edge
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of beauty

catalog

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edge academy of beauty

Edge Academy of Beauty
356 Manchester Square
Shopping Center, Suite 19
Manchester, KY 40962
606.599.3813
edgeacademy.edu

about us

OUR MISSION

Edge Academy of Beauty is dedicated to providing its students a quality education, giving them the skills and tools necessary to gain employment upon graduation.

OWNERS & STAFF

Jimmy Bishop, Co-Owner & Founder, Lead Instructor
Holly Carr, Instructor
Darlene Lawson, Instructor
Scarlett Napier; Instructor, Lead Administrator, & Financial Aid Officer
Craig Napier, Co-Owner & Founder

FACILITY DESCRIPTION

The Edge Academy of Beauty is located at 356 Manchester Square Shopping Center, Manchester, KY, 40962. The school occupies 4000 square feet of floor space. The location contains a(n): offices, reception area, file room, student salon floor, a classroom, facial room, nail room, dispensary, stockroom, and restrooms. A private office is available to the faculty for interviewing and consulting students.

The student salon area is furnished with shampoo bowls, working stations, and hair drying chairs where students work on customers under the direct supervision of an instructor. The classroom is equipped with student tables, chairs, a computer, visual aids, such as training videos, charts, chalkboard, and PowerPoint to aid students in the theory of cosmetology, nail technology, and esthetics.

HOURS

Monday - Thursday | 8:30 am - 4:30 pm

LICENSED BY:

Kentucky Board of Hairdressers and Cosmetologists
111 St. James Court
Frankfort, KY 40601
502.564.4262
http://www.kbhc.ky.gov/

ACCREDITED BY:

National Accrediting Commission of Career Arts & Sciences, Inc.
3015 Colvin St.
Alexandria, VA 22314
703.600.7600

APPROVED BY:

U.S. Department of Education Federal Student Aid
studentaid.gov

Edge Academy of Beauty is nationally accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS). NACCAS is recognized by the United States Department of Education as a national accrediting agency for postsecondary school and departments of cosmetology arts and sciences.

If you would like to review or receive a copy of the school's state license/approval or a copy of the school's letter of accreditation, please contact school staff.

Edge Academy of Beauty is now approved to participate in Federal Student Aid. Federal Financial Aid is available to students that qualify.

NONDISCRIMINATION

Edge Academy of Beauty does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study. Applicants will not be denied admission on the basis of any of th foregoing factors, but applicants must meet all requirements specificed for admission.

ADMISSIONS REQUIREMENTS

Edge Academy of Beauty requires that each student enrolling in the Cosmetology, Cosmetology Instructor, Esthetics, or Nail Technician programs are high school graduates or high school equivalency diploma. *Edge Academy of Beauty does not accept Ability to Benefit students at this time.*

ADMISSION PROCEDURE

1. **Complete an Enrollment Application Form:** Complete and submit an enrollment application form to the school prior to registration. This form and all forms can be obtained by requesting them from Edge Academy of Beauty.
2. **Provide Verification Documents:**
   a. **Identification:** A copy of state or federal issued photo identification and social security card.
   b. **Education:** Proof of secondary education such as a high school diploma, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion. Edge Academy is required to verify that your proof of education is from a valid high school or high school equivalency program.
      - Students from non-accredited or non-certified, private schools or homeschools do not receive a diploma recognized by the Kentucky Department of Education. When seeking employment or advanced education, home schooled students may need to complete the General Education Development (GED) to show equivalence to a state recognized high school diploma.
      - Foreign diplomas must be translated and evaluated from a recognized agency.
3. **Cosmetology Instructor Applicants Only - Proof of Licensure**
   1. Provide one copy of current cosmetology licence
   2. Provide proof of cosmetology licensure for at least one year.

Providing false information for the purpose of gaining admission or access to financial assistance is a violation of law and could result in criminal prosecution as well as denial of admission or termination from school.

ACCEPTANCE

After a prospective student has completed the enrollment process, the admissions team reviews each applicant and their provided materials including the written entrance essay and personal interview to determine acceptance and admission. Following the decision of the admissions team, the applicant will receive written notification of acceptance or denial. Please note that all applicants must go through the entire enrollment procedures which re-entry students (withdrawals) and transfer students.

- **Submit the Application Fee:** Following acceptance, students must submit the application fee of $100. Please submit the fee via cash, check, or money order made payable to Edge Academy of Beauty. This fee is non-refundable and is not included in the cost of tuition.

ORIENTATION

Students must attend a one-day orientation prior to beginning coursework at Edge Academy of Beauty.

TRANSFER POLICY

Edge Academy of Beauty may accept transfer hours from other licensed schools for previous education with the approval of the Kentucky State Board of Hairdressers and Cosmetologists. Hours are not transferrable between programs. A student who wishes to transfer to Edge Academy of Beauty must notify the school in which they are currently enrolled of their withdrawal and must submit the enrollment requirements of Edge Academy of Beauty.

RE-ENROLLMENT POLICY

This school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of $150. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply.

course information

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COURSE OFFERINGS & REQUIREMENTS

The Kentucky State Board of Hairdressers and Cosmetologists require the following hours of instruction for each course listed below. Upon completion of the course (with satisfactory progress) the student will be required to pass an examination given by the Kentucky State Board of Cosmetology to receive a Cosmetology, Esthetics and/or Nail Technician License.

Cosmetology - 1500 Hours (Full Time)
Cosmetology - 1500 Hours (Part Time)
Esthetics - 750 Hours (Full Time)
Esthetics - 750 Hours (Part Time)
Cosmetology Instructor - 750 Hours (Full Time)
Cosmetology Instructor - 750 Hours (Part Time)
Nail Technician - 450 Hours (Full Time)
Nail Technician - 450 Hours (Part Time)

COURSE DESCRIPTIONS (all courses taught in English)

Edge Academy of Beauty will train students using Milady cosmetology, esthitican, and nail technician programs.

COSMETOLOGY COURSE

The primpary purpose of the cosmetology course is to train the student in the basic manipulative skills, safety judgements, proper work habits, and desirable attitudes necessary to achieve competency in entry-level job skills, obtain licensure, and obtain gainful employment in the field of cosmetology or related career fields (Milady, 2016).

ESTHETICS COURSE

The primpary purpose of the esthetics course is to train students in the basic manipulative skills, safety judgements, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as an Esthetician or related career avenue (Milady, 2016).

COSMETOLOGY INSTRUCTOR COURSE

The primpary purpose of the cosmetology instructor course is to train the student in basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions as an instructor or related career avenue (Milady, 2016).

NAIL TECHNICIAN COURSE

The primary purpose of the nail technician course is to train the student in the basic practical skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and competency in entry-level positions in cosmetology or a related career field. (Milady, 2016).

GRADUATION REQUIREMENTS

Edge Academy of Beauty will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school

CERTIFICATES

Upon completion of the applicable course, graduates will be awarded a certificate stating they have completed the educational and hourly requirements.

CAREERS IN COSMETOLOGY

Hair Stylist
Makeup Artist
Sales
Educator
Cosmetology Instructor
Salon Management

CAREERS IN ESTHETICS

Medical Esthetician
Makeup Artist
Brand Representative
Spa/Salon Esthetician
Beauty Advisor
Cosmetic Representative

CAREERS IN NAIL TECHNOLOGY

Nail Technician
Salon Management
Cosmetic Representative
Educator
Sales
Platform Artist

CAREERS IN COSMETOLOGY INSTRUCTOR

Educator
Beauty School Manager
Salon or Spa Owner
Platform Artist
Independent Educational Consultant
Workshop Leader

PLACEMENT

Edge Academy of Beauty cannot guarantee employment or placement of graduates. However, our instructors will counsel and advise all students concerning available employment and will assist graduates of Edge Academy of Beauty to find employment.

course information

START DATE

The Cosmetology and Esthetics programs have specified start dates each academic year. Cosmetology start dates are August 28, 2026 and March 1, 2027. Esthetics start dates are October 26, 2026, March 1, 2027, and June 7, 2027.

We provide open enrollment for the Nail Technician and Cosmetology Instructor. Students can start on any Monday other than those that fall on the below calendar of holidays. Students would need to wait until the Monday following that holiday.

HOLIDAYS & SCHOOL CLOSURES

Edge Academy observes the holidays listed below. These dates are determined by each calendar year. Additional holidays may be added to the calendar at the discretion of school administration.

- Martin Luther King Jr. Day
- Spring Closing - March 22-25, 2027
- Memorial Day
- Summer Closing - June 7-10, 2027
- Independence Day
- Labor Day
- Fall Closing - October 8, 2026
- Thanksgiving Day and the day before Thanksgiving
- New Year's Day
- At the end of each calendar year, Edge Academy of Beauty observes an institutional closing. For the 2026-27 calendar year, the closing will be December 21 - 31, 2026.

Edge Academy is open for business unless there is a declared state of emergency. Unexpected school closures will be reported via the school social media channels. When the school is closed for inclement weather, students should monitor social media channels as well as WKYT on channel 27.

CONSTITUTION DAY

Our school celebrates Constitution Day on or near September 17 of each year. For more information, visit www.constitutionday.com.

VOTER REGISTRATION

Students are encouraged to register to vote in State and Federal Elections. Voter Registration and Election Date information for the state of Kentucky can be found at elect.ky.gov. For more information on Voter Registration and Election Dates for Federal Elections visit eac.gov/voter_resources.

COURSE SCOPE AND SEQUENCE

Please see the course syllabus for each program to find detailed information about the units outlined below and continues on page 6. The course sylalbus is available upon request and can also be found on our website.

COSMETOLOGY COURSE

HOURS	UNIT
75	THEORY - CLASSROOM INSTRUCTION
75	INFECTION CONTROL: PRINCIPLES AND PRACTICES
75	SCALP CARE, SHAMPOOING, AND CONDITIONING
150	HAIRSTYLING
200	HAIRCUTTING
125	HAIR COLORING - LIGHTENING
200	CHEMICAL TEXTURE SERVICES
175	FACIALS AND MAKEUP
175	MANICURING, PEDICURING, NAIL EXTENSIONS
50	SALON BUSINESS, RETAIL SALES
200	INSTRUCTOR DISCRETION
1500	**TOTAL HOURS**

ESTHETICS COURSE

HOURS	UNIT
25	THEORY - CLASSROOM INSTRUCTION
100	GENERAL SCIENCES
125	SKIN SCIENCES
250	ESTHETICS
50	SALON BUSINESS, RETAIL SALES
140	MAKEUP
60	INSTRUCTOR DISCRETION
750	**TOTAL HOURS**

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COSMETOLOGY INSTRUCTOR COURSE

HOURS	UNIT
50	ORIENTATION
30	METHODS OF TEACHING & CLASSROOM MANAGEMENT
150	STUDENT SALON MANAGEMENT
250	INSTRUCTION AND ACADEMIC ASSESSMENT
750	**TOTAL HOURS**

NAIL TECHNICIAN COURSE

HOURS	UNIT
25	THEORY - CLASSROOM INSTRUCTION
75	GENERAL SCIENCES
75	SKIN SCIENCES
150	ESTHETICS
75	SALON BUSINESS, RETAIL SALES
50	MAKEUP
450	**TOTAL HOURS**

TUITION & FEES

Cosmetology Program

Tuition.....$16,500
Application Fee (non-refundable).....$100
State Board Fee (non-refundable).....$25.74
Books & Kit (non-refundable.....$2,460
Kit Sales Tax(non-refundable).....$136.74
Total.....$19,233.34

Esthetics Program

Tuition.....$10,500
Application Fee (non-refundable).....$100
State Board Fee (non-refundable).....$25.74
Books & Kit (non-refundable).....$2,145
Kit Sales Tax (non-refundable).....$129
Total.....$12,899.44

Cosmetology Instructor Program

Tuition.....$5,000
Application Fee (non-refundable).....$100
State Board Fee (non-refundable).....$25.74
Books & Kit (non-refundable).....$599
Kit Sales Tax (non-refundable).....$35.94
Total.....$5,760.68

Nail Technician Program

Tuition.....$3,600
Application Fee (non-refundable).....$100
State Board Fee (non-refundable).....$25.74
Books & Kit (non-refundable).....$1,150
Kit Sales Tax (non-refundable).....$69
Total.....$4,944.74

PAYMENT METHODS

Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at the time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs. Payments made by credit or debit card will be subject to a 3% processing fee. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

SCHOLARSHIP & FEE WAIVER POLICY

The Edge Academy of Beauty reserves the right to waive and/or discount fees as scholarships become available. The Edge Academy of Beauty offers occassional scholarships and discounts. Check with the staff to see if any scholarships or discounts are currently avabilable

EXTRA-INSTRUCTION POLICY

The School will charge additional tuition for hours remaining after the contract ending date at the rate of $10 per hour, or any part thereof, payable in advance until graduation. Edge Academy of Beauty reserves the right to waive and/or discount fees accrued according to the extra-instruction policy.

LOCAL FUNDING OPPORTUNITIES

The Kentucky Office of Vocational Rehabilitation (OVR) offers financial assistance for those who qualify. Contact Edge Academy for the county contact relevant to you.

BOOK & KIT PURCHASE POLICY

Students must purchase the book and kit content items that are required for the program you are enrolled in. These items are available through suppliers that sell to licensed professionals or cosmetology schools. Edge Academy purchases textbook and kit items at wholesale prices and then passes the savings on to the student, if the kit is purchased from Edge Academy. The textbook and kit content are non-refundable. In order to maintain relativity, the educational material and kit content might change when updated material becomes available to remain current with the industry and any regulatory changes. The cost for the kit and textbook is listed in the following tables. The content of our kit and the textbook for each program is listed on pages 7-8. Students also receive a copy upon enrollment of cost and content of the book and kit. All items are listed individually and can be purchased from an alternate source and will need to be purchased and ready to use in a timely manner, not to exceed 2 weeks past the enrollment date, as these items are necessary for the educational program a student is enrolled in.

COSMETOLOGY KIT

ITEM	Cost through School	Cost through outside source	PLACE OF PURCHASE
Milady 14th Edition Cosmetology Book ISBN# 9780357873441	$399.00	$399.00	Cengage
PSI National Exam ISBN: 9798214522890	$50.00	$50.00	cengage.com - click on student, enter the ISBN
Chromebook 14"	$300.00	$300.00	Amazon
Sam Villa Deluxe Student Kit	$610.00	$1,545.00	Samvilla.com
Eyelash Kit and Certification	$665.00	$995.00	steelmagnoliabeautylash.com
5 Star Barber Combo	$95.00	$110.00	Burmax
Mannequins Deluxe Debra	$90.00	$120.00	Burmax
Mannequin Deluxe Hailey x1	$60.00	$90.00	Burmax
Chemical Proof Salon Smock	$30.00	$40.00	Burmax
Nylon Short Stylists Cape	$10.00	$15.00	Burmax
Vinyl Short Stylists Cape	$5.00	$7.00	Burmax
Metal Tail Comb	$5.00	$7.00	Burmax
Large 12" H X 22" W X11" D Duffle Bag	$40.00	$50.00	Burmax
Odorless State Board Acrylic Kit	$25.00	$40.00	Burmax
Mannequin Hand	$10.00	$15.00	Burmax
Miscellaneous Kit Supplies	$66.00	$95.00	Burmax
Total	**$2,460**	**$3,878**	

COSMETOLOGY INSTRUCTOR KIT

ITEM	Cost through School	Cost through outside source	PLACE OF PURCHASE
Milady Professional Educator Book ISBN #9781337786867	$299.00	$299.00	milady.com/cima
Chromebook 14"	$300.00	$300.00	Amazon
Total	$599	$599	

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ESTHETICS KIT

ITEM	Cost through School	Cost through outside source	PLACE OF PURCHASE
"Milady Esthetics Book	$299.00	$399.00	cengage.com - click on student, enter the ISBN
ISBN #9780357812563"	$299.00	$299.00	cengage.com - click on student, enter the ISBN
PSI National Exam - ISBN: 9798214522890	$50.00	$50.00	cengage.com click on student, enter the ISBN
Chromebook 14"	$300.00	$300.00	Amazon
Dermalogica Student Kit	$275.00	$835.00	Dermalogica.com
3 in 1 Rolling Case	$99.00	$99.00	Amazon
Practice Mannequin Head	$15.00	$20.00	Burmax
Esthetics Tool Kit	$13.00	$20.00	Burmax
Waffle Weave Velcro Headbands	$3.00	$6.00	Burmax
Makeup Cape	$5.00	$10.00	Burmax
Mixing Bowls	$4.00	$8.00	Burmax
Makeup Palette	$3.00	$4.00	Burmax
Muse Makeup Kit	$254.00	$499.00	Musemakeup.com
Lash Lift Kit w/ Certification	$80.00	$120.00	LashStuff.com
Eyuelash Kit and Certification	$665.00	$995.00	SteelMagnoliaBeautyLash.com
Brow Lamination Kit w/Certification	$80.00	$120.00	LashStuff.com
Total	$2,145	$3,385	

NAIL TECHNICIAN KIT

ITEM	Cost through School	Cost through outside source	PLACE OF PURCHASE
Milady Nail Technician Book - ISBN# 9780357812570	$299.00	$299.00	cengage.com - click on student, enter the ISBN
PSI National Exam - ISBN: 9798214522890	$50.00	$50.00	cengage.com click on student, enter the ISBN
Chromebook 14"	$300.00	$300.00	Amazon
Young Nails Pro Acrylic Kit	$88.00	$110.00	youngnails.com
Young Nails Instant Studio Kit	$42.00	$60.00	youngnails.com
Young Nails Pro Gel Kit	$88.00	$110.00	youngnails.com
3 in 1 Rolling Case	$99.00	$99.00	Amazon
Deluxe Practice Hand	$10.00	$15.00	Burmax
Manicure Kit	$10.00	$15.00	Burmax
Odorless Student Kit	$20.00	$30.00	Burmax
Silicone Table Mat	$5.00	$10.00	Burmax
Finger Brush and Bowl	$3.00	$6.00	Burmax
Nail Drill and LED Light Kit	$136.00	$210.00	Melody/Susie
Total	**$1,150**	**$1,314**	

STUDENT AID

Students can apply for federal financial aid by visiting https://studentaid.gov/h/apply-for-aid. The FAFSA form allows students to request federal grants. The FAFSA questions ask for information about you (your name, date of birth, address, etc.) and about your financial situation. Depending on your circumstances (for instance, whether you're a U.S. citizen or what tax form you used). You might need to gather information and documents to complete your application. See the full list of things you might need at https://studentaid.gov/apply-for-aid/fafsa/filling-out.

Please note that only Cosmetology and Esthetics programs are currently eligible for federal student aid.

SCHOOL CODE: 043004

AVAILABILITY OF FINANCIAL AID

Edge Academy of Beauty's Financial Aid department is available to assist enrolled students, former students, and prospective students at our campus. Edge Academy of Beauty's Financial Aid department is available to provide information to students regarding the types of financial assistance that are available, how students may apply for aid, how eligibility is determined, and the cost of attending our institution. **Please note that only Cosmetology and Esthetics programs are currently eligible for federal student aid.**

Prospective students are provided information on financial assistance that is available from the school catalog, edgeacademy.edu, or the institution's Financial Aid personnel. Edge Academy of Beauty will not guarantee Financial Aid eligibility without authentication of submitted information. Financial Aid is not used to entice a student's enrollment either verbally or written.

Edge Academy of Beauty provides individual student interviews and application assistance to prospective students for the purpose of accurately determining a student's Financial Aid eligibility to attend our institution. Prospective students are provided information on the financial assistance that is available from our School Catalog, Internet website, or the institution's Financial Aid personnel. Once enrolled and the students' Free Application for Federal Student Aid – FAFSA has been processed, the student is required to sign a completed Tuition Finance Plan, and other pertinent FA forms required to request funding for his or her attendance at Edge Academy.

The Tuition Finance Plan is the school's official notification of scheduled FSA awards and further outlines the school's policy regarding the disbursement of FSA awards. Prospective students are informed of their Pell Grant eligibility prior to the disclosure of Stafford Loan availability. Edge Academy of Beauty is a clock hour institution and the students' scheduled dates of disbursements are indicated by the Start date and every twelve weeks thereafter.

Prior to determining or disbursing FSA funds, a student must not be in Default on his or her student loans or owe an Overpayment to the U.S. Department of Education and have a valid Institutional Student Information Record – ISIR. If selected for the verification process, all documents required must be received by the Financial Aid Office prior to the disbursement of any FSA funds. All federal student loan recipients are required to complete the on-line entrance counseling at www.studentaid.gov. A student is not eligible for additional FSA funds if the student does not meet the school's Satisfactory Academic Progress standards within 1½ times the program length.

The institution's academic policy states that a student shall be terminated following the failure of two consecutive academic units, and further communicates to the student his or her required criteria for meeting the institution's definition of Satisfactory Academic Progress – SAP. SAP is evaluated prior to disbursing federal Student Aid.

Student Loan amounts may not exceed U.S. Department of Education borrowing limits. These terms and conditions are requirements for a student to be eligible for Title IV FSA and are individually based on the student's Financial Aid history as reflected through National Student Loan Data System -NSLDS. Edge Academy of Beauty Financial Aid department is encouraged to help prevent financial aid and scholarship fraud by educating any prospective and enrolled student about the protection of his or her personal identification information, the existence of potential fraud, and the importance of reporting potential fraud occurrences.

The FA department is prohibited from knowingly and willfully encouraging a student to falsify data for the sole purpose of receiving FSA awards, or otherwise providing misleading statements during the application process that may result in the fraudulent receipt of FSA awards. Any student may contact the institution's Financial Aid department for information regarding student financial assistance during business hours. A student may also contact the institution's School Administrative Director for assistance regarding general school issues. The list of current Financial Aid personnel is provided to all enrolled students in the Official Edge Academy of Beauty School Catalog.

*Edge Academy of Beauty has no employment terms or conditions of employment related to a student's Financial Aid Package.

IN-SCHOOL DEFERMENTS

Students who enroll at Edge Academy of Beauty with previously disbursed Federal Stafford Loans – FSL and are in repayment get the opportunity to request an In-School Deferment when enrolled in our institution. Students who wish to continue their loan repayments may do so while enrolled as full-time students of Edge Academy of Beauty. Students may request an In-School Deferment at any time during their enrollment.

FEDERAL FINANCIAL AID

The Federal Pell Grant and Federal Direct Loans are an important source of aid for students. The amount of the award depends upon the determination of the student's eligibility based on the U.S. Department of Education guidelines. Pell grants do not have to be repaid.

Financial need is based on an analysis of information provided by the student on a Free Application for Federal Student Aid (FAFSA) form.

WHO QUALIFIES FOR FINANCIAL AID

To be considered eligible for and receive Title IV aid, a student must meet the following specific requirements:

- Be a U.S. citizen or eligible non-citizen
- Be a "regular student" – that is, enrolled in an eligible program that leads to a degree, certificate, or a degree-with- transfer program
- Not be enrolled simultaneously in elementary or secondary school
- Have a valid Social Security Number
- Sign a Statement of Educational Purpose certifying that federal student financial aid will only be used to pay educational costs
- Not be in default on a Title IV loan; or if in default, have made satisfactory repayment arrangements with the loan holder
- Not have obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV loan program
- Have completed repayment of funds to either Department of Education or the holder of a loan, if applicable

Not have been convicted of, or plead nolo contendere or guilty to, a crime involving fraud in obtaining Title IV aid Not be liable for an overpayment of a Title IV grant.

FEDERAL STUDENT AID PROGRAMS

The federal aid programs available at Edge Academy of Beauty are divided into two types – grants and loans. Grants are awards that normally do not have to be repaid (A student who withdraws prior to completing a payment period may be required to repay unearned grant funds). Student loans and parent loans are made available by the US Department of Education to eligible borrowers and must be repaid.

The Federal Pell Grant is an award available to undergraduate students who meet federal eligibility guidelines. Pell Grant awards vary from year to year and from student to student. Eligibility is based on family income level and financial resources, as well as other personal factors. Pell Grant awards currently range from $845 to $6895 per award year for qualified applicants.

Federal Stafford Loans are low-interest, fixed-rate loans to students, which must be repaid. They are available to students with demonstrated financial need who borrow funds for educational expenses. Subsidized and Unsubsidized Stafford Loan interest rate is fixed at 4.99% for all first disbursements between July 1,2022 and June 30,2023 and shall remain fixed during the life of the loan. Repayment on Federal Stafford Loans begins six months after the borrower's last date of attendance as at least a half-time student. Repayment is usually scheduled over a maximum period of ten years. The minimum payment is $50.00 for the standard repayment plan.

Parent Loans for Undergraduate Students - PLUS Loans – are low-interest, fixed-rate loans made to creditworthy parents of Dependent students to pay for the educational expenses of their dependent. The interest rate on disbursements made on or after July 01,2022 through June 30,2023 is 7.54%. Repayment normally begins while the student is in attendance, however, parent loan borrowers may be able to defer repayment of principal under certain conditions.

COST OF ATTENDANCE - INDIRECT COSTS

Edge Academy of Beauty's Cost of Attendance – COA, is calculated based on individual student FSA non-need-based award eligibility, the student's program, and dependency status, including loan fees that may be applicable. The remaining FSA need-based award eligibility is calculated based on the student's COA minus Estimated Family Contribution – EFC. Re-entry student calculations are determined based on the student's hours left for completion, prior Last Date of Attendance – LDA, previously received FSA, and dependency status; the COA may vary due to these factors. Current base COA amounts, as of August 2025, are as follows:

2025-2026

Living at home with parents:

Room & Board	Transportation	Miscellaneous	Other	Total
$921.00	$188.00	$597.00	Case by Case	$1,706.00

Living away from home: Child care $545.00

Room & Board	Transportation	Miscellaneous	Other	Total
$1375.00	$280.00	$891.00	Case by Case	$2,547.00

These monthly allowances may be multiplied times the number of months in your program and added to your tuition and fees. The number of months may vary depending on whether you are attending full time or part time.

Cost of Attendance is documented individually in the enrolled students' files upon receipt of a valid Institutional Student Information Report – ISIR, from the US Department of Education and the authentication of submitted information. Cost of Attendance is provided to prospective or enrolled students upon request.

A Net Price Calculator is available on the Edge Academy of Beauty website. This Calculator provides a prospective student, and his or her family, an estimate, based on individual circumstances, of the cost of attending a program at Edge Academy of Beauty. edgeacademyofbeauty.edu Higher Education Act of 1965 – HEA

*Student allowances for room and board, personal, and transportation expenses are derived from the College Board. The CB statistics are derived from an extensive and comprehensive research base, and adequately represents the needs of the majority of enrolled students. **Actual cost amounts may be different for each student based on their individual socio-economic status, geographic location, and general spending habits and needs.

APPLYING FOR FINANCIAL AID

The application process used by the School to perform the need analysis is the Free Application for Federal Student Aid (FAFSA). The FAFSA can be completed online by logging on to www.fafsa.gov. When completing the FAFSA, please use the Federal school code Number: 043004.

A student's income tax form (if filed) and/or parent's tax form(s) for the appropriate year are needed to complete the FAFSA. Students are encouraged to use the IRS Data Retrieval Tool when completing the FASFA. This tool allows students and parents to access the IRS tax return information needed to complete the FASFA and transfer the data directly to their FASFA. If students need a copy of their tax return, they can call 1-800-829-1040 and request an IRS tax transcript or go to the IRS web- site at www.irs.gov.

All students requesting federal loans must complete an Entrance Counseling and a Master Promissory Note (MPN) which can be found at https://studentloans.gov.

The student will also need to meet with a Financial Aid representative to fill out the Financial Aid forms and provide documentation for information entered on their FAFSA.

STUDENTS RESPONSIBILITIES WITH THE OFFICE OF FINANCIAL AID

Protecting, maintaining, and renewing financial aid is a very important responsibility for all students. A student's financial aid responsibilities include the following:

- Acknowledging and meeting all deadlines for applying and reapplying for Financial Aid Providing complete and accurate information on the FAFSA and financial aid forms.
- Responding to all requests for additional documentation in a timely manner
- Providing updated information when changes occur such as a withdrawal from Academy, a change in enrollment status, name, marital status or expected date of graduation
- Being in good Academic Standing with the Academy as well as maintaining Satisfactory Academic Progress (SAP) Reading all documents, the Office of Financial Aid sends to the student

Misreporting information for Federal Financial Aid is a violation of the law and is considered a criminal offense.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress (SAP) Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. **Please note that only Cosmetology and Esthetics programs are currently eligible for federal student aid.** However, students in all programs must meet SAP.

EVALUATION PERIODS

The institution operates all programs according to a scchedule of 900 hours per academic year of instruction.
The following four examples demonstrate the correct evaluation periods for programs of various lengths in which each program utilizes an academic year of 900 hours to be completed in 30 acaedmic weeks.

COSMETOLOGY (1500 Actual Clock hours)

1st Evaluation Period Ends: 450 Clock Hours and 15 Weeks

2nd Evaluation Period Ends: 900 Clock Hours and 30 Weeks

3rd Evaluation Period Ends:1200 Clock Hours and 40 Weeks

COSMETOLOGY INSTRUCTOR (750 Actual Clock hours)

Evaluation Period Ends: 375 Clock Hours and 12.5 Weeks

ESTHETICS (750 Actual Clock hours)

Evaluation Period Ends: 375 Clock Hours and 12.5 Weeks

NAIL TECHNICIAN (450 Actual Clock hours)

Evaluation Period Ends: 225 Clock Hours and 7.5 Weeks

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.
Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

QUANTITATIVE/PACE EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

	MAXIMUM TIME ALLOWED	
COURSE	WEEKS	SCHEDULED HOURS
Cosmetology (Full time, 30 hrs/wk) - 1500 Hours	57.5 Weeks	2250
Cosmetology (Part time, 20 hrs/wk) – 1500 Hours	112.5 Weeks	2250
Esthetics (Full time, 30 hrs/wk) – 750 Hours	37.5 Weeks	900
Esthetics (Part time, 20 hrs/wk) – 750 Hours	45 Weeks	900
Cosmetrology Instructor (Full time, 30 hrs/wk) – 750 Hours	37.5 Weeks	900
Cosmetrology Instructor (Part time, 20 hrs/wk) – 750 Hours	45 Weeks	900
Nail Technician (Full time, 30 hrs/wk) – 450 Hours	22.5 Weeks	675
Nail Technician (Part time, 20 hrs/wk) – 450 Hours	33.75 Weeks	675

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours. SAP evaluation periods are based on actual contracted hours at the institution.

Students who exceed the maximum time frame must be terminated from the program. Students may then be permitted to re-enroll into the program on a cash pay basis. Please note that Title IV (Federal Financial Aid) is only allowed to cover the actual number of hours of the program. Any hours exceeding the approved length of the program cannot receive Federal Financial Aid.

GRADING STANDARDS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 71% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100	EXCELLENT
80 - 89	VERY GOOD
71 - 79	SATISFACTORY
70 and BELOW	UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNINGS

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

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

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

RE-ESTABLISMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

ACADEMIC INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned 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.

GRADING SYSTEM

100-90: Excellent || 89-80: Very Good || 79-71: Satisfactory || 70 or below: Unsatisfactory

BOOKS & KIT

Students must purchase the book and kit content items that are required for the program you are enrolled in. These items are available through suppliers that sell to licensed professionals or cosmetology schools. Edge Academy purchases textbook and kit items at wholesale prices and then passes the savings on to the student, if the kit is purchased from Edge Academy. The textbook and kit content are non-refundable. In order to maintain relativity, the educational material and kit content might change when updated material becomes available to remain current with the industry and any regulatory changes. The cost for kit and the textbook is listed on page 6 of our catalog, which can be found on our website at www.edgeacademy.edu The content of our kit and the textbook for each program is listed below Course Tuition and Fees in our catalog. Students also receive a copy upon enrollment of cost and content of the book and kit. All items are listed individually and can be purchased from an alternate source and will need to be purchased and ready to use in a timely manner, not to exceed 2 weeks past the enrollment date, as these items are necessary for the educational program you are enrolled in.

REFUND POLICY – NOTICE OF CANCELLATION

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply.
The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.
Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of $100.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
6. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, and instruction has begun, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, and before instruction has begun, the school shall, at its option, provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of $150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

*The School is not currently eligible to participate in federal Title IV Financial Aid Programs

Edge Academy of Beauty is an accredited institution by NACCAS, 3015 Colvin St., Alexandria, VA 22314 I (703) 600-7600

COLLECTION POLICY

All collection procedures reflect ethical business practices. Collection correspondence regarding cancellation and settlment from the institution itself, banks, collection agencies, lawyers, or any third parties representing Edge Academy of Beauty clearly acknowledge the existence of the withdrawal and setllement policy.

RETURN OF TITLE IV FUNDS

The actual last date of attendance is the last day the student was physically in attendance. This is the withdrawal date. The determination of the withdrawal date on a student who had been previously attending could be up to, but will not to exceed 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office.

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs available at Edge Academy of Beauty that are covered by this law are:

- Federal Pell Grants
- Federal Direct Student Loans
- Federal Direct Parent PLUS Loans

When you withdraw during your payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a prorata basis. For example, if you completed 30% of the scheduled hours in your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the scheduled hours in your payment period, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program be¬fore you withdraw, you will not receive any Direct loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent received on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of: your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of your Title IV program funds.

The school will complete the R2T4 calculation within 30 days of the determination that the student has dropped. Funds are returned to the Department within 45 days. The student will be notified of the calculation after the R2T4 has been processed

INITIAL AMOUNT OF UNEARNED TITLE IV AID DUE FROM THE STUDENT

The statute specifies that a student is responsible for all unearned Title IV program assistance that the school is not required to return. In Step 7 of the R2T4 calculation worksheet the initial amount of unearned federal student aid due from the student (or parent, for Direct PLUS Loan funds) (Box Q) is determined by subtracting the amount returned by the school (Box O) from the total amount of unearned Title IV funds to be returned (Box K). This is called the initial amount due from the student because a student does not have to return the full amount of any grant repayment due. Therefore, the student may not have to return the full initial amount due.

REPAYMENT OF STUDENT LOANS

The student loans that remain outstanding in (Box R) of Step 8 of the R2T4 calculation worksheet consist of the loans disbursed to the student (Box B) minus any loans the school repaid in Step 6, Block P. These outstanding loans are to be repaid by the student according to the terms of the student's promissory notes.

TITLE IV GRANT FUNDS TO BE RETURNED BY A STUDENT

The regulations limit the amount a student must repay to the amount by which the original overpayment amount exceeds 50% of the total grant funds disbursed or could have been disbursed by the student for the payment period or period of enrollment. The initial amount of unearned Title IV grant aid due from the student in step 9 (Box S) of the R2T4 calculation worksheet is found by subtracting the loans to be repaid by the student (Box R) from the initial amount of unearned aid due from the student (Box Q). The amount of grant overpayment due from a student is limited to the amount by which the original grant overpayment (Box S) exceeds half of the total Title IV grant funds disbursed and could have been disbursed to the student in (Box F).

RETURN OF TITLE IV GRANT FUNDS BY THE STUDENT

The student is obligated to return any Title IV overpayment in the same order that is required for schools.
Grant overpayments may be resolved through:

1. full and immediate repayment to the school;
2. repayment arrangements that are satisfactory to the school;
3. or by overpayment collection procedures negotiated with Debt Resolution Services.

A SCHOOL'S RESPONSIBILITIES IN THE RETURN OF FUNDS BY THE STUDENT

A school has responsibilities that continue beyond completing the Return calculation and returning the funds for which it is responsible. Here we discuss the institution's participation in the return of funds by the student.

GRANT OVERPAYMENTS

The applicable regulations limit the amount of grant funds a student must repay to one-half of the grant funds the student received or could have received during the applicable period. Moreover, repayment terms for students who owe Title IV grant overpayments were established to ensure that students who could not immediately repay their debt in full had the opportunity to continue their eligibility for Title IV funds.

Students who owe overpayments as a result of withdrawals initially will retain their eligibility for Title IV funds for a maximum of 45 days from the earlier of:

1. the date the school sends the student notice of the overpayment, or
2. the date the school was required to notify the student of the overpayment.

Within 30 days of determining that a student who withdrew must repay all or part of a Title IV grant, the school will notify the student in writing via U.S mail that he or she must repay the overpayment or make satisfactory arrangements to repay it. In its notification, the school will inform the student of the following five items:

1. The student owes an overpayment of Title IV funds.
2. The student's eligibility for additional Title IV funds will end if the student fails to take positive action by the 45th day following the date the school sent or was required to send notification to the student.

ORDER OF RETURN OF TITLE IV FUNDS

The school and or the student if applicable must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

- Federal Pell Grants for which a return of funds is required.

There are three positive actions a student can take to extend his or her eligibility for Title IV funds beyond 45 days:

a. The student may repay the overpayment in full to the school.
b. The student may sign a repayment agreement with the school. Note: Two years is the maximum time a school may allow for repayment.
c. The student may sign a repayment agreement with the Department.

Please contact school staff to discuss options.

CONSEQUENCES FOR NOT FOLLOWING UP ON THE NOTIFICATION

If the student takes no positive action during the 45-day period, the school will report the overpayment within a few days of the end of the 45-day period to NSLDS on the NSLDS Professional Access Web site under the AID tab, "Overpayment List" menu option after the 45-day period has elapsed.

If the student fails to take one of the positive actions during the 45-day period, the student's overpayment will be reported immediately to the NSLDS and referred to the Debt Resolution Services for collection.

When a student receives additional funds during the 45-day period of extended eligibility:

Students who owe overpayments as a result of withdrawals generally will retain their eligibility for Title IV funds for a maximum of 45 days from the earlier of (a) the date the school sends the student notice of the overpayment, or (b) the date the school was required to notify the student of the overpayment. A student who receives Title IV funds within that period of extended eligibility and then fails to return the overpayment or make repayment arrangements becomes ineligible for additional Title IV program funds on the day following the 45-day period. However, any Title IV program funds received by the student during the 45-day period were received while the student was eligible. Therefore, those Title IV funds do not have to be returned (unless the student withdraws a second time). A student who loses his or her eligibility for Title IV funds at the expiration of the 45-day period will remain ineligible for additional Title IV funds until the student enters into a repayment agreement with the Department.

If you have questions about your Title IV program funds, you can call the Federal Student Aid In-formation Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Informa¬tion is also available on Student Aid on the Web at www.studentaid.ed.gov.

RETURN OF TITLE IV FUNDS EXAMPLE

On March 19, 2014 Mary has been absent for 14 consecutive calendar days without notification to the school. Her school director determines at this point that Mary needs to be terminated from her program for non-attendance. Her last day of attendance was March 5 and as of this day Mary had 250 scheduled hours available to her to attend school. Even though she may only have actually attended 150 hours she was scheduled for 250 and this is the number of hours that will be used for the Return to Title IV calculation. The school charges the total tuition, books kit and fees for the program up front. At her school the total cost of the program is $13,750.00 (Tuition: $12,750.00, Books and Kit: $790.00, Uniforms $90.00, Student Permit Fee: $20.00 and Registration Fee: $100.00) The school has received the first disbursements of a Pell Grant in the amount of $2,865, a Subsidized Direct Loan for $1,732.00 and an Unsubsidized Direct Loan for $2,969.00 for the first 450 hours towards Mary's tuition, kit, books and fees for a total of $7,566.00. Since the percentage allowed to be retained is calculated by dividing the scheduled hours completed in the current payment period by the scheduled hours available in the payment period as of the official withdrawal date or last date of attendance, the school takes the 250 scheduled hours in the payment period as of the last date of attendance divided by the 450 scheduled hours in the entire payment period which equals .556%. This is the percentage of the total amount of aid received that can be retained ($7,566.00 X .556 = $4,206.70) In the event that the scheduled hours completed in the payment period had been greater than 60% of the 450 scheduled hours for the payment period, then the total amount received could have been retained however it was not and so only the prorated amount of $4,206.70 could be retained. This leaves a balance of $3,359.30 which must be returned or refunded to the FSA programs. The school will now go through a process of determining how much of the $3,359.30 must be returned by the school and how much the student is responsible for. For this they will need to determine the greater of the two amounts of: a) the prorated amount of all institutional charges or: b) the amount the school retained to pay allowable institutional charges for the current payment period. First the school will take the total contracted amount for tuition, books, kit and fees which equals $13,750.00 and divide it by the hours in the program to determine an hourly prorated amount ($13,750.00/1500=$9.17) Now it will multiply the hourly proration X the 450 hours in the payment period which =$4126.50 rounded up to $4127.00 The greater of the two is the amount of Title Iv that was retained for the payment period ($7,566.00). This is the amount that will be used as total institutional charges in Step 5 of the R2T4 calculation. This amount will then be multiplied by the.444 % of unearned Title IV aid. In this case study the entire amount of unearned aid ($3,359.30) must be refunded by the school and the student is not obligated to do anything except to pay back the remaining loan amounts after all refunds have been made.

Again, keep in mind that the school will also calculate their Institutional Refund Policy to determine how much they are entitled to charge the student for the time they were in school. This is a separate calculation and it may be determined that the Title IV retainable is not sufficient to cover the school's charges and consequently the student may still owe the school an additional sum of money which will need to be paid in addition to the Title IV Funds.

VACCINATION POLICY

Edge Academy of Beauty does not require any vaccinations for admissions to any of our programs. Students interested in vaccinations should contact their healthcare provider.

Information about the COVID-19 vaccine can be found at https://www.cdc.gov/coronavirus/2019-ncov/vaccines/index.html.

DRUG AND ALCOHOL PREVENTION

Edge Academy of Beauty complies with the Federal Drug Free Schools and Communities Act Amendment of 1989 and the Drug Free Work Place Act of 1988.

Edge Academy of Beauty DRUG and ALCOHOL POLICY STANDARDS of CONDUCT
The policy is defined by the following:

- The illegal possession or use of alcohol, drugs, or chemicals on any property under the control of Edge Academy of Beauty is expressly prohibited.
- Alcoholic beverages on the Edge Academy of Beauty Campus are forbidden with exception only to permissible and prior written approval, by the school president, for a special event.
- These standards of conduct apply to all students and staff members of Edge Academy of Beauty.
- Should any complaint or suspicion arise pertaining to a student or staff member regarding possible violation of policy, the individual may be required to submit to immediate advising and/or drug testing. Any violation of policy is subject to disciplinary actions.

All members of the Edge Academy of Beauty community should, at all times, be cognizant of and compliant with State and Local Laws.

The possession and consumption of alcoholic beverages in public places or common areas on campus is prohibited. The definition of public places or common areas includes, but is not limited to, any outdoor area, parking lot, vehicle, stairway, lawn, or sidewalk which is part of Edge Academy of Beauty property. Edge Academy of Beauty prohibits the possession and consumption of alcoholic beverages on campus without previous written consent by the school president.

SANCTIONS

In addition to the imposition of disciplinary sanctions under Edge Academy of Beauty policies and/or procedures, including the suspension or separation from Edge Academy of Beauty for such acts, students and staff members may face prosecution under Federal or State Law.

DRUG and ALCOHOL TREATMENT PROGRAMS RESOURCES

Edge Academy of Beauty provides information regarding drug and alcohol counseling, treatment, and rehabilitation programs for both students and staff members.

HEALTH RISKS PERTAINING TO SUBSTANCE ABUSE

Numerous health related issues are associated with the illicit use of drugs and alcohol. Among them are sleep disturbance, psychiatric problems, organ failure or disease, immunodeficiency, nutritional syndromes, and diabetes.

NOTICE of FEDERAL STUDENT FINANCIAL AID PENALTIES for DRUG LAW VIOLATIONS

Students who have been convicted of possession and/or sale of illegal substances while they were receiving Federal Student Aid must disclose this information when completing their Free Application for Federal Student Aid – FAFSA and may be prohibited from, or limited in, receiving Federal Student Aid. HEA Sec. 484(r)(1); (20 U.S.C. 109(r)(1)

DISTRIBUTION OF MATERIALS

Each enrolled student and employee of Edge Academy of Beauty can access the Catalog which includes all policies and reports. Edge Academy of Beauty will also provide a paper copy of this information upon request. The distribution of materials is comprised of the following: Edge Academy of Beauty School Catalog; Edge Academy of Beauty Student Drug Free School Policy handout; and the Annual Campus Security Report.

CAMPUS SECURITY

Edge Academy of Beauty strictly maintains and enforces the safety and security of the campus population. Edge Academy of Beauty complies with safety and security guidelines as requested and suggested by the Crime Awareness and Security Act of 1990; the U.S Department of Education; State and Local Laws and local law enforcement agencies; and various publications.

Department of Education "The Handbook for Campus Crime Reporting; SOC – Security on Campus Clery Act Training Reference Guide
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CAMPUS SECURITY POLICY

Edge Academy of Beauty strictly forbids the possession of firearms or other weapons on school property or during school field trips. Additionally, Edge Academy of Beauty has a zero-tolerance policy regarding immoral conduct and enforces campus safety and security regulations pertaining to verbal, sexual, and physical harassment of a fellow student or staff member as well as threat of physical violence against a fellow student or staff member.

CAMPUS CRIME STATISTICS

Edge Academy of Beauty makes available and publishes its crime statistics. This information is updated and published annually. Additionally, copies of this information are duplicated and may be found available at any time in the administratie office upon request.

Edge Academy of Beauty maintains a crime report log for its specific areas. A crime report handout will be provided to all students prior to enrollment.

ANNUAL SECURITY REPORT

Each year, by October 1, Edge Academy of Beauty publishes on its website and makes available its annual security report to all enrolled students and staff members. Additionally, copies of this information are duplicated and may be found available at any time in the following campus locations.

Information included in the security report includes any on-campus arrests for liquor law, drug abuse, or weapons violations. Also included in the report are occurrences of crimes such as: hate crimes, arson, motor vehicle theft, burglary, aggravated assault, robbery, non-forcible sex offenses, forcible sex offenses (rape), negligent manslaughter, murder, and non-negligent manslaughter, domestic violence, dating violence, sexual assault and stalking.

REPORTING CRIMES and SECURITY INCIDENTS

Edge Academy of Beauty campus is monitored by city and state authorities. Crimes should be reported to the authorities.

EMERGENCY MANAGEMENT PLANNING SECURITY MEASURES

Edge Academy of Beauty has the following security tools in effect: internal security cameras.

EMERGENCY NOTIFICATION POLICY

In any type of campus emergency or campus crime, Edge Academy of Beauty will, without hesitation, follow the required procedures for notifying the community of the emergency. In addition, Edge Academy of Beauty will utilize the practice of a Timely Warning and communicate the threat, hazard, or crime to the campus community via electronic notification and the larger civilian community as set forth by the Standards of The Clery Act.

Depending on the type of emergency, Edge Academy of Beauty staff members have been trained on the procedure for activating the ERS: Follow evacuation procedures

In the event of inclement weather which may result in a delayed opening or campus closure, students and staff will receive electronic notification and are advised to monitor Edge Academy social media channels and tune into WLEX 18 and WYMT 57 for information and updates.

EMERGENCY MANAGEMENT PLANNING – EMERGENCY RESPONSE SYSTEM

Edge Academy of Beauty complies with all emergency response regulations as set forth by the Department of Education. Edge Academy of Beauty also complies with local fire marshal regulations regarding emergency training and evacuation of its campus population. Edge Academy of Beauty conducts fire, tornado, and code silver drills as part of its emergency management plan. These drills are conducted, documented, and kept on file. Ongoing educational training of the campus population is provided – IAIP established by Edge Academy of Beauty which is evaluated on a regular basis. Procedural and informational changes are made as needed.

As part of its EMP and ERS, Edge Academy of Beauty displays fire drill evacuation maps and tornado safety zone maps throughout the campus. An additional drill for responding to a hostile individual, both with or without a weapon, is also established and is referred to as a Code Silver Drill.

GENERAL CAMPUS SAFETY

Any campus safety issues, violations, hazards, or repairs are evaluated, addressed, and corrected as they are identified.

All campus occupants are instructed to complete a Notice of Injury/Illness – NOI Incident Report for any injury or health related issue. Any ill or injured individual is advised regarding leaving campus without assistance and is required to complete the Release of Liability – ROI Release Report which is part of the NOI Incident Report. This form is available in the office.

Edge Academy of Beauty is equipped with multiple fire extinguishers located throughout the school. Annual inspections are completed and documented; locations of these fire extinguishers are also illustrated on the campus fire evacuation maps.

Enrolled students are instructed regarding all Edge Academy of Beauty Campus safety and security procedures information. Topics included are:

- Identification
- Fire and Tornado Drills
- NOI Reports
- Personal Property Theft Prevention
- Edge Academy of Beauty Drug and Alcohol Policy

Crimes Reported

Location codes which proceed the incident number:
C=On Campus | CH=On Campus Student Housing Facility
N=Non-campus | P=Public Area

Criminal Offenses

Notes: #1 Also referred to as Primary Crimes
#2 also referred to as sex offenses

Criminal Homicide #1 (these offenses are separated into two categories)	2022	2023	2024
murder	0	0	0
non- negligent manslaughter	0	0	0
manslaughter by negligence	0	0	0
robbery	0	0	0
aggravated assault	0	0	0
burglary	0	1 1P	9P
motor vehicle theft	0	0	0
arson	0	0	0
Sexual Assault #2			
rape	0	0	0
foundling	0	0	0
incest	0	0	0
statutory rape	0	0	0

Hate Crimes Reporting	2022	2023	
larceny-theft	0	0	0
simple assault	0	0	0
intimidation	0	0	0
destruction, damage or vandalism of property [which were motivated by bias]	0	0	0

Violence Against Women Act

Note: that sexual assault is also a VAWA offense but is included in the criminal offens's category for Cleary Act reporting purposes.

	2022	2023	2024
domestic violence	0	0	0
dating violence	0	0	0
stalking (including cy-ber-stalking)	0	0	0
rape & forcible foundling	0	0	0
sex offenses - forcible	0	0	0
sex offenses - non-forcible	0	0	0

Arrests and Disciplinary Referrals

Note: this information also includes those individuals that were referred for campus disciplinary action for liquor law violations, drug law violations and illegal weapons possession.

Arrest:	2022	2023	2024
weapons - carrying	0	0	0
weapons possession	0	0	0
Disciplinary Referrals			
weapons - carrying	0	0	0
weapons posession	0	0	0
liquor laws violations	0	1P	0
Arrest			
drug abuse violations	0	0	0
Disciplinary Referrals			
drug abuse violations	0	1P	0
Arrest			
liquor law violations	0	0	0

ADDITIONAL INFORMATION

Kentucky State Board
https://kbhc.ky.gov

Voter Registration
https://vrsws.sos.ky.gov/ovrweb/govoteky

Occupational Outlook Handbook
https://www.bls.gov/ooh/personal-care-and-service/home.html

O-Net online
https://www.onetonline.org/link/summary/39-5012.00

FASFA
https://www2.ed.gov/print/fund/grants-college.html

All About Counseling
http://www.allaboutcounseling.com/crisis_hotlines.htm

KY 1-800 Hotlines
http://chfs.ky.gov/hotline

Family and Social Services Administration
https://www.in.gov/fssa/dmha/2933.htm

Entrance/Exit Counseling
http://www.studentloans.gov

NAACAS
http://naccas.org/

American Red Cross
http://www.redcross.org/

College Navigator
https://nces.ed.gov/collegenavigator/

LEAVE OF ABSENCE POLICY

Edge Academy of Beauty recognizes that over the course of enrollment it may be necessary to take a Leave of Absence from training for many different reasons. Reasons for which a Leave of Absence may be granted are:

- The birth or adoption of a child or placement of a foster child.
- The care of a sick spouse, child, or parent.
- The student has serious health conditions.
- Death of an immediate family member.
- Documented military duty.
- Documented jury duty.
- A vacation trip in which students must leave town.
- Financial hardship.

Students should confer with the administrator to determine if they are eligible for a Leave of Absence and what the impact will be on their program. Students who take a Leave of Absence may have to return to the same stage they were in when they left. The administrator will assist the student in requesting a Leave of Absence and determining is supporting documentation is required.

Students enrolled in the Instructor Program are eligible for one Leave of Absence. Students enrolled in the Cosmetology Program are eligible after completion of 400 actual hours unless it's for medical reasons. A student who is granted a Leave of Absence by the administrator is not considered to have withdrawn from the school. A Leave of Absence will not affect the student's maximum time frame for completion; however, it will affect their scheduled graduation date Students must follow the institution's policy in requesting a Leave of Absence.

To be placed on personal Leave of Absence the student must:

1. Complete the school's Leave of Absence request form (See notification below).
2. Be approved by the school's administrator.
3. Be minimum of three (5) school days.
4. Students who take a Leave of Absence may have to return to the same stage they were in when they left.

To be placed on medical Leave of Absence the student must:

1. Complete the school's Leave of Absence request form (See notification below).
2. Attach all medical documents.
3. Be approved by the school's administrator.
4. Students who take a Leave of Absence may have to return to the same stage they were in when they left.

****Students may not arbitrarily decide to "TAKE" a Leave of Absence. Students must speak to the school ADMINISTRATOR for Leave of Absence. Any student who does not speak to the school ADMINISTRATOR directly will not be granted a Leave of Absence.****

Students will not be granted a Leave of Absence, together with any additional Leave of Absence previously granted, exceed a total of 180 days in any 12-month period.

NOTIFICATION

The student must request the Leave of Absence in advance unless unforeseen circumstances prevent the student from doing so.

1. The request must be written and kept in the student's file.
2. The request must include the student's reason for the Leave of Absence
3. The request must include the student's signature and date.

The institution may grant a Leave of Absence to a student who did not provide the request prior to the Leave of Absent due to unforeseen circumstances if:

1. The institution documents the reason for its decision.
2. The institution collects the request form the student later; and
3. The institution establishes the start date of the approved Leave of Absence as the first date the student was unable to attend.

Request must be made by submitting a signed Leave of Absence Request form to the administrator. Leaves are not approved until the student and administrator signs both the Leave of Absence Request form and an addendum to the Enrollment Agreement. There must be a reasonable expectation that the student will return from the Leave of Absence.

LEAVE OF ABSENCE POLICY (CONT.)

OUTCOME

- Schedule hours will not be accumulated.
- The leave will not affect the student's Satisfactory Academic Progress.
- The student's maximum time frame for course completion and Enrollment Agreement end date will be extended by the number of calendar days of leave.
- The student will be informed when he or she is scheduled to resume training.
- The student will return to school with the same academic and attendance held prior to the Leave of Absent.
- The student will not assess any additional charges because of a requested Leave of Absent.
- A student granted a Leave of Absence in accordance with the institution's policy is not considered to have withdrawn and no refund calculation is required at that time.
- A student's contract period will be extended by the same number of calendar days taken in the Leave of Absent and such changes to the contract period must be either;
  A. Changes to the Enrollment Agreement will be initial by both parties; or
  B. An addendum to the Enrollment Agreement must be signed by all parties.
- For federal aid recipients, the student's payment period is suspended during the Leave of Absent and no federal financial aid will be disbursed to students while on Leave of Absent.
- Upon return the student will resume the same payment period and course work and not be eligible for additional Title IV aid until the payment period has been completed.
- The student's grace period for the Title IV program loans could be reduced by the entire time of the Leave of Absence up to and including the exhaustion of the student's grace period.
- The student on Leave of Absence should continue to make payments on his or her account as scheduled.

FAILURE TO RETURN

Failure to return from the Leave of Absence on the scheduled date will result in immediate termination from school unless the student speaks with the administrator to extend the Leave of Absence before the scheduled return date. All institutional refund and Return to Title IV calculations will then go into effect based on the student's last date of attendance. Students will be withdrawn if the student takes an unapproved Leave of Absence or does not return by the expiration of an approved Leave of Absence.

- The students withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

RESPONSIBILITY UPON RETURN

The student will return to school from leave of absence on the return date specified on the Leave of Absence Request form and Enrollment Agreement Addendum.

ATTENDANCE, TARDINESS, & ABSENCE

Students are expected to attend all class agreed upon in their enrollment agreement. All students are allowed 5 sick days and 5 personal days. Students must report to school on time. If a student is late, they must report to instructor and explain reason for tardiness. All absences should be communicated with and explained to their instructor. Failure to do so may result in dismissal from school. Any student who is absent for 10 consecutive days unexcused will be dismissed from the program.

TIME REPORTING

Students must clock in upon entering the school and clock out when leaving the school each day in order to receive credit for hours accumulated. Full time students are provided with a 30-minute lunch period each day and must clock out for lunch break each day. Two 15 minutes breaks are also required each day. When leaving the facility for a break, students must inform the front desk, as well as an instructor, and clock out and back in upon returning.

MAKE UP WORK

Make up work will be accepted for any missed work relating to an absence. Work must be made up during unscheduled hours and must be turned in within one week of an absence.

CONDUCT POLICY

Edge Academy of Beauty is committed to creating and maintaining a work and learning environment free from any form of harassment. It is the policy of our school that our work and learning environment will be free from all forms of harassment including, but not limited to, sexual harassment, and harassment based on or because of race, color, religion, national origin, ancestry, citizenship, pregnancy, age, physical or mental disability, service in the uniformed services, genetic information, sexual orientation, and/or any other basis protected by federal, state, or local law. Edge Academy of Beauty prohibits and will not tolerate any such harassing conduct, whether intentional or unintentional. Students must conduct themselves in a respectable manner at all times. Disruptive or inappropriate behavior will not be tolerated and will result in expulsion and even termination at the discretion of the school director/owner.

DRESS CODE

Students are required to wear black scrubs or a top with the school's logo on it and closed toe shoes. Clothing must be professional, clean, and free of stains and tears. Hair must be clean and styled prior to arriving at school. Cosmetics must be applied prior to arriving at school. Students who do not comply with this dress code will be coached and/or sent home to change and/or sent home for the day. The school may implement special days where the dress code will differ from the standard dress code.

ZERO DRUG TOLERANCE POLICY

Edge Academy of Beauty has zero drug tolerance to the intake and/or distribution of drugs. The school reserves the right to do random drug testing on any employee or student at its discretion. Any failure of the drug test can and will result in an immediate and permanent termination. If any student or employee is caught distributing drugs they will also be immediately and permanently terminated.

TERMINATION POLICY

Edge Academy of Beauty may terminate a student's enrollment for immoral and/or improper conduct, failing to comply with educational requirements and/or the terms as agreed upon within the enrollemnt contract. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of $150.00

SOCIAL MEDIA POLICY

Edge Academy of Beauty supports the use of social media if done so during personal time. The term "social media" refers to all forms of online publishing and discussion, including but not limited to Facebook, Instagram, SnapChat, Twitter, YouTube, personal and public blogs, wikis, as well as any instance of shared personal audio/video files. All students are responsible for the content they post on the internet and can be held accountable for that content. Edge Academy of Beauty does not permit obscenity, negative comments, personal attacks, cyber bullying, or any conduct that is not in compliance with the schools standards of content. Disciplinary action may be necessary in response to non-compliance with these social media guidelines. Regarding content posted on/within any of Edge Academy of Beauty's social media outlets, the school reservers the right to remove content at its discretion and without notification.

LOCKER AND PERSONAL ITEMS POLICY

All students will be provided a locker for their personal belongings. Students are required to provide the own lock. Students are responsible for all items placed in the locker and Edge Academy of Beauty will not be responsible for any loss or damage to items stored in the locker.

PHOTOGRAPHY CONSENT

By enrolling and attending Edge Academy of Beauty, students grant permission to Edge Academy of Beauty to take and use photographs and/or digital images of them in news releases, promotional materials and/or educational materials. Students are required to sign the photography consent and release form.

STUDENT GRIEVANCE PROCEDURE

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, state regulatory body, or the US Department of Education, if applicable.

ACCREDITING AND REGULATORY AGENCIES:

Kentucky Board of Hairdressers and Cosmetologists
111 St. James Court
Frankfort, KY 40601
502.564.4262
http://www.kbhc.ky.gov/

National Accrediting Commission of Career Arts & Sciences, Inc.
3015 Colvin St.
Alexandria, VA 22314
703.600.7600

Federal Student Aid
An Office of the U.S. Department of Education
https://studentaid.gov/feedback-center/login/complaint

ACADEMIC ADVISING/COUNSELING POLICY

Edge Academy of Beauty instructors are available to students for academic advisement, academic counseling, career counseling, student referrals, housing and professional assistance. To discuss any of the above, students must schedule an appointment with the advisor to discuss the situation and assistance available to the student. The school keeps a list of professional agencies that deal with topics like abuse and drugs. This list is used to refer a student if one comes seeking advice in these sensitive subjects. This list is also posted on the bulletin board as you enter the school.

FAMILY EDUCATION RIGHT TO PRIVACY ACT (FERPA) POLICY

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

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

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

Edge Academy of Beauty guarantees students the right to gain access to thier files within one week of request.