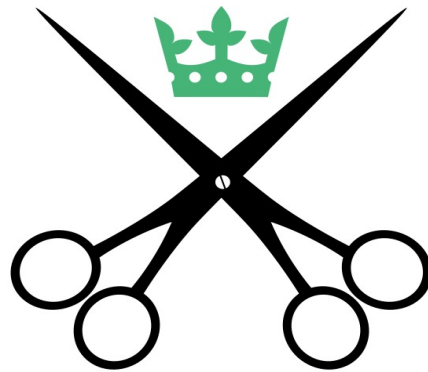




CHEEKS BEAUTY ACADEMY
Est. 1984

CHEYENNE CAMPUS SCHOOL CATALOG

Cheeks Beauty Academy

Campus Locations

Cheyenne Campus (Main Campus):

207 W 18th Street
Cheyenne, Wyoming 82001
307.637.8700

Loveland Campus (Branch Campus):

5010 Granite Street
Loveland, Colorado
970.667.4122

Faculty

Cheeks Beauty Academies are owned and operated by the Sinha Corporation. The faculty has been carefully selected by the management for their experience, dedication, character and desire for successful student achievement. Quality education is always the number one priority. All faculty members are licensed or credentialed by the appropriate state agencies and attend classes throughout the year to stay current with new technologies and educational trends.

Amy Stevenson	Chief Executive Officer	Corporate
Robert Stevenson	Financial Aid Administrator	Corporate
Tyler Stevenson	Finance and Accounting	Corporate
Madeline Bonitatibus	WY Director of Education	Cheyenne Campus
Lisa Duffy	Campus Director	Loveland Campus
Karen LeGros	CO Director of Education	Loveland Campus
Kimberly VerBurg	Instructor	Cheyenne Campus
Sabrina Gardner	Instructor	Cheyenne Campus
Shannon Walks	Instructor	Cheyenne Campus
Vanetta Billington	Instructor	Loveland Campus
Donna Myers	Instructor	Loveland Campus
Pam Doderio	Instructor	Loveland Campus
Shari Thorson	Instructor	Loveland Campus

This catalog is true in content and policy; however, it is subject to change to accommodate the changes in school policies, rules, regulations and economic conditions. Content in this catalog is for Cheyenne campus. Published 01/01/19.

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Cosmetology Program

Course Objective:

The cosmetology course provides comprehensive training in hair, skin and nails and is designed to train the student in the necessary skills, safety, proper work habits, business skills, and desirable attitudes needed to obtain licensure and entry level job positions in the field. Occupational possibilities include: stylist, platform artist, product educator, salon trainer, salon manager, distributor sales consultant, salon owner.

Cosmetology Course Requirements:

General Infection control and professional standards	100 Hours
Science of cosmetology, hair, skin and nails	290 Hours
General cosmetology theory and practical work	500 Hours
Chemical Services	250 Hours
Skin Sciences	70 Hours
General Esthetics	180 Hours
General nail technology	90 Hours
Art of nail technology	120 Hours
TOTAL HOURS	1600 Hours

Program Costs:

Application Fee:	\$100
Tuition:	\$16,200
Student Kit & Books:	\$2,000
TOTAL COST:	\$18,300

Cosmetology 1600 Clock Hours Cheyenne Campus

The on-time graduation rate for students completing the program during 2018 is: 69%

Note: This rate reflects all students scheduled to complete the program within normal time, however, some of the students changed programs or graduated the program outside normal time.

The median loan debt incurred by students who completed the program during 2018 is: \$7,092.00

Standard Occupational Classification Codes- Cosmetology SOC code 39-5012.00

The U.S. Department of Labor's Standard Occupational Classification Code for Cosmetologist is 39-5012.00.

Perspective students and parents can visit the occupational profile on the Department of Labor's O*NET website at <http://www.onetonline.org/link/summary/39-5012.00>

Hairstyling Program

Course Objective:

The hairstyling course provides comprehensive training in hair and is designed to train the student in the necessary skills, safety, proper work habits, business skills and desirable attitudes needed to obtain licensure and entry level job positions in the field. Occupational possibilities for hairstylist include: stylist, platform artist, product educator, salon manager, salon trainer, distributor sales consultant, salon owner.

Hairstyling Course Requirements:

General Infection control and professional standards	100 Hours
Science of hairstyling	150 Hours
General cosmetology	500 Hours
Chemical Services	250 Hours
TOTAL HOURS	1000 Hours

Program Costs:

Application Fee:	\$100
Tuition:	\$11,800
Student Kit & Books:	\$1,000
TOTAL COST:	\$12,900

Hairstylist 1000 Clock Hours Cheyenne Campus

The on-time graduation rate for students completing the program during 2018 is: n/a

Note: This rate reflects all students scheduled to complete the program within normal time, however, some of the students changed programs or graduated the program outside normal time.

The median loan debt incurred by students who completed the program during 2018 is: n/a

*These programs had fewer than ten students in 2018. The disclosure information has been withheld to preserve the confidentiality of the graduates.

Standard Occupational Classification Codes- Hairstyling SOC code 39-5012.00

The U.S. Department of Labor's Standard Occupational Classification Code for a Hairstylist is 39-5012.00.

Perspective students and parents can visit the occupational profile on the Department of Labor's O*NET website at <http://www.onetonline.org/link/summary/39-5012.00>

Instructor Program

Course Objective:

The instructor course provides comprehensive training in teaching skills and is designed to train the student teacher in the necessary skills, proper work habits, and desirable attitudes needed to obtain licensure and entry level job positions. Occupational possibilities include: instructor in a school, product educator, platform artist, spa/salon trainer, state board examiner.

Cosmetology Course Requirements:

General and professional standards	150 Hours
Science of teaching	350 Hours
TOTAL HOURS	500 Hours

Program Costs:

Application Fee:	\$100
Tuition:	\$6,000
Student Kit & Books:	\$300
TOTAL COST:	\$6,400

Instructor 500 Clock Hours Cheyenne Campus

The on-time graduation rate for students completing the program during 2018 is: n/a

The median loan debt incurred by students who completed the program during 2018 is: n/a

Note: The median loan debt also includes loans for incurred school expense as well as living expense funds to the student. A student can significantly reduce their loan exposure by reducing or eliminating living expense.

*These programs had fewer than ten students in 2018. The disclosure information has been withheld to preserve the confidentiality of the graduates.

This program is **NOT eligible for aid from The Department of Education Title IV programs.

Standard Occupational Classification Codes- Instructor SOC code 25-1194.00

The U.S. Department of Labor's Standard Occupational Classification Code for an Instructor is 25-1194.00.

Perspective students and parents can visit the occupational profile on the Department of Labor's O*NET website at <http://www.onetonline.org/link/summary/25-1194.00>

Our Mission

For over 30 years it has been the mission of Cheeks Beauty Academy to provide a quality education in cosmetology and related fields that will prepare the student for the state licensing examination and entry level job skills. The entire staff at Cheeks Beauty Academy will strive to develop the talents, technical skills, and professional attitude of a student to give them the strong foundation to enter the beauty profession.

Facilities:

Cheeks Beauty Academy provides clean, comfortable and pleasant training facilities. Our main campus is located in the downtown area of Cheyenne and offers approximately 8,000 square feet of modern training space. The student salon hosts 40 stations, separate nail room, facial room, and spacious dispensary. There is also a separate freshman classroom as well as senior classroom and offices. The downtown area offers a variety of restaurant options for lunch and dinner.

Admission Requirements:

To enroll in any of the program's applicants should make an appointment with an admission specialist to tour the facilities, interview with admissions and receive all necessary information regarding attending.

Applicants for Cosmetology and Hairstyling must:

- 1) Have a high school diploma or GED from a state or federally approved program
- 2) Must be at least 16 yrs. of age
- 3) Complete application and enrollment agreement
- 4) Pay application fees

Applicants for all programs will be required to provide copies of the following:

- 1) High school diploma or GED
- 2) State issued birth certificate
- 3) Drivers' license
- 4) Social Security card

Applicants for the instructor program must meet all of the above requirements as well as:

- 1) Be currently licensed in field seeking instructors license.
- 2) Must Have an applicable state required work history.
 - **Please see the appropriate state campus director for further information on instructor program.**
 - Cheeks Beauty Academy does not discriminate on employment or enrollment on the basis of race, color, ethnic origin, religion, sex, age, financial or social status.
 - Cheeks Beauty Academy does not accept students for enrollment under the Department of Education Ability to Benefit Policy.
 - Students who withdraw prior to course completion and wish to re-enroll will return in the same academic progress status as at the time of the withdrawal.
 - Students must re-enroll within five years of the last date of attendance to maintain all hours. Five years after the last date of attendance all hours expire and student must begin as a new student.

Transfer Students:

- 1) Transfer students are welcome to complete their training at any of our campuses in accordance with the state requirements.
- 2) Credit for previous training will be considered based on written and practical evaluations by our faculty and via the state criteria.
- 3) All transfer students must receive a minimum of 300 hours of training at this Academy for all programs offered.
- 4) Cheeks Beauty Academy cannot guarantee the transfer of hours to another institution.
- 5) Cheeks Beauty Academy does not recruit students currently attending or admitted to another school offering similar programs of study.

***Tuition Cost for transfer students will be assessed according to the student's completion requirements for their particular program, plus any necessary kit items or books.**

Enrollment:

Registration for enrollment in courses may take place anytime during the year. Space is limited; therefore, advanced registration is recommended.

Full time - 30 hours per week. Tuesday thru Friday 9:00 a.m. to 5:00 p.m.

Part time - 16 hours per week. Tuesday thru Friday 9:00 a.m. to 1:00 p.m.

School hours: Tuesday thru Friday 9:00 a.m. to 5:00 p.m.

Class Start Dates for 2019:

Cosmetology Program:	Hairstyling (Full-Time ONLY):
January 8 th	March 7 th
February 12 th	July 16 th
March 19 th	November 12 th
May 7 th	
June 11 th	
July 16 th	
September 3 rd	
October 8 th	
November 12 th	

*** Orientation is Mandatory and will be held the Monday before the start date at 10:00a.m.**

*** Instructor course start dates are based on enrollment requests.**

Holidays and School Closures:

The school is open 12 months a year with the exception of the following holidays:

- Spring Break March 30, 2019- April 9, 2019
- July 4th
- Summer Break Cheyenne Frontier Days July 20-30, 2019
- Thanksgiving Break November 21 & 22 2019
- Christmas Break December 21, 2019 - January 2, 2020

The school reserves the right to close with prior notice to our students for special events, additional holidays, and staff meetings. School closures or late starts with run in conjunction with Laramie County School District # 1, meaning if LCSD # 1 is closed or on a late start due to weather then the school will be closed or on a late start as well.

Financial Assistance:

- Financial assistance is available for those who qualify from the Department of Education Title IV program which includes The Federal Pell Grant and The William D. Ford Stafford Loan.
- Applications for the programs are available to students free of charge, or programs can also be done online at www.fafsa.ed.gov. our school code is **015625**.
- Applications are processed electronically by our financial aid office, there is no charge for these services.
- Tuition financing and monthly payment plans are also available, payments may be made by cash, check, money order, credit card, or through non-federal agency or loan programs, for further information please contact the admissions specialists at appropriate campus or the financial aid administrator at (307) 637-8700.
- Each student's payment method, amount and applicable student aid for each payment period will clearly be defined on their individual award letter.

School Costs:

Program	Application	Tuition	Student Kit & Books	Total Cost
Cosmetology	\$100	\$16,200	\$2,000	\$18,300
Hairstyling	\$100	\$11,800	\$1,000	\$12,900
Instructor	\$100	\$6,000	\$300	\$6,400

***For students enrolling in full length program.**

Licensing and Accreditation:

The Cheyenne campus is licensed by the Wyoming State Board of Cosmetology located at 2515 Warren Ave. Suite 302 Cheyenne, WY 82002 (307)-777-3534.

The Colorado campus is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board located at 1600 Broadway suite 2200, Denver, CO 80202 (303)-894-2960.

The Wyoming and Colorado campus is accredited by the National Accrediting Commission of Career Arts and Sciences, located at 3015 Colvin Street, Alexandria, VA 22314 (703)600-7600.



Employment Trends:

According to the U.S. Department of Labor SOC codes these are the national wages and employment trends for cosmetology and related fields. Cosmetologist/Hairstylist have a faster than average growth of 20% or higher for 2008-2018, and a projected 219,000 job openings for 2008-2018. Instructors have a much faster than average growth of 20% or higher for 2008-2018-time frame and a projected 20,3000 job openings for 2008-2018.

Physical Demands & Safety:

Cosmetologists, hairstylists, manicurist, aestheticians, and instructors usually work in clean, pleasant surroundings with good lighting and ventilation. Good health and stamina are important as most of these professions require standing for most of their working day. Workers can also be exposed to a variety of potentially harmful chemicals as well as a risk of bio-hazards such as blood spills and bodily fluids. Safety and sanitation are a priority in these professions, it will be heavily stressed and required at both the educational and professional levels.

Satisfactory Academic Progress Policy (SAP):

The following satisfactory progress policy is consistently applied to all students enrolled at this institution. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. Only students who maintain satisfactory progress are eligible to receive Title IV financial assistance. This policy complies with guidelines established by the National Accrediting Commission of Career Arts and Sciences and the federal regulations established by the United States Department of Education.

Academic Requirements/Grading:

Students are assigned written exams and a minimum number of practical experiences. Academic learning is evaluated at the end of each unit of study. Practical assignments are evaluated as completed and counted toward course completion when rated satisfactory. Comprehensive practical skills evaluations are conducted throughout the course of study and are evaluated according to the school and state board criteria. Students must maintain a cumulative grade average of 80%. Students are responsible for making up missed exams and incomplete assignments. The following grading system is used for all courses:

100% to 93%	A – Excellent mastery of course content
92% to 87%	B – Good mastery of course content
86% to 80%	C – Satisfactory mastery of course content
79% to 0 %	D – Unsatisfactory mastery of course content

Evaluation Periods:

Students will be evaluated for satisfactory progress as follows:

Program:	Evaluation Hours:
Cosmetology	450/900/1250
Hairstyling	450/900
Instructor	250

*Transfer students- midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory progress. Evaluations are based on actual hours completed by the student. Students will receive a copy of their SAP Determination at the time of each evaluation and a copy is retained in the student's file.

SAP Attendance Requirements:

All students must maintain a minimum of 75% cumulative attendance of the total scheduled hours to be considered making satisfactory attendance progress. The attendance percentage is determined by dividing the hours attended by the total number of hours scheduled.

Maximum time Frame:

The maximum allowable time with a 75% attendance rate for students to complete each course is 133% of the time it would take to complete the scheduled hours in the program. Students who exceed the maximum time frame will be terminated from their program.

Maximum time Allowed in Calendar Days

Course:	Program Hours:	Full-Time (30 hours per week)	Part-Time (16 hours per week)
Cosmetology	1600	497	931
Hairstyling	1000	308	581
Instructor	500	154	294

The institution operates all programs according to a schedule of 900 hours per academic year of instruction.

Determination of Progress Status:

Students will be evaluated for SAP as follows:

Program:	Evaluation Hours:
Cosmetology	450/900/1250
Hairstyling	450/900
Instructor	250

Students meeting minimum requirements for academics and attendance are considered to be making SAP until the next scheduled evaluation. Students who do not achieve the minimum standards of SAP are no longer eligible to receive Title IV funds unless the student has prevailed upon appeal of the determination and is placed on probation.

For students who fail to meet SAP requirements at the end of an evaluation period, all of the following conditions must be met:

- The student must appeal the determination that they are not making satisfactory progress.
- The institution must determine that the student should be able to meet satisfactory progress standards by the end of the subsequent evaluation period or the institution will develop an academic plan for the student that, if followed, will ensure that the student is able to meet the satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.
- A student must have a basis to file an appeal. Acceptable reasons might include death of a relative, injury or illness to student, or other personal extenuating circumstances. The student must explain what caused the failure to meet SAP standards. They must also explain what has changed in their situation that will allow them to achieve SAP by the end of the next evaluation period. The student must submit all information relating to the appeal in writing within 15 days of being notified of unsatisfactory determination. All appeal documents will be kept in the student's file.
- Students that prevail upon appeal, will be placed on probation until the end of the next evaluation period, students are eligible to receive Title IV financial aid during this time. If the student meets the SAP requirements at the end of the probationary period, they will be removed from probation and considered making SAP. If the student does not meet the requirements for SAP at the end of the probationary period, the student will no longer be eligible to receive Title IV funds and will be terminated from the program.

Re-Establishment of Satisfactory Progress:

Students may re-establish satisfactory progress by meeting the minimum requirements for attendance and academics by the end of the probationary period. Students re-entering the program after termination/withdrawal must wait a minimum of three months before being considered for re-enrollment and write a re-enrollment appeal. Upon appeal approval, the student will re-enter the program under the status of the previous enrollment, either satisfactory or on probation.

Interruptions, Course Incomplete, 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 course completion and wish to re-enroll will return in the same academic progress status as at the time of the withdrawal. Students must re-enroll within five years of the last date of attendance to maintain all hours. Five years after the last date of attendance all hours expire and students must begin as a new student.

Non-Credit and Remedial Courses:

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

Transfer Hours/Credits:

With regard to Satisfactory Academic Progress, a student's transfer hours that are accepted toward the student's educational program will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. However, the school and state evaluation of hours will determine the number of hours needed to complete the program.

Termination:

Cheeks Beauty Academy reserves the right to terminate a student's enrollment for violations of school rules and policies, unsatisfactory progress, student being absent for 16 consecutive school days without prior notice, student failing to return from an approved leave of absence on the documented date of return, non-payment of tuition, and any criminal or unlawful act.

Graduation Requirements:

Cheeks Beauty Academy has set forth minimum standards for completion of all programs to include:

- Satisfactory completion of required program hours
- Completion of all written exams with a cumulative 80% GPA
- Completion of all practical exams with a cumulative 80% GPA
- Completion of all practical assignments and lab requirements
- Full payment of tuition and fees or satisfactory payment arrangement
- A diploma will be awarded in the appropriate program to students completing graduation requirements.

Licensing Requirements:

- All beauty professionals must be licensed by the state in which they practice their trade.
- Applicants for licensure must have completed all graduation requirements from a state approved school.
- Applicants must submit required documents/application and fees to licensing/testing agency within a stated time frame per the testing agency.
- Applicants must pass a written and practical exam per state requirement in order to receive a license and be employed in their respective field.
- **Fees for the licensing exams are NOT included in the program/course costs, and must be paid for separately by student to the examining agency.**

Job Placement/Employment Assistance:

The school does not guarantee placement or employment upon completion of the course. The school does maintain a working relationship with area professionals and potential employers. Employment opportunities are available to all interested graduates.

Completion, Licensure, and Placement For all programs:

Current Year 2017:	
Completion	68.06%
Licensure	100%
Placement	81.63%

* Esthetics program is offered at Loveland campus only.

*Instructor program is offered at Cheyenne campus only. Students can view other disclosure information by visiting the school web site www.cheeksusa.com

Transfer Students:

Transferring students will be charged on the number of hours they will need to complete the state requirements at the rate of \$11.00 per clock hour for the Cosmetology and Hairstyling programs and \$12.00 per clock hour for the Instructor program. A \$100.00 application fee plus any needed kit and book items will also be applied.

Overtime Tuition:

Students are expected to complete the course within the terms of their enrollment agreement. Failure to do so will result in additional overtime tuition at the rate of \$5.00 per contact hour or \$500.00 per month, whichever is less after the expiration date of the enrollment agreement.

Tuition Payments:

For those students making payments, the financial aid office will set up individual payment plans, with a down payment due on or before first day of classes and monthly payments thereafter due on or before the 15th of each month until paid in full. There will be a \$15.00 late charge if the payment is more than 10 days late. Payments may be made by cash, check, money order, credit card, or through non-federal agency or loan programs.

Attendance Policy:

Tardies:

- Students must notify an instructor via message on the answering machine or calling directly, before 9:00 a.m.
- Students must state specific time they will arrive.
- Students not calling before 9:00 a.m. will be suspended for the day.
- Students not arriving by stated time will be suspended for the day.
- Students that call after 10:00 a.m. will be suspended for an additional day.
- Students are only permitted 1 tardy in any 1-week period, students arriving late a second time will be suspended.
- Tardy is any time after 9:00 a.m. or 1:15 p.m. without proper notification.

Absences:

- Students must notify an instructor via answering machine or calling directly before 9:00 a.m.
- Students that do not call before 9:00 a.m. will be suspended for the following day.
- Students calling after 10:00 a.m. will be suspended for 2 days
- Students must maintain 75% cumulative attendance to avoid probation and or termination.
- Senior students will poor attendance will result in suspension from clinic privileges.
- There are no excused or unexcused absences, just absences. Students are responsible for all work missed when absent, tardy or suspended.

Dress Code:

- Students are required to wear full length (ankle length), solid black pants.
 - Solid black leggings are acceptable, but must not be see-through
 - Solid black jeans are acceptable, but must not be faded.
 - Jeans may have "fashionable" holes, but no skin showing
- Shirts must be solid black.
- Shoes must be solid black, clean, in good condition, closed-toed and closed-heel are required.
- Hair and makeup must be done.
 - Buns and ponytails must be finished styles.
 - Makeup includes: Foundation, Blush, Eyeshadow, Eyeliner, Mascara, Lip color.
- Male students must have neatly groomed facial hair.
- Smocks must be clean and in good condition and worn at all times. Students will need to purchase a new smock if necessary.

Students arriving to school not in compliance with the dress code will not be permitted to clock in until they do so:

- Clock out and comply with dress code standard here at school
- Clock out and go home. Students wishing to comply with dress code standard may return.

Prohibited clothing and footwear:

- No clothing that is too tight or too baggy (oversized pants) exposing inappropriate areas.
- No sweat pants, jogging pants or workout tops.
- No pants that are too long or have ragged bottoms.
- No capri length pants.
- No shirts that expose midriff or cleavage or that are a see-through material exposing private areas of the body.
- No clothing with words, designs, patterns or advertisement of any kind.
- No pull over hoodies, zip up hoodies.

- No sleeveless shirts
- No skirts and or dresses.
- No hats or scarves
- No sandals, flip flops, slippers, clogs or tennis shoes any other color than black.

School Rules/Conduct:

- These rules apply to all students.
- Students are expected to conduct themselves under "acceptable rules of conduct".
- The school reserves the right to be the sole judge of such conduct that may be detrimental to the school or it's students.
- Repeated or gross breaches of this standard shall be grounds for dismissal. Student can only be readmitted at the discretion of the director.

The following are considered unacceptable behavior:

- Possession of or use of alcohol, drugs, weapons, or judgment impairing prescriptive medication.
- Disruptive or distracting activities during personal or classroom instruction.
- Loud, profane, abusive language, disrespectful attitude or derogatory comments with anyone.
- Arguments or physical violence.
- Leaving the academy without notifying an instructor.
- Arriving late or departing early.
- Reporting to school without proper uniform, necessary books and equipment.
- Failure to abide by enrollment agreement.
- The use of cell phones or personal electronic devices are not permitted during class hours. Cell phones may be used on assigned breaks and only in assigned areas. Students may not use cell phones for talking or texting during theory or lab classes.
- No food is permitted in the clinic area.
- Drinks in clinic area must have a lid.
- No food in the classroom areas during class times.
- Safety precautions and sanitation practices are required at all times. Students are responsible for cleaning up after themselves, keeping their area and tools clean, and sanitation duties to keep the environment clean.
- Students will also abide by classroom rules of individual instructors.

Student Records/Privacy Policy:

- Parents or guardians of dependent minors or eligible students have the right to inspect and review all of the student's education records maintained by the school. The school is not required to provide copies of materials in education records unless for reasons such as great distance, where it is impossible for parents or eligible students to inspect the records personally. The school may charge a fee for copies.
- 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 the school to disclose records without consent, to the following parties:
 - School employees who have need to know
 - Other schools to which a student is transferring
 - Parents or guardians of dependent minors.
 - Certain government officials in order to carry out lawful functions
 - Appropriate parties in connection with financial aid to the 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 or safety emergencies
 - State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974
- The school may release without consent directory type information such as student's name, address, phone number, date and place of birth, honors and awards, date of attendance. This school does not provide directory information to outside sources.
 - Parents or eligible students can review their records in the business office during regular school days.
 - All requests for record review should be written and submitted through an instructor to the office. Copies are available for a fee per sheet, and all requests for copies must also be in writing accompanied with payment. Current records can be reproduced in two days for records a year or more order please allow at least 10 days.

Refund Policy:

This refund policy applies to all terminations for any reason by either party, including student decision, course or program cancellation or school closure.

1. An applicant not accepted by the school shall be entitled to a refund of all monies paid.
 2. If a student (or in case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her money back, in writing, within three business days of the signing of the enrollment agreement or contract. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
 3. If a student cancels his/her enrollment after three business days of signing enrollment agreement or contract but prior to starting classes then he/she shall be entitled to a refund of all monies paid the school less an application fee of \$100.00.
 4. A student notifies the institution of his/her withdrawal in writing.
 5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of determination of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the school that the student will not be returning.
 6. In the case of expulsion or termination it shall be the date on which the student violates published school policy, which provides for termination. (Unofficial withdrawals will be determined by the institution monitoring attendance daily)
 7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school in person.
- For students who enroll in and begin classes but withdraw prior to course completion (after three business days of signing enrollment agreement or contract), the following schedule of tuition earned by the school applies.

% of Scheduled Hours Completed	Amount of Total Tuition Owed
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds are based on scheduled hours, which are defined as the hours possible from the student's enrollment date, to the last date of student's physical attendance. All refunds will be calculated based on the student's last date of attendance.
- Any monies due to the student who withdraws or is terminated shall be refunded within 30 days of a determination that a student has withdrawn or been terminated whether officially or unofficially.
- In case of illness or disabling accident or death in the student's immediate family, or other mitigating circumstances the school may consider a settlement which is reasonable and fair to both parties.
- Upon termination, the total balance becomes due and payable to the school immediately. In case of default, the total balance, court costs and reasonable attorney fees incurred by the Academy will be paid by the student in connection with such litigation.
- Refunds shall be made payable to the person and/or agency who actually paid the tuition. In the event, that the student has a student loan, refunds shall be made payable to the lending institution.
- If the school is 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 or provide course completion through a pre-arranged teach out agreement with another institution.
- If a course is canceled subsequent to a student's enrollment, the school at its option shall provide a full refund of all monies paid or provide for the completion of the course at a later time.
- If the course is cancelled after the student has enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school or provide completion of the course or participate in a teach-out agreement or provide a full refund of all monies paid.
- The cost of books, supplies and student kit is nonrefundable.
- Students who withdraw prior to course completion are charged a cancellation fee of \$100.00.
- Unofficial withdrawals will be determined based upon the daily monitoring of student attendance. Students who have not attended school for 16 consecutive school days or 30 calendar days will be considered withdrawn.
- The Return of Title IV Funds calculation will be performed for the payment period the withdrawing student is receiving Federal Student Aid. This calculation is done before the school's refund policy is applied to the students account. Any funds the school may have to return due to the calculation could result in a situation where school charges that were previously paid by Federal Student Aid might become a debit that the student will be responsible for paying.
- In the event a student withdraws and no Title IV Aid was processed prior to the students withdraw date, a post-withdrawal disbursement offer may be made to the student or parent if a Plus Loan. A post withdrawal disbursement, a type of late disbursement, is Title IV Aid that was not disbursed before a student withdrew, but the student has earned based on a Return of Title IV Funds Calculation. A student or parent will be notified in writing within 30 days of the date the school determined the student withdrew of any available post withdrawal funds.

Return of Title IV Funds:

- Return of the Title IV requirements apply to a Title IV grant and/or loan recipient who completely withdraws from or leaves school before completing the payment period of enrollment. The requirements also apply to a student whose parent borrowed a PLUS loan.

- A student is a “Title IV grant or loan recipient” for purposes of the return of funds requirements if before the student withdrew, the school received the student’s Institutional Student Information Record (ISIR) or a Student Aid Report (SAR) and the ISIR/SAR has an official expected family contribution and the student received Title IV funds from any of the Title IV programs; Direct Loan Program, Federal Family Education Loan, Federal Pell Grant, Federal Perkins or the FSEOG.
- Return of the Title IV funds requirements do not apply to a student who:
 - We’re not awarded any Title IV aid
 - Never attends any classes in the payment period or period of enrollment
 - If the student does not attend any classes all Title IV funds will be returned.

Determining the Amount of Title IV Funds to be Returned:

To determine the earned aid for the payment or enrollment period:

- 1) Divide the clock hours scheduled to have been completed as of the withdrawal date in the payment period by the total clock hours in the payment period.
- 2) If this percentage is greater than 60%, then the student has earned all the aid for that payment or enrollment period.
- 3) To determine the amount of aid the student has earned, multiply the amount of aid disbursed during the payment or enrollment period by the appropriate percentage from step one above.
- 4) All unearned Title IV funds must be returned to the appropriate source.

Return of Funds by the School:

The school will return unearned aid for which the school is responsible for repaying within 45 days of the date the school determined the student withdrew to the following sources, in order, up to total net amount disbursed.

- 1) Unsub Direct Stafford Loan
- 2) Direct Stafford Loan
- 3) Perkins Loan
- 4) Direct PLUS
- 5) Pell Grant
- 6) FSEOG
- 7) Other Title IV programs.

Return of Funds by the Student:

The student must return unearned aid for which the student is responsible by repaying funds to the following sources, up to the total net amount from each source, after subtracting what the school will return. Amounts to be returned to grants are reduced by 50%.

- 1) Unsub Direct Stafford Loan
- 2) Direct Stafford Loans
- 3) Perkins Loans
- 4) Direct PLUS
- 5) Pell Grant
- 6) FSEOG
- 7) Other Title IV programs.

In the event of unearned grant funds, the student must repay or make satisfactory repayment arrangements within 45 days or lose Title IV eligibility and may be referred to the Department of Education for collection.