



## Consumer Information

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## Financial Aid and Scholarships Available, Eligibility, and Contact Information

The Faust Institute is an accredited school that has been approved for use of Government Grants and Loan programs. Students in need of financial assistance should consider these programs. More information can be found at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

- **PELL GRANT** - Grant applications forms are available to you at The Faust Institute's Financial Aid office. The Pell Grant is a "gift grant" that is the foundation of federal student aid. It does not have to be repaid. The program is available to students who are entering or continuing an undergraduate education and is based on need and available funds.
- **SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (S.E.O.G)** - The purpose of this grant is to assist in making available funds for qualified students who lack financial means. Eligibility is based on need, availability of funds and eligibility for Pell Grant.
- **Department of Veterans Affairs** - All Faust Institute of Cosmetology programs are approved for enrollment of veterans and other eligible persons. The student, or at least one of the parents of the student, must be a Veteran of the United States Armed Services.

**Direct Loans** - Direct Loan applications are available at the Faust Institute's Financial Aid offices.

- **Federal Direct Stafford/Ford Loans** - Also called Direct Subsidized Loans. "Subsidized" means the federal government pays the interest on these loans while you're in school at least half time, during grace periods and deferments. These loans are need based and are low-interest, with a variable-rate, which is adjusted each year on July 1<sup>st</sup>. The student must repay the loan. Payments will begin six (6) months after graduation.
- **Federal Direct Unsubsidized Stafford/Ford Loans** - Also called Direct Unsubsidized Loans. If you're an independent undergraduate student or dependent student whose parents are unable to get a PLUS Loan you might qualify for an un-sub loan. The federal government doesn't pay the interest on these loans while you're in school, in a grace period or in deferment students are responsible for paying all interest throughout the life of the loan. The interest is a variable-rate, which is adjusted each year on July 1<sup>st</sup>. Students may be eligible to receive both the Subsidized and Unsubsidized Federal Loans, but the total of both loans must not exceed the federal loan limit. Payments will begin six (6) months after graduation.
- **Federal Direct PLUS Loans** - Enables parents with good credit histories to borrow to pay the education expenses for each child who is a dependent undergraduate student enrolled at least half time. The yearly limit on the Plus loan is equal to the student's cost of attendance, minus any other financial aid a student receives. The interest is variable. Parents begin repaying a Plus Loan either 60 days after it is disbursed or can ask for a grace period. The interest begins to accumulate at the time the first disbursement is made.
- **Direct Consolidation Loan** - One or more federal education loans combined into a new Direct Loan. Only one monthly payment is made to the U.S. Department of Education.

## General Eligibility

Pell Grants/Stafford Loan

- You are enrolled
- You are a US Citizen or and eligible non-citizen
- You demonstrate that you have need. (Need is the difference between the cost of education and expected family contribution). Need is determined by the information that is supplied on the free application for student aid.
- You maintain satisfactory progress towards completing your course of studies
- You are not in default of a NDSL, Stafford Loan, or a Plus Loan
- You have a High School Diploma or General Education Development (GED) certificate.
- You do not owe a refund on a Pell Grant or SEOG at any school
- You must be enrolled as a regular student working toward a degree or certificate in an eligible program
- You have a valid Social Security Number
- You sign a statement of updated information
- You register with the Selective Service

## Title IV Processing

**Pell Award** – An eligible student could receive one (1) full PELL Grant per award year, if the student has a zero (0) EFC.

**Pell Disbursement** – Once the school receives the student's ISAR, all documentation has been received by the Financial Aid Department and the student has started classes, the school will receive half of the student's Pell Award. After the student has

achieved 525 hours in the program, and the student is making satisfactory progress, the school will receive the other half of the student's Pell Award.

*Student Loan Disbursement* – Loans are disbursed on two (2) separate occasions. The first half of the loan will be disbursed approximately 45 days after the first day of class and the other half at midpoint of the loan period.

No Pell or Loan disbursements can be made unless the student is making satisfactory progress in his/her attendance and academic studies.

### **Termination of Student Financial Aid**

A student will lose all financial aid awards for not making satisfactory academic progress in his/her attendance and academic studies.

### **Reinstatement of Financial Aid**

A student who withdraws, and chooses to re-enroll within six (6) months, will re-enter without loss of hours. A student wishing to re-enroll after six (6) months will be tested on practical skills and evaluated on classes completed. Tuition charge will be made reflecting current tuition. If a student re-enters without benefit of federal financial aid, a private payment plan will have to be made.

A student making satisfactory progress at the point of withdrawal may apply for reenrollment in the school and will be considered making satisfactory progress at point of re-entry. Student not making satisfactory progress must meet minimum requirements for both attendance and academics before financial aid can be reinstated.

Course incomplete, repetitions, and non-credit remedial courses have no effect on satisfactory progress standards.

### **Rights and Responsibilities of Students**

1. Financial assistance in the form of loans, grants, scholarships and tuition payment plans are available to students who qualify. The Faust Institute's experienced financial aid personnel will aid students in advising and filing financial aid forms.
2. Information pertaining to housing, budgeting, and transportation may be obtained through the admissions office.
3. Information on licensing and reciprocity is available through the admissions office.
4. Extra activities such as Christmas parties, picnics, graduations, and welcome to new students, are provided by the Student Council giving opportunities for outside student involvement during the year.
5. An annual contest gives each student the opportunity to be involved in the planning, model selection, cosmetics, hairstyles and clothing fashion selection for the presentation.
6. The Faust Institute guarantees the right of students, and in the case of a minor, their parents/guardian, the right to gain access to their files. The access must be requested in writing and all files are reviewed by appointment, under the supervision of a Faust Staff member.
7. A transcript of grades, hours, credits, and work completed will be furnished upon written request. All students' accounts must be paid to date. A \$10.00 administrative fee is required.
8. The Faust Staff members offer students personal advisory sessions to accommodate positive student development. Referral to outside counseling expertise is recommended as needed.
9. The Institute provides privacy and protection concerning information in the student files in accordance with the Federal Family Education Privacy Act. The Institute will not release this information without written permission per request by the student, or in the case of a minor, their parent or legal guardian. Student or parent/guardian of a dependent minor may view a student's cumulative file, under supervision of school management; after presenting a request to the school manager. Legal and accreditation agencies also have the right to access a student's file. The Faust Institute will retain a student's record for a minimum of five (5) years.
10. The licensed cosmetologist is in demand today. Salons are offering more benefits than ever before to qualified, eager professionals. The Faust Institute provides job placement assistance to students, however cannot guarantee job placement.
  - a) Employment assistance is provided in the following ways:
    - i. By presenting employment preparation classes, such as resume and practice interviewing.
    - ii. By inviting employers to visit the college and meet with students concerning employment.
    - iii. By conducting interviews directed to job placement
    - iv. By posting all employment opportunities.
11. Faust Institute does not release information or names for directors or any other purposes.

**Scholarships**– Faust Institute has two scholarships that are given by the Institute in house to qualifying students: the first scholarship is the “Competitive Grant” based on high school academics and the second is the “Ann Smith Honorary Grant” awarded to students that meet academic and attendance criteria while attending the Institute. Information on these scholarships and other industry scholarships can be accessed by contacting the financial aid office.

The Faust institute accepts all private, civic, high school, church and foundation scholarships. We will match all other cosmetology school scholarships up to \$2,500.00 with proof of that scholarship issued by another school.

Check with our Financial Aid Department for information on other State and Federal programs, such as Social Service and Vocational Rehabilitation.

### **National Student Loan Data System (NSLDS)**

When entering into an agreement regarding a Title IV, HEA loan the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system. [http://www.nslds.ed.gov/nslds\\_SA/](http://www.nslds.ed.gov/nslds_SA/)

### **Entrance/Exit Counseling for Student Loan Borrowers**

FAQ's for Entrance/Exit such as the bullet points listed below can be found at the websites listed.

*Entrance* – <https://studentloans.gov/myDirectLoan/counselingInstructions.action?counselingType=entrance>

- The effect of the loan on the eligibility of the borrower for other forms of aid
- An explanation of the use of the Master Promissory Note
- The Seriousness and importance of the students' repayment obligation
- Information on the accrual and capitalization of interest
- Borrowers of unsubsidized loans have the option of paying interest while in school
- Definition of half-time enrollment and the consequences of not maintaining half-time enrollment
- Importance of contacting appropriate offices if student withdraws prior to completion of program of study
- Sample monthly repayment amounts
- The obligation of the borrower to repay the full amount of the loan regardless of whether the borrower completes program or completes within regular time for completion, is unable to obtain employment upon completion, or is otherwise dissatisfied with or does not receive the educational or other services the borrower purchased from the school
- Consequences of default
- Information about the NSLDS and how the borrower can access the borrower's records
- Name and contact information for individual the borrower may contact with questions about the borrower's rights and responsibilities or the terms and conditions of the loan.

*Exit* – <https://studentloans.gov/myDirectLoan/exitCounseling.action?execution=e1s1>

- Average anticipated monthly repayment amount
  - Repayment plan options
  - Options to prepay or pay on shorter schedule
  - Debt Management Strategies
  - Use of Master Promissory Note
  - The seriousness and importance of student's repayment obligation
  - Terms and conditions for forgiveness or cancellation
  - Copy of information provided by the US Department of Education
  - Terms and conditions for deferment or forbearance
  - Consequences of default
  - Options and consequences of loan consolidation
  - Tax benefits available to borrowers
- 
- The obligation of the borrower to repay the full amount of the loan regardless of whether the borrower completes program or completes within regular time for completion, is unable to obtain employment upon completion, or is

otherwise dissatisfied with or did not receive the educational or other services the borrower purchased from the school

- Availability of the Student Loan Ombudsman's office
- Information about NSLDS.

<https://studentloans.gov/myDirectLoan/index.action>

<http://www.pheaa.org/tools-resources/index.shtml>

### **Financial Aid Code of Conduct for Education Loans**

Iowa Code Section 261F.2 and Title 34 of the Code of Federal Regulations, Section 601.21, require the development, administration, and enforcement of a code of conduct governing educational loan activities. Our officers, employees, trustees and agents, and other organizations associated with Faust Institute of Cosmetology, agree to the provisions of the Code of Conduct and will refrain from:

- Accepting impermissible gifts, goods, or services from a lender, lender servicer, or guarantor. The institution may accept default prevention, financial literacy, or student aid-related educational services, materials, or items of a nominal value.
- Accepting philanthropic contributions from a lender, lender servicer, or guarantor that are related to the educational loans provided by the entity that is making the contribution.
- Serving on or otherwise participating as a member of an advisory council for a lender, lender affiliate, or lender servicer.
- Accepting from a lender or its affiliate any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or other contract to provide education loan-related services to or on behalf of the lender.
- Accepting fees or other benefits in exchange for endorsing a lender or the lender's loan products.
- Requesting or accepting an offer of funds for private education loans from a lender, in exchange for our promise to provide the lender with placement on a preferred lender list, or a certain number of volume of private education loans.
- Refusing to certify or delaying the certification of an education loan based on a borrower's choice of lender
- Assigning a first-time borrower to a particular private education loan lender through the student's financial aid award or another means.
- Packaging a private education loan in a student's financial aid award, except when the student is ineligible for other financial aid, has exhausted his or her federal student aid eligibility, has not filed a Free Application for Federal Student Aid, or refuses to apply for a federal student loan.

The Faust Institute of Cosmetology has NO Preferred Lender List and does not maintain a Preferred Lender arrangement.

The institution is committed to providing the information and resources necessary to help every student achieve educational success. To accomplish this goal the financial aid staff will consider each student's individual needs. A comprehensive Code of conduct detailing permissible and impermissible activities has been provided to all of our officers, employees and agents. You may review the detailed Code of Conduct on our website at <http://www.faustinstitute.com/wp-content/uploads/2018/01/Model-Code-of-Conduct.pdf>

### **Services Available to Students with Disabilities (N/A)**

Faust Institute of Cosmetology does not discriminate on the basis of disability in admission or access or its programs, services, or activities of individuals who meet essential eligibility requirements. Faust Institute of Cosmetology will provide reasonable accommodations for documented disabilities of individuals who are eligible to receive or participate in programs, services or activities.

## Price of Attendance

### 2016/2017 PELL GRANT COST OF ATTENDANCE WORKSHEET FOR INSTITUTIONS WHICH CHARGE BY PAYMENT PERIOD

3/16/2017

SCHOOL: **Faust Institute of Cosmetology**

COURSE	HRS	HRS WK	# OF WKS	# OF MONTHS
PROGRAM: Cosmetology	2100	38	56	13
AY Length:	1050	38	30	7
<b>EFFECTIVE DATE:</b>	<b>3/1/2017</b>			

#### STEP 1: FEES LISTED BELOW ARE FOR THE ACADEMIC YEAR

SINGLE WITHOUT DEPENDENTS LIVING WITH PARENTS:

Tuition	\$6,725.00
Books and Supplies	\$2,100.00
Registration Fees	\$55.00
Other	\$0.00
Room and Board *	\$2,940.00
Personal Expenses **	\$1,743.00
Transportation ***	\$1,127.00
<b>TOTAL</b>	<b>\$14,690.00</b>

ALL OTHERS:

Tuition	\$6,475.00		
Books and Supplies	\$2,100.00		
Registration Fees	\$55.00		
Other _____	\$0.00		
Room and Board *	\$5,817.00	* R & B	\$420 /Month for Dependents
Personal Expenses **	\$1,743.00		\$831 /Month for All others
Transportation ***	\$1,127.00	** Personal Expenses	\$249 /Month
<b>TOTAL</b>	<b>\$17,317.00</b>	*** Transportation	\$161 /Month

#### STEP 2:

<u># OF WKS IN AY FOR PROGRAM</u>	=	<u>30</u>	=	1.0000
# OF WKS FOR WHICH COSTS APPLY		30		

<u># OF HRS IN AY FOR PROGRAM</u>	=	<u>1050</u>	=	1.0000
# OF CREDIT/CLOCK HRS FOR WHICH COSTS APPLY		1050		

#### STEP 3:

The lesser of the above two fractions is the multiplier for the total of the COA components.

Single Without Dependents Living at Home:

COA - Above:	\$14,690.00	x	1.0000	= \$14,690
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All Others:

COA - Above:	\$17,317.00	x	1.0000	= \$17,317
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# CALCULATING DIRECT LOAN BUDGETS

03/16/17

**2016/2017**

SCHOOL NAME: Faust Institute of Cosmetology  
 PROGRAM: Cosmetology  
 EFFECTIVE DATE: 03/01/17

## Section I

	PROGRAM	AY
NO. OF HOURS:	2100	1050
HOURS PER WEEK:	38	38
NUMBER OF WEEKS:	56	28
Number of Months:	13	7

\*13 month program but when divided and rounded AY1=7 months and AY2=7 months

## Section II

	1 AY	2 AY
NUMBER OF MONTHS:	7	7
TUITION:	\$6,725.00	\$6,725.00
BOOKS/SUPPLIES:	\$2,100.00	\$0.00
REG. FEES:	\$55.00	\$0.00
OTHER FEES:	\$0.00	\$0.00
Loan Fees	\$102.00	\$112.00

## Section III

	DEPENDENT 1 AY	DEPENDENT 2 AY
Tuition	\$6,725	\$6,725
Books/Supplies	\$2,100	\$0
Reg. Fees	\$55	\$0
Other	\$0	\$0
Loan Fees	\$102	\$112
R & B	\$2,940	\$2,940
Personal	\$1,743	\$1,743
Transportation	\$1,127	\$1,127
<b>TOTAL</b>	<b>\$14,792</b>	<b>\$12,647</b>

	ALL OTHERS 1 AY	ALL OTHERS 2 AY
Tuition	\$6,725	\$6,725
Books/Supplies	\$2,100	\$0
Reg. Fees	\$55	\$0
Other	\$0	\$0
Loan Fees	\$102	\$112
R & B	\$5,817	\$5,817
Personal	\$1,743	\$1,743
Transportation	\$1,127	\$1,127
<b>TOTAL</b>	<b>\$17,669</b>	<b>\$15,524</b>

Room & Board \$420.00 Per Month Dependant Living at Home  
 \$831.00 Per Month All Others  
 Personal Expenses \$249.00 Per Month  
 Transportation Expenses \$161.00 Per Month

## Refund Policy, Requirements for Withdrawal and Return of Title IV Financial Aid

### Refund Policy

1. Any applicant rejected by the school shall be entitled to a refund of all monies.
2. If a student (or a student under legal age, their parent or guardian) cancels their enrollment and requests their money back, in writing, within three business days of signing the enrollment agreement/contract, all monies for tuition and pre-registration fee collected by the school shall be refunded. Cancellation date will be determined by postmark or written notification or date said information is delivered to school. This policy applies regardless of whether training has begun.
3. If a student cancels their enrollment, in writing after three business days after the signing, but prior to entering classes, they will be entitled to a refund of all monies paid to the school for tuition less the registration fee of \$55.00.
4. Enrollment is defined as the time elapsed between the actual starting day and the date of student's last day of physical attendance.
5. Formal termination shall occur not more than thirty days from the last day of physical attendance or in the event of a leave of absence, the documented date of return. The termination date for refund computation is the last date of actual physical attendance by the student. All money due the student on from Title IV will be returned within forty-five days after cancellation or termination. Any state refund will be made within 30 days.
6. The following items will adhere to the Federal Return of Title IV Funds policy, applied to all students, under the Higher Education Act (HEA) i.e. Federal Pell Grants, Federal SEOG Awards. Or PLUS loans awarded under the Federal Family Education Loan, (FFEL) of Federal Direct Student Loans (FDSL) programs: tuition adjustment schedule, leave of absence effects and provisions. These items will apply to those who withdraw or terminate from the institution during the first 60% of any payment period or period of enrollment. Payment periods are defined as 525 clock hours in a period with four payment periods.

*IN MOST CASES, THE RETURN OF UNEARNED TITLE IV FUNDS CALCULATION WILL RESULT IN THE STUDENT OWING TUITION AND FEES TO THE INSTITUTION. The actual incurred institutional charges are determined by tuition refund policy as established by The Iowa State Law as follows:*

1. The State refund policy will be used for all students. The college shall make a pro rata refund of 90% of the tuition for a terminating student based upon the ratio of incomplete scheduled clock hours in 60% of the payment period, to 60% of the scheduled clock hours of the payment period. If a student should terminate after 60% of the scheduled payment period, there is no refund of tuition.
2. If a student has completed 60% or more of the payment period, the institution is not required to refund tuition for the student under the State policy. However, in case of illness or disabling accident, death in the immediate family, migrating, spousal employment relocation to another city, or other circumstances beyond the control of the student; the terminating student shall receive a refund of tuition charges in an amount that equals the amount of tuition charges to the student multiplied by the ratio of the remaining number of scheduled clock hours in the payment period to the total number of scheduled clock hours in the payment period.
3. Military Deployment – Pursuant to Iowa Code Section 261.9(1)g. If a student who is a member of the military or the spouse of a member of the military (if the member has a dependent child) is deployed (ordered to state military service or federal service or duty) and must discontinue enrollment, the student will be entitled to either a full refund of the current payment period or may arrange to complete the current payment period and/or return following deployment to complete the course. The student must submit deployment papers to the college to enact this refund.
4. The cost of extra items to the student; such as personal charges or purchases are not considered in the tuition refund computation. Those items become the property of the student when issued and are retained by the student. The school may add on any unpaid charges owed by the student.
5. All refunds are credited in the following order: Federal (SLS) FSL (unsubsidized), FSL (subsidized), Federal Parent Loans, Federal Direct (Unsub), Federal Direct (Sub), Federal Direct (Plus), Pell Grants, FSEOG, To other Federal, State, private, or institutional assistance programs and then to the student/parent.
6. If the school is permanently closed and no longer offering instruction after a student has enrolled; the school will do a Return of Unearned Title IV funds and the student charges and refund will be determined by using the Iowa State Refund policy.
7. If a course is canceled subsequent to a student's enrollment, the school shall at its option: 1) provide a full refund of all monies paid; or 2) Provide completion of the course.
8. In the event of default of the undersigned, it is agreed that the said undersigned will pay the cost of the collection, including reasonable attorney fees.



# Treatment Of Title IV Funds When A Student Withdraws From A Clock-Hour Program

Student's Name <input style="width: 80%;" type="text"/>	Social Security Number <input style="width: 80%;" type="text"/>
Date form completed <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/>	Date of school's determination that student withdrew <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/>
Period used for calculation (check one) <input type="checkbox"/> Payment period <input type="checkbox"/> Period of enrollment	

*Monetary amounts should be in dollars and cents (rounded to the nearest penny).  
When calculating percentages, round to three decimal places. (For example, .4486 = .449, or 44.9%)*

## STEP 1: Student's Title IV Aid Information

Title IV Grant Programs	Amount Disbursed	Amount that Could Have Been Disbursed	
1. Pell Grant	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<b>E. Total Title IV aid disbursed for the period.</b> A. <input style="width: 100%;" type="text"/> + B. <input style="width: 100%;" type="text"/> = <b>E. \$</b> <input style="width: 100%;" type="text"/>
2. Academic Competitiveness Grant	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
3. National SMART Grant	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
4. FSEOG	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
5. TEACH Grant	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
6. Iraq Afghanistan Service Grant	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
<b>A.</b> <input style="width: 100%;" type="text"/>		<b>C.</b> <input style="width: 100%;" type="text"/>	
Subtotal		Subtotal	
Title IV Loan Programs	Net Amount Disbursed	Net Amount that Could Have Been Disbursed	
7. Unsubsidized FFEL/Direct Stafford Loan	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<b>F. Total Title IV grant aid disbursed and that could have been disbursed for the period.</b> A. <input style="width: 100%;" type="text"/> + C. <input style="width: 100%;" type="text"/> = <b>F. \$</b> <input style="width: 100%;" type="text"/>
8. Subsidized FFEL/Direct Stafford Loan	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
9. Perkins Loan	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
10. FFEL/Direct PLUS (Graduate Student)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
11. FFEL/Direct PLUS (Parent)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
<b>B.</b> <input style="width: 100%;" type="text"/>		<b>D.</b> <input style="width: 100%;" type="text"/>	
Subtotal		Subtotal	
			<b>G. Total Title IV aid disbursed and that could have been disbursed for the period.</b> A. <input style="width: 100%;" type="text"/> B. <input style="width: 100%;" type="text"/> C. <input style="width: 100%;" type="text"/> + D. <input style="width: 100%;" type="text"/> = <b>G. \$</b> <input style="width: 100%;" type="text"/>

## STEP 2: Percentage of Title IV Aid Earned

Withdrawal date  /  /

**H. Determine the percentage of the period completed:**  
 Divide the clock hours scheduled to have been completed as of the withdrawal date in the period by the total clock hours in the period.

÷  =  %

Hours scheduled to complete      Total hours in period

▶ If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3.  
 ▶ If this percentage is less than or equal to 60%, enter that percentage in Box H, and proceed to Step 3.

**H.**  %

## STEP 3: Amount of Title IV Aid Earned by the Student

Multiply the percentage of Title IV aid earned (Box H) by the Total Title IV aid disbursed and that could have been disbursed for the period (Box G).

% ×  = **I. \$**

Box H      Box G

## STEP 4: Title IV Aid to be Disbursed or Returned

▶ If the amount in Box I is greater than the amount in Box E, go to Item J (Post-withdrawal disbursement).  
 ▶ If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K).  
 ▶ If the amounts in Box I and Box E are equal, STOP. No further action is necessary.

**J. Post-withdrawal disbursement**  
 From the Amount of Title IV aid earned by the student (Box I) subtract the Total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement.

-  = **J. \$**

Box I      Box E

If there's an entry for "J," Stop here, and enter the amount in Box 1 on Page 3 (Post-withdrawal disbursement tracking sheet).

**K. Title IV aid to be returned**  
 From the Total Title IV aid disbursed for the period (Box E) subtract the Amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned.

-  = **K. \$**

Box E      Box I

You should use this form when the withdrawal date is on or after 7/1/2010

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Student's Name Social Security Number **STEP 5: Amount of Unearned Title IV Aid Due from the School****L. Institutional charges for the period**

Tuition	<input type="text"/>
Room	<input type="text"/>
Board	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>

Total Institutional Charges  
(Add all the charges together) = **L.\$** .

**M. Percentage of unearned Title IV aid**

100% -  % = **M.** . %

Box H

**N. Amount of unearned charges**

Multiply institutional charges for the period (Box L) by the Percentage of unearned Title IV aid (Box M).

X  % = **N.\$** .

Box L                      Box M

**O. Amount for school to return**

Compare the amount of Title IV aid to be returned (Box K) to Amount of unearned charges (Box N), and enter the lesser amount.

**O.\$** .

**STEP 6: Return of Funds by the School**

The school must return the unearned aid for which the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

**Title IV Programs**

Amount for School to Return

1. Unsubsidized FFEL/Direct Stafford Loan	<input type="text"/>
2. Subsidized FFEL/Direct Stafford Loan	<input type="text"/>
3. Perkins Loan	<input type="text"/>
4. FFEL/Direct PLUS (Graduate Student)	<input type="text"/>
5. FFEL/Direct PLUS (Parent)	<input type="text"/>

Total loans the school must return = **P.\$** .

6. Pell Grant	<input type="text"/>
7. Academic Competitiveness Grant	<input type="text"/>
8. National SMART Grant	<input type="text"/>
9. FSEOG	<input type="text"/>
10. TEACH Grant	<input type="text"/>
11. Iraq Afghanistan Service Grant	<input type="text"/>

**STEP 7: Initial Amount of Unearned Title IV Aid Due from the Student**

From the amount of Title IV aid to be returned (Box K) subtract the Amount for the school to return (Box O).

-  = **Q.\$**

Box K                      Box O

► If Box Q is ≤ zero, **STOP**. If greater than zero, go to Step 8.

**STEP 8: Repayment of the Student's loans**

From the Net loans disbursed to the student (Box B) subtract the Total loans the school must return (Box P) to find the amount of Title IV loans the student is still responsible for repaying (Box R).

These loans consist of loans the student has earned, or unearned loan funds the school is not responsible for repaying. They are repaid to the loan holders according to the terms of the borrower's promissory note.

-  = **R.\$**

Box B                      Box P

- If Box Q is less than or equal to Box R, **STOP**. The only action a school must take is to notify the holders of the loans of the student's withdrawal date.
- If Box Q is greater than Box R, proceed to Step 9.

**STEP 9: Grant Funds to be Returned****S. Initial amount of Title IV grants for student to return**

From the Initial amount of unearned Title IV aid due from the student (Box Q) subtract the amount of loans to be repaid by the student (Box R).

-  = **S.** .

Box Q                      Box R

**T. Amount of Title IV grant protection**

Multiply the total of Title IV grant aid that was disbursed and that could have been disbursed for the period (Box F) by 50%.

X **50%** = **T.** .

Box F

**U. Title IV grant funds for student to return**

From the Initial amount of Title IV grants for student to return (Box S) subtract the Amount of Title IV grant protection (Box T).

-  = **U.** .

Box S                      Box T

► If Box U is less than or equal to zero, **STOP**. If not, go to Step 10.

**STEP 10: Return of Grant Funds by the Student**

Except as noted below, the student must return the unearned grant funds for which he or she is responsible (Box U). The grant funds returned by the student are applied in order as indicated, up to the amount disbursed from that grant program minus any grant funds the school is responsible for returning to that program in Step 6.

**Note that the student is not responsible for returning funds to any program to which the student owes \$50.00 or less.**

**Title IV Grant Programs**

Amount To Return

1. Pell Grant	<input type="text"/>
2. Academic Competitiveness Grant	<input type="text"/>
3. National SMART Grant	<input type="text"/>
4. FSEOG	<input type="text"/>
5. TEACH Grant	<input type="text"/>
6. Iraq Afghanistan Service Grant	<input type="text"/>

## POST-WITHDRAWAL DISBURSEMENT TRACKING SHEET

Student's Name		Social Security Number	
Date of school's determination that student withdrew	/ /		

### I. Amount of Post-withdrawal Disbursement (PWD)

Amount from "Box J" of the Treatment of Title IV Funds When a Student Withdraws worksheet    Box 1    \$ .

### II. Outstanding Charges For Educationally Related Expenses Remaining On Student's Account

Total Outstanding Charges Scheduled to be Paid from PWD    Box 2    \$ .  
*(Note: Prior-year charges cannot exceed \$200.)*

### III. Post-withdrawal Disbursement Offered Directly to Student and/or Parent

From the total Post-withdrawal Disbursement due (Box 1), subtract the Post-withdrawal Disbursement to be credited to the student's account (Box 2). This is the amount you must make to the student (grant) or offer to the student or parent (Loan) as a Direct Disbursement.

\$ .    **Box 1**    -    \$ .    **Box 2**    =    Box 3    \$ .

### IV. Allocation of Post-withdrawal Disbursement

Type of Aid	Loan Amount School Seeks to Credit to Account	Loan Amount Authorized to Credit to Account	Title IV Aid Credited to Account	Loan Amount Offered as Direct Disbursement	Loan Amount Accepted as Direct Disbursement	Title IV Aid Disbursed Directly to Student
Pell Grant	N/A	N/A		N/A	N/A	
ACG	N/A	N/A		N/A	N/A	
National SMART Grant	N/A	N/A		N/A	N/A	
FSEOG	N/A	N/A		N/A	N/A	
TEACH Grant	N/A	N/A		N/A	N/A	
Iraq Afghanistan Svc. Grant	N/A	N/A		N/A	N/A	
Perkins						
Subsidized FFEL / Direct						
Unsubsidized FFEL / Direct						
FFEL / Direct Grad Plus						
FFEL / Direct Parent Plus						
<b>Totals</b>						

### V. Authorizations and Notifications

Post-withdrawal disbursement loan notification sent to student and/or parent on / /

Deadline for student and/or parent to respond / /

☐ Response received from student and/or parent on / /    ☐ Response not received  
☐ School does not accept late response

### VI. Date Funds Sent

Date Direct Disbursement mailed or transferred    Grant    / /    Loan    / /

You should use this form when the withdrawal date is on or after 7/1/2010    p. 3 of 3

## **Academic Program (Educational Program, Instructional Facilities, and Faculty)**

There are two Current Certificate Programs; Cosmetology and Nail Technology. See <http://www.faustinstitute.com/programs> for more details.

### **Facilities**

The Faust Institutes were designed and are constantly updated to not only meet, but also exceed the standards of a modern and advanced cosmetology school.

Each Institute consists of one major clinic/lab area, practical and theory classrooms, reception and retail area, dispensary, facial room, student library/study area, restrooms, student lounge and lockers, laundry/storage rooms, nail extension areas and offices for administration and counseling.

The practical and theory classrooms are equipped with work stations, hair dryers, manicure tables, visual aids such as slides, charts, PowerPoint presentations and closed circuit video tapes. It is here the student begins learning the techniques of hair styling, cutting, perm waving, skin care, and make-up, etc.

**The Storm Lake Campus:** The Main campus, occupies nearly 5,000 square feet, in a progressive community of 10,000 persons, bordered on the south by a large lake. The School is located at 1290 Lake Ave on the north end of town. All equipment and furnishing have been newly updated as of June 2012.

**The Spirit Lake Campus:** The Branch campus, occupies over 4,200 square feet in a wonderful resort area, located in the "Heart of the Okoboji's" and Iowa's Great Lakes Area. The Institute is located at the Great Lakes Mall, at 1543 18<sup>th</sup> Street. Our surroundings are updated and carefully planned to benefit our students.

**Ownership/Faculty:** Lynnae Faust-Latham and Justin Latham are co-owners of Faust Institute of Cosmetology, which is a subsidiary of LALAAK Corp. Lynnae and Justin have been involved with Faust Institute since 2005 and owners since 2010. They are both heavily involved in the industry and bring strong business skills to the creative industry of educating cosmetology students. Lynnae and Justin are members of Cosmetology and Barbers of Iowa, American Association of Cosmetology Schools and many other state and local organizations. Lynnae is the daughter of the founder of Faust Institute, Ann Smith. Our goal is to continue her legacy of the highest standards of education and preparing students for a future in this wonderful industry of BEAUTY.

## **Transfer of Credit Policies and Articulation Agreements**

Students with credit for previous training will be considered on an individual basis for credit transfer. Students are evaluated on academic credit transfer based on an exam administered by an instructor. Transfer students costs are calculated proportionately based on the remaining hours needed for completion. Fees, books and equipment are charged according to the items needed by an incoming transfer student.

## **Copyright Infringement Policies and Sanctions (Including Computer Use and File Sharing)**

It is the policy of Faust Institute of Cosmetology to comply with all copyright laws. This includes but is not limited to copying textbooks, manuals, periodicals, as well as peer-to-peer file sharing. All students are expected to be aware of and follow these laws. Any member of the school practicing unauthorized use or distribution of copyrighted material will be subject to sanctions by the school up to dismissal from school. Individuals would also be subject to Federal criminal offenses for copyright law violations. See the Student Handbook for additional information. For more detailed information see our Copyright Infringement Policy.

## **School and Program Accreditation, Approval, or Licensure**

The Faust Institutes are licensed by the State of Iowa, Board of Cosmetology, Iowa State Department of Health, Lucas State Office Building, Des Moines, Iowa 50319 1-515-281-4416

Accredited nationally by the National Accrediting Commission of Career Arts and Sciences, Inc. 4401 Ford Ave., Suite 1300, Alexandria, VA 22302, 1-703-600-7600.

A member of the Iowa Cosmetology Schools Association and is a member of the Storm Lake and Spirit Lake Chamber of Commerce.



The Institutes are registered with the U.S. Department of Education, Washington, D.C. 20208-5652, and the Iowa State Department of Education, Grimes State Office Building, Des Moines, Iowa 50319. (Credentials may be reviewed at the business office, Monday-Friday, 9a.m. - 5p.m.).

### **Notice of Federal Student Financial Aid Penalties for Drug Law Violations**

Denial of Federal and State Benefits – Iowa Code 901.5(11) – The Court shall consider 21 U.S.C.A 862 (see below), and may order the denial of federal benefits, such as school loans, grants, contracts, professional or commercial licenses. Does not include retirement, welfare, Social Security, health, disability, veteran's benefits, public housing, or similar benefits. For any violation of Chapter 124, the court shall consider the denial of state benefits and may order their denial comparable to the federal benefits. Iowa Code 901.5(12). See the Student Handbook for more information.

Denial of Federal Benefits to Drug Traffickers and Possessors		
	Drug Traffickers	Drug Possessors
First Offense	Ineligible for any or all federal benefits for up to 5 years	1. Ineligible for any or all federal benefits for up to 1 year; and/or 2. Successfully complete and approved drug treatment program with periodic future testing; and/or 3. Perform appropriate community service
Second Offense	Ineligible for any or all federal benefits for up to 10 years	1. Ineligible for any or all federal benefits for up to 1 year; and/or 2. Successfully complete and approved drug treatment program with periodic future testing; and/or 3. Perform appropriate community service
Third or Greater Offense	Permanently ineligible for all federal benefits	N/A

Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid – they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when she was a juvenile, unless she was tried as an adult.

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

Students denied eligibility for an indefinite period can regain it only after successfully completing a rehabilitation program or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify that he/she has successfully completed the rehabilitation program.

When a student regains eligibility during the award year, Pell aid may be awarded for the current payment period and Direct loans for the period of enrollment.

**Vaccinations Policy** - Faust Institute of Cosmetology has no policy regarding vaccinations.

### **Consumer Information on College Navigator Website**

Faust Institute (Spirit Lake)- <http://nces.ed.gov/collegenavigator/?q=Faust+Institute+of+Cosmetology&s=all&id=381486>

Faust Institute (Storm Lake)- <http://nces.ed.gov/collegenavigator/?q=Faust+Institute+of+Cosmetology&s=all&id=153339>

**Student Body Diversity** - <http://nces.ed.gov/collegenavigator/?q=Faust+Institute+of+Cosmetology&s=all>

**Net Price Calculator** - <http://www.faustinstitute.com/npcalc/npcalc.htm>

**Textbook Information/Information for Students/Information for College Bookstores** – See Cost/Fees Sheet

### **Disbursement for Books and Supplies**

Both Pell eligible and non-Pell eligible students have kits/books given to them at the same time.

## **Voter Registration Forms**

Iowa Voter Registration - <http://sos.iowa.gov/elections/voterinformation/voterregistration.html>

## **Drug and Alcohol Abuse Prevention Program**

### *Health Risks Associated with the use and abuse of Alcohol and illicit Drugs*

Alcohol consumption causes a number of marked changes in behavior. Even low doses of alcohol significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. The use of even small amounts of alcohol by a pregnant woman can damage the fetus. Low to moderate doses of alcohol also increases the likelihood of a variety of aggressive acts. Moderate to high doses of alcohol cause marked impairment in higher mental functions, severely altering a person's ability to learn and remember information. Heavy use may result in chronic depression and suicide, and may also be associated with the abuse of other drugs. Very high doses can cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce effects described above for very high doses. Long-term, heavy alcohol use can cause digestive disorders, cirrhosis of the liver, circulatory system disorders and impairment of the central nervous system, all of which may lead to early death.

Repeated use of alcohol can lead to dependence, and at least 15-20 percent of heavy users eventually will become problem drinkers or alcoholics if they continue drinking. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions, which can be life threatening.

The use of illegal drugs, and the misuse of prescription and other drugs, poses a serious threat to health. For example, the use of marijuana may cause impairment of short-term memory, comprehension, and ability to perform tasks requiring concentration. The use of marijuana also may cause lung damage, paranoia and possible psychosis. The use of narcotics, depressants, stimulants and hallucinogens may cause nervous system disorders and possible death as the result of an overdose. Illicit inhalants can cause liver damage.

There are significant risks associated with the use of alcohol and drugs. These risks include impaired academic or work performance; lost potential; financial problems; poor concentration; blackouts; conflicts with friend and others; vandalism; theft; murder; sexual assault and other unplanned sexual relationships; spouse and child abuse; sexually transmitted diseases; and unusual or inappropriate risk-taking which may result in physical or emotional injury or death.

The school maintains drug and alcohol education information, which can be obtained from the Student Services Coordinator. Available Drug and Alcohol Counseling and Rehabilitation are available through [www.drugfreeinfo.org](http://www.drugfreeinfo.org). 24/7 help line in Iowa, Call 1-866-242-4111. National online resources can be found at <http://www.niaaa.nih.gov/alcohol-health> or <http://niaaa.nih.gov/publications/brochures-and-fact-sheets>

### *Faust Institute of Cosmetology Drug Free School and Community Act Policy*

The Faust Institute of Cosmetology abides by the Drug Free Schools and Communities Act. The school prohibits students or staff from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or use of alcohol beverages on the school property or as part of any on campus school activities.

As a Student or Employee of the Faust Institute I have been informed, and have received a copy of the Drug-Free awareness program at the school that explain the following:

1. Danger of drugs and alcohol abuse in the workplace
2. Policy maintaining a drug-free workplace
3. Listing of available drug counseling and alcohol rehabilitation and assistance program.
4. Penalties that may be imposed for drug and alcohol abuse violations occurring in the school.

As a student or an Employee of the Faust Institute of Cosmetology I will abide by the terms of this contract:

- If I am convicted of any criminal drug statute violation, I will be obligated to notify the director of the Faust Institute of Cosmetology within five (5) class days of a conviction.
- Within ten (10) days after the conviction, as a student I will report in writing together with my Full Name and Social Security Number to: Director, Grants and contract services. US Department of Education, Washington, DC 20202-4571
- Within Thirty (30) days of conviction, I will participate satisfactorily in a drug or alcohol rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

- If I refuse to participate satisfactorily in a rehabilitation program I will be terminated immediately from the Faust Institute of Cosmetology.

### **Completion/Graduation and Transfer-out Rates**

<http://nces.ed.gov/collegenavigator/?q=Faust+Institute+of+Cosmetology&s=all>

### **Placement in Employment/Job Placement Rates**

The job placement rate for program completers at the Faust Institute of Cosmetology: 94.44%

Who is included? All students who are scheduled to graduate from the program in 2016 are included in this calculation.

What type of job? This job placement rate looks only at jobs that were in the field of study. Positions that recent completers were hired for include: Cosmetologist, hair and make-up artist for photo-shoots, Salon managers, Salon Owners, Stylist

When were they employed? This rate is based on program completers who were employed within 180 days of completion and were employed for at least 13 weeks.

How were graduates tracked? Graduates are tracked through various methods: Our primary tracking method is through graduate and employer questionnaire. Either through the mail or more often directly with student/salon manager-owner. Other methods used are word of mouth, newspaper announcements of employment and contact with student's friends/relatives. Our survey of completers has approximately a 38% response rate. Validation of the completers in the time period was 100%

What agencies (state or accrediting), if any, is this rate reported to? This rate is reported to the National Accrediting Commission of Career Arts and Sciences. The NACCAS website can be found at: <http://naccas.org/default.aspx>

**Retention Rate** – <http://nces.ed.gov/collegenavigator/?q=Faust+Institute+of+Cosmetology&s=all>

### **Security Report (Including Emergency response and Evacuation Procedures), Timely Warnings and Crime Log**

*Emergency Evacuation Procedure (Schematic posted at school and given to student at orientation)*

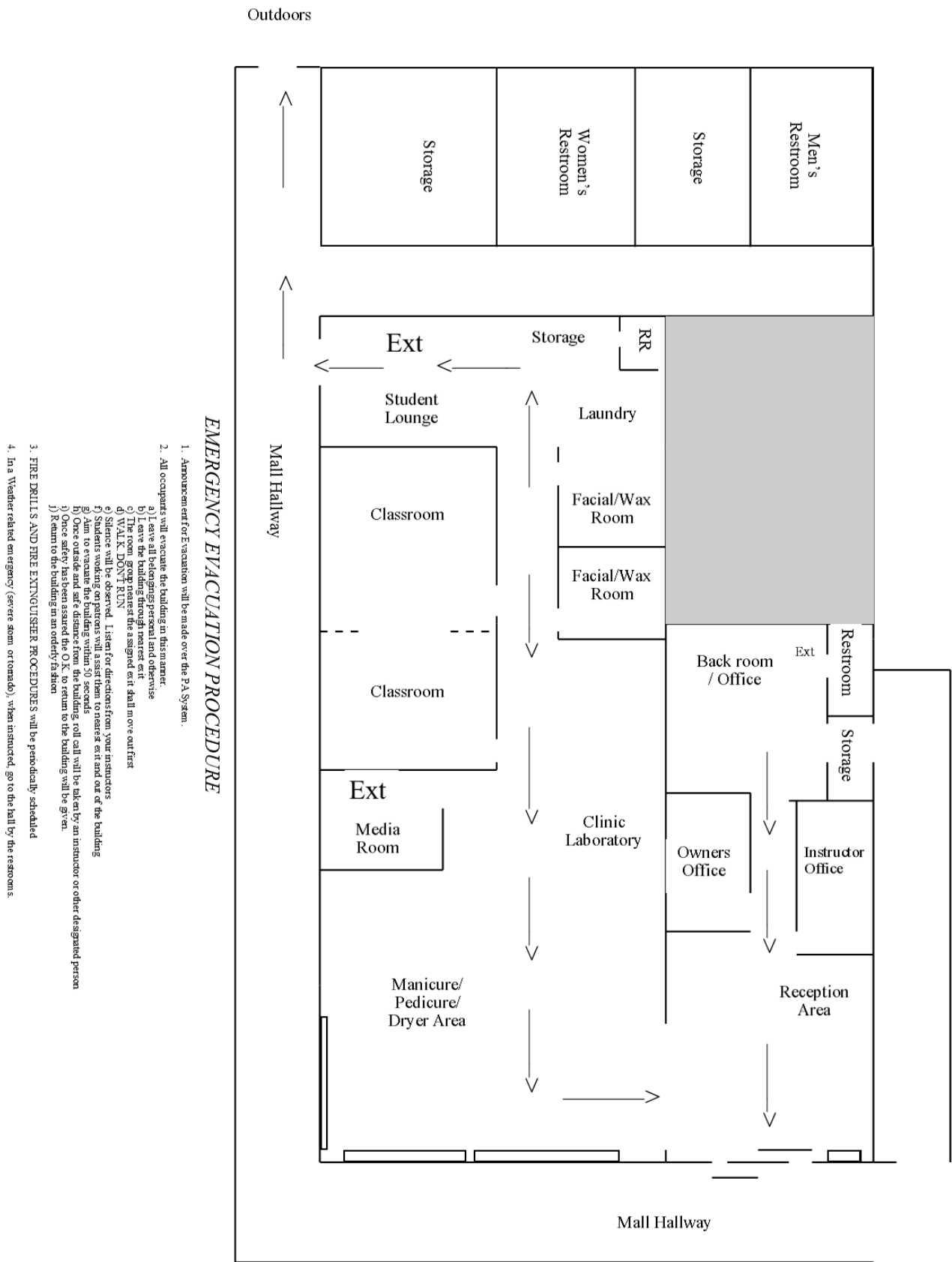
1. Announcement for Evacuation, will be made over the PA system
2. All occupants will evacuate the building in this manner
  - a. Leave all belongings personal and otherwise
  - b. Leave the building through nearest exit
  - c. The room group nearest the assigned exit shall move out first
  - d. WALK DON'T RUN
  - e. Silence will be observed. Listen for directions from your instructors
  - f. Students working on patrons will assist them to the nearest exit and out of the building
  - g. Aim to evacuate the building within 50 seconds
  - h. Once outside and safe distance from the building, Roll Call will be taken by and instructor or other designated person
  - i. Once safety has been assured the OK to return to the building will be given
  - j. Return to the building in an orderly fashion
3. FIRE DRILLS AND FIRE EXTINGUISHER PROCEDURES will be periodically scheduled
4. In weather related emergencies (Severe storm or tornado), when instructed, go to the hall by the restrooms.

*Crime Log* - <http://ope.ed.gov/security/InstList.aspx>

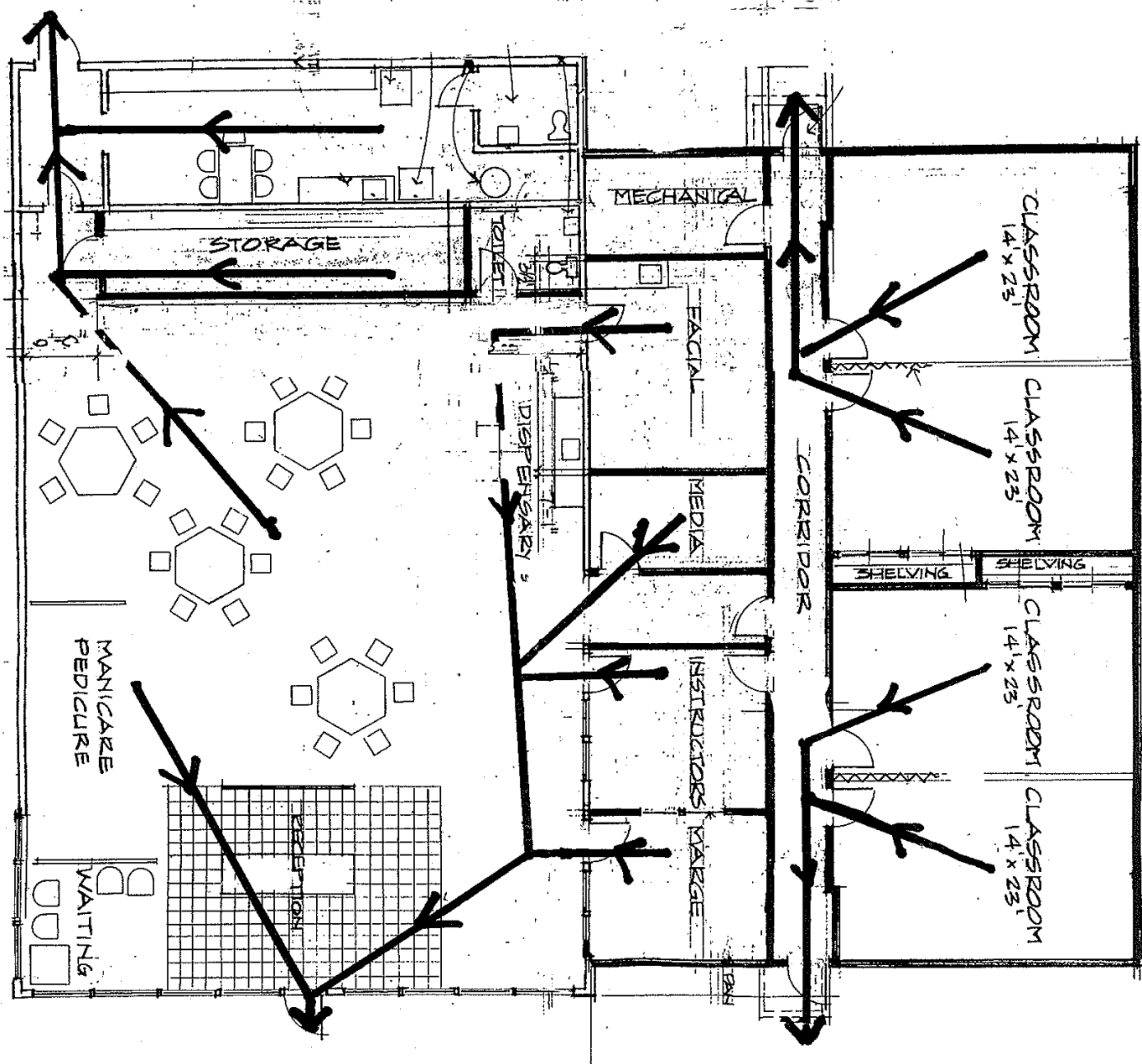
There are no crimes to report for either campus at this time.

Evacuation Schematic

Spirit Lake Campus







## Violence Against Women Act (VAWA):

### Faust Institute Sexual Assault and Reporting Policy

Lynnae Faust Latham, Title IX Administrator

Contact Information: Faust Institute Spirit Lake location, 1543 18<sup>th</sup> Street, Spirit Lake, IA 712-336-0512.

*A sex offense is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.*

Under Violence Against Women Act, colleges and universities are required to:

- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates
- Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
- Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel

As disclosed on the US Department of Education Jeanne Clery Campus Safety and Security Report, Faust Institute has zero sexual assaults reported to date. This may be attributed to our campuses being small, with no dormitories or housing and enrollments being predominately female. However, Faust Institute has implemented programs and protocol to educate and serve our students. These programs comply with the Violence Against Women Act. The policy for reporting sexual assault is included in the Faust Institute Student Handbook. Also, included is the Faust Institute's Jeanne Clery Campus Security Report, which is also updated and made available to each student in paper copy October 1. This report offers the campus sexual assault reports and crime statistics for three prior years.

The original Clery Act requires that colleges inform students of procedures that victims should follow, such as preservation of evidence and to whom the offenses should be reported. VAWA adds that institutional policies must also include information on:

1. Victims' option to, or NOT to, notify and seek assistance from law enforcement and campus authorities
2. Victims' right and institutional responsibilities regarding judicial no-contact, restraining, and protective orders.

Preventative safety measures in place at Faust Institute include timely scheduled presentations addressing sexual assault risk reduction, sexual assault education and reporting protocol, evidence preservation processes, stalking prevention (stalking, defined as conduct directed at a specific person that would cause a person to fear for his/her/other's safety, or suffer substantial emotional distress) domestic abuse, dating violence, acquaintance rape, etc. These issues are addressed at orientation, as well as scheduled programs for all students throughout the calendar year. The dates of these educational events are posted prior to the presentation date and announced to the student body. Student Support Services keeps on file a schedule of the programs, as well as a participant attendance roster. Other safety measures in place include a regime encouraging students to leave the building in groups and/or inform the college staff that they will be walking alone to their car. Complete literature on sexual assault risk reduction, date rape education, and the responsibility and reporting process of the College is available through Student Advisors or from the School Director.

If you are a victim of a sexual assault, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Police Department strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault, whether it occurs on or off campus, should be reported directly to the Faust Institute School Director and/or Student Advisor. **Filing a police report with the Faust Institute will not obligate the victim to prosecute, nor will it subject the victim (either student or employee) to scrutiny, negative repercussion or judgmental opinions from the Faust Institute.** The Faust Institute will help file a police report, if requested. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Upon report of an alleged sex offense, the school will investigate immediately with the victim's confidentiality respected. The specifics of the assault and the names of the victim and the offender will be kept confidential to the extent that maintaining such confidentiality would not impair the ability of Faust Institute to provide protective measures. The school has mandated protocol in place of reporting any and all sexual offenses to the School Director. The school will adhere to any legal sanctions or protective measures imposed as a result of a final determination of any sexual assault incidences. The Faust Institute is also obligated to comply with a student's request for an academic situation change following an alleged sex offense, which includes a change in schedule, protection and precautions that the alleged offender not be permitted to have contact with the victim through classes or lab services.

As per VAWA, Faust Institute will ensure staff and school officials are provided with appropriate training on an annual basis.

### **Faust Institute of Cosmetology as complies with Iowa Code Section 261.9(1)h.**

Pursuant to Iowa Code Section 261.9(1)(h), any Faust Institute of Cosmetology employee located in Iowa who in the scope of the person's employment responsibilities examines, attends, counsels or treats a child must report suspected physical or sexual abuse to the institution's administration and to law enforcement. Any report of suspected child physical or sexual abuse should be made as soon as possible, but within 48 hours, to the school director and the employee shall immediately make a report to local law enforcement.

Various counseling options are available from the city POLICE DEPARTMENT. Counseling and support services can be obtained through the Rape and Sexual Abuse Center and the Victim Intervention Programs. See a listing of services and phone numbers posted in the student lounge and in the reception desk manual. Also, a listing of state-wide counseling opportunities can be found at the following website. <https://www.iowacasa.org/>

### **Information for Crime Victims about Disciplinary Proceedings**

Upon written request, Faust Institute of Cosmetology will disclose to the alleged victim of any crime of violence or nonforcible sex offense, the results of any disciplinary proceeding conducted by the school against a student who is the alleged perpetrator of such crime or offense.

### **Internal School Complaint Procedure**

A student, Instructor, or interested party may file a complaint against the school in writing. It must be to the attention of Mr. Latham and should outline the allegation or nature of the complaint.

Mr. Latham will bring this to the attention of the school's director, and she will intern, meet with the complainant within 10 days of the written complaint. The school will document the meeting between the director and the complainant writing, and a copy given at the time of the meeting.

If the problem cannot be resolved through discussion, the complaint will be referred to the school's complaint committee. This committee is comprised of 3 individuals from the following categories: School owner, director, instructor, financial aid administrator, member of the public interest, or student. The 3 in attendance will be determined by the nature of the complaint. The institution's complaint committee will meet within 21 days of receipt of the complaint and review the allegations.

If more information from the complainant is needed, a letter will be written outlining the additional information.

If no further information is needed the complaint committee will act on the allegations and a letter will be sent to the complainant within 15 days stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact.

The complainant is required to try all avenues to resolve the problems through the school's complaint process, before pursuing the matter further. A complaint form is available through the Faust Institutes accrediting agency.

NACCAS  
3015 Colvine St.  
Alexandria, VA 22314

**\*\*These complaints will be kept on file for 2 complete accreditation cycles.**

## Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA)

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

## Gainful Employment

The Faust Institute of Cosmetology's 6-digit OPEID: 022625

The Department of Education has given cosmetology the 6-digit CIP code: 12.0401 Cosmetology/Cosmetologist, General

Follow the link to select SOC codes to occupations for which this program prepares students:

<http://www.onetcodeconnector.org/ccreport/39-5012.00>

**Cost:** Our complete program cost is \$15,605. This includes pre-registration, kit and tuition for the entire training program when completed in normal time. Normal time is 14 months. The total estimated costs for books and supplies for the entire program: \$2,100 (Included in the \$15,605 above)

**On time graduation rates:** The Faust Institute of Cosmetology allows for slightly more time scheduled than is required for the student to complete the program in the manner outlined in the catalog (14 months/60 weeks). This incidental time is there to protect the student. Students can take pre-approved time off for doctors' visits, for example, without being penalized or entering into an over contract. We take pride in having students with excellent attendance and promoting an atmosphere in which students enjoy coming to school to learn. However, students alone are responsible for their attendance.

Completion on Time = 32% on time

Median loan debt: Federal Student loan debt = \$10,282; Private loan debt = \$0; Institutional Financing debt = \$0

Job Placement Rate: 94.44%

### ***Faust Institute of Cosmetology Satisfactory Academic Progress Policy***

The Satisfactory Academic Progress policy (SAP) is consistently applied to all students at Faust Institute. This policy is given to each student prior to enrollment and is printed in the Student Handbook to ensure that all students receive a copy. This policy complies with all 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.

#### **EVALUATION PERIODS**

Students are evaluated for SAP as follows:

Cosmetology 525, 1050 and 1575 clocked (actual) hours

Nail Technology 150 and 300 clocked (actual) hours

\*Transfer Students – Midpoint of the contracted hours or the established evaluation period, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for SAP. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

Financial Aid eligibility is monitored on a payment period basis and only students who are making satisfactory academic progress as defined by this policy are eligible for financial aid. Students making the minimum standards are considered making satisfactory academic progress until the next scheduled evaluation. This notification is given to the student in person. If the student is considered not to be making satisfactory progress at the end of the evaluation period please refer to the section of this policy titled (Warning Period). For the student to be considered to be making satisfactory progress as of the evaluation points, the student must be making satisfactory progress on both attendance and grades.

**FAUST INSTITUTE** maintains an accumulation file on each student, concerning their progress throughout the program to verify their progress in academics, attendance and professional performance during their training.

**ATTENDANCE PROGRESSEVALUATIONS:** Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each payment 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 payment period, the Institute will determine if the student has maintained at least 75% 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 TIME FRAME**

The maximum time (which does not exceed 133% of course length) allowed for student to complete each course at SAP is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULE HOURS
Cosmetology - 2,100 Hours	Academic Year – 1050 Hours	80 Weeks 2,793 Hours
Nail Technology – 400 Hours		16 Weeks 532 Hours

**Contract Length:** The Contract length of the 2100 hour Cosmetology course for students attending a minimum of 36 1/2 hours per week is 60 weeks. This provides the student with approximately two (2) weeks of incidental absences for which they are not charged. However, any student not completing the course within 60 weeks will be charged at the current tuition rate per hour for any additional instruction needed to complete the course.

**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 or better (80% or better) are given. If performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Written tests not meeting

satisfactory requirements must be completed within the month or a 0% will be factored into theory grade average. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to test procedures as set forth in practical skills evaluation criteria adopted by the Institute. Students must maintain a grade average of 80% and pass FINAL written and practical exam prior to graduation. Student must make up failed or missed tests and incomplete assignments.

Theory, Practical and Clinic will be graded according to the following scale.

A	(90-100)
B	(80-89)
C	(70-79)
D	(60-69)
Below 80 is Not Satisfactory	

\*Grades and attendance are evaluated monthly. Students falling below monthly standards receive an advising notice. For purposes of SAP; cumulative attendance and cumulative grades are measured at each payment period.

**DETERMINATION OF PROGRESS:** Students meeting the minimum requirements for academics and attendance at the evaluation points (payment periods) are considered making satisfactory academic progress until the next scheduled evaluation (payment period). Students will receive upon request from their advisor a hard copy of their SAP Determination at the time of each evaluation (payment period). Students deemed not maintaining SAP may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. In addition each student will perform a written self-evaluation and have an advisory session with an appointed official once before and once after the midterm of the program (approximately 500 hours and 1300 hours). This written self-evaluation will be recorded on their report card by the student's initials and date of evaluation. This self-evaluation is another point that allows student and Institute to measure progress.

**WARNING PERIOD:** Students failing to meet minimum progress requirements for attendance or academics are placed on warning and considered to be making SAP during this warning period. The student will be advised in writing on the actions required to attain SAP by the next evaluation period. This period will allow the student to be counseled by Institute officials. At the end of the Warning period, the students' progress will be re-evaluated. A student meeting minimum requirements will be determined as making satisfactory progress. If at the end of the warning period, the student has still not met either the attendance or academic minimums, the student may be placed on probation and, if applicable, students may be deemed eligible to receive Title IV funds.

**PROBATION:** Students who fail to meet the minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while on probation, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making SAP. The student will be advised in writing of the actions required to attain SAP by the next evaluation. Students who are progressing according to their specific academic plan will be considered making SAP. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for SAP or by the academic plan, the student will be determined as NOT making SAP and, if applicable, student will not be deemed eligible to receive Title IV funds.

**RE-ESTABLISHMENT OF SAP:** Students may re-establish SAP and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

**INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS:** Faust Institute of Cosmetology has a Leave Of Absence (LOA) policy please see your student handbook for the LOA policy. The student returning from an LOA will be in the same progress status as prior to the LOA. Hours elapsed during the LOA will extend the student's contract period and maximum time frame by the same number of days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation. Students failing to return on the date of the expiration of a LOA will be considered withdrawn. If a student receives Title IV Direct Loans and they do not return from an approved LOA, the last day of actual attendance will be used for computing the six month grace period before repayment begins on loans. A student who withdraws from the contracted course or fails to complete their training will have notice placed in their file as to progress at point of withdrawal. A student who has withdrawn, and chooses to re-enroll, will re-enter without loss of hours and at their previous status. Tuition charge will be made reflecting current tuition. A student making satisfactory progress at the point of withdrawal may apply for re-enrollment and will be considered to be making satisfactory progress at point of re-entry.

**APPEAL PROCEDURE:** If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the Institute why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve SAP by the next evaluation period. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision will be retained in the student file. If the student prevails upon appeal, the SAP determination will be reversed and federal financial aid will be reinstated, if applicable.

**NONCREDIT, REMEDIAL COURSES, REPETITIONS:** Noncredit, remedial courses and repetitions do not apply to this Institute. Therefore, these items have no effect upon the school's SAP standards.

**TRANSFER HOURS:** With regard to SAP, a student's transfer hours will be counted as both attempted and earned hours for purpose of determining when the allowable maximum time frame has been exhausted.