A student's maximum completion time is 111% of the course length. Maximum time frames to complete the individual courses are as follows:

Cosmetology (1500 clock hours Day).....50 weeks.....1665 scheduled hours

Cosmetology (1500 clock hours 3-Day).....58 weeks.....1665 scheduled hours

Esthiology (750 clock hours Day).....24 weeks.....833 scheduled hours

Esthiology (750 clock hours Evening).....42 weeks.....833 scheduled hours

Cosmetology Educator (500 clock hours Day).....19 weeks....555 scheduled

Esthiology Educator (500 clock hours Day)....19 weeks.....555 scheduled hours

Esthiology Educator (750 clock hours Day)....28 weeks.....833 scheduled hours

Cosmetology Instructor (1000 clock hours Day).....9 weeks.....1110 scheduled hours

*Cosmetology Refresher (100 clock hours Day).....34 weeks.....111 scheduled hours

*Esthiology Refresher (125 clock hours Day).....10 weeks.....139 scheduled hours

*Cosmetology Educator Refresher (250 clock hours Day).....20 weeks.....278 scheduled hours

*Esthiology Educator Refresher (60 clock hours Day).....6 weeks.....67 scheduled hours

*Program schedule, hours, and weeks may vary and will be determined based on the specific needs of the student for the following programs: Cosmetology Refresher, Esthiology Refresher, Cosmetology Educator Refresher, Esthiology Educator Refresher.

A leave of absence extends the student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence. Students who have not completed the course within the maximum time frame may be terminated from school at the discretion of the Administrative Team.

ACADEMIC YEAR

An Academic Year is defined as "the amount of the academic work students enrolled in a course or program must complete each year, and the number of Academic Weeks in which they are expected to complete it, as defined by the institution, but not less than 900 Clock Hours (or the equivalent in credits or competencies) over at least 26 Academic Weeks of instruction." An Academic Week is further defined as "A period of seven (7) consecutive calendar days including at least one (1) day of regularly scheduled instruction or examination." The institute utilizes an academic year of 900 clock hours to be completed in 26 academic weeks for all of its programs.

DETERMINATION OF PROGRESS

All students' quantitative (attendance) and qualitative (academic performance) elements are evaluated on a cumulative basis at the conclusion of evaluation periods throughout their program to determine Satisfactory Academic Progress.

Cosmetology (1500 Clock Hours)

1st Evaluation Period Ends: 450 Clock Hours and 13 weeks

2nd Evaluation Period Ends: 900 Clock Hours and 26 weeks

3rd Evaluation Period Ends: 1,200 Clock Hours and 35 weeks

4th Evaluation Period Ends: 1,500 Clock Hours and 45 weeks

Esthiology (750 Clock Hours)

1st Evaluation Period Ends: 375 Clock Hours and 11 weeks

2nd Evaluation Period Ends: 750 Clock Hours and 22 weeks

Cosmetology/ Esthiology Educator (500 Clock Hours)

1st Evaluation Period Ends: 250 Clock Hours and 9 weeks

2nd Evaluation Period Ends: 500 Clock Hours and 17 weeks

Cosmetology Educator (1,000 Clock Hours)

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

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

Esthiology Educator (750 Clock Hours)

1st Evaluation Period Ends: 375 Clock Hours and 13 weeks

2nd Evaluation Period Ends: 750 Clock Hours and 25 weeks

***Cosmetology Refresher (100 Clock Hours)**

1st Evaluation Period Ends: 50 Clock Hours and 4 weeks

2nd Evaluation Period Ends: 100 Clock Hours and 8 weeks

***Esthiology Refresher (125 Clock Hours)**

1st Evaluation Period Ends: 63 Clock Hours and 5 weeks

2nd Evaluation Period Ends: 125 Clock Hours and 9 weeks

***Cosmetology Educator Refresher (250 Clock Hours)**

1st Evaluation Period Ends: 125 Clock Hours and 9 weeks

2nd Evaluation Period Ends: 250 Clock Hours and 18 weeks

***Esthiology Educator Refresher (60 Clock Hours)**

1st Evaluation Period Ends: 30 Clock Hours and 3 weeks

2nd Evaluation Period Ends: 60 Clock Hours and 5 weeks

*Program evaluation hours and weeks may vary and will be determined based on the specific needs of the student for the

following programs: Cosmetology Refresher, Esthiology Refresher, Cosmetology Educator Refresher, Esthiology Educator Refresher.

Evaluation periods are based on actual hours completed. All evaluations must be completed within seven (7) school business days following the conclusion of the evaluation periods defined above. Students who do not achieve Satisfactory Progress may no longer be eligible for Title IV, HEA program funds, if applicable unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation. Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the subsequent scheduled evaluation. The school is required to notify a student of any evaluation in which the student is not meeting Satisfactory Academic Progress. Students have access to a hard copy of their Satisfactory Progress Determination at the time of each evaluation.

PROGRESS EVALUATION

The Institutes periodically monitor student progress with our Satisfactory Academic Progress Policy.

WARNING & PROBATION STATUS

Students who do not achieve satisfactory academic progress are placed on warning status until the subsequent scheduled evaluation and must meet with Student Services of the Institutes.

At this meeting, the student and Student Services will devise a study plan, set academic goals, discuss extra credit, and decide on any other course of action that needs to be taken. The student is still eligible for Title IV Aid while on warning. The Institutes' financial aid administrator will notify a student on warning how their status impacts their eligibility for Federal Financial Aid.

- If the student has achieved the Institute's academic work and attendance requirements at the end of the warning, then the student has re-established that they meet the Institute's satisfactory academic progress and is taken off warning.
- If at the end of the warning, the student has not demonstrated satisfactory academic progress, then the Institutes may allow for the status of probation for a student if:
- The student prevails upon appeal of an adverse progress determination prior to being placed on probation;
- The institutes determine that satisfactory academic progress can be met by the end of the subsequent evaluation period; or
- The institutes develop an academic plan for the student that, if followed, will ensure that the student can meet the institutes' satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student.
- If the student has achieved the institute's academic work and attendance requirements at the end of the probation, then the student has re-established that they meet the institute's satisfactory academic progress and is off probation.
- If at the end of the probation, the student has not demonstrated satisfactory academic progress, then the student may be terminated from the institutes at the discretion of the Administrative Team. Future enrollment considerations will be individually reviewed.

THE APPEAL OF WARNING & PROBATION

Students may appeal a failed satisfactory academic progress determination by filing a written appeal to the Administrative Director. Students must provide documentation regarding why they failed to make satisfactory academic progress. Valid reasons for submitting an appeal include, but are not limited to: illness or injuries, children's illness or injuries, death of a relative or friend, family emergencies, pregnancies, maternity/paternity leave, disabilities, or legal matters. Students must also explain what has changed in their situation that will allow the achievement of satisfactory academic progress at the subsequent evaluation. The Administrative Director reviews the appeal of a failed satisfactory academic progress determination. If the appeal is approved, the student will have prevailed upon appeal resulting in probation status. The results of the appeal are documented in the student's file.

WITHDRAWALS – PASSING/FAILING

If a student withdrew from a course and was passing, it would be included in their academic grades. If they were also achieving the minimum attendance requirement, the student would have made satisfactory academic progress during their last evaluation. The clock hours for the course are counted as both attempted and achieved. Students who withdrew from a course and were failing would have it impact their GPA. The clock hours for the course are counted as both attempted and achieved.

WITHDRAWALS – RE-ENTRY

If a student withdraws and later re-enters institutes, they will re-enter in the same progress status as at the time of withdrawal.

TRANSFER STUDENTS

Transfer hours from another institute accepted toward a student's program are counted as both attempted and completed hours to determine when the maximum allowable time frame has been exhausted. Satisfactory Academic Progress evaluations are based on actual contracted hours at The Institute of Beauty and Wellness

INCOMPLETION / REPETITION & REMEDIAL COURSES

Course incompletion or repetitions do not affect the satisfactory academic progress policy. This Institute does not offer remedial courses.

CHANGES IN COURSE OF STUDY

If a student enrolls in a second course, their satisfactory academic progress is reviewed only for the course that the student is currently enrolled in. Academic grades and attendance records from a prior course will not be included in the current satisfactory academic progress determination. If a student is concurrently enrolled in two courses, their satisfactory academic progress will be reviewed for each course independently.