



Allstate Hairstyling & Barber College
**Satisfactory Academic Progress
Standards for Financial Aid**

Version 1.7
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Federal Student Aid (FSA) & Satisfactory Academic Progress (SAP)

All applicants are provided this policy prior to their enrollment. Students enrolled at Allstate Hairstyling & 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

Disbursements of financial aid are made at each evaluation period. Continued receipt of Federal financial aid is dependent on the student meeting both the quantitative (attendance) and qualitative (academic) benchmarks to be considered acceptable for the Satisfactory Academic Progress (SAP) standards. A student's SAP is evaluated at the end of each payment period.

The attendance performance is evaluated on a cumulative basis. 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
1800-Hour Barber Students	Full time (35 hrs/wk): 51 wks Part Time (24 hrs/wk): 75 wks Part Time (15 hrs/wk): 120 wks	Full Time: 76 wks Part Time: 112 wks Part Time: 180 wks
1000-Hour Barber Crossover Students	Full time (35 hrs/wk): 29 wks Part Time (24 hrs/wk): 42 wks Part Time (15 hrs/wk): 67 wks	Full Time: 43 wks Part Time: 63 wks Part Time: 100 wks
500-Hour Reciprocity Students (Non- FA Program)	Full time (35 hrs/wk): 14 wks Part Time (24 hrs/wk): 21 wks Part Time (15 hrs/wk): 33 wks	Full Time: 21 wks Part Time: 32 wks Part Time: 50 wks
300-Hour Retraining Students (Non- FA Program)	Full time (35 hrs/wk): 9 wks Part Time (24 hrs/wk): 13 wks Part Time (15 hrs/wk): 20 wks	Full Time: 13 wks Part Time: 20 wks Part Time: 30 wks

500-Hour Instructor Training (Non- FA Program)	Full time (35 hrs/wk): 14 wks	Full Time: 21 wks
	Part Time (24 hrs/wk): 21 wks	Part Time: 32 wks
	Part Time (15 hrs/wk): 33 wk	Part Time: 50 wks

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

Program	Normal Completion Time	Maximum Timeframe
1800-Hour Barber Students	1800	2700
1000-Hour Barber Crossover Students	1000	1500
500-Hour Reciprocity Students (Non- FA Program)	500	750
300-Hour Retraining Students (Non- FA Program)	300	450
500-Hour Instructor Training (Non- FA Program)	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. Evaluation periods are based on actual hours completed.

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

Training	500	350
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Transfer hours from another institution that are accepted toward the student’s education program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

Allstate Hairstyling & Barber College understands that life events may require a student to modify his/her class schedule. The Leave of Absence (LOA) policy is designed to allow the student flexibility in his/her program enrollment to adjust to these life events. The LOA policy also extends to students the ability to make up any courses missed during an approved leave. An approved leave of absence (LOA) will extend the student’s contract period and maximum timeframe by the same number of days taken in the LOA. 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. Students receive the LOA policy during new student orientation.

All unexcused absences and not properly returning from a LOA will count again a student’s maximum timeframe. Additionally, students who are terminated for unsatisfactory progress and seek re-entry will return in the same SAP status as at the time of termination.

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
80-89%	B
76-79%	C
70-75%	D
Less than 70%	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). All students have access to satisfactory academic progress reports by requesting them from the financial aid office. They are also given to students at the end of each disbursement period.

Warning and Disqualified Statuses

If a student does not meet the satisfactory academic progress standards at the end of an evaluation period, the school will notify the student as it may have an impact on the student's future ability to receive federal financial aid. Students not making satisfactory progress at the end of a disbursement period will be placed on **warning** status until the next evaluation period. The student will be notified of their SAP status by receiving a copy of his/her SAP evaluation report along with a SAP Warning Letter. The student must sign off on the SAP evaluation report and SAP warning letter which will be placed in their file. 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.

Course incompletes, repetitions and non-credit remedial courses have no effect upon the satisfactory academic progress standards. Changes in program or summer terms do not affect a student's SAP status.

Appeal Process and Reinstatement

If, after being placed in a warning status during an evaluation period, the student has not re-established satisfactory status by the next evaluation period, the student will be considered disqualified from using Title IV financial aid. In some cases, after being disqualified from receiving financial aid due to failure to meet SAP requirements, a student can submit an appeal for a temporary reinstatement of financial aid. 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.

To justify the mitigating circumstances that caused a failure to meet the satisfactory academic progress standards, documentation must also be provided. Examples of acceptable documentation can include, but are not limited to: funeral program, doctor's note, work note, or court documentation. It is at the school's discretion to review the documentation submitted and to determine whether what was submitted is acceptable. In addition, the student must also explain and document what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation period.

The appeal must be approved by the Director of Education and/or designee before the student can be declared eligible. The results of the appeal along with all documents submitted are kept in both the student's academic and financial aid file. 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. A student who is not considered meeting satisfactory academic progress can only be placed on probation if: (1) Allstate determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or (2) The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

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. At this time, the student would be required to pay for their education out-of-pocket or seek alternate funding to pay for any classes in which the student is enrolled. The student will remain self-pay until they meet the required SAP qualitative AND quantitative requirements in subsequent disbursement periods.

In addition, even while a student is not receiving financial aid due to disqualification, courses completed and attempted will still be used in the student's SAP calculation. Students who do not receive Title IV financial aid funding are still expected to meet and maintain Allstate Hairstyling & Barber College's Attendance requirements (minimum of 92%) and Academic requirements (minimum of 76%). These requirements are checked monthly.

If a student withdraws or is dismissed from their respective program of study and seeks to re-enroll, the student will re-enter in the same SAP status as when they left. For example, if a student withdraws while disqualified for federal financial aid and decides to re-enroll, the student will re-enter in the same disqualified SAP status.
