FEDERAL STUDENT AID
The school’s Cosmetology Program has applied for, but DOES NOT currently accept Title IV funds.

How to Apply for Federal Aid:
Obtain a Free Application for Federal Student Aid (FAFSA) from your high school counselor, or from the Financial Aid Office at Pittsburgh Multicultural Cosmetology Academy.
Your FAFSA may be completed in 1 of 2 ways:
a) On the Internet at www.fafsa.gov
b) Mail the completed FAFSA in the enclosed envelope, this option will take 3 to 4 weeks.
The Department of Education will notify the school as to the amount of the EFC (expected family contribution). The school will review the Award Letter, which will inform you of the type and amount of Financial Aid you are eligible for in each of the programs the school is authorized to participate in. Please note: If you would like assistance in filling out the FAFSA, please contact our financial aid office at any time.

FEDERAL ASSISTANCE PROGRAMS
The Federal Student Financial Aid programs are designed to help qualified students with financial needs. The following grants and loans are programs the school will be authorized to participate in and make available to qualified students.
Federal Pell Grant: Federal Pell Grants are based on the financial need of the student as determined by the application for Federal Student Aid. Federal PELL grants are monies that do not have to be repaid.
Federal Stafford Direct Loan (Subsidized): The “Federal Stafford Loan” (Subsidized) enables you to borrow directly from the Dept. of Education. The loan is insured by the Federal Government. You may apply for a loan if you have been accepted for enrollment. The loan must be repaid. Payment begins 6 months after graduation or leaving school. The amount of your repayment depends upon the amount of debt, and you may be allowed up to 10 years to repay the loan. Students may apply for a loan up to $3,500.00 depending on their unmet need.
Federal Stafford Direct Loan (Unsubsidized): The “Federal Stafford Loan” (Unsubsidized) is an additional source of funding for independent students who have an unmet need after applying for other types of financial aid. Independent students may apply for a loan up to $6000.00 depending on their unmet need, dependant students get as well $2000.00.
Federal Plus Loan (Unsubsidized): The “Federal Plus Loan” is an additional source of funding for dependent students who have unmet need after applying for other types of financial aid. Parents of dependent students may apply for a loan up to the balance of their unmet need.
Preferred Lender List and Private Education Loan Disclosures: The school does not have a list of preferred lenders. The school does not offer Private Education Loans.
National Student Loan Database: Federal Loan information is available in the National Student Loan Database System (NSLDS) and will be accessible by Servicers and the school, as authorized.

FEDERAL RETURN OF TITLE IV FUNDS POLICY
Please refer to the following refund policy for specific consumer information pursuant to the federal financial aid program. The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period. If a student did not start or begin attendance at the school, the R2T4 formula does not apply.
Official Withdrawal Process: If a student wishes to withdraw from the school, they must notify the Financial Aid Director. The notification may be in writing or orally. The date the notification is received is the date of determination. The Financial Aid Director must begin the withdrawal process.

Unofficial Withdrawal Process: For unofficial withdrawals a student's withdrawal date at a school that is required to take attendance is their last day of physical attendance. If the student misses 14 consecutive days without notifying the school that they will not be returning, he/she will be unofficially withdrawn.

In both cases the last day of attendance will be used in the return to Title IV calculation.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, and Direct Loans or Direct PLUS Loans during the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. After the 60% point of the payment period (or period of enrollment depending on what the school uses) the student is considered to have earned 100% of the aid for the period. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

Post Withdrawal Disbursement: If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due to the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student’s account. Any remaining Pell funds must be released to the student without the student having to take any action. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student’s authorization before crediting their account. The authorization is required to be sent to the student within 30 days of the date the school determined the student’s last date of attendance.

Credit Balance: If a credit balance still exists on the student’s account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.

The following Title IV return distribution is used for all FSA students.

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan (Parent)
4. Federal Pell Grant

The school’s returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination. (unless the school uses less days based on a state, accrediting agency or institutional requirement)
The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

**Overpayment of Title IV, HEA Funds:** Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. A student who owes an overpayment remains eligible for Title IV, HEA program funds through and beyond the earlier of 45 days from the date the school sends a notification to the student of overpayment, or 45 days from the date the school was required to notify the student of the overpayment if, during those 45 days the student:

1. Repays the overpayment in full to the school;

2. Enters into a repayment agreement with the school in accordance with repayment arrangements satisfactory to the school;

3. Signs a repayment agreement with the Department, which will include terms that permit a student to repay the overpayment while maintain his or her eligibility for Title IV, HEA program funds.

Within 30 days of the date of the school’s determination that the student withdrew, an institution must send a notice to any student who owes a Title IV, HEA grant overpayment as a result of the student’s withdrawal from the school in order to recover the overpayment.

If the student does not repay the overpayment in full to the school, or enter a repayment agreement with the school or the Department within the earlier of 45 days from the date the school sends notification to the student of overpayment, or 45 days from the date the school was required to notify the student of the overpayment.

At any time the student fails to meet the terms of the repayment agreement with the school:

1. The student chooses to enter into a repayment agreement with the Department.
2. The student who owes an overpayment is ineligible for Title IV HEA program funds.

You must make arrangement with the school or Department of Education to return the amount of unearned grant funds

**SCHOOL CANCELLATION/REFUND POLICY**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid, except a **non-refundable** application fee. ($25)
2. A student (or legal guardian) cancels his/her enrollment in writing within 3 business days of signing the enrollment agreement. In this case all monies collected by the school shall be
refunded, regardless of whether or not the student actually started classes. All monies collected by school are refunded except a **non-refundable** application fee.

3. A student cancels his/her enrollment after 3 business days of signing the contract but prior to starting classes. In these case she/he shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of $100 and a non-refundable application fee of $25.

4. A student notifies the institution of his/her withdrawal in writing.

5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

6. A student is expelled by the school.

7. In type 3,4,5 and 6, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

- Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution.

- Unofficial withdrawals are monitored every 30 days and a determination is made to withdraw a student who has been absent from school for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student’s actual last date of attendance.

  *For students who enroll and begin classes but withdraw prior to course completion (after 3 business days of signing the contract), the following schedule of tuition earned by the school applies.*

* All refunds are based on **scheduled hours**:

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<tr>
<th>PERCENTAGE OF SCHEDULED TIME</th>
<th>TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</th>
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<tr>
<td>0.01% to 4.9%</td>
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<td>5% to 9.9%</td>
<td>30%</td>
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<td>25% to 49.9%</td>
<td>70%</td>
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<td>50% or over</td>
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* All refunds will be calculated based on the students last date of attendance. In the case of disabling illness or injury, death in the student’s immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement may exceed the **Minimum Tuition Adjustment Schedule**.

* If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro-rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution.

* If the course is canceled subsequent to a student’s enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time.
• If the course is canceled after students have enrolled and instruction has begun, the school shall provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
• Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of $150.00.
• This refund policy applies to tuition, graduation fees, and registration fees, charged in the enrollment agreement. Books, kits, and uniforms are issued at orientation and cannot be returned (non-refundable) if opened.
• Other miscellaneous charges the student may have incurred at the institution (ex. Extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal.
• All fees are identified in the catalog and in the enrollment agreement.

VETERANS REFUND POLICY
The unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or who withdraw or discontinue prior to completion will be refunded for all amounts paid that exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The pro-ration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

STUDENT FINANCIAL AID RELEASE
The undersigned agrees that Pittsburgh Multicultural Cosmetology Academy does not guarantee the student loan process in any respect. A Federal Parent Plus loan requires a credit check and is based on the parent’s credit. Pre-approval for a Parent Plus loan does not guarantee that the parent will receive a Federal Parent Plus loan. It is critical that the parent be able to pass a credit check when the loan is certified. The school has no control over the approval or decline of a parent’s credit history. Nor does the school assume any responsibility for mistakes on any Department of Education financial aid forms. It is up to the student to make sure all forms are accurate and complete. Federal loan information is available in the National Student Loan Database System (NSLDS) and will be accessible by Servicers and Schools, as authorized.

PREFERRED LENDER LIST AND PRIVATE EDUCATION LOAN DISCLOSURES
Pittsburgh Multicultural Cosmetology Academy does not have a list of preferred lenders and we do not offer private education loans.

CREDIT BALANCE POLICY
If Title IV disbursements result in a credit balance on the student’s account, the Financial Aid office will notify the student. The student has the option to have the school hold the credit balance and can complete an authorization for the school to hold the funds by obtaining an authorization form from the Financial Aid Department. If the student does not want the school to hold their funds, all credit balance disbursements and refunds due to funding source will be processed within 14 days of the credit balance appearing on the student account. Regardless of the chosen option the school will clear all credit balances on a student account by the end of the award year.
**POLICY FOR VERIFICATION OF TITLE IV FUNDING**
The school has policies and procedures that it follows for verification of Title IV funding. Verification is a requirement by the U.S. Department of Education. Students are randomly selected to provide additional information. The school provides students with a verification form so they can collect the necessary information. The school gives the student a 30-day deadline to return the form to the financial office with verification items attached. If verification documents are not submitted by the due date, the student will be placed on a monthly cash pay status until verification is completed. The school’s Financial Aid Director handles our student overpayments and can make changes to the award packet, which is reported to Common Origination and Disbursement (COD) for the Department of Education.

**SPECIAL PROVISIONS FOR BOOKS AND SUPPLIES**
In order to academically succeed in a program, a Federal Pell Grant student must have the ability to purchase books and supplies at the beginning of the academic period. By the seventh day of a payment period, the school will provide a way for a student who is eligible for a Federal Pell Grant to obtain or purchase the books and supplies required for the payment period if:

1. Ten days before the beginning of the payment period, the school could have disbursed FSA funds to the student; and
2. Disbursement of those funds would have created an FSA credit balance.

The school will consider all the FSA funds a student is eligible to receive at the time it makes the determination, but the school need not consider aid from non-FSA sources.

The amount the school must provide is the lesser of the presumed credit balance or the amount determined by the school that the student needs to obtain the books and supplies. In determining the required amount, the school may use the actual costs of books and supplies or the allowance for those materials used in estimating the student’s cost of attendance for the period. A student may decline to participate in this process to obtain or purchase books and supplies, if they so choose.

**ELIGIBILITY OF FINANCIAL AID AFTER A DRUG CONVICTION**
Students will be given written notice advising them that a conviction of illegal drugs, of any offense, during an enrollment period for which the student was receiving Title IV financial aid will result in the loss of eligibility for any Title IV per HEA Sec. 484(r)(1) and 20 U.S.C. 1091(r)(1). Students whose eligibility has been suspended due to a drug conviction may resume eligibility if they successfully pass two (2) unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established under HEA Sec. 484(r)(2) (20 U.S.C. 1091(r)(2)).

If you have any questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAI (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).