

# SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Students are required to maintain satisfactory academic progress throughout their training to be in compliance with the School's policy and to remain eligible for HEA, Title IV federal student financial assistance. Also, students who do not receive financial aid and are paying on out-of-pocket are required to maintain satisfactory academic progress throughout their training. The attendance and academic requirements apply to every student enrolled in the school, whether they receive financial aid or paying on a cash-basis. All periods of enrollment count toward SAP (Fall, Winter, Spring and Summer) including periods when a student does not receive financial aid. It is the school's policy to apply it consistently to all students enrolled in the Cosmetology program and Teacher Training program, whether a student is full-time or part-time. Satisfactory academic progress is measured in both quantitative terms (attendance), as well as qualitative terms (academics/grades). Student must meet the school's attendance standard and the academic standard on a cumulative basis (start date to evaluation date) to maintain Satisfactory Progress, and also, for eligibility for federal student financial assistance funds unless the student is on "Warning" or "Probation" status as defined in this policy.

Attendance Standard for Cosmetology Course and Teacher Training Course

Students must attend at least 66.67% of the hours (at least 75% is required by the state for all Veterans' Trainees) they are scheduled to attend based on the student's enrollment agreement. A student's attendance pace is determined by the following formula:

At the point when the student successfully completes the scheduled clock hours for that period  
Cumulative clock hours of scheduled attendance as of the evaluation date

For all students who qualify for federal funds, whether full-time or part-time, they are evaluated at the end of each period (450-900-1200). We are using as an example, a part-time 75 week, 1500 clock hour program in which a student is scheduled for 20 hours a week. The student successfully completes the 450 hours required for the period at the point where he was scheduled to complete 600 hours. The calculated pace, in hours, would be  $450/600 = 75\%$ . Because the student has successfully completed the hours in the period, the second disbursement would be made at this time, for those who qualify for federal funds.

Academic Standard for Cosmetology

Minimum Practical Work Requirements/Evaluation Time Frame: When students earn 240 hours or more, at the end of the month being evaluated, they're required to complete the minimum number of services in each of the six areas described below:

<u>Full-Time Students</u>	<u>Area</u>	<u>Part-Time Students</u>
12	Shampoo & Sets	8
4	Hair Cuts	2
3	Perms & Relaxers	2
3	Tints & Bleaches	2
2	Nails & Manicures	1
2	Misc. (Facials, etc.)	1

Academic Standard for Teacher Training

Minimum Practical Work Requirements/Evaluation Time Frame: All teacher trainees must complete, at the end of the month being evaluated, the minimum number of assignments in each of the six areas described below:

<u>Full-Time Students</u>	<u>Area</u>	<u>Part-Time Students</u>
12	Teaching Methods	8
4	Practical Demonstrations	2
3	Lesson Planning	2
3	Classroom & Clinic Management	2
2	Application of Teaching Methods	1
2	Business Methods	1

Cosmetology Students and Teacher Trainees

All students are expected to meet the minimums; failure to perform practical work in an area will result in a grade of zero. All theory exams and practical work will be graded using the following scale:

Cosmetology and Teacher Training Theory Grading System:

100% - 93%	A	Excellent
92% - 85%	B	Above Average
84% - 75%	C	Satisfactory
Below 75%	D	Unsatisfactory

Cosmetology Practical Grading System:

0	Corrections - 100%	Excellent
1	Corrections - 95%	Very Good
2	Corrections - 90%	Good
3	Corrections - 85%	Good
4	Corrections - 80%	Fair
5	Corrections - 75%	Fair
6 or more	Corrections - 70%	Unsatisfactory

Teacher Training Practical Grading System:

10	Yes' - 100%	Excellent
9	Yes' - 90%	Very Good
8	Yes' - 80%	Satisfactory
7	Yes' - 70%	Unsatisfactory
6	Yes' - 60%	Unsatisfactory
5	Yes' - 50%	Unsatisfactory
4	Yes' - 40%	Unsatisfactory
3	Yes' - 30%	Unsatisfactory
2	Yes' - 20%	Unsatisfactory
1	Yes' - 10%	Unsatisfactory
0	Yes' - 0%	Unsatisfactory

Cosmetology Students and Teacher Trainees must maintain an academic average of at least 75% or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and be considered as making satisfactory academic progress.

Review and Evaluation Periods

All students are notified by their teachers of their academic progress and attendance and receive an Academic Review monthly and a Satisfactory Academic Progress Evaluation at the end of each period. If the student was absent during the monthly Academic Review and did not receive their review, the student is to request an Academic Review from the teacher. All student's attendance progress will be collected and recorded at the end of each calendar month of the student's period of enrollment. Students must have completed a minimum of 66.67% of their total scheduled enrollment time (minus school holidays) and all students must achieve a 75% cumulative grade average for theory and practical work during the evaluation period for the student to be deemed maintaining satisfactory academic progress until the next scheduled evaluation.

Evaluation Periods:

Students are evaluated for Satisfactory Academic Progress based on actual hours completed at the end of each period as follows:

Cosmetology: 450, 900, 1200

Teacher Training: 450, 900

Transfers: If the hours needed at the school are less than 900 hours, then the first evaluation period will occur at the mid-point of the hours needed rather than at 450.

Students who meet the attendance and academic standards described herein will be considered to be making satisfactory academic progress until the next scheduled evaluation.

For all students, Satisfactory Academic Progress for Cosmetology students will be evaluated at the end of each evaluation period cumulative for first academic year 0-450, 451-900 hour mark and the second academic year 901-1200, 1201 hour mark, for disbursements of funds. Satisfactory Academic Progress for Teacher Training students will be evaluated at the end of each evaluation period cumulative for first academic year 0-450,

451-900 hour mark and the second academic year 901, for disbursements of funds. Also, students who qualified for Title IV (Pell and Direct Loans) must meet the minimum requirement for each of the following standards: attendance (66.67%) and academics (75%) to be either on a "Progress", "Warning" or "Probation" status at the time of their evaluation for any disbursements of funds. There is no Title IV aid disbursed for students who are considered not making progress (NO Progress) status at the time of their evaluation.

#### Determination of Progress Status

New students will be determined to be making satisfactory progress from their actual starting date until the conclusion of their first period of evaluation. Students meeting the minimum requirements for academics and attendance at the evaluation point (450-900-1200 actual clock hours) are considered to be making satisfactory academic progress until the next scheduled evaluation. Students who fail to meet minimum requirements for academics and attendance at the evaluation point are placed on "Warning" and considered to be making satisfactory academic progress while during the warning period until the next scheduled evaluation. Students who fail to meet minimum requirements for academics and attendance at the evaluation point after the "Warning" period will be placed on "Probation" and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. After a student has been placed on a "Warning" or "Probation" status, students **not** meeting the minimum requirements for academics and attendance at the evaluation point, are placed on "No Progress" and the student will be determined as NOT making satisfactory academic progress, if applicable, students will not be deemed to receive Title IV funds during that period. Students will receive a hard-copy of their Satisfactory Academic Progress Determination ("Progress", "Warning", "Probation" or "No Progress") at the time of each of the evaluations. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning, has prevailed upon appeal resulting in a status of probation or by meeting minimum attendance and academic requirements on the next scheduled evaluation.

#### Warning

Students who fail to meet either of the two progress standards as of an evaluation date will be placed on Warning status, and the student will remain eligible for federal student aid funds for the subsequent payment period. A student may not be placed on "Warning" for consecutive payment periods. At the end of the "Warning" period, the student must be meeting the published attendance and academic standards on a cumulative basis to be considered as making satisfactory academic progress and to remain eligible for further federal student financial aid.

#### Probation

Any student who fails to meet the published standards at the end of his/her "Warning" period is considered as not making satisfactory academic progress and is ineligible for further federal aid unless the student submits a written appeal in accordance with this policy as is granted "Probation" by the School. In the event the student submits a successful appeal and is granted probation, federal student aid eligibility will be reinstated for the subsequent evaluation period only. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation or the students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress during probation. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

#### Reinstatement of Federal Financial Aid

Federal student financial aid is suspended when a student is considered as not making satisfactory academic progress. Aid will be reinstated when the student improves his/her attendance or academics to a level such that minimum standards have been met. If the student begins a payment period not making satisfactory academic progress, but reverses that designation before the end of that payment period, the student will be eligible for federal aid for the next payment period.

#### Appeals

Students who have been designated as not making satisfactory academic progress may appeal the determination with the School based on a death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student's appeal must be made in writing to the school manager and must be received within 10 days of the determination of unsatisfactory progress. The student's appeal must document the unusual or mitigating circumstances that caused the student to fail to meet the School's standards as well provide information regarding what conditions have changed that would demonstrate that the student could regain satisfactory academic progress standards during the probationary period. The School will review the student's appeal and related documentation and its resulting decision will be final. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable. If the student does not prevail upon appeal due to insufficient documentation, the student will continue the same status, as determine not making satisfactory academic progress. Students will not be deemed to be eligible to receive Title IV funds for during that period, if applicable. No more than one appeal may be granted during any one period of enrollment.

#### Interruptions and 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. All students who withdrew from our program of study and re-enters the school, they will re-enter in the same progress status as when they left. With regard to Satisfactory Academic Progress, a student's actual hours completed will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted for transfer students. The maximum time allowed for withdrawal students who need less than the full course requirements will be determined based on 66.67% of the scheduled contracted hours. SAP evaluation periods are based on actual contracted hours at the school. Withdrawn/passing: Students who want to return and have been designated as making satisfactory academic progress prior to withdrawing will be interviewed by the manager and then, reviewed by the appropriate personnel and a determination will be made. Withdrawn/failing: Students who want to return and have been designated as not making satisfactory academic progress will have to be interviewed by the manager and also, complete an appeal form. The student will have to state the reasons why he/she didn't meet satisfactory academic progress and what has changed in the student's situation that will allow to demonstrate to be able to meet satisfactory progress both in academic and attendance. The appeal will be reviewed by appropriate personnel and a determination will be made. No student will be admitted more than two times, unless there are extenuating circumstances as determined by corporate office. Students should meet with a financial aid advisor to discuss the conditions under which federal aid may be awarded and re-establish financial aid.

Students credited with completing a portion of a course will be charged the currently hourly fee for hours needed to be completed, plus the fee for equipment (if needed), and an enrollment fee of \$100.00. However, in cases where the total charges (including any enrollment fee and other charges) exceed the current total costs of the course, the school may (at its option) charge the current total costs for the course. In addition, in cases where an school is closed or re-located, the school may (at its option, and only for students transferring at the time of relocation or closure) charge a student's remaining balance from the first Institution as the total charges for transferring into another location. In addition, transfers and re-entries must meet all other admission requirements for the course as well. This also applies to all former students who did not complete their course or transfer from another Curve Metric School of Hair Design. All Curve Metric School of Hair Design re-entries and Curve Metric School of Hair Design transfers will be evaluated according to their previous Satisfactory Academic Progress. It is the discretion of the corporate office whether the student will be allowed to continue the program.

#### Noncredit Remedial Courses / Course Incompletes & Course Repetitions

Curve Metric School of Hair Design does not offer nor require non-credit remedial courses; therefore these have no effect on the School's Satisfactory Academic Progress Policy. Course incompletes and course repetitions are not applicable to this institution's courses of instruction, and consequently have no effect upon a student's satisfactory progress status in this school.

#### Changes in Majors or Degrees

Changes in majors or degrees does not apply at this institution. Therefore, this item has no effect upon the school's satisfactory progress standards.

#### Pursuit of a Second Degree

A second degree does not apply at this institution. Therefore, this item has no effect upon the school's satisfactory progress standards.

#### Transfer Hours

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. The GPA is not counted. SAP evaluation periods are based on actual contracted hours at the school.

#### Maximum Time Frame

The normal time frames and maximum time frames required for program completion are listed below. The maximum time frame for any student to complete the course in which they are enrolled is one and one-half (1.5) times the course length. Students who maintain satisfactory academic progress in attendance will complete the program during the allowable maximum time frame.

	<u>Normal Time Frame</u>	<u>Maximum Time Frame</u>
Cosmetology (Full Time)	47 Weeks – 1500 Hours	64.28 Weeks – 2250 Hours
Cosmetology (Part Time)	68 Weeks – 1500 Hours	93.75 Weeks – 2250 Hours
Teacher Training (Full Time)	31 Weeks – 1000 Hours	42.85 Weeks – 1500 Hours
Teacher Training (Part Time)	45 Weeks – 1000 Hours	62.50 Weeks – 1500 Hours

Students who have not completed the course within the maximum timeframe and exceed it, may not continue as a student at the institution and will be dropped from the Cosmetology/Teacher Training program.

If the student takes an official LOA by filling out the "Leave of Absence Request Form", their enrollment agreement end date will be adjusted accordingly by the same number of days taken in the leave of absence and also their maximum time frame is adjusted accordingly. This also applies for a student who changes their schedule and fills out the "Schedule Change" form. **Note:** If a student does not complete the program by the normal time frame, and if the end date has fallen beyond the date which is stated on the student's enrollment agreement upon enrollment, the institution may charge the student an hourly fee for extra instruction needed to complete his/her course (see COURSE COSTS, PAYMENT, & CLASS SCHEDULE).

### Leave of Absence (LOA) Policy

An authorized 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. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

A leave of absence must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring a school to perform a Return calculation.

In order for a leave of absence to qualify as an approved leave of absence:

1. A student may request a leave of absence not to exceed 60 days due to personal or family illness, pregnancy, military service, and other personal reasons. There must be a reasonable expectation that the student will return from the LOA.
2. A second leave of absence may be requested after (30) days from the return date of the first LOA.
3. Special circumstances or other situations can be taken into account for an additional leave and can be reviewed and granted by Curve Metric School of Hair Design on a case by case basis.
4. New students cannot request for a Leave of Absence (LOA) until after (90) ninety days from their start date, unless the student has written proof from a physician due to their own serious health conditions.
5. All requests for leaves of absence must be submitted in advance in writing, must be signed, and must be dated.
6. The student's application for a Leave of Absence (LOA) must include the reason for the student's leave request. If the student refuses to state the reason for requesting an LOA, their application will be denied. Also, the student cannot state the reason for the request is for personal reasons only, without explaining in detail the personal issue.
7. The student is required to apply in advance for a leave of absence unless unforeseen circumstances prevent the student from doing so (for example, injured in a car accident, etc.). The school may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the institution documents the reason for its decision and collects the request from the student at a later date. The beginning date of the approved LOA would be determined by the school to be the first date the student was unable to attend the school because of the accident.
8. Obtain a Leave of Absence (LOA) form from your school manager's office.
9. Complete and submit the Leave of Absence (LOA) form to the school manager for approval.
10. The student must follow the school's policy in requesting the LOA. Approval of the student's request for an LOA is in accordance with the institution's policy.
11. A student granted an LOA that meets the above criteria is not considered to have withdrawn, and no refund calculation is required at that time.
12. The Leave of Absence Request Form will state the date student shall return from the LOA, if student does not return on the date stated he/she will be dropped from the program on the date required to return. The withdrawal date for the purpose of calculating a refund is always student's last day of attendance.
13. Upon the student's return, the student simply resumes or continues the same payment period and coursework and is not eligible for additional Title IV program assistance until the payment period has been completed and he/she has maintain Satisfactory Progress. The institution does not assess the student any additional institutional charges as a result of the LOA.
14. A student who does not submit a Leave of Absence (LOA) to the school manager will be considered an absentee.
15. If the student is (14) fourteen consecutive days absent or does not return from their leave of absence by their end date, the student will be consider to have withdrawn from the course.
16. The student's end date on their enrollment agreement and maximum time frame would be extended accordingly to the amount of days actually a student was on a Leave of Absence (LOA). Changes to the contract period on the enrollment agreement addendum must be signed and dated by all parties.
17. A student may request a Medical Leave of Absence only with written proof from a physician due to their own serious health conditions (maximum time, including any other Leave of Absence cannot exceed 180 days within a (12) twelve month period; these provisions starts on the first day of the first leave).
  - a) "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either:
    - Inpatient care (*i.e.*, an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (*i.e.*, inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; or Continuing treatment by a health care provider.