



## Consumer Information Policy

In accordance with the above listed regulations, the following policies are provided. All policies dealing directly with Title IV are audited by the Financial Aid office. All written policies for financial aid are located in the Financial Aid office. Policies are updated regularly by the Financial Aid Director at least yearly per new award year or when updates are released by the Department of Education. Policies are dated when they are last reviewed.

Policies not directly related to financial aid but directed by the Department of Education are maintained by the Managing Director. All written policies that are not in the handbook are maintained in the Managing Director's office. All are updated regularly at least yearly or when updates are received from a governing body. All policies are dated when they are reviewed.

Elite staff reviews all policy during the yearly in-service meeting in August.

Policy IAW activity 1 of the Consumer Information template provided by the Department of Education.

Policy as well as the updated Student Handbook will be available on the web when approved

- Family Educational Rights and Privacy Act (FERPA) is covered in the Student Handbook section 4.12
- Contact information is listed in the handbook section 2.1
- Financial aid information is available in the Student Handbook section 5.4. Loan information will be given out after counseling in the Financial Aid Office. Entrance/Exit counseling, MPN and other loan information will be online in the near future.
- Satisfactory Academic Progress (SAP) information is in the Student Handbook section 4.15
- Admission requirements are listed in the Student Handbook section 5
- Information regarding students with disabilities is located in Student Handbook section 4.8
- Pricing and total costs information are located in the Student Handbook in sections 5.4 and sections 6 – 9
- Refund policy is located in the Student Handbook section 4.16
- Programs available are listed in the Student Handbook sections 6 – 9 as well as on the web. A virtual tour is available on our web site
- Policy regarding transfer credits is in the Student Handbook section 5.2
- Policy regarding cheating and ethics are listed in the Student Handbook sections 4.1, 4.2 & 4.17

### Elite Institute of Cosmetology Policy

Elite Institute of Cosmetology at its option, may change, delete, suspend or discontinue parts or the policy in its entirety, at any time without prior notice. In the event of a policy change, students will be notified. Any such action shall apply to existing as well as to future students.



- Policy listing our governing bodies is maintained in the Student Handbook section 1.4 □  
Policy regarding controlled substance is located in Student Handbook sections 4.1, 4.14 and 4.17
- Placement information is in the Student Handbook section 10.4
- Our diversity information will be listed with IPEDS when available. Our enrollment requirements are open to all. Based on that, our current enrollment is all female with no declared ethnicity or race declared. This is listed in the Student Handbook section 10.7  
□ The net price calculator is located on the Financial Aid page of our web site (currently not available)
- Our kit items are listed in the Student Handbook sections 6 – 9. Our kits come bundled by our supplier and as such all the items needed for the class are included in the kit. The book is included and has reference to the kit items and matches the teacher editions used at the school. Kits that are accepted and opened are not refundable for sanitary reasons. There are no used kit items for sale at the school. Items not included in the kit from the supplier are t-shirts, student ID and a lanyard and are included in the kit price charged to the student. In addition to the basic kit, some additional items are available for sale to the students such as extra t-shirts and any consumable items from the kit. Upgrades to their kits and the additional items are available to the students either direct billed or online.
- Voting information is located in the Student Handbook section 1.5
- Constitution policy is maintained in the Financial Aid Office

Policy IAW activity 2 of the Consumer Information template provided by the Department of Education.

- Policy for student standards of conduct are in the Student Handbook section 4. Staff records are maintained in the personnel files.
- Policy and report for safety and security is maintained in the Managing Director's office.

Policy IAW activity 3 of the Consumer Information template provided by the Department of Education.

NA

Policy IAW activity 4 of the Consumer Information template provided by the Department of Education.

- Policy regarding graduation rates is maintained in the Student Handbook section 10.2. Information that is required to be reported to IPEDS will be done when the information is available and access has been granted.

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- Policy on placement is maintained in the Student Handbook section 10.4 Information that is required to be reported to IPEDS will be done when the information is available and access has been granted.
- Retention rates are maintained in the Managing Director's office and are available upon request.

Policy IAW activity 5 of the Consumer Information template provided by the Department of Education.

- The security policy and the report is maintained in the Managing Director's office and is available upon request

Policy IAW activity 6 of the Consumer Information template provided by the Department of Education.

- Policy regarding FERPA is in the Student Handbook section 4.12

Policy IAW activity 8 of the Consumer Information template provided by the Department of Education.

NA

Policy IAW activity 11 of the Consumer Information template provided by the Department of Education.

- Policy about gainful employment is in the Student Handbook and is also maintained in the Managing Director's office. Information that is required to be reported to IPEDS will be done when the information is available and access has been granted. The statistics maintained and are available to prospective students upon request.

Policy IAW activity 10 of the Consumer Information template provided by the Department of Education.

- The students at Elite Institute are not eligible for state grant aid. The school is considered a single program school but the state.
- At the time students apply for financial aid they are informed at that time of the loans they are eligible for at that time. Students (and parents if necessary) are required to take

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entrance counseling and to sign a MPN yearly. This is done so that students (and parents) are reminded of their rights and responsibilities.

- Exit counseling has been added to the student exit checklist. A computer will be set up outside the financial aid office for student use. Students and parents will be able to update SAR data, take entrance and exit counseling and sign MPN.
- Elite is going to offer a private loan through Advantage Educational Loans, KHESLC. Terms and conditions are similar to that of Federal Education loans. Counseling will be mandatory and loans will only be offered if Federal aid is denied or insufficient for classes. Access to the loans will be monitored as the company requires a need formula and approval of the financial aid office prior to disbursement.
- Any outside loan, not that of Advantage Educational Loans, will be monitored and contact with the lender will be required if the lender requires any input from the institution.
- TIV loan funds will be adjusted as required with the addition of any outside funds.
- The Department of Education Private Education Loan Applicant Self Certification form has been downloaded and will be made available to students who request private loans.

#### Code of conduct with regard to employees

It is expressly forbidden for employees to engage in any of the following activity with regard to private lenders:

- Revenue-sharing arrangements with any lender
- Receiving gifts from a lender, a guarantor, or a loan services
- Contracting arrangement providing financial benefit from any lender or affiliate of a lender
- Directing borrowers to particular lenders, or refusing or delaying loan certifications
- Offers of funds for private loans
- Call center or financial aid office staffing assistance
- Advisory board compensation

Policy IAW activity 7 of the Consumer Information template provided by the Department of Education.

- Elite does not participate in FFEL loans
- At this time, Elite Institute has not contacted but one lender who asked us to wait for TIV to start with their loans.

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[601.11](#), [601.30](#); [668.14](#), [668.41](#), [668.42](#),  
[668.43](#), [668.44](#), [668.45](#), [668.46](#), [668.47](#), [668.48](#) ,  
[668.49](#); [668.164\(i\)](#)

- Elite Institute will publish a preferred lender list when it has been compiled

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