

Consumer Information /Federal Disclosures 2016-2017

FINANCIAL AID SECTION of CAofB CATALOG

In an effort to assist the student in making a more educated decision about enrolling, the institution provides the following information on Federal Financial Aid and other federal disclosures.

- Federal grants and loans
- Terminology
- Website links for FAFSA and other information
- Financial Aid Code of Conduct
- School default rates
- FERPA policy
- Crimes on Campus report
- Drug and Alcohol Abuse policy

OTHER DISCLOSURES can be found in our main Catalog.

- California State Institutional Performance Fact Sheet
- Gainful Employment Disclosure
- Constitution & Citizenship Day info(Sept 17th)
- V.A.W.A (violence against women act)
- Textbook disclosure
- GED Classes availability
- Copyright protection policy
- Admissions disclosure
- Voting Information
- SAP- attendance policies

CAofB encourages anyone interested in one of our courses to come in for an informative tour with our Administration office. We can help you with all the information you need and assist you in the Financial aid process. If all this information is overwhelming, do not worry. We can assist and explain everything in an easy to understand way.

Financial Aid Mechanism

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. **Loans usually have low interest rates that a student must repay in accordance to the individual loan program terms.** Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student's termination from the program or if a student's attendance falls below half time. Financial aid is awarded to students who have "need". Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

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 students' identities, 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.

THE U.S. DEPARTMENT OF EDUCATION TITLE IV STUDENT FINANCIAL AID PROGRAMS:

The college is approved for, and does participate in the following USDE Title IV programs intended to defray the costs of attending for those students eligible for financial aid considerations:

GRANT (FREE) (This aid does not have to be repaid)

Federal PELL Grant Program (FPELL) \$5,815 maximum annual limit (academic year)(**Does not require repayment**)

Federal Supplemental Educational Opportunity Grant Program (FSEOG)* (**Does not require repayment**)

LOANS TO STUDENT AND/OR PARENT (THIS AID MUST BE REPAYED! THESE LOANS ARE NOT DISCHARGED BY BANKRUPTCY)

Direct Federal Stafford LOANS

Subsidized loans (Interest earned while in school and during grace period is covered by the USDE)**.

Unsubsidized loans (Interest earned while in school and during grace period may be delayed until the repayment period and will be added to the loan balance).**

Parent loans (PLUS) (Interest due from parents as last disbursement on a loan is made)

Perkins loan program (Interest earned while in school and during grace period is covered by the USDE).

STUDENTS ARE ENCOURAGED TO KEEP THEIR LOAN DEBT AS LOW AS POSSIBLE. THESE LOANS ARE AGGRESSIVELY COLLECTED BY THE USDE AND ITS CONTRACTORS. INTEREST LIABILITY ON LATE PAYMENTS IS VERY EXPENSIVE. LACK OF PAYMENT IS A VERY DAMAGING TO CREDIT HISTORY AND FUTURE BORROWING POWER.

(*) Funds are limited in nature; therefore awards are based on availability of funds at the school.

(**) Annual loan limits and based on educational levels within the course of enrollment.

Loan levels are specifically designated to the course of study at this institution. For example, if the student attended two years at a community college, but it enrolls in a course that is one academic year long without any transfer hours; the correct student level will be 1 and not 3rd.loan level.

ADMISSIONS DISCLOSURE FORM

We are required by federal law to advise you that, except in the case of a loan made or originated by the institution, your dissatisfaction with or non-receipt of the educational services being offered by this institution does not excuse you (the borrower) from repayment of any Federal Student Loan made to you (the borrower) for the enrollment at this institution.

For more specific information on each program please refer to the student guides available at

http://studentaid.ed.gov/students/publications/student_guide/index.html

[Direct Loan Basics for Students](#)

[Direct Loan Basics for Parents](#) PDF [Spanish version](#) PDF [3MB]

Student Eligibility Requirements

To be eligible for financial aid, a student must:

- Be admitted as a regular student;
- Be enrolled or accepted for enrollment in an eligible program;
- Be a citizen or an eligible non-citizen;
- Not owe a refund on a FPELL Grant or FSEOG at any school;
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan 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 between the age of 18-25);
- Have signed a statement of educational purpose;
- Have signed a statement of updated information;
- Have a High School Diploma, (or its equivalent) a GED or High School proficiency
- Agree to use any federal student aid received solely for educational purposes.

FSA ID - The Dept of ED will require you to create an "ID" password to access your personal Financial Aid Information online. You will need to save this password or memorize it for future approvals of your Aid. Do not give out this password to anyone. The school cannot save this password for you or have access to it. Go to www.fafsa.ed.gov to start a new fafsa and create an fsa id.
Our federal school code #013914

Application For Aid, Procedures And Forms

Financial aid applications for this institution consist of the following:

1. You must apply online at www.fafsa.gov. This is a free application. You will need to follow the instructions and fill out the application online. They will require you to import your tax return if you filed one. It will take 3-5 days for the school to receive your ISAR and to be able to let you know what amount of financial aid you may be eligible for.
If you did not file a tax return you will check that box on the application. Please consult with the school Financial Aid officer as other documents may be required to provide income information.
2. Documentation to substantiate the data entered on the form may be required by the financial aid office. (including a tax transcript from IRS)
3. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

Federal Pell Grant Program:

Funds received under this program are not subject to repayment from the student.

Deadline: FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by September 29, of the award year from which aid is requested from, or your last day of enrollment in 2016-2017, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

Renewal Process: A FPELL Grant award is received for one award year (July 1 to June 30 of the following year), and **is not** automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the **new** SAR or ISIR to the financial aid office for each award year.

Maximum Annual Award: \$5,815

Disbursement: They are made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Funds received under this program are not subject to repayment from the student.

Deadline: You may apply during the enrollment process, using the FAFSA form. The school will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award.

Maximum Annual Award: \$4,000

Disbursement: Made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. If SEOG funds are still available, a second priority will be given to Non-Pell recipient students with the lowest Expected Family contributions enrolled during the last three months.

Federal William D. Ford Direct Loan Program

Funds received from either of the loan programs are subjected to repayment from the student.

Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under these loan programs, the rights that the student has under the individual loan program conditions, and the consequences of failing to meet the repayment obligations.

Federal Direct Subsidized Loan

Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

The Federal Government pay interest subsidies while the student is enrolled or during periods of deferment. Student would pay a combined origination/guaranty fee of a variable percentage but not to exceed 3% rebated directly to the U.S. Department of Education. Students may receive both subsidized and Unsubsidized loans provided the combine amount borrowed does not exceed applicable loan limits and that the student's eligibility for a subsidized Federal Stafford Loan be determined prior to determining eligibility for the Unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.

Maximum Annual Award: First level \$3,500, Second level \$4,500, Third level \$5,500 (Max aggregate \$23,000)

Federal Direct Stafford Unsubsidized Loan

These loans expand the ability of the U.S. Department of Education to make "Unsubsidized" Federal Stafford Loans to students. These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the following two exceptions:

- (1) Unsubsidized loans are not need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).
- (2) The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

Deadlines: Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested. The student is responsible in locating his or her own lender that participates in the FFEL Loan Program.

Maximum Annual Award:

Dependent student: **with Parent** loan first level \$2,000, second level \$2,000, third level \$2,000 (Max aggregate \$8,000)

Dependent student **without Parent** loan or **independent** students: First level \$6,000, second level \$6,000, third level \$7,000 (Max aggregate \$14,000)

Disbursement: Checks are issued to the school and credited to the student's tuition account. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement. **For additional information, read the pamphlet "Direct loan Entrance Interview"**

Determining Need

The information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution.

CAofB utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution.

Cost Of Attendance

This institution uses the annual budgets published by the California student aid commission. The estimate amount it will cost a student to go to school during an academic year of approximately 9 months is stated below.

Elements included in the budget:	Tuition	Actual cost
	Registration Fee	Actual cost
	Books and supplies	Actual cost
Living cost allowance (monthly figures):	Student living	Student Living
	With parents	off campus
Room and board	\$4266	\$11,493
Transportation	2,000	2,000
Personal/misc.	2,149	2,599

(The cost of uniforms is included in the personal allowance or included in the school charges)

Award Concept, Selection of Recipients and Packaging Criteria

This institution does not receive enough Campus-Based funds to satisfy all the student financial needs. Therefore, the school emphasizes the **SELF-HELP CONCEPT** of student financial assistance.

The **SELF-HELP CONCEPT** is on a first-come, first-served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school. **ALL LOANS MUST BE REPAYED.**

The **SELF-HELP CONCEPT** lists types of financial assistance in the following order:

1. Family contributions
2. Other resources
3. Federal PELL Grant
4. Self Help (Stafford and/or, PLUS Loans)

The school awards from the Federal Supplemental Educational Opportunity Grants in accordance with the following policy: The institutional participation in the Federal Educational Opportunity Grant is limited to the amount of funds given to the institution for an entire award year. (July 1 to June 30).

Due to the **limited** amount of funds available to the institution, it is literally impossible to award FSEOG to all Student's applying for aid, Therefore, the institutional policy to select FSEOG recipients is as follows: This Institution has a continuing enrollment process in which students may start each Tuesday of each week or Wednesday when Tuesday is an observed Holiday. In order to ensure a fair distribution of funds through the entire award year, the institution will make SEOG awards using data from the year presiding the current year, by using student enrollment, EFC and Pell Grant data to determine how to distribute the SEOG funds available.

Based on last year's data, the institution expects an enrollment of **70** new students meeting the "exceptional need" criteria to be enrolled during the 7/1/16to 6/30/17 period. Therefore, the awards to those students will be **\$300** through the entire period. As of July 1, 2016, the first selection of SEOG recipients will be made from students with "exceptional need". Students with "exceptional need" are defined by this institution as students that have an expected family contribution (EFC) of Zero (00000) that will otherwise be eligible for the FPELL Grant Program during the same award year. If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those students ineligible for the FPELL Grant Program with the lowest expected family contribution that enrolled during the last quarter of the award year (March to June).

Both selections will be made from students, whose file has been completed, with no issues pending regarding the students' eligibility for Federal Aid. Incomplete files will not be considered in the selection criteria due to possible lack of documentation. Awards will be made as long as funds are available throughout the award year.

Entrance Counseling Entrance Interview

Counseling student PLUS borrowers

The Direct Loan and FFEL regulations require that certain information be included in entrance counseling. Some of this information is included in the Borrower's Rights and Responsibilities statement that must accompany the MPN

- Reinforce the importance of repayment.
- Describe the consequences of default
- Explain the use of the Master Promissory Note.
- Stress that repayment is required, regardless of educational outcome or subsequent employability.
- Provide sample monthly repayment amounts.

In addition to the required elements above, counselors often include some of the following information in their sessions. (Some of these items are included in the sample Default Prevention and Management Plan.)

- Review the terms and conditions of the loan.
- Review repayment options.
- Discuss how to manage expenses (budgeting).
- Reinforce the importance of communicating change of status, etc. to the lender.
- Review Borrower's Rights and Responsibilities.
- Remind borrowers of the refund and other policies affecting withdrawals.
- Reinforce the importance of keeping loan records.
- Reminder about exit counseling.

Entrance Counseling for Borrowers

HEOA section 488(g) 485(l) effective 8/14/08

The content of the entrance counseling that institutions are required to provide to first time borrowers of FFEL Program or Direct Loan Program loans at or prior to disbursement is expanded under new subsection (l) of section 485 of the HEA to ensure that the borrower receives detailed information on the terms and conditions of the loan.

The student will review the information online and are required to complete the entrance counseling and electronically sign off that it is complete and they understand the information. The entrance counseling can be done at home or can be completed at the school if you need assistance with it.

Institutions **must** include the following information:

- to the extent practicable, what the effect of accepting the loan to be disbursed will have on the eligibility of the borrower for other forms of student aid;
- an explanation of the use of the master promissory note;
- information on how interest accrues and is capitalized during periods when the interest is not paid by the borrower or the Secretary;
- for Unsubsidized Stafford Loans or PLUS Loans made under the FFEL or Direct Loan programs, the option of the borrower to pay the interest while in school;
- the definition of half-time enrollment at the institution, during regular terms and summer school, and the consequences of not maintaining half-time enrollment;
- an explanation of the importance of contacting the appropriate offices at the institutions if the borrower withdraws prior to completing the program of study so the institution can provide exit counseling, including information regarding the borrower's repayment options and loan consolidation;
- examples of monthly repayment amounts based on a range of level of indebtedness of borrowers of loans under section 428 or 428H of the HEA and, as appropriate, graduate borrowers of loans under section 428, 428B or 428H of the HEA, or the average cumulative indebtedness of other borrowers in the same programs as the borrower at the same institution;

- the obligation of the borrower to repay the full amount of the loan, regardless of whether the borrower completes the program in which the borrower is enrolled within the regular time for completion;
- the likely consequences of default on the loan, including adverse credit reports, delinquent debt collection procedures under Federal law, and litigation;
- information on the NSLDS and how the borrower may access their records; and
- the name and contact information of the individual a borrower can contact with questions regarding the borrower's rights and responsibilities for the terms and conditions of the loan.

Exit Counseling for all FFEL & DL Student Borrowers

All students who have borrowed FFEL or Direct Loans (including Graduate/Professional PLUS loans) must receive exit counseling before they leave school. Counseling is done in person using audiovisual materials. As with entrance counseling, exit counseling is offered on the Web by the Direct Loan Program.

Student borrowers must make an appointment with Financial Aid office to complete online exit counseling shortly before graduating or ceasing at least half-time enrollment. As with entrance counseling, knowledgeable financial aid staff at the school must be reasonably available to answer questions from student borrowers. One of a borrower's obligations is to participate in an exit counseling session.

Direct Loan schools can use the program's Web site to confirm which of their students have completed online exit counseling: www.dl.ed.gov

Required elements of exit counseling

Some of the material presented at the entrance counseling session will again be presented during exit counseling. The emphasis for exit counseling shifts, however, to more specific information about loan repayment and debt-management strategies. The following information must be provided as a part of exit counseling:

- Review information from entrance counseling.
- Provide an average anticipated monthly repayment amount
- Review repayment options.
- Discuss debt management strategies.
- Review forbearance, deferment, and cancellation options.
- Tell the student about the availability of loan information on NSLDS and the availability of the FSA Ombudsman's office.
- Ensure that borrowers understand their rights and responsibilities
- Collect and update personal and contact information.
Also the pros and cons of debt consolidation
We will also provide the student with the current name and address of the borrower's lender(s), based on the latest information that your school has.

Exit counseling follow up

If the student borrower drops out they must still complete an exit interview. Documents can be mailed but it is best to visit the financial aid office to close out your file.

Definitions related to financial aid:

The following definitions correspond to some common terms used within the financial aid terminology:

ACADEMIC YEAR: A period of not less than 26/30 weeks of instructional time with a minimum of 900 clock hours/24 Semester credit hours/36 Quarter credit hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 13/15 weeks and at least 450 clock hours/12 semester credit hours/36 quarter credit hours. In effect, all students enrolled in courses with an academic year scheduled to be completed in less than 26/30 weeks, regardless of the number of clock hours/Semester credit hours/Quarter Credit Hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

CLOCK HOUR: A period of 50 to 60 minutes of supervised instruction during a 60 minute time period.

COST OF ATTENDANCE: Institutional charges for tuition, fee, books and supplies in addition to an estimated cost to the student for living allowances as room, board, transportation and personal combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.

CREDIT BALANCE: A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid

within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education related expenses.

DEPENDENT STUDENT: She/he is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents' income and assets data.

DEPENDENT: She/he is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) **NOT** a dependent of the student.

EXPECTED FAMILY CONTRIBUTION (EFC): Is the application of the U.S. Congressional formula to the student's family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the student cost of attendance.

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-551 or I-551C (Alien Registration receipt card).

Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations:

Refugee

Asylum Granted

Parole for a minimum of one year that has not expired

T-Visa holder (T-1, T-2, T-3etc)

Cuban-Haitian entrant

Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of "Victim of Human Trafficking"

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

G series visa (pertaining to international organizations)

Students in the U.S. under the Dream Act.

INDEPENDENT STUDENT: An individual who meets one of the following criteria:

1. (46) Were you born before January 1, 1993?
2. (47) As of today, are you married? (Separated but not divorced)
3. (48) At the beginning of the 2016-2017 school year will you be working on your master's or doctorate program?
4. (49) Is currently serving on active duty in the U.S. Armed Forces for the purposes other than training?
5. (50) Are you a veteran of the U.S. Armed Forces?
6. (51) Do you now have or will you have children who will receive more than half of their support from you between July 1, 2016 and June 30, 2017?
7. (52) Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2017?

8. (53) At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
9. (54) As determined by a court in your state are you or were you an emancipated minor?
10. (55) As determined by a court in your state of legal residence, are you or were you in legal guardianship?
11. (56) At any time on or after July 1, 2015, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
12. (57) At any time on or after July 1, 2015, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
13. (58) At any time on or after July 1, 2015, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

PARENT(S): For the purposes of the financial aid programs, “a parent” is the mother and/or father or adoptive parents, stepparent or legal guardian - not foster parents.

PAYMENT PERIOD: 450 clock hours and 13 weeks for courses of 900 hours and 26 instructional weeks or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks.

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

WITHDRAWALS: Students are officially withdrawn on date of notification, date terminated by the institution, date of three consecutive weeks of absences or date when the student failed to return from an approved leave of absence.

Recoveries

Recoveries resulting from unearned Title IV funds are due from the student and must be paid in accordance to the terms stated in the promissory note of the student loans. If funds from the grants programs still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid within 45 days from the student's withdrawal date. Students may make repayment arrangements with the U.S. Department of Education within the 45 days and present proof of such arrangements to the institution. If no repayment is received nor arrangements are presented, the institution will refer the debt to the U.S. Department of Education. The student will no longer be eligible for aid until informed by the U.S. Department of Education.

Refunds

Refunds: If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22.

Withdrawal Calculations:

Once the student has been determined by the institution to have withdrawn from the course of study, the institution will determine if the student received or was entitled to received Federal Funds from the Title IV Financial aid programs available at the institution during the payment period (or enrollment period). If the answer is **YES**, the institution will conduct **two distinctive and different calculations**. Those calculations are described as follows.

Return of Title IV Funds:

This formula determines the percentage of time that the student completed of the payment period or enrollment period in a course at the time of the student’s withdrawal. This percentage is then applied to the amount of Federal Funds from the Title IV programs that the student received or could have received in the same payment period or enrollment period. The result of this calculation is defined as earned funds. If the

student received more than the earned amount, the overpayment is called unearned funds and must be returned to the programs in the following order:

1. Unsubsidized Loans from FFELP or Direct Loan
2. Subsidized Loans from FFELP or Direct Loan
3. Perkins Loans
4. PLUS (Graduate Students) FFELP or Direct Loan
5. PLUS (Parent) FFELP or Direct Loan
6. Pell Grant
7. Academic Competitiveness Grant (ACG)
8. National SMART Grant
9. Federal SEOG

If the calculation shows that the student owes funds to the loan programs, the repayment of those funds will be in accordance to the terms on the promissory note of the respective loans.

If the calculation shows that the student owes funds to the grant programs, the liability of the student is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds received by student. A student does not have to repay a grant overpayment of \$50 or less per program. These funds are due from the student within 45 days. If not paid in that time and if the student has not made arrangements with the Department to pay that amount, the student will be referred to NSLDS, a central system that will show the student ineligible for aid until the matter is taken care of by the student.

NOTE: If the institution was required by this calculation to return to the programs some of the funds it has collected as tuition payment, the student's tuition account would be adjusted accordingly. Therefore, if the tuition was paid in full, but if the institution returned funds to the programs, the tuition account will show that the student owes that amount returned by the institution to the programs. Those refunds will be paid to the program funds in accordance to the order listed above, limited to the amount of funds that came from each aid program within 45 calendar days from the determination of withdrawal from school date.

Post Withdrawal Disbursement:

If the calculation shows that the student received less aid than what the student earned within the payment period or enrollment period, then the student would be notified by the institution of the amount of Grant funds used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student for other educational related expenses. If loan funds are involved in this calculation, the institution will notify the student or parent of the loan amount it wishes to utilize to cover educational charges, the financial aid program where the funds are coming from and the student will be reminded of the responsibilities involved in receiving loan funds. The student or parent in the case of PLUS will be given 14 days to respond and accept or reject part or all of the loan funds available. The institution will honor late acceptances only at the institutional discretion.

Once this calculation is finalized, the institution will then perform a **second and different calculation** using the net funds retained (original tuition payments minus amounts refunded) to determine the amount of institutional charges earned by the institution during the payment or enrollment period. That calculation is known as the institutional refund policy calculation.

The Institutional Refund Policy.

This is a calculation mandated by the state agency, the accrediting agency or the institution itself. The formula takes into consideration the percentage of the course completed and it applies that percentage or

the corresponding brackets to the institutional charges to determine how much the institution earned of those charges, how much was paid toward those charges and finally the amount owed, if any, by the student to the school or if there is an amount due from the institution as a refund to the Title IV aid program. Those refunds will be paid to the program funds in accordance to the order listed above, limited to the amount of funds that came from each aid program within 45 calendar days from the Determination of withdrawal from school date.

Transfer Student

A student, who attended a Post-secondary institution before the enrollment at CAofB, is required to provide a Financial Aid Transcript from each of the institutions attended within the last six months before the enrollment at this institution. If a financial aid transcript is required, no aid may be advanced from the loan proceeds. Aid from other programs may be advanced to cover the first payment period. No additional aid will be available to the student until all Financial Aid Transcripts are received by CAofB.

Institutional Verification Policy

Federal 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. "Verification" means that the Dept of Education needs the school to verify the information you submitted on your FAFSA application, such as income, dependants etc. If you were enrolled in another school than your FAFSA data must be the same as it was at the previous school, and the prior school must provide a letter to this school stating that it verified your application and providing the transaction number of the pertinent valid ISIR.

Required verification: Different data items apply to different applicants depending upon student dependency status and the Title IV programs used data items include:

For all applicants:

- Household size
- Number in college
- Supplemental Nutrition Assistance Program (SNAP, formerly food stamps)
- Child support paid

For non-tax filers:

- Income earned from work, Workman's Comp, disability, GAIN, SSI, Other cash aid etc.

For tax filers:

- Adjusted gross income (AGI)
- U.S. income tax paid
- Education credits
- Untaxed IRA distributions
- Untaxed pensions
- IRA deductions
- Tax-exempt interest

Documentation required:

AGI, taxes paid, and other tax data, IRS Transcript

The Department encourages students and parents to use the IRS Data Retrieval process to import data from their tax return **and not change it**. It is the fastest, easiest, and most secure method of meeting verification requirements.

For the retrieved data to be acceptable documentation of tax data, it is necessary that **neither students nor parents change the data after it is transferred from the IRS**—if the data is changed, the student/parent will need to provide other documentation as explained below.

If students cannot or will not use IRS Data Retrieval, either at initial FAFSA filing or through the FOTW correction process, they must document AGI, taxes paid, and untaxed income by providing an IRS tax return transcript

There are a few ways to request a tax transcript: online at www.irs.gov, by calling 1-800-908-9946, or by mailing or faxing the paper Form 4506T-EZ, which can be printed out from the IRS website.

Students or parents who file an amended return cannot use the IRS Data Retrieval process. Instead, they must request a *tax return transcript*, but because that document only contains the information on the original return, they must **also** request a *tax account transcript*, which contains only the data that was altered. Both documents together can then be used to complete verification. If the tax filer chooses to order them on paper, she must use IRS Form 4506-T rather than Form 4506T-EZ.

Also, students and parents are required to complete and sign the verification worksheets developed by the Department, which serve as signed statements and as verification of household size, number in college, receipt of SNAP benefits, child support paid, and income earned from work for non-tax filers. There are two distinctive verification forms. One is for independent students where student and spouse (if applicable) data is required. The second form is for dependent students where student and parental data is required.

Household size

To document the household size (see instructions on FAFSA questions 72 and 93), the student needs to provide a statement signed by him and, if dependent, at least one parent that gives the name, age, and relationship to the student of each person in the household. **If the student completed the Department's verification worksheet, no further documentation for this item is required.**

Number in college

You can document this item (see instructions on FAFSA questions 73 and 94) with a statement signed by the student (and, if he/she is dependent, at least one parent) that gives the name and age of each person in the household who is enrolled at least half time in an eligible college (excluding the parents of dependent students). The statement must also give the name of each college, and it can be written to document household size as well. **Completion of the Department's sample verification worksheet will satisfy the requirements for both items.**

SNAP benefits (food stamps)

If the ISIR indicated that someone in the parents' or student's household received SNAP benefits in 2015 or 2016, the student must provide a signed statement indicating receipt of the benefit. **A completed verification worksheet from the Department does this.** The institutional FAO at his/her option, may require the student to show documentation from the agency that supplied the benefit or alternative documentation to satisfy this requirement.

Child support paid

If the ISIR indicated that the student or parent paid child support in 2016, the student will need to provide a statement signed by her or, if he/she is dependent, either parent and giving the annual amount of the support, the names of those who paid it and whom it was paid to, and the name(s) of the child(ren) it was paid for. **A completed verification worksheet accomplishes this.**

Time period for providing documentation:

Applicants must provide any required documentation as soon as possible to the Financial Aid officer. Under the school policy, the school will not disburse FPELL or Campus-Based aid, nor certify Direct/PLUS loan applications, until completion of the verification process. CAofB policy requires students to submit all requested documentation and complete verification paperwork within 30 days of the request.

Who must be verified: The policy of this school is to verify those students selected by CPS (USDE contractor processing the FAFSA and calculating the EFC) as shown in the ISIR or SAR comment section indicated with an (*) next to the EFC. The institution's Financial Aid Office (FAO) may opt to select an applicant for verification even though it is not selected by CPS.

• **Post enrollment-** If you were selected for verification **after** ceasing to be enrolled at this school and all (including late) disbursements were made.

Verification exclusions: Applicants excluded from verification include:

- Death of the student.
- Not an aid recipient.

Applicants responsibility: 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 in the household now enrolled as at least half-time students on postsecondary institutions.

* Change in dependency status.

Federal aid applicants of any Federal Student Aid program, 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. However, if the institutional FAO determines that, an update due to marriage is required to better represent the students ability to pay for college, the data must be updated changing all applicable elements on the FAFSA.

CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTATION WITHIN THE SPECIFIED TIME PERIOD(S): If the student cannot provide all required documentation within 30 days from the ISIR processed date and request from the Financial Aid Officer, the school cannot complete the verification process. The school would advise the applicants in person or by email, that the student is no longer eligible for the preliminary financial aid awards offered to the student. The school then gives the applicants the following options:

*The student may continue training on a cash payment basis.

*The student may withdraw, or

*The student may make other financial arrangements to cover the school cost.

* The student may take a "Leave of Absence" to give them extra time to get the required documents.

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

Tolerances: Any discrepancy greater than \$25.00 MUST be resolved.

Notification of the results of a verification: The school shall notify the applicant of the results of the verification process within 30 days of the student's submission. The notification will take place using a new, if changed, award letter stating the awards by aid program amounts and expected disbursement dates. On this document the student and the parent has an opportunity to cancel all or part of the award from any loan program.

Referral procedure: The school shall forward to the Secretary of Education, a referral of discovered fraud cases.

Net Price Calculator- Please refer to our website <http://CAofB.com> for the net price calculator that will assist you in figuring out a rough estimate of the cost of attending the Cosmetology course including the estimated student's cost of living expenses.

Important links

Basic Financial aid information on the programs your institution participates in:

The following links provide your intuition with links from the Department of Education for various required disclosures. RGM strongly recommends that you use these links for disclosures and encourage students to use the FAFSA on the Web (FOTW) and Direct Loans sites (for online promissory notes and entrance and exit counseling).

Student Guide

Institutions are required to provide basic information on financial aid programs to all prospective students and current students. The use of these USDE annual publications by the institution would be in compliance.

<http://studentaid.ed.gov/resources>

[Direct Loan Basics for Students](#) PDF [includes correction to print version]
Explains subsidized and unsubsidized Direct Stafford loans for students.
<http://www2.ed.gov/offices/OSFAP/DirectLoan/pubs/studentbasics.pdf>

[Direct Loan Basics for Parents](#) PDF [Spanish version](#) PDF [3MB]
Explains Direct PLUS loans for parents.
<http://www2.ed.gov/offices/OSFAP/DirectLoan/pubs/parentbasics.pdf>

FAFSA: Free Application for Federal Student Aid

This is a required form for ALL students participating in ANY Title IV Federal Student Aid Program (Except PLUS only applicants)

This form is the only official application for free Federal student aid (FAFSA). The form is completed by the student and parents (if dependant) on the FAFSA on the Web site,

FAFSA on the Web

<http://www.fafsa.ed.gov/>

FAFSA Spanish

http://www.fafsa.ed.gov/es_ES/index.htm

Student aid eligibility worksheet for question 23 English

<http://ifap.ed.gov/drugworksheets/attachments/StudentAidEligibilityWorksheetEng1314.pdf>

Student aid eligibility worksheet for question 23 Spanish

<http://ifap.ed.gov/drugworksheets/attachments/StudentAidEligibilityWorksheetSp1314.pdf>

VERIFICATION WORKSHEETS

If the student is selected for verification indicated by an asterisk (*) next to the EFC on the first page of the ISIR with comment 170 or 171, the institution is required to conduct and complete a verification process. The process must be thoroughly documented in the student file. These two forms are a tool to document the process but not a replacement for actual back-up documentation. One of the forms is for DEPENDENT students and the second form is for INDEPENDENT students.

Verification guide

<http://ifap.ed.gov/fsahandbook/attachments/1314AVG.pdf>

Pell full- time payment schedule

<http://ifap.ed.gov/dpccletters/GEN1306.html>

Direct Loan Links

General and important information to the student about the Federal Direct Loan can be found at the following URL

<http://www.direct.ed.gov/index.html>

Direct loan home page for STUDENTS

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

Direct loan basics for parents

<http://studentaid.ed.gov/sites/default/files/direct-loan-basics-parents.pdf>

Federal Direct Loan Promissory Note

Information about the Federal Direct Loan promissory note may be located at the following URL

<http://www2.ed.gov/offices/OSFAP/DirectLoan/mpn.html>

Federal Direct Loan Entrance and Exit Interviews

All student borrowers are required to complete an entrance interview before a first loan disbursement is made and an exit interview prior to leaving the school.

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

<https://www.studentloans.gov>

**Career Academy of Beauty
Financial Aid Code of Conduct**

The Higher Education Opportunity Act (HEOA) requires educational institutions to develop and comply with a code of conduct that prohibits conflicts of interest for financial aid personnel [HEOA § 487 (a)(25)]. Any Career Academy of Beauty officer, employee, or agent who has responsibilities with respect to student educational loans must comply with this code of conduct. The following provisions bring Career Academy of Beauty into compliance with the federal law [HEOA § 87 (e)].

1. Neither Career Academy of Beauty, as an institution, nor any individual officer, employee or agent shall enter into any revenue-sharing arrangements with any lender.
A revenue-sharing arrangement means an arrangement between the school and a lender under which the lender provides or issues loans to students attending the school or to the families of such students; and the school recommend the lender or the loan products of the lender and in exchange, the lender pays a fee or provides other material benefits, including revenue or profit sharing, to the school or their agents.
2. No officer or employee of Career Academy of Beauty who is employed in the financial aid office or who otherwise has responsibilities with respect to education loans, or agent who has responsibilities with respect to education loans, or any of their family members, shall solicit or accept any gift from a lender, guarantor, or servicer of education loans. For purposes of this prohibition, the term “gift” means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than a *de minimus* amount.
3. An officer or employee of Career Academy of Beauty who is employed in the financial office or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loans, shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.
4. Career Academy of Beauty shall not: a) for any first-time borrower, assign, through award Packaging or other methods, the borrower’s loan to a particular lender; or b) refuse to certify, or delay certification of, any loan based on the borrower’s selection of a particular lender or Guaranty agency.
5. Career Academy of Beauty shall not request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan, to students in exchange for the institution providing concessions or promises regarding providing the lender with: a) a specified number of private educational loans (non-Title IV loans) or loans made, insured, or guaranteed under Title IV; b) a specified loan volume of such loans; or c) a preferred lender arrangement for such loans.
6. Career Academy of Beauty shall not request or accept from any lender any assistance with call Center staffing or financial aid office staffing.
7. Any employee who is employed in the financial aid office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission or group.

School Default Rates

FFEL/FDL

OPE#02125
Career Academy
of Beauty
Proprietary

	2013	2012	2011
Default Rate	7.6	7.7	14.5
# in default	11	11	17
# in repayment	143	142	117
Enrollment #	330	326	379
% calculation	43	43.5	30.8

Enrollment: To provide context for the Cohort Default Rate (CDR) data we include enrollment data (students enrolled at any time during the year) and a corresponding percentage (borrowers entering repayment divided that enrollment figure). While there is no direct relationship between the timing of when a borrower entered repayment (October 1 through September 30) and any particular enrollment year prior to the beginning of the cohort year (e.g., FY2012 CDR Year will use 2010-2011 enrollment).

Campus security act disclosure statement– Clery Act CAofB

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 1/1/013 and 12/31/15

Actual crime	On Campus			Shopping center		
	2013	2014	2015	2013	2014	2015
Criminal Homicide						
A) Murder and non-negligent manslaughter	0	0	0	0	0	0
B) Negligent manslaughter	0	0	0	0	0	0
Sex Offenses						
A) Forcible sex offenses	0	0	0	0	0	0
B) Non forcible sex offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Petty theft	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Liquor law violations						
A) Arrest for liquor law violations, drug law violations, and illegal weapons possession.	0	0	0	0	0	0
B) Persons not included in (A) of this section, who were referred for campus disciplinary action for liquor law violations, drug violations, and illegal weapons possessions	0	0	0	0	0	0
Hate crimes						
A) Larceny theft	0	0	0	0	0	0
B) Simple assault	0	0	0	0	0	0
C) Intimidation	0	0	0	0	0	0
D) Destruction, damage or vandalism of property	0	0	0	0	0	0
E) Sex Offenses	0	0	0	0	0	
V.A.W.A Crimes						
A) Domestic Violence	0	0	0	0	0	0
B) Dating Violence	0	0	0	0	0	0
C) Stalking	0	0	0	0	0	0

***Crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.**

Burglary vs. Larceny: An incident must meet three conditions to be classified as a burglary. 1. There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry- no force are counted. 2. The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door. 3. The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official. This can be the Administrator or your instructor/coach and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing 911.
2. All students and employees are required to report any crime or emergency to their institutional Director promptly. If a student or employee wishes to report a crime that they were involved in or witnessed, on a voluntary or confidential basis, the Director, Cari Eisele, will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the Director to report criminal actions or emergencies to the appropriate agency by calling (911).
3. Only students & employees and other parties having business with this institution should be on institutional property. Any student entering the premises must have their badge on at all times. All visitors, clients or maintenance personnel must check in at the front desk and identify their purpose of visit or the person to be visited. Any maintenance personnel such as air conditioning repair or exterminators will be announced to the director before given permission to be in the facility. All rear access doors leading to the campus are closed and locked during evening hours starting at 5 PM. When the school closes for the night, the school's official or supervisor will inspect each classroom and bathroom to see that it is empty prior to getting ready to lock up. We set the alarms then lock down the campus at the end of each day. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
4. Current policies concerning campus law enforcement are as follows:
 - A) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
 - B) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the institutional official shall attempt to non-violently deal with the crime or emergency. Individual discretion must be used, as undue risk should not be taken.
 - C) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
 - a. Do not leave personal property in classrooms.
 - b. Report any suspicious persons to your institutional official.
 - c. Always try to walk in groups outside the school premises.
 - d. If you are waiting for a ride, wait within sight of other people.
 - e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving.
 - f. The Crime Awareness and Campus Security Act is available upon request to students,

- employees (staff and faculty) and prospective students.
- g. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
 - h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and

be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty (60) days, that information must be made available within two (2) business days of the request.

- 6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
- 7. All incidents shall be recorded in the Crime Incident Log in the staff office. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
- 8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
- 9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.
- 10. See the Director Cari Eisele or Dayna Pattison for Information concerning drug and alcohol abuse education programs and outside counseling and support. This information is distributed annually to students and staff.
- 11. Sexual assaults (criminal offences) on campus will be reported immediately to the Director, who will report it to (911) emergency and police units. CAofB will follow its VAWA (Violence against Women Act) policies and procedures. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and /or arrest.
- 12. CAofB offers regularly schedule educational program to promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses, domestic and dating violence and stalking. The VAWA policy will be discussed to all new students during first day orientation and annually in October. CAofB prohibits all crimes including dating and domestic violence, sexual assault and stalking. Please refer to the Student Handbook for the VAWA policy for definitions of terms related to crimes, consent, bystander intervention, prevention and awareness, risk reduction. Please follow the VAWA policy on the procedure if you are a victim of alleged dating or domestic violence, sexual assault, or stalking. Although the school does not have professionally trained counselors to assist offer you mental health or other counseling, the Director can assist you in seeking professional help. Please refer to the O.C. district attorneys office for sexual assault prevention programs and victims services (714) 834-4317. Or call the rape crisis center 24 hour hotline 1-866-935-4783

13. Campus Sexual Assault Victims' bill of rights The United States Congress enacted the "Campus Sexual Assault Victims Rights" in 1992 as a part of the Higher Education Amendments of 1992. This law requires afford sexual assault victims certain basic rights such as:

- *Accuser and the accused must have the same opportunity to have others present.
- *Both parties shall be informed of their options to notify law enforcement
 - *Survivors shall be informed of their options to notify law enforcement
 - *Survivors shall be notified of counseling services
 - *Both the victim and the accused have the right to be advised of the outcome of any disciplinary proceedings.

The following website provides sex offenders information in our <http://maganslaw.ca.gov>

14. Missing student policy: If a student does not attend school for 3 days without contacting the academy then the school will attempt to make contact with them or their families. CAofB will advise the direct family to file a missing person report with the police department.

The institution does not maintain any special relationship with State and local police and do not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.

This Institution encourage students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies

Emergency Evacuation- All students should familiarize with the evacuation procedures posted on the bulletin boards places around the school. In the student break room, by the second time clock and in the theory rooms.

This institution does not provide on-campus housing.

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incidents. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

Name of institution's CEO	Cari Eisele
Title	Director
School Name	Career Academy of Beauty
Street address	12471 Valley View St.
City, State Zip	Garden Grove, Ca, 92845
Phone No.	(714) 897-3010

Policy for preparing the annual disclosures of crime statistics.

The Disclosure of Crime Statistics report is done by the institution's director. We contact the Garden Grove Police Department District for statistics and refer the institution's Daily Incident Log annually. The results of the statistical report for the year are updated on the Campus Security Act Disclosure form. Annual reports are updated by October 1 of each year.

DRUG & ALCOHOL ABUSE POLICY STATEMENT

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded, are required by federal regulation to report that conviction in writing to the: Director of Grants and Services

United States Department of Education
400 Maryland Avenue SW.
Room 3124, GSA Regional Office Bldg. #3
Washington, DC 20202-4571

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets. Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

Alcoholics Anonymous (714) 533-0118 970 S Anaheim Blvd, Anaheim, CA <http://aa.org>

Oxford Pilot House (714) 771-4522 721 E Walnut Ave, Orange, CA www.stepuprecovery.com

The Hope Institute A Licensed Outpatient Program www.hopeinstitute.org
(714) 432-0020, 2900 Bristol St Ste C-207, Costa Mesa, CA

Celebrate Recovery launched by Saddleback Church 10 years ago as a program to help those struggling with hurts, habits and hang-ups during recovery <http://www.celebraterecovery.com>

Mariposa Women's Center (714) 547-6494 812 W Town And Country Rd, Orange, CA

Students seeking assistance in overcoming a drug or alcohol related problem is encouraged to contact this organization. This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol.

Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Career Academy of Beauty receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by CAofB in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the [School] who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for CAofB.

Upon request, the school also discloses education records to officials of another school in which a student seeks or intends to enroll. Reasonable effort will be made to contact the student first.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the CAofB to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student

* To other school officials, including teachers, within the CAofB whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(l)(i)(B)(J)- (a)(l)(i)(B)(2) are met. (§99.31(a)(l)) The student's enrollment or transfer subject to the requirements of §99.34. (§99.31(a)(2))

* To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

* In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

* To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

* To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

* To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

* To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

* To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

* Information the school has designated as "directory information" under §99.37. (§99.31(a)(II))

* To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

* To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him

* To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Ethnicity

The following is a breakdown of the Full-Time undergraduates for 15/16 year. First Time students (no transfers)

Ethnicity	<u>PELL</u>		<u>LOANS</u>		<u>NON-AID</u>	
	men	women	men	women	men	women
Hispanic/Latino	1	10	1	15	0	2
American Indian	0	0	0	0	0	0
Asian	1	4	1	6	1	2
Black	0	2	0	1	0	0
Hawaiian/Pacific Isle	0	0	0	0	0	0
White	2	15	2	15	2	11
Two races or more	0	1	0	0	1	1
Race Unknown	1	2	0	2	0	0

10/1/2016