



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 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 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. 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 the 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 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.

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.

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.