

SATISFACTORY ACADEMIC PROGRESS POLICY

Determination of Progress- The Satisfactory Academic Progress policy applies to all students enrolled this school. The SAP Policy will be conducted and monitored by the Director of the school on actual clocked hours.

In order for a student to be considered making satisfactory progress, he or she must meet both attendance and academic minimum requirements on at least one evaluation by the mid-point of the program or mid-point of the academic year, whichever is shorter.

The required SAP evaluation ensures that the student is making appropriate academic progress to complete his or her program within the context of the time based parameters. All students can request a copy of their evaluation results from the school official.

This policy applies to every student enrolled in either program in this school. The SAP report is generated at 0-450/0-900/0-1250 hours. Signatures needed if not meeting requirements.

Attendance-

All students must comply with the minimum attendance requirement of 67% of his/her clocked hours. By following these standards, all students will complete their program of study within the maximum time frame of 143% of the publish length. Students exceeding 143% will be charged \$12.72 per hour over the time maximum time frame.

A student not meeting the attendance or grade point average standards of academic progress for the month of evaluation will be issued a warning. If after the warning, the student still fails to meet these standards the student will be placed on probation.

The maximum time all students have to complete the program is $36 \text{ weeks} \times 1.43 = 51.48$ to complete 1250 hours. (Full time or part time) Students exceeding the maximum time will be charged an additional \$12.72 per hour. Evaluation periods will take place on actual scheduled hours; 0-450 hours, 0-900 hours and 0-1250 hours. Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation. Attendance must exceed 67% the entire length of the course.

Academic Progress- The school evaluates the students' progress and determination that the student did not make satisfactory academic progress during the warning or previous evaluation period and the students prevails upon appeal of an negative progress determines prior to being placed on probation and the school determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period or the school develops an academic plan for the student, if followed it will ensure the student is able to meet the school satisfactory academic progress requirements at the minimum of 70% (C), must be maintain in theory and practical for each enrolled student.

Warning- Students failing to meet minimum progress requirements will receive a warning. If a student is not meeting satisfying academic progress during the warning or previous evaluation period and the student upon appeal of negative progress determination prior to be placed on probation and the school determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or the school develops an academic plan for the student that, if followed will ensure that the student is able to meet the school's satisfactory academic progress requirements by a specific point within the maximum time-frame establishment for the individual student.

The student must first meet each above element prior to being placed on probation. During probation, students are considered to be making satisfactory progress. At the end of the probationary period, the student's progress will be re-evaluated. He or she will be determined to be making satisfactory progress; if the student fails to meet minimum SAP requirements regardless of the payment method.

Appeal- All students enrolled in the school placed on unsatisfactory status may appeal their status. When applicable appeals must be submitted in writing to the Director and will be evaluated by the Director and the official staff for special circumstances. These special circumstances with documentation that may be approved: student that has a serious illness or accident; death, accident or serious illness in the immediate family and unanticipated military or deployment. a student may appeal if a death of a relative, an injury or illness of the student or other allowable special circumstance; with documentation submitted by the student; regarding why the student fail to make satisfactory academic progress at the next evaluation and how the results of the appeal are documented in the students file. A student reentering the school will re-enter under the same Satisfactory Academic Progress status as in place at the time he individual left. The school will ensure that all steps to gaining probation have been met prior to placing a student on probation. When using probation it must last until the next scheduled evaluation point.

When a student appeals a satisfactory academic progress determination the policy must be described must be described such as;

Any student regardless of payment method, who fails to meet the SAP requirements at the end of a warning period must appeal and prevail upon appeal to be granted the status of probation.

Without prevailing upon appeal, the student continues in a status of unsatisfactory progress.

Students should be aware that being re-admitted to the school will re-enter under the same SAP status as in place at the time the individual left. The institute will follow all steps to gaining probation has been meet prior to placing a student on probation; Also when using probation it must last to the next scheduled probation.

If a student re-enroll progress can regain that eligibility only by enrolling the school at his/her expense and demonstrating that he/she is capable of completing a semester without any failures, incompletes or withdrawals and showing the ability to complete his/her degree requirements in more regular fashion. The mere passage time will not ordinarily restore eligibility to a student who has lost eligibility for failure to make satisfactory progress.

LEAVE OF ABSENCE

An authorized leave of absence is a temporary interruption in a student's program of study.

A student may request an official leave of absence from his/her course program subject to meeting certain conditions. The leave of absence must be requested in writing, state specifically the reason for the leave of absence, dated and signed by the student. The school Director must approve all leave of absences. The leave of absence and the total of prior leaves of absences may not exceed 180 days in any 12-month period.

The policy requires a student to request a leave of absence in advance, unless an unforeseen incident happens and the student is not able to request in advance. Students who have an approved official leave of absence will not be assessed any additional institutional charges. If the student does not return from the approved leave of absence during the designated period, he/she will be considered withdrawn from the course program as of the date the last day of attendance or when the student notifies the school he/she will not return.

Whichever is the earliest date; a student's contract will be extended in according to the number of days taken for leave of absence. The school may grant the LOA for the student who does not provide the request prior to the LOA due to unforeseen circumstances if the school documents the reason for its decision and approved

LOA would be determined by the school to be the first date the student was unable to attend the school because of the accident.

There must be a reasonable expectation that the student will return from the LOA; a student granted an LOA that meets these criteria is not considered to have withdrawn and no refund calculation is required at that time the school will extend the student's contract period by the same number of days taken in the addendum must be signed and dated by all parties, the school that is not required to take attendance, if a student does not return to the school at the expiration of an approved LOA the students withdrawal date is the date the student began the LOA. At a school required to take attendance, the withdrawal date for the purpose of calculating a refund is always student's last day of attendance.

TRANSFER OF CREDIT FOR PREVIOUS TRAINING/RE-ENTRY POLICY

Credit will be given from other schools if the school is teaching a full and complete program. All hours and services must be transferred from the prior school. The actual amount of credit that a student can receive will depend on the students' ability to perform practical work and his/her theoretical knowledge. Determination is made through an examination and left to the discretion of the Director. If a student is requesting transcript of credits and hours obtained at our school, they must be paid in full with the school, as per contract. There will be a charge of \$15.00 to obtain the original transcript (in house) or \$20.00 if it needs to be mailed (certified mail) Over contract fee is according to the additional hours needed, the rate is \$12.72 per hour. A licensed Cosmetologist wishes to become a licensed barber, he or she will be considered as a transfer student providing, he or she shall completed 1250 hour cosmetologist training course or obtain a current license. Upon application to the board he or she will be given 555 hours of credit for subjects previously covered in the cosmetology training course. And will need to complete 695 hours to complete the practical and theory test to obtain a Barber License.

WITHDRAWAL

Any student who withdraws from his or her contracted course or fails to complete his or her training will have a notice placed in his or her student file as to progress at the point of withdrawal. Students who withdraw will be required to pay a fee in the amount of \$150.00

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry.

A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation for one month when accepted for pre-enrollment.

COURSE INCOMPLETES/REPETITIONS/NON-CREDIT REMEDIAL PROGRAM

Course incompletes, repetitions, and non-credit remedial course have no effect upon a student's satisfactory progress status in this school.

Academic Progress Evaluation:

A 70% overall average is the minimal acceptable level of satisfactory progress. A student failing to maintain a 70% overall average will be required to use the unassigned hours of the program for extra study and make up work. They will receive extra help from the instructors when deemed necessary. The Sap evaluation periods are based on actual contracted hours at the school.

Grading Scale:

A.....90- 100.....Excellent

B.....80- 89.....Good
C.....70- 79.....Satisfactory
D.....69-0.....Failing/Unsatisfactory

All areas evaluated consist of theory and practice training, attendance, appearance, work habits, and conduct. Evaluation periods for academic purposes will be done monthly for all programs. All practical learning will be will be evaluated using a written criteria. * A student starting the program may not start performing services on the clinical floor immediately in starting the programs.

Student's Signature and Date

School's Official Signature and Date