Renaissance Academie Cosmetology and Esthetics shall be referred to as “The Academie” throughout the duration of this document.

| Federal Student Aid Handbook |
| --- |

**Financial Assistant Information**

Dissemination of Information

Office Responsible: Compliance

Responsible Staff

Director: Mandy Humphrey ( 801) 373-2887 ext. 2 [gotomandy@gmail.com](mailto:gotomandy@gmail.com)

Federal Student Aid Officer: Therese Lauritzen (801) 373-2887 ext 3 gototherese1@gmail.com

The Academie Director and the Federal Student Aid Officer can assist enrolled and prospective students in obtaining financial aid information, general Academie information, information on completion or graduation rates, social security policies and crime statistics. This information is also made available directly to students prior to enrollment in the Student Welcome email. Printed information can also be provided through the Compliance Office, upon request.

**Methods of Disclosure**

**668.41(b)(c)**

Office Responsible: Director

Area Information is Located: General Disclosures

Date Policy and Procedure Updates: 1/2019

The Academie must annually provide a NOTICE directly (one-on-one distribution) to all enrolled students describing the availability of the required consumer information as set forth by the Department of Education. Information is sent through the Student Welcome email and is available on The Academie website. Students may also request a paper copy from the Director’s office.

Academie disclosures can be found on the Academie’s website, in the school catalog, FSA Handbook and the Campus Security Handbook.

The following checklist outlines the general disclosure requirements.

1. Basic financial aid information  
2. General information about the school

4. The school’s retention rate  
5. Drug and alcohol abuse prevention information  
7. The school’s completion or graduation rate and, if applicable, its transfer-out rate  
8. The placement of, and types of employment obtained by, graduates of the school’s degree or certificate programs  
10. Clery (Campus Security)  
11. Family Educational Rights and Privacy Act (FERPA)

**METHODS OF PAYMENT**   
PRIVATE LENDING  
Local banks and credit unions often provide 100% financing through their student based loans or  
line of credit. Contact your institution to determine their student options. Students who participate  
in private educational loans may be required to complete a self certification form. The Academie  
does not have arrangements with a preferred lender and do not endorse any one lender.  
VETERANS  
The Academie is approved to train veterans. Financial aid is available to qualifying students. Visit  
www.gibill.va.gov for more information.  
STATE GRANTS  
The Academie will certify enrollment for Utah Department of Workforce Services http://  
jobs.utah.gov/ and Utah State Office of Rehabilitation http://www.usor.utah.gov/.  
PERSONAL PAYMENT PLAN  
Students may pay for their education through a personal payment plan. Students participating in  
personal payment, will pay their student kit upon enrollment and monthly payments towards tuition.  
Tuition may be divided over the duration of the student’s enrollment, but must be paid in full  
prior to graduation and formal release of student hours. Students may use cash, check or credit  
card for their determined payment plan option.  
SCHOLARSHIP and FEE WAIVERS  
The Academie may periodically grant a scholarship or fee waiver to a student, based upon  
merit or need. The decision is made by two or more staff members. All decisions are final and  
may not be appealed.  
Scholarships are a great way to supplement educational costs. There are many scholarships available for students pursuing a license in the field of cosmetology. The Compliance Office can provide scholarship resources upon request.

**FEDERAL STUDENT AID**

Federal Student Aid offers several different types of financial aid for qualifying students. The Academie participates in the following:  
**Pell Grant** A grant of up to $6095.00 (as of the 2018-2019 Award Year) for students with a low expected family contribution.  
**Stafford Loan** For the 2018-2019 award year, any Federal Direct subsidized loan will have a fixed interest rate of 5.05% and the interest is paid by the government while the student is enrolled at least half time. The Federal Direct unsubsidized loan also has a fixed interest rate of 5.05% and accumulates onto the outstanding balance.

**Parent Plus Loan**  PLUS loans are federal loans that graduate or professional students and parents of dependent undergraduate students can use to help pay for college or career school. PLUS loans can help pay for education expenses not covered by other financial aid.

| GENERAL ELIGIBILITY | | |
| --- | --- | --- |
| Citizenship   * US citizen or national * US permanent resident * Citizen of certain Pacific Islands * Other eligible non-citizens | Financial Aid History   * Student not in default on a Title IV loan * Student is not in overpayment status * Student has not exceeded annual or aggregate loan limits * Bankruptcy and total permanent disability resolved | Academic Qualifications   * Student had high school diploma or equivalent * Cannot be enrolled in high school |
| Valid social security number | Self-reported drug-related offense on FAFSA is resolved |
| Student must maintain satisfactory academic progress | PELL: Student does not have bachelor or first professional degree | |

**RECEIVING FEDERAL STUDENT DIRECT LOANS**

Federal Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education. The lender is the U.S. Department of Education, though the servicer the student will work with can be a private business. There are three types of Direct Loans: Subsidized, Unsubsidized, and PLUS.

**SUBSIDIZED LOANS TERMS AND CONDITIONS**

* To apply for these loans, the student must file the FAFSA and submit any additional documentation required by the federal government to The Academie’s financial aid office. The financial aid administrator then determines the student’s eligibility for these loans.
* The interest will not change throughout the life of the loan. There is no interest charged to a student’s subsidized loan if they maintain half-time enrollment at The Academie..
* The interest rate varies each year on new loans and is adjusted each July 1st.

**UNSUBSIDIZED LOANS TERMS AND CONDITIONS**

Unsubsidized loans are available to students who do not qualify for the subsidized loan or have additional financial need after the subsidized loan is added to the financial aid award package.

* Unlike the subsidized loan, interest accrues on the unsubsidized loan while the student attends school. The interest also remains fixed during grace and deferment periods and repayment. Students have the option to pay interest while it accrues or add it to the principal balance of the loan.
* If a dependent student’s parents are denied a PLUS loan, the student may be eligible for an additional $4,000 in Unsubsidized Stafford Loan.

**PARENT PLUS LOAN**

The PLUS loan is a federally sponsored loan that is available to the parents of dependent undergraduate students. It features low-interest rates and long-term repayment options. While parents of all income are eligible, a creditworthiness evaluation is required. Parents may borrow up to the cost of attendance minus any other aid received by the student annually and may opt to borrow less than the amount awarded. All PLUS loans are subject to an origination and guarantee fee. Both fees are deducted from the loan proceeds at the time the funds are disbursed.

Direct Loan funds are drawn down and disbursed twice per academic year. First-time Direct Loan borrowers must wait for a 30-day probationary period before the first loan disbursement.

| **Federal Direct Loans for Dependent Students** | | | |
| --- | --- | --- | --- |
| Available Aid | Max Sub. Loan | Additional  Unsub Loan | Total Available Loans |
| 1-900 Hours | $3500.00 | $2000.00 | $5500.00 |
| 901-1200 Hours | $1500.00 | $330.00 | $1830.00 |
| 901-1600 Hours | $3500.00 | $1666.00 | $5166.00 |

| **Federal Direct Loans for Independent Students** | | | |
| --- | --- | --- | --- |
| Available Aid | Max Sub. Loan | Additional  Unsub Loan | Total Available Loans |
| 1-900 Hours | $3500.00 | $6000.00 | $9500.00 |
| 901-1200 Hours | $1500.00 | $1667.00 | $3167.00 |
| 901-1600 Hours | $3500.00 | $4666.00 | $8166.00 |

**LOAN REPAYMENT**

Planning for the repayment of student loans takes some thought and an evaluation of the student's personal situation and options. It is important that students be aware of the rights and responsibilities of a student borrower. Should a student decide to apply for and receive a loan, they should understand the seriousness and importance of the repayment obligation they are assuming. They should carefully assess their financial need before taking out a loan and never borrow more than needed.

A student must repay a student loan even if financial circumstances become difficult. Student loans cannot be canceled just because a student didn’t get the education or job they expected. Failure to repay a loan can have serious consequences. The good news is that there are many resources available to students having trouble making payments on their federal student loans. These resources include deferments, forbearance, and a number of repayment options.

The following link provides the U.S. Department of Education's Direct Loan "Calculators and Interest Rates" webpage where you can estimate your repayment amounts under each of these different plans and view a sample repayment schedule. <https://studentaid.ed.gov/sa/repay-loans>. Visit <https://studentloans.gov/myDirectLoan/mobile/repayment/repaymentEstimator.action> to begin repayment or estimate repayment plans based on income.

The sample repayment chart can be used to estimate loan repayment under the standard repayment plan. It is for estimating purposes only. This Standard Repayment Plan chart can help students estimate student loan payments. Figures have been rounded to the nearest whole dollar and represent minimum payments at 6.8% (Stafford) and 7.9% (Grad Plus) over a maximum of 10 years, and do not include interest that may accumulate during periods of deferment or forbearance. Lower balances may take less than 10 years to repay at the minimum payment of $50. This chart is for estimating purposes only.

Use the Department's online calculator http://www.direct.ed.gov/calc.html to get a more accurate picture of monthly payments and the total amount a student will payback based on your specific loan balance, terms, and the repayment plan chosen.

**LOAN REPAYMENT OPTIONS**

| **Overview of Direct Loan and FFEL Program Repayment Plans** | | | |
| --- | --- | --- | --- |
| **Repayment Plan** | **Eligible Loans** | **Monthly Payment and Time Frame** | **Eligibility and Other Information** |
| [Standard Repayment Plan](https://studentaid.ed.gov/sa/repay-loans/understand/plans/standard) | * Direct Subsidized and Unsubsidized Loans * Subsidized and Unsubsidized Federal Stafford Loans * all PLUS loans * all Consolidation Loans (Direct or FFEL) | Payments are a fixed amount.  Up to 10 years (up to 30 years for Consolidation Loans). | All borrowers are eligible for this plan.  You’ll pay less over time than under other plans. |
| [Graduated Repayment Plan](https://studentaid.ed.gov/sa/repay-loans/understand/plans/graduated) | * Direct Subsidized and Unsubsidized Loans * Subsidized and Unsubsidized Federal Stafford Loans * all PLUS loans * all Consolidation Loans (Direct or FFEL) | Payments are lower at first and then increase, usually every two years.  Up to 10 years (up to 30 years for Consolidation Loans). | All borrowers are eligible for this plan.  You’ll pay more over time than under the 10-year Standard Plan. |
| [Extended Repayment Plan](https://studentaid.ed.gov/sa/repay-loans/understand/plans/extended) | * Direct Subsidized and Unsubsidized Loans * Subsidized and Unsubsidized Federal Stafford Loans * all PLUS loans * all Consolidation Loans (Direct or FFEL) | Payments may be fixed or graduated.  Up to 25 years. | * If you're a Direct Loan borrower, you must have more than $30,000 in outstanding Direct Loans. * If you're a FFEL borrower, you must have more than $30,000 in outstanding FFEL Program loans. * Your monthly payments will be lower than under the 10-year Standard Plan or the Graduated Repayment Plan. * You’ll pay more over time than under the 10-year Standard Plan. |
| [Revised Pay As You Earn Repayment Plan (REPAYE)](https://studentaid.ed.gov/sa/repay-loans/understand/plans/income-driven) | * Direct Subsidized and Unsubsidized Loans * Direct PLUS loans made to students * Direct Consolidation Loans that do not include PLUS loans (Direct or FFEL) made to parents | * Your monthly payments will be 10 percent of discretionary income. * Payments are recalculated each year and are based on your updated income and family size. * If you're married, both your and your spouse’s income or loan debt will be considered, whether taxes are filed jointly or separately (with limited exceptions). * Any outstanding balance on your loan will be forgiven if you haven't repaid your loan in full after 20 or 25 years. | * Any Direct Loan borrower with an eligible loan type may choose this plan. * Your monthly payment can be more than the 10-year Standard Plan amount. * You may have to pay income tax on any amount that is forgiven. * A good option for those seeking Public Service Loan Forgiveness (PSLF). |
| [Pay As You Earn Repayment Plan (PAYE)](https://studentaid.ed.gov/sa/repay-loans/understand/plans/income-driven) | * Direct Subsidized and Unsubsidized Loans * Direct PLUS loans made to students * Direct Consolidation Loans that do not include (Direct or FFEL) PLUS loans made to parents | * Your maximum monthly payments will be 10 percent of discretionary income. * Payments are recalculated each year and are based on your updated income and family size. * If you're married, your spouse's income or loan debt will be considered only if you file a joint tax return. * Any outstanding balance on your loan will be forgiven if you haven't repaid your loan in full after 20 years. | * You must be a new borrower on or after Oct. 1, 2007, and must have received a disbursement of a Direct Loan on or after Oct. 1, 2011. * You must have a high debt relative to your income. * Your monthly payment will never be more than the 10-year Standard Plan amount. * You’ll pay more over time than under the 10-year Standard Plan. * You may have to pay income tax on any amount that is forgiven. * A good option for those seeking Public Service Loan Forgiveness (PSLF). |
| [Income-Based Repayment Plan (IBR)](https://studentaid.ed.gov/sa/repay-loans/understand/plans/income-driven) | * Direct Subsidized and Unsubsidized Loans * Subsidized and Unsubsidized Federal Stafford Loans * all PLUS loans made to students * Consolidation Loans (Direct or FFEL) that do not include Direct or FFEL PLUS Loans made to parents | * Your monthly payments will be 10 or 15 percent of discretionary income. * Payments are recalculated each year and are based on your updated income and family size. * If you're married, your spouse's income or loan debt will be considered only if you file a joint tax return. * Any outstanding balance on your loan will be forgiven if you haven't repaid your loan in full after 20 or 25 years. * You may have to pay income tax on any amount that is forgiven. | * You must have a high debt relative to your income. * Your monthly payment will never be more than the 10-year Standard Plan amount. * You’ll pay more over time than under the 10-year Standard Plan. * A good option for those seeking Public Service Loan Forgiveness (PSLF). |
| Income-Contingent [Repayment Plan (ICR)](https://studentaid.ed.gov/sa/repay-loans/understand/plans/income-driven) | * Direct Subsidized and Unsubsidized Loans * Direct PLUS Loans made to students * Direct Consolidation Loans | * Your monthly payment will be the lesser of   + 20 percent of discretionary income, or   + the amount you would pay on a repayment plan with a fixed payment over 12 years, adjusted according to your income. * Payments are recalculated each year and are based on your updated income, family size, and the total amount of your Direct Loans. * If you're married, your spouse's income or loan debt will be considered only if you file a joint tax return or you choose to repay your Direct Loans jointly with your spouse. * Any outstanding balance will be forgiven if you haven't repaid your loan in full after 25 years. | * Any Direct Loan borrower with an eligible loan type may choose this plan. * Your monthly payment can be more than the 10-year Standard Plan amount. * You may have to pay income tax on the amount that is forgiven. * A good option for those seeking Public Service Loan Forgiveness (PSLF). * Parent borrowers can access this plan by consolidating their Parent PLUS Loans into a Direct Consolidation Loan. |
| [Income-Sensitive Repayment Plan](https://studentaid.ed.gov/sa/repay-loans/understand/plans/income-sensitive) | * Subsidized and Unsubsidized Federal Stafford Loans * FFEL PLUS Loans * FFEL Consolidation Loans | Your monthly payment is based on annual income.  Up to 15 years. | * You’ll pay more over time than under the 10-year Standard Plan. * The formula for determining the monthly payment amount can vary from lender to lender. |

Ref: <https://studentaid.ed.gov/sa/repay-loans/understand/plans>

Annual and Aggregate Subsidized and Unsubsidized Loan Limits

| **Year** | **Dependent Students (except students whose parents are unable to obtain PLUS Loans)** | **Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans)** |
| --- | --- | --- |
| First-Year Undergraduate Annual Loan Limit | $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 Undergraduate Annual Loan Limit | $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. |
| Third-Year and Beyond Undergraduate Annual Loan Limit | $7,500—No more than $5,500 of this amount may be in subsidized loans. | $12,500—No more than $5,500 of this amount may be in subsidized loans. |
| Graduate or Professional Students Annual Loan Limit | Not Applicable (all graduate and professional students are considered independent) | $20,500 (unsubsidized only) |
| Subsidized and Unsubsidized Aggregate Loan Limit | $31,000—No more than $23,000 of this amount may be in subsidized loans. | $57,500 for undergraduates—No more than $23,000 of this amount may be in subsidized loans.  $138,500 for graduate or professional students—No more than $65,500 of this amount may be in subsidized loans. The graduate aggregate limit includes all federal loans received for undergraduate study. |

The aggregate loan limits include any Subsidized Federal Stafford Loans or Unsubsidized Federal Stafford Loans you may have previously received under the Federal Family Education Loan (FFEL) Program. As a result of legislation that took effect July 1, 2010, no further loans are being made under the FFEL Program.  
Effective for periods of enrollment beginning on or after July 1, 2012, graduate and professional students are no longer eligible to receive Direct Subsidized Loans. The $65,500 subsidized aggregate loan limit for graduate or professional students includes subsidized loans that a graduate or professional student may have received for periods of enrollment that began before July 1, 2012, or for prior undergraduate study.   
If the total loan amount you receive over the course of your education reaches the aggregate loan limit, you are not eligible to receive additional loans. However, if you repay some of your loans to bring your outstanding loan debt below the aggregate loan limit, you could then borrow again, up to the amount of your remaining eligibility under the aggregate loan limit.  
  
Graduate and professional students enrolled in certain health profession programs may receive additional Direct Unsubsidized Loan amounts each academic year beyond those shown above. For these students, there is also a higher aggregate limit on Direct Unsubsidized Loans. If you are enrolled in a health profession program, talk to the financial aid office at your school for information about annual and aggregate limits.

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

**APPLICATION PROCESS**

**Step1:** Apply for a Federal Student Aid ID (FSAID) at <http://www.fsaid.ed.gov/>. If you are a dependent student, one of your parents must also apply for a FSAID. A dependent student is under the age of 24, not married, and does not have any dependents.

**Step 2**: Complete the 2018-2019 FAFSA at <http://www.fafsa.ed.gov/>. You will need the following documents to complete the FAFSA:

* Your 2017 federal income tax return. Your parents’ 2017 federal income tax return (if you are considered Dependent)
* Use your FSAID and your parent’s FSAID to electronically sign the application.
* Submit your FAFSA to Renaissance Academie Cosmetology and Esthetics. Academie School Code; OPEID code is: 041530.
* Allow 2-5 days for your FAFSA to be received in the Academie Federal Student Aid Office.

**ACCEPTING FEDERAL STUDENT AID**

* After you’ve submitted your FAFSA, set-up an appointment with the Financial Aid Officer to accept your financial aid award.

Financial Aid Officer: Therese Lauritzen (801) 373-2887 ext. 3 (office) [goto](mailto:gototalia@gmail.com)therese1@gmail.com

**CRITERIA FOR SELECTING RECIPIENTS FROM GROUP OF ELIGIBLE APPLICANTS**

All recipients will be paid if eligible.

Federal Pell Grant Amounts are based on:

* Federal PELL Grant Cost of Attendance for a full academic year.
* Enrollment status of the student (i.e. full-time or part-time).
* Length of the program and length of time the student is enrolled.
* Federal Pell Grant Payment Schedule (revised annually by the Department of Education). For 2018-2019: An academic year of 900 hours/26 weeks (with a payment period of 450 hours 13 weeks) is applicable to all Career Programs that are 900 hours or greater. For Career Programs less than 900 hours, the payment period is one half of the total hours of the program, and weeks are determined based on the hours.

**DETERMINATION OF AID**

Eligibility depends on the student's (EFC) Expected Family Contribution, the student’s year in school, student's enrollment status, and the cost of attendance at The Academie. The Financial Aid Office will determine how much financial aid a student may be eligible to receive according to the following:

* The financial aid staff starts by determining the student [cost of attendance (COA)](https://studentaid.ed.gov/sa/fafsa/next-steps/how-calculated#cost-of-attendance)
* They then consider the student's [Expected Family Contribution (EFC)](https://studentaid.ed.gov/sa/fafsa/next-steps/how-calculated#efc).
* They subtract the student's EFC from their COA to determine the amount of student financial need and therefore how much [need-based aid](https://studentaid.ed.gov/sa/fafsa/next-steps/how-calculated#need-based) a student can receive.
* To determine how much [non-need-based aid](https://studentaid.ed.gov/sa/fafsa/next-steps/how-calculated#non-need-based) the student can get, the Academie takes the cost of attendance and subtracts any financial aid the student may have already been awarded.

Learn More

<https://studentaid.ed.gov/sa/fafsa/next-steps/how-calculated>

[Renaissance Academie Net Price Calculator](https://www.renaissanceacademie.com/npcalc.html)

**MASTER PROMISSORY NOTE**

The Master Promissory Note (MPN) is a legal document in which the student promises to repay their loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of the applicable loan(s).

If the student chooses to accept a Direct Loan, they must complete a Master Promissory Note (MPN).

The student may complete the MPN online at [www.studentloans.gov](http://www.studentloans.gov).

Only one MPN must be signed for both subsidized and unsubsidized loans as The Academie exercises the multi-year MPN functionality, students may use a single MPN across their entire academic career.

**ENTRANCE & EXIT LOAN COUNSELING**

Federal regulations require a student seeking and accepting federal Stafford loans from the William D. Ford Federal Direct Loan Program (Subsidized and Unsubsidized) to complete Entrance and Exit Counseling.

**Entrance Counseling**

Students can complete entrance counseling online here:

[www.studentloans.gov](http://www.studentloans.gov)

Entrance Counseling provides students information on details regarding their loan, including repayment, which begins six (6) months after the student leaves school or drops below half-time status.

Entrance Counseling topics include:

* The importance of repayment
* The fact that repayment is required on all loans, regardless of the educational outcome, satisfaction or subsequent employability
* The consequences of default, including: adverse credit reports, delinquent debt collection, and litigation
* The use of the Master Promissory Note (MPN)
* A sample monthly repayment amount to include the interest rate
* This website is used to calculate the student’s term and interest rate of the loan <https://studentaid.ed.gov/sa/repay-loans/understand/plans>

Students are required to submit any name or address change to the Financial Aid Office. A reminder is sent to graduating/exiting students that they must complete Exit Counseling when they graduate or withdraw.

**Exit Counseling**

If a student is graduating, terminated, or withdrawing from The Academie, they are required to complete their Exit Counseling online.

[www.studentloans.gov](http://www.studentloans.gov)

Exit Counseling topics include:

•An average anticipated monthly repayment amount

• A review of repayment options

• Debt management strategies

• Forbearance, deferment, and cancellation options

• The availability of the student’s loan information on NSLDS

• Helping borrowers understand their rights and responsibilities

• Responsibilities regarding changes in address, name and other

• The importance of repayment on all loans, regardless of the educational outcome, satisfaction or subsequent employability

• The consequences of default, including: adverse credit reports, delinquent debt collection, and litigation

**VERIFICATION**

Verification is a procedure The Academie uses to review reported information from the FAFSA. The Academie will request the submission of documentation to verify the validity of the information the student and/or parent supplied on the FAFSA. The Academie’s policy is to verify all students that the Department of Education selects. When a student is selected for verification, the Financial Aid Officer will notify the student and assist them with completing any applicable verification worksheets. In compliance with the federal regulations, The Academie will not disburse or deliver any federal grant or loan funds until the required verification process is complete. Collecting and submitting the necessary documentation in a timely manner is the responsibility of the student; however, the Financial Aid Officer may assist and advise the student through the process.

A student must submit all required verification documentation as soon as possible from the initial request date in order to avoid a delay or loss in available federal funds.

Verification Time Frames

The Academie will notify a student selected for verification as soon as the ISIR is received within the office. The student will be notified via email.

If a student is selected for verification, the student has 30 days from the initial notification, to provide required verification documents to the Federal Aid Office. If a student fails to provide requested documents, within the established timeframe, the student may lose the opportunity to receive federal funding for the applicable payment period.

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**The following items are those verified in this process**:

1. Adjusted Gross Income (AGI)

2. Federal taxes paid

3. Untaxed income

4. Household size

5. Number in post-secondary education

*Untaxed income includes the following:*

1. Social Security benefits

2. Child support received

3. Untaxed payments to IRA/Keogh plans

4. Foreign income exclusions

5. Earned Income Credits

**IRS Tax Return Transcript Requirements**

The applicant may be required to provide an IRS Tax Transcript for the following reasons:

1. Applicant (or parent) did not use the IRS Data Retrieval Process

2. The information included on the FAFSA using the IRS Data Retrieval Process was subsequently changed

3. Married applicant and spouse filed separate tax returns

4. Parents filed separate tax returns

5. An applicant or applicant’s parent had a change in marital status after the end of the tax year

6. Applicant, parent, or spouse filed an amended tax return

To complete the verification process, the student and their parent (if applicable) must complete and sign applicable verification worksheets. Independent students must submit their own tax transcripts from the tax year. Dependent students must submit both their own tax transcripts and their parent(s)’ tax transcripts from the previous year.

Students must request the tax transcript online at <http://irs.gov/individuals/get-transcript>. Tax transcripts can be requested by mail and take up to 5-10 business days to be mailed out. To obtain a mailed copy of your tax transcript students will need their Social Security Number (SSN) or your Individual Tax Identification Number (ITIN), date of birth, and address from the latest tax return. Tax transcripts are also made available to pull up online immediately by creating an account with the IRS.

Once the Financial Aid Officer receives all the required documentation, the verification process will begin. The Financial Aid Officer will verify the content supplied on the FAFSA against the actual figures from the tax transcripts(s). If verification reveals errors or inconsistencies, the Officer may make necessary adjustments, which may, in turn, impact the expected family contribution (EFC) and ultimately the financial aid award. If changes are made which affect the financial aid award, the Financial Aid Officer will notify the student with a revised financial aid award letter. If the Financial Aid Officer suspects that an applicant for Title IV may have engaged in fraud or other criminal conduct while completing the FAFSA, verification worksheets, or other financial aid documents, the Financial Aid Officer will refer the student to the Inspector General of the Department of Education. From this referral, an investigation for any credible information indicating that fraud has occurred will ensue.

**DEPENDENCY OVERRIDES**

The Financial Aid Officer may perform dependency overrides on a case-by-case basis for students with unusual circumstances. If the Federal Aid Officer determines that an override is appropriate, they must write a statement detailing the determination and must include the statement and supporting documentation in the student's file.

In particular, the following circumstances do not merit a dependency override, either alone or in combination:

* Parents refuse to contribute to the student's education;
* Parents are unwilling to provide information on the application or for verification;
* Parents do not claim the student as a dependent for income tax purposes;
* Student demonstrates total self-sufficiency.

Note that all of these circumstances are largely discretionary in nature. A student cannot become independent just because the parents are unwilling to help pay for the student's college education.

Although these circumstances are not sufficient for a dependency override, they do not preclude it. Sometimes there are additional circumstances that occur in conjunction with these circumstances that do merit a dependency override. These can include the following:

* an abusive family environment (e.g., sexual, physical, or mental abuse or other forms of domestic violence)
* abandonment by parents
* incarceration or institutionalization of both parents
* parents lacking the physical or mental capacity to raise the child
* parents whereabouts unknown or parents cannot be located
* parents hospitalized for an extended period
* an unsuitable household (e.g., child removed from the household and placed in foster care)
* married student's spouse dies or student gets divorced

Dependency overrides occur in one direction, from dependent to independent. We can not change a student from independent to dependent.

**PROFESSIONAL JUDGEMENT**

The Federal Student Aid Officer may use a *Professional Judgement* on a case-by-case basis only to adjust the student’s cost of attendance or the data used to calculate the EFC. This adjustment is valid only at the school making the adjustment. PJ changes are submitted electronically, via FAA Access to CPS Online or third-party software, and maybe done without a signature from the student or parent. In FAA Access or EDE, select “EFC adjustment requested” for the professional judgment field. The next ISIR will indicate “Professional judgment processed.” The reason for the adjustment must be documented (by a third party if possible) in the student’s file, and it must relate to the special circumstances that differentiate the student—not to conditions that exist for a whole class of students. The Federal Student Aid Officer must resolve any inconsistent or conflicting information shown on the output document before making any adjustments. A decision regarding adjustments is final and cannot be appealed to the Department.

The Academie is held accountable for all professional judgment decisions and for fully documenting each decision. The Financial Aid Officer has the authority to request and use any supplementary information about financial status or personal circumstances deemed necessary to determine the use of professional judgment. The PJ form must be filled out by the student and returned to the Financial Aid Officer. Additional backup documentation may be requested to support Professional Judgement updates.

**STUDENTS RIGHTS AND RESPONSIBILITIES**

**Rights**

* Privacy. All information submitted with your financial aid application will be treated as confidential.
* An explanation of the financial aid process. *If you do not understand how your financial aid award was determined, please contact the Financial Aid Office*.
* Appeal. Please contact the Financial Aid Office if you believe that your application for financial aid was not fairly evaluated.
* Know the effect of withdrawal and ceased attendance of class from The Academie and the impact it will have on your financial aid.
* Know where to go for advice regarding other financial alternatives.

**Responsibilities**

* Submit honest and accurate information on all forms.
* Promptly respond to requests and inquiries from the Financial Aid Office.
* Use financial assistance solely for expenses related to Academie tuition and attendance
* Report any financial assistance received from sources outside of The Academie promptly upon notification of the award.
* Reporting changes in their finances. Students must notify the Financial Aid Office of the receipt of scholarships, loans, or grants from any source outside of the Academie so that the financial aid administrator may adjust the financial aid award. (The Financial Aid Office is required by law to consider all sources of aid when awarding federal student aid funds.)
* Maintain Satisfactory Academic Progress (SAP) as defined in The Academie’s Satisfactory Academic Policy
* Maintain a minimum attendance of 20 hours per week
* Report any changes in name, local and/or permanent address, and marital status to the Financial Aid Office promptly.
* If selected for verification, student (and their spouse/parents, if applicable) will be required to submit additional materials to document information submitted on the financial aid application.
* The student is responsible for repaying their loans. Acceptance of any loan carries a serious legal and financial obligation. Failure to meet this obligation will adversely affect the student’s credit rating and prohibit them from receiving federal financial aid in the future.
* Student borrowers are required to participate in Entrance Counseling before receiving any loan funds. Borrowers are also required to complete Exit Counseling before leaving school.
* Report changes in your student status. If there is a drop below 20 hours per week, or withdrawal from school, the student must notify the Financial Aid Office as soon as possible.
* Loan information will be submitted to NSLDS and is accessible by authorized agencies, lenders, and institutions
* The student must keep copies of all documents and records submitted to the Financial Aid Office.

SATISFACTORY ACADEMIC POLICY

Students are provided a copy of this policy via email in their Pre-Enrollment welcome information to ensure all students receive a copy before enrollment. This 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.

The Satisfactory progress of both attendance and academic participation is a requirement for all students enrolled within any program. Students will be notified if the results of an evaluation period impact the student’s eligibility for Title IV funding.

DETERMINATION OF PROGRESS

Student progress is determined using both quantitative and qualitative elements that are evaluated on a cumulative basis according to the student’s actual hours of attendance for the following evaluation periods:

The institution operates on a 900 hour academic year over 27academic weeks.

| **Weeks per semester according to schedule** | | | | |
| --- | --- | --- | --- | --- |
| **PROGRAM** | **SEMESTER** | 20 hours per week | 30 hours per week | 34 hours per week |
| Cosmetology/Barber | 1 (1-450 Hours) | 22.5 weeks | 15 weeks | 13.5 weeks |
| 2 (451-900 Hours) | 22.5 weeks | 15 weeks | 13.5 weeks |
| 3 (901-1250 Hours) | 17.5 weeks | 12 weeks | 10.5 weeks |
| 4 (1251-1600 Hours) | 17.5 weeks | 12 weeks | 10.5 weeks |

| **Weeks per semester according to schedule** | | | | |
| --- | --- | --- | --- | --- |
| **PROGRAM** | **SEMESTER** | 20 hours per week | 30 hours per week | 34 hours per week |
| Master Esthetics | 1 (1-450 Hours) | 22.5 weeks | 15 weeks | 13.5 weeks |
| 2 (451-900 Hours) | 22.5 weeks | 15 weeks | 13.5 weeks |
| 3 (901-1200 Hours) | 15 weeks | 10 weeks | 9 weeks |

| **Weeks per semester according to schedule** | | | | |
| --- | --- | --- | --- | --- |
| **PROGRAM** | **SEMESTER** | 20 hours per week | 30 hours per week | 34 hours per week |
| Basic Esthetics | 1 (1-300 Hours) | 15 weeks | 10 weeks | 9 weeks |
| 2 (301-600 Hours) | 15 weeks | 10 weeks | 9 weeks |

| **Weeks per semester according to schedule** | | | | |
| --- | --- | --- | --- | --- |
| **PROGRAM** | **SEMESTER** | 20 hours per week | 30 hours per week | 34 hours per week |
| Nail Technology | 1 (1-150 Hours) | 7.5 weeks | 5 weeks | 4.5 weeks |
| 2 (151-300 Hours) | 7.5 weeks | 5 weeks | 4.5 weeks |

\*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 academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course

ATTENDANCE EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on their applicable attendance schedule 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 TIMEFRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete

each course at satisfactory academic progress is stated below:

Standard Course Length Maximum Time Frames:

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

COSMETOLOGY/Barber PROGRAM LENGTH

Full Time 34 hrs. per week

Minimum Time Frame Maximum Time Frames

48 weeks 1600 Hours 71 weeks or 2400 Hours

Part-Time 20 hrs. per week

Minimum Time Frame Maximum Time Frame

80 weeks 1600 Hours 120 weeks or 2400 Hours

MASTER ESTHETICS PROGRAM LENGTH

Full Time 34 hrs. per week

Minimum Time Frame Maximum Time Frames

36 weeks 1200 Hours 53 weeks or 1800 Hours

Part-Time 20 hrs. per week

Minimum Time Frame Maximum Time Frame

60 weeks 1200 Hours 90 weeks or 1800 Hours

BASIC ESTHETICS PROGRAM LENGTH

Full Time 34 hrs. per week

Minimum Time Frame Maximum Time Frames

18 weeks 600 Hours 27 weeks or 900 Hours

Part-Time 20 hrs. per week

Minimum Time Frame Maximum Time Frame

30 weeks 600 Hours 45 weeks or 900 Hours

NAIL TECHNOLOGY PROGRAM LENGTH

Full Time 34 hrs. per week

Minimum Time Frame Maximum Time Frames

9 weeks 300 Hours 13.5 weeks or 450 Hours

Part-Time 20 hrs. per week

Minimum Time Frame Maximum Time Frame

15 weeks 600 Hours 22.5 weeks or 450 Hours

The maximum time allowed for transfer students, who need less than the full course requirements or part-time students, will be determined based on 67% of the scheduled contracted hours.

Students who exceed the maximum time frame shall be terminated from enrollment. A student may apply to re-enroll on a cash pay basis only.

EVALUATION OF 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 complete by a qualified instructor, If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated.

Students shall complete at least two comprehensive practical skills evaluations during their course of study. Practical skills are evaluated according to text procedures and practical skills evaluation criteria adopted by the school.

Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

90%-100% A Excellent

80%-89% B Good

70-79% C Satisfactory

60%-69% D Unsatisfactory

Below 60% F Failing

Students must maintain a cumulative C” average or 70% in academics in order to be making satisfactory progress standards.

Upon completion of all curriculum requirements, the student must pass a comprehensive written academic and practical final exam to include any applicable competencies required by the State licensure agency before graduation from the program.

DETERMINATION OF PROGRESS STATUS

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 are provided a digital copy of their progress at each evaluation period.

Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding 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, students may be deemed ineligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning period.

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.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER CREDITS

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. Satisfactory progress evaluation periods are based on actual contracted hours at the institution.

**FEDERAL STUDENT AID DISBURSEMENTS**

Before disbursing funds, the Financial Aid Officer checks the student’s academic progress for the applicable eligibility.

Funds are only disbursed if the student is deemed eligible according to The Academie Satisfactory Progress Guidelines. When the Financial Aid Officer determines that the student is eligible, the Federal Student Aid Officer submits a disbursement request to The Academie’s 3rd party processor. The processor performs a cross check of eligibility and draws down funds and to be sent to the Academie and credited to the student’s account.

For all first-year, first-time borrowers, The Academie may not credit the student's account or release Direct Loan funds to the student until 30 days after the first day of enrollment. Once this 30-day period has lapsed, The Academie will request funds to be disbursed. All subsequent disbursements will come after the student has completed the required clock hours and weeks of the payment period.

Pell Grant funds, which do not require a 30-day probation period, are requested once the student begins the program.

It is the Financial Aid Officer’s role to determine Title IV funding eligibility and award funds. To keep a clear and separate division of duties, Financial Aid office does not draw down, disburse, or refund Title IV funds. The business office draws down, disburses, and refunds Title IV funds. This office also maintains fiscal records.

**STUDENT DISBURSEMENT SCHEDULE**

| **COSMETOLOGY** | **APPLICABLE DISBURSEMENTS** |
| --- | --- |
| Semester 1: 1-450 Hours | Pell: Upon enrollment. Loans: 30 Days of Enrollment |
| Semester 2: 451-900 Hours | Pell & Loan: 451 Hours |
| Semester 3: 901-1250 Hours | Pell & Loan: 901 Hours |
| Semester 4: 1251-1600 Hours | Pell & Loan: 1251 Hours |
| **MASTER ESTHETICS** | **APPLICABLE DISBURSEMENTS** |
| Semester 1: 1-450 Hours | Pell: Upon enrollment. Loans: 30 Days of Enrollment |
| Semester 2: 451-900 Hours | Pell & Loan: 451 Hours |
| Semester 3: 901-1050 Hours | Pell & Loan: 901 Hors |
| Semester 4: 1051-1200 Hours | Pell & Loan: 1051 |
| **BASIC ESTHETICS** | **APPLICABLE DISBURSEMENTS** |
| Semester 1: 1-300 Hours | Pell: Upon enrollment. Loans: 30 Days of Enrollment |
| Semester 2: 301-600 Hours | Pell & Loan: 451 Hours |

**COD Disbursement Reporting Policy**

The Academie works in conjunction with FAME software to ensure proper COD reporting.

COD REPORTING

* FinAid automatically reports award and disbursement data directly to COD coupled with information provided by The Academie.
* FAME requires an MPN confirmation from COD for each loan award in order to be disbursed. The institution works with the student to have an MPN completed.
* FAME determines PLUS loan eligibility based on input in the software from the institution. FAME requires PLUS loan credit requirements met confirmation from COD for each PLUS loan in order to be disbursed.

**Definition of Actual Disbursement Date**

As defined in 34 CFR 668.164(a), the disbursement date is the date that a school credits a student’s account at the school or pays a student or parent borrower directly with Title IV funds received from the U.S. Department of Education (the Department) or with institutional funds in advance of receiving Title IV program funds. **This is the date that a school must report to the COD System as the actual disbursement date for a Direct Loan, as distinguished from the anticipated disbursement date**.

**The anticipated disbursement date is the date that a school expects to disburse Direct Loan funds. The actual disbursement date is the date the funds are made available to the borrower.** In many cases, the anticipated disbursement date that a school initially reports to the COD System may not be **the same as the actual disbursement date.**

**PURPOSE OF PROPER COD REPORTING**

The actual disbursement date is the date that Direct Loan funds are made available to the borrower. Because several terms and conditions of Direct Loans are tied to the actual disbursement date, this date must be accurately reported. These terms and conditions include the following:

· *Interest Accrual* – The actual disbursement date is the date when interest begins to accrue on a Direct Loan. The actual disbursement date is passed on to a borrower’s federal loan servicer. The borrower is responsible for paying all interest that accrues on a Direct Unsubsidized Loan or Direct PLUS Loan during all periods, beginning on the actual disbursement date. For a Direct Subsidized Loan, the federal government subsidizes the interest that accrues during certain periods. If the actual disbursement date is reported inaccurately, the periods when the borrower is responsible for paying interest or the federal government subsidizes the interest will not be correctly determined.

· *120-Day Rule (Returning Funds*) – A borrower is not responsible for paying any interest or loan fee on Direct Loan funds that are returned to the Department within 120 days of the actual disbursement date. If the correct actual disbursement date is not reported, the borrower may not have the full 120 days from the date the loan funds were made available to return the disbursement without having to pay interest and loan fee charges.

· *Origination Fee and Interest Rate Percentages* – In many cases, the date of the first actual disbursement determines the specific origination fee and interest rate that apply to a Direct Loan. If the first actual disbursement date is reported incorrectly, the origination fee or interest rate that is applied to a loan may differ from the fee or rate that is required under the law and regulations for loans first disbursed on or after a particular date.

In many cases, the date of the first actual disbursement determines the specific origination fee and interest rate that apply to a Direct Loan. If the first actual disbursement date is reported incorrectly, the origination fee or interest rate that is applied to a loan may differ from the fee or rate that is required under the law and regulations for loans first disbursed on or after a particular date.

*Reporting inaccurate actual disbursement dates may also result in unnecessary COD System warning edits being returned on school records or could lead to an audit or program review finding.*

**Updating Anticipated Disbursements to Actual Disbursements**

**The Academie must confirm the disbursement date information when updating an anticipated disbursement to an actual disbursement.** In many cases, the anticipated disbursement date on file does not reflect the actual date the funds were credited to the student’s account or otherwise made available to the borrower.

The correct reporting date is the date the borrower meets all eligibility requirements and The Academie disburses the funds to the borrower on that date. **This date is the *actual* disbursement date and is also the date that must be posted on the student’s ledger record.**

When The Academie changes the disbursement date from *anticipated* to *actual* and updates the DRI (Disbursement Release Indicator) from “False” to “True.” Assuming the changes pass all other COD System edits, the borrower’s loan record will accurately reflect the actual date he or she received funds.

| **GENERAL ACADEMIE INFORMATION** |
| --- |

**668.43**

Office Responsible: Federal Student Aid & Admissions

Federal Student Aid Officer: Therese Lauritzen (801) 373-2887 ext. 3 (office) gototherese1@gmail.com

Admissions: Erika Blanchard (801) 373-2887 ext. 2 (office) renaissanceacademie1@gmail.com

**COST OF ATTENDANCE**

The Cost of Attendance (COA) sets limits on the total aid that a student may receive for purposes of State and Institutional aid and Stafford/Plus loans and is one of the main components of the Pell Grant calculation. COA is an estimate of a student’s educational expenses for students at one’s school, rather than actual expenses. The Academie uses standard cost categories that are applied to all students; including room and board, books and supplies, transportation, and miscellaneous fees.  
  
Students have choices about where they live while attending school, including; at home with parents or relatives, or off campus. These costs have been developed as guides to help students anticipate their costs while enrolled with The Academie. Some students will spend more or less depending on individual lifestyles and circumstances. A student’s eligibility for financial aid is not based on individual preferences and spending habits, but on the standard budget allowances.  
The budgets below represent rates for semester 1 and semester 2. Calculation of each category for fall and spring terms**:**

Living and other expenses based largest program for full time beginning undergraduate students

| **PROGRAM** | **TUITION/FEES** | **BOOKS/SUPPLIES** | **ROOM/BOARD** | **OTHER (Transportation/Misc.)** | **LOAN FEES** |
| --- | --- | --- | --- | --- | --- |
| Cosmetology/barber | $12490.00 | $2800.00 | Off-Campus: $9612.00  Off | $4747.00  $4865.00 | Estimated 1% of the average loan amount for undergraduate and graduate |
| Master Esthetics | $11000.00 | $2500.00 |
| Basic Esthetics | $6500.00 | $2000.00 |

1. Total Estimated Expenses
2. Off Campus: $31,959.00
3. Off Campus w/Family: $22,465.00

These budgets are for awarding financial aid, and may not represent the actual cost for each individual student, as enrollment and lifestyle choices vary.

<https://nces.ed.gov/globallocator/col_info_popup.asp?ID=458104>

WITHDRAWAL AND REFUND

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due to the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates are:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case, all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the application fee in the amount of $75.
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 withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
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 administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

Percentage of enrollment in Amount of total tuition

relation to scheduled course hours RACE may retain.

0.01%-4.9 20%

5% -9.9% 30%

10%-14.9% 40%

15%-24.9% 45%

25%-49.9% 70%

50% or more 100%

All refunds will be calculated based on the student's last date of attendance. Any monies due to a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family, or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

The school shall provide a pro-rata refund of tuition f the school shall provide a pro-rata refund, OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid

1. If permanently closed or no longer offering instruction after a student has enrolled and instruction has begun.
2. Students transferring to another school based on the hours accepted by the receiving school
3. If the course is canceled subsequent to a student's enrollment and before instruction in the course or program has begun.
4. If the course is canceled after students have enrolled and instruction has begun,

Students who withdraw or terminate prior to course completion are charged a cancellation or termination fee of $125.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fee are identified in the catalog and in this enrollment agreement

ADDITIONAL FEES

Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately ten percent has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of $10 per hour. In addition, students may be charged a $50.00 fee for each scheduled mandatory clinic shift missed that is not made up prior to graduation.

TERMINATION POLICY

RACE may terminate a student’s enrollment for the following:

Immoral or improper conduct

Non-compliance with education requirements and student guidelines, general policies the RACE enrollment agreement.

If termination occurs the student will be charged a $125.00 termination fee.

**RETURN OF TITLE IV GRANT OR LOAN ASSISTANCE** (revised 6/15/2017)

## When a recipient of title IV grant or loan assistance withdraws from The Academie during a payment period or period of enrollment in which the recipient began attendance, The Academie must determine the amount of title IV grant or loan assistance that the student earned as of the student's withdrawal date in accordance with the following procedures:

## DETERMINATION OF WITHDRAWAL

## As each Academie program is measured in clock hours, a student is considered to have withdrawn from a payment period or period of enrollment if a student does not complete all of the clock hours and weeks of instructional time in the payment period or period of enrollment in which the student was scheduled to complete.

## For a student who ceases attendance, including a student who does not return from an approved leave of absence, as defined in this policy, or a student who takes a leave of absence that does not meet the requirements of this policy, the student's withdrawal date is the last date of academic attendance as determined by The Academie from its attendance records.

## If a student does not return from an approved leave of absence the date that the institution determines the student began the leave of absence; or if a student takes a leave of absence that does not meet the requirements of policy the date that the student began the leave of absence.

## The Academie may allow a student to rescind his or her official notification to withdraw by filing a written statement that he or she is continuing to participate in academically-related activities and intends to complete the payment period or period of enrollment.

## If the student subsequently ceases to attend The Academy prior to the end of the payment period or period of enrollment, the student's rescission is negated and the withdrawal date is the student's original date, unless a later date is determined under policy.

## If a student both begins the withdrawal process prescribed by The Academie and otherwise provides official notification of his or her intent to withdraw the student's withdrawal date is the earlier date unless a later date is determined.

## The Academie must document a student's withdrawal date determined in accordance with policy and maintain the documentation as of the date of The Academy’s determination that the student withdrew, as defined in policy.

## NOTIFICATION OF WITHDRAWAL

## “Official notification to The Academie” is a notice of intent to withdraw that a student provides to a member of the compliance office or operations office.

## In accordance with §668.4, if a student withdraws from a clock-hour hour program during a payment period or period of enrollment and then reenters the same program within 180 calendar days, the student remains in that same period when he or she returns and, subject to conditions established by the Secretary, is eligible to receive any title IV, HEA program funds for which he or she was eligible prior to withdrawal, including funds that were returned by the institution or student under the provisions of this section.

## For purposes of this policy, “title IV grant or loan assistance” includes only assistance from Federal Direct Loan, PLUS Loan or Federal Pell Grant programs currently approved for Academie participation.

## If the total amount of title IV grant or loan assistance, or both, that the student earned as calculated under this policy is less than the amount of title IV grant or loan assistance that was disbursed to the student or on behalf of the student in the case of a PLUS loan, as of the date of the institution's determination that the student withdrew.

## The difference between these amounts must be returned to the title IV programs in accordance with this policy and no additional disbursements may be made to the student for the payment period or period of enrollment.

## If the total amount of title IV grant or loan assistance, or both, that the student earned as calculated under this policy is greater than the total amount of title IV grant or loan assistance, or both, that was disbursed to the student or on behalf of the student in the case of a PLUS loan, as of the date of the institution's determination that the student withdrew, the difference between these amounts must be treated as a post-withdrawal disbursement in accordance with this policy.

POST WITHDRAWAL DISBURSEMENTS

## A post-withdrawal disbursement must be made from available grant funds before available loan funds.

## If outstanding charges exist on the student's account, the institution may credit the student's account up to the amount of outstanding charges with all or a portion of the following:

## Grant funds that make up the post-withdrawal disbursement in accordance with §668.164

## Loan funds that make up the post-withdrawal disbursement in accordance with §668.164(d)(2),

## Parent Plus only after obtaining confirmation from the student or parent that they still wish to have the loan funds disbursed in accordance with this policy.

## The Academie must disburse directly to a student any amount of a post-withdrawal disbursement of grant funds that is not credited to the student's account. The Academie must make the disbursement as soon as possible, but no later than 45 days after the date of the Acadamie made determination that the student withdrew, as defined within this policy.

## The Academie must offer to disburse directly to a student, or parent in the case of a parent PLUS loan, any amount of a post-withdrawal disbursement of loan funds that is not credited to the student's account, in accordance with policy.

## The Academie will make a direct disbursement of any loan funds that make up the post-withdrawal disbursement only after obtaining the student's, or parent's in the case of a parent PLUS loan, confirmation that the student or parent still wishes to have the loan funds disbursed in accordance with policy.

## The Academie will provide within 30 days of the date of the Academie’s determination that the student withdrew a written notification to the student, or parent in the case of parent PLUS loan, that requests confirmation of any post-withdrawal disbursement of loan funds that The Academie wishes to credit to the student's account in accordance with policy, identifying the type and amount of those loan funds and explaining that a student, or parent in the case of a parent PLUS loan, may accept or decline some or all of those funds.

## The Academie will request confirmation of any post-withdrawal disbursement of loan funds that the student, or parent in the case of a parent PLUS loan, can receive as a direct disbursement, identifying the type and amount of these title IV funds and explaining that the student, or parent in the case of a parent PLUS loan, may accept or decline some or all of those funds. Confirmation requests shall include:

## Explanation that a student, or parent in the case of a parent PLUS loan, who does not confirm that a post-withdrawal disbursement of loan funds may be credited to the student's account may not receive any of those loan funds as a direct disbursement unless The Academie concurs.

## Explanation of the obligation of the student, or parent in the case of a parent PLUS loan, to repay any loan funds he or she chooses to have disbursed.

## Notification to the student, or parent in the case of a parent PLUS loan, that no post-withdrawal disbursement of loan funds will be made, unless The Academie chooses to make a post-withdrawal disbursement based on a late response in accordance with policy. If the student or parent in the case of a parent PLUS loan, does not respond within 14 days of the date that The Academie sent the notification, or a later deadline set by The Academie.

## The deadline for a student, or parent in the case of a parent PLUS loan, to accept a post-withdrawal disbursement must be the same for both a confirmation of a direct disbursement of the post-withdrawal disbursement of loan funds and a confirmation of a post-withdrawal disbursement of loan funds to be credited to the student's account.

## If the student, or parent in the case of a parent PLUS loan, submits a timely response that confirms that they wish to receive all or a portion of a direct disbursement of the post-withdrawal disbursement of loan funds, or confirms that a post-withdrawal disbursement of loan funds may be credited to the student's account, The Academie will disburse the funds in the manner specified by the student, or parent in the case of a parent PLUS loan, as soon as possible, but no later than 180 days after the date of The Academie’s determination that the student withdrew, as defined in policy.

## If a student, or parent in the case of a parent PLUS loan, submits a late response to The Academie’s notice requesting confirmation, The Academie may make the post-withdrawal disbursement of loan funds as instructed by the student, or parent in the case of a parent PLUS loan (provided The Academie disburses all the funds accepted by the student, or parent in the case of a parent PLUS loan), or decline to do so.

## If a student, or parent in the case of a parent PLUS loan, submits a late response to The Academie and The Academie does not choose to make the post-withdrawal disbursement of loan funds, The Academie must inform the student, or parent in the case of a parent PLUS loan, in writing of the outcome of the post-withdrawal disbursement request.

## If the student, or parent in the case of a parent PLUS loan, does not respond to The Academie’s notice, no portion of the post-withdrawal disbursement of loan funds that The Academie wishes to credit to the student's account, nor any portion of loan funds that would be disbursed directly to the student, or parent in the case of a parent PLUS loan, may be disbursed.

## The Academie must document in the student's file the result of any notification made in accordance with this policy of the student's right to cancel all or a portion of loan funds or of the student's right to accept or decline loan funds, and the final determination made concerning the disbursement.

CALCULATION OF EARNED TITLE IV AID

## Determining the percentage of title IV grant or loan assistance that has been earned by the student is calculated as follows:

## Applying this percentage to the total amount of title IV grant or loan assistance that was disbursed (and that could have been disbursed, to the student, or on the student's behalf, for the payment period or period of enrollment as of the student's withdrawal date.

## *Percentage earned.* The percentage of title IV grant or loan assistance that has been earned by the student is equal to the percentage of the payment period or period of enrollment that the student completed as of the student's withdrawal date, if this date occurs on or before completion of 60 percent of the payment period or period of enrollment for a program that is measured in credit hours; or sixty percent of the clock hours scheduled to be completed for the payment period or period of enrollment for a program that is measured in clock hours; or 100 percent, if the student's withdrawal date occurs after completion of 60 percent of the payment period or period of enrollment for a program that is measured in credit hours; or sixty percent of the clock hours scheduled to be completed for the payment period or period of enrollment for a program measured in clock hours.

## *Percentage unearned.* The percentage of title IV grant or loan assistance that has not been earned by the student is calculated by determining the complement of the percentage of title IV grant or loan assistance earned by the student.

## *Total amount of unearned title IV assistance to be returned.* The unearned amount of title IV assistance to be returned is calculated by subtracting the amount of title IV assistance earned by the student as calculated from the amount of title IV aid that was disbursed to the student as of the date of the institution's determination that the student withdrew.

## *Use of payment period or period of enrollment.* The treatment of title IV grant or loan funds if a student withdraws must be determined on a payment period basis for a student who attended a standard term-based (semester, trimester, or quarter) educational program.

## The treatment of title IV grant or loan funds if a student withdraws may be determined on either a payment period basis or a period of enrollment basis for a student who attended a non-term based educational program or a nonstandard term-based educational program.

## PAYMENT PERIODS or PERIOD OF ENROLLMENT

## An institution must consistently use either a payment period or period of enrollment for all purposes of this section for each of the following categories of students who withdraw from the same non-term based or nonstandard term-based educational program:

## Students who have attended an educational program at The Academie from the beginning of the payment period or period of enrollment.

## Students who re-enter The Academie during a payment period or period of enrollment.

## Students who transfer into The Academie during a payment period or period of enrollment.

## For students in the category who are disbursed or could have been disbursed aid using both the payment period definition in §668.4(b)(1) and the payment period definition in §668.4(b)(2), use the payment period during which the student withdrew that ends later; and if in the payment period that ends later there are funds that have been or could have been disbursed from overlapping payment periods, the The Academie must include in the return calculation any funds that can be attributed to the payment period that ends later; and for students in the category who are disbursed or could have been disbursed aid using only the payment period definition in §668.4(b)(1) or the payment period definition in §668.4(b)(2), use the payment period definition for which title IV program funds were disbursed for a student's calculation.

## *Percentage of payment period or period of enrollment completed.* The percentage of the payment period or period of enrollment completed is determined as follows:

## For clock hours programs, by dividing the total number of clock hours in the payment period or period of enrollment into the number of clock hours scheduled to be completed as of the student's withdrawal date.

## The scheduled clock hours used must be those established by The Academie prior to the student's beginning class date for the payment period or period of enrollment and must be consistent with the published materials describing The Academie’s programs, unless the schedule was modified prior to the student's withdrawal.

## The schedule must have been established in accordance with requirements of the accrediting agency and the State licensing agency, if such standards exist.

## The total number of calendar days in a payment period or period of enrollment includes all days within the period that the student was scheduled to complete, except that scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment and the number of calendar days completed in that period.

## The total number of calendar days in a payment period or period of enrollment does not include days in which the student was on an approved leave of absence.

## RETURN OF UNEARNED AID

## *Return of unearned aid, responsibility of The Academie.* The total amount of unearned title IV assistance to be returned, as calculated under policy, an amount equal to the total institutional charges incurred by the student for the payment period or period of enrollment multiplied by the percentage of title IV grant or loan assistance that has not been earned by the student.

## For purposes of this section, “institutional charges” are tuition, fees and other educationally-related expenses assessed by The Academie..

## *Return of unearned aid, responsibility of the student.* After the institution has allocated the unearned funds for which it is responsible in accordance to calculation procedures, the student must return assistance for which the student is responsible..

## The amount of assistance that the student is responsible for returning is calculated by subtracting the amount of unearned aid that The Academie is required to return from the total amount of unearned title IV assistance to be returned..

## The student (or parent in the case of funds due to a parent PLUS Loan) must return or repay, as appropriate, the amount determined of any title IV loan program in accordance with the terms of the loan; and any title IV grant program as an overpayment of the grant; however, a student is not required to return portion of a grant overpayment amount that is equal to or less than 50 percent of the total grant assistance that was disbursed (and that could have been disbursed) to the student for the payment period or period of enrollment. With respect to any grant program, a grant overpayment amount of 50 dollars or less that is not a remaining balance.

## A student who owes an overpayment under this section remains eligible for title IV program funds through and beyond the earlier of 45 days from the date The Academie sends a notification to the student of the overpayment, or 45 days from the date the institution was required to notify the student of the overpayment if, during those 45 days the student repays the overpayment in full to the institution; enters into a repayment agreement with The Academie in accordance with repayment arrangements satisfactory to The Academie; or signs a repayment agreement with the Secretary, which will include terms that permit a student to repay the overpayment while maintaining his or her eligibility for title IV, HEA program funds.

## Within 30 days of the date of The Academie determination that the student withdrew, The Academie must send a notice to any student who owes a title IV, grant overpayment as a result of the student's withdrawal from The Academie in order to recover the overpayment in accordance with policy.

## If The Academie chooses to enter into a repayment agreement with a student who owes an overpayment of title IV, HEA grant funds, it must comply with the following:

## Provide the student with terms that permit the student to repay the overpayment while maintaining his or her eligibility for title IV program funds

## Require repayment of the full amount of the overpayment within two years of the date of The Academie’s determination that the student withdrew.

## The Academie must refer to the Secretary, in accordance with procedures required by the Secretary, an overpayment of title IV, grant funds owed by a student as a result of the student's withdrawal from the institution if the following apply:

## The student does not repay the overpayment in full to The Academie, or enter a repayment agreement with The Academie or the Secretary within the earlier of 45 days from the date The Academie sends a notification to the student of the overpayment, or 45 days from the date The Academie was required to notify the student of the overpayment;

## At any time the student fails to meet the terms of the repayment agreement with The Academie entered into

## The student chooses to enter into a repayment agreement with the Secretary.

## A student who owes an overpayment is ineligible for title IV, HEA program funds if the student does not meet the requirements on the day following the 45-day period. As of the date the student fails to meet the terms of the repayment agreement with The Academie or the Secretary.

## A student who is ineligible, regains eligibility if the student and the Secretary enter into a repayment agreement.

## The Secretary may waive grant overpayment amounts that students are required to return if the withdrawals on which the returns are based are withdrawals by students with the following circumstances:

## Student was residing in, employed in, or attending an institution of higher education that is located in an area in which the President has declared that a major disaster exists, in accordance with section 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170);

## Student whose attendance was interrupted because of the impact of the disaster on the student or institution; and whose withdrawal occurred within the award year during which the designation occurred or during the next succeeding award year.

## ORDER OF TITLE IV FUND RETURNS

## *Loans.* Unearned funds returned by The Academie or the student, as applicable,must be credited to outstanding balances on title IV loans made to the student or on behalf of the student for the payment period or period of enrollment for which a return of funds is required. Those funds must be credited to outstanding balances for the payment period or period of enrollment for which a return of funds is required in the following order:

## Unsubsidized Federal Direct Stafford loans.

## Subsidized Federal Direct Stafford loans.

## Federal Direct PLUS received on behalf of the student.

## *Remaining funds.* If unearned funds remain to be returned after repayment of all outstanding loan amounts, the remaining excess must be credited to Federal Pell Grants.

## TIMEFRAME FOR THE RETURN OF TITLE IV FUNDS

## The Academie must return the amount of title IV funds for which it is responsible as soon as possible but no later than 45 days after the date of The Academie’s determination that the student withdrew.

## 

## APPROVED LEAVE OF ABSENCE

## The Academie does not treat a leave of absence as a withdrawal if it is an approved leave of absence. A leave of absence is an approved leave of absence if the following apply:

## The student followed The Academie’s policy in requesting the leave of absence.

## The Academie determines that there is a reasonable expectation that the student will return to the school.

## The Academie approved the student's request in accordance with The Academie’s policy.

## The leave of absence does not involve additional charges by the Academie.

## The number of days in the approved leave of absence, when added to the number of days in all other approved leaves of absence, does not exceed 180 days in any 12-month period;

## If the student is a title IV, HEA program loan recipient, The Academie explains to the student, prior to granting the leave of absence, the effects that the student's failure to return from a leave of absence may have on the student's loan repayment terms, including the exhaustion of some or all of the student's grace period.

## If a student does not resume attendance at The Academie at or before the end of a leave of absence that meets the requirements of this section, The Academie will treat the student as a withdrawal in accordance with policy.

## DEFINITION OF LEAVE DAYS

## The number of days in a leave of absence is counted beginning with the first day of the student's initial leave of absence in a 12-month period.

## A “12-month period” begins on the first day of the student's initial leave of absence.

**Leave of Absence Policy**

## The Academie expects students to maintain continuous enrollment within their academic program with the exception of determined holidays and closures. However, it is understood that extenuating circumstances may arise which necessitate a student taking a leave from enrollment for a temporary period of time.

## Such extenuating circumstances could include the following situations:

## Debilitating Medical Condition

## Death, Severe Injury, or Critical Illness of a Spouse and/or Child

## Military Obligations (i.e., calling up of a reserve unit)

## Financial Setbacks

## Divorce and/or Marital Estrangement

## Extenuating vacation time outside of approved school holidays

## Please Note: Students may be asked to provide pertinent documentation in order to support circumstances related to leave requests.

## Students must apply in advance and in writing for a leave of absence, unless unforeseen circumstances prevent the student from doing so. All requests must include the reason for the request and include the student’s signature. Leaves may be granted to students for adequate reason and if it is reasonable that the student will return to enrollment at the end of their requested leave . Students on an approved leave of absence will not be assessed any additional institutional charges.

## An approved leave is a period, approved by the Academie, when a student is not attending but is expected to return. In no case shall a leave, together with any additional leaves of absence, exceed 180 days in a 12-month period. This 12-month period begins on the first day of the student’s initial leave of absence. A scheduled Academie break may occur during a student's scheduled leave time; however, this time would be considered as leave time.

## A student granted a leave of absence, that meets the criteria outlined by the Academie, is not considered to have withdrawn and no calculation refund is required at the time of leave.

## The period of time for which a student has been approved leave shall be excluded from the maximum time frame which the student would be expected to complete the program. The student's contract will be extended by the same number of days taken in the approved LOA. A dated addendum to the student’s contracted graduation date will be generated reflecting the new graduation date. The addendum must be signed by both the student and Academie.

## The student shall return with the same progress status with which he/she left.

## A student may not receive any additional financing during a leave of absence and must return and complete the applicable academic period before receiving further financial aid.

## If a student fails to return from an approved leave of absence, the student's enrollment will be terminated. In the case a student contacts or fails to contact The Academie to inform them that they will not be returning, the student's last date of attendance shall be the official date of withdrawal. A student’s failure

## 

## to return from an approved leave of absence may have an effect on the student’s loan repayment terms, including the expiration of the student’s grace period.

| GENERAL DISCLOSURES |
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GENERAL PROGRAM INFORMATION

Academic program information for The Academie including the current educational and training programs; the instructional, laboratory, and other physical facilities which relate to the academic program; The Academie’s Administration and staff; including instructional personnel may be found in the Academie Catalog.

CURRENT ACADEMIE IMPROVEMENT PLAN

[Advisory, Graduate and Current Student Feedback Summary and Plans for Improvement](https://docs.google.com/document/d/1WD0ybwHinqA0PiPMo-Z33FDwXdXy4Fg-X4tkD3pux-0/edit?usp=sharing)

**LICENSING & ACCREDITING AGENCIES**

State of Utah  
Department of Business Regulations  
Division of Occupational and Professional Licensing  
460 Heber M. Wells Building  
160 E. 300 S.  
Salt Lake City, Utah 84145  
(801)-530-6627

National Accrediting Commission  
of Career Arts and Sciences  
3015 Colvin Street  
Alexandria, VA 22314  
(703)-600-7600

Enrolled and prospective students may request a copy of information regarding the Academie’s accreditation, approval or licensing directly from the Compliance office.

**Facilities and Services Available to Students With Disabilities**

In compliance with federal, state, and local government requirements, The Academie does not discriminate against any individual on the basis of age, sex, race, color, religion, national and ethnic origin, handicap or sexual orientation in the administration of its educational programs, school-administered programs and publications, or employment practices.

The Operations Director monitors compliance regarding section 504 of the Rehabilitation act of 1973 and Title III of the Americans of Disabilities Act of 1990. Persons with disabilities as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973 may apply for admittance into the program. Reasonable accommodations may be requested .Any individual considering enrollment may meet with both our Compliance and Operations offices in order to determine the appropriate plan of action to best meet both educational and facility needs.

**Copyright Law**

We encourage sharing ideas, new concepts and information amongst fellow students. However, it is important that students are informed and responsible in the use of the The Academie’s computer network in order to avoid violating the United States Copyright Law.

Copyright infringement is the act of obtaining information through downloading, uploading, file sharing, posting or plagiarizing copyrighted material on personal web space, generally gathering copyrighted data without permission or legal authority .

The Academie computer networks may not be used to reproduce or distribute copyrighted music, movies, televisions shows, pictures or software through the use of peer to peer (P2P) networks. P2P file sharing applications allow a computer to connect to aP2P network and once connected make it possible to download and share files with other users on the networks. (Example:Limewire, KaZaA etc) students and staff should use network resources responsibly, and ethically.

If a copyright holder notifies The Academie of a violation, The Academie will notify the individual and communicate any information received from the copyright holder. The Academie will not release personal information about the individual involved unless a subpoena is presented. Students or staff found abusing their network privileges may forfeit network access.

Civil and criminal penalties may be applied to anyone found liable for civil copyright infringement. Civil liability may include “actual” or “statutory “ damages ranging from $750.00 to $30,000.00 per incident. A court may use its discretion and could award up to 150,000.00 and apply applicable court fees. Academie students and staff should be aware of the information contained within Title 17, United States Code, Sections, 504 and 505.

Criminal Liability infringement carries criminal penalties under the federal No Electronic Theft Act. Depending on the number and value of the products exchanged, penalties for a first offense may be as high as three years in prison and a fine of $250,000.

**ACADEMIE TRANSFER POLICY**

The Academie accepts transfer students and shall determine the amount of hours to accept toward graduation based upon an evaluation of the student’s level of training. Students must provide an official transcript of hours accumulated at the previous school. These hours will be deducted from the state required course hours and the remaining hour balance will be the amount of hours The Academie may contract to supply. Tuition will be determined by the hourly rate of The Academie at the time of the transfer multiplied by the hours required. Any necessary tools, books or equipment will be added to the contracted tuition fee. The student will determine their financial aid or school payment plan before they are allowed to begin their course of study with The Academie. The Academie does not recruit students already attending or admitted to another school offering a similar program of study.

**Vaccination Policy**

The Academie does not require vaccinations for students or staff. We do value the health and safety of our community and advise both students and staff to consult their personal physician for more information regarding vaccinations.

**NET PRICE CALCULATOR**

Net Price is the amount that a student pays to attend an institution in a single academic year AFTER subtracting scholarships and grants the student receives.

[Renaissance Academie Net Price Calculator](https://www.renaissanceacademie.com/npcalc.html)

**DRUG ABUSE AND PREVENTION**

Students are provided a copy of the Academie’s Alcohol, Drug and Tobacco Policy included with their personal welcome email. Students have continued access to the Policy through their personal Academie PowerSchool portal.

[Renaissance Academie Alcohol, Drug and Tobacco Policy](https://docs.google.com/document/d/1OPwbZW4w9xMMw99CaE7wLrlznxhYIxx0G_vDAsMQJ0o/edit?usp=sharing)

**STUDENT JOB PLACEMENT**

The Academie will assist students with future employment by providing networking opportunities for students with prominent salons and spas in the local area. The Academie will provide students with a list of salons and spas seeking employment upon request. When notified, The Academie will email notices of all job opportunities seeking qualified cosmetologists or estheticians. The Academie is not responsible or liable in any way to provide or guarantee student employment.

**STUDENT DIVERSITY**

The Academie make available to current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories: Male, Female, Self-identified members of a major racial or ethnic group, and Federal Pell Grant recipients

<https://nces.ed.gov/collegenavigator/?q=Renaissance+Academie&s=all&id=458104>

**ACADEMIE TEXTBOOK INFORMATION**

Cosmetology/Barber

Milady’s Standard Cosmetology Textbook 2015 ISBN 978-1-2857-6941-7 $88.75

Milady’s Standard Cosmetology Online Test Prep $33.95

Milady's Standard Cosmetology MindTap

Master Esthetics

Milday’s Standard Esthetics: Fundamentals 2013 ISBN 978-1439059296 $141.95

Milday’s Standard Esthetics Online Test Prep $33.95

Milady’s Standard Esthetics MindTap ISBN 978-1-133-68680-4

Milady’s Standard Esthetics: Advanced 2013 $132.95 ISBN 978-1-111-13909-4

Milady U Online Licensing Prep Advanced Esthetics $33.95

Milady Standard Esthetics : Advanced Workbook $70.95 ISBN 978-1-111-13911-7

**DISBURSEMENT OF BOOKS & SUPPLIES FOR PELL ELIGIBLE STUDENTS**

The Academie provides all the necessary equipment for the first 5 weeks of student education. Students need not worry about purchasing textbooks or equipment until they have exited the Orientation portion of their program.

**Voter Registration**

In support of our state and federal governing agencies The Academie will make available to enrolled students links for voter registration for federal elections and state elections for governor or chief executive officers in the main office. The Academie also has the voter registration link on the website and on the student's individual Academie PowerSchool portal.

[Voter Registration](https://www.vote.org/register-to-vote/?gclid=CjwKEAiA-rfDBRDeyOybg8jd2U4SJAAoE5XqjiVd3uv241cS2fkKMNCYA37Ppcm2ioHfCixaXxGTfhoC2Lbw_wcB)

| CONSTITUTION & CITIZENSHIP DAY |
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**Federal Register 5/24/2005**

Office Responsible: Compliance

Operations Director: Mandy Humphrey (801) 373-2887 ext. 2 (office) [gotomandy@gmail.com](mailto:gotomandy@gmail.com)

Federal Student Aid Officer: Talia Malbica (801) 373-2887 ext. 3 (office) [gototalia@gmail.com](mailto:gototalia@gmail.com)

This Congressional initiative is authorized by Section 111 of Division J of [*Pub. L. 108-447*](http://thomas.loc.gov/cgi-bin/bdquery/z?d108:HR04818:%7CTOM:/bss/d108query.html%7C), the "Consolidated Appropriations Act, 2005,'' Dec. 8, 2004; 118 Stat. 2809, 3344-45 (Section 111). The Assistant Deputy Secretary for Innovation and Improvement (Assistant Deputy Secretary) takes this action in order to implement this provision as it applies to educational institutions receiving Federal funding from the Department. Section 111(b) states "each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution.'' For purposes of the Department's implementation of this requirement, "educational institutions'' includes but is not limited to "local educational agencies'' and "institutions of higher education'' receiving Federal funding from the Department. Section 111 applies to all educational institutions receiving Federal funding, not only those receiving Federal funding from the Department. However, the Department's authority only extends to those educational institutions receiving funding from the Department, and consequently the Department can only regulate with regard to those institutions. Section 111 requires that Constitution Day be held on September 17 of each year, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week. Section 111 does not authorize funds to carry out this requirement, and Section 111(d) indicates that this section shall apply "without fiscal year limitation.'' Accordingly, the Assistant Deputy Secretary intends that this notice pertain to this fiscal year and

The Academie hold events each year to commemorate Constitution Day. Whenever September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

| STUDENT RIGHT TO KNOW ACT |
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**668.45**

Responsible Offices: Compliance and Federal Student Aid

Education Director: Mandy Humphrey (801) 373-2887 ext. 2 (office) gotomandy@gmail.com

Federal Student Aid: Talia Malbica (801) 373-2887 ext. 3 (office) [gototalia@gmail.com](mailto:gototalia@gmail.com)

The Student Right-to-Know Act, passed by Congress in 1990, requires institutions eligible for Title IV funding, under the Higher Education Act of 1965, to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to current and prospective students. This information is contained on our website at http://www.hairschoolonline.com.

To read more about the Student Right-to-Know Act, please visit the National Center for Education [Statistics website at http://nces.ed.gov](http://nces.ed.gov/).

**Procedure**

The Academie annually prepares the completion or graduation rate of its certificate or degree-seeking, first-time, full-time undergraduate students in accordance with the standards set forth by the Academie’s accreditation commission.

The Academie counts as completed or graduates students who have completed or graduated by the end of the 12-month period ending August 31 during which 150 percent of the normal time for completion or graduation from their program has lapsed; and students who have completed an approved clock hour program by the end of the 12-month period ending August 31 during which 150 percent of normal time for completion from that program has lapsed**.**

The Academie bases its completion or graduation rate on the cohort of certificate or degree-seeking, first-time, full-time undergraduate students who enter the school between September 1 of one year and August 31 of the following year.

The Academie does not currently prepare students to transfer-out.

The Academie makes available its completion or graduation rate no later than the July 1 immediately following the 12-month period ending August 31 during which 150 percent of the normal time for completion or graduation has elapsed for all of the students in the group on which the school bases its completion or graduation rate.

Completion or graduation rate information must be disaggregated by gender, by each major racial and ethnic subgroup (as defined in IPEDS), by recipients of a Federal Pell Grant, by recipients of a Federal Direct Loan (other than a Federal Direct Unsubsidized Stafford Loan) who did not receive a Federal Pell Grant, and by recipients of either a Federal Pell Grant nor a Federal Direct Loan (other than a Federal Direct Unsubsidized Stafford Loan) if the number of students in such group or with such status is sufficient to yield statistically reliable information and reporting will not reveal personally identifiable information about an individual student. If such number is not sufficient for such purpose, i.e., is too small to be meaningful, then The Academie shall note that the school enrolled too few of such students to so disclose or report with confidence and confidentiality. Note: with respect to the requirement to disaggregate the completion or graduation rate information by the receipt or non receipt of Federal Student Aid, students shall be considered to have received the aid in question only if they received such aid for the period of report. Further, this requirement did not apply to two-year, degree-granting schools of higher education until academic year 2011-2012.

For the purpose of calculating a completion or graduation rate, The Academie my exclude students who have left school to serve in the Armed Forces; have left school to serve on official church missions; have left school to serve with a foreign aid service of the Federal Government, such as the Peace Corps; are totally and permanently disabled; or are deceased. In cases where students who left to serve in the Armed Forces, on official church missions or foreign aid service of the Federal Government represent 20 percent or more of the certificate or degree-seeking, full-time, undergraduate students at the school, the school must recalculate the completion or graduation rates of those students by adding to the 150 percent time-frame they normally have to complete or graduate, the time period the students were not enrolled due to their service in the Armed Forces, on official church missions, or with a recognized foreign aid service of the Federal Government.

RETENTION RATES

[668.41(d)(4)](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=d069c25069c27626b4ef19df57423407&rgn=div8&view=text&node=34:3.1.3.1.34.4.39.1&idno=34)

The Academie’s retention rate as reported to the Integrated Postsecondary Education Data System (IPEDS) is made available to any enrolled student or prospective students through The Academie website and the students individual Academie Powerschool portal. In the case of a request from a prospective student, the information will be made available by the Admissions Director prior to the student’s enrolling or entering into any financial obligation with the school.

PLACEMENT RATES

[668.41(d)(5)](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=d069c25069c27626b4ef19df57423407&rgn=div8&view=text&node=34:3.1.3.1.34.4.39.1&idno=34)

The Academie make its placement rates available to any enrolled or prospective student through the Academie catalog and the students individual Academie Powerschool portal. This includes information on the placement of, and types of employment obtained by, graduates of The Academie’s certificate programs.

The Academie follows the most current criteria established by its accrediting commision for gathering documentation regarding student placement.

| MISREPRESENTATION |
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[**668.71**](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=31e39a95a99010fac26d5f0a4c46e4df&rgn=div8&view=text&node=34:3.1.3.1.34.6.39.1&idno=34)**;** [**668.72**](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=31e39a95a99010fac26d5f0a4c46e4df&rgn=div8&view=text&node=34:3.1.3.1.34.6.39.2&idno=34)**;** [**668.73**](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=31e39a95a99010fac26d5f0a4c46e4df&rgn=div8&view=text&node=34:3.1.3.1.34.6.39.3&idno=34)**;** [**668.74**](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=31e39a95a99010fac26d5f0a4c46e4df&rgn=div8&view=text&node=34:3.1.3.1.34.6.39.4&idno=34) [**DCL GEN-11-05**](http://ifap.ed.gov/dpcletters/attachments/GEN1105.pdf)

Responsible Office: Compliance, Federal Student Aid and Operations

Compliance: Mandy Humphrey (801) 373-2887 ext. 2 (office) [gotomandy@gmail.com](mailto:gotomandy@gmail.com)

Federal Student Aid: Therese Lauritzen (801) 373-2887 ext. 3 (office) gototherese1@gmail.com

The Academie adheres to the following procedures to ensure that it does not misrepresent the nature of its educational programs and in order assure that The Academie does not provide false, erroneous or misleading statements concerning following:

* Ethical representation of the particular type(s), specific source(s), nature and extent of its accreditation
* The ability of a student may transfering earned clock hours to another school.
* Whether successful completion of a course of instruction qualifies a student for: Acceptance into a labor union or similar organization; or
* Mislead the student in regards to state testing and licensing requirements or failing to meet additional conditions that known to the Academie needed to reasonably secure employment within the field in which The Academie prepares students.
* The requirements for successfully completing the course of study or program and the circumstances that would constitute grounds for terminating the student's enrollment;
* Whether its courses are recommended or have been the subject of unsolicited testimonials or endorsements by:

Vocational counselors, high schools, colleges, educational organizations, employment agencies, members of a particular industry, students, former students, or others; or Governmental officials for governmental employment;

* Its size, location, facilities, or equipment;
* The availability, frequency, and appropriateness of its courses and programs to the employment objectives that it states its programs are designed to meet;
* The nature, age, and availability of its training devices or equipment and their appropriateness to the employment objectives that it states its programs and courses are designed to meet;
* The number, availability, and qualifications, including the training and experience, of its faculty and other personnel;
* The availability of part-time employment or other forms of financial assistance;
* The nature and availability of any tutorial or specialized instruction, guidance and counseling, or other supplementary assistance it will provide its students before, during or after the completion of a course;
* The nature or extent of any prerequisites established for enrollment in any course;
* The subject matter, content of the course of study, or any other fact related to the diploma, certificate of completion, or any similar document that the student is to be, or is, awarded upon completion of the course of study;
* Whether the occupational degree that the institution will confer upon completion of the course of study has been authorized by the appropriate State educational agency. This type of misrepresentation includes, in the case of a degree that has not been authorized by the appropriate State educational agency or that requires specialized accreditation, any failure by an eligible institution to disclose these facts in any advertising or promotional materials that reference such degree; or
* Any matters required to be disclosed to prospective students under [*668.42*](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=dbc764c9f15383a07bcff1c18836ff29&rgn=div8&view=text&node=34:3.1.3.1.34.4.39.2&idno=34) and [*668.43*](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=dbc764c9f15383a07bcff1c18836ff29&rgn=div8&view=text&node=34:3.1.3.1.34.4.39.3&idno=34).

FINANCIAL CHARGES  [34 CFR 668.73](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=31e39a95a99010fac26d5f0a4c46e4df&rgn=div8&view=text&node=34:3.1.3.1.34.6.39.3&idno=34)

The Academie utilizes the following procedures to ensure that it does not misrepresent the nature of its financial charges. These provide assurances that the school does not provide false, erroneous or misleading statements concerning:

* Offers of scholarships to pay all or part of a course charge
* Whether a particular change is the customary charge at the school for a course
* The cost of the program and the institution's refund policy if the student does not complete the program;
* The availability or nature of any financial assistance offered to students, including a student's responsibility to repay any loans, regardless of whether the student is successful in completing the program and obtaining employment; or
* The student's right to reject any particular type of financial aid or other assistance, or whether the student must apply for a particular type of financial aid, such as financing offered by the institution.

EMPLOYABILITY OF GRADUATES [34 CFR 668.74](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=31e39a95a99010fac26d5f0a4c46e4df&rgn=div8&view=text&node=34:3.1.3.1.34.6.39.4&idno=34)

The Academie uses the following procedures to ensure that it does not misrepresent the employability of its graduates. The procedures include assurances that the school does not provide false, erroneous or misleading statements:

* That the school is connected with any organization or is an employment agency or other agency providing authorized training leading directly to employment
* The institution's plans to maintain a placement service for graduates or otherwise assist its graduates to obtain employment;
* The institution's knowledge about the current or likely future conditions, compensation, or employment opportunities in the industry or occupation for which the students are being prepared;
* Whether employment is being offered by the institution or that a talent hunt or contest is being conducted, including, but not limited to, through the use of phrases such as “Men/women wanted to train for \* \* \*,” “Help Wanted,” “Employment,” or “Business Opportunities”;
* Government job market statistics in relation to the potential placement of its graduates; or
* Other requirements that are generally needed to be employed in the fields for which the training is provided and failing to disclose factors that would prevent an applicant from qualifying for such requirements, such as prior criminal records or preexisting medical conditions.

| GAINFUL EMPLOYMENT |
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**Gainful Employment Disclosures to Prospective Students in promotional materials and on the school’s**

**Website** [***34 CFR 668.6(b)***](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=31e39a95a99010fac26d5f0a4c46e4df&rgn=div8&view=text&node=34:3.1.3.1.34.1.39.6&idno=34)**;** [***34 CFR 668.6(b)(2)(iv)***](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=31e39a95a99010fac26d5f0a4c46e4df&rgn=div8&view=text&node=34:3.1.3.1.34.1.39.6&idno=34)**;** [**34 CFR 668.412**](http://www.ecfr.gov/cgi-bin/text-idx?SID=43a9ca63bf2ba3c153eccbc852025561&mc=true&node=se34.3.668_1412&rgn=div8)**;** [**Current Gainful Employment Information**](http://www.ifap.ed.gov/GainfulEmploymentInfo/indexV2.html)***;*****[Archived Gainful Employment Information](http://ifap.ed.gov/GainfulEmploymentInfo/index.html)**

*Final Rule published in the Federal Register on October 31, 2014 includes new Disclosure requirements, effective July 1, 2015.* ***However, disclosures will be made under the current regulations until December 31, 2016. Institutions must comply with new disclosure requirements by January 1, 2017.***

*The following is a summary of the information that must be disclosed by an institution for each of its GE Programs. Institutions must review the final regulations as published in the* [*October 31, 2014 Federal Register*](http://ifap.ed.gov/fregisters/attachments/FR103114Final.pdf) *to ensure that they are in compliance with this and all other gainful employment requirements.*

*Institutions must use the disclosure template provided by the Secretary to disclose information about each of its GE programs to enrolled and prospective students. The Secretary identifies the information that must be included in the template in a notice published in the* ***Federal Register****.*

**The Academie must make certain the following elements are clearly posted on the Academie website**.

Information may include, but is not limited to:

* The primary occupations (by name and SOC code) that the program prepares students to enter, along with links to occupational profiles on O\*NET ([*www.onetonline.org*](http://www.onetonline.org/)) or its successor site
* The program’s completion rates for full-time and less-than-full-time students and the program’s withdrawal rates, as calculated by the Secretary under 34 CFR 668.413.
* The length of the program in calendar time (i.e., weeks, months, years)
* The number of clock or credit hours or equivalent, as applicable, in the program
* The total number of individuals enrolled in the program during the most recently completed award year

The loan repayment rate, as calculated by the Secretary under 34 CFR 668.413, for any one or all of the following groups of students who entered repayment on Title IV loans during the two-year cohort period:

* All students who enrolled in the program
* Students who completed the program
* Students who withdrew from the program
* The total cost of tuition and fees, and the total cost of books, supplies and equipment that a student would incur for completing the program within the length of the program.
* The placement rate for the program, if the institution is required by its accrediting agency or State to calculate a placement rate either for the program or the institution, or both, using the required methodology of that accrediting agency or State.
* Of the individuals enrolled in the program during the most recently completed award year, the percentage who received a Title IV loan or a private loan for enrollment in the program.

The median loan debt, as calculated by the Secretary, as determined under [*34 CFR 668.413*](http://www.ecfr.gov/cgi-bin/text-idx?SID=43a9ca63bf2ba3c153eccbc852025561&mc=true&node=se34.3.668_1413&rgn=div8) of any one or all of the following groups:

* Those students who completed the program during the most recently completed award year
* Those students who withdrew from the program during the most recently completed award year
* All of the students described in*[34 CFR 668.412(a)(10)(i) and (ii)](http://www.ecfr.gov/cgi-bin/text-idx?SID=43a9ca63bf2ba3c153eccbc852025561&mc=true&node=se34.3.668_1412&rgn=div8)*

The mean or median earnings, as provided by the Secretary, of any one or all of the following groups of students:

* Students who completed the program during the cohort period used by the Secretary to calculate the most recent D/E rates for the program
* Students who were in withdrawn status at the end of the cohort period used by the Secretary to calculate the most recent D/E rates for the program
* All of the students described in*[34 CFR 668.412(a)(11)(i) and (ii)](http://www.ecfr.gov/cgi-bin/text-idx?SID=43a9ca63bf2ba3c153eccbc852025561&mc=true&node=se34.3.668_1412&rgn=div8)*

The most recent program cohort default rate, as calculated by the Secretary under [*34 CFR 668.413*](http://www.ecfr.gov/cgi-bin/text-idx?SID=43a9ca63bf2ba3c153eccbc852025561&mc=true&node=se34.3.668_1413&rgn=div8)

* The most recent annual earnings rate, as calculated by the Secretary under [*34 CFR 668.404*](http://www.ecfr.gov/cgi-bin/text-idx?SID=43a9ca63bf2ba3c153eccbc852025561&mc=true&node=se34.3.668_1404&rgn=div8)

Whether the program does or does not satisfy

* The applicable educational prerequisites for professional licensure or certification in each State within the institution’s MSA; and
* The applicable educational prerequisites for professional licensure or certification in any other State for which the institution has made a determination regarding such requirements
* Whether the program is programmatically accredited and the name of the accrediting agency
* A link to the U.S Department of Education’s College Navigator Website, or its successor site, or other similar Federal resource

**DISCLOSURE UPDATES**

In accordance with procedures and timelines established by the Secretary, The Academie must update at least annually the information contained in the disclosure template with the most recent data available for each of its GE Programs.

* The Academie must update the disclosure template to include any student warnings as required under [*34 CFR 668.410(a)(7)*](http://www.ecfr.gov/cgi-bin/text-idx?SID=43a9ca63bf2ba3c153eccbc852025561&mc=true&node=se34.3.668_1410&rgn=div8).

**PROGRAM WEB PAGES**

On any Web page containing academic, cost, financial aid, or admissions information about a GE program maintained by or on behalf of The Academie, The Academie must provide the disclosure template for that program or a prominent, readily accessible, clear, conspicuous, and direct link to the disclosure template for that program (The Secretary may require the institution to modify a Web page if it provides a link to the disclosure template and the link is not prominent, ready accessible, clear, conspicuous, and direct).

**PROMOTIONAL MATERIALS**

All promotional materials made available by or on behalf of The Academie to prospective students that identify a GE program by name or otherwise promote the program must include:

* The disclosure template in a prominent manner; or
* Where space or airtime constraints would preclude the inclusion of the disclosure template, the Web address (URL), of, or the direct link to, the disclosure template, provided that the URL or link is prominent, readily accessible, clear, conspicuous, and direct and the institution identifies the URL or link as “Important Information about the educational debt, earnings, and completion rates of students who attended this program” or as otherwise specified by the Secretary in a notice published in the **Federal Register.**

Promotional materials include, but are not limited to The Academie’s catalogs, invitations, flyers, billboards, and advertising on or through radio, television, print media, the Internet, and social media.

The Academie must ensure that all promotional materials, including printed materials, about a GE program are accurate and current at the time they are published, approved by a State agency, or broadcast.

**DIRECT DISTRIBUTION TO PROSPECTIVE STUDENTS**

* Before a prospective student signs an enrollment agreement, completes registration, or makes a financial commitment to the institution, the institution must provide the prospective student or a third party acting on behalf of the prospective student, as a separate document, a copy of the disclosure template.

The disclosure template may be provided to the prospective student or third party by:

* Hand-delivering the disclosure template to the prospective student or third party individually or as part of a group presentation; or
* Sending the disclosure template to the primary email address used by the institution for communicating with the prospective student or third party about the program.
* If the institution hand-delivers the disclosure template to the prospective student or third party, it must obtain written confirmation from the prospective student or third party that the prospective student or third party received a copy of the disclosure template.

If the institution sends the disclosure template to the prospective student or third party by email, the institution must:

* Ensure that the disclosure template is the only substantive content in the email
* Receive electronic or other written acknowledgement from the prospective student or third party that the prospective student or third party received the email
* Send the disclosure template using a different address or method of delivery if the institution receives a response that the email could not be delivered; and
* Maintain records of its efforts to provide the disclosure template

**Disclosure templates by program length, location, or format**

The Academie must publish a separate disclosure template for each length of the program. The Academie must ensure that each disclosure template clearly identifies the applicable length of the program

The Academie may provide a disclosure template for each GE program in more than one format (e.g., full-time, part-time, accelerated) if doing so would result in clearer disclosures under [*34 CFR 668.412(a).*](http://www.ecfr.gov/cgi-bin/text-idx?SID=43a9ca63bf2ba3c153eccbc852025561&mc=true&node=se34.3.668_1412&rgn=div8) If the Academie opts to publish separate disclosure templates for each program length, The Academie must ensure that each disclosure template clearly identifies the applicable format.

If The Academie publishes a separate disclosure template for each length, The Academie must disaggregate, by length of the program, location, or format, those disclosures set for in [*34 CFR 668.412(a)(4) and (5), 668.412(a)(7) through (9), and 34 CFR 668.412(a)(14)*](http://www.ecfr.gov/cgi-bin/text-idx?SID=43a9ca63bf2ba3c153eccbc852025561&mc=true&node=se34.3.668_1412&rgn=div8) and as otherwise provided by the Secretary in a notice published in the **Federal Register**.

**Privacy Considerations**

The Academie may not include on the disclosure template any of the disclosures described in [*34 CFR 668.412(a)(2), 34 CFR 668.412(a)(5), 34 CFR 668.412(a)(6), or 34 CFR 668.412 (a)(8) though (13)*](http://www.ecfr.gov/cgi-bin/text-idx?SID=43a9ca63bf2ba3c153eccbc852025561&mc=true&node=se34.3.668_1412&rgn=div8) if they are based on fewer than 10 students.

**SOC Codes**

Cosmetology/Barber

12.0401

Master Esthetics & Basic Esthetics

12.0414

**Applicable Links**

[**Cosmetology/barber GE Disclosure Template**](https://www.renaissanceacademie.com/gedt.html)

[**Master Esthetics GE Disclosure Template**](https://www.renaissanceacademie.com/ges.html)

[**https://nces.ed.gov/globallocator/col\_info\_popup.asp?ID=458104**](https://nces.ed.gov/globallocator/col_info_popup.asp?ID=458104)

[**https://www.onetonline.org/**](https://www.onetonline.org/)

| **FDLP Quality Assurance Policy** |
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The Freedom FinAid software reviews students’ individual loan records and attendance records input into the software by the school to determine when disbursements are eligible to be made. A “cash need” record shows disbursements that have been requested or allocated. In addition to the disbursement monitoring and review process incorporated within the software, the school has established and maintains its own proper administrative and fiscal procedures, as well as the related necessary records, as stipulated in regulation (34 CFR 668) to ensure compliant operation of the Direct Loan program

In order to maintain accounts that are reconciled and in balance, a monthly reconciliation of accounts is performed. The school uses FAME’s expertise to drive this process. In such a relationship, FAME completes the Direct Loan School Account Statement report on a monthlybasis for Renaissance Academie. The form is used by FAME to reconcile monthly activity between FAME (on behalf of Renaissance Academie) and COD. If any discrepancies between the school’s data and that of the COD System are identified, FAME assists the school in resolution with COD immediately. Should there be a need for Direct Loan refunds, the school makes the appropriate deposit into its “Federal Funds Account – Direct Loan” and updates the software. FAME in turn initiates a return of excess funds to ED. Necessary adjustments to previously approved loans are likewise submitted to COD. This ensures the accounts remain in balance and compliance in reporting of adjustments in a timely manner.

Some of the reports generated by FAME to assist the school with its quality assurance and compliance in operating the Direct Loan program include:

* Direct Loan School Account Statement (DLSAS). This report is a monthly reconciliation of Direct Loan records maintained by FAME with the data on file with COD. The outcome of these monthly reconciliations is to have the award year resolved to a $0 balance at year’s end.
* Federal Funds Account – Bank Statement Reconciliation Report. This report is used to summarize the reconciliation of the school’s Federal funds bank account. FAME reconciles the school's bank activity against FAME's general ledger which gives an accounting of what the school has received, refunded, and disbursed.
* Federal Funds Account – Unidentified Items Report. This report lists entries on the school’s bank statement that could not be identified when FAME reconciled the school’s Federal funds bank account(s). Completion of this report enables FAME to properly identify and make the appropriate entries in the reconciliation of the school’s Federal funds bank account(s)
* Federal Funds Account – Bank Charges Report. This report shows the amount of bank charges that is due to the school’s Federal funds bank account(s). As Federal funds cannot be used to pay bank charges, it is essential that bank charge information be reviewed and amounts identified deposited. Additionally, if the school maintains a balance of institutional funds to cover bank charges, this report advises the school of the balance that is currently available for this purpose.
* Federal Funds Account – Potential Excess Cash Report. This report provides information regarding checks/disbursements that have been outstanding for more than six business days and, therefore, represent potential violations of the excess cash regulations. As excess cash is considered a serious finding during Federal program reviews or an audit, it is essential that the school reviews the information on this report to determine if its policies and procedures are properly addressing the expeditious delivery of Federal financial aid to students.
* G5 Reconciliation Report. This report is used by FAME to reconcile the school’s award balances to the award balances posted in G5.
* Summary Trial Balance Report. The Summary Trial Balance reflects the ledger balances of our Federal funds account(s) as of a specific month and date.
* General Ledger Detail Report. This report reflects the detail of the account shown on the Summary Trial Balance.
* Fund Disbursement Report. This report provides year-to-date Direct Loan disbursements by student.

Furthermore, beyond the detailed reports listed above, additional reports may be generated on an ad hoc basis to assist with operating a Direct Loan program of the highest quality. Some of these reports include opportunities to detail entrance and exit counseling results for individual students, as well as a report to indicate the Master Promissory Note status for students, etc.

**RECONCILIATION AFTER-ACTION**

The school reviews the steps in the monthly reconciliation at the school-level to identify any discrepancies that surfaced in the process that were due to timing, misreporting, or miscommunication and takes necessary corrective actions to ensure they will not occur again in the following month. The school documents its reconciliation efforts for use in subsequent months’ reconciliation, as well as at year-end reconciliation. Year-end reconciliation occurs when all school information shows an Ending Cash Balance of $0 and Total Unbooked Disbursements of $0 and such balances agree with that shown in the COD System for the award year. When the school and the COD System are in balance (reconciled) for the year, the award year is able to be closed out. The reconciliation and award year closeout are finalized by reviewing and confirming the $0 balance on the COD System Web site on the Balance Confirmation form. Policies and procedures are updated to incorporate any necessary changes to ensure more efficient reconciliation in future months and at year-end.

**DIRECT LOAN FISCAL AND ADMINISTRATIVE PROCESSES**

The Direct Loan program is one of the several Federal Title IV programs which the school operates under its Program Participation Agreement (PPA) with ED. This being the case, many of the below areas are ones which are otherwise discussed in sections of Renaissance Academie’s policies and procedures related to the Title IV programs in general. Only those items specific to the Direct Loan program are referenced here.

DISBURSEMENTS

Direct Loans are generally scheduled to be disbursed in two substantially equal payments per loan period unless the loan period is equal to only one payment period, in which case the loan will be disbursed in two payments during that one payment period. Additionally, no one payment may exceed one-half of the loan amount unless one or more payment periods have elapsed before a first disbursement is made, in which case a disbursement may include loan proceeds for the completed payment period(s). Also, in accordance with regulatory requirements, the first disbursement for a first year, first-time borrower may not be made until after the 30th day of the student’s program of study. These regulatory disbursement processes work in concert with the aforementioned processing described under the “Components” section of this DLQAP that is performed by FAME. [NOTE: When our school attains a cohort default rate of less than 15 percent for each of the three most recent fiscal years for which data are available, we may elect to disburse, in a single installment, loans that are made for one semester. At such time we also are not required to delay the disbursement of a first disbursement of a loan for 30 days for first-time, first-year undergraduate borrowers.]

ENROLLMENT REPORTING

As part of the services provided by FAME, enrollment reporting to the National Student Loan Data System (NSLDS) is completed at least once every 60 days. FAME uses the data within the Freedom FinAid software to report the required data to NSLDS. FAME will forward any rejected records to the school within the software if unable to resolve. The school is responsible for correcting the data in the software or directly on the NSLDS website.

RECORD RETENTION

All records related to a student or parent borrower’s application, eligibility determination and participation in the Direct Loan programs are retained for a minimum of three (3) years after the end of the award year in which the student last attended school here. All other records related to our participation in the Direct Loan program, including records of any other reports or forms, are retained for three years after the end of the award year in which the records are submitted. All records involved in any loan, claim, or expenditure questioned by an audit, or Federal program review, investigation, or other review are retained until the later of either the resolution of that questioned loan, claim, or expenditure; or, the end of the retention period applicable to the record. FAME’s record retention policies meet or exceed those of the school defined here. FAME cooperates in any audits or program reviews to provide the necessary documentation to substantiate all loan awards, etc.

ACCOUNTING REQUIREMENTS

The school maintains, in concert with FAME as its third-party servicer, the financial records pertinent to the Federal Direct Loan Program. The school maintains its records documenting the receipt and expenditure of DL funds in accordance with generally accepted accounting principles. This includes general ledger control accounts and related subsidiary accounts that identify each DL program transaction and separate those transactions from all other institutional financial activity. The school engages to have an independent audit conducted annually.

DIRECT LOAN PROGRAM BANK ACCOUNT

Renaissance Academie maintains Direct Loan program funds in a bank that is federally insured or secured by collateral of value reasonably equivalent to the amount of those funds. The school takes seriously its fiduciary responsibility. The bank account is clearly identified as one that contains Federal Title IV funds.

DIVISION OF FUNCTIONS AND SEPARATION OF DUTIES

In order to ensure integrity in the management of the Direct Loan program at Renaissance Academie, the school has implemented procedures that ensure a separation and distinction of duties and authority in the associated functions. Specifically, no one office has responsibility for both the authorizing of payments and the disbursing or delivering of funds to any one particular student. This is illustrated by the job descriptions and functions of the Financial Advisor and Business Office Director.

LIMIT ON USE OF FUNDS

All funds received through the Direct Loan program are used strictly for making payments to eligible borrowers. The funds are not hypothecated, used as collateral, or authorized or made available for any other purpose.

**DLQAP CALENDAR**

Monthly: Once per month FAME performs a reconciliation of Direct Loan data with the COD System.

Annual: Year-end closeout of the award year activity is performed in concert with FAME and ED’s published time schedule each year. Year-end reconciliation occurs when all school information shows an Ending Cash Balance of $0 and Total Unbooked Disbursements of $0 and such balances agree with that shown in the COD System for the award year.

Annual: A minimum of 90 days before the end of each award year the school will review, assess, and update all Direct Loan policies and procedures based upon experiences encountered in the current award year and updates in policies and procedures communicated from FAME, as well as changes in regulations or laws to be effective in the coming award year.

Effective Date: 1/1/2022

Next Review Due: 1/1/2023