Milwaukee THE INSTITUTE OF BEAUTY AND WELLNESS Madison

The Aveda Institute of Beauty and Wellness Milwaukee d/b/a as The Institute of Beauty and Wellness

Consumer Information – Federal Financial Aid

Updated September 2026

OPE ID/FAFSA School Code: 038083

Please Note: The Institute of Beauty and Wellness' Official Name as recognized by its state licensing agency, accreditor, and the U.S. Department of Education is The Aveda Institute of Beauty and Wellness Milwaukee. The Institute of Beauty and Wellness has an additional location in Madison.

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Notice of Availability of Institutional and Financial Aid Information

The Institute of Beauty and Wellness participates in the following Title IV (Federal Financial Aid) programs: Federal Pell Grant and Federal Direct Loan programs. Applicants and enrolled students (and parent(s) if applicable) needing assistance in obtaining Institutional and Financial Aid Information can contact the school's Financial Aid Director.

Contact Information

The Financial Aid Director for The Institute of Beauty and Wellness is generally available from 8:30 am – 5:00 pm Monday-Friday to help applicants and enrolled students (and their parent(s) if applicable) with any questions pertaining to Federal Financial Aid and tuition. Applicants and enrolled students, (and their parent(s) if applicable) are strongly encouraged to make an in-person or phone appointment to discuss questions regarding Federal Financial Aid and tuition.

The contact information for the Financial Aid Director is:

Gregory Mathews
414-319-7581
gregory@ibw.edu
327 East St. Paul Avenue
Milwaukee, WI 53202

Federal Pell Grants

Federal Pell Grants do not have to be repaid. Pell Grant Scheduled Awards are based on information provided on the Free Application for Federal Student Aid (FAFSA) form, the presence of a valid Student Aid Index (SAI) on the student's FAFSA Submission Summary or Institutional Student Information Record (ISIR), the academic year structure and the Pell Grant cost of attendance (COA) for a full-time student for a full academic year.

The maximum Pell Grant award amount is determined by the appropriation Act applicable to that award year. The U.S. Department of Education will announce the maximum Pell Grant award amount for the award year, as required, when the amount is available. The minimum Pell Grant award amount will be 10% of the maximum Pell Grant award amount for the award year. Both the maximum and minimum award amounts will be rounded to the nearest $5.

The maximum Federal Pell Grant award for the 2026-27 Award Year (July 1, 2026 to June 30, 2027) is $7,395.

The minimum Federal Pell Grant award for the 2026-27 Award Year (July 1, 2026 to June 30, 2027) is $740.

Year-Round Pell and Crossover Policy

Section 401(b)(8) of the Higher Education Act of 1965 (HEA), as added by section 310 of the Department of Education Appropriations Act, 2017 (Title III of Division H of P.L. 115-31, the Consolidated Appropriations Act, 2017), allows a student to receive Federal Pell Grant (Pell Grant) funds for up to 150 percent of the student's Pell Grant Scheduled Award for an award year. This provision is effective beginning with the 2017–2018 award year.

Additional Pell Grant Award Eligibility
To be eligible for the additional Pell Grant funds, the student must be otherwise eligible to receive Pell Grant funds for the payment period and must be enrolled at least half-time, in accordance with 34 CFR 668.2(b), in the payment period(s) for which the student receives the additional Pell Grant funds in excess of 100 percent of the student's Pell Grant Scheduled Award.

Crossover Payment Periods
A crossover payment period is one that includes both June 30 and July 1 overlapping two award years. If a student enrolls in a crossover payment period, The Institute of Beauty and Wellness must consider the crossover payment period to occur entirely within one award year and must have a valid FAFSA Submission Summary or valid Institutional Student Information Record (ISIR) for the selected award year. The choice of which award year the institution assigns to a crossover payment period ("header" or "trailer") can be made on a student-by-student basis, and the crossover payment period may be assigned to a different award year than the award year used for the student's other Title IV aid (Federal Financial Aid) for that period. See Volume 3 of the Federal Student Aid Handbook for additional information on crossover payment periods.

As noted, this provision is effective beginning with the 2017–2018 award year. Thus, an eligible student who is enrolled in the summer 2017 crossover payment period that the institution assigned to the waning 2016–2017 award year may not receive Pell Grant funds beyond 100 percent of the student's Pell Grant Scheduled Award for the 2016–2017 award year. However, a student who has exhausted his or her Pell Grant eligibility for the 2016–2017 award year and who is enrolling in the summer of 2017 should receive a Pell Grant award for summer based on their 2017–2018 Pell eligibility because the student will have additional eligibility later in the 2017–2018 award year.

Although The Institute of Beauty and Wellness has the flexibility to assign crossover payment periods to either of the relevant award years, the new law provides that the institutions must make the assignment "as it determines is most beneficial to students." Therefore, that decision should be based on what is in the best interest of the student and maximizes the student's eligibility over the two award years.

Determining Federal Pell Grant Awards
Beginning with the 2024–25 award year and continuing into the 2026-27 award year, a student may qualify for a Pell Grant under one of three sets of eligibility criteria:

- Maximum Pell Grant eligibility (Max Pell)

- Minimum Pell Grant eligibility (Min Pell)

- Calculated Pell Grant eligibility, based on SAI

If FAFSA Processing System (FPS) has determined that an ISIR transaction is eligible for a Pell Grant, the "Pell Grant Eligibility Flag" will be set to "Y". The Financial Aid Director will use additional information on the ISIR to determine whether students qualify for Max Pell, Min Pell, or a Calculated Pell Grant. Actual Pell Grant award amounts are unique to individual students and are based upon and limited by the student's enrollment intensity, SAI, Cost of Attendance (COA), and Lifetime Eligibility Used (LEU).

The maximum 2026-27 Federal Pell Grant awards for students by program:

Cosmetology (1st Academic Year): $7,395

Cosmetology (2nd Academic Year): 700 hours remaining X $7,395 Pell Grant Award/900 hours in Academic Year = $5,752

Barbering (1st Academic Year): $7,395

Barbering (2nd Academic Year): 100 hours remaining X $7,395 Pell Grant Award/900 hours in Academic Year = $822

Ayurveda Esthetics (1st Academic Year): $7,395

Ayurveda Esthetics (2nd Academic Year): 100 hours remaining X $7,395 Pell Grant Award/900 hours in Academic Year = $822

Massage Therapy: 750 hours in program X $7,395 Pell Grant Award/900 hours in Academic Year
= $6,163

Esthiology: 600 hours in program X $7,395 Pell Grant Award/900 hours in Academic Year = $4,930

Federal Direct Loans

Federal Direct Subsidized Loans are loans that come directly from the U.S. Department of Education and have to be repaid by students.

The U.S. Department of Education pays the interest on a Federal Direct Subsidized Loan:

- while students are in school at least half-time
- for the first six months after a student leave school (referred to as a grace period)

during a period of deferment (a postponement of loan payments).

Federal Direct Unsubsidized Loans are loans that come directly from the U.S. Department of Education and have to be repaid.

Students are responsible for paying the interest on a Direct Unsubsidized Loan during all periods.

If students choose not to pay the interest while he/she is in school and during grace periods and deferment or forbearance periods, their interest will accrue (accumulate) and be capitalized (that is, the interest will be added to the principal amount of the loan).

Federal Direct Subsidized and Unsubsidized loans have a fixed interest rate of 6.52% for loans first disbursed on or after July 1, 2026 and before July 1, 2027.

Loan Fees: Most federal student loans have loan fees that are a percentage of the total loan amount. The loan fee is deducted proportionately from each loan disbursement you receive. This means the money you receive will be less than the amount you actually borrow. You're responsible for repaying the entire amount you borrowed and not just the amount you received.

Federal Direct Subsidized and Unsubsidized Loans first disbursed on or after October 1, 2020 have a loan fee of 1.057%.

The allocation of a student's Federal Direct Loans depends on the SAI, the COA, the enrollment status, and prior Federal Direct Loan borrowing.

Determining Direct Loan Eligibility
A student's eligibility for a Federal Direct Subsidized Loan can be determined by the calculation below:

Cost of Attendance (COA)
- Student Aid Index (SAI)
- Other Financial Assistance (OFA) (including Federal Pell Grant eligibility)
= Initial Federal Direct Subsidized Loan eligibility

A student's eligibility for a Federal Direct Unsubsidized Loan can be determined by the calculation below:

Cost of Attendance (COA)
-Other Financial Assistance (OFA) (including Federal Pell Grant and Federal Direct Subsidized Loan eligibility)
= Initial Federal Direct Unsubsidized Loan eligibility

The maximum Federal Direct Loan amounts (for loans first disbursed on or after 7/1/2026) by program:

Independent Cosmetology Student
$3,500 Subsidized for 1st Academic Year
$6,000 Unsubsidized for 1st Academic Year
$3,500 Subsidized for 2nd Academic Year
$4,666 Unsubsidized for 2nd Academic Year
$17,666

Dependent Cosmetology Student
$3,500 Subsidized for 1st Academic Year
$2,000 Unsubsidized for 1st Academic Year
$3,500 Subsidized for 2nd Academic Year
$1,555 Unsubsidized for 2nd Academic Year
$10,555

Independent Barbering Student
$3,500 Subsidized for 1st Academic Year
$6,000 Unsubsidized for 1st Academic Year
$500 Subsidized for 2nd Academic Year
$667 Unsubsidized for 2nd Academic Year
$10,667

Dependent Barbering Student
$3,500 Subsidized for 1st Academic Year
$2,000 Unsubsidized for 1st Academic Year
$500 Subsidized for 2nd Academic Year
$222 Unsubsidized for 2nd Academic Year
$6,222

Independent Ayurveda Esthetic Student
$3,500 Subsidized for 1st Academic Year
$6,000 Unsubsidized for 1st Academic Year
$500 Subsidized for 2nd Academic Year
$667 Unsubsidized for 2nd Academic Year
$10,667

Dependent Ayurveda Esthetic Student
$3,500 Subsidized for 1st Academic Year
$2,000 Unsubsidized for 1st Academic Year
$500 Subsidized for 2nd Academic Year
$222 Unsubsidized for 2nd Academic Year
$6,222

Independent Massage Therapy Student
$2,917 Subsidized for Program
$5,000 Unsubsidized for Program
$7,917

Dependent Massage Therapy Student
$2,917 Subsidized for Program
$1,667 Unsubsidized for Program
$4,584

Independent Esthiology Student
$2,333 Subsidized for Program
$4,000 Unsubsidized for Program
$6,333

Dependent Esthiology Student
$2,333 Subsidized for Program
$1,333 Unsubsidized for Program
$3,666

Federal Direct PLUS Loans
Federal Direct PLUS Loans are loans that come directly from the U.S. Department of Education and have to be repaid by parents of dependent students.

Parents apply for the Federal Direct PLUS Loan at https://studentaid.gov/plus-app/parent/landing

Parents may borrow up to the total cost of attendance per academic year/program minus any other financial aid award.

Federal Direct PLUS Loans have a fixed interest rate of 9.07% for loans first disbursed on or after July 1, 2026 and before July 1, 2027.

Loan Fees: Most federal student loans have loan fees that are a percentage of the total loan amount. The loan fee is deducted proportionately from each loan disbursement you receive. This means the money you receive will be less than the amount you actually borrow. You're responsible for repaying the entire amount you borrowed and not just the amount you received.

Federal Direct PLUS Loans first disbursed on or after October 1, 2020 have a loan fee of 4.228%.

Federal Direct PLUS Loan Denial
If a parent is denied on the Federal Direct PLUS Loan, the dependent student may be eligible for additional unsubsidized loans equal to that of an independent student.

Veterans Benefits

Veterans' Benefits are only available to students who qualify. If you served on Active Duty, you might be eligible for education benefits offered by the Department of Veterans Affairs. For example, the Post-9/11 GI Bill provides financial support for educational and housing expenses to individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service-

connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.

If you are currently serving in the military, you might be eligible for funding offered through the Department of Defense Tuition Assistance Program. Check your eligibility status and the amount for which you qualify with your Service prior to enrolling.

If you are the spouse or child of a service member who is serving on active duty Title 10 orders in the paygrades E1-E5, O1-O2, or W1-W2, you may be eligible for financial assistance from the Department of Defense for education, training, and/or the occupational license and credentials necessary for a portable career.

If you are the spouse or child of a service member, you may be eligible for transfer of the service member's Post-9/11 GI Bill benefits to you.

Enrollment

All students that are considered for Federal Financial Aid must complete all Admissions' Enrollment Requirements.

As stated in the catalog, the enrollment requirements are as follows:

1. Schedule and complete a tour of the facility

2. Interview with an Admissions Representative

3. Complete Admissions Application https://ibw.edu/discover/admissions/apply-now/

4. Submit official proof of education
- Copy of High School Diploma
- Copy of Final Official High School Transcript showing date when diploma was awarded, or Graduation or Completion Date of the student
- A state certificate or transcript received by a student after the student passed a state-authorized examination (GED test, HiSET, TASC, or other state-authorized examination) that the state recognizes as the equivalent of a high school diploma.
- Official Academic transcript indicating student successfully completed a two-year program (Associates Degree, completion of at least 60 semester/trimester or 72 quarter credit hour) acceptable for full credit toward a baccalaureate degree.

• For students who completed secondary education in a foreign country, (1) a copy of the "secondary school leaving certificate" or other similar document, (2) a translation in English of foreign completion certificate, and (3) an evaluation that the education is equal to a U.S. high school education.

• For a homeschooled student in a state where state law requires the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
• For a homeschooled student from a state where state law does not require the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting

5. Take an entrance assessment* if any of the following apply:
a. GPA is 2.0 or below
b. Copy of diploma or GED does not verify GPA
c. Home-schooled or foreign diploma

6. Provide proof of age with a document such as driver's license, government-issued identification, birth registration/certificate, passport, etc.

7. Complete the FAFSA form and agree to an Estimated Financial Aid Offer and Tuition Plan or agree to estimated payment contract

8. Provide proof of professional license (instructor program only)

9. Transfer students only: submit a $100 transfer application fee before evaluation of transfer credit hours; and official copy of transcripts from previous school

Checking the validity of High School Diploma
If an admissions representative has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education, the admissions representative must evaluate the validity of the student's high school completion.

The admissions representative must:

1) check with the high school to confirm the validity of the student's diploma;

and

2) confirm with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education.

If the validity of the high school diploma cannot be confirmed, the student will not be admitted. The school's decision is final, and not subject to appeal.

General Eligibility

• demonstrate financial need (for most programs);
• be a U.S. citizen or an eligible noncitizen;
• have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
• be enrolled or accepted for enrollment as a regular student in an eligible program;
• be enrolled at least half-time to be eligible for Direct Loan Program funds;
• maintain satisfactory academic progress;
• sign the certification statement on the Free Application for Federal Student Aid (FAFSA form) stating that
you are not in default on a federal student loan and do not owe money on a federal student grant and you will use federal student aid only for educational purposes; and
• show you're qualified to obtain a college or career school education by having a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate; completing a high school education in a homeschool setting approved under state law (or—if state law does not require a homeschooled student to obtain a completion credential—completing a high school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under state law);

Federal Financial Aid Processing

1. During the tour, the applicant is given a Federal Student Financial Aid Fact Sheet.

2. The student (and their parent(s) if applicable) should first request a personalized FSA ID (Federal Student Aid ID) to later electronically sign their Free Application for Federal Student Aid (FAFSA) form by logging onto **https://studentaid.gov/fsa-id/create-account/launch**

3. Any student who wishes to apply for Federal Financial Aid must complete the FAFSA form. Students can complete the FAFSA form online at **https://studentaid.gov/**

The FAFSA School Code for The Institute of Beauty and Wellness is 038083.

4. Three business days after a student has submitted their FAFSA form with a FSA ID signature, an Institutional Student Information Record (ISIR) is generated and received by the school's Financial Aid Director. Two-Three weeks after a student has printed, signed and mailed a signature page, an ISIR is generated and received by the school's Federal Financial Aid Director.

5. Students will receive their FAFSA Submission Summary which should be reviewed for accuracy. Whether you receive your FAFSA Submission Summary online or on paper depends on whether you provide an email address on your FAFSA form. If you provide a valid email address, you'll receive an email with instructions on how to access an online copy of your FAFSA

Submission Summary. If you don't provide a valid email address on your FAFSA form, you will receive either a FAFSA Submission Summary or a FAFSA Submission Summary Acknowledgement via postal mail.

If changes are needed, the student (and parent(s) if applicable) should submit changes/corrections to the FAFSA form online by using their FSA ID.

2024-25 FAFSA Form Key Changes and Updates

Direct Data Exchange – FA-DDX

On December 19, 2019, President Trump signed the FUTURE Act into law, which authorizes a direct data exchange (FA-DDX) between the U.S. Department of Education and the Internal Revenue Service (IRS) to import most U.S. income and tax information to the FAFSA form. The previous tool to transfer U.S. income and tax information from the IRS, the IRS Data Retrieval Tool (DRT), where applicants initiated the electronic transfer will no longer be used.

2024-25 FAFSA Form - Contributors

A contributor is anyone who is required to provide information on the student's FAFSA form, including the student, the student's spouse, a biological or adoptive parent, or the parent's spouse (stepparent).

A contributor isn't non-adoptive grandparents, foster parents, legal guardians, brothers and sisters, and aunt and uncles, even if they helped provide for or raise the student.

All students and contributors must provide consent and approval to:

• Disclose their personally identifiable information (PII) provided on the FAFSA form to the IRS for matching purposes;
• Obtain their federal tax information directly from the IRS via the FA-DDX.
Allow the U.S. Department of Education to use their federal tax information to determine the student's eligibility and amount of federal student aid
• Allow ED to use their federal tax information to determine the student's eligibility and amount of federal student aid;
• Allow the U.S. Department of Education to share their federal tax information with post-secondary institutions for use in awarding and administering financial aid; and
• Allow the U.S. Department of Education to reuse their federal tax information on another FAFSA applicant's form that they are invited to contribute to.

Financial Aid Direct Data Exchange Consent and Approval

If a student or required contributor doesn't provide consent and approval, the student will not be eligible for federal student aid—even if they manually enter tax information into the FAFSA form. Information about how federal tax information will be used and the consequences of not providing consent and approval will be included on the FAFSA form. Even if a student or contributor doesn't have a Social Security number, didn't file taxes, or filed taxes outside of the U.S., they still need to provide consent and approval.

Institutional Student Information Record (ISIR)

The Financial Aid Director reviews ISIRs for Comment Codes and Text on the 1st page of the ISIR.

Some common Comment Codes and Text are:

ISIR Not Signed: Has to be signed by student (and parent, if applicable) for an EFC to be generated.

Verification: If there is an asterisk ** next to the number next to EFC, the ISIR has been selected for verification and must be verified. If the ISIR has been selected for verification, look at Verification Tracking Flag on page 3 of ISIR.

Default: If a student is in default from prior Federal Student Loans, the student is not eligible for any additional Federal Financial Aid until it is resolved.

C Code: If there is a 'C' next to EFC, there is a C Code that must be resolved.

EFC: Determines Federal Pell Grant and Federal Direct Subsidized and Unsubsidized Loan Award.

Dependency Status: Determines if student is Independent or Dependent.

Bachelor's Degree: If student already has Bachelor's Degree, the student is not eligible for a Federal Pell Grant.

Pell Grant History: Lifetime Eligibility Used (LEU) cannot exceed 600%.

Federal Direct Loan History: Dependent Students (except students whose parents are unable to obtain PLUS Loans) Aggregate Loan Limits: $31,000—No more than $23,000 of this amount may be in subsidized loans. Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans) $57,500 for undergraduates—No more than $23,000 of this amount may be in subsidized loans. $138,500 for graduate or professional students—No more than $65,500 of this amount may be in subsidized loans. The graduate aggregate limit includes all federal loans received for undergraduate study.

NSLDS: The Financial Aid Director checks student's financial aid history in the National Student Loan Data System (NSLDS) at https://nsldsfap.ed.gov/nslds_FAP/

Verification

Some FAFSA forms are randomly selected for a review process called verification. This is to ensure that all data provided on the federal application, FAFSA form, upon which a student

applied for Federal Financial Aid is correct and complete. Federal law requires a school to complete this procedure before
the school can process a student's Federal Financial Aid or disburse/credit a student account's with any funds.

The selection of an application for verification could happen because of one of the following conditions:

• The U.S. Department of Education, through its own editing process, will randomly select applicants for verification (this does not mean that a student or families information is incorrect).
• The U.S. Department of Education, through its own editing process, due to inconsistent data being used by the applicant, will flag the respective application for verification.
• The school elects to verify the applicant's information on the application.

All Financial Aid Applicants selected for verification must complete the process by the deadline published in the Federal Register. Students (and their spouse if applicable; or parent(s) if applicable)
are to be notified via email, in a timely manner, of all required documents to submit to the school.

The verification process cannot begin and/or be completed until all required documents are submitted.

Generally, from the time the Financial Aid Director first notifies the student (and parent(s) if applicable) of being selected for verification, students are given 30 calendar days to submit all required verification documents.

All verification documentation has to be provided to The Institute of Beauty and Wellness' Financial Aid Department, 327 East St. Paul Avenue, Milwaukee, WI 53202.

V1 – Standard Verification Group – Tax Filers

Items to be Verified
Adjusted Gross Income (AGI)
Income Earned from work
U.S. Income Tax Paid
Untaxed Portions of IRA Distributions
Untaxed Portions of Pensions
IRA Deductions and Payments
Tax Exempt Interest Income
Education Credits
Family Size

Acceptable Documentation
If transferred directly from the IRS and unchanged, do not need to be verified.

When information is not transferred from the IRS, the following documentation is sufficient:

2022 Federal Tax Return and Applicable Schedules
2022 Federal Tax Transcript obtained through the IRS
2022 W2 Forms – required for manual entry of tax information.

V4: Custom Verification Group

Students must verify the following:
Identity
Statement of educational purpose (SEP)

Acceptable Documentation
Students should appear in person at the school and present a valid, unexpired, government-issued photo identification (ID) such as a U.S. passport, a driver's license, or other state-issued ID.

The Financial Aid Director must maintain an annotated copy of that ID that includes the date it was received and the name of the Financial Aid Director who is authorized to receive it.

Students must also sign (it must be a "wet" signature) a statement of educational purpose that certifies who they are and that the federal student aid they may receive will only be used for educational purposes and for the cost of attending the school for the 2024-25 year.

A student who is unable to appear at the school must go to a notary public and sign the statement of educational purpose.

V5: Aggregate Verification Group

This group is essentially a combination of V1 and V4.

Tax filers and non -tax filers must verify the items listed in the Standard Verification Group (V1).

Students must also verify identity and statement of educational purpose

Verification of Federal Tax Return and W-2 Information
The IRS provides a response code value of "200" when the IRS has data and it was successfully shared with Federal Student Aid for inclusion on the applicant's FAFSA form. Income and tax information for contributors with a "200" IRS response code is considered verified.

The IRS response code of "214" means the IRS was able to locate the individual in its records and confirmed that it does not have a tax return on file for that individual for the tax year, designating them as a non-U.S. tax filer.

IRS response codes “203”, “206”, and “212” indicate that the IRS is unable to provide FTI for that contributor. This may be because the IRS is unable to locate the individual in its records or the IRS is

unable to share FTI (such as in cases of identity theft). If the IRS returns any of these codes for a contributor, that individual must manually provide income and tax information on the applicant’s FAFSA form. This manually entered data will be used in the SAI calculation and is not considered verified.

If a student’s FAFSA form is selected for verification, then the student (and their spouse if applicable; or parent(s) if applicable) has to provide a copy of their Federal Tax Return and Applicable Schedules (2022 for 2024-25 FAFSA form).

If a student (and their spouse if applicable; or parent(s) if applicable) cannot provide their Federal Tax Return and Applicable Schedules, the student (and their spouse if applicable; or parent(s) if applicable) can request a copy of their Federal Tax Return Transcript from the IRS by going to https://www.irs.gov/individuals/get-transcript calling 800-908-9946 and following the prompts, or filling out Form 4506-T and mailing to the IRS.
Refer to Exhibit 1.

If a student (and their spouse if applicable; or parent(s) if applicable) did not file a Federal Tax Return, then the student (and their spouse if applicable; or parent(s) if applicable) has to provide their W-2(s) (2022 for 2024-25 FAFSA form).

The student (and their spouse if applicable; or parent(s) if applicable) has to sign a statement certifying that they have not filed and are not required to file a tax return (2022 for 2024-25 FAFSA form).

If a student (and their spouse if applicable; or parent(s) if applicable) cannot provide their W-2(s), then the student (and/or parent) can request their Wage and Income Transcript from the IRS by going to https://www.irs.gov/individuals/get-transcript calling 800-908-9946 and following the prompts, or filling out Form 4506-T and mailing to the IRS. **Refer to Exhibit 2.**

The student (and their spouse if applicable; or parent(s) if applicable) has to sign a statement certifying that they have not filed and are not required to file a tax return (2022 for 2024-25 FAFSA form).

Effective July 2019, The IRS will mail tax transcript requests only to the address of record of a student (and their spouse if applicable; or parent(s) if applicable).

A student (and their spouse if applicable; or parent(s) if applicable) may have to also provide a signed and dated statement to provide further explanation of their household and income.

The Financial Aid Director reviews all verification documents and forms submitted by a student (and/or parent) to ensure that the information is accurate and consistent.

Consequences of Delay in Verification

1.) The student being responsible for paying his/her tuition down payment with cash, check, credit/debit card with 3% fee.

2.) The student not starting their program if he/she cannot pay the down payment without Federal Financial Aid disbursement
3.) The student not receiving an Estimated Financial Aid Offer and Tuition Plan notifying him/her of their estimated financial aid eligibility
4.) The student being responsible for paying his/her tuition out of pocket with cash, check, credit/debit card with 3% fee.
5.) The student being placed on a leave of absence
6.) The student not being able to graduate from the school
7.) The student having an outstanding tuition balance owed to the school. This could result in the student's account being sent to a collection agency.

Once all verification documents are received by the school's Financial Aid Director, the file will be reviewed for accuracy and completeness. Often times, corrections are required if the information reported on the submitted documents does not match the FAFSA form. The Financial Aid Director may submit corrections on the student's behalf. Generally, the corrected data is processed and received back by the Financial Aid Director within 72 hours after corrected data is submitted. The Financial Aid Director will notify students (and parent(s) if applicable) in a timely manner if corrected and/or additional documentation needs to be submitted.

If no additional corrections are needed (pending the student has not also submitted corrections), and the student meets all necessary eligibility requirements, then the Financial Aid Director prepares an Estimated Financial Aid Offer and Tuition Plan for the student (and parent(s) if applicable).

If the Student's SAI change and Student Aid Amounts Change
In the event a student's SAI changes on an initial FAFSA Submission Summary, prior to the student being awarded, the award will be based on the last valid FAFSA form transaction.

If the SAI changes after the student have been awarded – the award must be cancelled. The file will be re-evaluated, and additional documentation may be requested from the student (and their spouse if applicable; or parent(s) if applicable) if applicable). Once that process is completed and pending the student meets all eligibility criteria, the student will be re-awarded based on the last valid FAFSA form transaction and SAI.

If the SAI change caused a change to the Financial Aid award, the Financial Aid Director will email a revised Award Notification in the Estimated Financial Aid Offer and Tuition Plan to the student.

Office of Inspector General (OIG)
Students and parents who willfully submit fraudulent information will be investigated to the furthest extent possible. All cases of fraud and abuse will be reported to the proper authorities (CPS, Judicial Services, IRS and including the Office of Inspector General https://oig.hhs.gov/

If a student has any questions regarding the verification process, the student should contact the school's Financial Aid Director.

Professional Judgement

The FAFSA Simplification Act (the Act) distinguishes between different categories of professional judgment by amending section 479A of the HEA.

Special Circumstances refer to the financial situations (loss of a job, etc.) that justify an aid Director adjusting data elements in the COA or in the SAI calculation.

Unusual Circumstances refer to the conditions that justify an aid Director making an adjustment to a student's dependency status based on a unique situation (e.g., human trafficking, refugee or asylee status, parental abuse or abandonment, incarceration), more commonly referred to as a dependency override.

A student may have both a special circumstance and an unusual circumstance. The Financial Aid Director may make adjustments that are appropriate to each student's situation with appropriate documentation.

Special Circumstances
A Financial Aid Director may use Professional Judgement on a case-by-case basis to adjust the components of a student's cost of attendance or the data used to calculate their SAI. This adjustment is valid only at the school making the change.

The law gives some examples of special circumstances that may be considered (HEA Sec. 479A):

- Change in employment status, income, or assets;
- Change in housing status (e.g., homelessness);
- Tuition expenses at an elementary or secondary school;
- Additional family members enrolled in college;
- Medical, dental, or nursing home expenses not covered by insurance;
- Child or dependent care expenses;
- Severe disability of the student or other member of the student's household; and
- Other changes or adjustments that impact the student's costs or ability to pay for college.

This is not an exhaustive list. The Financial Aid Director may use their discretion to make appropriate, reasonable adjustments to reflect a student's situation more accurately. The Financial Aid Director may also use their discretion to deny a student's request for adjustment.

However, the Financial Aid Director/school may not maintain a policy to deny all requests for special circumstance adjustments.

The Financial Aid Director/school must have policies and a process for reviewing requests for professional judgment. The school discloses publicly that students may request an adjustment based on special circumstances in Consumer Information on the school's website.

The Financial Aid Director can use their professional judgement to adjust a student's eligibility for Federal Financial Aid.

The reason for the Financial Aid Director's decision to approve or deny a request for professional judgment and any subsequent adjustments must be documented. The documentation must substantiate the special circumstances that differentiate the student—not conditions that exist for a whole class of students. Documentation can include a documented interview between the student and the financial aid Director and supplementary information, as necessary, about the student's financial status relating to the special circumstances for which the student is requesting an adjustment. The Financial Aid Director must resolve any inconsistent or conflicting information before making any adjustments.

A Financial Aid Director's decision regarding adjustments is final and cannot be appealed to the U.S. Department of Education.

Unreasonable Professional Judgment Examples:
- The reduction of SAIs based on recurring costs such as vacation expenses, tithing expenses, and standard living expenses (e.g. utilities, credit card expenses, children's allowances, etc.).
- Parents refuse to contribute to the student's education
- Parents are unwilling to provide information on the FAFSA form or for verification
- Parents do not claim the student as a dependent for income tax purposes
- Student demonstrates total self-sufficiency

Unusual Circumstances
The FAFSA Simplification Act provides a clearer directive for Financial Aid Directors to assist applicants with unusual circumstances to adjust dependency status on the FAFSA form to reflect students' situations more accurately (dependency overrides). Like other types of professional judgments, the school must have policies and a process for reviewing requests for unusual circumstances. The school discloses publicly that students may request an adjustment based on special circumstances in Consumer Information on the school's website.

The Financial Aid Director may conduct dependency overrides on a case-by-case basis for students with unusual circumstances. If the Financial Aid Director determines that an override is appropriate, they must maintain the determination with any supporting documentation.

Under HEA Sec. 480(d)(9), the FAFSA Simplification Act incorporated additional unusual circumstances to consider when a student is unable to contact a parent or where contact with parents poses a risk to such student.

Unusual circumstances do include (but are not limited to):
• Human trafficking, as described in the Trafficking Victims Protection Act of 2000 (22 U.S.C. 7101 et seq.);
• Legally granted refugee or asylum status;
• Parental abandonment or estrangement; or
• Student or parental incarceration.

In such cases an override might be warranted based upon the student's individual circumstances. These conditions would also not disqualify a student from being a homeless unaccompanied youth or self-supporting and at risk of homelessness.

However, none of the conditions listed below, singly or in combination, qualify as unusual circumstances meriting a dependency override.

Unusual circumstances do not include:
• Parents refuse to contribute to the student's education.
• Parents will not provide information for the FAFSA form or verification.
• Parents do not claim the student as a dependent for income tax purposes.
• Student demonstrates total self-sufficiency.

A Financial Aid Director may override only from dependent to independent.

Additionally, the FAFSA Simplification Act introduced new requirements for processing and communicating with students who request an adjustment for unusual circumstances. Schools and financial aid Directors must:

• Notify students the school's process, requirements, and reasonable timeline to review adjustment requests after their FAFSA form is submitted;
• Provide students with a final determination of their dependency status and financial aid offer as soon as practicable after reviewing all requested documentation;
• Retain all documentation, including documented interviews, related to the adjustment for at least three years after the student's last term of enrollment; and
• Presume that any student who has obtained an adjustment for unusual circumstances and a final determination of independence to be independent for each subsequent award year at the same institution unless—
    • The student informs the institution that their circumstances have changed; or
    • The institution has conflicting information about the student's independence.

The Financial Aid Director is not permitted to make a professional judgement for a student after that student has ceased to be eligible, including when a student is no longer enrolled.

The Financial Aid Director/School will be held accountable for all professional judgment decisions and for fully documenting each professional judgment decision.

Unable to Provide Parent Data
Students can indicate on the FAFSA form that they believe they have unusual circumstances that prevent them from providing parental data. Those who indicate this are thoroughly informed about what warrants a dependency override and what the results will be for their application. If they complete the screening steps and do not include parental data, they will receive a provisional status as an independent student and a provisional SAI calculation. The record will be rejected, pending further

action from the student's Financial Aid Director. The Financial Aid Director will have to review the student's situation and determine if the student:

- Is unaccompanied and homeless;
- Merits a dependency override;
- Must instead provide parental data; or
- Should be permitted to borrow only unsubsidized loans because they can document that their parents have refused to support them or to provide parental information on the student's FAFSA.

Dependent Students without Parental Support
Dependent students whose parents refuse to support them are not eligible for a dependency override, but they may be able to receive a dependent level Direct Unsubsidized Loan only.

For a student to be eligible for this provision the Financial Aid Director must document the following:

- The student's parents refuse to complete the FAFSA form; or
- The student's parents do not and will not provide any financial support to the student (include the date support ended).

If the parents refuse to sign and date a statement to this effect, the Financial Aid Director must get documentation from a third party (the student is not sufficient), such as a teacher, counselor, cleric, or court. This situation does not on its own justify a dependency override. However, resolving the situation is at your discretion. If you decide that a student falls into this category, you must document your decision and ensure that the student submits a FAFSA form and passes all the eligibility matches. The result will be a rejected application with no SAI. The Financial Aid Director can then award the

Estimated Financial Aid Offer and Tuition Plan

The Financial Aid Director prepares an Estimated Financial Aid Offer and Tuition Plan.
Refer to Exhibit 3.

Please note: All Estimated Financial Aid Offer and Tuition Plans as Exhibits are for independent students with no Federal Pell Grant eligiblity.

This document notifies the student what Federal Financial Aid the student is eligible for, including Federal Pell Grants, Federal Direct Subsidized/Unsubsidized Loans, and Federal Direct PLUS Loans.

The document notifies the student what the gross amount borrowed is and if there is an over balance that will be owed to the student and when the over balance is owed to the student.

The document notifies the student is there is a remaining balance that will be owed to the school and the options for paying the remaining balance.

The document notifies the student if their FAFSA form was selected for verification and if the student may need to submit the next year's FAFSA form to be eligible for the estimated listed Federal Financial Aid.

The document should be signed and dated by the student, but an email confirmation is acceptable.

Borrower's Rights

- You have the right to receive a copy of your promissory note either before or at the time your loan is made.
- You are entitled to receive a disclosure statement before your loan repayment begins which includes information about interest rates, fees, loan balance, monthly payment amount, and the number of payments.
- If you qualify, you have the right to request a deferment of your loan payments for a specified period of time.
- If you qualify, you have the right to request a forbearance if you are unable to make payments and don't qualify for a deferment.
- You have the right to a grace period before your loan repayment period begins. However, your parents do not receive a grace period for a PLUS Loan. Your grace period begins when you leave school or drop below half-time status.
- You have the right to prepay all or any part of your loan(s) at any time without penalty.
- You must be notified in writing if your loan is sold to another lender or secondary market or transferred to another financial company for servicing. You must be informed regarding the identity of the new lender or loan holder, the address to which you must make payments and the telephone numbers of both the purchasing and selling lenders and servicers.
- You have a right to receive documentation that your loan(s) is/are paid in full.

Borrower Responsibilities

- You must repay your student loan(s) including accrued interest and fees even if you do not complete your education, are not satisfied with your education, or are not able to find employment.
- You must make your payments on time, even if you do not receive any notices from your lender or servicer.

• You must immediately notify the lender or servicer if you are unable to make a scheduled payment.
• If you apply for a deferment or forbearance, you must continue making loan payments until you are notified that your request has been granted.
• You must notify the lender regarding any reasons that might change your eligibility for a deferment.
• You must participate in exit counseling before you leave school.
• You must notify the lender in writing within 10 days if any of the following personal information changes:
• Name
• Address
• Telephone Number

• Social Security Number
• References
• Graduation Date
• Less than half-time enrollment
• Withdrawal from school
• Transfer to another school

Loan Entrance Counseling

Students who are first time loan borrowers are required to complete loan entrance counseling regarding their Federal Direct Loan borrowing.

Entrance counseling can be completed via the Internet at https://studentaid.gov/entrance-counseling/

The Financial Aid Director is also required to ensure that the student understands the seriousness of repaying their Federal Direct Loans in a timely manner and will assist in counseling the student to understand throughout their entire program.

The Financial Aid Director files documentation of a student's entrance counseling completion in the student's Federal Financial Aid file.

Master Promissory Note (MPN)

Student must complete a Master Promissory Note (MPN) for a Subsidized/Unsubsidized Loan (MPN) at
https://studentaid.gov/mpn/

Students at The Institute of Beauty and Wellness will look for the school, The Institute of Beauty and Wellness, when completing Entrance Counseling and Master Promissory Note.

Disbursing Federal Financial Aid

Each student progresses through their program at their own pace and therefore students in the same class start date may become eligible for a disbursement at different dates.

No disbursements can be made unless the student is making satisfactory progress in his/her attendance and academics, or has appealed to be placed on probation, or has agreed to an academic plan ensuring that the student will eventually be in satisfactory academic progress.

The standards set forth by the institution as minimum requirements for maintaining satisfactory progress are for all students to maintain a passing grade average of 80% or better in academics and 90% or better in attendance.

Disbursements

Students become eligible for a Federal Financial Aid disbursement at the following points:

Cosmetology – Pell – first day of class, after 450 actual hours, after 900 actual hours, after 1250 actual hours
Cosmetology – Loan – 30 calendar days after the first day of your program, after 450 actual hours, after 900 actual hours, after 1250 hours
Barbering – Pell – first day of class, after 450 actual hours, after 900 actual hours
Barbering – Loan – 30 calendar days after the first day of your program, after 450 actual hours, after 900 actual hours, after 950 actual hours
Ayurveda Esthetics – Pell – first day of class, after 450 actual hours, after 900 actual hours
Ayurveda Esthetics – Loan – 30 calendar days after the first day of your program, after 450 actual hours, after 900 actual hours, after 950 actual hours
Massage Therapy – Pell – first day of class, after 375 actual hours
Massage Therapy – Loan – 30 calendar days after the first day of your program, after 375 actual hours
Esthiology – Pell – first day of class, after 300 actual hours
Esthiology – Loan – 30 calendar days after the first day of your program, after 300 actual hours

A student's scheduled hours also have to be reached for a student to be eligible for a Federal Financial Aid disbursement.

Notification of Federal Direct Loan Disbursement

The Financial Aid Director e-mails a student and parent (Federal Direct PLUS Loan Borrower) within 30 calendar days of a Federal Direct Loan Disbursement to a student's account. The notice is required and is required to have certain disclosures including: the date and amount of the Federal Direct Loan posted and instructions on how to return the loan, cancel it, or do both, provided that the school receives the loan cancellation request from you within 14 days after the date of this notice.
Refer to Exhibit 4.

Title IV (Federal Financial Aid) Credit Balance

A Title IV Credit Balance occurs when Title IV Disbursement(s) for a payment period posted to a student's account is more than the prorated amount for the payment period.

The total tuition including kit need to be prorated throughout the entire program to determine Title IV credit balances.

Please note: Effective for Student Enrollment Contracts signed on or after July 9, 2026.

Below are how payment period charges are determined for each program without iPad:

Cosmetology – 1600 clock hours $2,500.00 kit, $22,810.00 tuition
Payment Period 1: $7,118.44
Payment Period 2: $7,118.44
Payment Period 3: $5,536.56
Payment Period 4: $5,536.56

Barbering – 1000 clock hours $2,300.00 kit, $13,500.00 tuition
Payment Period 1: $7,020.00
Payment Period 2: $7,020.00
Payment Period 3: $1,560.00

Ayurveda Esthetic – 1000 clock hours $1,300.00 kit, $14,560.00 tuition
Payment Period 1: $7,110.00
Payment Period 2: $7,110.00
Payment Period 3: $1,580.00

Massage Therapy – 750 clock hours $1,400.00 kit, $13,175.00 tuition
Payment Period 1: $7,287.50
Payment Period 2: $7,287.50

Esthiology – 600 clock hours, $1,500.00 kit, $12,075.00 tuition
Payment Period 1: $6,787.50
Payment Period 2: $6,787.50

Below are how payment period charges are determined for each program with iPad.

Cosmetology – 1600 clock hours $2,965.00 kit, $22,810.00 tuition
Payment Period 1: $7,249.22
Payment Period 2: $7,249.22
Payment Period 3: $5,638.28
Payment Period 4: $5,638.28

Barbering – 1000 clock hours $2,765.00 kit, $13,500.00 tuition
Payment Period 1: $7,319.25
Payment Period 2: $7,319.25
Payment Period 3: $1,626.50

Ayurveda Esthetic – 1000 clock hours $1,765.00 kit, $14,560.00 tuition
Payment Period 1: $7,346.25
Payment Period 2: $7,346.25
Payment Period 3: $1,632.50

Massage Therapy – 750 clock hours $1,865.00 kit, $13,175.00 tuition
Payment Period 1: $7,520.00
Payment Period 2: $7,520.00

Esthiology – 600 clock hours, $1,875.00 kit, $12,075.00 tuition
Payment Period 1: $7,020.00
Payment Period 2: $7,020.00

A Title IV (Federal Financial Aid) Credit Balance occurs when Title IV Disbursements posted to a student's account is more than school charges and creates a Title IV Credit Balance.

If a student's Federal Pell Grant or Federal Direct Subsidized/Unsubsidized Loan disbursement created the Title IV Credit Balance, the check is issued to the student.

If a student's parent's Federal Direct PLUS Loan disbursement created the Title IV Credit Balance, the check is issued to the student's parent.

The check has to be made available to student and/or parent within 14 calendar days of the Title IV Credit Balance.

It is important for students and/or parents to know that checks are from borrowing Federal Direct Loans that have to be repaid to the U.S. Department of Education and the funds are to only be used for living expenses.

Termination of Federal Financial Aid

A student will lose their Federal Financial Aid eligibility for the following reasons:
- Not making satisfactory academic progress in his/her attendance and/or academics
- Being absent from school that requires the school to determine the student has unofficially withdrawn
- Not returning from an official leave of absence

Reinstatement of Federal Financial Aid

A student's Federal Financial Aid eligibility may be reinstated after:
- Achieving satisfactory academic progress

• Re-entering after being withdrawn from the school

Satisfactory Academic Progress Policy

Satisfactory progress in academic work and attendance is a requirement for all students during all terms for which they are enrolled at The Institute of Beauty and Wellness including summer, whether or not the student receives Title IV Funds (Federal Financial Aid) during those terms.

This policy is intended to comply with all applicable rules and regulations established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the United States Department of Education.

The institute's satisfactory academic progress policy is provided to applicants before enrollment in the course catalog and the enrollment contract.

Please note: the Ayurveda Esthetic and Instructor programs are not approved to be offered at the additional location of The Institute of Beauty and Wellness.

ACADEMIC
Students must meet a minimum of 80% in their academic grades.

When enrolling in our programs, a student accepts the responsibility to perform at the prescribed standards and achieve results to graduate. The objective is to recognize, equitably and uniformly, the performance of individual students. Attendance, level of cooperation, attitude, professionalism, and completing the necessary homework, projects, and tests are absolute necessities.

Academic progress is measured by the following:
Chapter Tests 25%
Student Projects 25%
Mock State Board Practical & Written Exam 25%
Technical Evaluations 25%

Grading Scale
98-100 .....Honor Roll
94-97 .....Very Good
87-93 .....Good
80-86.....Satisfactory
79-Below .....Unsatisfactory

ATTENDANCE
Students must maintain a minimum of 90% attendance record.

The start and completion of class dates are set for perfect attendance. Beyond that, it is the student's responsibility to continue their program until the total requirement of clock hours is concluded.

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

Ayurveda Esthetic (1000 clock hours Day).....43 weeks.....1110 scheduled hours
Barbering (1000 clock hours Day).....53 weeks....110 scheduled hours
Barbering (1000 clock hours Evening).....56 weeks....1110 scheduled hours
Cosmetology (1600 clock hours Day).....52 weeks.....1776 scheduled hours
Cosmetology (1600 clock hours 3-Day).....60 weeks.....1776 scheduled hours
Cosmetology (1550 clock hours Day).....50 weeks....1721 scheduled hours
Cosmetology (1550 clock hours 3-Day)....58 weeks...1721 scheduled hours
Esthiology (600 clock hours Day).....20 weeks.....666 scheduled hours
Esthiology (600 clock hours Evening).....33 weeks.....666 scheduled hours
Esthiology (450 clock hours Day)....15 weeks....500 scheduled hours
Esthiology (450 clock hours Evening)....25 weeks.....500 scheduled hours
Esthiology Manicuring Dual Program (750 clock hours Day).....25 weeks....833 scheduled hours
Instructor (150 clock hours Day).....22 weeks.....166 scheduled hours
Manicuring (300 clock hours Day).....13 weeks.....333 scheduled hours
Manicuring (300 clock hours Evening).....17 weeks.....333 scheduled hours
Massage Therapy (750 clock hours Day).....30 weeks.....833 scheduled hours
Massage Therapy (750 clock hours 3-Day).....40 weeks.....833 scheduled hours
Massage Therapy (750 clock hours Evening)....43 weeks.....833 scheduled hours
Massage Therapy (600 clock hours Day)....24 weeks....666 scheduled hours
Massage Therapy (600 clock hours 3-Day)....32 weeks.....666 scheduled hours
Massage Therapy (600 clock hours Evening).....34 weeks.....666 scheduled hours
Massage Therapy Hybrid (750 clock hours Day)....30 weeks....833 scheduled hours
Massage Therapy Hybrid (750 clock hours 3-Day)....40 weeks....833 scheduled hours
Massage Therapy Hybrid (750 clock hours Evening)....43 weeks....833 scheduled hours

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.

Ayurveda Esthetic (1000 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: 1000 Clock Hours and 29 weeks

Barbering (1000 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: 1000 Clock Hours and 29 weeks

Cosmetology (1600 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: 1250 Clock Hours and 37 weeks
4th Evaluation Period Ends: 1600 Clock Hours and 47 weeks

Cosmetology (1550 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: 1225 Clock Hours and 36 weeks
4th Evaluation Period Ends: 1550 Clock Hours and 45 weeks

Esthiology (600 Clock Hours)
1st Evaluation Period Ends:300 Clock Hours and 9 weeks
2nd Evaluation Period Ends: 600 Clock Hours and 18 weeks

Esthiology (450 Clock Hours)
1st Evaluation Period Ends:225 Clock Hours and 7 weeks
2nd Evaluation Period Ends: 450 Clock Hours and 14 weeks

Esthiology Manicuring Dual Program (750 Clock Hours)
1st Evaluation Period Ends:375 Clock Hours and 11 weeks
2nd Evaluation Period Ends: 750 Clock Hours and 22 weeks

Instructor (150 Clock Hours)
1st Evaluation Period Ends:75 Clock Hours and 3 weeks
2nd Evaluation Period Ends: 150 Clock Hours and 5 weeks

Manicuring (300 Clock Hours)
1st Evaluation Period Ends:150 Clock Hours and 5 weeks
2nd Evaluation Period Ends: 300 Clock Hours and 9 weeks

Massage Therapy (750 Clock Hours)
1st Evaluation Period Ends:375 Clock Hours and 11 weeks
2nd Evaluation Period Ends: 750 Clock Hours and 22 weeks

Massage Therapy (600 Clock Hours)
1st Evaluation Period Ends:300 Clock Hours and 9 weeks
2nd Evaluation Period Ends: 600 Clock Hours and 18 weeks

Massage Therapy Hybrid (750 Clock Hours)
1st Evaluation Period Ends:375 Clock Hours and 11 weeks
2nd Evaluation Period Ends: 750 Clock Hours and 22 week

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 Director 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.

Satisfactory Academic Progress Process

The Title IV (Federal Financial Aid) Funding Satisfactory Academic Progress review process is as follows:

1. The Financial Aid Director monitors a student's completed hours, scheduled hours, academic grades, and last date of attendance and notifies students, school's Director, Departments Team Leaders, and Student Services of a student's academic progress.

2. The Financial Aid Director performs the task of reviewing the attendance of students in the school's student information system, Advantage. Once a week, the Financial Aid Director generates the report, "Satisfactory Academic Progress Check" for the week before. On this report, it lists the students who reached the evaluation (disbursement) points in their program, and their attendance percentage and overall Grade Point Average. The Financial Aid Director will email this report to the school's Director, Department Team Leaders, Student Services, and Admissions Team Lead.

3. Student Services will prepare Satisfactory Academic Progress Review forms for the students on the Satisfactory Academic Progress Check report. They will meet with the evaluated students who are still currently attending and provide the student with a copy of the Satisfactory Academic Progress Review form. If an evaluated student has completed their program, Student Services will email the student a copy of their Satisfactory Academic Progress Review form. Student Services will email the Financial Aid Director a copy of the Satisfactory Academic Progress Review form as well as upload a copy to the student's documents in Advantage.

4. The Financial Aid Director reviews the Satisfactory Academic Progress Review Forms. If a student's Satisfactory Academic Progress Review form required the student to appeal to be placed on probation or appeal to be placed on an academic plan, the Financial Aid Director will make a copy to file in the student's Federal Financial Aid file.

5. The Financial Aid Director requests disbursements of Federal Financial Aid disbursements for eligible students.

Leave of Absence Policy

A leave of absence (LOA) is a temporary interruption in a student's program of study. It is offered to students when situations are encountered that require an extended amount of time to be missed from school for a medical condition in which a physician requires the student to be out of school. A LOA must be a minimum of 30 calendar days. In order to return from medical leave, the school will need a doctor's written notice of readiness to return to school and any limitations that might be required. For any other concerns, if a student feels they need to take a LOA, the authorization of the leave will be based upon administrative discretion.

To apply for a leave of absence, a student's request must be submitted in writing on an Institute Leave of Absence form, must include the student's signature, and must be dated by the student. The student must include the reason for the LOA. There must be a reasonable expectation that the student will return from the LOA. Due to unforeseen circumstances, the school may grant a LOA to a student who did not provide the request prior to the LOA. In such instances, the school collects the Institute Leave of Absence form from the student at a later date and the school establishes the start date of the approved LOA as the first date the student was unable to attend. The school must document the reason for its decision on whether to approve or deny a LOA. A student granted a LOA is not considered to have withdrawn, and no refund calculation is required at that time. The LOA together with any additional LOA's previously granted must not exceed a total of 180 calendar days in an any 12-month period. When calculating the maximum time frame for a student's approved LOA, the school must ensure that it accounts for all periods of nonattendance (including weekends and scheduled breaks). Thus, since an approved LOA may not be more than 180 days, the school might have to reduce the length of a student's LOA if the 180th day is scheduled to fall on a day the school will be closed The LOA extends the student's contract period and maximum time frame by the same number of calendar days taken in the LOA. All parties must make initial changes to the enrollment contract period, or an addendum must be signed and dated by all parties. The student returning from a LOA will return to school under the same progress status as when they left. The school may not assess the student for additional charges as a result of a requested LOA. If a student takes an unapproved LOA or a student's LOA extends beyond the maximum time frame (the date of return) for a LOA, the student will be considered a withdrawal. The withdrawal date to calculate a refund is always the student's last day of attendance.

Withdrawal Procedure

Students are strongly encouraged to contact the Financial Aid Director about the financial consequences of their withdrawal before he/she actually withdraws.

If a student decides to withdraw or is terminated from the Institute of Beauty and Wellness, the following procedure must take place:

1. For terminations, the Director notifies the Financial Aid Director immediately of the termination.

2. For official withdrawals, the Director and/or Student Services notifies the Financial Aid Director of the withdrawal.

3. For unofficial withdrawals, the school will monitor clock hour attendance at least every thirty (30) calendar days. The withdrawal determination date would revert back to 14 calendar days after the student's last date of attendance.

4. The Financial Aid Director immediately completes a Return of Title IV Funds calculation.

Return of Title IV Funds (Federal Financial Aid) Policy

If a student who received or was eligible to receive Federal Financial Aid withdraws or is terminated when the clock hours scheduled to have been completed is 60% or less of a payment period, the school will determine the amount of that Title IV Aid the student earned according to the Return of Title IV Funds Calculation mandated by the U.S. Department of Education. If a student withdraws or is terminated when the clock hours scheduled to have been completed is more than 60% of a payment period, the student is considered to have earned all awarded aid for that payment period. In the case where a student's Return of Title IV Funds Calculation indicates that the student has earned more than was disbursed, the student would be owed a post withdrawal disbursement. The school must make the post withdrawal disbursement of a Federal Pell Grant as soon as possible but no later than 45 days
after the date of the school's determination that the student withdrew. The school must offer a post withdrawal disbursement of a Federal Direct Loan to a student, or parent for a Direct Parent PLUS Loan, within 30 days of the date of a school's determination that a student has withdrawn. The school must allow at least 14 days for a student, or parent, to accept any post withdrawal disbursement of loan funds. If a post withdrawal disbursement creates a credit balance on a student's account, the credit balance will be disbursed as soon as possible but no later than 14 days after the credit balance was created.

The withdrawal date would always be the student's last date of attendance. If a student officially withdraws, the date the student provided official notification would be the date of school's determination that the student withdrew. The school encourages but does not require students who want to withdraw to provide the school a written notice of withdrawal. The school determines a student's constructive notice of withdrawal by monitoring clock hour attendance at least every thirty (30) calendar days and a determination is made to withdraw a student who has been absent without notice or explanation for 14 or more consecutive calendar days. The date of the institution's determination that a student withdrew would revert back to 14 calendar days after the student's last date of attendance. The date that a student did not return from an approved Leave of Absence would also be the date of the school's determination that the student withdrew. The school is required to perform this calculation and return a portion of Federal funds to the Federal Title IV programs within 45 days of determining when the student withdrew. The student will be notified by the school if he/she is also required to return funds based on the calculation.

When the amount of Title IV Aid that must be returned has been determined, the school will return the funds in the following order:

1. Unsubsidized Federal Direct loans
2. Subsidized Federal Direct loans
3. Federal PLUS (Parent) loans
4. Federal Pell Grants

The school's Refund Policy and Return of Title IV Funds Policy are independent of one another. A student who withdraws or is terminated may have to return unearned Federal aid and still owe the school for their program.

If after the Return of Title IV Funds calculation and school's Refund Policy calculation have been applied to a student's account there is a credit balance, the credit balance will be disbursed as soon as possible but no later than 14 days after the Return of Title IV Funds Calculation was completed.

Return of Title IV Funds (Federal Financial Aid) Procedure

The Financial Aid Director is required to perform the Return of Title IV Funds calculation and return unearned Federal funds to the Federal Title IV programs within 45 days of determining when the student withdrew.

The Financial Aid Director is required to notify students the results of their Return of Title IV Funds Calculation, including the amount of the Federal Pell Grant and/or Federal Direct Loan funds returned to the U.S. Department of Education. **Refer to Exhibit 5**.

The Financial Aid Director will also notify students if he/she is also required to return funds based on the calculation.

The Financial Aid Director must make the post withdrawal disbursement of a Federal Pell Grant as soon as possible but no later than 45 days after the date of the school's determination that the student withdrew. The Financial Aid Director must offer a post withdrawal disbursement of a Federal Direct Loan to a student, or parent for a Direct Parent PLUS Loan, within 30 days of the date of a school's determination that a student has withdrawn. The Financial Aid Director must allow at least 14 days for a student, or parent, to accept any post withdrawal disbursement of loan funds.

Refund Policy

The refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

The refund policy is as follows: A student will receive a full refund under SPS 408.03 of all money collected by the institutes if the student:

1. Cancels enrollment within 3 business days of executing the enrollment contract under SPS 406.04

2. Was accepted for enrollment but was unqualified for entrance, and the institutes did not secure a disclaimer under SPS 409.04

3. Enrollment was procured as the result of any misrepresentation in the written materials used by the institutes or in oral representations made by or on behalf of the institutes

A student will receive a full refund of all money collected by the institutes if a course is canceled prior to enrollment and before instruction in the course has begun.

A student will receive a partial refund of all money collected by The Institutes if the student:

1. A student is entitled to a pro rata refund of all money collected by the institutes if the institutes cancel a course and ceases to offer instruction after a student has enrolled and instruction has begun.

2. A student is entitled to a pro rata refund of all money collected by the institutes if the institutes are permanently closed and no longer offer instruction after a student has enrolled and instruction has begun.

A student who withdraws or is dismissed after the period of time identified under SPS 408.03 (1) has passed, but before completing 60% of the potential units of instruction in the current enrollment period, shall be entitled to a pro rata refund, as calculated below:

At Least	But Less Than	Percent of Tuition Owed	Percent of Tuition To Refund to Student
1 class	10%	10%	90%
10%	20%	20%	80%
20%	30%	30%	70%
30%	40%	40%	60%
40%	50%	50%	50%
50%	60%	60%	40%
60%		100%	0%

Note: Completion means the number of scheduled class clock hours elapsed from the start of the student's enrollment until the student's last date of attendance divided by the total number of class clock hours required to complete the course of instruction. Consequently, our refund policy is calculated based on scheduled class hours rather than actual class hours.

The institutes encourage but do not require students who want to withdraw to provide the institutes with written notice of withdrawal. The institutes determine a student's constructive notice of withdrawal by monitoring clock hour attendance at least every 30 calendar days, and a determination is made to withdraw a student who has been absent without notice or explanation

for 14 or more consecutive calendar days. The institution's determination that a student withdrew is the date that written notification of withdrawal was received or would revert to 14 calendar days after the student's last date of attendance.

The institutes shall acknowledge in writing a student's withdrawal within ten calendar days of the withdrawal determination date. Any refund of money due to the student shall be paid within 40 calendar days after the effective date of termination. The institutes do not require students to ask the institutes to issue a refund of money collected by the institutes.

All miscellaneous costs which have not yet become due will be void. In case of a leave of absence, the institutes shall refund any money due the student within 40 calendar days of the earlier of the last day of the student's leave of absence if the student fails to return or the date the student notifies the institutes that the student will not be returning. The institutes shall reimburse the cost of the unused equipment or supplies that a student was required to purchase as a condition of enrollment or continued participation in the course of instruction to a student who, for any reason, withdraws or is dismissed by the institutes and who, within 40 calendar days of the withdrawal or dismissal, tenders for reimbursement the equipment and supplies in their original condition. The institutes may elect a more generous refund policy to accommodate mitigating circumstances. A student's account may be sent to collections for nonpayment.

After the Federal Financial Aid refund(s), have been posted to the student's account, the Financial Aid Director completes a Withdrawal Record and Settlement Calculation Worksheet in accordance with the school's refund policy.

Below is a sample calculation in accordance with the school's Return of Title IV Funds Policy and Refund Policy:

James Franklin was enrolled in the full-time esthiology program. His total tuition including his kit (books and supplies) is $13,575.00. His first day of attendance was January 13, 2025 and his last day of attendance was February 24, 2025. James provided official notification of his withdrawal on February 25, 2025. There were 213.50 scheduled hours between his first day of attendance and his last day of attendance. James paid a down payment out of pocket of $1,500.00, and had $1,154.00 in a Federal Direct Subsidized Loan and $659.00 in an Unsubsidized Federal Direct Loan disburse to the school in the first payment period. The Financial Aid Director performed the Return of Title IV Funds Calculation and determined that James had earned all of his financial aid disbursements. The school was not required to return any Federal Financial Aid to the U.S. Department of Education. The esthiology program requires 600 hours to complete the course of instruction. Therefore, the "percentage of enrollment time" (213.50 scheduled hours divided by 600 hours to complete the course of instruction) was 35.58%. Based on his "percentage of enrollment time," the amount of total tuition owed is 40% of $13,575.00, which is $5,430.00. As of February 25, 2025, he paid $1,500.00 out of pocket and the school retained $1,813.00 in his Federal Direct loans. His total tuition payments totaled $3,313.00. Therefore, he owed the school $2,117.00.

James Franklin – Calculation for Tuition Owed to School or to be Refunded to Student

"Percentage of Enrollment Time" (213.50 Hours/600 Hours)	35.58%	
% of Tuition Owed to School Based on "Percentage of Enrollment Time"		40.00%
Total Tuition	$13,575.00	
Amount of Tuition Owed to School Based on "Percentage of Enrollment Time"		$5,430.00
Tuition Already Paid to School as of February 25, 2025		$3,313.00
Tuition Owed to School	**$2,117.00**	

After the Federal Financial Aid refund(s), have been posted to the student's account, the Financial Aid Director completes a Withdrawal Record and Settlement Calculation Worksheet in accordance with the school's refund policy.

The Financial Aid Director prepares a letter to be signed by the Executive Director that notifies the student of their withdrawal/termination and the financial consequences of their withdrawal/termination.

The letter includes the Withdrawal Record and Settlement Calculation Worksheet, the school's refund policy as found in the student's enrollment contract, the student's attendance history from Advantage, the student's ledger from Advantage.

A copy of the addressed and stamped envelope to the student with all documentation is filed in the student's finance folder.

The school does not withhold an official transcript from a student who is withdrawn/terminated who has a tuition balance owed to the school. The school will provide an official transcript to every student who submits a transcript request on the school's website.

Tuition Adjustment Calculation for Withdrawn Students
The Aveda Institute of Beauty and Wellness Milwaukee – Withdrawal Record and Settlement Calculation Worksheet
The Aveda Institute of Beauty and Wellness Madison – Withdrawal Record and Settlement Calculation Worksheet

Refer to Exhibit 6.

Borrower Responsibilities Part 2

Loan Exit Counseling
All Federal Direct Subsidized/Unsubsidized Loan borrowers are required to complete Loan Exit Counseling.

After mailing the withdrawal documentation to a student, the Financial Aid Director emails the student about their requirement to go through Loan Exit Counseling.

Refer to Exhibit 7.

The email also has attached the Exit Counseling Guide for Borrowers of Direct Loans and Federal Family Education Program Loans, Contact information for Federal Loan Servicing, Information About Federal Direct Loans their Repayment, and their student ledger showing their Federal Direct Loan disbursements (and refunds if applicable).

Exit counseling can be completed via the Internet at https://studentaid.gov/exit-counseling/

Students at The Institute of Beauty and Wellness will look for the school, The Institute of Beauty and Wellness, when completing Loan Exit Counseling.

The Financial Aid Director files documentation of the email sent to a student notifying him/her to complete Loan Exit Counseling in their Federal Financial Aid file.

Students are encouraged to go https://studentaid.gov/manage-loans/repayment/servicers to learn about the role that student loan servicers play in the repayment process and which servicer handles their federal student loans.

National Student Loan Data System

Students can access information on their loans through the official federal student aid website at https://studentaid.gov/

The school submits students' financial aid information to NSLDS and this information is accessible by guaranty agencies, lenders, loan servicers, and institutions as authorized users of the data system.

Loan Repayment Obligation and Repayment Options

Repayment of Federal Direct Subsidized and Unsubsidized loans begins six months after the student's last day of attendance.

Repayment of Federal Direct PLUS Loans generally starts once the loan is fully disbursed (paid out). However, you may request a deferment while your child is enrolled at least half-time and for an additional six months after your child graduates, leaves school, or drops below half-time enrollment.

If a student leaves school, he/she must contact their loan servicer to arrange a repayment schedule. A student is considered to have left school if he/she falls below half-time status as defined by the school, graduates, or withdraws/terminated. The amount of the loan repayment depends upon the amount of the loan borrowing (debt); the larger the loan, the higher the payments. Students are strongly encouraged to request an estimate of their monthly loan repayments before agreeing to their Federal Direct Loan amounts. Federal Direct Loan programs offer many different repayment options; the school's Financial Aid Director can provide students (and parent(s) if applicable) information for the different repayment options.

Students who receive Federal Direct Loans complete a Loan Agreement for Subsidized/Unsubsidized Loan (Master Promissory Note (MPN) which states the borrower is obligated to repay the student loan funds regardless of the student's graduation, withdrawal from school, or inability to obtain employment.

Default

Failure to repay a Federal Direct Loan can cause your loan to go into default. You are considered to be in default if you don't make your scheduled student loan repayments for a period of at least 270 days (about nine months).

The severe consequences of default include the following:

- The entire unpaid balance of your loan and any interest you owe becomes immediately due (this is called "acceleration").
- You can no longer receive deferment or forbearance, and you lose eligibility for other benefits, such as the ability to choose a repayment plan.
- You will lose eligibility for additional federal student aid.
- The default will be reported to credit bureaus, damaging your credit rating and affecting your ability to buy a car or house or to get a credit card.
- Your tax refunds and federal benefit payments may be withheld and applied toward repayment of your defaulted loan (this is called "Treasury offset").
- Your wages will be garnished. This means your employer may be required to withhold a portion of your pay and send it to your loan holder to repay your defaulted loan.
- Your loan holder can take you to court.
- You may not be able to purchase or sell assets such as real estate.
- You may be charged court costs, collection fees, attorney's fees, and other costs associated with the collection process.
- It may take years to reestablish a good credit record.

More Information

For more information about Federal Financial Aid, please visit: https://studentaid.gov/

Form **4506-T**
(September 2024)
Department of the Treasury
Internal Revenue Service

Request for Transcript of Tax Return

► **Do not sign this form unless all applicable lines have been completed.**
► **Request may be rejected if the form is incomplete or illegible.**
► **For more information about Form 4506-T, visit *www.irs.gov/form4506t*.**

OMB No. 1545-1872

Tip: Get faster service: Online at www.irs.gov, **Get Your Tax Record** (Get Transcript) or by calling **1-800-908-9946** for specialized assistance. We have teams available to assist. **Note:** Taxpayers may register to use Get Transcript to view, print, or download the following transcript types: **Tax Return Transcript** (shows most line items including Adjusted Gross Income (AGI) from your original Form 1040-series tax return as filed, along with any forms and schedules), **Tax Account Transcript** (shows basic data such as return type, marital status, AGI, taxable income and all payment types), **Record of Account Transcript** (combines the tax return and tax account transcripts into one complete transcript), **Wage and Income Transcript** (shows data from information returns we receive such as Forms W-2, 1099, 1098 and Form 5498), and **Verification of Non-filing Letter** (provides proof that the IRS has no record of a filed Form 1040-series tax return for the year you request).

1a Name shown on tax return. If a joint return, enter the name shown first.	**1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)**
2a If a joint return, enter spouse's name shown on tax return.	**2b Second social security number or individual taxpayer identification number if joint tax return**

3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)

4 Previous address shown on the last return filed if different from line 3 (see instructions)

5 Customer file number (if applicable) (see instructions)

Note: Effective July 2019, the IRS will mail tax transcript requests only to your address of record. See **What's New** under **Future Developments** on Page 2 for additional information.

6 **Transcript requested.** Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ► 1040

a **Return Transcript,** which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days . . . . . ☑

b **Account Transcript,** which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days . ☐

c **Record of Account,** which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days . . . . . ☐

7 **Verification of Nonfiling,** which is proof from the IRS that you **did not** file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days . . ☐

8 **Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript.** The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2016, filed in 2017, will likely not be available from the IRS until 2018. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days . ☐

Caution: If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

9 **Year or period requested.** Enter the end date of the tax year or period requested in mm/dd/yyyy format. This may be a calendar year, fiscal year or quarter. Enter each quarter requested for quarterly returns. Example: Enter 12/31/2018 for a calendar year 2018 Form 1040 transcript.

12 / 31 /	/ /	/ /	/ /

Caution: Do not sign this form unless all applicable lines have been completed.

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note:** This form must be received by IRS within 120 days of the signature date.

☐ **Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T.** See instructions.

Phone number of taxpayer on line 1a or 2a

Sign Here

► **Signature** (see instructions) — Date

► **Title** (if line 1a above is a corporation, partnership, estate, or trust)

► **Spouse's signature** — Date

Section references are to the Internal Revenue Code unless otherwise noted.

Future Developments

For the latest information about Form 4506-T and its instructions, go to *www.irs.gov/form4506t.* Information about any recent developments affecting Form 4506-T (such as legislation enacted after we released it) will be posted on that page.

The filing location for the Form 4506-T has changed. **Please see Chart for individual transcripts or Chart for all other transcripts** for the correct mailing location.

What's New. As part of its ongoing efforts to protect taxpayer data, the Internal Revenue Service announced that in July 2019, it will stop all third-party mailings of requested transcripts. After this date masked Tax Transcripts will only be mailed to the taxpayer's address of record.

If a third-party is unable to accept a Tax Transcript mailed to the taxpayer, they may either contract with an existing IVES participant or become an IVES participant themselves. For additional information about the IVES program, go to *www.irs.gov* and search IVES.

General Instructions

Caution: Do not sign this form unless all applicable lines have been completed.

Purpose of form. Use Form 4506-T to request tax return information. Taxpayers using a tax year beginning in one calendar year and ending in the following year (fiscal tax year) must file Form 4506-T to request a return transcript.

Note: If you are unsure of which type of transcript you need, request the Record of Account, as it provides the most detailed information.

Customer File Number. The transcripts provided by the IRS have been modified to protect taxpayers' privacy. Transcripts only display partial personal information, such as the last four digits of the taxpayer's Social Security Number. Full financial and tax information, such as wages and taxable income, are shown on the transcript.

An optional Customer File Number field is available to use when requesting a transcript. This number will print on the transcript. See Line 5 instructions for specific requirements. The customer file number is an optional field and not required.

Tip. Use Form 4506, Request for Copy of Tax Return, to request copies of tax returns.

Automated transcript request. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946.

Where to file. Mail or fax Form 4506-T to the address below for the state you lived in, or the state your business was in, when that return was filed. There are two address charts: one for individual transcripts (Form 1040 series and Form W-2) and one for all other transcripts.

If you are requesting more than one transcript or other product and the chart shows two different addresses, send your request to the address based on the address of your most recent return.

Line 1b. Enter your employer identification number (EIN) if your request relates to a business return. Otherwise, enter the first social security number (SSN) or your individual taxpayer identification number (ITIN) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

Line 3. Enter your current address. If you use a P.O. box, include it on this line.

Line 4. Enter the address shown on the last return filed if different from the address entered on line 3.

Note: If the addresses on lines 3 and 4 are different and you have not changed your address with the IRS, file Form 8822, Change of Address. For a business address, file Form 8822-B, Change of Address or Responsible Party — Business.

Line 5. Enter up to 10 numeric characters to create a unique customer file number that will appear on the transcript. The customer file number **should not** contain an SSN. Completion of this line is not required.

Note. If you use an SSN, name or combination of both, we will not input the information and the customer file number will reflect a generic entry of "9999999999" on the transcript.

Line 6. Enter only one tax form number per request.

Signature and date. Form 4506-T must be signed and dated by the taxpayer listed on line 1a or 2a. The IRS must receive Form 4506-T within 120 days of the date signed by the taxpayer or it will be rejected. Ensure that all applicable lines are completed before signing.



You must check the box in the signature area to acknowledge you have the authority to sign and request the information. The form will not be processed and returned to you if the box is unchecked.

Individuals. Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506-T exactly as your name appeared on the original return. If you changed your name, also sign your current name.

Corporations. Generally, Form 4506-T can be signed by: (1) an officer having legal authority to bind the corporation, (2) any person designated by the board of directors or other governing body, or (3) any officer or employee on written request by any principal officer and attested to by the secretary or other officer. A bona fide shareholder of record owning 1 percent or more of the outstanding stock of the corporation may submit a Form 4506-T but must provide documentation to support the requester's right to receive the information.

Partnerships. Generally, Form 4506-T can be signed by any person who was a member of the partnership during any part of the tax period requested on line 9.

All others. See section 6103(e) if the taxpayer has died, is insolvent, is a dissolved corporation, or if a trustee, guardian, executor, receiver, or administrator is acting for the taxpayer.

Note: If you are Heir at law, Next of kin, or Beneficiary you must be able to establish a material interest in the estate or trust.

Documentation. For entities other than individuals, you must attach the authorization document. For example, this could be the letter from the principal officer authorizing an employee of the corporation or the letters testamentary authorizing an individual to act for an estate.

Signature by a representative. A representative can sign Form 4506-T for a taxpayer only if the taxpayer has specifically delegated this authority to the representative on Form 2848, line 5. The representative must attach Form 2848 showing the delegation to Form 4506-T.

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to establish your right to gain access to the requested tax information under the Internal Revenue Code. We need this information to properly identify the tax information and respond to your request. You are not required to request any transcript; if you do request a transcript, sections 6103 and 6109 and their regulations require you to provide this information, including your SSN or EIN. If you do not provide this information, we may not be able to process your request. Providing false or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file Form 4506-T will vary depending on individual circumstances. The estimated average time is: **Learning about the law or the form,** 10 min.; **Preparing the form,** 12 min.; and **Copying, assembling, and sending the form to the IRS,** 20 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making Form 4506-T simpler, we would be happy to hear from you. You can write to:

Internal Revenue Service
Tax Forms and Publications Division
1111 Constitution Ave. NW, IR-6526

Washington, DC 20224

Do not send the form to this address. Instead, see *Where to file* on this page.

Chart for individual transcripts (Form 1040 series and Form W-2 and Form 1099)

If you filed an individual return and lived in:	Mail or fax to:
Alabama, Arizona, Arkansas, Florida, Georgia, Louisiana, Mississippi, New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address	Internal Revenue Service RAIVS Team Stop 6716 AUSC Austin, TX 73301 855-587-9604
Connecticut, Delaware, District of Columbia, Illinois, Indiana, Iowa, Kentucky, Maine, Maryland, Massachusetts, Minnesota, Missouri, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia, Wisconsin	Internal Revenue Service RAIVS Team Stop 6705 S-2 Kansas City, MO 64999 855-821-0094
Alaska, California, Colorado, Hawaii, Idaho, Kansas, Michigan, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wyoming	Internal Revenue Service RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409 855-298-1145

Chart for all other transcripts

If you lived in or your business was in:	Mail or fax to:
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, A.P.O. or F.P.O. address	Internal Revenue Service RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409 855-298-1145
Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Wisconsin	Internal Revenue Service RAIVS Team Stop 6705 S-2 Kansas City, MO 64999 855-821-0094

Form **4506-T**
(September 2024)
Department of the Treasury
Internal Revenue Service

Request for Transcript of Tax Return

► **Do not sign this form unless all applicable lines have been completed.**
► **Request may be rejected if the form is incomplete or illegible.**
► **For more information about Form 4506-T, visit *www.irs.gov/form4506t*.**

OMB No. 1545-1872

Tip: Get faster service: Online at www.irs.gov, **Get Your Tax Record** (Get Transcript) or by calling **1-800-908-9946** for specialized assistance. We have teams available to assist. **Note:** Taxpayers may register to use Get Transcript to view, print, or download the following transcript types: **Tax Return Transcript** (shows most line items including Adjusted Gross Income (AGI) from your original Form 1040-series tax return as filed, along with any forms and schedules), **Tax Account Transcript** (shows basic data such as return type, marital status, AGI, taxable income and all payment types), **Record of Account Transcript** (combines the tax return and tax account transcripts into one complete transcript), **Wage and Income Transcript** (shows data from information returns we receive such as Forms W-2, 1099, 1098 and Form 5498), and **Verification of Non-filing Letter** (provides proof that the IRS has no record of a filed Form 1040-series tax return for the year you request).

1a Name shown on tax return. If a joint return, enter the name shown first.	**1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)**
2a If a joint return, enter spouse's name shown on tax return.	**2b Second social security number or individual taxpayer identification number if joint tax return**

3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)

4 Previous address shown on the last return filed if different from line 3 (see instructions)

5 Customer file number (if applicable) (see instructions)

Note: Effective July 2019, the IRS will mail tax transcript requests only to your address of record. See **What's New** under **Future Developments** on Page 2 for additional information.

6 **Transcript requested.** Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ►

a **Return Transcript,** which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days . . . . . ☐

b **Account Transcript,** which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days . ☐

c **Record of Account,** which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days . . . . . ☐

7 **Verification of Nonfiling,** which is proof from the IRS that you **did not** file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days . . ☐

8 **Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript.** The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2016, filed in 2017, will likely not be available from the IRS until 2018. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days . ☑

Caution: If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

9 **Year or period requested.** Enter the end date of the tax year or period requested in mm/dd/yyyy format. This may be a calendar year, fiscal year or quarter. Enter each quarter requested for quarterly returns. Example: Enter 12/31/2018 for a calendar year 2018 Form 1040 transcript.

12 / 31 /	/ /	/ /	/ /

Caution: Do not sign this form unless all applicable lines have been completed.

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note:** This form must be received by IRS within 120 days of the signature date.

☐ **Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T.** See instructions.

Phone number of taxpayer on line 1a or 2a

Sign Here

► **Signature** (see instructions) — Date

► **Title** (if line 1a above is a corporation, partnership, estate, or trust)

► **Spouse's signature** — Date

Section references are to the Internal Revenue Code unless otherwise noted.

Future Developments

For the latest information about Form 4506-T and its instructions, go to *www.irs.gov/form4506t.* Information about any recent developments affecting Form 4506-T (such as legislation enacted after we released it) will be posted on that page.

The filing location for the Form 4506-T has changed. **Please see Chart for individual transcripts or Chart for all other transcripts** for the correct mailing location.

What's New. As part of its ongoing efforts to protect taxpayer data, the Internal Revenue Service announced that in July 2019, it will stop all third-party mailings of requested transcripts. After this date masked Tax Transcripts will only be mailed to the taxpayer's address of record.

If a third-party is unable to accept a Tax Transcript mailed to the taxpayer, they may either contract with an existing IVES participant or become an IVES participant themselves. For additional information about the IVES program, go to *www.irs.gov* and search IVES.

General Instructions

Caution: Do not sign this form unless all applicable lines have been completed.

Purpose of form. Use Form 4506-T to request tax return information. Taxpayers using a tax year beginning in one calendar year and ending in the following year (fiscal tax year) must file Form 4506-T to request a return transcript.

Note: If you are unsure of which type of transcript you need, request the Record of Account, as it provides the most detailed information.

Customer File Number. The transcripts provided by the IRS have been modified to protect taxpayers' privacy. Transcripts only display partial personal information, such as the last four digits of the taxpayer's Social Security Number. Full financial and tax information, such as wages and taxable income, are shown on the transcript.

An optional Customer File Number field is available to use when requesting a transcript. This number will print on the transcript. See Line 5 instructions for specific requirements. The customer file number is an optional field and not required.

Tip. Use Form 4506, Request for Copy of Tax Return, to request copies of tax returns.

Automated transcript request. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946.

Where to file. Mail or fax Form 4506-T to the address below for the state you lived in, or the state your business was in, when that return was filed. There are two address charts: one for individual transcripts (Form 1040 series and Form W-2) and one for all other transcripts.

If you are requesting more than one transcript or other product and the chart shows two different addresses, send your request to the address based on the address of your most recent return.

Line 1b. Enter your employer identification number (EIN) if your request relates to a business return. Otherwise, enter the first social security number (SSN) or your individual taxpayer identification number (ITIN) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

Line 3. Enter your current address. If you use a P.O. box, include it on this line.

Line 4. Enter the address shown on the last return filed if different from the address entered on line 3.

Note: If the addresses on lines 3 and 4 are different and you have not changed your address with the IRS, file Form 8822, Change of Address. For a business address, file Form 8822-B, Change of Address or Responsible Party — Business.

Line 5. Enter up to 10 numeric characters to create a unique customer file number that will appear on the transcript. The customer file number **should not** contain an SSN. Completion of this line is not required.

Note. If you use an SSN, name or combination of both, we will not input the information and the customer file number will reflect a generic entry of "9999999999" on the transcript.

Line 6. Enter only one tax form number per request.

Signature and date. Form 4506-T must be signed and dated by the taxpayer listed on line 1a or 2a. The IRS must receive Form 4506-T within 120 days of the date signed by the taxpayer or it will be rejected. Ensure that all applicable lines are completed before signing.



You must check the box in the signature area to acknowledge you have the authority to sign and request the information. The form will not be processed and returned to you if the box is unchecked.

Individuals. Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506-T exactly as your name appeared on the original return. If you changed your name, also sign your current name.

Corporations. Generally, Form 4506-T can be signed by: (1) an officer having legal authority to bind the corporation, (2) any person designated by the board of directors or other governing body, or (3) any officer or employee on written request by any principal officer and attested to by the secretary or other officer. A bona fide shareholder of record owning 1 percent or more of the outstanding stock of the corporation may submit a Form 4506-T but must provide documentation to support the requester's right to receive the information.

Partnerships. Generally, Form 4506-T can be signed by any person who was a member of the partnership during any part of the tax period requested on line 9.

All others. See section 6103(e) if the taxpayer has died, is insolvent, is a dissolved corporation, or if a trustee, guardian, executor, receiver, or administrator is acting for the taxpayer.

Note: If you are Heir at law, Next of kin, or Beneficiary you must be able to establish a material interest in the estate or trust.

Documentation. For entities other than individuals, you must attach the authorization document. For example, this could be the letter from the principal officer authorizing an employee of the corporation or the letters testamentary authorizing an individual to act for an estate.

Signature by a representative. A representative can sign Form 4506-T for a taxpayer only if the taxpayer has specifically delegated this authority to the representative on Form 2848, line 5. The representative must attach Form 2848 showing the delegation to Form 4506-T.

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to establish your right to gain access to the requested tax information under the Internal Revenue Code. We need this information to properly identify the tax information and respond to your request. You are not required to request any transcript; if you do request a transcript, sections 6103 and 6109 and their regulations require you to provide this information, including your SSN or EIN. If you do not provide this information, we may not be able to process your request. Providing false or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file Form 4506-T will vary depending on individual circumstances. The estimated average time is: **Learning about the law or the form,** 10 min.; **Preparing the form,** 12 min.; and **Copying, assembling, and sending the form to the IRS,** 20 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making Form 4506-T simpler, we would be happy to hear from you. You can write to:

Internal Revenue Service
Tax Forms and Publications Division
1111 Constitution Ave. NW, IR-6526

Washington, DC 20224

Do not send the form to this address. Instead, see *Where to file* on this page.

Chart for individual transcripts (Form 1040 series and Form W-2 and Form 1099)

If you filed an individual return and lived in:	Mail or fax to:
Alabama, Arizona, Arkansas, Florida, Georgia, Louisiana, Mississippi, New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address	Internal Revenue Service RAIVS Team Stop 6716 AUSC Austin, TX 73301 855-587-9604
Connecticut, Delaware, District of Columbia, Illinois, Indiana, Iowa, Kentucky, Maine, Maryland, Massachusetts, Minnesota, Missouri, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia, Wisconsin	Internal Revenue Service RAIVS Team Stop 6705 S-2 Kansas City, MO 64999 855-821-0094
Alaska, California, Colorado, Hawaii, Idaho, Kansas, Michigan, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wyoming	Internal Revenue Service RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409 855-298-1145

Chart for all other transcripts

If you lived in or your business was in:	Mail or fax to:
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, A.P.O. or F.P.O. address	Internal Revenue Service RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409 855-298-1145
Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Wisconsin	Internal Revenue Service RAIVS Team Stop 6705 S-2 Kansas City, MO 64999 855-821-0094

THE INSTITUTE OF BEAUTY AND WELLNESS

Estimated Financial Aid Offer and Tuition Plan - Esthiology

Student Name:	FIRST NAME LAST NAME	Independent
Start Date:	8/10/2026	Evening

Total Tuition Charged	**$13,575.00**

(Tuition and kit including applicable tax)

Award Year	Type of Aid	Net Amount	Gross Amount Borrowed	Estimated Disbursement Date	Payment Period
2026-27	Federal Direct Subsidized Loan	$1,154.00	$1,166.00	9/9/2026	0-300 Hours
2026-27	Federal Direct Unsubsidized Loan	$1,979.00	$2,000.00	9/9/2026	0-300 Hours
2026-27	Federal Direct Subsidized Loan	$1,155.00	$1,167.00	11/25/2026	300-600 Hours
2026-27	Federal Direct Unsubsidized Loan	$1,979.00	$2,000.00	11/25/2026	300-600 Hours

Total Estimated Federal Financial Aid	**$6,267.00**	$6,333.00

Remaining Tuition Balance Owed	**$7,308.00**

Options to Pay Remaining Tuition Balance Owed

1. Down Payment of $1,044.00 and 6 monthly payments of $1,044.00 while in school
2. Sallie Mae Loan - Apply at **www.salliemae.com**

Total Estimated Student Loan Borrowing

$6,333.00

Acceptance Statements

I accept the financial aid offered by the school.

I understand that any aid notated as a loan will have to be repaid based on the terms of my Master Promissory Note.

I understand that any aid notated as a grant is gift aid and does not require repayment.

I understand that I have 14 days to cancel all or part of my loans after being notified of a disbursement.

I understand that, if I choose to accept less than full loan eligibility, I may request an increase of my loans at any time prior to the end of the loan period.

Please Note

Please refer to Consumer Information - General found on our website for estimated cost of attendance.

Tuition must be paid in full no later than three weeks prior to your calculated completion date found on student enrollment contract.

Prepared by

Gregory Mathews, Financial Aid Director

gregory@ibw.edu 414-319-7581

THE INSTITUTE OF BEAUTY AND WELLNESS

Estimated Financial Aid Offer and Tuition Plan - Massage Therapy

Student Name:	FIRST NAME LAST NAME	Independent
Start Date:	11/30/2026	Part-Time Day

Total Tuition Charged	**$14,475.00**

(Tuition and kit including applicable tax)

Award Year	Type of Aid	Net Amount	Gross Amount Borrowed	Estimated Disbursement Date	Payment Period
2026-27	Federal Direct Subsidized Loan	$1,443.00	$1,458.00	12/30/2026	0-375 Hours
2026-27	Federal Direct Unsubsidized Loan	$2,474.00	$2,500.00	12/30/2026	0-375 Hours
2026-27	Federal Direct Subsidized Loan	$1,444.00	$1,459.00	3/4/2027	375-750 Hours
2026-27	Federal Direct Unsubsidized Loan	$2,474.00	$2,500.00	3/4/2027	375-750 Hours

Total Estimated Federal Financial Aid	**$7,835.00**	$7,917.00

Remaining Tuition Balance Owed	**$6,640.00**

Options to Pay Remaining Tuition Balance Owed

1. Down Payment of $948.57 and 6 monthly payments of $948.57 while in school
2. Sallie Mae Loan - Apply at **www.salliemae.com**

Total Estimated Student Loan Borrowing

$7,917.00

Acceptance Statements

I accept the financial aid offered by the school.

I understand that any aid notated as a loan will have to be repaid based on the terms of my Master Promissory Note.

I understand that any aid notated as a grant is gift aid and does not require repayment.

I understand that I have 14 days to cancel all or part of my loans after being notified of a disbursement.

I understand that, if I choose to accept less than full loan eligibility, I may request an increase of my loans at any time prior to the end of the loan period.

Please Note

Please refer to Consumer Information - General found on our website for estimated cost of attendance.

Tuition must be paid in full no later than three weeks prior to your calculated completion date found on student enrollment contract.

Prepared by

Gregory Mathews, Financial Aid Director

gregory@ibw.edu 414-319-7581

THE INSTITUTE OF BEAUTY AND WELLNESS

Estimated Financial Aid Offer and Tuition Plan - Cosmetology

Student Name:	FIRST NAME LAST NAME	Independent
Start Date:	8/31/2026	FT

Total Tuition Charged	**$25,310.00**

(Tuition and kit including applicable tax)

Award Year	Type of Aid	Net Amount	Gross Amount Borrowed	Estimated Disbursement Date	Payment Period
2026-27	Federal Direct Subsidized Loan	$1,732.00	$1,750.00	9/30/2026	0-450 Hours
2026-27	Federal Direct Unsubsidized Loan	$2,969.00	$3,000.00	9/30/2026	0-450 Hours
2026-27	Federal Direct Subsidized Loan	$1,732.00	$1,750.00	11/30/2026	450-900 Hours
2026-27	Federal Direct Unsubsidized Loan	$2,969.00	$3,000.00	11/30/2026	450-900 Hours
2026-27	Federal Direct Subsidized Loan	$1,732.00	$1,750.00	3/9/2027	900-1250 Hours
2026-27	Federal Direct Unsubsidized Loan	$2,309.00	$2,333.00	3/9/2027	900-1250 Hours
2026-27	Federal Direct Subsidized Loan	$1,732.00	$1,750.00	5/19/2027	1250-1600 Hours
2026-27	Federal Direct Unsubsidized Loan	$2,309.00	$2,333.00	5/19/2027	1250-1600 Hours

Total Estimated Federal Financial Aid	**$17,484.00**	$17,666.00

Remaining Balance Owed to School	**$7,826.00**

Remaining Balanec Owed to School

1. Down Payment of $711.45 and 10 monthly payments of $711.45 while in school
2. Sallie Mae Loan - Apply at **www.salliemae.com**

Total Estimated Student Loan Borrowing

$17,666.00

Acceptance Statements

I accept the financial aid offered by the school.

I understand that any aid notated as a loan will have to be repaid based on the terms of my Master Promissory Note.

I understand that any aid notated as a grant is gift aid and does not require repayment.

I understand that I have 14 days to cancel all or part of my loans after being notified of a disbursement.

I understand that, if I choose to accept less than full loan eligibility, I may request an increase of my loans at any time prior to the end of the loan period.

Please Note

Please refer to Consumer Information - General found on our website for estimated cost of attendance.

Tuition must be paid in full no later than three weeks prior to your calculated completion date found on student enrollment contract.

Prepared by

Gregory Mathews, Financial Aid Director

gregory@ibw.edu 414-319-7581

THE INSTITUTE OF BEAUTY AND WELLNESS

Estimated Financial Aid Offer and Tuition Plan - Barbering

Student Name: FIRST NAME LAST NAME Independent

Start Date: 7/20/2026

Total Tuition Charged	**$15,800.00**

(Tuition and kit including applicable tax)

Award Year	Type of Aid	Net Amount	Gross Amount Borrowed	Estimated Disbursement Date	Payment Period
2026-27	Federal Direct Subsidized Loan	$1,732.00	$1,750.00	8/20/2026	0-450 Hours
2026-27	Federal Direct Unsubsidized Loan	$2,969.00	$3,000.00	8/20/2026	0-450 Hours
2026-27	Federal Direct Subsidized Loan	$1,732.00	$1,750.00	11/4/2026	450-900 Hours
2026-27	Federal Direct Unsubsidized Loan	$2,969.00	$3,000.00	11/4/2026	450-900 Hours
2026-27	Federal Direct Subsidized Loan	$248.00	$250.00	2/24/2027	900-950 Hours
2026-27	Federal Direct Unsubsidized Loan	$330.00	$333.00	2/24/2027	900-950 Hours
2026-27	Federal Direct Subsidized Loan	$248.00	$250.00	2/24/2027	950-1000 Hours
2026-27	Federal Direct Unsubsidized Loan	$330.00	$333.00	2/24/2027	950-1000 Hours

Total Estimated Federal Financial Aid	**$10,558.00**	$10,666.00

Remaining Balance Owed to School	**$5,242.00**

Remaining Balance Owed to School

1. Down Payment of $655.25 and 7 monthly payments of $655.25 while in school
2. Sallie Mae Loan - Apply at **www.salliemae.com**

Total Estimated Student Loan Borrowing

$10,666.00

Acceptance Statements

I accept the financial aid offered by the school.

I understand that any aid notated as a loan will have to be repaid based on the terms of my Master Promissory Note.

I understand that any aid notated as a grant is gift aid and does not require repayment.

I understand that I have 14 days to cancel all or part of my loans after being notified of a disbursement.

I understand that, if I choose to accept less than full loan eligibility, I may request an increase of my loans at any time prior to the end of the loan period.

Please Note

Please refer to Consumer Information - General found on our website for estimated cost of attendance.

Tuition must be paid in full no later than three weeks prior to your calculated completion date found on student enrollment contract.

Prepared by

Gregory Mathews, Financial Aid Director

gregory@ibw.edu 414-319-7581

Gregory Mathews

Subject: First Name Last Name - Unofficial Withdrawal - Notice of Return of Federal Financial Aid

First Name Last Name,

I am e-mailing to notifying you that the following Federal Financial Aid were refunded to the U.S. Department of Education due to your unofficial withdrawal.

7/1/2026	**FDLP Unsubsidized Loan**	**-$1,979.00**	**-$2,000.00 Gross Amount**
7/1/2026	**FDLP Subsidized Loan**	**-$1,155.00**	**-$1,167.00 Gross Amount**

You will be mailed information from the school's finance department about the financial consequences of your unofficial withdrawal.

If you have any questions or comments, please e-mail me at Gregory@ibw.edu or call me at 414-319-7581. Thank you.

Yours in service,

Gregory Mathews
Financial Aid Director
The Institute of Beauty and Wellness

Gregory Mathews

Subject: First Name Last Name - Notification of Loan Disbursement to Student Account

First Name Last Name,

I am e-mailing to notifying you that the following loan disbursements were credited toward your student account

7/1/2026	FDLP Subsidized Loan $1,154.00	$1,166.00 (Gross Amount Borrowed)
7/1/2026	FDLP Unsubsidized Loan $1,979.00	$2,000.00 (Gross Amount Borrowed)

The U.S. Department of Education allows you the opportunity to cancel all or a portion of a loan disbursement.

The Institute of Beauty and Wellness must return the loan, cancel it, or do both, provided that the school receives the loan cancellation request from you within 14 days after the date of this notice.

If you have any questions or comments, please e-mail me at Gregory@ibw.edu or call me at 414-319-7581. Thank you.

Yours in service,

Gregory Mathews
Financial Aid Director
The Institute of Beauty and Wellness

Gregory Mathews

Subject: First Name Last Name - Official Withdrawal - Notice of No Return of Federal Financial Aid

First Name Last Name,

I am e-mailing to notify you that no Federal Financial Aid was returned to the U.S. Department of Education due to your official withdrawal.

You will be mailed information from the school's finance department about the financial consequences of your official withdrawal.

If you have any questions or comments, please e-mail me at Gregory@ibw.edu or call me at 414-319-7581. Thank you.

Yours in service,

Gregory Mathews
Financial Aid Director
The Institute of Beauty and Wellness

THE INSTITUTE OF BEAUTY AND WELLNESS MILWAUKEE
WITHDRAWAL RECORD AND SETTLEMENT CALCULATION WORKSHEET

Student _____ Date of Refund _____

Address _____ City, State, Zip _____

Phone _____ E-Mail _____

Course _____ Hours Contracted _____

Start Date _____ Last Day Attended _____

Hours Clocked _____ Hours Elapsed _____

Percent Program Elapsed _____ **60% or More Elapsed: ____Yes ____No**

Date of Withdrawal Determination _____

Reason for Withdrawal _____

CONTRACT COSTS

Registration Fee: $_____
Tuition: $_____
Books/Kit: $_____
Misc./Other: $_____
TOTAL COSTS: $_____

Percentage of Enrollment Time		Refund of Tuition
At Least	**But Less Than**	
1 Class	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%		No Refund

The Institute of Beauty and Wellness's refund policy is in accordance with Wis. Admin. Code § SPS 408.05.

ACCOUNT INFORMATION

AMOUNT RECEIVED BY SCHOOL*:
Cash: $_____
Loans: $_____
Pell: $_____
Total Paid: $_____

AMOUNT EARNED:
Tuition X % Earned in Program: $_____
Registration Fee: $_____
Books/Kit/Unreturned Property: $_____
W/D Fee/Other: $_____
Total Earned: $_____

AMOUNT REFUNDED (If applicable):
Total Paid to School $ _____
Total Earned by School $-_____
Total Refund Due = $ _____

AMOUNT OWED TO SCHOOL:
Total Earned by School: $ _____
Total Paid to School: $- _____
Total Owed to School = $ _____

COMMENTS:
*NOTE: Hours elapsed means the time elapsed between the start of the student's attendance until the student's last day of physical attendance, divided by the total number of class days required to complete the course of instruction. Consequently, our refund policy is calculated based upon hours scheduled to complete from the last date of attendance, and not actual hours completed from last date of attendance.

THE INSTITUTE OF BEAUTY AND WELLNESS MADISON
WITHDRAWAL RECORD AND SETTLEMENT CALCULATION WORKSHEET

Student _____ Date of Refund _____

Address _____ City, State, Zip _____

Phone _____ E-Mail _____

Course _____ Hours Contracted _____

Start Date _____ Last Day Attended _____

Hours Clocked _____ Hours Elapsed _____

Percent Program Elapsed _____ **60% or More Elapsed:____Yes ____No**

Date of Withdrawal Determination _____

Reason for Withdrawal _____

CONTRACT COSTS

Registration Fee: $_____
Tuition: $_____
Books/Kit: $_____
Misc./Other: $_____
TOTAL COSTS: $_____

Percentage of Enrollment Time		Refund of Tuition
At Least	**But Less Than**	
1 Class	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%		No Refund

Aveda Institute Madison's refund policy is in accordance with Wis. Admin. Code § SPS 408.05.

ACCOUNT INFORMATION

AMOUNT RECEIVED BY SCHOOL*:
Cash: $_____
Loans: $_____
Pell: $_____
Total Paid: $_____

AMOUNT EARNED:
Tuition X % Earned in Program: $_____
Registration Fee: $_____
Books/Kit/Unreturned Property: $_____
W/D Fee/Other: $_____
Total Earned: $_____

AMOUNT REFUNDED (If applicable):
Total Paid to School $ _____
Total Earned by School $-_____
Total Refund Due = $ _____

AMOUNT OWED TO SCHOOL:
Total Earned by School: $ _____
Total Paid to School: $- _____
Total Owed to School = $ _____

COMMENTS:
*NOTE: Hours elapsed means the time elapsed between the start of the student's attendance until the student's last day of physical attendance, divided by the total number of class days required to complete the course of instruction. Consequently, our refund policy is calculated based upon hours scheduled to complete from the last date of attendance, and not actual hours completed from last date of attendance.

Gregory Mathews

Subject: The Institute of Beauty and Wellness - Loan Exit Counseling - www.studentaid.gov
Attachments: Federal Student Loans - Repaying Your Loans.pdf; Who's My Student Loan Servicer.pdf; Direct Loan Exit Counseling Guide.pdf; Last Name, First Name - Student Ledger.pdf

First Name Last Name,

Any student who borrowed Federal Direct Loans is required by the U.S. Department of Education to go through Exit Counseling. I have attached a copy of your student ledger to show your borrowed Federal Direct Loans. I have also attached some information about your loans from your loan servicer and the U.S. Department of Education about repaying your Federal Direct Loans.

I have also attached the Exit Counseling Guide for Federal Student Loan Borrowers.

You may review your Financial Aid and go through Loan Exit Counseling at www.studentaid.gov **I encourage you to call 414-319-7581 to schedule your Loan Exit Counseling with me.**

Thank you very much.

With appreciation,

Gregory Mathews
Financial Aid Director
The Institute of Beauty and Wellness