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Consumer Disclosures/Institutional and Financial Information for Students

The U.S. Department of Education, under 34 CFR 668.42, requires the disclosure of general information to students with regard to consumer-information regulations.

PROGRAM CAREER/OCCUPATION INFORMATION

The Department of Education requires Penrose Academy to disclose Standard Occupation Codes (SOC) of each program, as listed below. Also disclosed are the links to Career Occupational Guides as posted on the O-NET website for each program offered at Penrose Academy.

Cosmetology Program (Major Group 39-0000/Minor Group 39-5000)	SOC: 39-5012 Hairdressers, Hairstylists and Cosmetologists http://www.onetonline.org/link/summary/39-5012.00
Cosmetology Hybrid Program (Major Group 39-0000/Minor Group 39-5000)	SOC: 39-5012 Hairdressers, Hairstylists and Cosmetologists http://www.onetonline.org/link/summary/39-5012.00
Esthetics Program (5090)	SOC: 39-5094 Skincare Specialists (Major Group 39-5090) http://www.onetonline.org/link/summary/39-5094.00
Cosmetology & Esthetics Educator Program Teachers	SOC: 25-1194 Voc Edu http://www.onetonline.org/link/summary/39-5012.00
Laser Certification Training	SOC: 39-5094 Skincare Specialists (Major Group 39-5090)
Nail Technician Program	SOC: 39-5092 Manicurists & Pedicurists

2017 TUITION AND FEES

Cosmetology Tuition	\$16,500	
Kit Fee (Books, Supplies, Tax Incl.)		\$3,000
Registration Fee (Non-Refundable)	<u>\$100</u>	
	\$19,600	
Cosmetology Hybrid Tuition	\$16,100	
Kit Fee (Books, Supplies, Tax Incl.)		\$2,400
Registration Fee (Non-Refundable)	<u>\$100</u>	
	\$18,600	
Esthetics Tuition		\$10,900

Kit Fee (Books, Supplies, Tax Incl.)	\$2,500
Registration Fee (Non-Refundable)	<u>\$100</u>
	\$13,500

Laser Technician Certification Tuition	\$4,500
Kit Fee (Manual, Tax Incl.)	\$500
Deposit (\$100 Non-Refundable)	<u>\$1,000</u>
	\$6,000

Student Educator Tuition	\$5,400
Kit Fee (Books, Supplies, Tax Incl.)	\$1,000
Registration Fee (Non-Refundable)	<u>\$100</u>
	\$6,500

Nail Technician Tuition	\$6,000
Kit Fee (Books, Supplies, Tax Incl.)	\$1,400
Registration Fee (Non-Refundable)	<u>\$100</u>
	\$7,500

Advanced Esthetic Educator Tuition	\$8,700
Kit Fee (Books, Supplies, Tax Incl.)	\$1,200
Registration Fee (Non-Refundable)	<u>\$100</u>
	\$10,000

ADMISSIONS

Students are advised that all educational material, textbooks and learning activities at Penrose Academy are conducted in English, including classroom activities, salon and spa clinics and professional development classes. Prospective students must complete the following enrollment procedures:

1. Complete Penrose Academy's General Information Form
2. Prospective students must be at least 17 years of age
3. Complete a Campus Tour with the Penrose Academy Admissions Department
4. Achieve a score of 85% or higher in the Campus Tour focused on Accountability, Professionalism, Communication, Commitment Level and more
5. Create a Financial Strategy and/or Payment Plan
6. Submit a valid copy of a driver's license or photo ID and proof of Citizenship (voter registration card, birth certificate, passport or permanent resident card)
7. Submit a letter of Intent describing reasons and goals for enrolling at Penrose Academy
8. Submit at least one of the following as proof of graduation (High School Transcripts, High School Diploma or Proof of GED). AZBOC rules and regulations will be followed if no GED or legitimate High School transcript/diploma is available.
9. Submit a \$100 nonrefundable Registration Fee
10. Submit a \$1000 deposit (\$100 nonrefundable) for the Laser Technician Certification program
11. Submit a completed Penrose Academy Enrollment Agreement and signed Student Catalog Acknowledgement
12. Submit 2 passport-sized photos (for state board licensing exam, which will be returned to student)
13. Submit an endorsed Penrose Academy Enrollment Agreement and Student Catalog Acknowledgement
14. Educator training students must submit proof of current licensure and proof of practicing services in their licensed field for a minimum of two years (may be waived by President with one year proof)
15. Students using VA benefits must submit proof of all education, military transcripts and military training

attended prior to attending Penrose Academy
16. Laser Technician Program students must submit proof of current Cosmetology, Esthetics or Medical license.

**** Foreign Diplomas or Transcripts**

Penrose Academy will accept a foreign diploma or transcript; however, the diploma or transcript must show education obtained is equivalent to a U.S. high school diploma and must be translated into English. It is the student's responsibility to have the foreign diploma or transcript translated and evaluated as part of the admission process. Since the cost of evaluating a foreign diploma or transcript must be incurred as a charge of admissions prior to enrollment in an eligible program the fee cannot be included in the cost of attendance (COA). Guidance on who to contact to secure an official translation and evaluation can be obtained from the Admissions Department.

Penrose Academy is required to review and evaluate documentation of completion of high school level education for each student. To ensure compliance, a transcript or diploma complete with date of graduation or GED certificate is required as a condition of enrollment. Should the validity of such documentation or institution, from which the documentation was obtained from be in question, further documentation may be required for staff to perform a good faith investigation.

Penrose Academy does not accept Ability To Benefit (ATB) students. If you need assistance in completing a GED program, online resources may be found here: <http://www.ade.state.az.us/adult-ed/gedhome.asp>

Penrose Academy is committed to equal educational opportunity and does not discriminate on the basis of age, gender, race, religion, sexual orientation, pregnancy, ethnicity/national origin, disability, perceived gender or gender identity in admissions, career services, or any other activities. Applications will not be denied admission on the basis of any of the foregoing factors. However, applications must meet all requirements specified for admission.

TITLE IV FINANCIAL AID

Penrose Academy uses a national average for the cost of attendance expenses. The figures are as follows:
Budget for 2017 - 2018 Award Year

Living with Parents w No Dependents		All Others	
Room/Board	\$337/month	Room/Board	\$1155/month
Transportation	\$202/month	Transportation	\$215/month
Personal/Misc	\$151/month	Personal/Misc	\$369/month

Budgets are calculated by multiplying the advertised completion time of each program by the monthly figure for each budget component. Please contact the Senior Director of Financial Aid for clarification

Penrose Academy has entered into an agreement to administer Title IV Funds. An employee in Admissions or Financial Aid can be reached Monday through Saturday to answer any Financial Aid related questions.

Penrose Academy administers the following Title IV programs/funds:

Federal Pell Grant - This is gift aid and does not require repayment.

Subsidized Direct Loan – This is a LOAN and requires repayment. The U.S. Dept of Education will pay

(subsidize) interest that accrues while attending and during the six month grace period.

Unsubsidized Direct Loan – This is a LOAN and requires repayment. The student is responsible for paying all interest. You can pay the interest while you're in school or during a period of deferment or forbearance.

Direct Parent Plus Loan - This is a credit based LOAN for parents and requires repayment.

Financial Aid student eligibility criteria and general information can be found at www.studentaid.gov. All Title IV funds are awarded based on each student's individual eligibility. Your eligibility will be determined by filing a Free Application for Federal Student Aid (FAFSA). The application can be found online at www.fafsa.gov. You must be fully enrolled at Penrose Academy before any Title IV aid will be disbursed on your behalf. All information regarding Student loans and Parent PLUS loans will be submitted to the National Student Loan Data system (NSLDS) and will be accessible by guaranty agencies, lenders and institutions determined to be authorized users of the data system.

Once a valid FAFSA has been received on campus, your financial aid award will be presented to you. At this time, the financial aid representative will contact you to inform you of the financial aid award, terms and conditions of student loan(s) as well as your right to decline any aid.

Private education loans are also available to students. Penrose Academy does not have a preferred lender list and encourages students and parents to obtain funding from any institution that offers the best terms and conditions and always compare terms with Title IV funds.

If the student has Title IV loans in repayment, he or she may defer repayment on the loans while enrolled full time at

Penrose Academy. For assistance in deferring student loans, please contact the financial aid representative at 480-222-

9540 or email samantha@penrose.edu

Students who receive federal financial aid funds have the following rights:

- The right to review your financial aid files and accept or decline your financial aid award
- The right to know how the financial aid will be distributed
- The right to know how your financial need was determined
- The right to request an explanation of various programs in your student aid award
- The right to know the refund policy of Penrose Academy

While receiving financial aid, the student has the following responsibilities:

- The student has the responsibility to remain in Satisfactory Academic Progress (SAP).
- The student must complete all forms accurately and honestly.
- The student must provide correct information. If it is found that a student purposefully provided false information, it could be considered a criminal offense, which could result in an indictment under the U.S. Criminal Code.
- The student is responsible for providing all documentation to the financial aid office in a timely manner. Failure to do so could result in not receiving a financial aid award.
- The student is responsible for reading and understanding all materials he or she signs.
- The student is responsible for all agreements that he/she signs.
- The student/parent must comply with all federal tax laws.

Financial aid will be disbursed on hours 1, 451, 901, and 1251 for Cosmetology

students.

Financial aid will be disbursed on hours 1 and 301 for Esthetics students.

Financial aid will be disbursed on hours 1 and 301 for Nail Technician students.

Financial aid will be disbursed on hours 1 and 325 for Cos Educator students.

Financial aid is not offered for Esthetic Educator or Laser at this time.

Any student borrowing funds for the first time will experience a delay of Direct Loan disbursement for 30 days.

Upon graduating or withdrawing from Penrose Academy, a student who has received student loans must complete an exit interview with the financial aid representative. The exit interview must be completed before the student will be considered having met all graduation requirements.

ISBN/TEXTBOOK INFORMATION

The following is a pricing breakdown of textbooks currently being used at Penrose Academy. This information is also available to in electronic form at www.Penrose.edu/tuition_aid.

TEXTBOOK NAME	Product	Copyright	Edition	Printing Date	ISBN	Retail Price
Milady Standard Cosmetology: Textbook	Coursebook	2016	13	2016	978-1-2857-6941-7	\$127.95
Milady Standard Cosmetology: Theory Workbook	Workbook	2016	13	2017	978-1-2857-6945-5	\$39.95
Milady Standard Cosmetology: Exam Review	LEP	2016	13		978-1-2857-6955-4	\$54.95
Salon Fundamentals Esthetics: Textbook	Coursebook	2016	2	2/1/2016	ISBN-13: 978-0-9742723-1-3 ISBN-10: 0-9742723-1-	\$65.55
Salon Fundamentals Esthetics: Studyguide	SSG	2016	2	2/1/2016	ISBN-13: 978-0-9742723-7-5 ISBN-10: 0-9742723-7-	\$65.55
Salon Fundamentals Esthetics: Exam Prep	LEP	2016	2	2/1/2016	ISBN-13: 978-0-9742723-6-8 ISBN-10: 0-9742723-	\$41.40
Penrose Academy Laser Manual: Coursebook	Workbook	N/A	1	2016	N/A	\$175.00
Penrose Academy Laser Manual: Studyguide	LEP	N/A	1	1/1/2016	N/A	\$175.00
Salon Fundamentals Nails: Textbook	Coursebook	2007	1	1/1/2016	ISBN-13: 978-0-9779961-8-6 ISBN-10: 0-9779961-8-2	\$48.85
Salon Fundamentals Nails: Studyguide	SSG	2007	1	1/1/2016	ISBN-13: 978-0-9779961-9-3 ISBN-10: 0-9779961-9-0	\$48.85
Salon Fundamentals Nails: Exam Prep	LEP	2007	1	1/1/2016	ISBN-13: 978-0-9789765-1-4 ISBN-10: 0-9789765-1-7	\$40.20
Nail III	Coursebook	2015	1	2015	978-78097-625-9	\$14.95

ENTRANCE COUNSELING

Upon creating the estimated award letter from FAME (third party processor for Penrose Academy), the prospective student is called, text or emailed to communicate their estimated total award, make decisions on loans, and, if accepting loans, to schedule a loan counseling session with the Penrose Academy Financial Aid representative. The prospective student is also required to complete the Department of Education online entrance counseling session and sign a Master Promissory Note at www.studentloans.gov prior to any funds being disbursed.

The Title IV Authorization form is completed during the Entrance Counseling meeting. The student has the opportunity to decide how the funds will be applied to his or her account. The financial aid representative MUST inform the student that if he or she chooses to allow PA to retain any credit balance to apply for academic year two, the resulting interest is retained by PA.

The Award Letter from FAME provides a breakdown of the aid received. The financial aid representative will explain in detail what each type of aid consists of and how it is determined, disbursed and applied to the student account.

The financial aid representative will also explain, in detail, the ramifications of withdrawing and direct the student to the Penrose Academy Consumer Information Guide.

The following information is reviewed during Loan Entrance Counseling:

- * Financial Aid Award Letter
- * Title IV Authorization Form
- * Master Promissory Note

The Stafford Subsidized and Unsubsidized loans require one master promissory note, electronically signed by the student. The Parent PLUS loan require a separate master promissory note, electronically signed by a parent. You may complete these forms online at www.studentloans.gov

- * Completed Online Direct Loan Entrance Counseling
- You must complete online Entrance Loan Counseling Online before Penrose Academy may disburse funds to you. Complete the counseling at www.studentloans.gov.

*REPAYMENT

*REPORTING STATUS CHANGES

*ACADEMIC PROGRESS

*LEAVE-OF-ABSENCE OR WITHDRAWAL

If you take a leave-of-absence or withdraw from your classes, a portion of your financial aid may be refunded back to its source (federal and/or private source). Penrose Academy's refund and return of title IV funds policies are explained in Academy's Student Catalog.

*CONSUMER INFORMATION

Consumer Information Data (i.e. Campus Security Report, placement/graduation/licensure rates, drug and alcohol prevention plan, etc.) can be obtained in hard copy upon request through the Administrative staff, the Financial Aid Office, and the Penrose Academy website homepage.

*REPAYMENT OF STUDENT LOANS

Should you fail to make payments on your student loans (default), there may numerous consequences:

- Damage to credit report
- Wage garnishment
- Seizure of federal and state tax refunds
- Potential for legal action
- May have difficulty obtaining car loans or mortgage loans

The Stafford loans are federally funded, and you do not have the option of filing bankruptcy to discharge the loans.

* EXIT COUNSELING – Brief overview of Exit Counseling requirements prior to graduation

EXIT COUNSELING

When a student graduates or withdraws from Penrose Academy, he or she is required to complete online exit counseling at www.studentloans.gov. It is mandatory that this counseling be completed in order for the student's hours to be released to the State Board of Arizona. A member of the financial aid office will be available to answer any questions Tuesday through Saturday. Please see below for a sample letter presented to each student prior to their graduation:

Dear _____,

Congratulations on your upcoming Graduation from Penrose Academy!!

In order to prepare you for entering repayment on your Direct Loans, it is required that you complete Exit Counseling online at www.studentloans.gov. During the counseling, you will be presented with information on your loans such as payment amount, budgeting tools, interest rates, as well as the ability to choose a repayment plan that best suits your budget and financial goals.

Your loan servicer is:

Be sure to complete this counseling as soon as possible, as any student who has not completed by _____ may not be permitted to participate in final test outs or the graduation ceremony.

Your hours will be released to the State Board after this requirement has been met. Please email me at samantha@penrose.edu when completed and do not hesitate to contact me should you have any questions or need further assistance.

Thank you for taking the steps necessary to ensure responsible borrowing and on time repayment of your Direct Loans.

Sincerely,

Samantha Weiss

Financial Aid Manager

COMPLETION/GRADUATION RATE

Penrose Academy tracks annual performance with respect to student completion rate, graduate licensure rate, and graduate employment rate. The requirement from our accrediting agency, COE, is 60% Completion, 70% Licensure, and 70% Placement.

For the most recent COE annual report submitted December 2016, the Academy achieved the following performance statistics averaged amongst all educational programs:

Completion	94%
Licensure	99%
Placement	96%

Each year, Penrose Academy compiles the statistics per COE requirements in the COE annual report, and per Department of Education Gainful Employment consumer requirements in October annually. Additionally, on July 1 of every year, the completion, graduation and transfer rates of Penrose Academy will be disseminated to the student body and staff as submitted to the Department of Education via the Integrated Postsecondary Education Data System (IPEDS) by the financial aid representative.

Rates are additionally reported by individual program using the Gainful Employment Disclosures template and posted on www.penrose.edu homepage.

The school will disaggregate completion and graduation rates by gender, racial and ethnic groups by the participants of Pell Grant and Direct Loans (unless the number would not yield statistically reliable information or reveal personally identifiable information. This data is currently being calculated at time of publishing.

As reported to the website NCES.ed.gov, the Retention Rates for first time/full time students who began studies in fall 2014 and returned to Fall 2015 was 100%. The Overall Graduation Rate for students who began their studies in 2012-2013 and graduated from their program within 150% of normal time was 84%. This information is updated annually via required IPEDS reporting.

PELL RECIPIENTS BY RACE/GENDER

Cohort year: 2015 - 2016

Total Pell Grant Recipients:	82	
Female	79	96.34%
Male	3	3.66%
American Indian/AK Native	1	1.22%
Hispanic/Latino	10	12.2%
Race/Ethnicity Unknown	3	3.66%
Two or more races	2	2.44%
White	66	80.49%

HIGH SCHOOL DIPLOMAS

Penrose Academy is required to review and evaluate documentation of completion of high school level education for each student. To ensure compliance, a transcript or diploma complete with date of graduation is required as a condition of enrollment. Should the validity of such documentation or institution from which the documentation was obtained from be in question, further documentation may be required for staff to perform a good faith investigation.

OUTCOME CALCULATIONS

Penrose Academy's accreditor, The Council on Occupational Education, allows the removal from calculations for program completers and job placement students identified by the following descriptions:

"Unable to earn credential" such as:

- Transfer to another program within the institution
- 100% refund or discontinued attendance after the first day
- Pregnancy
- Health related issues (physical/mental/behavioral)
- Caring for ill family members
- Incarceration
- Death
- Secondary students

Graduate completers employed in positions related to the field of instruction are defined as graduates who:

1. Are employed in field of instruction pursued
2. Have entered the military
3. Are continuing their education

ABILITY TO BENEFIT STUDENTS

Penrose Academy does not currently accept Ability To Benefit Students (ATB).

VACCINATION POLICY

At this time, Penrose Academy does not have requirements regarding vaccinations. However, PA does encourage each student to take responsibility for his or her individual health and wellness. Information for free or reduced price clinics offering vaccinations and other health services can be found at www.azdhs.gov.

REFUND/ AMOUNT DUE POLICY

The student acknowledges and understands that admission into Penrose Academy is limited. Due to the limited capacity of students admitted into Penrose Academy, the student understands that once he/she is accepted for admission that Penrose Academy relies on the student's contribution and tuition. All refunds are calculated as of the student's last date of attendance. Any student who has not visited the school prior to enrollment may withdraw without penalty within three days of attending orientation or visiting the school. If the student withdraws he/she shall be fully responsible for all amounts defined below. Any monies to be returned to the student shall be refunded within 45 days of written cancellation or withdrawal notice by the student, from the date we terminate the student or determine withdrawal by the student, regardless of notice received from the student. If amount due is owed to Penrose Academy by the student, the student has 45 days to make the payment.

- A. If written notice of withdrawal is received by Penrose Academy prior to the start of coursework or on the start date of the coursework, Penrose Academy will retain or require only the non-refundable registration fee of \$100 or for the laser technician program, the non-refundable \$100 from the \$1,000 deposit; unless class is canceled by administration after enrollment, then all monies will be refunded within 45 days of the start date.
- B. Upon commencement of Scheduled Hours:
 - If a student withdraws or is terminated up to 10% of scheduled hours (1 hour-159 hours in Cosmetology, 1 hour-59 hours in Esthetics/Nails, 1 hour-15 hours in Laser Technician Certification), Penrose Academy will refund 90% of the total program tuition, not to include the \$100 non-refundable registration fee, student kit fee and where applicable, administrative fee.
 - After the first 10% of scheduled hours and until the end of 25% of scheduled hours (160 hours-

399 hours for Cosmetology, 60 hours-149 hours for Esthetic/Nails, 16-37.5 hours in Laser Technician Certification) Penrose Academy will refund 50% of the total program tuition, not to include the \$100 non-refundable registration fee, student kit fee and where applicable administrative fees.

- After the first 25% of scheduled hours and until the end of 50% of scheduled hours (400 hours - 799 hours for Cosmetology, 150 hours-299 hours for Esthetics/Nails, 37.6 hours to 75 hours in Laser Technician Certification), Penrose Academy will refund 25% of the total program tuition, not to include the \$100 non-refundable registration fee, Student kit fee and where applicable, administrative fees.
- After the first 50% of scheduled hours (800 hours and above for Cosmetology, 300 hours and above for Esthetics/Nails, 76 hours and above in Laser Technician Certification) no refund will be given to the student.

“Scheduled Hour(s)” means the hours defined by Penrose Academy course calendar, regardless of whether a student was in attendance.

REFUND TIME FRAME

Any amounts to be refunded to the student shall be paid within forty-five (45) days of Penrose Academy receiving written notification of withdrawal or termination. If amount due is owed to Penrose Academy by the student, the student has 60 days to make the payment.

RETURN TO TITLE IV

Student acknowledges and understands that admission into Penrose Academy is limited. Due to the limited capacity of Students admitted into Penrose Academy, Student understands that once he/she is accepted for admission that Penrose Academy relies on the Student's contribution and tuition. Any Student who has not visited the school prior to enrollment may withdraw without penalty within three days of attending orientation, or visiting the school. If Student withdraws or has enrollment terminated, the following policy is set forth for all Title IV funds:

Federal financial aid is awarded to students contingent upon the student attending classes and successfully completing the entire payment period. If the student fails to complete the payment period successfully, the student may be responsible for repaying part or all of the federal financial aid. The Financial Aid Office is required by federal regulations to recalculate federal financial aid eligibility for students who withdraw, drop out, are terminated (voluntary or involuntary), or take a leave of absence prior to completing 60% of a payment period. Earned Title IV Funds are federal Title IV funds used to cover education costs according to the length of time the student was enrolled before withdrawing. The amount of funds earned is directly proportional to the time enrolled, through 60% of the payment period. After 60%, the student is considered to have earned 100% of federal aid. Unearned Title IV Funds are the amount of grant and loan assistance awarded under Title IV that has not been earned by the student and must be returned to the Department of Education. If a student leaves the institution prior to completing 60% of a payment period, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period completed = the number of clock hours the student was scheduled to complete in the period as of the day the student withdrew divided by the total clock hours in the payment period. This percentage is also the percentage of earned aid. If a student earned less aid than was disbursed, Penrose Academy would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a balance to Penrose Academy. If a student earned more aid than was disbursed to him/her, Penrose Academy may owe the student a post-withdrawal disbursement which must be paid within 180 days of the student's withdrawal. Penrose Academy must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required

SATISFACTORY ACADEMIC PROGRESS

Satisfactory Progress in academic work and attendance is a requirement for all Penrose Academy students. Satisfactory Progress helps ensure students are moving toward successful completion of the program in a timely manner or risk losing Financial Aid eligibility, incur fees or loss of enrollment.

Satisfactory Academic Progress includes maintaining an 80% Cumulative GPA and a 95% attendance. Penrose Academy will round up percentages to the nearest hundredth, for example, a student with an attendance of 94.5 or above will be rounded up to 95% attendance.

Penrose Academy determines Satisfactory Progress by monitoring students throughout their enrollment and completing a formal evaluation at an "evaluation point." Evaluation points for students enrolled in Cosmetology are at 450, 900, and 1250 actual hours (at the end of the first, second and third payment periods for those receiving Financial Aid). Evaluation points for students enrolled in Esthetics and Nails are at 300 actual hours (at the end of the first payment period) and Educator Training program is at 325 actual hours. Students meeting all expectations and requirements at time of evaluation point, both attendance and academics, will be considered making Satisfactory Academic Progress and are eligible to receive financial aid disbursements if they qualify.

Students failing to meet requirements for attendance and/or academic progress at an evaluation point will be notified in writing by Penrose Academy staff. Student may be placed on "Warning" or "Probation" (pending a successful appeal process) or have Financial Aid terminated. The students in Cosmetology, Esthetics, Nails and Student Educator programs are expected to complete within a 150% timeframe unless otherwise approved by the President.

If a student is able to provide medical documentation such as proof of a doctor's appointment, proof of surgery or proof of hospitalization to account for hours missed from the program, these hours will be not count against the student when calculating Student Academic Progress attendance percentage checkpoints. All documentation should be submitted to Student Services upon return to school and will not be calculated if presented after the student has hit an SAP checkpoint.

DISTANCE EDUCATION

Distance Education is defined as work that students will complete online and off campus. Distance Education is a component of the Cosmetology Hybrid program. Students will log on to the Penrose Academy online learning platform. Students will be assigned theory chapters or sub-chapters to complete as dictated by the Zone Educator.

Students in the Cosmetology Hybrid Program are scheduled four hours a week for distance education. These hours are calculated towards the student's contract date. Scheduled Distance Education hours must be completed logged in to the online platform and off campus for the student to graduate by the contract date. Any student enrolling into a Distance Education program must have a reliable internet connection at home or at a place where the student can access the internet on a consistent basis. Penrose Academy also recommends students enrolled in Distance Education programs prepare a back-up plan for a case when internet connections become unavailable.

Students are not permitted to work on these assignments during school hours, unless during scheduled check-ins with zone educators or administrative staff for academic counseling, which is highly encouraged. The zone educator will interact and monitor student's progression and completion and the Senior Director of Education or Education and Technology Manager will monitor all student activity using the online platform.

To receive the full amount of the scheduled four hours weekly for each specific assignment, the student must complete the entire module that was assigned as well as logging the actual hours in the platform by the assignment due date. Upon completion of distance education assignments, the hours recorded using the online learning platform will be entered in the student software program and submitted to the Arizona State Board of Cosmetology. Each assignment will be due on the Monday at Midnight following the date assigned for Administrative Staff to verify and post to the student software program every Tuesday.

The student registered and enrolled in the Distance Education program must be the same student participating and completing the academic work to receive the academic credit and hours. Only the exact amount of time spent learning on the Penrose Academy Online Platform will be submitted, not to exceed the scheduled hours weekly.

WARNINGS

Students failing to meet SAP at an evaluation point will be notified with an SAP form by Student Services or Financial Aid staff. Penrose Academy may decide it is reasonable to believe that the student is able to meet SAP at the next evaluation point and places that student on "Warning." Students placed on a "Warning" are still eligible to receive Title IV Financial Aid. At the next evaluation point, that student is expected to meet SAP, and if not, that student will be notified of such.

PROBATION/SAP

Any student failing to meet S AP, for two consecutive payment periods, will be notified with an SAP form and informed of the process for appealing determination on of SAP as explained below. Any student not meeting S AP will become ineligible to receive Title IV financial aid, unless an appeal is approved. Once an appeal is approved, they will be placed on "Probation" and allowed to receive Title IV Financial Aid if they follow their plan for improving upon S AP within a given time frame.

APEAL PROCESS

Students failing to meet SAP for extreme or mitigating circumstances may follow an appeal process to reconsider SAP and be placed on "Probation" wherein that student may still receive Title IV Financial Aid.

1. Student must submit a written appeal of SAP determination to the President, Financial Aid Director or Student Services Department during regular business hours, and within 3 business days of student receiving a determination on of failing to meet SAP.

Appeal must contain the following:

- Why the student failed to meet SAP
- What has changed that will allow the student to make SAP at the next evaluation point.

2. Appeal will be reviewed by a "Board of Grievances" as Appointed by the President and made up of staff members. The written appeal will be reviewed (and the board may request an in- person interview with the student) and a determination made and provided to the student in writing within 10 business days with one of the following determinations:
 - a. If a student appeals and the SAP appeal is granted, they will be placed on "Probation" and provided a CAP (Corrective Action Plan). A student's CAP will provide a detailed plan for each student to follow in order to continue progress toward successful and timely completion. The CAP will include specific actions and deadlines for each student to meet in order to maintain Financial Aid eligibility and enrollment and show progress towards successful and timely completion of their program. A CAP may span more than one evaluation point and student is eligible to receive Title IV Financial Aid while following their CAP.
 - b. If a student's appeal is denied, Title IV Financial Aid will not be reinstated and student will be notified.
 - c. Should a student not maintain the detailed plan for success in the CAP by the next evaluation checkpoint, the student shall lose financial eligibility. Student may not be terminated from the program yet will have to secure a secondary method to cover tuition and expenses.

CONSTITUTION DAY OBSERVANCE

Penrose Academy will observe Constitution Day on or near September 17th of each year (unless the 17th falls on a Sunday or holiday, in which case the event shall be held during the preceding or following week). Activities that celebrate or educate students, staff and guests on the Constitution will be arranged. This observation will commemorate the signing of the Constitution on September 17, 1787.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

As of September 17, 2016, Penrose Academy has had zero incidences of drug or alcohol abuse on campus.

Penrose Academy's drug and alcohol abuse prevention program and resources/information is available online at www.Penrose.edu in the student intranet access site. Once a year, an email blast will be sent out to all staff members and students, notifying them of this program. Also, the program & resources will be included in the new student orientation and saved on the student thumb drive, given to them at orientation. New staff members will be informed of this policy in their Employee Handbook. The Penrose Academy Student Catalog currently reads as follows:

Penrose Academy has a zero tolerance policy for drugs and alcohol use. For the safety of Penrose Academy Students and its guests, drug use, possession, or sales are not allowed. This includes alcohol, prescription and illegal drugs. Students whose behavior is influenced by the use of nonprescription or prescription drugs, alcohol, or any unknown substance (including before school, during school, on a field trip or at a Penrose Academy event) will be asked to leave the premises immediately. An investigation and termination proceedings may follow. A Student convicted of any drug or alcohol offense during a period of enrollment for which a Student was receiving Title IV funds, under any federal or state law involving the possession or sale of illegal drugs will result in loss of eligibility for any Title IV, HEA, Grant or loan. You may request a copy of Penrose Academy's Substance Abuse policy and Prevention Plan from administration at any time for resources on prevention of substance abuse, this policy is also provided digitally for every student and posted on our student intranet.

The use of drugs and alcohol can cause numerous health problems and can lead to death. The effects to a person's health include respiratory failure, heart attack, overdose, acute intoxication and transmittable diseases such as Hepatitis C and AIDS. Thousands of deaths are caused each year by drug overdoses, allergic reactions to drugs, toxic combinations of drugs and alcohol poisoning.

The manufacture, distribution, dispensation, possession, sale, purchase, offer to buy/sell, or use of alcohol, illegal drugs or related paraphernalia and the illegal use of and drugs (including the misuse of prescription drugs) at Penrose Academy, on campus or while engaged in the course curriculum, is strictly prohibited. Penrose Academy also prohibits such conduct during non-curriculum time to the extent that, in the judgment of Penrose Academy, it impairs a student's ability to progress through the curriculum, threatens the reputation or integrity of the school or violates the law. Any student who violates this policy is subject to suspension or expulsion from the program. Any staff member who violates this policy is subject to sanctions leading up to or including termination.

Penrose Academy employs the use of a "Certified Narcotics Detection Team" including a private drug detection dog that may perform announced and unannounced visits on campus including all classrooms, salon and spa, offices, student locker contents and any other areas on campus. Any detection of an illegal substance will be fully investigated.

Any student or staff member who has illegal possession of or engages in the illicit use of drugs or alcohol is also subject to criminal prosecution. Penrose Academy will refer violators to the authorities for prosecution, consistent with local, state, and federal law.

Arizona state law is specific as to the sanctions and penalties for offences, for minors and adults, ranging from possession, administering, manufacturing, sales, and use of dangerous drugs and/or prescription medication. A guide to the Arizona statutes for drug offenses can be found online at www.azleg.state.az.us, Chapter 34, Drug Offenses.

An example of some of the Arizona laws pertaining to minors include:

- A minor found to be using a false id could be charged with a misdemeanor; face jail time; incur fines up to or around \$750.00 and attend alcohol/substance abuse treatment or classes
- Any adult that furnishes alcohol to a minor, including the purchase of for minor consumption, can incur fines up to \$2500.00 and a maximum jail time of 6 months.

In Arizona, driving under the influence of drugs or alcohol is illegal for both adults and minors. Arizona has some of the strongest penalties for DUI. Jail time is mandatory for anyone convicted of DUI. Other sanctions can vary, depending on previous offenses and severity of current offense, which may include fines, mandatory ignition

interlock devices be installed in vehicle, and alcohol/drug treatment.

Students and staff members who use prescription drugs should follow the prescribing physician's directions for use and all prescriptions are to be kept with the prescription bottle with name of person medication prescribed for. If use of a prescription drug may impair your performance or affect safety while performing course related services, you should notify your educator or immediate supervisor so Penrose Academy can take action it deems appropriated to protect your safety and that of fellow students, coworkers and guests. Any student or staff member found in violation of this policy is subject to suspension or expulsion from the program.

If you or someone you know is struggling with drug or alcohol abuse, please call 1-877-335-HOPE (4673) for a referral or one of the treatment centers listed below.

Please note: Penrose Academy does not have a professional relationship with or endorse/recommend any of the treatment centers listed below.

DRUG AND ALCOHOL TREATMENT FACILITIES:

Southwest Behavioral & Health Services
Crisis Hotline: 800-631-1314

Buckeye 26428 W. MC85 Buckeye, Arizona 85326 623-882-9906	Mesa 1255 W. Baseline Road, #138 Mesa, Arizona 85202 480-820-5422	Phoenix (7th Avenue) 1424 S. 7th Avenue, Bldg. C Phoenix, Arizona 85007 602-258-3600
Phoenix (Broadway) 4420 South 32 nd Street Phoenix, Arizona 85040 602-268-8748	Phoenix (Erickson) 2632 E. Thomas Road, #100 Phoenix, Arizona 85016 602-957-2507	Phoenix (Metro) 10220 N. 31 st Avenue, #101 Phoenix, Arizona 85051 602-997-2233

Scottsdale Treatment Institute PLC
6991 E. Camelback Road; Suite B360
Scottsdale, AZ. 85251
480-429-9044

Center for Behavioral Health Phoenix, Inc.
1501 East Washington Street
Phoenix, AZ. 85034
602-253-6553

Addiction Rehab Helpline
Holistic Referral Network
866-923-1128

Advanced Counseling Center
11000 N Scottsdale Rd,
Scottsdale, AZ 85254
(480) 755-3393

Banner Behavior Health Hospital
7575 East Earll Drive
Scottsdale, AZ. 85251

Penrose Academy students are given the following community resources upon request:

A New Beginning [Eating Disorders] - 480-941-4247 www.anewbeginning.com

Alcoholics Anonymous Maricopa County - 602-264-1341 www.aa.org

Arizona Coalition Against Domestic Violence - 602-279-2900

www.azcadv.org Center for Debt Management -

center4debtmanagement.org/financialaid.shtml Child Abuse Hotline - 1-

888-767-2445

Crime Stop - Phoenix Police Department 602-262-6151

Depressed Anonymous - 602-231-0868

EMPACT Suicide Hotline - 480-784-1500 / 480-784-1514

Apply for Food Stamps - www.food-stamps.net

Gamblers Anonymous - 602-266-9784

www.gamblersanonymous.org

Marijuana Anonymous - 800-766-6779 [www.marijuana-](http://www.marijuana-anonymous.org)

anonymous.org

Mental Health America of Arizona - (480) 982-5305

Narcotics Anonymous - 480-897-4636 www.na.org

Overeaters Anonymous - 602-234-1195 www.aa.org

Rape Hotline - Center Against Sexual Abuse 602-254-6400

Remuda Ranch [Eating Disorders] 1-800-445-1900 www.remudaranch.com

Sex Help - www.sexhelp.com

Suicide Hotline - 602-254-HELP

The Mandel Center 480-734-1199 - www.mandelcenter.com

PENROSE ACADEMY FERPA POLICY

In order for Penrose Academy to be in compliance with the Family Educational Rights and Privacy Act of 1972 (FERPA), the following policies and procedures have been established.

Upon enrollment, each student is provided a Privacy Act release form. After reviewing and agreeing to the terms of the release, the student signs and dates the form acknowledging their rights under agreement. The agreement reads as follows:

Privacy Act Release Form

Penrose Academy respects the privacy and security of your personal information and your educational records. We are required by law to provide this policy notice and to explain to you how we will collect, use, and safeguard your personal information. This notice is intended for all currently enrolled students. Students/prospective students can get additional information by contacting the school during business hours. Note: Annual notice of this policy may be found in the school's catalog.

Collection and use of personal and educational records: The school collects information from various sources including but not limited to your enrollment application and forms. We also obtain information due to transactions you have with us or that we have with third parties on your behalf. We use that information to provide you with products and/or services you have requested from us and in order to comply with reporting and/or other legal requirements or mandates.

You should be advised the school may allow access to your educational records without your consent in order to comply with requests from governing authorities including but not limited to accrediting bodies, the U.S. Department of Education, the State and others as related to our status as a candidate school for programs. Records will be released to such agencies in order to fulfill the duties, directives or orders of such or to assist the school in fulfilling its missions and objectives. The school will indicate in the file if such a review has been performed.

Safeguarding Records: The school keeps student educational and financial records in secure offices and in a manner (storage cabinets, file cabinets etc...) so to maintain them safely. We maintain physical, electronic, and procedural safeguards that comply with the regulations and leading industry standards. We restrict access to your non-public personal information to those employees (including those persons or servicers contacted by the school) who have a specific business purpose in utilizing your data.

Release of information with your consent: Students (or parent/guardian of dependent minors) may authorize the release of information to outside/third parties if they wish. Requests must be made to the school's manager, student services or records department in writing (a fax with a signature is also okay). Blanket releases will not be approved. No information will be released without the student's (or parent/guardian's) consent.

Your Rights: The school guarantees each student (or parent/guardian if a dependent minor) their right to access that student's records.

You have the right to consent to or withhold the disclosure of personally identifiable information. Note: Penrose Academy does not currently produce a student directory; however, should a directory be published in the future you will have the right to withhold personally identifiable information from it. Such a request should be made in writing to the Academy President.

You have the right to inspect and review your educational records. Such requests must be made in writing and will be complied with within 45 days of the request. If during a review of your educational records you have found an item(s) which you feel are in error, you may request in writing a modification to the information. Note: Request(s) for review and/or modification should be submitted to the Academy Manager. The school will review the item(s) and will provide you with a written response explaining the outcome of the request.

If you believe your rights under the FERPA requirements have been violated, please contact the Penrose Academy at 13402 N. Scottsdale Road, Suite B160, Scottsdale, AZ, 85254.

Acceptance: I acknowledge by my signature below that I have received a copy of this notice and that I understand my rights and responsibilities herein. I acknowledge that if I am claimed as a "dependent" on my parents' tax returns, parents may access my educational information at any given time with or without my knowledge.

Student Signature	Parent/Guardian (if under 18)	Date
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I give my permission for Penrose Academy to discuss details of my enrollment and education to the following persons:

1. _____

Full Name/Relationship to Student	Telephone Number	Email Address
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2. _____

Full Name/Relationship to Student	Telephone Number	Email Address
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Penrose Academy accords all rights under the law to students who are declared independent. For the purpose of this policy, whenever a student has reached eighteen years of age or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. Responsibility for the protection of the privacy of the student educational records rests primarily with the student services and financial aid staff. Educational records are defined by FERPA to include records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution. There are five exceptions to this definition of educational records as published in the GUIDELINES FOR POSTSECONDARY INSTITUTIONS FOR IMPLEMENTATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 AS AMENDED, Revised Edition 1995, a publication of the American Association of College Registrars and Admissions Officer.

All students have the right to review their educational records with the following exceptions as outlined by FERPA:

1. Financial information submitted by parents such as tax forms
2. Confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which specifically collected.
3. Confidential letters and statements of recommendation, placed in the records after January 1, 1975 to which the students have waived their right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors.
4. Education records containing information about more than one student; however, in such cases the institution must permit access to that part of the record which pertains only to the inquiring student

CHALLENGE OF THE CONTENTS OF EDUCATION RECORDS

Students may challenge the information in their educational records that they believe to be incorrect, inaccurate, or inappropriate. This challenge must be made in writing and submitted to the Penrose Academy President. The challenge will be addressed within forty five days and written notification of the outcome will be provided to the student.

Should a student feel their rights under FERPA have been violated, they should contact Penrose Academy President in writing.

DISCLOSURE OF EDUCATIONAL RECORD INFORMATION

Penrose Academy shall obtain written consent from students before disclosing any personally identifiable information from their education records. Such written consent must:

- A. Specify the records to be released
- B. State the purpose of the disclosure
- C. Identify the party or class to whom disclosure may be made
- D. Signed and dated by the student

Penrose Academy does not produce a student directory. Should this change at any time, Penrose Academy will seek student consent to participate.

FERPA established rules stating that some personnel and agencies may have access to student's 'educational records' without written consent of the student. Penrose Academy will disclose information from a student's educational record only with the written consent of the student except:

1. To school officials within the institution who have been determined by A to have a legitimate interest in the records. School officials include counselors and instructors who are involved in counseling students, administrators who assist in counseling and who advise students with other problems, professional staff and clerical staff who directly relate to the administrative task of Penrose Academy. A school official has a legitimate educational interest in the official is performing a task that is specified in his or her position description or by a contract agreement, performing a task related to a student's education, or performing a task related to the discipline of the student. When doubt is raised about an individual's 'need to know' or legitimate educational interest in having access to specific information, the issue shall be decided by the Penrose Academy President.
2. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs.
3. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of that aid.
4. To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
5. To organizations conducting certain studies for or on behalf of Penrose Academy
6. To accrediting organizations to carry out their accrediting functions.
7. To parents of eligible students who claim the students as dependents for income tax purposes. Determining dependency, as defined by Section 152 of the Internal Revenue Code, requires a copy of the parents' most recent Federal Income Tax Form. In case of a divorce, separation, or custody, when only one parent declares the student as dependent, Penrose Academy will grant equal access to the student's education records upon demonstration of dependency as described above.
8. To appropriate parties in a health or safety emergency subject to determination by the Director.
9. To personnel complying with a judicial order or lawfully issued subpoena provided that PA makes reasonable attempt to notify students in advance of compliance.
10. To an alleged victim of any crime of violence (as that term is defined in 18 U.S.C. 16) of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime

NOTE: Penrose Academy is not required to notify students if a federal grand jury subpoena, or any other subpoena issued for law enforcement purpose, orders the college not to disclose the existence or contents of the subpoena.

Penrose Academy will inform parties to whom personally identifiable information is released that they are not permitted to disclose the information to others without the written consent of the students.

Penrose Academy will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in obtaining the information. The record may be reviewed by the eligible student.

ANNUAL NOTIFICATION OF FERPA RIGHTS

Penrose Academy will give annual notice to current students of their rights under the Act by publishing information online via an emailing. New students will receive their information and release form during their enrollment.

STUDENT RIGHTS AFTER CEASING ATTENDANCE OR GRADUATION

Students who have ceased attendance or have graduated from Penrose Academy have basically the same FERPA rights as students that are currently attending, including the right to:

- a) Inspect their education records
- b) Appeal information found in education record
- c) Have their education record privacy protected by Penrose Academy

PRIVACY RIGHTS OF DECEASED STUDENTS

The release of education records information will not be made unless authorized by the student's parents or the executor/executrix of the deceased student's estate for twenty five years following the death of a student.

INCENTIVE COMPENSATION

All employees of Penrose Academy are paid on an hourly or salary basis, according to state labor laws, and are not rewarded financially or otherwise based on the number of students who enroll in any Penrose Academy program. This would include bonus pay, issuance of gift cards or product, time off with pay above individually earned PTO, or anything of monetary value