

## SATISFACTORY ACADEMIC PROGRESS POLICY

All students enrolled at Allstate Hairstyling and Barber College must maintain satisfactory academic and attendance progress in their particular course of study to remain in school. The following policy applies to all students attending the school (full and part-time) including students who may become eligible for Federal Title IV funding.

### Attendance Progress and Maximum Timeframe

The maximum time frame in which a student must complete a training program is 150% the normal course length. This must be displayed in hours and weeks. Once a student goes over the 150% timeframe, he/she will lose their financial aid eligibility. Since a student is considered finished once he/she reach his/her required clock hours for his/her program (i.e. 1800 clock hours for barbering), it would be impossible to reach the maximum timeframe for hours. However, students could still lose their financial aid if they go over the maximum timeframe in weeks.

Maximum Timeframe measured in weeks (rounded to nearest number)

Program	Normal Completion Time	Maximum Timeframe
<b>1800-Hour Barber Students</b>	Full time (35 hrs/wk):51 wks (~51.43 wks) Part Time (25 hrs/wk):72 wks Part Time (15 hrs/wk): 120 wks	Full Time: 77 wks (~77.15 weeks) Part Time: 108 wks Part Time: 180 wks
<b>1000-Hour Barber Crossover Students</b>	Full time (35 hrs/wk): 29 wks Part Time (25 hrs/wk): 40 wks Part Time (15 hrs/wk): 67 wks	Full Time:43 wks Part Time: 60 wks Part Time: 100 wks
<b>500-Hour Reciprocity Students (Non- FA Program)</b>	Full time (35 hrs/wk): 14 wks Part Time (25 hrs/wk): 20 wks Part Time (15 hrs/wk): 33 wks	Full Time: 21 wks Part Time: 30 wks Part Time: 50 wks
<b>300-Hour Retraining Students (Non- FA Program)</b>	Full time (35 hrs/wk): 9 wks Part Time (25 hrs/wk): 12 wks Part Time (15 hrs/wk): 20 wks	Full Time:13 wks Part Time: 18 wks Part Time: 30 wks
<b>500-Hour Instructor Training (Non- FA Program)</b>	Full time (35 hrs/wk): 14 wks Part Time (25 hrs/wk): 20 wks Part Time (15 hrs/wk): 33 wks	Full Time: 21 wks Part Time: 30 wks Part Time: 50 wks

Maximum Timeframe Measured in Hours (same for full time and part time students)

Program	Normal Completion Time	Maximum Timeframe
<b>1800-Hour Barber Students</b>	1800	2700
<b>1000-Hour Barber Crossover Students</b>	1000	1500
<b>500-Hour Reciprocity Students (Non- FA Program)</b>	500	750
<b>300-Hour Retraining Students (Non- FA Program)</b>	300	450
<b>500-Hour Instructor Training (Non- FA Program)</b>	500	750

Students must also complete 66.67% of the clock hours scheduled for each evaluation period. A student's attendance progress will be evaluated according to the following schedule. Students must be meeting the minimum attendance requirements in order to receive their financial aid disbursement.

Program	Clock hours scheduled in evaluation period	Minimum hours to be completed (66.67%)
<b>1800-Hour Barber Students</b>	450	300
	900	600
	1350	900
	1800	1200
<b>1000-Hour Barber Crossover Students</b>	350	233
	700	467
	1000	700
<b>500-Hour Reciprocity Students</b>	250	175
	500	350
<b>300-Hour Retraining Students</b>	150	105
	300	210
<b>500-Hour Instructor Training</b>	250	175
	500	350

An approved leave of absence (LOA) may extend the student's contract period. However that approved LOA will not count against a student's maximum timeframe. Students cannot have more than 180 days of LOA within a 12-month period. Students are expected to meet the requirements of the LOA policy.

All unexcused absences and not properly returning from a Leave of Absence will count against a student's maximum timeframe. Additionally, students who are terminated for unsatisfactory progress must re-enter in a probationary status until the next regularly scheduled evaluation period.

Transfer students who transfer in clock hours from another school must be in compliance with the SAP standards before any disbursement take place.

### **Academic Progress**

At the end of each evaluation period, a student must have achieved an overall minimum passing grade of 76% or better, based upon written tests and performance in practical and demonstration experience. The grading system is as follows:

90-100%	A
85-89%	B
84-80%	C
76-79%	D
Less than 76%	F

At each evaluation period, students achieving a minimum passing grade of 76% and attending the required minimum hours according to the attendance policy, will be deemed to be making satisfactory progress in their course of study. Any student not meeting the minimum requirements for academic or attendance progress will be considered to be making unsatisfactory progress and will be placed on warning status (see next section).

## **Warning & Disqualified Statuses**

Students not making satisfactory progress at end the disbursement period will be placed on warning status until the next evaluation period. While on warning, the student is still considered to be making satisfactory progress. During the warning status, the student is still eligible for financial aid but must achieve an overall minimum passing grade of 76% or better and be in attendance 66.67% or more in order to re-establish satisfactory status.

If the student has not re-established satisfactory status by the next evaluation period, students will be considered disqualified from using financial aid. The student's financial aid eligibility will cease and he/she will need to adhere to the monthly payment plan for enrollment. If the student does not may any payments in a 90-day period, his/her account will be delinquent and they will be subject to dismissal from the school.

## **Appeal Process & Reinstatement**

A student may submit an appeal in the form of a letter along with any documentation to the Director of Education or designee describing any undue hardship or mitigating circumstances which may have caused a failure to meet the satisfactory academic progress standards. Mitigating circumstances are defined as and limited to:

- Death in the immediate family
- Hospitalization of the student and/or documented medical problems
- Other special circumstances such as work-related transfers, natural disasters, and family emergencies.
- Mitigating circumstances are events outside of the student's control and are unavoidable.

The appeal must be approved by the Director of Education and/or designee before the student can be declared eligible. The decision on the appeal is final. If the appeal is approved, the student will be placed on probation status and will be eligible for financial aid disbursement. If the appeal is denied, a student may ask for a re-review if they can provide additional information related to the initial information presented in the appeal. Otherwise the student will remain disqualified from using financial aid funds. That student will be responsible for remaining monthly payment of tuition and fees. A student can be dismissed for non-payment of bill.

If a student demonstrates, after retaking courses or practicing skills, that he/she is academically and motivationally prepared to continue in the program, financial aid will be reinstated at the end of the next regularly scheduled evaluation period provided the student is meeting the minimum academic and attendance requirements. Otherwise again, the student will remain disqualified from using financial aid funds.