

SATISFACTORY ACADEMIC POLICY:

1) In order for all students, including those who receive Title IV financial aid, to be considered to be making Satisfactory Academic Progress (SAP) towards a certificate, a student must maintain specified grade averages as well as proceed through the course at a pace leading to completion in the specified time frame. This policy is the same for all students within a course and with the same attendance schedule. This policy is also located in the school's catalog given to students prior to enrollment.

Attendance Progress:

2) The maximum time a student has to complete their course is one and a half times the course length.

Cosmetology	1500 Hrs	Facial/Skin Care	260 Hrs
Cosmetology Program	1200 Hrs	Manicure/Pedicure/Nails	240 Hrs
Barber/Styling	1200 Hrs	Massage Therapy	600 Hrs
Full Specialty	600 Hrs		

For example, a student in the 1200-hour program who is a full-time student is contracted for 12 months and the maximum time frame would be 18 months. A part-time student is contracted for 18 months and the maximum time frame would be 27 months.

3) A student who is enrolled full or part time must attend at least 67% of their scheduled hours in order to be considered making SAP and to complete the course within the maximum time frame. Only students who maintain SAP are eligible to receive financial aid. Any student not completing the course within the contract maximum ending date will be charged an hourly rate for the hours they have left to complete. This policy complies with regulations applicable to the school.

Academic Progress:

4) The following factors will be measured in determining academic SAP:

- Theory work (test grades, workbooks, etc.)
- Practical work (grades from practical worksheets)
- Laboratory work (grades from clinic worksheets)

All theory, practical and laboratory work will be graded according to the following grading scale:

A	93 - 100%	=	Excellent
B	84 - 92%	=	Good
C	75 - 83%	=	Satisfactory
D	66 - 74%	=	Unsatisfactory
F	65 & below	=	Failing

Students must maintain a C grade average (a minimum of 75%) in order to be considered making SAP. Students are permitted to take any failed exam over once with the second grade substituting for the first grade even if it is lower. Our institution does not offer course incompletes, repetition or non-credit remedial courses, therefore, they have no effect on SAP.

Determination of Progress:

5) The students will be evaluated at the following intervals for academic and attendance progress for the Cosmetology & Barber/Styling Program: 125, 450, 900 and 1200 actual hours. For the Full Specialty Programs: 125, 300, and 600 actual hours. For the Manicuring, Pedicuring, Nail Extension Program: 40, 125, and 240 actual hours. For the Skin Care program: 60, 125, and 260 actual hours. For the Massage Therapy Program: 125, 300, and 600 actual hours. Students must maintain at least a 75% grade average and be attending at a pace leading to completion of the course within the contract maximum ending date to be considered making SAP.

6) Students that meet minimum requirements at evaluation are considered to be making "SAP" until the next scheduled evaluation.

7) Students must meet both attendance and grade requirements at least one evaluation by the midpoint to be considered making SAP as of the midpoint. Only students who maintain SAP are eligible to receive Title IV assistance.

8) Students who do not meet minimum requirements at evaluation will be placed on SAP warning until their next scheduled evaluation period with the opportunity to meet requirements for the next evaluation period. During the warning period, students are still considered to be making SAP and financial aid funds and Veterans benefits will be disbursed to eligible students.

At the end of the SAP warning period, the student's progress will be re-evaluated. If the student is meeting minimum requirements, he/she will be determined as making SAP. If the student fails to meet minimum requirements, the student's financial aid and Veterans benefits will be terminated. If the student receives no financial aid or the student's financial aid has been terminated, they will be considered to be unsatisfactory until the next scheduled evaluation at which point they will be terminated if they have not met SAP requirements. Students are not permitted more than 2 consecutive warning periods.

Appeal Process:

9) If the student would like to appeal for reinstatement, the student would have to make an appointment to meet with the school's administrators to explain his/her individual situation. The student's appeal must include the reason for failing to meet SAP and what has changed that will allow the student to now make SAP. If the administrators feel that the student has legitimate reasons for his/her' poor performance and have showed improvement since then, they may grant reinstatement. In no case will the student be considered to be making SAP unless he/she has achieved both the grade and attendance requirements for at least one segment before the midpoint. The administrators' decision is final. All appeals must be documented and maintained in the student's permanent file. A student's financial aid or Veterans benefits may be reinstated as soon as they regain SAP status and have been re-evaluated at their next scheduled evaluation. The student will receive financial aid for any hours they are eligible to receive for from the date of reinstatement. The student will be responsible to pay for any missed financial aid payments that occurred during the student's termination from financial aid.