



MONTANA ACADEMY
OF SALONS

CONSUMER INFORMATION

501 2nd ST S, Great Falls, MT 59405

406-771-8772

MontanaBeautySchool.com

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GENERAL CONSUMER INFORMATION TO ALL STUDENTS

Montana Academy of Salons, hereinafter known as “Montana Academy,” will provide prospective students or prospective employees, with a copy of our Consumer Information by posting the information on our internet website, www.montanAAcademy.edu. A paper copy will be provided upon request through our Admissions Office. For general Montana Academy information, you may contact the Admissions Office, at (406) 771-8772 or email admissions@montanAAcademy.edu.

Montana Academy will annually distribute to all enrolled students, a notice of the availability of the Consumer Information. It is known that the student is responsible for understanding all of the content in the Consumer Information document and how it directly relates to federal student aid.

CONTACT PERSONNEL TO ASSIST WITH CONSUMER INFORMATION

Our Financial Aid Officer and Admissions Representative is knowledgeable of the information contained within this document and are readily available to assist prospective/enrolled students and/or their parents during normal business hours. Our business hours are Monday-Friday 9:00 AM to 5:00 PM.

FINANCIAL AID

For financial aid information you may contact Financial Aid Officer, (FAO), at (406) 771-8772 for additional questions or email financialaid@montanAAcademy.edu.

GENERAL INFORMATION

For general Montana Academy information, you may contact Admissions, at (406) 771-8772 or email admissions@montanAAcademy.edu.

MISREPRESENTATION POLICY OF TRUTH AND CANDOR

Montana Academy, its staff and faculty is committed to maintaining the highest standard of integrity in every aspect of its operations and to assuring complete transparency, candor and accuracy in all of its communications with students, accrediting agencies and the public. Further Montana Academy is using procedures and practices aimed at eliminating errors while communicating with students and the public.

STUDENT RIGHT TO KNOW (PRE-ENROLLMENT INFORMATION)

The most current pre-enrollment information is given upon enrollment. This will include the graduation, placement, and licensure rates for the most recent award year. This information may also be found on the website <http://www.montanAAcademy.edu> under Program Disclosures.

ADMINISTRATION AND FACILITATORS

Montana Academy’s faculty consists of Owner(s), Admissions, Financial Aid Officer, Faculty, and a maximum of one facilitator per 25 students. List of faculty can be found in our current student catalog.

LICENSURE/ACCREDITATION/ORGANIZATIONS

Montana Academy of Salons is licensed by Montana Board of Barbers and Cosmetologist, PO Box 200513, Helena, MT, 59620 Phone 406-841-2335

Montana Academy of Salons is accredited by National Accrediting Commission of Career Arts & Sciences, INC. 4401 Ford Avenue, Suite 1300, Alexandria, Virginia, 22302-1432
Phone: 703-600-7600 Fax: 703-379-2200

Montana Academy of Salons is acknowledged by Montana Board of Massage Therapy
Montana Board of Licensed Massage Therapy
301 So. Park 4th floor P.O. Box 200513 Helena, Mt 59620-0513

Montana Academy of Salons is certified through National Certification Board of Therapeutic Massage
National Certification Board of Therapeutic Massage
13333 Burr Ridge Parkway, Suite 200 Burr Ridge, IL 60527
Phone: 630-627-8000 or 1-800-296-0664

Note: All licensing/accrediting/approval can be found posted at Montana Academy.

NON-DISCRIMINATION STATEMENT

Montana Academy in its admission, educational courses, activities and graduation policies does not discriminate on the basis of age, sex, race, ethnic origin, color, religion, financial status, disability, sexual orientation, gender identity, veteran status or any other basis protected by the federal, state or local law. Montana Academy owner/administration is designated to coordinate Montana Academy compliance with the requirements of Section 504, as required by 34 Code of the C.F.R. § 104.7(a). All service members of the armed services will not be denied admissions, based on reasons related to their service.

GRADUATION, LICENSURE, AND PLACEMENT RATES

2018 NACCAS Annual Report Rates from 2017 Date		
Graduation Rate	Placement Rate	Licensure
77.38%	80.00%	90.00%

VACCINATION POLICY

Montana Academy does not require vaccination records for admittance to Montana Academy. Because we respect the rights and decisions of all parties concerning childhood vaccines, we do not require these records for admittance.

VOTER REGISTRATION

In compliance with Department of Education regulations, voter registration applications are supplied at Orientation or Voter Registration information can be obtained online at: <http://sos.mt.gov/ELECTIONS/Vote/index.asp>.

COMPENSATION EXPECTED

The U.S. Department of Labor provides job information at the Bureau of Labor Statistics website, <http://www.bls.gov>. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state and national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor, state & national median wages for Cosmetology related positions are as follows:

In the state of Montana, Barbering, Supplemental Barbering, Cosmetology, Esthetics, Manicuring, Massage Therapists and Teacher Training graduates, can earn minimum wage or greater paid from hourly or from salary and gratuities in an entry-level position depending on the work schedule and the area population. A commission scale is commonly used to pay graduates resulting in much higher pay after an introductory period of several months. Retail commission is also common. Some salons / spas now offer benefits resulting in higher earnings.

BUREAU OF LABOR STATISTICS

<http://www.bls.gov/ooh/occupation-finder.htm?pay=&education=Postsecondary+non-degree+award&training=None&newjobs=&growth=&submit=GO>

UNITED STATES DEPARTMENT OF LABOR
BUREAU OF LABOR STATISTICS
OCCUPATIONAL EMPLOYMENT STATISTICS
OCCUPATIONAL EMPLOYMENT AND WAGES

39-5011 BARBER

<http://www.bls.gov/oes/current/oes395011.htm>

39-5012 HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS

<http://www.bls.gov/oes/current/oes395012.htm>

39-5094 SKIN CARE SPECIALISTS (ESTHETICS)

<http://www.bls.gov/oes/current/oes395094.htm>

39-5092 MANICURISTS AND PEDICURISTS

<http://www.bls.gov/oes/current/oes395092.htm>

31-9011 MASSAGE THERAPISTS

<http://www.bls.gov/oes/current/oes319011.htm>

25-1194 VOCATIONAL EDUCATION TEACHERS, POSTSECONDARY:

<http://www.bls.gov/oes/current/oes251194.htm>

O*NET RESOURCE CENTER

The O*NET program is the nation's primary source of occupational information. Central to the project is the O*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation.

O*NET CODES

BARBER:

<http://www.onetonline.org/link/summary/39-5011.00>

COSMETOLOGY:

<http://www.onetonline.org/link/summary/39-5012.00>

SKINCARE SPECIALISTS (ESTHETICS):

<http://www.onetonline.org/link/summary/39-5094.00>

MANICURING:

<http://www.onetonline.org/link/summary/39-5092.00>

MESSAGE THERAPIST:

<http://www.onetonline.org/link/summary/31-9011.00>

VOCATIONAL EDUCATION TEACHER TRAINING, POSTSECONDARY:

<http://www.onetonline.org/link/summary/25-1194.00>

**MONTANA DEPARTMENT OF LABOR & INDUSTRY
CAREER RESOURCE NETWORK RESEARCH & ANALYSIS BUREAU
COSMETOLOGISTS:**

http://mcis.dli.mt.gov/licocc_display.asp?id=021-02

In the state of Montana, Barbering, Supplemental Barbering, Cosmetology, Esthetics, Manicuring, Massage Therapy and Teacher Training graduates, can earn minimum wage or greater paid from hourly or from salary and gratuities in an **entry-level position** depending on the work schedule and the area population. A commission scale is commonly used to pay graduates resulting in much higher pay after an introductory period of several months. Retail commission is also common. Some salons / spas now offer benefits resulting in higher earnings.

IPEDS STATISTICS

The College Navigator website (<http://nces.ed.gov/collegenavigator>) provides current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories:

- ✓ Male / Female
- ✓ Self-identified members of a major racial or ethnic group
- ✓ Federal Pell Grant recipients

The College Navigator website also gives information concerning student services, students with disabilities, career placement during and after enrollment and transfer of credit from other academies, retention, licensure, graduation and placement rates.

STUDENT BODY DIVERSITY

Full Time active students during academic year 2016-2017 (July 1, 2016-June 30, 2017)		
	Men	Women
Non-Resident Alien	0	0
Hispanic-Latino	0	1
American Indian or Alaskan Native	1	11
Asian	0	0
Black or African American	0	7
Native Hawaiian or Other Pacific Islander	0	0
White	2	112
Two or More Races	0	0
Race and Ethnicity Unknown	0	0
Total	3	131

COPYRIGHT INFRINGEMENT POLICY

The purpose of the Copyright Infringement Policy is to comply with copyright law for the use of copyrighted material. In addition, this policy seeks to make aware to all users the seriousness as well as possible consequences for unauthorized use of copyrighted material. Montana Academy of Salons strictly prohibits any and all of the following: copyright, trademark, patent, trade secret or other intellectual property infringement, including but not limited to using any copyrighted names, text or images, offering pirated computer programs or links to such programs, serial or registration numbers for software programs, copyrighted music, etc., as policy on the use of copyrighted material on the Institution's computer system and network.

Montana Academy of Salons respects the copyrights of those involved in creating and distributing copyrighted material, including music, movies, software, and other literary and artistic works. It is the policy of Montana Academy of Salons to comply with copyright law. If users utilize copyrighted materials for educational, instructional, research, scholarship and like areas, Montana Academy will follow the legal doctrine of fair use currently a part of the copyright law. Montana Academy's students and faculty will not make unauthorized copies of copyrighted material on or using Montana Academy of Salons' computer system, network or storage media. Also, Montana Academy's faculty and students will not store unauthorized copies of copyrighted works using Montana Academy's system, network and/or storage media. Montana Academy's faculty and students should not download, upload, transmit, make available or otherwise distribute copyrighted material without authorization using Montana Academy's computer system, network, and Internet access or storage media. This is inclusive of utilizing unlicensed/unauthorized peer-to-peer file services that would promote copyright infringement. Montana Academy of Salons reserves the right to monitor its computer systems, networks and storage media for compliance with this policy, at any time, without notice, and with or without cause. Additionally, Montana Academy reserves the right to delete from its computer systems and storage media, or restrict access to, any seemingly unauthorized copies of copyrighted materials it may find, at any time and without notice. Users who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include termination, expulsion and other legal actions.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at <https://copyright.gov>.

PERSONAL IDENTIFIABLE INFORMATION (PII) - SAFEGUARDING CONSUMER INFORMATION

Procedure for Maintaining and Safeguarding Student Records:

- ✓ Name tags are worn by the faculty.
- ✓ All student financial records are kept in a locked cabinet which is in the Financial Aid Office.
- ✓ The Financial Aid Office is locked when unoccupied.
- ✓ The Financial Aid Office, Compliance Office and the Admissions Office are the only offices who have keys to the student financial aid files. No other employees have keys to the files in the Compliance Office, Admissions Office and Financial Aid Office cabinets.
- ✓ The building in which the Financial Aid Office is located is protected by a security video system.
- ✓ Student records are maintained on a computer software system called SMART School Management System. This is a live, on line system with a daily back up. All data is stored off site at their Phoenix Arizona location. Montana Academy’s Chief Financial Officer, is responsible for determining faculty access for the student records system.
- ✓ The POS software is backed up daily to an external hard drive.
- ✓ The Compliance Office computer and the data server are backed up daily through a cloud called Consensus.

MONTANA ACADEMY OF SALONS RESPONSIBILITIES

An institutional financial aid professional is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, a financial aid professional should:

1. Refrain from taking any action for his or her personal interest or benefit;
2. Refrain from awarding financial aid to themselves or their immediate family members;
3. Have a designated person in the institution handle financial aid for immediate family members, to avoid the appearance of a conflict;
4. Refrain from compiling a preferred lender list;
5. Be transparent, complete, and accurate; do not auto-assign to any particular lenders;
6. Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents he or she serves;
7. Do not deny, impede, or unnecessarily delay the borrower’s choice of lender;

8. Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain;
9. Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student financial aid;
10. Refrain from soliciting or accepting anything of other than nominal value from any entity (other than an institution of higher education or a governmental entity such as the U.S. Department of Education) involved in the making, holding, consolidating or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory body or as part of a training activity of or sponsored by any such entity;
11. Disclose to his or her institution, in such manner as his or her institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid;
12. Notify the institution of potential conflict of interest with any of the institutions business relationships.

RESPONSIBILITIES OF MONTANA ACADEMY OF SALONS EMPLOYEES

The primary goal of the financial aid professional is to help students achieve their educational potential by providing appropriate financial resources. Our members are required to exemplify the highest level of ethical behavior in helping students and families find the best ways to pay for college and demonstrate the highest level of professionalism. We take great pride in our essential task of helping our students and families determine the best ways to meet their educational expenses.

The Financial Aid Professional shall:

1. Be committed to removing financial barriers for those who wish to pursue postsecondary learning.
2. Make every effort to assist students with financial need free of charge.
3. Be aware of the issues affecting students and advocate their interests at the institutional, state, and federal levels.
4. Adhere to all applicable laws and regulations.
5. Support efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.
6. Always deal with others honestly and fairly, and always act in a manner that creates trust and confidence.
7. Educate students and families through quality consumer information and teach them to responsibly manage expenses and debt.
8. Educate students and their families through quality information that includes transparency and full disclosure on award notices.
9. Respect the dignity and protect the privacy of students, and ensure the confidentiality of student records and personal circumstances.
10. Ensure equity by applying all need analysis formulas consistently across the institution's full population of student financial aid applicants.
11. Will inform all entities of any changes in financial aid programs that could affect student aid eligibility.
12. Provide services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.
13. Private information provided to the financial aid office by the applicant is protected in accordance with FERPA and the Higher Education Act, section 483 (a) (3) (20 U.S.C. 1090) and state and federal statutes and regulations.
14. Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints

within the profession.

15. Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.
16. FAFSA information is only used for the application, award, and administration of financial aid awarded under title IV of the Higher Education Act.
17. Maintain the highest level of professionalism, reflecting a commitment to the goals of the National Association of Student Financial Aid Administrators.

REPORTING VIOLATIONS OF THIS POLICY

Montana Academy of Salons expects officers and employees covered by this policy to report violations of this policy to the Financial Aid Officer. Failure to comply with this policy will result in disciplinary action, which may include termination of employment.

TITLE IV FUNDING – GENERAL INFORMATION

Montana Academy of Salons educates students and/or parents in all options of financial aid available to those who qualify. We understand that all student's/family's needs are unique. We are committed to the student's educational success, a part of which includes securing the proper funding. The information from the FAFSA, provided by the student and/or parent, in conjunction with state and federal regulations determines eligibility for available programs. Many parents borrow money to help cover educational costs and living expenses for their daughter/son. Montana Academy of Salons encourages parents of eligible dependent students to apply for the Federal Parent Plus Loan.

TYPES OF FINANCIAL AID AVAILABLE

FEDERAL PELL GRANT (NEED BASED AID)

Pell Grants provide a foundation of financial assistance that may be supplemental by other resources and doesn't have to be repaid after graduation. Pell Grants are determined after the financial status of a student is fully reviewed. Based on a student's financial circumstances, a specific amount of money is disbursed annually toward the student's education through the Pell Grant. How much you can expect to receive from a Pell Grant is solely based on your financial situation and other criteria.

WILLIAM D. FORD DIRECT STAFFORD LOANS (NEED & NON-NEED BASED AID)

Loans made through this program are referred to as Direct Loans, because eligible student and parents borrow directly from the US Department of Education. You must be enrolled at least a half-time student to be eligible for a loan. Direct Loans include the following:

DIRECT STAFFORD LOANS

- ✓ Direct Subsidized Loans – you must have financial need to receive a subsidized loan. The US Department of Education will pay (subsidize) the interest that accrues on your Direct Subsidized Loan during certain periods.
- ✓ Direct Unsubsidized Loans – financial need is not a requirement to obtain an unsubsidized loan. You are responsible for paying the interest that accrues on your Direct Unsubsidized Loan.
- ✓ Direct PLUS Loans (Plus Loans) are loans parents can obtain to help pay the cost of education for their dependent undergraduate children.

G.I. BILL

If you have spent time in the military, you may be eligible to use your G.I. Bill toward your education, or the G.I. Bill may be transferred to your spouse or children. The G.I. Bill was specifically designed for college or vocational education. The Montana Academy of Salons is certified by State Approving Agency for Veterans' Educational Benefits. *These approvals are state and Montana Academy specific and may not apply to all schools. To apply go to <https://gibill.va.gov>. Bring your certificate of eligibility to the FAO Office to begin enrollment certification with the Veterans Administration ("VA").

ELIGIBILITY OF TITLE IV AID

To be eligible for Title IV Aid, the student must:

- ✓ have a high school diploma, GED or equivalent
- ✓ complete the FAFSA for each financial aid year the student is eligible for aid
- ✓ comply with Montana Academy Satisfactory Academic Progress Policy
- ✓ not be in default on previous student loans
- ✓ not owe repayment on an adjusted Pell Grant
- ✓ not exceed the annual and aggregate loan limits
- ✓ have remaining eligibility if the student is a transfer student
- ✓ be enrolled in an eligible program
- ✓ be enrolled at least half time
- ✓ have ISIR Social Security match successful or comment code indicates successful INS match
- ✓ if male, ages 18-25 have registered with the Selective Service
- ✓ be a citizen or eligible non-citizen
- ✓ have resolved any drug convictions

STEPS TO APPLY FOR TITLE IV AID

1. The student must complete the FAFSA for each financial aid year in which the student is eligible to receive aid. The Department of Education (DOE) prefers students complete a web FAFSA at <https://fafsa.ed.gov>. To complete a web FAFSA, the student will need a username and password. This can be obtained at <https://fsaid.ed.gov>. This username and password is unique to each FAFSA applicant and cannot be shared with anyone else as it acts as the student's signature required to submit a FAFSA. A parent of a dependent student must also apply for a username and password. The parent is required to sign the web FAFSA with their uniquely created username and password.
2. Once a username and password has successfully been created, a web FAFSA can now be completed. Be sure to follow all instructions when completing the FAFSA. Enter the Code 041641, for Montana Academy of Salons, Great Falls, MT. This will allow disclosure of information from the FAFSA to the Montana Academy. In the case of a dependent student, both the student and one parent will need to complete and sign the FAFSA application in order to be eligible for a Pell Grant. Dependency status is determined by the information that is filled out on the student's FAFSA.
3. If the parents of a dependent student refuse to provide information on the FAFSA; the student will not be eligible for Pell Grants and will only be eligible for unsubsidized funding.
4. Once the FAFSA is complete, the student will receive a SAR (Student Aid Report). Montana Academy will be sent an ISIR (Institutional Student Information Record) for all students who list Montana Academy's code. All verification and/or corrections must be completed prior to qualifying for aid.

5. If a student's FAFSA is selected for verification, the student will receive Montana Academy's verification policy and a verification worksheet. The student is required to return the verification worksheet completed, as well as provide any other requested documents. If parent information is entered in the FAFSA, or the student is a dependent, parents may need to provide additional requested documents. If selected, this verification process must be completed before a student can receive federal aid. The verification process could result in a corrected ISIR and new Expected Family Contribution (EFC) number which could affect the student's unmet need and eligible need based aid, Stafford Subsidized Loans and Pell Grants.
6. The Primary EFC provided on the student's ISIR will be used to calculate need and unmet need analysis through the Cost of Attendance Worksheet. This Primary EFC number corresponds with the number of months in each academic year. The Cost of Attendance Budget for each academic year includes the student's tuition costs per academic year. These costs include tuition, applicable fees, kit and books (per the academic year in which the cost is incurred), room and board, personal expenses and transportation costs.
7. Montana Academy of Salons utilizes the information presented on the student's ISIR and the NSLDS (**National Student Loan Data System**) to determine the student's eligibility and to calculate the student's unmet need for the student's grade level. This is done in compliance with the Cost of Attendance Budget grade level limits based on hours in the academic year.
8. Students who desire Stafford Federal Student Loans must complete a Master Promissory Note or Electronic Master Promissory Note (E-MPN) at <https://studentloans.gov>
9. Parents desiring to take out a Federal Parent Plus Loan on behalf of their dependent daughter or son must complete a Consent to Credit Check document that is made available by the Financial Aid Office. This form must be returned completed along with a readable copy of the parents Driver's License or State ID.
10. Students must complete the Entrance Loan Counseling prior to the student receiving a disbursement of any Federal loans. For Direct Loans, students may access Entrance Loan Counseling at <https://studentloans.gov>
11. Students will need to accept or decline eligible aid by completing the Students Financial Aid Award Notice with the Financial Aid Officer.
12. Accepted aid will be listed on the student's award letter.
13. Students are required to notify Montana Academy's Financial Aid Officer if they receive any additional financial assistance before or after an award letter has been issued. Scholarships or other types of financial aid could be reported throughout the year. If additional awarded aid causes the student to exceed the cost of attendance, it may be necessary to reduce the amount of previously awarded aid.

SPECIAL CIRCUMSTANCES – DEPENDENCY OVERRIDE & PROFESSIONAL JUDGMENT

Dependency Override – Students who do not meet the Federal definition of an independent student, but have unusual circumstances, may appeal their dependency status to Montana Academy's Financial Aid Office. Dependency Status overrides are done on a case by case basis and a determination from the Financial Aid Officer at one institution is not binding at another institution. Successful appeals may result in an increase in the student's eligibility for aid. The Application and Verification Guide (AVG) has identified four conditions that individually or in combination with one another, **do not qualify as "unusual circumstances" or that do not merit a dependency override**. These circumstances are as follows:

1. Parents refusing to contribute to the student's education

2. Parents unwilling to provide information on the application or for verification
3. Parents are not claiming the students as a dependent for income tax purposes
4. Student demonstrates total self-sufficiency.

Students with special circumstances should contact Montana Academy's Financial Aid Office. Those students whose appeals are determined eligible will be required to submit three letters detailing the student's situation. The first letter must be from the student detailing their situation and the other two letters must be from outside sources familiar with the student's situation (i.e.: Clergy, family friend, counsellor, etc.)

Professional Judgement – Circumstances beyond the student's control (and/or family) that affect the student's (and/or family) income during the current academic year could result in a reduced estimated family contribution (EFC). Students with special circumstances should always complete a FAFSA and then contact the Financial Aid Office. If a student wishes to appeal the EFC based on special circumstances and is determined eligible to do so, the student should complete a Professional Judgement form and may be requested to supply supporting documentation of said circumstances.

VERIFICATION

Students selected by the U.S. Department of Education CPS (Central Processing System) for the process of verification are frequently required to submit additional information and/or parent's financial and household information to the Financial Aid Office. The verification procedures will be conducted as follows:

1. When selected by CPS for the process of verification, the student must submit all required documentation to the Financial Aid Office within 14 days from the date the student is notified that the additional documentation is needed for this process.
2. If the student does not provide all of the required documentation within the 14 day time frame, the student will be required to make other payment arrangements until the documentation is received and the student's eligibility for federal student aid has been established.
3. The Financial Aid Office reserves the right to make exceptions to the policy stated above on a case by case basis for extenuating circumstances.
4. The Financial Aid Office will notify the student of any changes to their financial aid award resulting from corrections made due to the verification process. An adjustment will be made to the student's financial aid award as required by federal regulations and an addendum to the existing award letter or a new award letter will be issued.

DEFERMENT

Students who are enrolled at least half time can apply for deferment of previous student loans while in attendance at Montana Academy of Salons. Please log on to <https://nslds.ed.gov> to find your current loan servicer and to find out more details on "in-academy deferment".

COST OF ATTENDANCE (COA)

Cost of Attendance falls into two categories, Cost of Attendance for "Dependent" students living at home and "All Others" (Dependent students living in an apartment, and Independent students) It is based on the length of the course, tuition and fees, loan fees, as well as average national room and board, personal expenses, and transportation costs.

Below is the budget for each course.

BARBERING (Effective date 10/01/2018)		
	Dependent (1AY)	Dependent (2AY)
Number of Months	6	2
Tuition	\$10,636	\$2,364
Books/Supplies	\$1555	\$345
Registration fee	\$164	\$36
Other	\$0	\$0
Loan Fees	\$101	\$25
Room & Board	\$2,574	\$858
Personal	\$1,710	\$570
Transportation	\$1278	\$426
Total	\$18,018	\$4,624
	All Others (1AY)	All Others(2AY)
Number of Months	6	2
Tuition	\$10,636	\$2,364
Books/Supplies	\$1,555	\$345
Registration fee	\$164	\$36
Other	\$0	\$0
Loan Fees	\$101	\$25
Room & Board	\$3,912	\$1,304
Personal	\$1,710	\$570
Transportation	\$1,278	\$426
Total	\$19,356	\$5,070

Room & Board \$429/Month for Dependents living at home

\$652/Month for all others

Personal Expenses \$285

Transportation Expense \$213/Month

COSMETOLOGY (Effective date 10/01/2018)		
	Dependent (1AY)	Dependent (2AY)
Number of Months	6	5
Tuition	\$10,200	\$6,800
Books/Supplies	\$1,140	\$760
Registration fee	\$120	\$80
Other	\$0	\$0
Loan Fees	\$101	\$74
Room & Board	\$2,574	\$2,145
Personal	\$1,710	\$1,425
Transportation	\$1,278	\$1,065
Total	\$17,123	\$12,349
	All Others (1AY)	All Others (2AY)
Number of Months	6	5
Tuition	\$10,200	\$6,800
Books/Supplies	\$1,140	\$760
Registration fee	\$120	\$80
Other	\$0	\$0
Loan Fees	\$101	\$74
Room & Board	\$3,912	\$3,260
Personal	\$1,710	\$1,425
Transportation	\$1,278	\$1,065
Total	\$18,461	\$13,464

Room & Board\$429/Month for Dependents living at home

\$652/Month for All others

Personal Expenses \$285

Transportation Expenses\$213/Month

ESTHETICS (Effective date 01/01/2017)		
	Dependent (1AY)	All Others (1AY)
Number of Months	5	5
Tuition	\$7,000	\$7,000
Books/Supplies	\$1,600	\$1,600
Registration fee	\$200	\$200
Other	\$0	\$0
Loan Fees	\$73	\$73
Room & Board	\$2,100	\$3,195
Personal	\$1,395	\$1,395
Transportation	\$1,045	\$1,045
Total	\$13,413	\$14,508

Room & Board \$420/Month for Dependents living at home

\$639/Month for All others

Personal Expenses \$279

Transportation Expenses \$209/Month

MASSAGE THERAPY (Effective date 02/01/2017)		
	Dependent (1AY)	All Others (1AY)
Number of Months	5	5
Tuition	\$10,500	\$10,500
Books/Supplies	\$500	\$500
Registration fee	\$200	\$200
Other	\$0	\$0
Loan Fees	\$79	\$79
Room & Board	\$2,100	\$3,195
Personal	\$1,395	\$1,395
Transportation	\$1,045	\$1,045
Total	\$15,819	\$16,914

Room & Board \$420/Month for Dependents living at home

\$639/Month for All others

Personal Expenses \$279/Month

Transportation Expenses \$209/Month

TEACHER TRAINING (Effective date 05/01/2017)		
	Dependent (1AY)	All Others (1AY)
Number of Months	4	4
Tuition	\$6,500	\$6,500
Books/Supplies	\$220	\$220
Registration fee	\$200	\$200
Other	\$0	\$0
Loan Fees	\$73	\$73
Room & Board	\$1,680	\$2,556
Personal	\$1,116	\$1,116
Transportation	\$836	\$836
Total	\$10,625	\$11,501

Room & Board \$420/Month for Dependents living at home

\$639/Month for All others

Personal Expenses \$279/Month

Transportation Expenses \$209/Month

HOW FUNDS WILL BE DISBURSED:

In order to receive their Pell Grant/Direct Loan Disbursements, students are required to satisfy the school's Satisfactory Academic Progress (SAP) policy which requires, among other things, that students maintain a cumulative grade point average of at least 85%. This figure is determined by averaging grades from the following areas: classroom work, projects, and styling area performance. The school's SAP policy also requires that students maintain an 85% or higher cumulative attendance rate.

First disbursement is scheduled for the first day of classes for Pell and thirty days after class begins for direct loans.

Course	Disbursement Schedules (hours)						
	30 Days	325	350	450	900	1000	1200
Barbering	x			x	x	x	
Cosmetology	x			x	x		x
Esthetics	x	x					
Massage Therapy	x		x				
Teacher Training	x	x					

At the time of disbursement, the student will sign an online receipt acknowledging the disbursement and the status of their account.

DISBURSEMENT OF CREDIT BALANCE REFUND SUMMARY

If the student has financial aid that exceeds his or her tuition and fee charges for the academic year in which the disbursement occurred, the student will have a credit balance. All credit balance refunds will be issued by check within 14 calendar days of the date of disbursement.

A CREDIT BALANCE REFUND WILL BE GIVEN TO THE PARENT IF:

The amount of the PLUS loan is greater than the student's tuition and fees charges for the academic year in which the disbursement occurred. All credit balance refunds will be issued by check within 14 calendar days of the date of disbursement.

EFFECTS OF STUDENT LOANS

- ✓ If the student receives other forms of financial assistance such as scholarships it may reduce the student or the student's parent eligibility for Federal Aid.
- ✓ Loans must be repaid, even if the student does not finish their education. Loan repayment begins 6 months from the date of graduation or withdrawal.
- ✓ If a student does not return from a maximum of 180-day Leave of Absence, the student's loans immediately enter repayment.
- ✓ Failure to repay a student loan will negatively affect the borrower's credit.
- ✓ Over-borrowing of student loans may cause a borrower to pay more than their earning potential can handle, especially during the early years of repayment.

LOAN DISCLOSURES

- ✓ Student loan information published by the US Department of Education (The Guide to Federal Student Aid) is available in the Financial Aid Office.
- ✓ NSLDS (National Student Load Data System) – student loans will be submitted to the NSLDS and will be accessible by guaranty agencies, lenders and Montana Academy determined to be authorized users of the data system.

PRIVATE LOAN DISCLOSURES

Montana Academy does not offer educational/institutional loans.

ANNUAL AND AGGREGATE LOAN LIMITS FOR DIRECT STAFFORD LOANS

(3rd yr. and beyond and maximum total debt from direct Stafford loans when you graduate can be found in the "Your Federal Student Loans" guide in the FA Office)

Year	Dependent undergraduate students (except students whose parents are unable to obtain PLUS loans)	Independent undergraduate students (and dependent students whose parents are unable to obtain PLUS loans)
First Year	\$5,500-No more than \$3,500 of this amount may be in subsidized loans.	\$9,500-No more than \$3,500 of this amount may be in subsidized loans.
Second Year	\$6,500-No more than \$4,500 of this amount may be in subsidized loans	\$10,500 -No more than \$4,500 of this amount may be in subsidized loans
Third Year	\$7,500-No more than \$5,500 of this amount may be in subsidized loans	\$12,500 -No more than \$5,500 of this amount may be in subsidized loans
Subsidized and Unsubsidized Aggregate Loan Limit	\$31,000—No more than \$23,000 of this amount may be in subsidized loans.	\$57,500 for undergraduates—No more than \$23,000 of this amount may be in subsidized loans.

TERMS AND CONDITIONS

Loan Program	Eligibility	Fixed annual interest rate	Details
Direct Subsidized Stafford Loans	Undergraduate and graduate students enrolled at least half time. Must demonstrate financial need	For loans first disbursed on or after July 1, 2016 and before July 1, 2017: 3.76%	The US Department of Education is the lender and pays the interest on the loan while you are in school at least half time and during grace and deferment periods.
Direct Unsubsidized Stafford Loans	Undergraduate and graduate students enrolled at least half time. Financial need is not required	For loans first disbursed on or after July 1, 2016 and before July 1, 2017: 3.76%	The US Department of Education is the lender. You are responsible for paying all interest on the loan starting on the date the loan is first disbursed.
Direct PLUS Loans	Graduate and professional students and parents of dependent undergraduate students. Students must be enrolled at least half time. Financial need is not required. Those qualifying must not have adverse credit history.	For loans first disbursed on or after July 1, 2016 and before July 1, 2017: 6.31%	The US Department of Education is the lender. The loan is unsubsidized. (i.e. You are responsible for paying all interest).

STUDENT (BORROWER'S) RIGHTS

You have a right to know the details of your loan (depending on your loan, some of the following might be included as part of your entrance counseling). Below is what you need to know and must receive from Montana Academy, lender or the Direct Loan Servicing Center:

- ✓ The full amount of the loan and the current interest rate;
- ✓ The date you must start repayment;
- ✓ A complete list of any charges you must pay (loan fees) and information on how those charges are collected;
- ✓ Information about the yearly and total amounts you can borrow;
- ✓ Information about the maximum repayment periods and the minimum repayment amount;
- ✓ An explanation of default and its consequences; and
- ✓ An explanation of available options for consolidating your loans and a statement that you can prepay your student loan(s) at any time without a penalty.

Before you leave Montana Academy, you will receive the following information about your loan (as part of Exit Counseling) from Montana Academy, lender or the Direct Loan Servicing Center:

- ✓ A current description of your loans, including average anticipated monthly payments.
- ✓ The amount of your total debt (principal and estimated interest), your current interest rate and the total interest charges on your loan;
- ✓ If you have FFELSM Loans, the name of the lender or agency that holds your loans, where to send your payments and where to write or call if you have questions;

- ✓ If you have Direct Loans, the address and telephone number of the U.S. Department of Education’s Direct Loan Servicing Center;
- ✓ An explanation of the fees you might be charged during the repayment period, such as late charges and collection or litigation costs if you’re delinquent or in default;
- ✓ A reminder of available options for loan consolidation and a reminder that you can prepay your loan without penalty at any time.
- ✓ A description of applicable deferment, forbearance and discharge (cancellation) provisions;
- ✓ Repayment options and advice about debt management that will help you in making your payments;
- ✓ Notification that you must provide your expected permanent address and the name and address of your expected employer; and
- ✓ Notification that you must also provide any corrections to Montana Academy’s records concerning your name, Social Security number, references and driver’s license number (if you have one).

If you are attending Montana Academy at least half-time, you have a set period of time after you graduate, leave Montana Academy or drop below half-time status before you must begin repayment on a Stafford or Perkins Loan. This period of time is called a grace period.

- ✓ You will receive a grace period before your repayment period begins on a Stafford or Perkins Loan.
- ✓ Your grace period will be six or nine months depending on the type of loan.
- ✓ PLUS Loans do not have a grace period.
- ✓ If you are in active military duty for more than 30 days, the grace period will be delayed.

Montana Academy, lender or the Direct Loan Servicing Center, as appropriate, must give you a loan repayment schedule that states:

- ✓ when your first payment is due;
- ✓ the number and frequency of payments; and
- ✓ the amount of each payment.

STUDENT (BORROWER) RESPONSIBILITIES

1. **BORROWER** – it is the responsibility of the student to:

- ✓ Think about how much you are borrowing: how the amount of loan will affect your future finances, and what your repayment obligation means before you take out a student loan.
- ✓ Students will need to accept or decline eligible aid. Accepted aid will be listed on the student’s award letter.
- ✓ Sign a promissory note: you are agreeing to repay the loan according to the terms of the note even if you do not complete your education, can’t get a job after you complete the program, or you didn’t like the education that you received. You can do this online at <https://studentloans.gov>. This promissory note can be signed electronically or hard copy before any loan funds can be disbursed.
- ✓ Make payments on time: you are required to make payments on time even if you don’t receive a bill, repayment notice, or a reminder. You also must make monthly payments in the full amount required by your repayment plan. Partial payments do not fulfill your obligation to repay your student loan on time.
- ✓ Continue to pay your loans while waiting for deferment or forbearance approval.

- ✓ Keep in touch with your loan servicer: notify your servicer when you graduate; withdraw from Montana Academy, drop below half-time status, change your name, address, or social security number; or transfer to another school.

2. ENTRANCE COUNSELING:

First-time borrowers must complete an entrance counseling session before your first loan disbursement.

This session includes useful tips and tools to help you develop a budget for managing your education expenses and help you to understand your loan responsibilities. Each student will complete the Department of Education's entrance counseling online at <https://studentloans.gov>.

- ✓ Review deferment
- ✓ Importance of keeping financial aid papers
- ✓ Reinforce the importance of repayment
- ✓ Importance that loan repayment is required even if the student does not finish their education
- ✓ Default and its consequences
- ✓ How to use the MPN or E-MPN
- ✓ Explain interest and capitalization
- ✓ Provide sample monthly repayment amounts and the importance of not over borrowing
- ✓ NSLDS and how to access the system
- ✓ Contact information for questions
- ✓ Notification of change of name or address
- ✓ Withdrawal from the program and how the withdrawal will affect the student

3. EXIT COUNSELING:

Students must complete Exit Counseling to make sure you understand your rights and responsibilities as a borrower. The Exit Counseling Interview will be scheduled approximately one (1) week after the student either completes the course or quits attending. Each student that uses Federal Aid will need to complete the Department of Education's Exit Counseling online at <https://nslds.ed.gov> and <https://studentloans.gov>, as well as discuss the following during your personal appointment with the FAO :

- ✓ Review information concerning loans from entrance interview
- ✓ Review repayment options including seriousness and importance
- ✓ Review average indebtedness of student borrowers and anticipated monthly repayment amount
- ✓ Provide information on loan consolidation (pros and cons)
- ✓ Discuss how to contact the party servicing the student borrower's direct loans
- ✓ Discuss debt management strategies
- ✓ Provide information on forbearance, deferment and cancellation options
- ✓ Describe the likely consequences of default
- ✓ How to access the NSLDS website and availability of FSA Ombudsman's Office
- ✓ Help the borrower understand their rights and responsibilities concerning loan repayment
- ✓ Collect updated personal contact information for the borrower

4. REPAYMENT OF LOANS:

There is a set time period after a student graduates, leaves Montana Academy or drops below half-time status before the student must begin repayment of loan(s). This period of time is called a grace period and gives the student the time to get financially settled and select a repayment plan. The grace period for a Direct Stafford loan is six months. Plus Loans do not have a grace period. Depending on the type of loan a student receives and the repayment plan chosen, the student may have from 10-25 years to

repay the loans. Monthly repayment amount will depend on the type of loan, size of debt, length of repayment period, interest rate and repayment plan chosen.

Although a student may select or be assigned a repayment plan when they first begin repaying their student loan, a student can change repayment plans at any time—for free. The student should contact their loan servicer if they would like to discuss repayment plan options or change their repayment plan. Students can get information about all of the federal student loans they have received and find the loan servicer for their loans by logging in to [My Federal Student Aid](https://studentaid.ed.gov/sa/?login=true) (<https://studentaid.ed.gov/sa/?login=true>).

Before contacting a loan servicer to discuss repayment plans, a student can use the Department of Education's [Repayment Estimator](https://studentloans.gov/myDirectLoan/mobile/repayment/repaymentEstimator.action) (<https://studentloans.gov/myDirectLoan/mobile/repayment/repaymentEstimator.action>) to get an early look at which plans they may be eligible for and see estimates for how much they would pay monthly and overall.

For more information, go online to <https://studentaid.ed.gov/repaying>

TITLE IV AID – SCHOOL CODE OF CONDUCT POLICY

The Montana Academy of Salons strives to educate, counsel, and provide financial resources to all students so that they may achieve their higher-learning goals to be prepared for careers in the fields of cosmetology, barbering, esthetics and massage therapy.

In compliance with the federal law, Academy officers, employees, and agents shall maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity.

Any Academy officers, employees and agents shall refrain from:

1. Entering into any revenue-sharing arrangements with any lender.
2. Soliciting or accepting any gift from a lender, guarantor, or servicer of education loans. For purposes of this prohibition, the term "gift" means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than a de minimus amount.
3. Accepting from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.
4. Assigning, through award packaging or other methods, the borrower's loan to a particular lender; or refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.
5. Requesting or accepting from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan, to students in exchange for the institution providing concessions or promises regarding providing the lender with specified number of loans, volume, or a preferred lender arrangement for such loans.
6. Requesting or accepting from any lender any assistance with call center staffing or financial aid office staffing.
7. Receiving anything of value from the lender, guarantor, or group of lenders or guarantors for any employee who is employed in the financial aid office, or who otherwise has responsibilities with

respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.

Any Academy officers, employees or agents pledges to diligently:

1. Help students seek, obtain, and make the best use of all financial resources available and provide services that do not discriminate on the basis of race, religion, color, financial status, sex, ethnic origin, age, veteran status or sexual orientation.
2. Respect and protect the confidentiality the student's records and of the economic circumstances of the student and student's family. Information will be released only on the written consent of the student and/or student's family, and all policies and procedures shall protect the student's right of privacy.
3. Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.