

## **IX. FRAUD**

Barbers Trade School is required by law to report any evidence of fraud to the U.S. Office of Inspector General and perpetrators will be prosecuted.

Examples of this type of information are:

- False claims of independent student status
- False claims of citizenship
- Use of false identities
- Forgery of signatures or certifications
- False statements of income

## **X. SATISFACTORY ACADEMIC PROGRESS**

Barbers Trade School's Satisfactory Academic Progress (SAP) policy is based on federal regulation and applies to all enrolled students. The policy includes metric components, applicable definitions, and details regarding appeal.

1. A student is in good standing if a cumulative Grade Point Average (GPA) of 2.0 (70%) or better is maintained, attendance is in accordance with School policy, and at least 66.67% of the attempted clock hours are completed (Pace Of Progression [POP]). Progress is documented by Progress Reports. See Student Evaluation for the details regarding Progress Reports.
2. A student who does not meet one or more of the three (3) metrics listed above will be placed on academic/financial aid warning for the next payment period. Students on academic/financial aid warning will continue to receive Title IV funds for the duration of the period. To maintain eligibility after one payment period and return to good standing, a student must satisfy the minimum standards of all three SAP components by the end of the academic/financial aid warning period.
3. Students on academic/financial aid warning will continue to receive Title IV funds for the duration of the period. To maintain eligibility after one payment period and return to good standing, a student must satisfy the minimum standards of all three SAP components by the end of the academic/financial aid warning period.
4. If a student fails to achieve the SAP requirements by the end of the warning period, they are placed on academic/ financial aid probation and will lose eligibility for Title IV funds but can appeal and re-establish program eligibility and continue matriculation.
5. A student that successfully appeals will re-establish Title IV eligibility and will be placed on academic/financial aid probation for the subsequent payment period.

- A student who is placed on academic/financial aid probation, for any reason, shall have 4 weeks (day students) or 8 weeks (night students) in which to rectify deficiencies and return to good standing.
6. When a student is placed on academic/ financial aid probation, that student will be advised prior to returning to class, of the beginning date and the action taken. The terms of the probation shall be clearly indicated on the appropriate permanent records.
  7. A student placed on academic/financial aid probation may attend supplementary tutoring during probation, if necessary.
  8. A student who fails to achieve overall SAP at the end of the probation period will be terminated. A student may appeal the School's termination in writing.
  9. A student whose enrollment was terminated for unsatisfactory progress may re-enroll after a minimum of one grading period. This does not circumvent the approved refund policy.
  10. A student who returns after the enrollment was terminated for not maintaining SAP shall be placed on probation for the next grading period. The student shall be advised of this action and the student's file will be documented accordingly. If the student does not maintain SAP at the end of this probationary period, the student shall be terminated.
  11. A student must complete the program within 1.5 times the length of the program to meet minimum requirements specified by the Maximum Time Frame (MTF).
  12. The School calculates the pace at which the student is progressing by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted.

#### Academic/Financial Aid Probation Appeals

To appeal academic/financial aid probation, a student must prepare a written statement explaining

- the factors that prevented the student from meeting SAP accompanied by supportive documentation.
- what has changed that will allow the student to maintain SAP.
- how the student will maintain SAP.

Appeals to establish academic/financial aid probation must be submitted within one week of the student being notified of failure to meet the terms of the academic/financial aid warning.

### Course Incompletion

A student who is obligated for full tuition may request a grade of “incomplete.” This occurs if the student has failed to meet a course requirement due to illness or other reason beyond his/her control as excused by the course instructor. The student must be in good standing at the time that an incomplete grade is awarded. An incomplete grade of “I” is awarded to the student at the end of the academic term.

The student is allowed a maximum of three weeks into the next term to rectify a grade of incomplete. If the incomplete is not rectified within that period, the incomplete is automatically converted to an “F.”

A grade of “I” indicates that required coursework was not completed during the course length. This grade does not count as clock hours attempted and is not included in the GPA calculation. Once the final grade has been awarded, the course is counted as clock hours attempted and calculated into the GPA and is applied to SAP.

### Withdrawals

If a student wishes to withdraw from a class before completion of a subject and/or before finals are given, he or she must complete a Withdrawal form with the Financial Aid Office. A withdrawal grade of “W” will be awarded at the time of withdrawal to a student with a passing grade. It must be understood that a withdrawal may alter the student’s date of graduation and eligibility for financial aid.

The student must see his/her financial aid officer to discuss the impact of withdrawals on their financial aid. Tuition charges will be calculated through the last date of attendance. The Last Date of Attendance (LDA) will be the student’s last day in class. The date of withdrawal will be the effective date of termination.

Students who withdraw from school are subject to the institution’s refund policy. For students who participate in Title IV programs, the Return to Title IV policy applies. When a drop is reported to the financial aid office, the withdrawal is processed in a timely manner. The Financial Aid Director will notify the Executive Director regarding the withdrawal.

The Director assures that an internal audit is scheduled for refund calculations for the withdrawal.

The date of School determination can be no later than 14 days past the last date of attendance. The internal audit will commence at this time. The audit will assure:

- Correct personal information including name, address, and social security number.
- Correct refund policy point has been calculated.
- Correct refund computation has been performed.
- Return to Title IV policy has been applied (for Title IV students, only).

- All forms have been completed and are in proper order.
- All identifications required are in the file.

All Title IV refunds are to be consummated within 45 days of the date of School determination. It is the auditor's responsibility to ensure that the refund has been disbursed within the prescribed time.

Texas Department of Licensing and Regulation tuition refunds are based on the period of enrollment, computed on the basis of course time expressed in scheduled hours. Student tuition refund percentages are tiered and calculated according to the effective date of withdrawal or termination. A student is not entitled to a refund of outstanding tuition if the student has completed more than 50 percent of the course.

### Credit for Prior Training

Barbers Trade School recognizes previous educational experience and work experience abilities possessed by each student. Therefore, if a student has had previous education in a field or had acquired knowledge in a field, Barbers Trade School will allow those individuals to advance immediately in the course according to their level of ability. The students' tuition cost will also be reduced according to the clock hours that are given to the student.

Barbers Trade School will take any student from a vocational education program. Students may transfer completed hours of instruction to Barbers Trade School vocational programs. A transcript showing the number and courses of completed hours certified by the school in which the instruction was given must be submitted to Barbers. On evaluation and approval, the school shall certify in writing to the student and to the school to which the student desires a transfer that the stated hours and courses have been successfully completed and that the student is not required to repeat the instruction.

### Re-admission/Appeals

When a student has extraordinary circumstances, an appeal may be submitted in writing to the Director. These circumstances will be considered in deciding on satisfactory progress. The student's written appeal must document the circumstances and reason(s) the appeal should be considered. The Director will consider each case on its own individual merit and a decision shall be placed in the student's file. These standards of satisfactory progress are designed to give all students a reasonable opportunity to progress and obtain their educational objectives. In order for a student to be considered to be making satisfactory progress, he/she must meet the attendance.

### Reinstatement Procedure

Regardless of the reason the withdrawal or dismissal of a student, the student may be reinstated only if a committee made up of the School Director, Financial Aid Administration, and (1) Instructor decides that the student has resolved whatever problem he or she may have had. The student will be required to pay a re-enrollment fee of \$100.00.

A student whose enrollment was terminated for unsatisfactory progress may be re-enrolled after a minimum of one grading period. No student can re-enter before the start of the next grading period. A grading period is 30 days or one month.

### **Cancellations/Withdrawal/and Refund Policy**

#### **Refunds for Classes Canceled by the Institution**

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, the institution refunds 100% of the tuition and fees collected. The institution makes these refunds within 45 days of the planned start date.

#### **Refunds for Students Who Withdraw on or Before the First Day of Class**

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100.00 of the tuition and fees. Appropriate refunds for a student who does not begin classes are made within 45 days of the class start date.

#### **Refunds for Students Enrolled Prior to Visiting the Institution**

Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

#### **Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction**

A full refund will be made to any student who cancels the enrollment contract either in person or by certified letter within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) .

#### **Refund Policy for Programs Obligating Students for Periods of 12 Months or Less**

Refund Policy for Programs Obligating Students for Periods of 12 Months or Less Refunds, when due, are made without requiring a request from the student.

1. Refund compilations will be used on scheduled clock hours of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.