
FINANCIAL AID POLICY AND PROCEDURE

Financial is available for those who qualified at Texas Beauty College. Please call at 682-647-1505 for Financial Director for more information.

What is A Federal Pell Grant?

A federal Pell Grant, unlike a loan, does not have to repay. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. (A professional degree would include a degree in a field such as pharmacy or dentistry.) In some

cases, you might receive a Pell Grant for attending a post-baccalaureate teacher certificate program.

For many students, Pell Grants are usually a foundation of financial aid, to which aid from other federal and nonfederal sources might be added.

How Do I Qualify?

To determine if you're eligible financially, the U.S Department of Education uses a standard formula, established by Congress, to evaluate the information you report when you apply. The formula produces an Expected Family Contribution (EFC) number. Your Student Aid Report (SAR) contains this number, in the upper right of page 1. This number will determine you're eligible for a Pell Grant and how much.

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

- . Be admitted as a regular student.
- . Is enrolled or accepted for enrollment in an eligible program on at least a half-time basis.
- . Be a citizen or an eligible non-citizen.
- . Not owe a refund on a Federal Pell Grant or FSEOG at any school
- . Not be in default on f Federal Perkins Loan or Federal Stafford Loan/FSLs/FPLUS at any school.
- . Have financial need.
- . Be making satisfactory progress (as defined by the school's policy) in the course of study.
- . Be registered for selective service (if a male born on or after January 1, 1960)
- . Have signed a statement of educational purpose.
- . Have signed a statement of updated information.
- . Have a High School diploma, a GED, or have demonstrated the ability to benefit.
- . Agree to use any Federal student aid received solely for educational purposes.

Conviction for possession or sale of illegal drugs.

A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible; Texas Beauty College is not required to confirm this unless there is evidence of conflicting information.

A conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when the student was a juvenile, unless she/he was tried as an adult.

The Chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs).

	Possession of illegal drugs	Sale of illegal drug
1 st offense	1 year from date of conviction	2 years from date of conviction
2 nd offense	2 years from date of conviction	Indefinite period
3+offenses	Indefinite period	

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him/her ineligible again.

When a student regains eligibility during the award year the institute may award Pell and Campus-based aid for the current payment period and direct for the period of enrollment.

Standards for a qualified drug rehabilitation program

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company
- Be administered or recognized by federal, state or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

B. Incarcerated students:

A student is considered to be incarcerated if she/ he are serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/ he are in halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classes and practical studies are done at the Institute's physical location; there for incarcerated students are not eligible for admissions.

FINANCIAL AID ELIGIBILITY/CITIZEN/ELIGIBLE NON-CITIZEN

You must be one of the following to receive Federal student aid.

- . U.S. citizen
- . U.S. national
- . U.S. permanent resident who has an I-151 or I551 (Alien Registration Receipt card) Departure Record (I-94) from the U.S. Immigration and Naturalization Service (INS) showing one of the following designations:
 - . "Refugee"
 - . "Asylum Granted"
 - . "Indefinite Parole" and/or "Humanitarian Parole"
 - . "Cuban-Haitian entrant, Status Pending"
 - . "Conditional Entrant" (Valid only if issued before April 1, 1980).
 - . A suspension of deportation case pending before Congress.
 - . "I-688" with valid expiration date

IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:

- . "F1" or "F2" student visa
- . "J1" or "J2" exchange visitor visa only.
- . "I-688a", "I-688b" or "I-688c" (Amnesty applicant)

STUDENT RIGHTS AND RESPONSIBILITIES

The student has the right to ask the school:

- * The name of its accrediting and licensing organizations.
- * About its programs; it's instructional, laboratory, and other physical facilities; and its faculty.
- * What the cost of attending is, and the policy on refunds to students who drop out.

- * What financial assistance is available; including information on all federal, state, local, private and institutional financial aid programs.
- * What the procedures and deadlines are for submitting applications for each available financial aid program.
- * How it selects financial aid recipients.
- * How it determines financial need.
- * How much of your financial need, as determined by the school, has been met.
- * How and when you will be paid.
- * To explain each type and amount of assistance in your financial aid package.
- * What the interest rate is on any student loan you have, the total amount you must repay, when you must start repaying, and what cancellation or deferment (postponement) provisions apply.
- * To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- * How the school determines whether you are making satisfactory progress and what happens if you are not.
- * What special facilities and services are available to the handicapped?

It is the student's responsibility to:

- * Review and consider all the information about the school program before enrolling.
- * Pay special attention to the application for student financial aid, and complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.
- * Know and comply with all deadlines for applying and reapplying for aid.
- * Provide all documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- * Notify the school of any information that has changed since you applied.
- * Read, understand, and keep copies of all forms you are asked to sign.
- * Repay any student loan. When you sign a promissory note you are agreeing to repay your loan.
- * Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- * Notify the school of a change in your name, address, phone number, or attendance status (full-part time student). If you have student loans, you must notify your lender of these changes.
- * Understand your school's refund policy.
- * Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- * Understand that is your responsibility and your liability when errors are made and funds for which you are not eligible for are advanced to you or credited to you school account.

COMPLIANCE STATEMENT

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state, or private programs. This school does not discriminate on the basis of race, religion, creed, color, nationality, sex, or age in their admission policies or in access to employment or the administration of their programs.

When Do I Apply?

Apply as soon AFTER January 1. (You can't apply before this date.) It's easier to complete the application when you already have your tax return for the year-end, so you may want to consider completing your tax return early as possible.

Note: You must reapply for federal aid every year. Also, if you change schools, your aid doesn't go with you. Check with your new school to find out what steps you must take to continue receiving aid

Pell Grants: The student completes the Free Application for Federal Student Aid and our Institutional Financial Aid Application.

OR

Go to FAFSA website www.fafsa.ed.gov follow step1, 2, and 3

Federal Subsidized

Stafford Loans: Student may obtain an application from his or her local bank, complete the Free Application for Federal Student Aid, and our Institutional Financial Aid Application.

Unfortunately our schools do not have student loan available at this time.

Federal Unsubsidized

Stafford and PLUS Loans: Same as Stafford Loan.

Federal SEOG: Same as PELL.

PRINCIPLES

1. This school will work with schools, community groups, and other educational institutions in support of the national goal of equality of educational opportunities.
2. Expected family contribution toward the student's cost of education. This school expects parents to contribute financially, according to their means. Taking into account their incomes, assets, number of dependents, and other relevant information. Students are also expected to contribute from their own earnings and assets, including borrowing against future earnings.
3. Financial aid will be offered after determining whether the family's resources are insufficient enough to meet the student's educational expenses. The amount of aid offered will not exceed the amount needed to meet the difference between the student's total educational expenses and the family's resources.
4. In awarding funds to eligible students, the amount and the type of self-help will be Related to the circumstances of the individual and the largest amount of grant assistance will be offered to students with the least ability to pay.

DEPENDENT STUDENT

An individual that does not meet the Independent student criteria. This student is required to submit with his/her application student, spouse (if applicable) and parents income and assets data.

INDEPENDENT STUDENT

An individual who meets one of the following criteria:

1. An individual at least 24 years old by December 31 of the award year
2. An orphan or ward of the court.
3. A veteran of the armed forces of the United States.
4. An individual with legal dependents other than a spouse.
5. A graduate or professional student who will not be claimed as an income tax exemption by his/her parents for the first calendar year of the award year.
6. A married person who will not be claimed as an income tax exemption by his or her parents for the first calendar year of the award year.

7. A person whom has been determined by the aid administrator to be independent because of unusual circumstances.

PARENT (S)

For purposes of the financial aid programs, "parent" is mother and/or father or adoptive parents or legal guardian. Not foster parents.

EXPECTED FAMILY CONTRIBUTION (EFC)

The amount that has been calculated as expected family contribution to offset the student cost of attendance.

NEED

Financial need is the amount left over after subtracting the expected family contribution from your cost attendance.

DETERMINING NEED

The U.S. Department of Education approves the Effective Family Contribution formula. This school uses it to compute the ability of the family to contribute to the cost of the student's training. Each year certain aspects of EFC are adjusted. This accounts for both actual inflation in the previous year and projects inflation for the next analysis year. The yearly Consumer Price Index (CPI) analysis determines inflation rates. Revision in FICA, federal, state, and local taxes reflect changes in the law and recently available IRS data.

The Federal Pell Grant uses the Federal Pell Grant Index (PGI) number on the Student Aid Report (SAR) to determine eligibility for the Family Contribution (FC) number obtained. This determines the student's (or family's) ability to contribute to the Cost of Attendance (COA). The EFC is subtracted from the COA, and the school awards financial aid to cover as much of the student need as possible. The EFC bases need on information furnished in the Application for Federal Student Aid (AFSA). The FC number produced is for nine months for Dependent students, and twelve months for Independent students. In application, the FC number is prorated to the length of the defined Academic Year.

TRANSFER STUDENT (FINANCIAL AID TRANSCRIPT REQUIRED):

A student who attended another eligible institution on at least a half-time basis. A financial aid transcript must be obtained even if the student says he/she did not receive financial aid at the other institution. If a financial aid transcript is required no financial aid may be advanced until the financial aid office receives the completed transcript.

INTEGRATED VERIFICATION PROCESS

Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986, executing legislation 20 U.S.C. 1094 governing the Title IV programs require schools to be sure of certain applicant-reported data. These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and advising process. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse Federal Pell or Campus-Based aid until completion of verification.

WHO MUST BE VERIFIED

The policy of this school shall be to verify those students selected by the need analysis system for verification. In the absence of conflicting documentation, applications excluded from verification include:

- Legal residents of the Trust Territory of the Pacific Islands, Guam, American Samoa, and the Mariana Islands. This includes dependent students whose parents are also legal residents of one of these Islands.
- Dependent students whose parents are residing in a country other than the United States. This applies to other than the United States and only if the student cannot contact the parents by normal means.

- . Dependent students whose parents are dead, or are physically or mentally ill, or whose parents' address is unknown.
- . Immigrants who arrived in the United States during either calendar year in the Award Year.
- . Those submitted for an Award Year if the applicant dies during the Award Year.
- . Those submitted if the applicant is imprisoned at the time of verification.
- . Those submitted when the applicant does not receive financial assistance, for reasons other than their failure to confirm information on the application.
- . Other exclusions, on a documented individual case basis, at the discretion of the Financial Aid Officer.

An applicant need not document spouse information or provide a spouse's signature if:

- . The spouse is residing in another country and the student cannot contact the spouse by normal means of communication.
- . The student cannot locate the spouse because their address is unknown.
- . The spouse is dead, or mentally or physically ill.

VERIFICATION ITEMS

Examine the data items listed in 34 C.F.R. 668.56. Difference data items apply to different applicants depending upon student dependency status and the Title IV programs used.

Data items include:

- . Adjusted Gross Income (AGI) or Adjusted Gross Family Income (AGFI) for the base year.
- . U.S. income tax paid for the base year.
- . Total number of family members in the household, if that number is greater than two for dependent students, and one for independent students.
- . The number of family members in the household now enrolled as at least half-time students in postsecondary educational institutions.
- . The factors relating to an applicant's independent student status.

Untaxed income and benefits for the base year, including:

- . Social Security benefits.
- . Child support, if the school has information regarding child support or has reason to believe the student-received support.
- . Income tax deduction for a payment made to an Individual Retirement Account or Keogh account.

The following other untaxed income and benefits:

- . Untaxed dividends and capital gains.
- . Foreign income omission, if the school has information regarding the omission or has reason to believe the student omitted foreign income.
- . Earned income credit.

The school shall resolve inconsistent application information for all applicants, in agreement with requirements of 34 C.F.R. Part 668.16 (f).

DOCUMENTATION REQUIRED

To confirm adjusted Gross Income (AGI/AGFI), and Income Tax Paid. , Applicants shall provide the appropriate income tax return(s) (IRS 1040, 1040A, OR 1040EZ) of the applicant, his/her spouse, and/or his/her parents. The student must provide a signed copy of the income tax return. In certain specified cases, the student must provide the IRS Form W-2. For non-tax filers, the school's Financial Aid Officer must provide appropriate forms to update and certify items for the Federal Pell Grant, Campus-Based programs:

- . Number of family members in the household,
- . Number of family members in the household now enrolled as at least half-time students in postsecondary educational institutions, Independent student status.
- . Applicants shall complete the appropriate sections of the Verification Worksheet. There are two different worksheets: One for Dependent students and one for Independent students. Use the worksheets for update and verification of data.

Applicants shall follow the instructions in the Verification Worksheet. The school's Financial Aid Officer may require/provide other appropriate forms.

TIME PERIOD FOR PROVIDING DOCUMENTATION

Applicants must provide the Admissions or Financial Aid Officer the IRS forms 1040, 1040A, or 1040EZ during the admissions and advising process and provide all required documentation **no later than two weeks from the enrollment date.**

If the student makes corrections to Part 2 of the Federal Pell SAR, they must complete and process them within two weeks from the enrollment date, or the date the school receives the SAR, whichever occurs first. If copies of the income tax returns are not available from the applicant, spouse, and/or parent(s) within two weeks from the enrollment date, request the "IRS listing of Tax Account Information" directly from the Internal Revenue Services. The school must allow no more than 60 days for its receipt.

APPLICANTS RESPONSIBILITIES

To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the data items, as of the date of verification:

- . Number of family members in the household.
- . Number of family members the household now enrolled as at least half-time students in postsecondary educational institutions.
- . Change in dependency status.

Federal Pell Grant applicants whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage. Campus-Based applicants whose dependency status changes during the Award Year must have their FC recalculated. This process does not apply if the change occurs due to marriage. The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTATION WITHIN THE SPECIFIED TIME PERIOD(S)

If the student cannot provide all required documentation, the school cannot complete the verification process within two weeks from the date of enrollment. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:

- . The student may continue training on a cash payment basis.
- . The student may withdraw, and re-enroll at no additional charge. There will be no loss of credit earned, when the student provides all proof, and verification is complete.

If a Federal Pell Grant applicant has not processed Part 2 of the SAR within two weeks of enrollment, the school must advise them that they are not eligible for financial aid. The school will then provide applicants with the following options:

- . The student may continue training on a cash payment basis.
- . The student may withdraw, and re-enroll at no additional charge. There will be no loss of credit earned, when the student provides all proof, and verification is complete.
- . The applicant must repay any over award, or any award for which he/she was not eligible, discovered during verification.

INTERIM DISBURSEMENTS

The school may not make any interim disbursements. The student must complete verification before disbursement of all Title IV funds.

TOLERANCES

For the Federal Pell SAR, with an original PGE of zero, the school shall use the Zero PGI Charts to determine whether the applicant must resubmit their SAR because of a change in

information. The student must make appropriate corrections on Part 2 of the SAR. A new PGE is computed when required as a result of comments on the SAR, and/or as a result of data item changes. This occurs regardless of the absolute error amount.

For the Campus-Based the school shall recalculate an applicant's FC if:

- . There are any errors in non-dollar items used to calculate the FC, and/or
- . There is an absolute dollar error of \$800 or more.

NOTIFICATION OF RESULTS OF VERIFICATION

The school shall notify the applicant of additional information/documentation needed for verification. This occurs through contact with the Financial Aid Officer, or by mailing to the applicant's resident address a VERIFICATION FOLLOW-UP form. This form indicates additional items needed. The school shall notify the applicant of any change in the originally computed Federal Pell Grant award

The student shall sign and date the SAR certified for payment.

The school shall notify the applicant when they complete verification by:

- . Obtaining the student's signature and date on the SAR certified for payment.
- . Providing the student a receipt for any Campus-Based funds credited to their tuition account.

ADDITIONAL CONSUMER INFORMATION:

It is the students' responsibility to comply with all obligations involved in the receipt of Federal and/or State Aid. For more information about these programs, including application procedures, eligibility requirements, amounts of eligibility, rights and obligations pertaining to each program including Loan consolidation consult the following sources: The federal pamphlet Federal Student Aid Fact Sheet has information about Federal Pell Grants, SEOG, Federal Perkins, and Stafford/GSL. The state pamphlet Louisiana Student Financial Aid Workbook has information about Cal Grants. Your local district rehabilitation office has information about vocational rehabilitation. Your local veteran's administration office has information about LA aid. Some of these handbooks are available at the financial aid office.

For more information regarding the specific requirements each Financial Aid Program. Please refer to the U.S.D.E. Student Guide, available at the Financial Aid Office.

FEDERAL PELL Deadline

ASFA applications must be received by June 30 (award year). SAR's must be submitted to the financial aid office by June 30, or your last day of enrollment in award year whichever comes first. A valid SAR/ESAR requires signatures of student, spouse and parents as applicable.

RENEWAL PROCESS

A Federal Pell Grant award received in one award year (July 1 to June 30 of the following year) is never automatically renewed in the next award year. A student must re-apply for the Federal Pell Grant and submit a copy of the new SAR to the financial aid office.

How Much Money Can I Get?

Awards will depend on program funding. How much you will get will depend not only on your EFC but also on your **cost of attendance**, whether you're full-time or part-time student, and whether you attend school for a full **academic year** or less. You may receive only one Pell Grant in an award year and you may not receive Pell Grant funds from more than one school at a time

How will I be paid?

Your school may credit the Pell Grand funds to your school account, pay you directly (usually by check), or combine these methods. The school must tell you in writing how and when you'll be paid and how much you're Pell Grant will be. Schools must pay you at least once per term (semester, trimester, or quarter). Schools that don't use formally defined, traditional, term must pay you at least twice per **academic year**.

DISBURSEMENT

On the basis of per payment period via a check payable to the student or co-payable to the school and student. It is the students' responsibility to submit all forms and documentation to