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 weeks

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

PROGRESS EVALUATION

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

WARNING & PROBATION STATUS

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

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

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

THE APPEAL OF WARNING & PROBATION

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

WITHDRAWALS – PASSING/FAILING

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

WITHDRAWALS – RE-ENTRY

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

TRANSFER STUDENTS

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

INCOMPLETION / REPETITION & REMEDIAL COURSES

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

CHANGES IN COURSE OF STUDY

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

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 LOA and its duration 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