

# Advanced College of Cosmetology – Waupun, Wisconsin

## Consumer Information 2018 - 2019

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## **General Consumer Information to all Students**

The Advanced College of Cosmetology (herein after known as “The School”) is providing consumer information about The School to all current and incoming students through the means of this Consumer Information document. It is imperative for students to understand all aspects of this Consumer Information document including: Satisfactory Academic Progress Policy (SAP) and the relation to any federal student aid that the student may apply for and / or consequences that could result from early withdrawal due to unsatisfactory progress. Federal aid students must carefully read the information provided in this document to understand the rights and responsibilities as a recipient of federal student aid.

## **Contact Personnel to Assist with Consumer Information**

Our Financial Aid Officer (FAO) and Admissions Director is knowledgeable of the information contained within this document and are readily available to assist prospective/enrolled students and/or their parents during normal business hours. Our business hours are Monday-Friday 8:30 am to 5:00 PM.

## **Financial Aid**

For financial aid information you may contact Karmyn Nummerdor, Financial Aid Officer, at (920) 324-3427 for additional questions or email at [info@accsuccess.com](mailto:info@accsuccess.com).

## **General Information**

For general School information you may contact Matthew Hickmann, Director, at (920) 324-3427 or email at [matthew@accsuccess.com](mailto:matthew@accsuccess.com).

## **School Facilities**

The School is located at 25 West Main Street, Waupun, Wisconsin, 53963. The School is a 4,000 square foot educational facility with state-of-the-art equipment and spacious hair care, student lounge, classroom and office areas.

## **Student Right to Know (Pre-enrollment Information)**

The most current pre-enrollment information is given upon enrollment. This will include the graduation, placement, and licensure rates for the most recent award year. This information may also be found on the website [www.accsuccess.com](http://www.accsuccess.com) under program disclosure.

## **Administration and Facility**

Advanced College of Cosmetology's faculty consists of the Owner, Admissions Director, Financial Aid Officer, Support Staff, and a minimum of one educator per 20 students. List of faculty can be found in our current catalog.

## **Licensure/Accreditation/Organizations**

### **Licensure**

The School is licensed by the  
Wisconsin Department of Safety and Professional Services (DSPS),  
P.O Box 8935, 1400 East Washington Avenue,  
Madison, WI, 53703.  
Phone: 608) 266-7482.  
<http://dsps.wi.gov/Home>

### **Accrediting Agency**

NACCAS  
(The National Accrediting Commission of Career Arts & Sciences, Inc.),  
3015 Colvin Street,  
Alexandria, VA 22314.  
Phone 703-600-7600.  
[www.naccas.org](http://www.naccas.org)

Note: All licensing/accrediting/approval can be found posted at the front desk of the School.

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### Admissions Policy

**Admissions Requirements** – All programs offered by the School are instructed in the English language only. The School does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin. Advanced College of Cosmetology does not recruit students already attending or admitted to another school offering similar programs of study. Advanced College of Cosmetology requires that each student enrolling in the Cosmetology programs must;

- Complete an application for enrollment;
- Submit a \$10.00 Application Fee;
- Submit a copy of a driver's license or government issued photo ID;
- Submit a copy of a Social Security Card;
- Submit evidence of having graduated from high school OR successful completion of the EQUIVALENT of twelfth grade by providing one of the following:
  - copy of a high school diploma
  - copy of a high school transcript showing completion date
  - copy of a GED
  - copy of a state issued credential for secondary school completion if homeschooled.
  - Foreign Diplomas: Must have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma.

### Enrollment Process

Schedule a visit and tour. Complete enrollment application and pay non-refundable application fee to The School. Meet staff and students. Learn about curriculum, books and kits, apparel code and payment plans. Have high school and post-high school transcripts sent to The School. Sign enrollment agreement.

### Transfers

The school accepts transfer students who meet all other regular admission requirements. However, a student transferring to any program at Advanced College of Cosmetology will be contracted for 100% of the hours required in their chosen course of study. The curriculum taught by the College produces a particular style or manner of cosmetology/barbering and therefore we cannot accept transfer of hours. Transfer students will be required to purchase the necessary kit and/or book items to meet the school's kit and book bundle standards.

### Re-Entry Students

Former students of the College who wish to re-enter, must request approval from the school administration. The request will be reviewed and a decision made within 30 days of the request. Students who re-enter within thirty (30) days of the original official withdrawal date will be charged for hours remaining. The settlement calculation for the former enrollment will be adjusted to reflect charges for actual hours attended. Student will be responsible for any balance owed for the former enrollment. Students who re-enter more than 30 days after the original exit date may be evaluated scholastically to determine class level assignment. Tuition rates current at the time of re-entry will apply. Arrangement for satisfactory payment of any applicable balance owed under the previous enrollment(s) must be made prior to re-entry. Students who withdraw from enrollment two times may not be considered for re-enrollment. Contract periods and attendance percentages will be calculated based on hours remaining in the re-entry contract. All students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### Non Discrimination Statement

The school in its admission, instruction and graduation policies does not discriminate on the basis of age, sex, race, ethnic origin, color, religion, financial status, or on the basis of handicap as required by Section 504, 34 Code of Federal Regulations. The school owner/administration is designated to coordinate the school compliance with the requirements of Section 504, as required by 34 Code of the C.F.R. § 104.7(a).

### Placement

While the School cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in how to seek employment that includes how to write a resume, complete an employment application and prepare for an effective interview. The School places a great deal of emphasis on how to obtain and retain

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employment after graduation. In addition, the School maintains a network of relationships with professionals and employers locally and nationwide who provide mentoring to students while they are in school. When our graduates succeed, we succeed!

### Graduation, Licensure, and Placement Rates

Rates from 2017

Completion Rate*	Pass/Fail Rate	Placement Rate
89.47%	100%	100%

### Services to Students with Disabilities

The School will provide reasonable accommodations to any student with a disability. The student should discuss the disability with an Educator. The student should explain in writing what accommodations are required, and the Educator and owner will develop and implement a plan to accommodate the student. All facilities at The School are handicap accessible.

### Vaccination Policy

The School does not require vaccination records for admittance to The School. Because we respect the rights and decisions of all parties concerning childhood vaccines, we do not require these records for admittance.

### Voter Registration

In compliance with the DOE, voter registration applications (and/or the web address where the student can download a voter registration card) are distributed to students during the orientation conducted on the first day of class.

### Safety Requirements

Safety suggestions with this profession would include wearing shoes that would not be slippery when walking on a damp floor. All hair needs to be swept up following each haircut to minimize accidents. All water spilled should also be wiped up as quickly as possible. It is the responsibility of each student to promote a safe work environment. Gloves should be worn during chemical services to reduce any allergic reaction that an individual may have to certain chemicals. Any product that would accidentally get in the eyes should be flushed thoroughly with water. Seek medical attention if irritation continues.

### Physical Demands Placed On the Body

You may work long hours, especially those who own salons. Work schedules may include nights and weekends, and may not include breaks or lunches. Good health and stamina are a must. Most salon industry professionals may be on their feet for long periods of time. Prolonged exposure to some chemicals may cause irritation so protective clothing, facemasks, goggles, and gloves should be worn.

### Licensing Requirements

A person is eligible to receive a license as a Cosmetologist if they have completed the required clock hours in an approved school for the applicable course. They must also pay the required fees, and pass the examination conducted by the Board which determines his/her fitness to receive a license.

### Programs Offered, Hours to Completion, Fees for Tuition & Textbook/Kits

**Hours** -The School is open Monday through Friday. Classes are scheduled daily at the School on Monday, Wednesday and Friday of each week from 8:30 a.m. to 4:00 p.m. and Tuesdays and Thursdays from 12:00 p.m. to 8:00 p.m. One half hour is scheduled for lunch daily.

PROGRAM	WEEKS	HOURS	SCHEDULE	HOURS/WK
Cosmetology	46	1550	MON - FRI	34

### Tuition

Program	Tuition	Books/Kits/Supplies	Fees	Total
Cosmetology	13,600.00	2,190.00	110.00	15,900.00

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## Textbook and Kits

The School books and kits items are available through suppliers that sell to licensed professionals/cosmetology colleges only. The textbook and kit items are non-refundable. The School reserves the right to change books and kit costs as needed. Students provide their own stationary supplies.

<b>Cosmetology</b>			
Milady Standard Cosmetology	Textbook	ISBN#13: 9781285769417	\$ 123.95

## Textbooks and Kit Disbursement Policy

For those students using Title IV funds, the charge for textbooks and kit items can be added to the institution charges and funds will be disbursed by the payment period. The textbook and kit costs are payable in the first academic year. Students that use the Title IV option are considered to have authorized the use of Title IV funds to cover the cost of textbooks and kit items and will not have to give a written authorization for this purpose only. **NOTE:** The Student using Title IV funds (financial aid) only receives Title IV funds if the Student is making satisfactory progress or has been placed on financial aid warning. For those students that are on a cash payment plan, a down payment of 50% of tuition, plus books, kit and fees is paid prior to the first day of class and the remaining balance is paid prior to graduation. The textbook and kit items are non-refundable.

## Additional Costs

Student books and kit are a required purchase by the student from the School. Students provide their own stationary school supplies. Students will be given an apparel code for their program and must adhere to the guidelines.

## Compensation Expected

Cosmetology graduates can earn from \$20,000 to \$30,000. These salaries and gratuities are in an entry-level position depending on the work schedule and the area population. A commission scale is commonly used to pay industry service providers resulting in much higher pay after an introductory period of several months. Retail commission is also common. Many salons now offer benefits resulting in higher earnings.

The U.S. Department of Labor provides current (2013) job information at <http://www.careerinfonet.org>. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor ([www.bls.gov](http://www.bls.gov)), state & national median wages for cosmetology related positions can be found below.

## BUREAU OF LABOR STATISTICS

<http://www.bls.gov/ooh/occupation-finder.htm?pay=&education=Postsecondary+non-degree+award&training=None&newjobs=&growth=&submit=GO>

UNITED STATES DEPARTMENT OF LABOR BUREAU OF LABOR STATISTICS  
OCCUPATIONAL EMPLOYMENT STATISTICS/ OCCUPATIONAL EMPLOYMENT AND WAGES

39-5012 HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS  
<http://www.bls.gov/oes/current/oes395012.htm>

## O\*NET RESOURCE CENTER

The O\*NET program is the nation's primary source of occupational information. Central to the project is the O\*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation.

## O\*NET CODES

COSMETOLOGY:  
<http://www.onetonline.org/link/summary/39-5012.00>

## IPED Statistics

The College Navigator website (<http://nces.ed.gov/collegenavigator>) provides current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories:

Male / Female

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Self-identified members of a major racial or ethnic group  
Federal Pell Grant recipients

The College Navigator website also gives information concerning student services, students with disabilities, career placement during and after enrollment and transfer of credit from other academies, retention, licensure, graduation and placement rates.

NATIONAL CENTER FOR EDUCATION STATISTICS (CIP CODE 2010)

COSMETOLOGY:

<http://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cipid=87771>

### **Copyright Infringement Policy**

The purpose of the Copyright Infringement Policy is to comply with copyright law for the use of copyrighted material. In addition, this policy seeks to make aware to all users the seriousness as well as possible consequences for unauthorized use of copyrighted material. The School strictly prohibits any and all of the following: copyright, trademark, patent, trade secret or other intellectual property infringement, including but not limited to using any copyrighted names, text or images, offering pirated computer programs or links to such programs, serial or registration numbers for software programs, copyrighted music, etc., as policy on the use of copyrighted material on the School's computer system and network.

The School respects the copyrights of those involved in creating and distributing copyrighted material, including music, movies, software, and other literary and artistic works. It is the policy of the School to comply with copyright law. If users utilize copyrighted materials for educational, instructional, research, scholarship and like areas, the School will follow the legal doctrine of fair use currently a part of the copyright law. The School's students and staff will not make unauthorized copies of copyrighted material on or using the School's computer system, network or storage media. Also, the School's staff and students will not store unauthorized copies of copyrighted works using The School's system, network and/or storage media. The School's staff and students should not download, upload, transmit, make available or otherwise distribute copyrighted material without authorization using the School's computer system, network, and Internet access or storage media. This is inclusive of utilizing unlicensed/unauthorized peer-to-peer file services that would promote copyright infringement. The School reserves the right to monitor its computer systems, networks and storage media for compliance with this policy, at any time, without notice, and with or without cause. Additionally, the School reserves the right to delete from its computer systems and storage media, or restrict access to, any seemingly unauthorized copies of copyrighted materials it may find, at any time and without notice. Users who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include termination, expulsion and other legal actions. For more information, please see the website of the US Copyright Office, [www.copyright.gov](http://www.copyright.gov).

### **Campus Security Act Information Disclosure**

Under the Crime Awareness Campus Security Act of 1990, we are required to provide the student with the following safety information about our campus.

- The School is committed to providing safety to all of its students, faculty, and staff. If a crime happens to the student or the student's property or if there is an emergency occurring on campus, report the incident to an educator or owner immediately. That individual will assist the student or guest in reporting the crime to the local police or other appropriate security force.
- The School will provide students, faculty, and staff with a copy of this crime report from the previous calendar year by October 1st of the following year. Statistics will be gathered from the local police and compiled in the annual report.
  - The report will show the number of incidents on campus, including The School parking lot and adjacent streets. At any time, statistics can be accessed from The School Admissions Office.
- Although The School does not employ security officers, The School has a working relationship with the local police who are able to support and provide services promptly in the event of an incident. We encourage accurate and prompt reporting of all crimes to the local police.

### **Timely Warning**

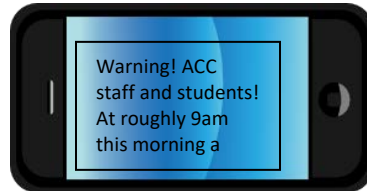
In addition to the required annual campus security report, The School will provide a timely warning to students of any occurrences of the following crimes that are reported to local police agencies and are considered to represent a serious or continuing threat to students and employees. As soon as the school becomes aware of the crimes, students and employees will be notified via SMS notification.



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- These crimes include: criminal homicide, forcible and non-forcible sex offenses, robbery, aggravated assault, simple assault, intimidation, vandalism, burglary, motor vehicle theft, larceny-theft, arson, hate crimes including crimes involving bodily injury reported to local police agencies that show evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity or disability, arrests for violations of liquor and drug law violations, and illegal weapons possession, and persons not arrested but referred for disciplinary action for liquor, drug, and weapons law violations.



**If a student wishes to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, contact Renee or Matthew Hickmann.**

- The facilities are open Monday through Saturday according to assigned class/salon area schedules. The building may also be open for educational classes for licensed professionals in cosmetology or to groups securing the use of the facilities through the owner. Only owners and staff members have keys to the building thus preventing internal crimes as minimal as possible.
- We encourage students and employees to be responsible for their own security and the security of others.
- The School does not provide any programs on campus regarding security or prevention of crimes. If students wish to learn more about personal security or prevention of crimes, contact the local Police Department.
- The School does not have any off-campus locations and therefore all monitoring and recording of any criminal activity is conducted on campus and the surrounding accessible areas. (See Campus Geography)

## **Drug Prevention Program**

The School prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and staff on the property or as part of any School activities. The School will immediately contact law enforcement officials to report all unlawful activities. The health risks of the use of illicit drugs and alcohol abuse require providing education and referral for students and staff. The School provides education annually and refers students and staff to local services. Area drug abuse information, counseling, referral and treatment centers information is made available to students or staff members. The School will expel students and terminate staff involved in unlawful possession, use or distribution of illicit drugs and alcohol. The School will refer such cases to the proper authorities for prosecution. Students and staff may be reinstated upon completion of an appropriate rehabilitation program.

As a condition of employment, employees must notify The School of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction. There are serious legal sanctions for illegal use of drugs and/or alcohol. There are serious health risks associated with such use. Health risks associated with the use of illicit drugs and the abuse of alcohol include: impaired mental and physical health, neurological disease/damage, memory and intellectual performance interference, mental and physical depression, uncontrollable violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, cardiovascular collapse or heart failure, gastrointestinal disease or damage, ulcers or erosive gastritis, anemia, liver and pancreatic disease, liver failure or pancreatitis, deteriorating relationships, and death. All students and / or staff at The School must understand The School's policies as stated above and recognize their impact if the law is broken in relation to drug and/or alcohol use. The School reviews its Drug Prevention Policy and effectiveness of sanctions imposed every **two** years.

- The dismissal that may occur following a final determination of the said proceedings regarding The School Drug Policy prohibits the possession, use, and sale of alcoholic beverages to anyone on our property or as part of any of our activities.
- The School policy also prohibits the possession, use and sale of illegal drugs.
- The School policy supports and enforces state underage drinking laws. Students caught in any of the above situations will be dismissed from the program and will be reported to the authorities.
- In some cases, conviction of drug-related offenses could result in the student's ineligibility of Title IV funding or other forms of financial assistance.

## **Sex Offenses**

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. The School strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor

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for evidence collection and preservation. An assault should be reported directly to a member of EDT. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, use the toilet, or change clothing prior to a medical/legal exam);
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Various counseling options are available throughout the county and can be found through the Waupun Police Department.

Per the Department of Education the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the School sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the School for the first offense. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available. Both the accused and the victim will be notified of the results of the hearing.

A complete list of Sex Offenders in Dodge County can be found at [www.familywatchdog.us](http://www.familywatchdog.us)

**Emergency Notification** - Immediate notification of an unforeseen combination of circumstances that calls for immediate action. Emergency Notification will be in written form, posted on the front and back door of The School as well as distributed by SMS to staff members and students.

### **Emergency Response Procedures**

At the time of an urgent unanticipated event, staff members will assess the situation to determine the significance of an emergency. In the event of an emergency, staff and students will be notified by either verbal communication (for students currently in the building), or written communication/ SMS (for students not in attendance) to notify them of the particular situation. A count for all staff, students and guests will be taken as soon as reasonably possible to ensure all are accounted for at the time of the emergency. Without delay, all students will receive notification of the emergency by written communication in the form of a text message from the **Emergency Decision Team**.

**The responsible members of the EDT consist of:**

- 1) **The School Director – Renee Hickmann**
- 2) **Admissions personnel – Matthew Hickmann**
- 3) **Front desk personnel – Front Desk staff on duty**

The verbal/written communication will include:

- 1) Type of emergency
- 2) Steps to be taken for the emergency situation

Emergency procedures will be **tested twice a year**. Owners and staff will evaluate the testing results and implement improvements needed to secure the safety of all concerned.

### **Emergency Procedures Due to Criminal or Terrorists Threats:**

Upon receipt of information pertaining to a threat during business hours, the person receiving the information should notify a staff member of the impending or occurring emergency. The staff member will respond to the immediate situation when necessary and will contact civil authorities to determine appropriate action which may include evacuation of entire campus for a length of time to be determined based on the situation at hand. If necessary, The School will post on outside doors the time class will resume. In the event that staff, students and guest would be safer inside the building the EDT will direct everyone to an internal room in the School.

### **Tornado Warning**

When a tornado warning is issued:

- A tornado has actually been sighted
- Or has been indicated by radar
- Public warning will come over the radio.

### **Tornado Warning Procedure**

- DO NOT leave the building
- Move away from the perimeter and exterior of the building



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• Report to the **Reception Area**. The EDT will direct those in need of shelter to the **School Basement** marked by the **Tornado Safety Area** sign.

- Take shelter under tables, if possible.
- Go to the center of the room.
- Sit down and cover your head.
- Make every effort to remain calm and encourage those around you to do likewise.
- Remain in the shelter location until instructed to return to your previous activities.
- A tornado safety map may be found in the student lounge and near the front desk

### **Fire Drills**

Fire evacuation plans will be practiced with each class start and require your most serious cooperation and consideration. All exits must be in working condition and unobstructed.

### **In A Fire Emergency**

• If you smell smoke or see fire, report it immediately to an educator. A warning will then be given over the intercom system. Do not panic. Proceed as follows:

- Students in the salon area exit single file out the front doors. **If you have a guest at the time, the guest is your responsibility.**
- If exiting out the front doors of the building, please report to the school parking lot across the street from the school and **remain there until a member of the EDT is able to take an accurate count of staff, students and guests.**
- If in a classroom, exit out the back of the building walk to the grassy area behind the loading dock; **If possible join the others at the school parking lot across the street from the school and remain there until a member of the EDT is able to take an accurate count of staff, students and guests.**
- An evacuation map may be found in the student lounge and near the front desk.

VIOLATION OF FIRE SAFETY RULES PUTS LIVES IN JEOPARDY. TAMPERING WITH FIRE ALARMS OR FIRE EQUIPMENT CAN RESULT IN FINES AND POSSIBLE INCARCERATION ACCORDING TO WISCONSIN STATE LAWS.

### **In case of serious accident or illness:**

- Call 9-1-1
- Do not move sick or injured person(s).
- Be careful to avoid personal contact with any body fluids such as blood, vomit, or saliva.
- Stay with the victim and reassure her/him that help is on the way.

### **Power Failure:**

- Remain calm
- Do not move
- Await instructions from staff personnel.
- If instructed to evacuate, use designated emergency exits **ONLY**.

Immediate Help (Fire, Police, Rescue Squad) - 9-1-1

Waupun Fire Department: 920-324-7910

Wisconsin State Patrol: 608-266-3212

Dodge County Sheriff Department: 920-386-3726

City of Waupun Police Department Non-Emergency – 920-324-7903

Poison Information (Wisconsin Poison Center): 414-266-2630 or 800-222-1222

Adult Abuse Hotline: 800-992-6978

Alcohol, Tobacco & Firearms: 317-226-7464

Child Abuse Hotline: 800-800-5556

Deaf/ Hearing Impaired – Emergency: 765-452-2300

FBI: 317-639-3301

National Response Center (Hazardous Spills): 800-424-8802

National Runaway Switchboard: 800-RUNAWAY

National Suicide Prevention Hotline: 800-273-TALK

US Marshall: 317-226-6566

US Secret Service: 317-226-6444

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**Campus Crime Report**

Offense	2015			2016			2017		
	On-Campus	Non-campus Property	Public Property	On-Campus	Non-campus Property	Public Property	On-Campus	Non-campus Property	Public Property
Murder/ Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	2	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

**Hate Crimes**

Description	Bias			Date					
Arrests/ Discipline	2015			2016			2017		
Action	On-Campus	Non-Campus Property	Public Property	On-Campus	Non-Campus Property	Public Property	On-Campus	Non-Campus Property	Public Property
Arrests: Weapons	0	0	0	0	0	0	0	0	0
Discipline Actions: Weapons	0	0	0	0	0	0	0	0	0
Arrests: Drug Abuse	0	0	0	0	0	0	0	0	0
Discipline Actions: Drugs	0	0	0	0	0	0	0	0	0
Arrests: Liquor Laws	0	0	0	0	0	0	0	0	0

Group B Crimes	2015			2016			2017		
Crime	On-Campus	Non-Campus Property	Public Property	On-Campus	Non-Campus Property	Public Property	On-Campus	Non-Campus Property	Public Property
Larceny	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0

**Family Educational Rights and Privacy Act of 1974**

The FERPA is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program from the U.S. Department of Education.

The FERPA gives certain rights to parents regarding their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

Parents or eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still refuses to make the corrections, the parent or eligible student has the right to place a statement in the records commenting on the contested information in the records.

Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records without consent, to the following parties:

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- School employees who have a need-to-know.
- Other schools to which a student is transferring.
- Parents when a student over 18 is still dependent.
- Certain government officials in order to carry out lawful functions.
- Appropriate parties in connection with financial aid to a student.
- Organizations doing certain studies for the school.
- Accrediting organizations.
- Individuals who have obtained court orders or subpoenas.
- Persons who need to know in cases of health and safety emergencies.
- State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974.

Schools may also disclose, without consent, “directory” type information such as student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must tell parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent or eligible student to request the school not to disclose that information about them. Schools must notify parents and eligible students of their rights under this law. The actual means of notification is left to each school. If you wish to see your records, you should contact the school for the procedure to follow. Any questions or concerns under this act should be directed to: Family Policy Compliance Office, Dept. of Ed., 400 Maryland Avenue, SW, Room 3017, Washington D.C. 20202-4605 or you may call (202) 401-2057.

### Safeguarding Consumer Information

#### Procedure for Maintaining and Safeguarding Student Records

- All student financial records are kept in a locked cabinet which is located in the financial aid office.
- The financial aid office is locked when unoccupied.
- The financial aid officer and the school owners are the only persons who have keys to the student files. No other employees have keys to the file cabinets.
- Student records are maintained on a computer software system called Genesis. This is a live, on line system with a daily back up. All data is stored in an off-site location.

### Financial Aid Professional Code of Conduct

The School is committed to ensuring the integrity of its employees and students with respect to all aspects of its schools and operations. The position you hold within the School is evidence of the trust we have in you. Compliance with all applicable laws, regulations, and Company policies and procedures, and performance of duties according to the highest standards of honesty and integrity, is expected of all of us.

This Code of Conduct for Financial aid Professionals (“Code of Conduct”) applies to all of the School employees who are employed in a financial aid role (collectively “Covered Employees” or “you”). If you violate provisions of this Code of Conduct, you subject yourself to discipline, up to and including termination of your employment.

If you do not understand or if you have any questions about the School’s policies and procedures, a school Catalog, or this Code of Conduct, you should contact your supervisor and/or the School compliance department at [renee@accsuccess.com](mailto:renee@accsuccess.com). If you believe any employee is violating the School’s policies or procedures, a school catalog, or a Code of Conduct, you must immediately notify your supervisor and the compliance department at [renee@accsuccess.com](mailto:renee@accsuccess.com).

As a Financial Aid Employee, I understand that **I MUST**:

1. **BE ETHICAL** and conduct myself with **INTEGRITY**
2. **AVOID** any conflicts of interest and comply with the School’s student loan code of conduct.
3. **PROVIDE** prospective and enrolled students with accurate and complete financial aid and policy information.
4. **KEEP** student information confidential and comply with the Family Educational Rights and Privacy Act (FERPA) as defined in the school catalog.
5. **COMPLY** with applicable federal and state laws and regulations, accredited rules and the School’s policies and procedures.
6. **ADHERE** to all policies and procedures set forth by the School.

As a Financial Aid Employee, I understand that **I MUST NOT**:

1. **ASK** prospective, enrolled, or former students for their FAFSA PIN
2. **MAKE** statements that contradict information in the school catalog or enrollment agreement

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3. **DISCUSS** financial information of a prospective, enrolled, or former student with anyone except the student unless he or she provided a release in compliance with FERPA.
4. **COMPLETE** or sign any document on behalf of a prospective, enrolled, or former student, including:
  - a. Initialing any document on behalf of a student
  - b. Using white-out on erasure material of any kind on a document and
  - c. Modifying or altering information provided by a student
5. **PROVIDE** inaccurate information, such as information about
  - a. The school's programs, facilities, student services and jobs
  - b. The school's graduation and placement rates
  - c. Criteria for financial aid eligibility
  - d. Amount of financial aid funding
  - e. Interest rates for student loans
  - f. Availability of financial aid funding
  - g. Transfer of credits to or from other colleges or universities
  - h. Credentials or licensing a student may obtain
  - i. Potential income levels upon graduation
6. **PAY** the enrollment/application fees of a prospective or enrolled student, or **LOAN** or give money to a prospective or enrolled student.
7. **DISCUSS credit** history, credit ratings or credit standings with a student.
8. **DISCUSS** my own personal financial situation or engage in any conversations unrelated to financial aid

As a Financial Aid Employee, I further commit that **I WILL:**

1. Frequently re-read the School's policies and procedures, School Catalog, student loan code of conduct, and this Code of Conduct to ensure that I am familiar with all of their requirements and or contents
2. Immediately contact my supervisor and or Compliance Department at [renee@accsuccess.com](mailto:renee@accsuccess.com) if I have any questions about the school Catalog or this Code of Conduct
3. Immediately notify my supervisor and/or the Compliance Department at [renee@accsuccess.com](mailto:renee@accsuccess.com) if I believe any Employee is violating this Code of Conduct, the school catalog, School policies and procedures, or any code of conduct.

## **Title IV Funding – General Information**

The School educates students and/or parents in all options of financial aid available to those who qualify. We understand that all students'/ family's needs are unique. We are committed to the student's educational success, a part of which includes securing the proper funding. The information from the FAFSA, provided by the student and/or parent, in conjunction with state and federal regulations determines eligibility for available programs. Many parents borrow money to help cover educational costs and living expenses for their daughter/son. The School encourages parents of eligible dependent students to apply for the Federal Parent Plus Loan.

### **Types of Financial Aid Available**

#### Federal Pell Grant (Need Based Aid)

Pell Grants provide a foundation of financial assistance that may be supplemental by other resources and doesn't have to be repaid after graduation. Pell Grants are determined after the financial status of a student is fully reviewed. Based on a student's financial circumstances, a specific amount of money is disbursed annually toward the student's education through the Pell Grant. How much you can expect to receive from a Pell Grant is solely based on your financial situation and other criteria.

#### William D. Ford Direct Stafford Loans (Need & Non-Need Based Aid)

Loans made through this program are referred to as Direct Loans, because eligible student and parents borrow directly from the US Department of Education. You must be enrolled at least a half-time student to be eligible for a loan. Direct Loans include the following:

#### Direct Stafford Loans

- Direct Subsidized Loans – you must have financial need to receive a subsidized loan. The US Department of Education will pay (subsidize) the interest that accrues on your Direct Subsidized Loan during certain periods.
- Direct Unsubsidized Loans – financial need is not a requirement to obtain an unsubsidized loan. You are responsible for paying the interest that accrues on your Direct Unsubsidized Loan.
- Direct PLUS Loans (Plus Loans) are loans parents can obtain to help pay the cost of education for their dependent undergraduate children.

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### G.I. Bill

If you have spent time in the military, you are eligible to use your G.I. Bill toward your education. The G.I. Bill was specifically designed for college or vocational education. Certified by State Approving Agency for Veterans' Educational Benefits. \*These approvals are state and school specific and may not apply to all schools. To apply go to [www.gibill.va.gov](http://www.gibill.va.gov). Bring certificate of eligibility to the FAO office to begin enrollment certification with VA.

### Consumer Loans

The institution not currently offering Consumer Loans.

### Wisconsin State Grants

The College participates with the State of Wisconsin Workforce Development located at 201 E Washington Ave, in Madison Wisconsin. For Further information please contact them directly at (608) 267-8997.

For updates and more information on federal financing, go to [www.studentaid.ed.gov](http://www.studentaid.ed.gov) to learn more.

### **Eligibility of Title IV Aid**

To be eligible for Title IV Aid, the student must:

- have a high school diploma, GED or equivalent
- complete the FAFSA for each financial aid year the student is eligible for aid
- comply with The School Satisfactory Academic Progress Policy
- not be in default on previous student loans
- not owe repayment on an adjusted Pell Grant
- not exceed the annual and aggregate loan limits
- have remaining eligibility if the student is a transfer student
- be enrolled in an eligible program
- be enrolled at least half time
- have ISIR Social Security mat successful or comment code indicates successful INS match
- if male, ages 18-25 have registered with the Selective Service
- be a citizen or eligible non-citizen
- have resolved any drug convictions

### **Steps To Apply for Title IV Aid**

1. The student must complete the FAFSA for each financial aid year in which the student is eligible to receive aid. The Department of Education (DOE) prefers students complete a web FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). To complete a web FAFSA, the student will need an electronic pin number. This can be obtained at [www.pin.ed.gov](http://www.pin.ed.gov). This pin is unique to each FAFSA applicant and cannot be shared with anyone else as it acts as the student's signature required to submit a FAFSA. A parent of a dependent student must also apply for a pin. The parent is required to sign the web FAFSA with their uniquely created pin.
2. Once a pin number has successfully been created, a web FAFSA can now be completed. Be sure to follow all instructions when completing the FAFSA. Enter *The Institution's School Code, 041792*, for Advanced College of Cosmetology, Waupun, WI. This will allow disclosure of information from the FAFSA to the school chosen by entering the school code. In the case of a dependent student, both the student and one parent will need to complete and sign the FAFSA application in order to be eligible for a Pell Grant. Dependency status is determined by the information that is filled out on the student's FAFSA.
3. If the parents of a dependent student refuse to provide information on the FAFSA; the student will not be eligible for Pell Grants and will only be eligible for unsubsidized funding.
4. Once the FAFSA is complete, the student will receive a SAR (Student Aid Report). The School will be sent an ISIR (Institutional Student Information Record) for all students who list their school code. All verification and/or corrections must be completed prior to qualifying for aid.
5. If a student's FAFSA is selected for verification, the student will receive The School's verification policy and a verification worksheet. The student is required to return the verification worksheet completed, as well as provide any other requested documents. If parent information is entered in the FAFSA, or the student is a dependant, parents may need to provide additional requested documents. If selected, this verification process must be completed before a student can receive federal aid. The verification process could result in a corrected ISIR and new Expected Family Contribution (EFC) number which could affect the student's unmet need and eligible need based aid, Stafford Subsidized Loans and Pell Grants.
6. The Primary EFC provided on the student's ISIR will be used to calculate need and unmet need analysis through the Cost of Attendance Worksheet. This Primary EFC number corresponds with the number of months in each academic year. The Cost of Attendance Budget for each academic year includes the student's

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tuition costs per academic year. These costs include tuition, applicable fees, kit and books (per the academic year in which the cost is incurred), room and board, personal expenses and transportation costs.

7. The School utilizes the information presented on the student's ISIR and the NSLDS (National Student Loan Data System) to determine the student's eligibility and to calculate the student's unmet need for the student's grade level. This is done in compliance with the Cost of Attendance Budget grade level limits based on hours in the academic year.
8. Students who desire low interest Stafford Federal Student Loans must complete a Master Promissory Note or Electronic Master Promissory Note (E-MPN) at [www.studentloans.gov](http://www.studentloans.gov)
9. Parents desiring to take out a low interest Federal Parent Plus Loan on behalf of their dependent daughter or son must complete a Consent to Credit Check document that is made available by the Financial Aid Office. This form must be returned completed along with a readable copy of the parents Drivers License or State ID.
10. Students must complete the Entrance Loan Counseling prior to the student receiving a disbursement of any Federal loans. For Direct Loans, students may access Entrance Loan Counseling at [www.studentloans.gov](http://www.studentloans.gov)
11. Students will need to accept or decline eligible aid by completing the Students Financial Aid Award Notice with the Financial Aid Administrator.
12. Accepted aid will be listed on the student's award letter.
13. Students are required to notify The School's Financial Aid Officer if they receive any additional financial assistance before or after an award letter has been issued. Scholarships or other types of financial aid could be reported throughout the year. If additional awarded aid causes the student to exceed the cost of attendance, it may be necessary to reduce the amount of previously awarded aid.
14. Students will complete said process for the 1<sup>st</sup> academic year (1-900 hours) and 2<sup>nd</sup> academic year (901-1800 hours).

### **Special Circumstances – Dependency Override & Professional Judgement**

Dependency Override – Students who do not meet the Federal definition of an independent, but have unusual circumstances, may appeal their dependency status to The School's Financial Aid Office. Dependency Status overrides are done on a case by case basis and a determination from one Financial Aid Administrator at one institution is not binding at another institution. Successful appeals may result in an increase in the student's eligibility for aid. The Application and Verification Guide (AVG) has identified four conditions that individually or in combination with one another, **do not qualify as "unusual circumstances" or that do not merit a dependency override**. These circumstances are as follows:

1. Parents refusing to contribute to the student's education
2. Parents unwilling to provide information on the application or for verification
3. Parents are not claiming the students as a dependent for income tax purposes
4. Student demonstrates total self-sufficiency.

Students with special circumstances should contact The School's Financial Aid Office. Those students whose appeals are determined eligible will be required to submit three letters detailing the student's situation. The first letter must be from the student detailing their situation and the other two letters must be from outside sources familiar with the student's situation (i.e.: Clergy, family friend, counsellor, etc.)

Professional Judgement – Circumstances beyond the student's control (and/or family) that affect the student's (and/or family) income during the current academic year could result in a reduced estimated family contribution (EFC). Students with special circumstances should always complete a FAFSA and then contact the Financial Aid office. If a student wishes to appeal the EFC based on special circumstances and is determined eligible to do so, the student should complete a Professional Judgement form and may be requested to supply supporting documentation of said circumstances.

### **Verification**

Students selected by CPS (Central Processing System) for the process of verification are frequently required to submit additional information and/or parents' financial & household information to the finance office. The verification procedures will be conducted as follows:

1. When selected by CPS for the process of verification, the student must submit all required documentation to the finance office within 14 days from the date the student is notified that the additional documentation is needed for this process.
2. If the student does not provide all of the required documentation within the 14 day time frame, the student will be required to make other payment arrangements until the documentation is received and the student's eligibility for federal student aid has been established.



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3. The finance office reserves the right to make exceptions to the policy stated above on a case by case basis for extenuating circumstances.
4. The finance office will notify the student of any changes to their financial aid award resulting from corrections made due to the verification process. An adjustment will be made to the student's financial aid award as required by federal regulations and an addendum to the existing award letter or a new award letter will be issued.

### **Deferment**

Students who are enrolled at least half time can apply for deferment of previous student loans while in attendance at The School. Please log on to [www.nslsds.ed.gov](http://www.nslsds.ed.gov) to find your current loan servicer and to find out more details on "in-school deferment".

### **Cost of Attendance (COA)**

In order to determine a student's level of loan funding, the Department of Education requires us to develop annual cost of attendance budgets. These budgets include an average allowance for room & board, transportation, miscellaneous, loan fees and, if applicable, child care and expenses related to disability. The following are standard monthly allowances that make up the cost of attendance budgets.

Cost of Attendance can be obtained from the Financial Aid office or via the net price calculator on the school website at [www.accsuccess.com](http://www.accsuccess.com)

### **How funds will be disbursed:**

In order to receive their Pell Grant/Direct Loan Disbursements, students are required to have a Satisfactory Academic Progress (SAP) average of 75%. This figure is arrived at by averaging grades from the following areas: classroom work, projects, and styling area performance, as well as a 67% or higher attendance requirement. The School uses a 100-point grading scale: 93%-100% is an A, 85%-92% is a B, 75-84% is a C, and 0%-74% is failing.

The hourly disbursement schedule for the cosmetology student is as follows:

1. First disbursement is scheduled for the first day of classes for Pell and thirty days after class begins for direct loans.
2. Second disbursement after successful completion of 450 clock hours.
3. Third disbursement after successful completion of 900 clock hours.
4. Fourth disbursement after successful completion of 1225 clock hours.

At the time of disbursement, the student will sign a line receipt acknowledging the disbursement and the status of their account.

### **Disbursement of Credit Balance Refund Summary**

If the student has financial aid that exceeds his or her tuition and fee charges for the academic year in which the disbursement occurred, the student will have a credit balance. All credit balance refunds will be issued by check within 14 calendar days of the date of disbursement.

### **A credit balance refund will be given to the parent if:**

The amount of the PLUS loan is greater than the student's tuition and fees charges for the academic year in which the disbursement occurred. All credit balance refunds will be issued by check within 14 calendar days of the date of disbursement.

### **Effects of Student Loans**

- If the student receives other forms of financial assistance such as scholarships it may reduce the student or the student's parent eligibility for Federal Aid.
- Loans must be repaid, even if the student does not finish their education. Loan repayment begins 6 months from the date of graduation or withdrawal.
- If a student does not return from a maximum 6 month Leave of Absence, the student's loans immediately enter repayment.
- Failure to repay a student loan will leave a negative mark on the borrower's credit.
- Over borrowing of student loans may cause a borrower to pay more than their earning potential can handle, especially during the early years of repayment.

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### Loan Disclosures

- Student loan information published by the US Department of Education (The Guide to Federal Student Aid) is available in the Financial Aid Office.
- NSLDS (National Student Load Data System) – student loans will be submitted to the NSLDS and will be accessible by guaranty agencies, lenders and schools determined to be authorized users of the data system.

### Annual and aggregate loan limits for Direct Stafford Loans

(3<sup>rd</sup> yr and beyond and maximum total debt from direct Stafford loans when you graduate can be found in the “Your Federal Student Loans” guide in the FA office)

Year	Dependent undergraduate students (except students whose parents are unable to obtain PLUS loans)	Independent undergraduate students (and dependent students whose parents are unable to obtain PLUS loans)
First Year	\$5,500-No more than \$3,500 of this amount may be in subsidized loans.	\$9,500-No more than \$3,500 of this amount may be in subsidized loans.
Second Year	\$6,500-No more than \$4,500 of this amount may be in subsidized loans	\$10,500 -No more than \$4,500 of this amount may be in subsidized loans

### Terms and Conditions

Loan Program	Eligibility	Fixed annual interest rate	Annual loan limit	Maximum loan amount allowed when you graduate	Details
Direct Subsidized Stafford Loans	Undergraduate and graduate students enrolled at least half time. Must demonstrate financial need	For loans first disbursed on or after July 1, 2011 and before July 1, 2013: 3.4% For loans first disbursed on or after July 1, 2013 and before July 1, 2014: 3.86% For loans first disbursed on or after July 1, 2014 and before July 1, 2015: 4.66%	\$3,500 - \$8,500, depending on year in school	Undergraduate students: \$23,000	The US Department of Education is the lender and pays the interest on the loan while you are in school at least half time and during grace and deferment periods.
Direct Unsubsidized Stafford Loans	Undergraduate and graduate students enrolled at least half time. Financial need is not required	For loans first disbursed on or after July 1, 2014 and before July 1, 2015: 4.66%	\$5,500-\$20,500 (less any subsidized amount received for the same period) depending on year in school	Dependent undergraduate students: \$31,000 (no more than \$23,000 of this amount may be in subsidized loans) Independent undergraduate students: \$57,500 (no more than \$23,000 of this amount	The US Department of Education is the lender. You are responsible for paying all interest on the loan starting on the date the loan is first disbursed.

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			and dependency status	may be subsidized loans)	
Direct PLUS Loans	Graduate and professional students and parents of dependent undergraduate students. Students must be enrolled at least half time. Financial need is not required. Those qualifying must not have adverse credit history.	7.21%	The student's cost of attendance (determined by the school) minus any other financial aid received	No aggregate limit for PLUS loans	The US Department of Education is the lender. The loan is unsubsidized. (i.e. You are responsible for paying all interest).

### Student (Borrower's) Rights

You have a right to know the details of your loan (depending on your loan, some of the following might be included as part of your entrance counseling). Below is what you need to know and must receive from your school, lender or the Direct Loan Servicing Center:

- The full amount of the loan and the current interest rate;
- The date you must start repayment;
- A complete list of any charges you must pay (loan fees) and information on how those charges are collected;
- Information about the yearly and total amounts you can borrow;
- Information about the maximum repayment periods and the minimum repayment amount;
- An explanation of [default](#) and its consequences; and
- An explanation of available options for consolidating your loans and a statement that you can prepay your student loan(s) at any time without a penalty.

Before you leave school, you will receive the following information about your loan (as part of exit counseling) from your school, lender or the Direct Loan Servicing Center:

- A current description of your loans, including average anticipated monthly payments.
- The amount of your total debt (principal and estimated interest), your current interest rate and the total interest charges on your loan;
- If you have FFEL<sup>SM</sup> Loans, the name of the lender or agency that holds your loans, where to send your payments and where to write or call if you have questions;
- If you have Direct Loans, the address and telephone number of the U.S. Department of Education's Direct Loan Servicing Center;
- An explanation of the fees you might be charged during the repayment period, such as late charges and collection or litigation costs if you're delinquent or in [default](#);
- A reminder of available options for loan consolidation and a reminder that you can prepay your loan without penalty at any time.
- A description of applicable deferment, forbearance and discharge (cancellation) provisions;
- Repayment options and advice about debt management that will help you in making your payments;
- Notification that you must provide your expected permanent address and the name and address of your expected employer; and

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- Notification that you must also provide any corrections to your school's records concerning your name, Social Security number, references and driver's license number (if you have one).

If you are attending school at least half-time, you have a set period of time after you graduate, leave school or drop below half-time status before you must begin repayment on a Stafford or Perkins Loan. This period of time is called a grace period.

- You will receive a grace period before your repayment period begins on a Stafford or Perkins Loan.
- Your grace period will be six or nine months depending on the type of loan.
- PLUS Loans do not have a grace period. For more information, see "[When do parents and graduate and professional degree students begin repaying a PLUS Loan?](#)"
- If you are in active military duty for more than 30 days, the grace period will be delayed.

Your school, lender or the Direct Loan Servicing Center, as appropriate, must give you a loan repayment schedule that states:

- when your first payment is due;
- the number and frequency of payments; and
- the amount of each payment.

If you or your parents borrow under the FFEL Program, you (or your parents, or graduate and professional degree students for PLUS Loans) must be notified when the loan is sold if the sale results in making payments to a new lender or agency. Both the old and new lender must provide this notification. You must be given:

- the identity of the new lender or agency holding the loan; and
- the address where you or your parents must send payments and the telephone numbers of both the old and new lender or agency.

### Student (Borrower) Responsibilities

1. Borrower – it is the responsibility of the student to:
  - Think about how much you are borrowing: how the amount of loan will affect your future finances, and what your repayment obligation means before you take out a student loan.
  - Students will need to accept or decline eligible aid. Accepted aid will be listed on the student's award letter.
  - Sign a promissory note: you are agreeing to repay the loan according to the terms of the note even if you do not complete your education, can't get a job after you complete the program, or you didn't like the education that you received. You can do this online at [www.studentloans.gov](http://www.studentloans.gov). This promissory note can be signed electronically or hard copy before any loan funds can be disbursed.
  - Make payments on time: you are required to make payments on time if you don't receive a bill, repayment notice, or a reminder. You also must make monthly payments in the full amount required by your repayment plan. Partial payments do not fulfill your obligation to repay your student loan on time.
  - Continue to pay your loans while waiting for deferment or forbearance approval.
  - Keep in touch with your loan servicer: notify your servicer when you graduate; withdraw from school, drop below half-time status, change your name, address, or social security number; or transfer to another school.
2. Entrance Counseling: First-time borrowers must complete an entrance counseling session before your first loan disbursement. This session includes useful tips and tools to help you develop a budget for managing your education expenses and help you to understand your loan responsibilities. Each student will complete the Department of Education's entrance counseling online at [www.studentloans.gov](http://www.studentloans.gov).
  - Review deferment
  - Importance of keeping financial aid papers
  - Reinforce the importance of repayment
  - Importance that loan repayment is required even if the student does not finish their education
  - Default and its consequences
  - How to use the MPN or E-MPN
  - Explain interest and capitalization
  - Provide sample monthly repayment amounts and the importance of not over borrowing
  - NSLDS and how to access the system
  - Contact information for questions
  - Notification of change of name or address
  - Withdrawal from the program and how the withdrawal will affect the student
3. Exit Counseling: Students must complete exit counseling before you leave school to make sure you understand your rights and responsibilities as a borrower. Each student will complete the Department of

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Education's exit counseling online at [www.nsls.ed.gov](http://www.nsls.ed.gov) and [www.studentloans.gov](http://www.studentloans.gov) as well as discuss the following during your personal appointment with the FAO:

- Review information concerning loans from entrance interview
  - Review repayment options including seriousness and importance
  - Review average indebtedness of student borrowers and anticipated monthly repayment amount
  - Provide information on loan consolidation (pros and cons)
  - Discuss how to contact the party servicing the student borrowers direct loans
  - Discuss debt management strategies
  - Provide information on forbearance, deferment and cancellation options
  - Describe the likely consequences of default
  - How to access the NSLDS website and availability of FSA Ombudsman's office
  - Help the borrower understand their rights and responsibilities concerning loan repayment
  - Collect updated personal contact information for the borrower
4. Repayment of Loans: There is a set time period after a student graduates, leaves the school or drops below half-time status before the student must begin repayment of loan(s). This period of time is called a grace period and gives the student the time to get financially settled and select a repayment plan. The grace period for a Direct Stafford loan is six months. Plus Loans do not have a grace period. Depending on the type of loan a student receives and the repayment plan chosen, the student may have from 10-25 years to repay the loans. Monthly repayment amount will depend on the type of loan, size of debt, length of repayment period and repayment plan chosen. For more information, go online to [www.studentaid.ed.gov/repaying](http://www.studentaid.ed.gov/repaying).

### Sample of Schedule of Repayment

#### Total Monthly Payments at Various Interest Rates

Amount Owed	6%	6.80%	7.50%	8.25%
\$1,000	\$50	\$50	\$50	\$50
\$2,000	\$50	\$50	\$50	\$50
\$3,000	\$50	\$50	\$50	\$50
\$4,000	\$50	\$50	\$50	\$50
\$5,000	\$56	\$58	\$59	\$61
\$6,000	\$67	\$69	\$71	\$74
\$7,000	\$78	\$81	\$83	\$86
\$8,000	\$89	\$92	\$95	\$98
\$9,000	\$100	\$104	\$107	\$110
\$10,000	\$111	\$115	\$119	\$123
\$15,000	\$167	\$173	\$178	\$184
\$20,000	\$222	\$230	\$237	\$245
\$25,000	\$278	\$288	\$297	\$307
\$30,000	\$333	\$345	\$356	\$368
\$35,000	\$389	\$403	\$415	\$429
\$40,000	\$444	\$460	\$475	\$491
\$45,000	\$500	\$518	\$534	\$552
\$50,000	\$555	\$575	\$594	\$613

This chart is intended to show monthly payments at various debt and interest rates. This chart is for a standard ten year repayment plan.

The amounts above include all outstanding loan balances at the time of entering repayment. The last payment in the ten year cycle may be smaller than the amount listed above.

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## **INSTITUTIONAL REFUND AND RETURN OF TITLE IV HEA PROGRAM FUNDS POLICIES**

The Return of Title IV HEA Program Funds policy and the Institutional Refund Policy (as mentioned below) are two separate policies that do not match. The requirements for The Return of Title IV program funds when a student withdraws are separate from, and in addition to, the Institutional Refund Policy for those students who have received Title IV funds. Students who do not receive Title IV funds will only be subject to the Institutional Refund Policy.

For those students who received Title IV HEA funds, it should be noted that once the Return to Title IV funds calculation has been completed the student may still owe funds to the school to cover unpaid institutional charges as a result of the Institutional Refund calculation. The student may also incur charges for any Title IV program funds that the school was required to return as a result of the Return to Title IV funds calculation. For example, if a student withdraws at 50% of their scheduled hours, 100% of tuition will be earned by the institution. However, the institution will be required to refund 50% back to Title IV. If the student used Title IV to pay all of their charges, they will now owe the institution 50% of the charges after the 50% refund is sent back to Title IV funding.

### **Refund Policy - Institutional Refund Policy**

#### **ENROLLEE'S RIGHT TO CANCEL PURSUANT TO WISCONSIN DRL RL 62.07**

- Applicants not accepted by the School shall be refunded all monies paid to the school except the \$10 application fee.
- If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment contract, or if an accepted student is determined unqualified, or the enrollment was procured as a result of misrepresentations by the school, all monies collected by the school will be refunded even if the student has begun classes.
- If a student cancels the enrollment more than three business days after signing the enrollment contract but prior to starting classes, a refund of all monies paid to the school less the \$100 registration fee.
- The Formal Cancellation Date will be determined by the postmark on written notification, the date said notification is delivered to the School in person, the date of expulsion by the School, or for unofficial withdrawals, 30 calendar days after the last day of attendance which is monitored monthly, or the expiration date of an approved Leave of Absence from which the student did not return.
- For students who enroll and begin classes but withdraw or are expelled prior to course completion and after three business days of signing the contract, a cancellation fee of \$150.00 will be assessed and any applicable refund will be calculated based on the following Partial Refund Chart:

<b>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE</b>	<b>TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</b>
0.01% to 05.0%	20%
5.1% to 10.0%	30%
10.1% to 15.0%	40%
15.1% to 25.0%	45%
25.1% to 50.0%	70%
50.1% and over	100%

- Any monies due the applicant or student shall be refunded within 30 calendar days of the Formal Cancellation Date.
- In case of a documented disabling illness or other documented mitigating circumstances, the refund to the student may exceed the above Partial Refund Chart at the discretion of the School.
- The School does not participate in any teach-out plans with other institutions. If permanently closed or no longer offering instruction after a student has enrolled, the School will provide a pro rata refund of tuition to the student. No such refund may defeat a claim to indemnification to which he/she is entitled under the school's surety bond.
- If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time.
- This refund policy applies to tuition and fees charged in the enrollment contract. Refunds for unused equipment or supplies returned in original condition will be paid within 15 days of withdrawal. Other miscellaneous charges the student may have incurred are: extra kit materials, books, products, unreturned school property, etc., will be calculated separately at the time of Formal Cancellation.



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- If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.
- Veterans Only. The Amount charged to the Student for tuition, fees and other charges when only a portion of a course is completed shall not exceed the approximate pro rate portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course bears to its total length. The non-refundable portion of the registration fee will not exceed \$10.00. Refunds will be made within 30 days after the last class attended, or the effective date of the withdrawal or termination. This policy is in compliance with the requirements of Title 38 CFR 21.4255.

### **Determination Date/Withdrawal Date (Official/Unofficial Withdrawal):**

The last date of attendance would be the last day the student was physically in attendance at the school. A withdrawal date on a student who had been previously attending could be up to, but not to exceeding, 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office.

### **Return of Title IV Funds**

A student (or in the case of dependent minor, his/her parent or guardian) may cancel their enrollment by giving notice to the school.

An official notification of cancellation or withdraw is in the form of a written, electronic, telephone and/or personal appearance notification to School Administration.

- In the case of a written or an electronic notification, the official notification of cancellation date will be determined by the postmark or received date on the written or electronic notification by the student.
- In the case of a notification received by telephone, the official notification of cancellation date will be determined by the date the telephone conversation occurred. This will officially be recorded on the student's record file.
- In the case of a notification received by personal appearance, the official notification of cancellation date will be determined by the date of the appearance of the student. This will officially be recorded on the student's record file.

An unofficial withdraw/termination would result from a student being absent 14 consecutive calendar days or failure to return on the documented leave of absence return date. In such case the school will provide written notification of termination to the student's contract enrollment agreement. The official notification of termination date will be the date that is stated on the written notice. The date of the last day of attendance will be determined from the student's last clock in – out date as recorded by the school's attendance record.

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Stafford Loans, PLUS Loans.

Determination Date/Withdrawal Date (Official/Unofficial Withdrawal): The last date of attendance would be the last day the student was physically in attendance at the school. A withdrawal date on a student who had been previously attending could be up to, but not to exceeding, 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office.

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When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The institution determines the earned and unearned portions of Title IV aid as of the last date of attendance based on the amount of time the student was scheduled to be in attendance. The percentage of the period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period, as of the last date of attendance, by the total number of clock hours in the payment period.

Up through the 60% point in each payment period, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. The amount of Title IV aid earned by the student is determined by multiplying the percentage of Title IV aid earned by the total of Title IV aid disbursed or the Title IV aid that could have been disbursed to the student or on the student's behalf.

For example: 450 hours in the payment period

- The student was scheduled to complete 225 hours as of the student's last date of attendance
- Percentage of Aid earned equals 50%. This is calculated by dividing the scheduled hours as of the last date of attendance divided by total hours in the payment period.  $(225/450)$
- Amount Title IV Financial Aid Earned equals \$1250. This is calculated by multiplying the total aid disbursed or could be disbursed by the percentage of aid earned  $\$1250 (2500 \times 50\%)$

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, you may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). For all other school charges, the school needs your permission to use the post-withdrawal disbursement. If you do not give your permission (which some schools ask for when you enroll), 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.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day. If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of: your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of your Title IV program funds. If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any Institutional Refund Policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return.

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### Return of Funds by the School

The school will make the refund determination within thirty (30) days from the date of withdraw/termination and return the unearned funds for which the School is responsible as soon as possible, but no later than 45 days after the date of student withdraw/termination.

The school must return the unearned aid for which the school is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

### Title IV Programs

1. Unsubsidized FFEL/Direct Stafford Loan
2. Subsidized FFEL/Direct Stafford Loan
3. FFEL/Direct PLUS (Graduate Student)
4. FFEL/Direct PLUS (Parent)
5. Pell Grant

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

### Satisfactory Academic Progress Policy (SAP)

The satisfactory academic progress policy is consistently applied to all students enrolled in the school, whether receiving Federal Title IV funds, partial funding assistance, or self-paying. Satisfactory Academic Progress in attendance and academic work is a requirement. Students must maintain Satisfactory Academic Progress to continue eligibility for Title IV HEA Program funds. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### Evaluation Periods

Students are evaluated for Satisfactory Academic Progress as follows:  
Cosmetology                      450, 900, and 1225 clocked hours

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. SAP evaluations are based on actual contracted hours at the institution.

### Attendance Progress

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### Maximum Time Frame

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below. Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis. The Cosmetology program is based on clock hours and all students attend on a continuous basis. Therefore, we do not offer a term or credit hour based program. Enrollment is based on one period of continuous enrollment which counts towards satisfactory academic progress and maximum timeframe, including any time in that period where a student would not receive Title IV, HEA Program funds. The period of enrollment includes, fall, winter, spring, and summer, as applicable to the student's enrollment agreement.

<b>COURSE</b>	<b>MAXIMUM TIME ALLOWED</b>	<b>SCHEDULED HOURS</b>
COSMETOLOGY (34 hrs/wk -1550 HOURS)	69 WEEKS	2325

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### Academic Progress

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100	EXCELLENT
85 - 92	VERY GOOD
75 - 84	SATISFACTORY
0 - 74	BELOW STANDARDS – UNSATISFACTORY

### Determination of Progress

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination Report at the time of each of the evaluations. This report notifies the student of any evaluation that may impact the student's eligibility for Title IV HEA program funds. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV HEA program funds interrupted, unless the student is on warning.

### Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will be deemed ineligible to receive Title IV funds and payment arrangements must be made to continue the program.

### Re-establishment of Status

Students may re-establish satisfactory academic progress and reinstatement of Title IV HEA program funds, as applicable, by meeting minimum attendance and academic requirements by the end of the warning period at the next scheduled evaluation.

### Interruptions, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### Non-Credit and Remedial Courses

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

### **Leave of Absence (LOA) Policy**

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. A student who must take an approved Leave of Absence (LOA) will return to school in the same progress status as prior to the leave of absence. A student may be granted an LOA for medical issues or other mitigating circumstance where there is a reasonable expectation that the student will return from the LOA.

The LOA must be requested in writing prior to LOA occurring and their signature is required on the LOA form. In addition the student is required to list the reason for the LOA as well as provide supporting medical documentation. Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to the School via mail or in person within reasonable resolution of the emergency. In an instance of an

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emergency LOA, the beginning date of the approved LOA would be determined to be the first date the student was unable to attend due to the emergency.

The maximum time frame for a LOA is 180 calendar days and the minimum is 2 weeks or 14 calendar days. The School permits only one LOA within an enrollment contract period. A student who is granted a LOA that meets the above mentioned criteria is not considered to have withdrawn from the College and a refund calculation is not required.

The student's contract end date and maximum time frame will be extended for the same number of days the student was on LOA without any additional institutional charges or penalty to the student. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to students while on a Leave of Absence. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed.

If the student does not return from the leave within the 180 days, or by the designated date of return as stated on the Leave of Absence Form, the student will be dropped from the program. The College is required to take attendance and therefore the withdrawal date for the purpose of calculating a refund will be the student's last date of attendance. If the student is a Title IV loan recipient, the student's loans will go into immediate repayment.

### **Grievances**

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students should exhaust the institution's internal complaint process before submitting the complaint to the school's regulatory agencies.
8. Students may elect to file a complaint with the Wisconsin Department of Safety and Professional Services. Please follow the below link to access the complaint procedure, complaint form, and contact information: <https://dsps.wi.gov/pages/SelfService/FileAComplaint.aspx>
9. Students may elect to file a complaint with NACCAS by following the below link to access the complaint form and instructions: <https://naccasgo.sharepoint.com/:b:/s/NACCASWeb/ETs1n1YVmYJJvHigJGnWI6YBiTTlw8E4ybCQ5yYhanzggQ>

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## **For All Students Participating In Consumer Loans or Federal Financial Aid**

**All students** attending the School may choose to use a lender not on the School's preferred lender list and the School is required to process loan documents for any eligible lender selected by students.

Students are not required to use any federal or private lender recommended by the School and may select any lender of the student's choice.

Terms offered by preferred lenders are equally available to all of the School's eligible students.

The School's financial aid staff shall conduct a performance review of its preferred lenders at least once every 12 months and make changes when appropriate.

**The School's primary goal** is to assist students in achieving the educational career goals by providing appropriate financial resources. The financial aid office is committed to:

- Making every effort to assist students and families with their financial need
- Inform students and remove financial barriers for those desiring to further their education
- Educating students and families concerning all consumer information and aid available for those who qualify
- Protecting and respecting the privacy of students
- Ensuring the confidentiality of student records and personal circumstances
- Performing a needs analysis for each student desiring to apply for financial assistance with all needs analysis performed in a consistent manner
- Providing services that do not discriminate on the basis of sex, race, gender, religion, age, economic status, ethnicity or sexual orientation
- Attending training seminars after approved for Title IV funding to stay current with all DOE regulations
- Remaining at the highest level of ethical behavior
- No Co-branding or sharing of logos with the lender(s)

**The School financial aid office is expected to** always maintain ideal standards of professionalism in relation to interacting with students and families while carrying out the responsibilities of their position. All School Staff involved will:

- Remain objective in making decisions and advising in relation to the student's financial aid
- Provide accurate information without any personal bias
- Abstain from taking any actions for personal benefit
- After approved for Federal funding, follow the Title IV laws and regulations
- Will keep the best interest of the student and families first and foremost
- Refrain from soliciting or accepting gifts from loan agencies, or any government agency

## **Code of Conduct / School Ethics**

- Federal Reserve Board and Department of Education final rules for private education loans and Title IV Funding
- Replaces prior special rules for student credit extension

**The Federal Reserve Board (FRB) regulates required disclosures on private education loans and defines certain key terms. The Department of Education (ED) regulates the required disclosures on Title IV Aid, HEA loans and private education loans.**

- **The Higher Education Opportunity Act (HEOA) defines:**
  - An Institution-affiliated organization is an entity directly or indirectly related to a covered institution that recommends, promotes, or endorses education loans.
  - Lender-an eligible private education lender or any other person engaged in the business of securing, making or extending education loans on behalf of the lender.
  - Private education loan-is a non-Title IV loan provided by a private educational lender expressly for post-secondary educational expenses and does not include an extension of credit under an open-end consumer credit plan or secured by real property.
    - The School is not considered a private lender if the extension of credit is 90 days or less and interest will not be applied to the credit balance and the term is one year or less, even if payable in more than 4 payments.



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- Preferred lender arrangement is an arrangement or agreement between a lender and covered institution in which a lender provides education loans to students/families and the covered institution recommend, promotes or endorses the education loan products of the lender.
  - Includes arrangements between a lender and an institution-affiliated organization
  - Does not include:
    - Direct Loan Program Loans through the DOE,
    - Education funds covered by The School's own funds
    - Funds by donor-directed contributions
    - State funded financial aid programs if the terms and conditions of the loan include a loan forgiveness option for public service
- An Education loan is a Direct Loan, or a private education loan
- Preferred Lender Arrangement (PLA) – The School will provide disclosures annually for each type of education loan offered pursuant to the PLA before a student borrows.
  - Informational materials-publications, mailings or electronic messaging will be distributed to prospective and current students describing the available financial assistance opportunities. The disclosure will not include any co-branding and must conspicuously disclose that The School does not endorse the product in question.
  - The School has no less than two unaffiliated private education lenders. The following chart lists the lenders and the reasons The School chose these lenders in respect to loan terms and conditions and the methods or criteria used to select these lenders in relation to why they are favorable to borrowers.

### Preferred Private Lenders – we have none at this time

- Disclosure for Direct Loans is found in the model disclosure form developed by the DOE.
- The School offering private loans will concurrently provide information in the form of a private lender model disclosure form.
- The School does not require students to borrow from any of the preferred lenders. The School will not deny the borrowers choice of lender.
- Method/criteria used to choose lenders is without prejudice, based on the borrowers best interest and for the sole benefit of students attending The School.
- The School will provide borrowers or notify borrowers where to find the Truth in Lending Act (TILA) disclosures for each lender.
- The School approved for Title IV aid will inform borrowers of all Title IV eligibility and the terms and conditions of the Title IV aid in comparison to the private education loans.
- The School approved for Title IV aid will provide a clear distinction between the presentations of the Title IV aid in relation to the presentation of the private loans.
- The School approved for Title IV Aid will provide, upon the applicant's request, a self-certification form developed by the Department of Education along with any information The School has been provided to complete the required form before giving, upon the applicant's request, a self-certification form from a private lender.
- The School will not agree to use in marketing, the private lenders name, emblem, or share the logo or pictures of The School with the lender which could imply the loan is offered or made by The Academy or affiliate.
- The School will ensure the lender's name is shown in all information/documentation related to the loan.
- The School will submit to the Department of Education an annual report that includes:
  - Truth In Lending Disclosures of each lender on the preferred lenders list
  - Detailed reasons why The Academy participates with each private lender and reasons why the lender is beneficial to the borrower
  - Report will be available to the public, including both current and prospective students
- **Code of Conduct Requirements for The School – Affiliated Organizations**
  - The Code of Conduct will be displayed in plain sight on The School's website and also on the preferred lenders website.
  - The School will administer, enforce, and review the Code of Conduct for all School staff involved annually.

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- Lenders are also required to enforce and review the same Code of Conduct with the affiliate's agents annually.
  - The School prohibits a conflict of interest between The School FAO and the preferred lenders.
  - The School does not promote any lender during the Entrance/Exit Interview process.
  - The School does not promise any loan volume to any preferred lender.
  - The Code of Conduct prohibits revenue-sharing arrangements with any lender.
    - The School will not collect a fee in exchange for promoting a lender nor collect any revenue or profit sharing.
    - The Financial Aid Department or Officer or Owner will not receive gifts from any preferred lender
      - “Gifts” include: gratuity, favor, discount, entertainment, hospitality, loan, services, transportation, lodging, meal, or other items deemed as a “gift”.
      - The term “Gift” does not include: food or refreshments during a professional training session meant to improve service and does not include favorable terms to student, standard marketing material, and philanthropic contributions from a lender in exchange for advantages to related loans, or any state aid.
      - The School will utilize marketing materials advantageous to the applicant from the lender(s) to counsel, aid in financial literacy and debt management as long as the lender discloses that the lender prepared the provided materials.
  - The School does not hire any consultants contracted by any private lender.
  - The School does not have any affiliates of lenders serve on their Advisory Board.
  - The School owners/staff will not participate on any affiliated lenders Advisory Board.
  - The School's financial aid / assistance office is prohibited from directing borrowers to certain lenders or delaying loan certifications. The School does not assign lenders to any student's aid award package and does not refuse or delay loan certification based on the borrowers choice of lender.
  - The School is not involved in payment to any lenders, whether directly or indirectly, in exchange for points, premiums, or interest of financial support in exchange for extending credit to a student.
- **Academies offering Federal Aid under the Program Participation Agreement will:**
- Develop, publish, and administer and enforce the code of conduct with respect to loans guaranteed under the Title IV programs or Higher Education Act (HEA) loan programs.
  - Compile yearly, maintain, and make available to all students, a list of lenders for loans issued or guaranteed under the Title IV programs or HEA loan programs.
  - The School, upon request from a student or prospective student, must provide a Department of Education/FRB self-certification form and information needed to complete the form.
  - Self-certification form must contain disclosures stating the applicant may qualify for Federal, State, or School aid. The applicant will be encouraged to discuss available options with the Financial Aid Officer and that private education loans may affect the applicant's eligibility for Federal, State, or School aid. The School will aid the applicant in reviewing what information the applicant must provide on the self-certification form obtained in The School Financial Aid Office. Information reviewed with applicant will include Cost of Attendance (COA), the student's Estimated Financial Assistance (EFA), and the difference between the two.
  - The lender may provide to the applicant a pre-filled self-certification form. This self-certification form must be signed by the applicant.
  - The lender must obtain the signed self-certification form before consummation of the loan.
  - Lender may receive the self-certification from the applicant or The School.
- **Administrative Capability**
- When the PPA is originally signed and upon continuing to participate in Title IV aid or HEA programs, The School will:
    - Report annually to The Department of Education any “reasonable reimbursements” in accordance with State or Federal reimbursement policies that are paid by any private education lenders to any School employee in the Financial Aid Office who is responsible for education loans.
- **Right to Cancel**
- The applicant may cancel within 3 business days of receipt of the lenders final disclosure form. Funds will not be disbursed until the cancellation period expires.