When this action is taken, students will be notified via KlassApp

Self-Determination Policy

No student will attempt to attend class and no employee will report to work if, by their opinion or by the warning of law enforcement officials, travel conditions in their area are unsafe (or if other circumstances would place their lives/health in jeopardy). We understand conditions may vary throughout DFW – a student is in the best position to determine what is best given their location.

EVACUATION PROCEDURES

Emergency Evacuation

In the event of an emergency evacuation, each instructor is responsible for the safe and orderly evacuation of his/her class. Instructors not in class should assist with any evacuation problems that may arise. It is the instructor’s responsibility to prevent panic, control traffic, and provide calm leadership. The following guidelines should be observed:

- Instructors should know the shortest route from the classroom to the nearest exit.
- When the need to evacuate the building arises, the class should be directed to move single-file through the nearest exit and well beyond the building to an area of safety.

- The instructor should be last to leave in order to check that all students are out of the classroom and to close the door.
- Never return to the building until instructed to do so by the appropriate authorities.

CRITICAL INCIDENT RESPONSE PLAN

OBJECTIVES

1. To coordinate the School's response to critical incidents while paying special attention to the safety and security needs of members of the Salon Boutique Academy community.
2. To maintain the safety and security of faculty, staff and students as a whole in the event of a critical incident.
3. To provide counseling, guidance, and appropriate support services to the families, friends, students, and campus community members in the event of a critical incident.

DEFINITION

A critical incident is a situation that involves Salon Boutique Academy student(s) and/or employee(s) that creates a major disruption of normal operations and calls for a response beyond normal school operational procedures. Examples may be situations such as natural/structural disasters, violent behavior or life threatening injury or illness.

Note: this plan is for general information only. During an actual critical incident, variations might be made depending on the nature of the event and the situation.

STUDENT ASSISTANCE SERVICES

Personal Counseling Referrals

The Registrar of Salon Boutique Academy will act as the referral agent for student seeking assistance for emotional or personal counseling services.

CRITICAL INCIDENT PROCEDURES FOR SALON BOUTIQUE ACADEMY

Step 1 Salon Boutique Academy - The School Director is notified of a critical incident involving a Salon Boutique Academy student or employee at (214)263-3276 during the day or via KlassApp message to Leah Tressler after hours or holidays. First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, all steps in this process must be followed.

Step 2 Salon Boutique Academy – The Director gathers information concerning the critical incident and responds accordingly. In the event that scheduled classes need to be cancelled or altered in some manner the School Director will contact the faculty. The Director will contact the students and the closure will be posted on the school KlassApp. Any media contact, press releases, email or website assistance must be coordinated through the School Director. KlassApp will be tested at least annually to ensure the emergency response is tested.

Step 3 Salon Boutique Academy – Depending on the evaluation of the situation, one or more of the following may occur:

Step 3A – Salon Boutique Academy will without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond, to or otherwise mitigate the emergency. The Director goes to the scene of the incident to assess the need for back-up personnel. Based on the initial findings and upon agreement with the Director, the response may include: dealing with the situation alone, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members and/or contacting a counseling center.

Step 3B -- If warranted, an emergency meeting of the Critical Incident Response Team (CIRT) may be called after evaluation of the situation with the consent of the Director. Current contact information for the CIRT is posted around campus in each building at Salon Boutique Academy and is provided to all Salon Boutique Academy

faculty in the employee manual.

Step 3C – Director initiates family contacts.

Step 3D – CIRT Command Headquarters is activated in the Director’s Office. The Crisis Center (if activated) will be located in the Administration offices. The CIRT Command Head Quarters will communicate directly with the Crisis Center on activities and communications to be carried out.

Step 3E – Emergency CIRT meeting is called. If determined in the emergency CIRT meeting, the CIRT will assist the Director in dealing with the critical incident. This may include: assisting the affected student or employee’s family members, counseling with students or college employees, and/or gathering additional information.

Step 4 Salon Boutique Academy – Once the issue/situation is under control, the CIRT will meet and debrief. Any needed follow-up plans, communications, activities, and/or programs will be determined for final resolution of the critical incident. Timelines for these activities will be determined and a closure/evaluation meeting of the CIRT will be scheduled. CIRT will evaluate all responses to critical incident at the closure/evaluation meeting.

Step 5 Salon Boutique Academy – The CIRT will recommend any policy revisions in procedures and will compile a Critical Incident Report to be filed in the Office of the Director.

Salon Boutique Academy Crisis Center

When a critical incident involves responses from a variety of personnel, a Crisis Center will be established in the Administration offices. The CIRT Command Headquarters (HQ) will communicate with the Crisis Center to coordinate all activities involved in the responses to the critical incident. Communications involving responding personnel will be dispersed through this Crisis Center by the Center Head as directed by the CIRT. The Director will assign the Center Head of the Crisis Center when a situation arises. The Center head is responsible for gathering any documents and/or items.

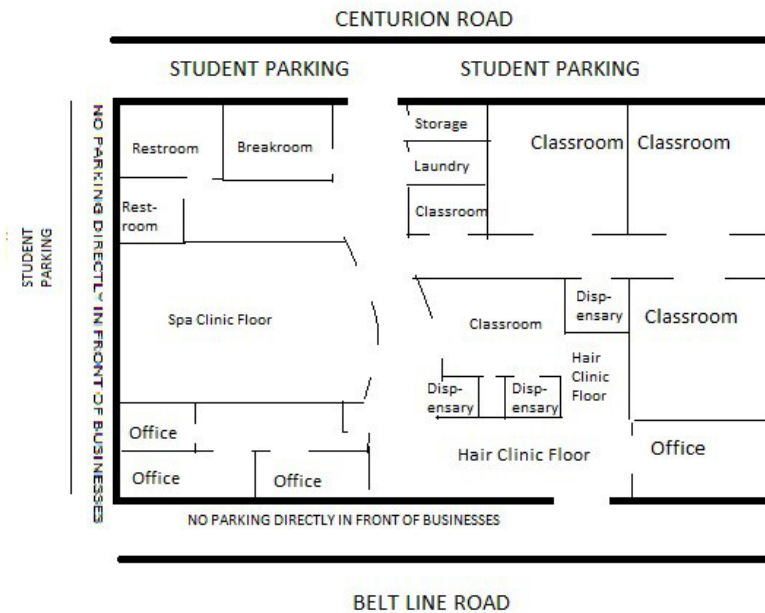
SALON BOUTIQUE ACADEMY CRITICAL INCIDENT RESPONSE TEAM

Critical Incident Response Team

Director	Leah Tressler	301-401-1900
Financial Aid	Juana Escalante	469-386-7323

Local Community Emergency Services

All Emergencies (Fire, Police, Sheriff, Ambulance)	911
Poison Control Center	1-800-222-1222
Suicide Hotline	1-800-784-2433
Hospital	Phone number
Medical City, 7777 Forest Lane Dallas Texas	972-566-7000
Clinic	Phone number
Concentra Urgent Care, 15810 Midway Road, Addison Texas 75001	972-458-8111



Emergency Communication Guidelines

In the event of an emergency that directly affects Salon Boutique Academy all students and employees will be notified through Klassapp message.

EXAMPLES OF LIFE THREATING/SERIOUS SITUATIONS AND RESPONSES FOR FIRES:

• Examples: Buildings, Grounds, Automobiles

1. Call the nearest employee at the location.
2. Clearly identify the location of the incident.
 - a. Physical location on campus
 - b. Room or area where fire is located
3. Evacuate the area.
 - a. Check the evacuation signs posted in hallway and
 - b. Follow to the Exit
 - c. Gather on sidewalk behind the Academy on the opposite side of Centurion Road.
4. Call the Fire Department
 - a. Remain on the sidewalk until the Fire Department has indicated that it is safe to re-enter the building.

EMERGENCY EVACUATION SIGNS ARE LOCATED IN THE HALL NEAR THE BREAK ROOM

POWER OUTAGE:

If an electric power outage occurs, the following procedures need to be taken:

- Ensure a staff member has been notified
- Open doors and window coverings to take advantage of natural lighting. Help those in need of assistance.
- Carry cell phones as flashlights to the Exits
- Await direction from Academy staff in terms of next steps

CRIMINAL DISTURBANCE:

1. Do not resist or attempt to retaliate unless your life depends on self-defense.

2. Call local law enforcement.
3. Report any criminal disturbance to the School Director immediately.

ACTIVE SHOOTER

1. Evacuate if there is an accessible escape plan. Leave belongings behind. Evacuate regardless of whether others follow. Call 911.
2. If evacuation is not possible, find a place to hide out of view. Find protection (ex: lock and barricade doors if your movement is restricted; hide behind furniture). Silence phones and turn off any source of noise to reduce attention to your area. Remain quiet. Call 911. If you cannot speak, leave the line open for the dispatcher to listen.
3. As an absolute last resort, and ONLY if your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.
4. When law enforcement arrives, remain calm and follow instructions. Put down all items from your hands, raise hands and spread fingers. Avoid quick movements. Evacuate as directed.

BOMB THREATS or PHYSICAL THREATS:

1. Do not hang up or put the person on hold. Do not delete messages.
2. Record date and time you were notified.
3. Obtain as much information as possible.
4. Klassapp School Director.
5. The School Director will call the local law enforcement.
6. Do not take any further action unless you are specifically asked to do so.

DISRUPTIVE BEHAVIOR:

Immediately report all cases of criminal mischief, disorderly conduct, or disruptive behavior to the School Director. Make written documentation of incident.

DRUG/ALCOHOL INTOXICATION:

Immediately call the School Director.

UNUSUAL BEHAVIOR:

Recognize the ability of the disturbed person to deal rationally with his/her behavior is limited; therefore:

1. Contact the School Director or nearest employee
2. Do not argue with the person no matter how unusual the conversation may seem.
3. Make no threatening movements or comments to the person.
4. Designate one student to contact additional staff.
5. Remain calm during your conversation with the person.
6. Remain with the person until help arrives, unless you and others feel an immediate threat to your safety.

MEDICAL EMERGENCY:

Injury to any person or persons requiring treatment by a physician or by registered professional personnel under the standing orders of a physician (i.e., paramedics, ambulance personnel, nurses, etc.)

1. First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, the School Director should be notified of the location of the emergency.
2. ALWAYS document the incident.

MINOR FIRST AID:

For the treatment of minor injuries not requiring the services of a physician or registered professional personnel under the standing orders of a physician, a First Aid Kit is maintained in the dispensary areas with band aids and supplies for minor injuries.

EVACUATION PROCEDURES:

In the situation where a building must be evacuated, evacuation routes are posted in the hallways of the buildings. For instructors, follow the path indicated unless it endangers you or your students. Be aware of alternate routes to leave your building. Once outside assemble the group to account for your students. Shut doors behind you as you leave, ensuring all students are out of the room/building. In the event staff

should have to evacuate a facility, they are to close their office doors behind them and exit according to the posted evacuation routes, unless they are blocked or unsafe. Evacuation routes are posted in the halls of the buildings. All staff should familiarize themselves with alternate routes from their office to the outside. In the event of a tornado, staff should move to the interior classrooms and protect themselves, if possible.

LOCKDOWN PROCEDURES:

The lockdown process will only be initiated with the approval of the School Director. Lockdown is intended to limit access and hazards by controlling and managing staff and students in order to increase safety and reduce possible victimization.

Lockdown Basics:

- If safe, check halls and clear them of students and staff.
- Lock all doors and barricade with furniture if necessary.
- Do not unlock doors or allow anyone in or out until ordered to do so by proper authorities. Keep cell phones with you if possible. Faculty/Staff will be updated through their cell phones.

EMERGENCY RESPONSE AND EVACUATION DRILLS

Salon Boutique Academy conducts a test of the emergency response and evacuation procedures at least once each year. The test is unannounced to the students and takes place at a time when most of the students, faculty and staff are expected to be present on campus. An emergency response log is maintained in the Director's Office and includes the date, time and whether the Drill was announced or unannounced.

Rights and Responsibilities of Students Receiving Title IV Rights

Students receiving financial aid have the right to:

- Ask the name of the school accrediting and licensing agency
- Accept or decline any of the financial aid award(s).
- Know what financial assistance is available, including all federal, state, and institutional aid programs.
- Know the procedures and deadlines for submitting applications for each financial aid program (including federal, state, and institutional aid programs).
- Know how the financial aid awards were calculated, the criteria to receive each award, and how the funds will be distributed or disbursed.
- Know the school policy on enrollment, attendance and good academic standing.
- Seek financial aid counseling.
- Know the consequences of defaulting on a student loan.
- Know that the information you give to the Student Financial Aid Office will be treated confidentially as mandated by the Family Educational Rights and Privacy Act (FERPA).
- Know information regarding a loan lender, interest rate, the total amount to be repaid, deferment options, repayment procedures, and the length of time you have to repay the loan, and when repayment begins.
- Submit a request to review extenuating circumstances*, requesting reconsideration of your financial aid eligibility if you or your family's financial conditions change.

*Circumstances that can be considered include but are not limited to:

- Recent unemployment or change in income of a family member(s) reported on the FAFSA
 - Unusually high child care costs
 - Substantial changes in assets, household size or student status
 - Out of pocket medical/dental bills not covered by insurance or included in itemized deductions
 - Roth IRA rollovers included in the respective year's tax formula
 - Override of a student's dependency status determined by the FAFSA
- Submit an Academic Progress Appeal with supporting documentation if you do not meet the Standards of Satisfactory Academic Progress.
 - Know the Salon Boutique Academy refund and the Federal Return to Title IV policies (both are different).

Note: Financial aid administrators are given the authority (by the Higher Education Act of 1965) to use professional judgment in reviewing requests by students to consider special or extenuating circumstances that are not reflected on the FAFSA or included in the standard Cost of Attendance. Circumstances not allowed by Federal regulation to be considered include vacation expenses, tithing, credit card expenses/debt, and standard living expenses such as rent, utilities, and allowances.

While exercising a professional judgment is at the discretion of the school, Salon Boutique Academy has decided to implement a school policy whereby the Academy will NOT process dependency overrides or make professional judgments. The Financial Aid Director does not complete dependency overrides or make professional judgments. In the event a prospective student requests this be done, the Financial Aid Director will inform the prospect that doing so is against our school policy and procedure and will not be completed.

Responsibilities

Students receiving financial aid are responsible for:

- Completing all applications and forms accurately and on-time.
 - Re-applying for financial aid each year.
 - Providing requested documentation and information in a timely manner and keeping copies for your own records.
 - Reading and understanding all materials sent to you.
 - Completing pre-loan counseling prior to receiving the first disbursement and exit counseling prior to graduation or leaving school.
 - Repayment of all loans in accordance with the terms of your promissory note. You are responsible for notifying your lender if any of the following occurs before your loan is repaid:
 - change of address,
 - graduation,
 - withdrawal,
 - name change, or
 - transfer to another institution.
 - Requesting personal assistance if you have questions or don't understand the information provided to you.
 - Knowing the financial aid information provided to you.
 - Notifying the institution of any name or address changes.
 - Knowing and complying with the rules governing your financial aid awards.
 - Compliance with institution policies on refunds and Federal Return to Title IV Aid should you withdraw from the institution (either officially or unofficially).
-
- Notifying the institution of any financial awards you receive from outside resources (including scholarships, grants, Veteran's Benefits, tuition waivers, or other educational/tuition assistance) not already reported on your Financial Aid Award Notification.
 - Maintaining Satisfactory Academic Progress.
 - Using financial aid for educational expenses incurred while enrolled.
 - Repayment of any over-award of financial aid.

Satisfactory Academic Progress

The Satisfactory Academic Progress Policy can be located in the Student Catalog.

Sample Loan Repayment Schedule

Below is a sample loan repayment grid showing the monthly payments and total amounts repaid. The minimum payment for Stafford loan is \$50.00 per month, for Perkins Loan \$40.00 per month.

Standard Repayment Plan at 8.25% Interest
--

Loan Amount	Number of Payments	Monthly Payment	Interest Charges	Total Repaid
2,600.00	65	\$50.00	\$628.42	\$3,228.42
4,000.00	120	\$50.00	\$1,827.30	\$5,827.30
7,500.00	120	\$91.99	\$3,538.80	\$11,038.80
10,000.00	120	\$122.65	\$4,718.00	\$14,718.00
15,000.00	120	\$183.98	\$7,077.60	\$22,077.60

Necessity for Repaying Loans

Student loans are real loans and it is imperative that you pay them back. The following is directly from the Department of Education's website: <https://studentaid.ed.gov/sa/repay-loans>

If you default, it means you failed to make payments on your student loan according to the terms of your promissory note, the binding legal document you signed at the time you took out your loan. In other words, you failed to make your loan payments as scheduled. Your school, the financial institution that made or owns your loan, your loan guarantor, and the federal government all can take action to recover the money you owe. Here are some consequences of default:

- National credit bureaus can be notified of your default, which will harm your credit rating, making it hard to buy a car or a house.
- You will be ineligible for additional federal student aid if you decide to return to school.
- Loan payments can be deducted from your paycheck.
- State and federal income tax refunds can be withheld and applied toward the amount you owe.
- You will have to pay late fees and collection costs on top of what you already owe.
- You can be sued.

For more information and to learn what actions to take if you default on your loans see the [Department of Education's Default Resolution Group Website](#) .

Study Abroad

Salon Boutique Academy does not participate in any programs which are approved for study abroad.

Financial Aid Applicable to Employment

Salon Boutique Academy does not have any financial aid conditions or terms applicable to employment.

Exit Counseling

Salon Boutique Academy provides to every student borrower of loans under the Federal Direct Loan program, exit counseling information whenever the student ceases enrollment. If the student does not appear for exit counseling, we will mail the Exit Counseling Guide for Direct Loan borrowers. Additionally, borrowers can find additional information: http://www.nsls.ed.gov/nsls_SA/ and <http://studentaid.ed.gov/PORTALSWebApp/students/english/repaying.jsp>

The exit counseling packet will provide information on:

- average anticipated monthly repayment amounts
- repayment plan options
- options to prepay or pay on shorter schedule
- debt management strategies
- use of Master Promissory Note
- the seriousness and importance of the student's repayment obligation
- terms and conditions for forgiveness or cancellation
- rights and responsibilities of students under Title IV, HEA loan programs
- terms and conditions for deferment or forbearance
- consequences of default

- options and consequences of loan consolidation
- tax benefits available to borrowers

Privacy of Records-Family Educational Rights and Privacy Act (FERPA)

Family Policy Compliance Office (FPCO) Home

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their dependent minor's education records. These rights transfer to the student when he or she reaches the age of 18 or is considered an independent minor. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Recordkeeping

Source: Federal Student Aid Handbook, Volume II, Privacy of Student Information (FERPA Rules)

The Family Educational Rights and Privacy Act (FERPA) sets limits on the disclosure of personally identifiable information from school records, and defines the rights of the student to review the records and request a change to the records.

With exceptions such as those noted in this section, FERPA generally gives postsecondary students the right:

- to review their education records,
- to seek to amend inaccurate information in their records, and
- to provide consent for the disclosure of their records.

These rules apply to all education records the school keeps, including admissions records (only if the student was admitted) and academic records as well as any financial aid records pertaining to the student. Therefore, the financial aid office is not usually the office that develops the school’s FERPA policy or the notification to students and parents, although it may have some input.

Student’s & parents’ rights to review educational records

A school must provide a student with an opportunity to review his or her education records within 45 days of the receipt of a request. A school is required to provide the student with copies of education records, or make other arrangements to provide the student access to the records, if a failure to do so would effectively prevent the student from obtaining access to the records. While the school may not charge a fee for retrieving the records, it may charge a reasonable fee for providing copies of the records, provided that the fee would not prevent access to student records. While the rights under FERPA have transferred from a student’s parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student’s education records to his or her parents if the student is a dependent student under IRS laws. Note that the IRS definition of a dependent is quite different from that of a dependent student for FSA purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent’s income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

Prior written consent to disclose the student’s records

Except, under one of the special conditions described in this section, a student must provide written consent each time before an education agency or school may disclose personally identifiable information from the student’s education records. The written consent must—

- state the purpose of the disclosure,
- specify the records that may be disclosed,
- identify the party or class of parties to whom the disclosure may be made, and,
- be signed and dated.
-

If the consent is given electronically, the consent form must:

- identify and authenticate a particular person as the source of the electronic consent, and
- indicate that person’s approval of the information contained in the electronic consent.

The FERPA regulations include a list of exceptions where the school may disclose personally identifiable information from the student’s file without prior written consent. Several of these allowable disclosures are of particular interest to the financial aid office, since they are likely to involve the release of financial aid records.

Disclosures to school officials

Some of these disclosures may be made to officials at your school or another school who have a legitimate interest in the student’s records. Typically, these might be admissions records, grades, or financial aid records.

Disclosure may be made to:

- other school officials, including teachers, within the school whom the school has determined to have legitimate educational interests.
- to officials of another postsecondary school or school system, where the student receives services or seeks to enroll.

If your school routinely discloses information to other schools where the student seeks to enroll, it should include this information in its annual privacy notification to students. If this information is not in the annual notice, the school must make a reasonable attempt to notify the student at the student’s last known address.

Disclosures to government agencies

Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. “Authorized representatives” includes employees of the Department—such as employees of

the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics—as well as firms that are under contract to the Department to perform certain administrative functions or studies. In addition—

Disclosure may be made if it is in connection with financial aid that the student has received or applied for. Such a disclosure may only be made if the student information is needed to determine the amount of the aid, the conditions for the aid, the student's eligibility for the aid, or to enforce the terms or conditions of the aid.

A school may release personally identifiable information on an F, J, or M nonimmigrant student to U.S. Immigration and Customs Enforcement (formerly the Immigration and Naturalization Service) in compliance with the Student Exchange Visitor Information System (SEVIS) program without violating FERPA.

Disclosures in response to subpoenas or court orders

FERPA permits schools to disclose education records, without the student's consent, in order to comply with a lawfully issued subpoena or court order. In most cases, the school must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying, so that the student may seek protective action. However, the school does not have to notify the student if the court or issuing agency has prohibited such disclosure. A school may also disclose information from education records, without the consent or knowledge of the student, to representatives of the U.S. Department of Justice in response to an *ex parte* order issued in connection with the investigation of crimes of terrorism.

Documenting the disclosure of information

Except as noted below, a school must keep a record of each request for access and each disclosure of personally identifiable student information. The record must identify the parties who requested the information and their legitimate interest in the information. This record must be maintained in the student's file as long as the educational records themselves are kept.

FERPA Responsibilities and Student Rights

A school is required to:

Annually notify students of their rights under FERPA;

Include in that notification the procedure for exercising their rights to inspect and review education records; and

Maintain a record in a student's file listing to who personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information (does not apply to school officials with a legitimate educational interest or to directory information).

Student has the right to:

Inspect and review any education records pertaining to the student; Request an amendment to his/her records; and request a hearing (if the request for an amendment is denied) to challenge the contents of the education records, on the grounds that the records are inaccurate, misleading, or violate the rights of the student.

Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

- A student should submit to the president, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct person to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the institution to amend a record should write the institution official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is: Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901

Record Keeping and Access

Please see the Student Catalog for additional information on Salon Boutique Academy's Student Record Access and Privacy.

- All files are the property of Salon Boutique Academy.
- Files are kept for a minimum of 15 years.
- Students are encouraged to keep their own records of attendance and grades. It is the student's responsibility to maintain THEIR copies of important documents: Enrollment Agreements, Financial Aid documents, written requests, SAP reports, etc. A school representative must be present during the review of the files; their intent is to clarify questions concerning these records.

Academic Program (Educational Program, Instructional Facilities, and Faculty)

Please refer to the Student Catalog for information on Facilities, Courses Offered, Course Objectives, Methods, Class Format, Teaching and Grading Descriptions and Details, Completion Rates, and Faculty.

Fire Safety Report and Fire Log

Our school does not provide on-campus housing; therefore, we do not distribute a Fire Safety and Fire Log.

Information for Crime Victims about Disciplinary Proceedings

Upon written request, this institution will disclose to the alleged victim of any crime of violence or a non-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.

Retention Rate

Information concerning retention rates is available on the National Center of Educational Statistics IPEDS Data Center (<http://nces.ed.gov/ipeds/>)

Types of Graduate and Professional Education in Which the Institution's Graduates Enroll

Salon Boutique Academy does not offer any type of graduate and professional education in which graduates enroll.

Intercollegiate Athletic Program Participation Rates and Financial Support Data

Salon Boutique Academy does not have an intercollegiate athletic program; therefore, there is no consumer information available on this Subject Area.

Voter Registration Forms

Salon Boutique Academy encourages its student to register and to vote. Voter registration forms are available at the president's office. Links: Texas <https://registertovote.org/forms/register/registration/texas.html>

State Grant Assistance

Salon Boutique Academy does not participate in any state grant assistance programs.

Student Loan Information Published by the Department of Education

To obtain copies of publications please contact the Education Publications Center (ED Pubs).

www.EDPubs.gov

Toll-free phone # : 877-4-ED-Pubs (877-433-7827) TTY/TDD toll-free number: 877-576-7734

FAX: 703-605-6794

e-mail: edpubs@inet.ed.gov

mail: ED Pubs

U.S. Department of Education

P.O. Box 22207

Alexandria, VA 22304

For multiple copies of publications contact the Government Printing Office at (202) 512-1800

National Student Loan Data System (NSLDS)

Whether you are a potential student, student, or parent of a student that enters into an agreement regarding a Title IV, HEA loan that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system. To access the site, visit www.nsls.ed.gov.

Entrance Counseling for Student Loan Borrowers

Your guaranteed student loan is a serious obligation; therefore, it is important that you understand your rights and responsibilities involved in this transaction. Your responsibilities are summarized below:

-I understand that I may be subject to prosecution under the provisions of the United States Criminal Code if I deliberately make any false statements on my loan application or use the loan proceeds for purposes other than approved educational expenses.

- I understand that I must sign a Selective Service Registration Compliance Statement at the school I am attending.
- I understand that as an independent student the total amount of federal direct subsidized loans and in federal direct unsubsidized loans available differs according to program, year, and whether you are a dependent or independent student. these loan amounts may differ according to the program of study.
- I understand that I must return to my original lender to apply for additional loans.
- I understand that all borrowers, regardless of personal or family income, are subject to a Needs Analysis.
- I understand that my lender will deduct two non-refundable fees from the proceeds of my loan:
 - A Federal Origination Fee
 - A state Insurance Premium not to exceed 5% of the principle amount borrowed.
- I understand that if the amount of my loan is greater than \$1,000, and covers an enrollment period greater than six months, I may receive the proceeds in more than one installment.
- I understand that my signature on the application/promissory note establishes my personal responsibility for repayment of this loan.
- I understand that I must, without exception, notify my lender if I fail to enroll or cease to be enrolled, transfer to another school, or change my enrollment status, name, or permanent address.
- I understand that I will have a grace period of 6 months after I cease to be enrolled at an eligible institution before I must begin payment. (Students who borrow at 7% are entitled to a grace period of 9 months).
- I understand that my lender will provide me with a repayment schedule before my repayment period begins.
- I understand that I must make monthly payments of no less than \$50 over a repayment period between 5 – 10 years at my lender's option.
- I understand that my payments may be made to other than my original lender if my loan(s) are sold to a secondary market.
- I understand that making my scheduled payments promptly will help me establish a favorable credit rating, but if I fail to repay my loan as scheduled:
 - I may seriously injure my credit rating and jeopardize my future ability to borrow.
 - I may face default and the legal action deemed necessary by the State of Texas.
- I understand that my loan obligation will be cancelled only if I die or become permanently and totally disabled.
- I understand that I may go online to: <http://www.ed.gov/offices/OSFAP/DirectLoan/student.html> to complete my entrance counseling.

Exit Counseling for Student Loan Borrowers

After you graduate or drop from our school, it is your responsibility to adhere to the following regarding your loans:

- I understand that if I change my address or name, I must notify the Lender within 10 days.
- I understand that if I meet certain requirements, I have the right to defer payments on my loan(s). These deferment provisions are set forth under the section titled Deferment in my Promissory Note. I understand that if I default on my loan(s), I lose these rights.
- I understand that if I am temporarily unable to make payments, I may request my Lender to grant me a forbearance which can be:
 - A short period of time in which I make no payments, or
 - A longer period of time for making payments, or
 - A different repayment schedule than was first given to me.

I know that it is up to the Lender whether to grant this request and I recognize the importance of requesting forbearance before my payments are overdue.

- I understand that if I borrowed student loans from more than one lender, I can explore loan consolidation or refinancing.
- I acknowledge that all of the material covered on this acknowledgement form was explained to me. I know that I am responsible for repaying my student loans and may go online to: <http://www.ed.gov/offices/OSFAP/DirectLoan/student.html> for further exit counseling.

Private Education Loan Disclosures (Including Self-Certification Form)

Salon Boutique Academy does not provide in private education loans.

Code of Conduct for Education Loans

We are required by the Department of Education to develop, publish, and enforce a code of conduct. The Higher Education Opportunity Act (HEOA) set the code of conduct into law on August 14, 2008. Below applies to all officers, employees, and agents of our institution.

Ban on Revenue Sharing

Neither Salon Boutique Academy nor any of their officers, employees or agents will enter into revenue-sharing arrangements with any lender or servicer which is defined by the Higher Education Opportunity Act of 2008, amending the Higher Education Act of 1965, Pub. L. # 110-315 (2008), (HEOA) or any arrangement between a school and a lender that results in the lender paying a fee or other benefits, including a share of its profits, to the school, or its officer, employees or agents, as a result of our institution recommending a lender to its students or families of those students.

Ban on Gifts

Financial Aid Officers (or employees who otherwise have responsibilities with respect to education loans or financial aid) will not accept gifts from any lender, guaranty agency or loan servicer. This prohibition is not limited just to those providers of Title IV loans, but includes lenders of private educational loans as well. The law does provide for some exceptions related to specific types of activities or literature including:

- Brochures or training material related to default aversion of financial literacy.

- Food, training or informational material as part of training as long as that training contributes to the professional development of those individuals attending the training.

- Entrance and Exit counseling as long as the institution's staff are in control and they do not promote the services of a specific lender.

- Philanthropic contribution from a lender, guarantee agency or loan servicer unrelated to education loans.

Ban on Contracting Arrangements

No Financial Aid Officer (or employees who otherwise have responsibilities with respect to education loans) will accept any fee, payment or financial benefit as compensation for any type of arrangement or contract to provide services to or on behalf of a lender relating to education loans.

Prohibition against Steering Borrowers

Financial Aid Officers (or employees who otherwise have responsibilities with respect to education loans) will not steer borrowers to particular lenders, or delay loan certifications. This prohibition includes assigning any first-time borrower's loan to a particular lender as part of the award packaging or other methods.

Prohibition on Offers of Funds for Private Loans

Financial Aid Officers or employees at Salon Boutique Academy will not request or accept any agreement of or offer of funds for private loans. This includes any offer of funds for loans to students at the institution, including funds for an opportunity pool loan, in exchange for providing concessions or promises to the lender for a specific number of loans, or inclusion on a preferred lender list.

Ban on Staffing Assistance

No Financial Aid Officer or employees at Salon Boutique Academy will request or accept any assistance with call center staffing or financial aid office staffing. However, schools are not prohibited from requesting or accepting assistance from a lender related to:

- Professional development training for financial aid administrators.

- Providing educational counseling materials, financial literacy materials, or debt management material to borrowers, provided that such materials disclose to borrowers the identification of any

lender that assisted in preparing or providing such materials.

-Staffing services on a short-term, nonrecurring basis to assist the school with financial aid related functions during emergencies, including State-declared or federally declared natural disasters, and other localized disasters and emergencies identified by the Secretary.

Ban on Advisory Board Compensation

Salon Boutique Academy employees will not receive anything of value from a lender, guarantor, or group in exchange for servicing on an advisory board. They may, however, accept reimbursement for reasonable expenses incurred while servicing in this capacity.

Sanctions

Employees that violate this Code of Conduct will be disciplined in a manner consistent with our institution's policies and procedures. Disciplinary action may include termination of employment.

Preferred Lender Lists or Arrangements

Salon Boutique Academy does not have any specific lenders for private education loans or for Title IV, HEA loans.

Private Education Loans

Salon Boutique Academy does not have any specific lenders for private education loans or for Title IV, HEA loans.

Annual Report on Preferred Lender Arrangements

Salon Boutique Academy does not have any specific lenders for private education loans or for Title IV, HEA loan