

SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal regulations require that schools monitor the academic progress of each student and that the school certifies they are making SAP towards earning their diploma. Each student's progress is reviewed regularly by the office. Students must maintain SAP in order to remain eligible to continue as regularly enrolled students of South Louisiana Beauty College and to remain eligible to continue receiving Federal Financial Assistance.

Satisfactory Academic Progress is measured by:

- The student's Cumulative Grade Point Average (CGPA) of 70% or above (Qualitative Progress)
- Rate of Completion above 70% (Quantitative Progress)
- The Maximum Time Frame (MTF) allowed to complete the academic program is 150% for all programs.

Qualitative Progress: is calculated by adding the total amount of test scores and dividing them by the total number of tests taken.

Quantitative Progress: is calculated by dividing the total number of clock hours attempted by the total number of clock hours earned.

Maximum Time Frame: A program of study must be completed within 150% of the number of clock hours required for graduation or certificate completion to maintain Financial Aid eligibility. For instance, if a clock hour program requires 1,500 clock hours for graduation, it must be completed within 2250 clock hours (1,500 clock hours x 1.5 = 2250 clock hours). Program clock hour requirements may vary; check the Program Catalog for the precise number of clock hours required for a program and then multiply the figure by 1.5. Once a student has reached MTF he/she will be dismissed from the program. This applies to all students regardless if the student received Financial Aid.

Transfer Credits: Course work taken at another institution that is accepted and officially transferred will count toward the 150% MTF calculation on both hours earned and hours attempted.

SAP EVALUATION

In order to succeed in your program you must attend classes regularly and in addition you may be required to come to school additional hours to be able to increase your percentage of attendance. Regulations from the U.S. Department of Education state that students must make SAP in order to receive Federal Financial Assistance. South Louisiana Beauty College's standards of SAP apply to all students not just those receiving Financial Aid. At the end of each payment period the student will be evaluated for SAP whether or not the student receives Financial Aid. If the student is in a Non-Title IV program, SAP will be evaluated monthly.

LEAVE OF ABSENCE (LOA)

There may be occasions when students may need time off and must be absent from school. In these instances, they can request an LOA. The reason for the leave must be extenuating circumstances and cannot exceed 60 calendar days. If an LOA is needed beyond 60 calendar days, it can be requested for the reasons listed below with appropriate documentation that must be submitted at the time of the leave, unless it is not feasible due to an emergency medical reason such as an accident. The school may allow the student to take multiple LOA's as long as the sum of the leaves do not exceed 180 calendar days within a 12-month period. All requests are subject to school approval and the decision of the Director is final.

- Military obligations
- Jury duty
- Pregnancy
- Serious health condition
- Emergency Family Health

A LOA is Approved If:

- The student has submitted a written, signed and dated request to the office with the appropriate documentation as required.
- The office has determined that there is reasonable expectation the student will return from the LOA.
- The Director has approved and signed the Leave of Absence.

The period of time for which a student has been given an approved leave shall be excluded from the maximum time frame in which an individual student will be expected to complete their program of study.

LOA Extensions:

A student on an approved LOA may submit a request to extend the LOA. Only one extension may be granted for the same reason as requested on the original LOA otherwise a new LOA must be requested. Such request must be approved by the office and the Director provided:

- The student submits a request on or before the end date of the current approved LOA.
- The number of days in the absence period as extended, when added to all other approved leaves, does not exceed 180 calendar days in a twelve (12) month period, calculated from the first day of the student's first LOA.
- There is a reasonable expectation that the student will return.
- It does not exceed the 60 calendar day LOA unless it falls into one of the categories for leaves longer than 60 calendar days.

If the request is denied, the student will be withdrawn, Return to Title IV and institutional refund policies will be applied using the student's last day of attendance for the calculations.

Re-Admission Following an LOA

Upon return from an LOA, the student will not be charged any additional tuition or fees from when the student took leave or for re-admission after an LOA. Any official LOA will extend your contract without additional charges.

You must notify the Financial Aid office upon your return to school so that Direct Loan and the National Student Loan Data System (NSLDS) can be notified.

Failure to Return from an LOA

If a student does not return from an approved LOA, the student will be withdrawn from school using the date the student was supposed to return as the date of determination and the student's last day of physical attendance prior to the start of the leave to calculate the Return to Title IV calculation and institutional refunds. For Federal Student Loan borrowers: If you do not return from your LOA, your grace period will be reduced by the amount of the leave.

GOOD STANDING STATUS

Financial Aid applicants who meet a Cumulative Grade Point Average (CGPA) of 70% (and above) and the Rate of Completion of 70% (and above) on scheduled clock hours at the time of evaluation, are considered to be in Good Standing Status and are otherwise eligible for aid.

FINANCIAL AID WARNING

If the student has not maintained a CGPA of 70% or above, and has not completed 70% of scheduled clock hours, the school will certify that the student is not making Satisfactory Academic Progress (SAP) and will put the student on a Financial Aid Warning status. A student placed on Warning status may continue to receive financial assistance. Students will be counseled on potential loss of eligibility. If a student in Warning Status fails to meet the cumulative minimum standards for another payment term, they become ineligible for aid.

FINANCIAL AID PROBATION STATUS

If a student fails to achieve SAP while on Financial Aid Warning status, they will be placed on Financial Aid Probation status and may not receive further financial assistance for the following payment term. A student who is placed on probation has the right to submit an appeal.

ACADEMIC WARNING

If the student is not a Financial Aid recipient, and at the time of a SAP evaluation is not meeting the minimum standards of 70% for Rate of Completion and 70% on CGPA, then they will be placed on Academic Warning. The student will be counseled on the risks and consequences of reaching the Maximum Time Frame (MTF) for program completion. Students not receiving Title IV funding who are in a Title IV program will be evaluated at the same time as a Title IV student. Evaluations will be taken during each regular scheduled payment period. Students who are in a Non-Title IV program will be evaluated at the end of each month.

APPEAL PROCEDURE / RE-ESTABLISHING TITLE IV ELIGIBILITY

Federal regulations allow for certain cases in which the school may waive the standards, specifically if a student's failure to be in compliance with one or more areas of Satisfactory Academic Progress (SAP) is due to events beyond the student's control. A student whose Financial Aid has been terminated for failure to meet SAP, may have it reinstated on the basis of:

A. Mitigating circumstances which may include:

- The death of a relative of the student
- Personal injury or illness of the student or a relative/spouse
- Special circumstances as determined by the institution

A student may appeal the determination of unsatisfactory progress and re-determination of aid eligibility by completing a SAP appeal form. The appeal form must include:

B. A written explanation that must explain why the student failed to make SAP and what has changed in the student's situation that would allow them to meet SAP in the future.

C. Documentation such as an obituary or funeral notice if due to a family death, and/or doctor's notice if due to injury or illness of the student or relative/spouse. Appeals must be received and reviewed before or during the term for which the student is requesting Financial Aid. The Regional Registrar will consult with the Regional Financial Aid Director and will have a final decision. If a student's appeal is approved, the student will be placed on Financial Aid Probation and may continue to receive Financial Aid and will be required to follow an academic plan for the following payment term based on the following:

A. If the student failed to meet SAP because he/she did not meet the minimum Cumulative Grade Point Average (CGPA) of 70%.

B. If student failed to meet SAP because he/she did not meet the minimum Rate of Completion of 70%.

C. If a student fails to meet SAP due to Maximum Time Frame; all aid will stop and the student will be dismissed. The appeal process will not be available.

During the probationary period, students are given one payment term to satisfactorily either raise their CGPA and/or Rate of Completion. If successfully achieved, the probation is removed. If the student is unable to meet these conditions the student will be ineligible for aid. If appeal is denied, the student can remain in school at their own expense.