



## **Federal Financial Assistance**

Winonah School of Cosmetology accepts Federal Student Aid for those that qualify. To apply please complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). Enter Winonah School of Cosmetology's school code **042735**, so that your FAFSA report will be sent to the school for further review.

### **Federal programs accepted by Winonah School of Cosmetology:**

- **Pell Grant:** A Federal Pell Grant is a gift aid from the U.S. Department of Education and does not need to be repaid. Information from the FAFSA determines the Expected Family Contribution (EFC) which is used to determine the maximum amount of Federal Pell Grant at student may receive in an award year (July 1st of one year through June 30th of the following year).

- **Federal Direct Stafford Loans (Subsidized and Unsubsidized)**

Federal Stafford loans are borrowed and therefore must be returned to the lender, the U.S. Department of Education. Stafford loans are borrowed by the student and are credit based loans. The major difference between a Subsidized and an Unsubsidized Stafford loan is that the federal government pays the interest on a Subsidized Stafford loan while a student is in school, but never pays the interest on an Unsubsidized Stafford loan. A student must have a financial need to qualify for a Subsidized Stafford loan, while most students can qualify for an Unsubsidized Stafford loan regardless of income.

The U.S. Department of Education charges a fee to make a Stafford loan, meaning the student will receive less than the amount borrowed to pay educational cost. Both Subsidized and Unsubsidized Stafford loans have a fixed interest rate on the principal amount borrowed; have a six (6) month grace period before mandated repayment begins; are eligible for certain deferment, forbearance and cancellations rights; have a variety of repayment plans to choose from; and may be paid off early without penalty.

More details on federal loan types, terms and conditions, repayment plans and sample repayment schedules can be found at <https://studentaid.ed.gov/sa/types/loans>.

To apply for a Subsidized or Unsubsidized Stafford loan, a student must complete the FAFSA. Loan eligibility requires completion of a Master Promissory Note (MPN), promising to pay the loans, and complete mandated Loan Counseling prior to disbursement. The [MPN](#) and Entrance Counseling can be completed online [HERE](#). Loans must be paid to the U.S. Department of Education to avoid severe consequences of going into default. All Direct Subsidized and Unsubsidized Stafford loans have a thirty (30) day hold on the first disbursement.

- **Federal Direct Parent PLUS Loans for Undergraduates**

The PLUS loan is a loan that must be paid back to the U.S. Department of Education. Borrowers are restricted to biological/adoptive parents of eligible dependent students, or step parent if income information was reported on FAFSA. PLUS loans are credit based which requires the parent to provide authorization for a credit check. Once approved, the PLUS borrower must sign a Master Promissory Note (MPN), Parent PLUS Loan Counseling and provide the Financial Aid office with a loan amount request. A parent may submit the credit authorization through the Financial Aid office. Both the Credit Authorization and MPN can be accessed at <https://studentloans.gov/myDirectLoan/index.action>.

The U.S. Department of Education charges a fee to make a PLUS loan, meaning the parent will receive less than the amount borrowed to pay educational cost. The PLUS loan has a fixed interest rate on the principal amount borrowed; do **NOT** have a six (6) month grace period before mandated repayment begins, but may be eligible for deferment; is eligible for certain deferment, forbearance and cancelations rights; has a variety of repayment plans to choose from; and may be paid off early without penalty.

For more information on PLUS loans and PLUS loan eligibility please click [HERE](#).



## **Financial Aid – Consumer Information**

Winonah School of Cosmetology participates in Federal Financial Aid programs. (See Federal Financial assistance (page 14) to read the different programs Winonah School of Cosmetology participates in.)

The School's Financial Aid Office offers assistance to students seeking financial aid for their educational costs while complying with all federal, state and institutional regulations. Anyone seeking financial aid information or assistance, or seeking consumer information at the school will be provided with access to the required financial aid forms and disclosures, the school Catalog and Handbook which provides a brief description of the Financial Aid process and explains how financial aid information and assistance may be obtained.

Financial Aid Office — The Financial Aid Office's mission is to provide optimal customer service while helping students secure financial assistance to cover as much of their educational expenses as possible. The school's Financial Aid Representative is available in person or by telephone during normal business operating hours to help students determine an affordable way to pay for school.

To remain eligible for financial aid, a student must demonstrate Satisfactory Academic Progress (SAP) at the end of each payment period. Failure to meet Satisfactory Academic Progress (SAP) may result in loss of financial aid. (See Satisfactory Academic Progress (SAP) Policy).

**To be eligible to receive federal student aid, you must:** (Upon approval by the Department of Education)

- Be a citizen or eligible noncitizen of the United States.
- Have a valid Social Security Number. (Students from the Republic of the Marshall Islands, Federated States of Micronesia, and the Republic of Palau are exempt from this requirement.)
- Have a high school diploma or a General Education Development (GED) certificate, or have completed homeschooling. If you don't, you may still be eligible for federal student aid if you were enrolled in college or career school prior to July 1, 2012. Go to <http://studentaid.ed.gov/eligibility/basic-criteria> for additional information.
- Be enrolled in an eligible program as a regular student seeking a degree or certificate.
- Maintain satisfactory academic progress.
- Not owe a refund on a federal student grant or be in default on a federal student loan.
- Register (or already be registered) with the Selective Service System, if you are a male and not currently on active duty in the U.S. Armed Forces. (Students from the Federated States of Micronesia, the Republic of the Marshall Islands and the Republic of Palau are exempt from registering; visit <http://www.sss.gov> for more information.)
- Not have a conviction for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid (such as grants, work-study, or loans). If you have such a conviction, you must complete the Student Aid Eligibility Worksheet to determine if you are eligible for aid or partially eligible for aid.

Many types of federal student aid, such as the Federal Pell Grant or subsidized loans where the government pays the interest while you are in college, also require you to have financial need. Additionally, once you have a bachelor's degree or a first professional degree, you are generally not eligible for Pell or Federal Supplemental Educational Opportunity Grants (FSEOG).

### **Applying for Financial Aid**

The Free Application for Federal Student Aid (FAFSA) is the application used to apply for all federal financial aid. A student who is interested in financial aid must submit a FAFSA. A student should complete the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and add Winonah School of Cosmetology (**School Code: 042735**) to the FAFSA as a school to receive the FAFSA report. Beginning with the 2017 – 2018 FAFSA, students will be required to report income and taxes information from an earlier tax year. For example: for the 2017 – 2018 FAFSA, you and/or parent(s), as appropriate, will report 2015 income and tax information rather than 2016 income and tax information.



## **Financial Aid Verification**

Verification is the process of confirming the accuracy of certain data provided by the student and/or parent on the FAFSA. Winonah School of Cosmetology only verifies students selected by the U.S. Department of Education. A FAFSA can be selected based on certain edits established by the U.S. Department of Education.

In general, an applicant whose FAFSA is selected for verification, will need to provide additional documentation to the institution to confirm reported data. Federal funds will not be disbursed until verification is completed. There are diverse types of verifications. Each type of verification requires specific additional documentation to be submitted. All verification recipients will need to complete an institution verification worksheet, supplied by Winonah School of Cosmetology and submit the worksheet to the financial aid office. Please read the verification worksheet completely any worksheet not completed correctly with all signatures will not be accepted.

All required documents must be received so that verification can be completed within 120 days of the student's last day of attendance or the annual deadline established by the U.S. Department of Education in September following the end of the award year.

A student who fails to submit verification documents within the required deadlines may need to make cash payments or otherwise obtain alternative financing to pay the balance due the institution. A student who fails to complete verification as required may be ineligible for all or a portion of his/her financial aid.

Applicants will be notified by phone, mail, email, or in person of their verification status.

## **IRS Data Retrieval Tool**

To use the IRS Data Retrieval Tool students will need to log in to their FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer yours and/or parents IRS income tax information into your FAFSA. In most cases, no further documentation is needed to verify IRS income tax return information that was transferred into the student's FAFSA using the IRS Data Retrieval Tool if that information was not changed by the FAFSA filer.

For students who are unable or choose not to use the IRS Data Retrieval Tool then the student and/or parent will need to order an IRS Tax Transcript. To obtain an IRS Tax Transcript go to [www.irs.gov](http://www.irs.gov) and under the "Tool" tab click "Get a tax transcript." Click either "Get Transcript ONLINE" or "Get Transcript by MAIL". Make sure you request the **IRS Tax Transcript** NOT the **IRS Tax Account Transcript**.

## **Identity Theft**

Tax filers who believe they are victims of identity theft may call Identity Protection Specialized Unit (IPSU)'s toll free number, (800) 908-4490, or go to the ID theft website on [www.irs.gov](http://www.irs.gov). After the IPSU authenticates the tax filer's identity, the tax filer can request that the IRS mail to the tax filer an alternate paper transcript, known as thee TRDBV (Transcript Data Base View). After receiving the TRDBV the following needs to be submitted to our office:

- A signed copy of the IRS alternate paper tax transcript (TRDBV)
- A signed and dated statement regarding the identity theft and attesting the filer notified the IRS about the theft.

## **Entrance Loan Counseling**

All students and/or parents who receive Direct Subsidize and/or Unsubsidized Stafford Loans and/or Parent PLUS loans must complete entrance counseling before any student loans are awarded. During entrance counseling you will learn what a Direct Stafford loan and/or Parent Plus is, how the loan process works, managing your education expenses, other financial resources to consider to help pay for your education and your rights and responsibilities as a borrower. To complete loan counseling visit [studentloans.gov](http://studentloans.gov) and select the appropriate entrance counseling. For student loans please select Undergraduate Student Loans and for Parents who are applying PLUS loans please select PLUS Credit counseling.

## **Master Promissory Note (MPN)**

The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s). All students and/or parents receiving Direct Subsidize and/or Direct Unsubsidized Stafford loans and/or Parent PLUS loans must complete a MPN. To complete the MPN please click [HERE](#) and select the type of direct loan and/or



Parent PLUS you would like to complete. For students who are accepting Direct Subsidized and/or Unsubsidized Stafford loans please select Undergraduate Student loans MPN and Parent PLUS please select PLUS MPN.

### **Disbursement of Title IV Financial Aid**

Federal funds are received electronically from the U.S. Department of Education. By federal regulations financial aid is divided and disbursed in payment periods. First disbursements have a thirty (30) day hold on Direct Stafford Loans. When a Direct Stafford and/or Parent PLUS disbursement is credited to ledger student and/or parent will sign a Disbursement Notification form. Students and/or parent will receive a copy of the Disbursement Notification form for their records and the original will be filed in the student's financial aid file.

### **Title IV Financial and Academic Year Definition**

Winonah School of Cosmetology defines its academic year as 900 actual clock hours and 26 weeks.

### **Financial Aid Credit Balance**

A Federal Student Aid credit balance occurs when the amount of student aid received exceeds the student's tuition and fees owed to the school for each academic year. A credit balance check payable to the student and/or parent is written and either mailed or received in person within a timely manner. PLUS loan credit balance checks are made payable to the parent and mailed to the parent's address on file unless parent authorize for credit balance be given to student. In this case parents must write a letter to Winonah School of Cosmetology authorizing the release of credit balance to the student.

On occasion, student checks may be mailed to the student mailing address on file. Student and parents must keep their addresses current with the institutions financial aid office.

Students can sign an Authorization to Hold a Federal Student Aid Credit Balance form. This allows Winonah School of Cosmetology to hold a credit balance on the students account.

### **Ability to get federal student aid after a drug conviction**

Student Financial Aid eligibility might be suspended if the offense occurred while the student was receiving federal student aid (grants, loans).

If student eligibility for federal student aid has been suspended due to a drug conviction before applying for financial aid, he/she can regain eligibility early by successfully completing an approved drug rehabilitation program or by passing two unannounced drug tests administered by an approved drug rehabilitation program. If student regain eligibility during the award year, he/she must notify the financial aid office immediately to get any aid he/she is eligible for.

If a student is convicted of a drug-related offense after he/she submits the FAFSA, he/she might lose eligibility for federal student aid, and might be liable for returning any financial aid received during a period of ineligibility.

### **Return to Title IV (R2T4) Federal Financial Aid Policy**

Title IV funds (Federal Pell Grant, Stafford and PLUS loans) are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

The Institution Refund Policy, used to determine the charges a student will owe after withdrawing, will not affect the amount of Title IV aid earned under the Return to Title IV (R2T4) Policy.



If a student withdraws then re-enters in the same program within 180 days from the last day of attendance, the student's financial aid is reinstated as planned prior to withdrawal.

A student may officially withdraw from the institution in writing by submitting "Withdrawal Request Form- ZEN 1023" to the Administrator. (This form can be requested from the Administration Office)

Title IV funds are earned in direct proportion to the percentage of the payment period that is completed, with 100% of the funds earned after 60% of the payment period is completed. For example, if the payment period lasts 10 weeks, 100% of the Title IV funds are earned after six weeks is completed. If a student withdraws after 60% of the payment period is completed, no Title IV funds are required to be returned. When a student withdraws prior to completion of 60% of the payment period, Winonah School of Cosmetology must determine if the Title IV funds received by the student exceed the amount earned. This calculation is based on the clock hours scheduled as of the date of the student's withdrawal. All withdrawal calculations/refund of unearned Title IV aid will be completed within 45 days of the date the school determines the student withdrew.

### **Post Withdrawal Disbursement**

Winonah School of Cosmetology will automatically use all or a portion of a student's post-withdrawal disbursement of Pell Grant funds for tuition and fee charges. A student may be eligible for a post withdrawal disbursement of a Federal Stafford or PLUS loan if, prior to withdrawing, the student earned more federal financial aid than was disbursed. The amount earned is determined as part of the required federal Return of Title IV Funds calculation. Post-withdrawal disbursements for Federal Stafford or PLUS loans will be offered to the student within 30 days of the date the school determines the student withdrew. It is important to understand that accepting a Federal Stafford or PLUS loan post withdrawal disbursement will increase the overall student loan debt that must be repaid under the terms of your Master Promissory Note.

Winonah School of Cosmetology will return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew, and offer any post-withdrawal disbursement of loan funds within 30 days of that date. Winonah School of Cosmetology disburses any Title IV grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew, and disburse any loan funds a student accepts within 180 days of that date.

The institution determines the earned and unearned portions of Title IV aid as of the last date of attendance based on the amount of time the student was scheduled to be in attendance. The percentage of the period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period, as of the last date of attendance, by the total number of clock hours in the payment period.

Unearned Title IV aid must be returned in the following order: Unsubsidized Stafford Loans, Subsidized Stafford Loans, PLUS Loans, then Federal Pell Grant.

Students and parent loan borrowers will be notified if the institute returns funds to the lender. Student borrowers are required to complete exit loan counseling concerning repayment options, debt management strategies, avoiding default, etc.

Additional information on the Return to Title (R2T4) calculation procedures and requirements, including examples, may be obtained by contacting the Financial Aid Office.

Non-Title IV funds received will be returned to other financial aid programs in accordance with the funding source's refund policies.

### **Family Educational Rights and Privacy Act (FERPA)**

Pursuant to the Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. § 1232g; 34 CFR Part 99), Winonah School of Cosmetology has established a policy for the review, release and amendment of student records.

If a request to amend inaccurate information is denied, the school allows the student to request a hearing to challenge the contents of the education records, because the records are inaccurate, misleading, or violate the rights of the student.

Winonah School of Cosmetology requires written authorization from the student, (or parents/ guardians if less than 18 years of age,) before we will release any information about the student to any agency or prospective employer. Student's records are protected under the Privacy Act and are treated with the utmost confidentiality by all personnel. Access to





these records is available to the student or parents/ guardians if less than 18 years of age by appointment under supervision of the school. Governing and accrediting agencies have the right to review records. FERPA provides that “directory information” as defined by the school may be made available to the public unless within 10 business days after enrolling in a program at Winonah School of Cosmetology, a student delivers a written request to the School Director that the Directory Information on that student not be made public. Winonah School of Cosmetology defines directory information as a student’s name, address, telephone numbers, program attended and dates attended.

Students may obtain a “Release of Student Information Form – ZEN 1018” from the administration office. An Authorization to Release Future Professional Records form needs to be completed each time permission is given to release Future Professional information. The written consent must:

- Specify the records that may be disclosed
- State the purpose of the disclosure
- Identify the party or class of parties to whom the disclosure may be made

The student must sign giving the school permission. The school only releases the information designated on this form and will maintain a record of all release forms and requests for information in the student file. If a parent or eligible student so request, the school will provide him or her with a copy of the records disclosed, and if the parent of a student who is not an eligible student so request, the school will provide the student with a copy of the records disclosed. It is highly recommended that students complete this form when they interview at salons and the salons contact the school about the student.

Winonah School of Cosmetology may disclose personally identifiable information without student consent to the following parties:

- School officials with legitimate educational interests
- U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education
- State and local officials
- Authorized organizations conducting educational research
- Accrediting agencies
- Alleged victim of a crime
- Parent of a Dependent Student as defined by the IRS
- Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse

Winonah School of Cosmetology makes a reasonable effort to notify the parent or eligible student who is the subject of a subpoena or court order before complying, so that the student may seek protective action (unless the court or issuing agency has prohibited such disclosure).

Winonah School of Cosmetology annually notifies student of their rights under FERPA.

### **Drug and Alcohol Abuse Prevention Policy**

Winonah School of Cosmetology has a zero drug and alcohol tolerance policy (This also includes prescription drugs which may alter the mind and/or motor skills). When the institution feels it is necessary, law enforcement may be called at any time in the event of an incident of drug and/or alcohol and/or weapons, and you may be terminated. Additional information, including health risk associated with the use of illicit drugs and the abuse of alcohol, along with drug and alcohol counseling and treatment information, can be located at [www.mh.alabama.gov](http://www.mh.alabama.gov).

### **Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance**

Under Alabama law, the possession, purchase, or consumption of alcoholic beverages by a person under 21 years of age is punishable by a fine of up to \$500 and by up to three months in jail. Also under Alabama law, for a first offense, unlawful possession of a controlled substance (that is, illegal drugs) may be punished by imprisonment up to ten years and a \$5,000 fine and unlawful distribution of controlled substances may be punished by imprisonment up to 20 years and a \$10,000 fine. Subsequent offenses may carry more stringent sentences.

Other Consequences includes:



- Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

### **Drug and Alcohol Use Health Risks**

Alcohol's effects vary from person to person, depending on a variety of factors, including:

- How much you drink
- How often you drink
- Your age
- Your health status
- Your family history

For more information on alcohol's effects on the body, please visit <https://www.niaaa.nih.gov/>. You can also learn the facts about the most commonly abused drugs and their health risks at:

<https://www.drugabuse.gov/publications/drugs-brains-behavior-science-addiction/addiction-health>

### **Firearms & Violence Prevention Policy**

Winonah School of Cosmetology does not tolerate threats by or against students. In addition, Winonah School of Cosmetology prohibits students from carrying, possessing, or using firearms and/or weapons while on school premises and while attending school-related events off Winonah School of Cosmetology. This policy applies to all students, including those with a valid permit to carry a firearm. Students who violate this policy will be suspended or terminated.

### **Campus Crime and Safety**

All public and private postsecondary institutions that participate in any of the Title IV programs must comply with the HEA (HEA refers only to the Clery Act and other safety- and security-related requirements applicable to institutions under the HEA). The Clery Act requires postsecondary institutions to report campus crime data, support victims of violence, and publicly outline the policies and procedures they have put into place to improve campus safety.

### **To Report a Crime**

If at any time there is a campus crime or security issue these issues are directed immediately to the owner, administrator or instructor. For non-emergencies situations please call (205) 703-8070. For emergencies dial 911. Any suspicious activity or person seen loitering inside or around the institutions building should be reported. All reports will be investigated. Violations of the law will be referred to the Hoover Police Department.

### **Safety and Security Information**

Our goal is to provide students, staff and guest with a safe environment in which to learn and to keep student, staff and the public informed about campus security. The Clery Act requires institutions of higher education to provide students, staff and the public with information they need to make informed decisions. The following policies and procedures are established to comply with the Clery Act.

### **Notification**

In event that a situation arises and it is established as an ongoing threat, a campus wide notification will be issued and the Hoover Police Department will be contacted if necessary. The notification will be issued through in-school announcements, postings on bulletin boards (located in the classrooms and the break room), thru text message, social media, and any other means deemed appropriate by the owner and/or director. Anyone with information warranting a notification should report the circumstances in person to the school director, administrator, or a staff member.

To receive a notification thru text message please provide your mobile number to the school administrator. To receive a notification thru Face Book please send a friend to winohacosmetologyschool.

### **Reporting Crime Statistics**

Campus crime, arrest and referral statistics include those reported to the Hoover Police Department, owner and/or director, school administrator, a staff member, and/or other law enforcement agencies. Each year, this information is distributed to all enrolled students and active employees and also is included in the students Catalog.



## **Reporting Crimes**

Crimes that should be reported to the Institute by students, faculty and staff include: criminal homicide, murder and non-negligent manslaughter, negligent manslaughter, sex offenses, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, drug and alcohol violations, and illegal weapons possession. Where there is any question about whether an incident is a crime, a report should be made to the Institute for assistance in determining the nature of the incident.

Be sure to report any crimes or emergencies to any staff member by phone at 205-703-8070 or in person, as soon as possible, but at least within 24 hours. Winonah School of Cosmetology will allow a student to file a crime report and remain anonymous if they wish to do so, but the reporting procedures will be the same. However, please understand that Winonah School of Cosmetology may use this report at any time to ensure the safety and security of the school.

- Winonah School of Cosmetology does not have campus security personnel or employ a campus police force now. However, if we need law enforcement they are called immediately.
- Now, we are asking that any student, staff, or public citizen that has been made aware of a potential crime or an actual crime to notify the school immediately in order to prevent the crime.
- Winonah School of Cosmetology does not maintain residential facilities. School Building is open to staff, faculty and/or students during business hours and when classes are conducted.

## **Confidential Reporting**

Winonah School of Cosmetology encourages anyone who is the victim or witness to any crime to report the incident as soon as possible. All reports will be investigated. The school does not have procedures for voluntary, confidential reporting of crime statistics. Violation of the law will be referred to the Hoover Police Department. When a potentially dangerous threat to the school community arises, timely reports or warnings will be issued.

## **Access to Campus**

Winonah School of Cosmetology is accessible to students and the public during the hours of approximately 4:30 p.m. to 9:30 p.m. on Mondays, 8:30 a.m. to 9:30 p.m. Tuesdays thru Thursdays, 8:30 a.m. to 3:30 p.m. Fridays and Saturdays. Outside of these hours the premises is locked and is only accessible to those with security permission.

## **Campus Security Authority and Jurisdiction**

Winonah School of Cosmetology attempts to provide a safe, secure educational environment for all students, staff and the public. The school does not provide security guards on its campus premises. School officials have no law enforcement powers and will contact the Hoover Police Department as needed.

## **Security Awareness Programs**

All newly enrolled students participate in a mandatory student orientation held the first day of school. Any updated information may be distributed to students and employees through letters, postings on the bulletin boards, in-class announcements, and other means deemed appropriate by the school owner and/or director. We do not offer programs designed to inform students, staff and/or the public about crime prevention.

## **Crime Activity off Campus**

Winonah School of Cosmetology does not participate in off campus activity due to Alabama Board of Cosmetology and Barbering regulations, which states "Students will receive credit only for training physically conducted at a properly licensed school." We do not provide law enforcement services to off campus activities.

## **Reporting Emergencies**

"Emergency" includes any dangerous situation involving immediate threat to the health or safety of students, faculty, staff or guests occurring on or near the campus, including fire.

Upon observing or involvement in any type of emergency, students, faculty, staff and guests should call 911. If possible, information about the emergency should also be communicated immediately to available Institute staff.





**Annual Security Report 2017**

Murder/Non-Negligent Manslaughter	0
Negligent Manslaughter	0
Sex Offenses, Forcible	0
Sex Offense, Non-Forcible	0
Sexual Assaults	0
Domestic Violence	0
Dating Violence	0
Stalking	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor Vehicle Theft	0
Arson	0
Arrests: Weapons, Carrying, Possessing, Etc.	0
Disciplinary Referrals: Weapons: Carrying Possessing, Etc.	0
Arrests: Drug Abuse Violations	0
Disciplinary Referrals: Drug Abuse Violations	0
Arrests: Liquor Law Violations	0
Disciplinary Referrals: Liquor Law Violations	0

**Domestic, Dating Violence, Stalking and Sexual Assault**

Sexual harassment may include, but not entirely limited to, sexual assault, domestic and/or dating violence and stalking as defined below:

**Sexual Assault**

Sexual Assault is a form of sexual harassment. A range of conduct falls into the category of sexual assault, including without limitation sexual violence, battery, coercion, rape or other sexual contact involving force, threat, intimidation or without consent.

**Consent** means informed, freely given agreement, communicated by clearly understandable words or actions, to participate in each form of sexual activity. Consent cannot infer from silence, passivity, or lack of active resistance. **NO means NO!**

**Domestic Violence**

Domestic Violence means a felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim,
- A person with who a victim shares a child in common,
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence law of the State of Alabama, or
- Any other person against an adult or youth victim who is protected from that person’s act under the domestic or family violence laws and jurisdiction.

**Dating Violence**

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on consideration of the following factors:



- The length of the relationship;
- The type of relationship; and
- The frequency of interaction between the persons involved in the relationship.

### **Stalking**

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for his/her safety or the safety of others; or
- Suffer substantial emotional distress.

Starting October 1<sup>st</sup>, 2017, Winonah School of Cosmetology, will Schedule the “Turning Point”, a domestic violence and sexual assault service agency, which provides professional training and prevention education to the public and schools. These classes are held twice a year for all students and staff.

If you are a victim of sexual assault, stalking, domestic or dating violence at Winonah School of Cosmetology, your priority should be to get to a place of safety. You should obtain medical treatment, if necessary. Winonah School of Cosmetology strongly advocates that a victim reports the incident in a timely manner to a school official, such as the owner, director, administrator and/or staff member. Time is a critical factor for evidence collection and preservation. Reporting to school officials would not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions. Filing a police report will:

- Ensure that a victim receives necessary medical treatment and tests,
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later,
- Assure the victim has access to confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention, stalking, domestic or dating violence.

When a victim contacts a Winonah School of Cosmetology official, the Hoover Police Department will be notified, unless the victim specifically requests the school not to; the school will require that the request be in writing. In cases where the accused is another student and/or staff member, the victim may choose for the investigation to be pursued through the criminal justice system and the school’s disciplinary procedures, or only the later. School officials will guide the victim through the available options and support the victim in his/her decision.

Where the accused is another student or staff member the school will provide a prompt, fair and impartial investigation and resolution. The accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceeding. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceedings, in writing. The school will use most of the standard to the factual allegations. For this paragraph, the outcome of a disciplinary proceeding means only the institution’s final determination with respect to the alleged offense and any sanction that is imposed against the accused. A student or staff member found guilty of sexual or any other misconduct could be terminated. Our institution is obligated to comply with student’s request for assistance with an academic, living, transportation and/or working situation change following an alleged sexual assault, if such change is reasonably available.

Counseling options are available through many agencies including:

- National Domestic Violence Hotline (800) 799-SAFE (7233)
- National Sexual Assault Hotline (800) 656-HOPE (4673)
- Turning Point (205) 758-0808

### **Sex Offender Registration**

To obtain information regarding registered sex offenders, please visit the following websites:

- [Registered sex offenders in Birmingham, AL](#)
- [Look up sex offenders in your neighborhood](#)



## **Institution Outcome Rates**

The institutional outcomes such as Completion, Licensure, and Placement rates will enable you to make a good decision on whether to enroll in one of our programs or not. This information was submitted on our 2016 annual report to the National Accrediting Commission of Career Arts & Sciences (NACCAS) and are listed below:

### **Licensure Rate**

Licensure rate is a calculation of the number of students that have completed the required Course hours, graduated and successfully passed all the Alabama State Board of Cosmetology exams. Winonah had a 100% licensure rate for both day and night Cosmetology programs and an overall ninety-two point eighty six percent licensure rate for year 2016. Winonah School of Cosmetology supports its students until completely ready to take the State Board exams. We along with our students work very hard to maintain a high licensure rate.

### **Graduation Rate**

Many students enroll at Winonah every year at Winonah. Some for assorted reasons are unable to complete the program and graduate. Winonah had seventy percent graduation rate for year 2016. Graduation rate is the ratio of the total students who graduated from a course to the total number of students enrolled in a course.

### **Placement Rate**

Winonah Stays in touch with its graduates making sure they are employed in the field or related field for which they were trained at Winonah not counting those unavailable for placement due to one of the following reasons; continuing education, health-related issues (including death), military obligations and/or incarceration. Winonah had a sixty seven point eighty six percent placement rate for year 2016.