

Financial Aid Information

The Financial Aid office is designed to coordinate and consolidate financial resources and agency services to meet as many needs as possible. This office facilitates the student's ability to complete a training program and enter the workforce as a taxpaying, contributing member of society.

Pell Grants, Student Loans, Parent Loans, Federal Supplemental Educational Opportunity Grants (FSEOG) are available for students who qualify. It is important that a student submit his/her financial aid application as early as possible since the verification process may be lengthy.

Federal Grants

Typically grants do not have to be repaid and are usually need-based. Two types of grants that may be awarded are the Federal Pell Grant and the Federal Supplemental Educational Opportunity Grant (FSEOG).

- **Federal Pell Grant:** A Federal Pell Grant is a free grant that does not have to be repaid. The student must complete the FAFSA in order to determine eligibility for the Federal Pell Grant.
- **Federal Supplemental Educational Opportunity Grant:** A limited amount of funds from the FSEOG program are available to students with the lowest Expected Family Contribution (EFC). FAFSA information will be used to determine student eligibility. Awards vary based on financial need and fund availability.

Entrance Counseling

Federal Direct Loan borrowers must complete Student Loan Entrance Counseling. Borrowing student loans is a serious financial obligation that may have long term consequences if the student is not informed as to how the loan process works. Entrance counseling will provide you with the important information you need to know to be able to make an informed decision about student loan borrowing. Entrance counseling must be completed before the Financial Aid office will accept and process your loan application. Student loan Entrance Counseling is completed on orientation day.

Federal Loans

Low interest rate loans may be available to students. A completed FAFSA must be submitted to determine loan eligibility. Subsidized loans are need-based, while unsubsidized loans are non-need based. The school participates in the William D. Ford Direct Loan Program (Subsidized/Unsubsidized/PLUS).

William D. Ford Federal Direct Subsidized Loan: A need-based loan from the federal government from which the government pay for the interest on the loan while the student is enrolled in school. Repayment begins six months after the last day of attendance (LDA). Interest subsidy during the six-month grace period is being eliminated for new Stafford loans made on or after July 1, 2012, and before July 1, 2014. If you receive Subsidized loan during this timeframe, you will be responsible for the interest that accrues while your loan is in the grace period.

The repayment period still begins six months and a day after the student is no longer enrolled at least half-time, but interest that accrues during those six months will be payable by the student rather than subsidized by the federal government. The interest rate disbursed for all student loans on or after May 15, 2015 will be 4.29% with a 1.068% origination fee which will be deducted for each loan disbursement.

William D. Ford Federal Direct Unsubsidized Loan: A non-need based loan from the federal government where the student is responsible for interest payments on the loan. Students will be responsible for interest payments 30 days from the date of the 1st disbursement. Students have the option to either pay the interest while in school, or have the interest capitalized (deferred) up to six months and a day after the last day of attendance (LDA). The interest rate for all loans disbursed on or after May 15, 2015 will be 4.29% with a 1.068% origination fee which will be deducted for each loan disbursement.

Undergraduate students 4.29%; graduate professional students 5.84%

William D. Ford Federal Direct Parent Loan for Undergraduate Students (PLUS): This loan is sponsored by the federal government and is not a need-based loan. This loan allows for one of your parents to apply in order to help with education costs. Generally, parents can borrow up to the total cost of education, minus any aid already being received. This loan requires a credit check. If your parent is denied a PLUS loan, you may be eligible for additional Federal Direct Stafford Unsubsidized loan. The repayment period for a PLUS loan begins at the same time the PLUS loan is fully disbursed and the first payment is due within 60 days after the final disbursement. However, for direct PLUS loans with a final disbursement date on or after May 15, 2015, the parent may defer repayment: (1) while the student on whose behalf the parent borrowed the loan is enrolled in at least half-time basis and (2) for an additional six months and a day after the student ceases to be enrolled at least half-time. The interest rate is fixed at 6.84%. The interest rate is charged from the date of the first disbursement until the loan is paid in full. The origination fee is at 4.272%, which will be deducted for each loan disbursement.

Federal assistance is available to help students pay for their education and training. You may receive additional financial aid information from the office during regular office hours.

Financial Aid is disbursed during the following timeframes:

	Pell Grants	FSEOG	Direct Loans
Cosmetology	1-450 hours	1-900 hours	1 st Disbursement—30 Days after enrollment
	451-900 hours		451 hours
	901-1200 hours	901-1500 hours	
	1201-1500 hours		
Manicuring	1-300 hours	1-300 hours	1 st Disbursement—30 Days after enrollment
	301-600 hours	301-600 hours	301 hours
Instructor Training	1-300 hours	1-300 hours	1 st Disbursement—30 Days after enrollment
	301-600 hours	301-600 hours	301 hours

Students must maintain satisfactory academic progress (SAP) during the entire payment period in order to receive funds. Students not in SAP may go on warning. Please review SAP policy in its entirety.

Satisfactory Academic Progress Policy for Financial Aid Recipients

Federal regulations require the school to establish Standards of Satisfactory Academic Progress (SAP) as a general eligibility requirement for Pell Grant. A student must maintain satisfactory academic progress to remain Pell eligible. To meet the SAP qualitative and quantitative standards adopted by SLBC, a student must;

- Maintain a minimum grade of "C" for each payment period (Qualitative Standard)
- Complete at least 67% of the program competencies for each payment period in order to progress at a rate to complete the program within the maximum timeframe which is 150% of the scheduled program hours. (Quantitative Standard)

The qualitative and quantitative standards are cumulative and include all periods of a student's enrollment. Please note that even periods in which the student did not receive any federal aid are also included in the evaluation of academic progress.

Evaluating Satisfactory Academic Progress for Financial Aid Recipients

Satisfactory Academic Progress is reviewed at the end of each payment period. If a student's progress is determined to be unsatisfactory, the student will be ineligible for future Title IV aid. The student may submit a written request for an appeal if extenuating circumstances resulted in the unsatisfactory academic progress.

Reinstatement of Title IV Aid for Financial Aid Recipients

A student's Title IV funding that was discontinued due to unsatisfactory academic progress may be reinstated upon the student's receiving a satisfactory academic progress report at the end of the next payment period.

Appeals Process for Financial Aid Recipients

If a student has been declared ineligible for title IV aid because of unsatisfactory academic progress, the student has the right to make a written request to the financial aid office for consideration of extenuating circumstances that caused the loss of his/her financial aid. The student's appeal and all documentation must be submitted to the Financial aid office within 5 school days after notification of Title IV ineligibility. Only one Financial Aid appeal may be submitted per school year unless extenuating circumstances exist.

Guidelines are established for implementing the legislatively mandated, fee-generated, career and technical education student financial aid program. The financial aid fees collected shall be used to pay full or partial program/course tuition and/or lab fees and textbooks or other items of normal cost of instruction for persons with demonstrated financial need enrolling at our college. These fees shall also be used to provide students with a supplemental source of financial assistance at SLBC. Program requirements are:

- If a person is Pell Grant eligible, Pell Grant monies will be utilized to offset school expenses.
- The Financial Aid Coordinator will recommend the distribution of financial aid to Administration for approval.

Financial Aid Verbiage

Cost of Attendance	The estimated cost to attend Leeward Community College (Leeward CC) for the award period. This includes tuition and fees, books and supplies, meals and housing, personal expenses, and transportation.
Estimated Family Contribution	This amount reflects your Expected Family Contribution (EFC), which is the amount you and/or your family are expected to pay toward your college costs, as determined by the federal government (based on the information reported on your FAFSA).
Outside Resources	The amount of "other" aid you may be receiving from external/private scholarship donors, benefits, and/or entitlements (outside of Leeward CC).
Need	Your Cost of Attendance less your Expected Family Contribution and Outside Resources.

Award Conditions

- The basic assumption is that you will attend school for the entire enrollment/payment period(s).
- You must notify our office if you receive funds from other sources (i.e.: scholarships, stipends, fellowships, etc.)
- **For students who have been awarded a Federal Pell Grant;** your award is based on full-time enrollment. If you enroll for less than full-time, your award will be prorated and reduced accordingly. In some cases, the Federal Pell Grant may be cancelled.
- **For students who have been awarded a Federal Loan;** your award is based on full-time enrollment. If you enroll for less than full-time status, you must notify the Financial Aid Office of your actual enrollment status before we are able to disburse your loans. Your loan amount may be reduced and/or cancelled as a result of your lower enrollment status.

Your aid will be revised and/or YOU MAY BE REQUIRED TO REPAY ALL OR A PORTION of the aid you received (read the information on the Return of Title IV Funds) if you withdraw from some or all of your courses, OR stop attending classes, OR enroll for less than half-time status. You must notify us immediately if these changes occur. Your academic progress will be assessed based on the credit completion requirements of your original enrollment.

The Higher Education Amendment of 1998 required schools to implement The Return of Title IV Refund Funds policy when a Title IV funds recipient withdraws from school. A Title IV recipient is defined as a student who has received Title IV funds (excluding Federal Work Study funds but including Federal Direct PLUS Loan funds) OR has met the conditions that entitle the student to a late disbursement.

The Amendment makes clear that Title IV funds are awarded to students with the assumption that he/she will attend school for the entire enrollment/payment period. If a student receiving the above-mentioned assistance completely withdraws from school or ceases to attend classes up through the 60% point of the semester (as calculated by calendar days), the Financial Aid Office is required to calculate the amount of funds the student earned prior to their withdrawal and calculate the amount that was unearned and must be returned to reimburse the appropriate Title IV programs. After the 60% point, the student is deemed to have earned 100% of the Title IV funds. If a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one course offered over an entire period, the institution must assume, for federal Title IV purposes, that the student has "unofficially withdrawn", unless the institution can document that the student completed the period. If the student did not attend any or all classes, the institution must determine if the student was entitled to the award(s). A return to Title IV funds must be calculated to determine how much the student must repay for classes that the student did attend but failed.

Return to Title IV Policy

The student must give official notification of their intent to withdraw from school. Official notification may be in person, by letter, or by phone. The withdrawal date used will be the last day of physical attendance. At this time, South Louisiana Beauty College will complete a Federal Return to Title IV (R2T4) form. Aid earned by the student, the percentage of Title IV funds that can be retained by the school and if refunds need to be completed. All exit forms must be signed, contractual fees must be paid and all refunds, if applicable, will be made. Refunds to Title IV are made no later than 45 days from the date of withdrawal. The Louisiana State Board of Cosmetology will be notified of withdrawal. Refunds to graduates are made within 14 days of graduation. All refunds made are without a request from the student.

Refund Policy

Financial Aid Refund Policy

In the event a student has received financial aid and withdraws from a program, a statutory schedule is used to determine the amount of Title IV funds that student has earned as of the date he or she ceases to attend. The amount of Title IV Program assistance earned is based on the amount of time the student spent in academic attendance. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, the student has earned 100% of the Title IV funds.

COE Refund Policy

If a student transfers, withdraws, or is dismissed after the first day of classes but prior to reaching 151 scheduled clock hours, the institution will refund ninety percent of the tuition. If the student transfers, withdraws, or is dismissed after reaching greater than 150 scheduled clock hours but prior to reaching 376 scheduled clock hours, the institution will refund fifty percent of the tuition. If the student transfers, withdraws, or is dismissed after reaching greater than 375 scheduled clock hours but prior to reaching 751 scheduled clock hours, the institution will refund twenty-five percent of the tuition. Once the student has reached at least 751 scheduled clock hours no refund will be made. The calculated refund is reduced by an administrative fee of \$100. Any amount due South Louisiana Beauty College, LTD. By the student at the withdrawal date will be computed in the same manner. Payment of the tuition owed shall be within 72 hours of notice. Any amount not paid within the 72-hour requirement is considered delinquent and is subject to referral for collection procedures. Any fees incurred due to this collection effort, whether paid to an attorney, collection agency or otherwise will be paid by the student. Refunds for graduates will be made within 14 days; dropped student refunds must be made within 45 days from determination of withdrawal date.

COE Refund Policy—Cash pay and second enrollment

If termination occurs after the first day of classes and during the first 10% of the period of financial obligation, the institution shall refund 90% of the tuition.

If termination occurs after the first 10% of the period of obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the period of obligation; the institution shall refund at least 50% of the tuition.

If termination occurs after the first 25% of the period of obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition.

If termination occurs after the first 50% of the period of obligation, the institution may retain all of the tuition.

Refunds for Classes Canceled by the Institution

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 45 days of the planned start date.

Refunds for Students Who Withdraw On or Before the First Day of Classes

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

Refunds for Students Enrolled Prior to Visiting the Institution

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction

Students enrolled in a short-term program follow the same refund policy as all other programs.

Returned Check Policy

Checks returned for insufficient funds will be assessed a returned check fee of \$35.00 per check. The maker or drawer may be additionally liable for court costs, collection fees and reasonable attorney's fees as prescribed by law.

Student Withdrawal

Procedure for Officially Withdrawing from School:

The student must give official notification of their intent to withdraw from school. Official notification may be in person, by letter or by phone. The withdrawal date used will be the last day of physical attendance. At this time, South Louisiana Beauty College will complete a Federal Return to Title IV Aid earned by the student, the percentage of Title IV funds that can be retained by the school and if refunds need to be completed. All exit forms must be signed, all contractual fees must be paid and all refunds if applicable will be made. Refunds to Title IV Funds are made no later than 30 days from the date of withdrawal. The Louisiana State Board of Cosmetology will be notified of withdrawal. Refunds for graduates will be made within 14 days of graduation date.

Procedure for Unofficial Withdrawal:

If a student is not on an approved leave of absence and misses more than 20 calendar days, South Louisiana Beauty College will consider this an unofficial withdrawal. The withdrawal date used in the Return to Title IV Funds will be completed as stated in the official withdrawal procedure. Exit forms will be mailed with appropriate notification of refunds, post-withdrawal disbursements, contractual fees, etc... Upon the third mailing, if the student has not returned the completed forms, these forms will be mailed via certified mail.

If a student is on an approved leave of absence and does not contact the institution in the event an extension is needed or if they do not return to school, South Louisiana Beauty College will consider this an unofficial withdrawal and will follow the unofficial withdrawal procedure.

There is a \$100 drop fee for all withdrawals.

Post-Withdrawal Disbursements:

Upon completion of the Federal Return to Title IV Funds form, if a post-withdrawal disbursement develops, a post-withdrawal disbursement tracking sheet will be completed. Post-withdrawal disbursements will be made within 120 days of the date the institution determines that the student withdrew. Notification of a post-withdrawal disbursement will be mailed to the student/parent as soon as possible but no later than 30 calendar days after the date the school determines the student withdrew. Student/parent must respond to the post-withdrawal disbursement form within 14 days by phone, letter or in person.

With acceptance notification post-withdrawal disbursements will be made. If there is no response, the school would return any earned funds that the school is holding to the Title IV Programs. Conditions for a post-withdrawal disbursement is if a student who did not receive a disbursement of funds before becoming ineligible will be eligible for a late disbursement.

Refunds will be made in the following order as per the U.S. Department of Education:

- 1) Unsubsidized Loan
- 2) Subsidized Loan
- 3) Pell Grant
- 4) FSEOG
- 5) Other entity
- 6) Student

Other Fees and Charges

A \$100.00 fee will be charged to any student who transfers, withdraws or is terminated from the program prior to the completion of the course. Any student not completing the course of study according to the terms of the contract will be charged an hourly fee for the hours needed to complete the course.

Exit Counseling

Federal regulations governing the Direct Loan program specify that loan recipients must complete Exit Loan Counseling upon graduation or withdrawal. Exit Counseling enables students to become informed borrowers by providing valuable information concerning loan repayment options, deferments, loan consolidation, borrower rights and responsibilities, and debt management strategies. The counseling session also gives students an opportunity to update their personal and contact information. Exit counseling can be completed at: www.studentloans.gov.

Deferment and Forbearance for Educational Loans

Under certain mitigating circumstances, students who borrowed Federal Student Aid funds and are unable to meet their repayment obligations may be eligible for a deferment or forbearance, allowing them more time to repay the loan and/or lower monthly payments. Borrowers should consult with the Financial Aid office for more information. Students must contact their loan servicer directly to apply for a deferment or forbearance.

Reaching the Maximum Timeframe

When a student has reached the maximum timeframe for the program (150% of scheduled program hours) in which he/she is enrolled, financial aid will be cancelled. The student is expected to be aware of the maximum attempted clock hours. No warning notice will be provided to the student by the institution.

Emergency Leave of Absence

SLBC may grant a student a leave of absence for a legitimate unforeseen circumstance during which the student is not considered withdrawn. Students receiving Veteran's benefits are not eligible for a leave of absence. The following conditions must be met:

- The student makes a written request in advance to the admissions office for a leave of absence with a valid reason on the designated Leave of Absence Form. Valid reasons may include: emergency health condition, family emergencies, death in the family, etc. and may include documentation. All documentation presented will be reviewed for the leave of absence request.
- The leave of absence may not exceed 15 scheduled days except for mitigating circumstances (i.e., emergency health condition, family emergencies, or unforeseen circumstances that are well documented.
- The leave of absence must be complete within the same school year. The leave may not begin in one school year and end in another school year.

In most situations, the school will grant only one leave of absence to the student in a 12-month period. Any combination of leave or extensions of a leave of absence will not exceed 180 days in any 12-month period. Additional subsequent leaves may be granted for jury duty, military reasons, or circumstances covered under the Family Medical Leave Act of 1993.

The student will not receive tuition reimbursements or credits for an approved leave of absence. If a student's leave of absence is approved, the student is considered enrolled at the school. For students receiving financial aid, the clock hours accrued during the approved Leave of Absence will not apply to his/her Pell Grant disbursement. If the leave is not approved or the student fails to return to the school at the end of an approved leave of absence, the student is considered to have withdrawn from school as of the last day of attendance.

Work-based Plan

Our institution assists students in academic, career-technical, economic and social development. There is a responsibility to the school, to the community and to industry that must be considered when accepting students into this on-the-job learning opportunity.

Clinical Practicum, work-based experiences, such as clinical, and practicum are an integral part of most licensing programs. Students are required to participate in administering direct client contact under the guidance of an instructor as well as some observational experiences. Students are assessed in their knowledge, skills and work habits while participating in these work-based experiences.

Textbook Information: The following textbooks are used by this institution:

Program	Book Name	ISBN-10	ISBN-13
Cosmetology	Salon Fundamentals By Pivot Point	ISBN-10: 1934636754	ISBN-13: 978-1934636756
Manicuring	Milady Standard Nail Technology	ISBN-10: 1285080475	ISBN-13: 978-1285080475
Instructor Training	Master Educator By Milady	ISBN-10: 1133693695	ISBN-13: 978-1133693697

Transfer of Credit

Transfer between SLBC programs:

Students who desire to transfer between programs must meet with the Admissions officer to determine the eligibility of transfer between programs. Each program holds its own set of requirements set by the Louisiana State Board of Cosmetology which must be followed. The amount of hours eligible for transfer between programs is determined by the Board.

Transfer among Postsecondary Institutions:

Students transferring to SLBC from another institution must file their application and supporting academic documents in the Admissions Office. Students must be in good standing at the transferring institution. Transcripts are reviewed for transfer credit and placement prior to enrollment.

All transfers are considered on an individual basis provided space is available and admission requirements are met. Student placement will be the result of mutual planning by the student, instructor and administration. Some licensure programs may have additional transfer requirements to ensure that licensure and certification standards are met.

Graduation

South Louisiana Beauty College will hold graduation activities on Wednesday of each week. Students are eligible for graduation once the following criteria have been met:

- Completion of required course hours.
- Completion of required course credits/competencies.
- Tuition/fees paid in full.
- Completion of graduation and exit interview forms.

Once all requirements are verified, an application for testing is submitted to the Louisiana State Board of Cosmetology with fees attached for licensure. If the student fails any portion of the practical exam or does not show up for their test date, the student is responsible for the necessary fees to retest or to reschedule testing. The current fee for failure and/or 'no-show' is \$25.