

# *Prestige Health and Beauty Sciences Academy*

## CONSUMER INFORMATION HANDBOOK



**3845 N.E. 163<sup>rd</sup> Street**  
**North Miami Beach, FL 33160**  
**Telephone: 305-395-3458**  
**E-mail: [manager.pba@att.net](mailto:manager.pba@att.net)**  
**[www.phabsa.com](http://www.phabsa.com)**



*Effective July 2018*

## **Consumer Information**

Prestige Health & Beauty Sciences Academy also discloses consumer information in the Academy Catalog that can be viewed and downloaded from the Academy website.

[Prestige Health & Beauty Sciences Academy – Student Catalog](#)

## **General Institutional Information**

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- ✚ Accreditation, Licensing, Certifications and Approvals
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## Notification of Student Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the Academy receives a request for access.

A student should submit to the Financial Aid Office, a written request that identifies the record(s) that student wishes to inspect. A Financial Aid official will make arrangements for access and notify the student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the Academy to amend a record should write the Academy official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the Academy decides not to amend the record as requested, the Academy will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the Academy discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The Academy discloses education records without a student's prior written consent under the FERPA exception for disclosure to academy officials with legitimate educational interests. An academy official is a person employed by the Academy in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Academy has contracted as its agent to provide a service instead of using Academy employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Governing Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another academy official in performing his or her tasks.

An academy official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Academy.

Upon request, the Academy also discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

The Academy does not release any information known as Directory Information.

## ACCREDITATION

### **PRESTIGE HEALTH & BEAUTY SCIENCES ACADEMY North Miami Beach, FL**

#### **Accredited by:**

COUNCIL ON OCCUPATIONAL EDUCATION (COE)  
7840 Roswell Road, Building 300, Suite 325, Atlanta,  
GA 30350  
(770) 396-3898 or (800) 917-2081  
Facsimile (770) 396-3790

[www.council.org](http://www.council.org)

COE is recognized by the U.S. Department of Education as a national institutional accrediting agency for the accreditation of non-degree-granting and applied associate degree-granting postsecondary occupational education institutions.

## LICENSES & CERTIFICATIONS

### STATE AGENCIES:

Prestige Health & Beauty Sciences Academy is licensed by the Commission for Independent Education/Florida Department of Education License # 3450.

<https://app1.fldoe.org/cie/SearchSchools/>

The Department and Business and Professional Regulations (DBPR) for professions under Cosmetology License # PVD 299.

[www.myfloridalicense.com/dbpr/index.html](http://www.myfloridalicense.com/dbpr/index.html)

Florida Department of Health Board of Massage Approved School License #MS 3450

[www.doh.state.fl.us/mqa/massage/lst\\_ma-school.pdf](http://www.doh.state.fl.us/mqa/massage/lst_ma-school.pdf)

Florida Department of Health, Board of Dentistry Approved School

[http://doh.state.fl.us/mqa/dentistry/dutyprogram\\_lst.pdf](http://doh.state.fl.us/mqa/dentistry/dutyprogram_lst.pdf)

### FEDERAL AGENCIES:

Prestige Health & Beauty Sciences Academy is certified and approved by the United States Department of Education to participate in the Federal student financial assistance programs (Title IV, HEA programs), FEDERAL SCHOOL CODE: 042145

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Certified by the Department of Homeland Security, Immigration and Customs Enforcement (ICE) to issue special student non-immigrant (M) visas

[www.ice.gov/doclib/sevis/pdf/ApprovedSchools.pdf](http://www.ice.gov/doclib/sevis/pdf/ApprovedSchools.pdf)

### OTHER:

National Certification Board for Therapeutic Massage & Bodywork (NCBTMB) Assigned School

<http://www.ncbtmb.org/>

## **ACADEMY LOCATIONS & FACILITIES**

Prestige Health and Beauty Sciences Academy is located at 3845 NE 163-rd Street, North Miami Beach, FL 33160. Its classrooms and practice clinics occupy 5200 square feet of space in the upscale Intracoastal Mall shopping center connected by major highways and also serviced by public transportation.

Our facilities contain lecture rooms, Beauty Sciences and Massage Therapy practice clinic. All lab, clinical and practical application instructions and studies for Patient Care Technician, Medical Assisting and Dental Assisting Programs are delivered in a real environment of nearby hospital, doctor's or dentist's offices, home health care agency, nursing homes, long term care facilities under the supervision of licensed practitioners. Computerized records are kept for all programs.

## **STUDENTS WITH DISABILITIES**

Prestige Health & Beauty Sciences Academy does not discriminate on the basis of disability in admission or access to its programs, services, or activities of individuals who meet essential eligibility requirements. The Academy will provide reasonable accommodations for documented disabilities of individuals who are eligible to receive or participate in Academy programs, services, or activities.

## **COPYRIGHT INFRINGEMENT POLICY**

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. For details, see Title 17, United States Code, Sections 504, 505.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

The Academy may make computers available to students in a Library Room. However, the use of the computers is limited to text-editing programs and/or digital media that the Academy has created internally or have permission to use from publishers of student textbooks.

The Academy does not tolerate unethical conduct in regard to cheating, plagiarism, copyright infringement, falsification or misrepresentation of material information in any records, financial documents or sign-in sheets, whether inadvertent or deliberate.

Engaging in the unauthorized use or distribution of copyrighted material may result in probation, suspension, or termination/expulsion.

### **CONSTITUTION DAY**

Pursuant to legislation passed by Congress, educational institutions receiving Federal funding are required to hold an educational program pertaining to the United States Constitution on September 17 of each year.

Prestige Health & Beauty Sciences Academy presents programs pertaining to the United States Constitution on September 17 of each year.

### **VOTER REGISTRATION**

In Florida you may register to vote on line at <http://election.dos.state.fl.us/pdf/webappform.pdf> by downloading printable form, at any Florida Driver License Bureau, Public Libraries, any State public assistance agency, any agencies that provide assistance to disabled persons, Armed Forces Recruiting Offices.

For more information, please visit the Division of Elections' website at: <http://election.dos.state.fl.us>

## **PROGRAMS OFFERED**

### **ALLIED HEALTH SCHOOL**

- Dental Assisting
- Massage Therapy

### **SPA SCHOOL**

- Beauty Artistry
- Spa Therapy Technologies

### **BEAUTY SCHOOL**

- COSMETOLOGY
- BARBERING
- NAIL TECHNICIAN
- SKIN CARE/FACIAL
- FULL SPECIALIST

### **LANGUAGE SCHOOL**

- BASIC VOCATIONAL ENGLISH AS A SECOND LANGUAGE (BVSEL)
- ADVANCED VOCATIONAL ENGLISH AS A SECOND LANGUAGE (AVSEL)

*For detailed course description please see [student catalog](#)*

## **FACULTY**

### **INSTRUCTOR QUALIFICATIONS**

Each member of our Academy staff is dedicated to the success of our enrolled students. All educators are trained in all educational areas offered in their respective programs.

Instructors possess a minimum of three years of experience, education and training in current practices of the subject area they are teaching. Some programs may utilize Instructor Assistants and/or Clinic Coordinators who are trained in all educational areas offered in their respective programs, are licensed and/or certified in their field, and work under the direct supervision of a full time instructor.

### **SUBSTITUTES**

Day and evening faculty alternate schedules to accommodate absences.

For list of Governing Board and Administrative staffs please see Student Catalog page 1

## COSTS OF ATTENDING

2018-2019 Tuition and Fee Schedule

\*\*\*Prices subject to change without notice\*\*\*

### SPA SCHOOL PROGRAMS

COURSE	Application	Books & Kit	TUITION	Additional Fees	TOTAL
SPA Therapy (900 hrs./9 m.) (Massage + Skin Care)	\$100.00	1,4000	\$12,100	185*	\$13,785
Beauty Artistry (600 hrs./6m) (Skin Care + Makeup)	\$100.00	\$1706	\$7,950	0	\$9,756

### LANGUAGE SCHOOL PROGRAMS

COURSE	Application	Books	TUITION	TOTAL
BASIC VOCATIONAL ENGLISH AS A SECOND LANGUAGE (600 hrs./6m)	\$100.00	\$463	\$3,600	\$4,163
ADVANCED VOCATIONAL ENGLISH AS A SECOND LANGUAGE (900 hrs./9 m.)	\$100.00	\$695	\$5,400	\$6,195

### BEAUTY SCHOOL PROGRAMS

COURSE	Application	Books & Kit	TUITION	TOTAL
Cosmetology (1,200 hrs./10 m. )	\$100	\$1550	\$12,000.00	\$13,650
Barbering (1,200 hrs./10 m. )	\$100.00	\$1550	\$12,000.00	\$13,650
Skin Care/Facial (300 hrs./3 m.)	\$100.00	\$800	\$3,600.00	\$4,500
Full Specialist (600 hrs./6 m.)	\$100.00	\$1550	\$4,800.00	\$6,450
Nail Technician (300 hrs./3 m.)	\$100.00	\$590	\$1,300.00	\$1,990
Body Wrapping 1 day			\$450.00	\$450.00

### ALLIED HEALTH PROGRAMS

COURSE	Application	Books & Kit	TUITION	Additional Fees	TOTAL
Therapeutic Massage (600 hrs./6 m.)	\$100.00	\$600	\$8,500	\$185.00*	\$9,385
Dental Assisting (1,275 hrs./11 m. )	\$100.00	\$1,015	\$12,500.00	\$885.00**	\$14,500

\*Insurance

\*\* Insurance + Lab Fees

## CAREER SERVICES

### PLACEMENT ASSISTANCE

One of our primary goals is to provide the specialized, intensive training that will make our certified and/or licensed graduates highly employable. Our Academy work closely with salon owners, medical and dental offices, and other employers throughout the local region so that all licensees and certificated graduates are given an opportunity to secure a position that is the right one for them. Throughout your training, job search training is incorporated in your classes, and the Career Services representative is available if you have questions or need any assistance while you are in school. As you approach graduation, a Career Services representative meets with you to remind you of the different types of assistance the department offers, including résumé preparation, referrals and graduate follow-up. Job placement assistance remains available for our graduates even if you have been out of school for a while. Graduates are encouraged to keep in touch with the Academy and provide employment updates, and are always welcome to call for any information the Academy can assist with. Although the Academy works closely with our graduates through our placement assistance program, the Academy cannot and does not guarantee employment.

### TYPES OF EMPLOYMENT AVAILABLE TO GRADUATES

There are many opportunities for individuals entering the industry. Entry-level employment opportunities for **Cosmetologists, Nail Technicians, Estheticians, Makeup Artists and Massage Therapists** are available in individual salons, salon chains, resort hotels department stores, beauty supply houses, and day spas.

**Estheticians, Makeup artists, Massage Therapists** can also seek positions in medical arenas, such as med-spas, chiropractic offices, dermatology offices and cosmetic surgeons' offices.

The **Dental Assisting** program prepares students for employment as dental assistants in dentist's offices, med-spas.

For those who already have a profession from another country completion of our **Vocational English** as a Second Language Program will enhance your ability to succeed and reach your career goals.

## **ADMISSION STANDARDS**

### **ALLIED HEALTH SCHOOL**

#### **Dental Assisting, Massage Therapy programs:**

Prestige Health and Beauty Sciences Academy has continuous enrollment and reviews each applicant's request for admission on an individual basis. In order to be admitted to the program student must:

1. Be 17 years of age or older.
2. Proof of High School Diploma or GED
3. Potential students will be advised that employment in many health occupations necessitates the ability to pass Florida Department of Law Enforcement (FDLE) Criminal Background Check.
4. **Enrollment** application and **\$100 application fee.**

We reserve the right to screen any Massage students under the age of 20 for maturity. They may be asked to present letters of reference and interview with a massage instructor. To file for Massage licensure, students must be 18 and have a High School diploma or GED.

The Transfer students are accepted with the school determining the number of hours to be completed. Transfer students are charged pro-rata for additional hours to be completed, plus application fee, lab fee, if applicable, and for any equipment needed. VA students must report all previous education and training. The training time is also reduced proportionately and the student, or veteran and VA, so notified. Students are occasionally allowed to enter a class after its starting date, but should enroll as far in advance as possible.

#### **THERAPEUTIC MASSAGE PROGRAM**

Full Time 600 Hours/26 Weeks

#### **MEDICAL ASSISTING**

Full Time 1350 Hours/ 43 weeks

#### **DENTAL ASSISTING**

Full Time 1275 Hours/ 43 weeks

## **SPA SCHOOL**

### **Beauty Artistry, Spa Therapy Technologies programs:**

Prestige Health and Beauty Sciences Academy has continuous enrollment and reviews each applicant's request for admission on an individual basis. In order to be admitted to the program student must:

#### **Spa Therapy Technologies (Massage Therapy/Skin Care Combination Program)**

1. Be 17 years of age or older.
2. Proof of High School Diploma or GED
3. Potential students will be advised that employment in many health occupations necessitates the ability to pass Florida Department of Law Enforcement (FDLE) Criminal Background Check.
4. **Enrollment** application and **\$100 application fee.**

We reserve the right to screen any Massage students under the age of 20 for maturity. They may be asked to present letters of reference and interview with a massage instructor. To file for Massage licensure, students must be 18 and have a High School diploma or GED.

#### **Beauty Artistry (Skin Care/Make-up Artist Combination Program)**

1. **Have** Admissions Interview
2. Applicants must provide a copy of their a High School diploma or GED.
3. Be at least 16 years of age. Parent or Guardian signature is required for applicants under 18 years of age.
4. **Enrollment** application and **\$100 application fee.**

The Transfer students are accepted with the school determining the number of hours to be completed. Transfer students are charged pro-rata for additional hours to be completed, plus application fee, lab fee, if applicable, and for any equipment needed. VA students must report all previous education and training. The training time is also reduced proportionately and the student, or veteran and VA, so notified. Students are occasionally allowed to enter a class after its starting date, but should enroll as far in advance as possible.

### **SPA THERAPY TECHNOLOGIES**

Full Time 900 Hours/30 Weeks

### **BEAUTY ARTISTRY**

Full Time 600 Hours/26 Weeks

## **BEAUTY SCHOOL**

Prestige Health and Beauty Sciences Academy has continuous enrollment and reviews each applicant's request for admission on an individual basis. In order to be admitted to our school a student must:

1. **Have** Admissions Interview
2. Applicants must provide a copy of their a High School diploma or GED.
3. Be at least 16 years of age. Parent or Guardian signature is required for applicants under 18 years of age.
4. **Enrollment** application and **\$100 application fee**.

The school Transfer students are accepted with the school determining the number of hours to be completed. Transfer students are charged pro-rata for additional hours to be completed, plus application fee, lab fee, if applicable, and for any equipment needed. VA students must report all previous education and training. The training time is also reduced proportionately and the student, or veteran and VA, so notified. Students are occasionally allowed to enter a class after its starting date, but should enroll as far in advance as possible.

### **COSMETOLOGY PROGRAM**

Full Time 1200 Hours/40 weeks

### **BARBERING PROGRAM**

Full Time 1200 Hours/40 weeks

### **NAIL TECHNICIAN PROGRAM**

Full Time 300 Hours/13 Weeks

### **SKIN CARE/FACIAL PROGRAM**

Full Time 300 Hours/13 Weeks

### **FULL SPECIALIST PROGRAM**

Full Time 600 Hours/26 Weeks

## **LANGUAGE SCHOOL**

Prestige Health and Beauty Sciences Academy has continuous enrollment and reviews each applicant's request for admission on an individual basis. In order to be admitted to the program student must meet the following requirements:

### **BASIC VOCATIONAL ENGLISH AS A SECOND LANGUAGE (BVSEL)**

Basic Vocational English-as-a-Second-Language (BVESL) Program is limited to persons already possessing occupational competencies who would be employable if they could demonstrate adequate English language skills. Applicants must not be fully English proficient, which Academy defines as having a proficiency level lower than 3 on the ILR Language Proficiency Scale. As Academy's intensive English programs are specifically designed for non-native English speakers, native English speakers are not eligible for admission. Students must demonstrate that they possess job skills, as evidenced by documentation such as credentials, test scores, job experience, or verification of skill competencies by a third party.

1. Be 17 years of age or older.
2. Proof of High School Diploma or GED
3. Trade or Professional Credentials
4. **Enrollment** application and **\$100 application fee.**

### **ADVANCED VOCATIONAL ENGLISH AS A SECOND LANGUAGE (AVSEL)**

Prerequisite: Basic Vocational English-as-a-Second-Language (BVESL) or score above 550 on a simulated administration of the Test of English for International Communication (TOEIC). As Academy's intensive English programs are specifically designed for non-native English speakers, native English speakers are not eligible for admission. Students must demonstrate that they possess job skills, as evidenced by documentation such as credentials, test scores, job experience, or verification of skill competencies by a third party.

1. Be 17 years of age or older.
2. Proof of High School Diploma or GED
3. Trade or Professional Credentials
4. Enrollment application and \$100 application fee.

### **BASIC VOCATIONAL ENGLISH AS A SECOND LANGUAGE (BVSEL)**

Full Time 600 Hours/26 Weeks

### **ADVANCED VOCATIONAL ENGLISH AS A SECOND LANGUAGE (AVSEL)**

Full Time 900 Hours/39 Weeks

## **POLICY ON TRANSFER OF CREDITS**

### **CREDIT FOR PREVIOUS TRAINING**

Acceptance of hours from other approved schools and institutions is at the sole discretion of Prestige Health & Beauty Sciences Academy. Students who have had prior training must furnish proof of the number of hours of training to the Academy. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. The Academy only accepts transfer students under certain conditions. Students who discontinue their training program are eligible to transfer allowable hours, providing certain Academy obligations have been satisfied.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Prestige Health & Beauty Sciences Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in any program at Prestige Health & Beauty Sciences Academy is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals.

**FINANCIAL AID INFORMATION**  
**FINANCIAL AID ELIGIBILITY REQUIREMENTS**

In order to qualify for financial aid, you must meet the following criteria:

- Demonstrate financial need (except for certain loans and scholarships)
- Be a U.S. citizen or eligible noncitizen with a valid Social Security Number (SSN)
- Be working towards a certificate in an eligible program
- Not currently enrolled in high school
- Have earned a high school diploma or General Equivalency Diploma (GED)
- Register with the Selective Service if you are a male between the ages of 18 and 25
- Maintain Satisfactory Academic Progress (SAP) while attending Prestige Health & Beauty Sciences Academy
- Not be in default of student loans
- Use federal and state aid for educational purposes only

**FINANCIAL NEED**

Federal Student Aid is awarded on a need basis for each applicant. Need is the difference between the cost of your education (education expenses such as tuition, fees, room, board, books, supplies, and other expenses) and the amount the student and his/her family can afford to pay.. A standard formula used for all applicants determines this amount, which is called the Expected Family Contribution (EFC). The information you report on your aid application is used in calculating your contribution. The amount left over after subtracting the expected contribution from your cost of education is considered your financial need.

**FINANCIAL AID AWARDS**

This is determined by the standard formula established by the U.S. Department of Education. Need is determined by evaluating the information from the Free Application for Federal Student Aid (FAFSA). Factors such as income, assets and benefits are considered in determining the student's financial needs.

The student must complete the Free Application for Federal Student Aid (FAFSA).. To determine if you are eligible, the Department of Education uses a standard formula, revised and approved every year by Congress, to evaluate the information you report when you apply for a Pell Grant and/or Direct Loans. Using a formula guarantees equal treatment for all applicants.

The school will input your application and give you an award letter. After you have begun classes, the school will then receive and credit your award disbursements to your account ledger, until your school account is paid in full, and the student will receive receipts accordingly. The school receives the student's award in two to three payments (depending on program length), one at the beginning of school, and the second after one-half of their academic year has been reached, or after one-half of their program hours has been reached, which ever applies.

**VERIFICATION PROCESS**

If an applicant is selected for verification through the central processing center, the Financial Aid office will advise the student about the verification process, have them sign the verification procedures documents and worksheets and then we will furnish them a copy. The original documents will be maintained in the students financial aid file. After all required documents are collected and forms are signed the Verification Packet will be sent to our third-party servicer for processing.

**Our current third-party servicer is Webber & Associates, Inc.**

## PRESTIGE HEALTH & BEAUTY SCIENCES ACADEMY

### SATISFACTORY ACADEMIC PROGRESS POLICY

#### DEFINITION

A student must maintain satisfactory academic progress in both attendance and academics for continued enrollment in this academy. Satisfactory academic progress complies with all laws and regulations applicable to the academy. Satisfactory academic progress applies to all students enrolled regardless of payment source. Students receiving any Federal Title IV financial aid funds must maintain satisfactory academic progress during each payment period in order to remain eligible.

#### SATISFACTORY ATTENDANCE PROGRESS

Students must satisfactorily complete a minimum number of hours (percent of work) toward their educational goals, based on time increments, and complete their course of study within 1½ times the normal time frame for completion. The Academy defines its academic year as 900 hours and 26 weeks. Students receiving any Federal Title IV financial aid funds are being evaluated for academic progress in a program at the end of each payment period to determine if a student is eligible for a subsequent Title IV payment at the point when the student's actual clock hours for the payment period have been completed. In order for the student to be eligible for the next payment, the Academy must determine that the student has successfully completed both the clock hours and weeks of instructional time required for that period. "Clock Hour" means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

At Prestige Health & Beauty Sciences Academy, minimum satisfactory progress is defined by the following criteria:

1. A grade point average of 75% and above, and
2. An attendance of a minimum of 70% of the contracted time frame per week

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next evaluation point.

#### SATISFACTORY ACADEMIC PROGRESS

Satisfactory academic progress is determined by theory and practical grades averaged together. Theory and clinic work are both graded on the following scale:

100% to 94% is an	<b>A</b>
93% to 85% is a	<b>B</b>
84% to 75% is a	<b>C</b>
74% and below is a	<b>D (FAIL)</b>

Theory grades are based on test grades and homework assignments. The practical grades are based on the following criteria:

- 1) Student is able to satisfactory complete all work assignments.

- 2) Student is able to communicate with instructors, clients and other students.
- 3) Student is able to perform practical tasks using required equipment.
- 4) Student's participation in practical hands-on classes as offered by the Academy and outside educators.
- 5) Student follows Academy rules, demonstrates responsibility and professional ethics.

The 75% passing grade is constantly monitored. Students falling below the minimum average are encouraged, and given the opportunity, to retake an exam for which they have received a failing grade.

Written progress reports are maintained by the Academy. These progress reports are distributed at the time of the students' Satisfactory Academic Progress evaluation point for their specific program or at minimum two (2) times during their program. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor. A written report is kept and will be presented to any student who requests this record in the future.

### **MAXIMUM TIME FRAME**

At Prestige Health & Beauty Sciences Academy a student has to complete any course is 1½ times the published course length. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable time frame has been exhausted. Time frame is calculated based on the period of time reflected on the enrollment contract. Leaves of absence are not included in this total. Should a leave of absence be granted, the student's time frame for completion would be adjusted accordingly. Students re-enter at the same status as when they left.

### **SAP Evaluation Statuses**

**Good Standing** – A student is in good Standing if: 1) No grades have been posted yet, or 2) If SAP has not been evaluated yet, or 3) Student is meeting minimum SAP requirements at time of evaluation, or 4) Student regained Good Standing after being placed on an Academic/Financial Aid Warning or Academic Probation/Financial Aid Probationary period.

**Warning** – A student is in an Academic/Financial Aid Warning status when he/she is not maintaining Satisfactory Academic Progress pursuant to the terms of this policy at the time of any SAP evaluation. Financial aid may be received while in this status. If SAP is regained by the next scheduled SAP evaluation period, he/she is returned to Good Standing status

**Probation** – A student is in a Probation status when he/she did not regain Good Standing after being placed on an Academic/Financial Aid Warning. If the student wishes to maintain his/her financial aid, he/she will need to submit an Appeal. See below for directions on the Appeal process. All students in Probation status will be placed on an Academic Plan that includes monitoring. If the student fails to follow the Academic Plan, he/she will be Academically Dismissed and will no longer be eligible to receive financial aid. If SAP is met by the next scheduled evaluation period and the Academic Plan was successfully followed, the student will regain Good Standing status and will also remain eligible for federal financial aid.

## **APPEAL PROCESS**

Students who wish to appeal the determination that they are not maintaining satisfactory progress must submit a letter to the Academy Manager or President 10 business days of receiving the notice of Warning. The letter should list any mitigating circumstances, which in student's opinion deserve further consideration. It also should state in as much detail the changes that will allow the student to achieve Satisfactory Progress by the end of the next payment period. Examples of mitigating circumstances may include family or medical emergencies, military or National Guard services, other similar situations, for which the student either by choice or omission has not requested a Leave of Absence. An appeal decision will be made and the student notified accordingly. Should an appeal decision be in student's favor, the student will be placed on Probation for the following payment period and Financial Aid will be reinstated. A personalized Improvement Plan to ensure the student is able to meet Satisfactory Academic Progress by the end of the probationary period shall be implemented. A copy of the student's improvement plan will be kept in the student's file. The student must be achieving Satisfactory Progress at the end of the probationary period or all Financial Aid will be terminated.

In the case of an adverse determination of the student's appeal, the student will remain on probation, and must cover tuition payments in cash. If payment arrangements cannot be made, the student will be terminated from the program. Cash paying students can re-establish eligibility for financial aid by achieving the minimum satisfactory progress by the end of the payment period. The Financial Aid department will then request the appropriate Federal funds in their behalf for the next payment period. Failure to re-establish Satisfactory Progress will result in termination from the program.

## **COURSE INCOMPLETES, REPETITIONS AND WITHDRAWALS**

Course incompletes affect the student's satisfactory progress status by lowering their grade point average because students receive 0% credit for unfinished work. Repetitions and withdrawals have no effect on the student's satisfactory progress status.

## **Posthumous Graduation**

The leadership of the Prestige Health & Beauty Sciences Academy believes that service to its students should include responsive compassion in times of loss for the family and the Academy. Prestige Health & Beauty Sciences Academy may award a Diploma/Certificate posthumously if the student, at the time of death, was enrolled and making satisfactory progress in their final coursework at the program of study that they were enrolled in. Such a conferral of the posthumous credentials requires the approval of the President, and certification by the Business Office that financial obligations to the Academy have been resolved.

## **PROCEDURE: CONFERRING POSTHUMOUS CREDENTIALS**

1. Student's Next of Kin Contacts the Academy and submits the death certificate to the Business Office.
2. President notifies Next of Kin on the decision.
3. POSTHUMOUS CREDENTIALS either issued to the Next of Kin in person or mailed to their address.

## **Return to Title IV Policy**

For any Title IV recipient who withdraws from an eligible program of study after entering the school and completing up to 60% of the payment period, the statutory return of the Title IV funds policy will be implemented. The amount of Federal Financial Aid that a student earns is determined on a pro-rated basis. Once the student has completed more than 60% of the payment period, all Financial Aid assistance is considered to be earned. This policy will calculate the amount of Financial Aid funds earned by the student during their attendance in school. The withdrawal date is defined as the actual date the student begins the institution's withdrawal process or the student's last date of an academically related activity. The school will calculate the amount of Title IV Aid that was earned based on the payment period. The institution will determine:

- The Title IV Aid disbursed or that could have been disbursed.
- The percentage of Title IV Aid earned by the student.
- The amount of Title IV Aid earned by the student.
- The total Title IV Aid to be returned or disbursed as a post withdrawal disbursement.
- The amount of unearned Title IV Aid to be returned by the school.
- The amount of unearned Title IV Aid to be returned by the student.

The school will process all refunds in the following manner:

- Any refund will be made first to the William D. Ford Federal Direct Unsubsidized Loan up to the amount disbursed.
- Any additional refunds will be made to the William D. Ford Direct Subsidized Loan up to the amount disbursed.
- Any additional refunds will be made to the William D. Ford Federal Direct PLUS Loan up to the amount disbursed.
- Any additional refunds will be made to the Federal Pell Grant Program up to the amount disbursed.
- Any additional refunds will be made to the Federal Supplemental Opportunity Grant Program up to the amount disbursed.

### **INSTITUTIONAL REFUND POLICY**

1. Student may cancel in writing, in person, by electronic mail or by Certified Mail. Students not attending for more than 14 days shall be deemed withdrawn and eligible for refund.
2. An applicant not accepted by the school shall be entitled to a refund of all monies paid.
3. If a student cancels his/her enrollment prior to the end of the third (3<sup>rd</sup>) business day after signing the enrollment agreement, he/she shall be entitled to a refund of all monies paid to the school.
4. If a student cancels his/her enrollment after the third (3<sup>rd</sup>) business day, but before the first class, he/she shall be entitled to a refund of all money paid less application fee (not to exceed \$100.00).
5. All extra costs, such as books, equipment, student kit, etc., which are not included in the tuition costs are non-refundable.
6. Termination of enrollment after attendance has begun, but prior to 60% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
7. Withdrawal after completing 60% of the program will result in no refund. This policy applies to all programs.
8. Termination Date: The last date of actual attendance by the student shall be used in calculation of the refund unless earlier written notice was received.
9. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.
10. If the school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to 100% refund of all monies collected by the school, unless train out is provided.
11. If a program is cancelled subsequent to a student's enrollment, the school shall either provide a full refund of all monies paid, or provide completion of the program, at the option of the school.

All students are requested to meet with Financial Aid for an Exit interview prior to leaving the Academy.

## **PRESTIGE HEALTH & BEAUTY SCIENCES ACADEMY**

### **Financial Aid Code of Conduct**

The Higher Education Opportunity Act (HEOA) requires educational institutions to develop and comply with a code of conduct that prohibits conflicts of interest for financial aid personnel [HEOA § 487 (a)(25)]. Any Prestige Health & Beauty Sciences Academy, officer, employee, or agent who has responsibilities with respect to student educational loans must comply with this code of conduct. The following provisions bring Prestige Health & Beauty Sciences Academy, into compliance with the federal law [HEOA § 487 (e)].

1. Prestige Health & Beauty Sciences Academy, nor any of its individual officers, employees or agents shall enter into any revenue-sharing arrangements with any lender. A revenue-sharing arrangement means an arrangement between the Academy and a lender under which the lender provides or issues loans to students attending the Academy or to the families of such students; and the Academy recommend the lender or the loan products of the lender and in exchange, the lender pays a fee or provides other material benefits, including revenue or profit sharing, to the Academy or their agents.
2. No officer or employee of the Academy who is employed in the financial aid office or who otherwise has responsibilities with respect to education loans, or agent who has responsibilities with respect to education loans, or any of their family members, shall solicit or accept 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 any monetary value.
3. An officer or employee of the Academy who is employed in the financial aid office or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loans, shall not accept 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. The Academy shall not: a) for any first-time borrower, assign, through award packaging or other methods, the borrower's loan to a particular lender; or b) refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.
5. The Academy shall not request or accept from any lender any offer of funds to be used for private education loans to students in exchange for the institution providing concessions or promises regarding providing the lender with: a) a specified number of private educational loans (non-Title IV loans) or loans made, insured, or guaranteed under Title IV; b) a specified loan volume of such loans; or c) a preferred lender arrangement for such loans.
6. The Academy shall not request or accept from any lender any assistance with call center staffing or financial aid office staffing.
7. 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, shall be prohibited from receiving anything of value from the 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.

### **ENTRANCE / EXIT COUNSELING**

The Financial Aid office will provide entrance and exit counseling utilizing the Department of Education online website applications at: <https://studentloans.gov/myDirectLoan/index.action>

All students are requested to meet with Financial Aid for an Exit interview prior to leaving the Academy.

## **HEALTH AND SAFETY**

### **ACADEMY DRUG AND ALCOHOL POLICY**

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), no employee or student of this school shall have in his or her possession any alcoholic beverage or controlled substance (illicit drug) on School property or in any School activity, whether for personal consumption or distribution to any other personnel or student. Any infraction of this policy will be grounds for immediate dismissal and/or referral to authorities for prosecution, as appropriate.

### **DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM**

Information regarding drug and alcohol abuse prevention is presented to students and staff annually. Additional information is available in the student resource binder in the Academy Director's office.

### **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

The Academy have Emergency Response and Evacuation Procedures in place. Evacuation routes are posted throughout the facilities. Fire Drills are conducted at least once a year.

### **SEXUAL HARASSMENT POLICY**

The Academy have a Zero Tolerance Policy regarding activities creating a safety hazard to other persons at the Academy including, but not limited to, bullying, cyber-bullying, verbal abuse, sexual harassment, threats of violence, possession and/or use of drugs, alcohol or weapons on Academy premises. Sexual Harassment Prevention training is presented to students and staff at least once a year.

### **VACCINATION POLICY**

The Academy does not require vaccinations

**CAMPUS SECURITY REPORT**  
**Prestige Health & Beauty Sciences**  
**Academy**

Any person witnessing some form of criminal action or other emergency should report it to the supervisor on duty at the Academy. The manager will investigate the incident and report it to the Poway Police Department if appropriate.

All facilities are locked during non-business hours. During these hours, only authorized personnel are permitted on the premises. The receptionist, school manager, or supervisor will unlock the premises and terminate the alarm each morning. The night supervisor, instructor and/or receptionist will lock up and set the alarm in the evening at closing time. There will always be two employees closing the facilities in the evening. The alarm system is a motion and infra-red security system. If the system is activated, the police are summoned automatically.

The Academy does not employ any private security personnel. Therefore, all incidents of criminal or emergency nature are reported to the North Miami Beach Police Department.

During orientation, theory, and staff meetings, students and employees are informed about the importance of a secure premise. Students and employees are encouraged to group together when walking to their cars or bus. Parking is at your own risk in the parking lot. Staff is also reminded that they can assist in crime prevention by ensuring that all doors are locked. Also, they must report any suspicious situation to the supervisor.

For the period July 2015 to December 2017, there were no serious criminal offenses on campus (*classified as murder, rape, aggravated assault, arson, and burglary*) reported to the local police agency. There were no hate criminal offenses on campus reported to the local police agency.

There were no arrests on campus or for the crimes of liquor law violations, drug abuse violations or weapons possession.

The following are the Crime Statistics for the three (3) previous calendar school years (2015, 2016, & 2017):

CAMPUS SAFETY AND SECURITY REPORT (CRIME STATISTICS) for Prestige Health & Beauty Sciences Academy					
<b><u>Police Department Phone Numbers:</u></b> Miami Dade: (305) 593-6699 NMB: (305) 949-5599 <b>(Emergency Line 911)</b>			North Miami Beach Campus		
OFFENSE TYPE			2015	2016	2017
	Murder/Non-Negligent Manslaughter	On Campus	0	0	0
		Public Property	0	0	0
	Domestic Violence	On Campus	0	0	0
		Public Property	0	0	0
	Dating Violence	On Campus	0	0	0
		Public Property	0	0	0

	Stalking	On Campus	0	0	0
		Public Property	0	0	0
	Negligent Manslaughter	On Campus	0	0	0
		Public Property	0	0	0
	Sex Offenses-Forcible	On Campus	0	0	0
		Public Property	0	0	0
	Sex Offenses-Non Forcible	On Campus	0	0	0
		Public Property	0	0	0
	Robbery	On Campus	0	0	0
		Public Property	0	0	0
	Aggravated Assault	On Campus	0	0	0
		Public Property	0	0	0
	Burglary	On Campus	0	0	0
		Public Property	0	0	0
	Motor Vehicle Theft	On Campus	0	0	0

The Academy does not recognize any off-campus student organizations.

Our company policy for all our employees requires them to sign a drug policy prior to hire. All students must sign that they have read and understand the drug policy prior to enrollment. The sale or use of alcohol and illegal drugs are not permitted at the school or its adjacent parking facilities. Anyone observed using illegal drugs and any underage alcoholic consumption should be reported to the site manager and will be referred to local police authorities.

Academy, in an attempt to prevent similar occurrences will report any instances immediately to the campus community any crimes considered to be a threat to other students/employees. These crimes would be of manslaughter, arson, murder, rape, robbery, aggravated assault, burglary

# GE DISCLOSURES

AS OF 06/30/2018

## GAINFUL EMPLOYMENT 2015-2016 Data

Undergraduate certificate in Cosmetology

Program Length: 40 weeks

### Students graduating on time

**N/A\*** of Title IV students complete the program within 40weeks

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

### Program Costs\*

**\$12,100** for tuition and fees

**\$1,550** for books and supplies

\*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

### Students Borrowing Money

#### The typical graduate leaves with

**N/A\*** in debt

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### Graduates who got jobs

**100%** of program graduates got jobs according to the Council on occupational Education job placement rate

#### Program graduates are employed in the following fields:

[Hairdressers, Hairstylists, and Cosmetologists](#)

### Licensure Requirements

Program meets licensure requirements in:

**Florida**

### Additional Information

Date Created 11/15/2018

These disclosures are required by the U.S. Department of Education

**Undergraduate certificate in Full Specialist**  
**Program Length: 26 weeks**

**Students graduating on time**

**100%** of Title IV students complete the program within 26 weeks

**Program Costs\***

**\$4,900** for tuition and fees

**\$1,550** for books and supplies

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

**Students Borrowing Money**

**The typical graduate leaves with**

**\$3,364** in debt

**The typical monthly loan payment**

**\$34** per month in student loans with an interest rate of **4.45%**.

**Graduates who got jobs**

**100%** of program graduates got jobs according to the Council on Occupational Education job placement rate

**Program graduates are employed in the following fields:**

Nail Technician, Skin Care/Facial Specialist

**Licensure Requirements**

Program meets licensure requirements in:

**Florida**

These disclosures are required by the U.S. Department of Education

## Undergraduate certificate in SPA Therapy Technologies

Program Length: 39 weeks

### Students graduating on time

**N/A\*** of Title IV students complete the program within 30weeks

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

### Program Costs\*

**\$12,100** for tuition and fees

**\$1,585** for books and supplies

#### Other Costs

\*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

### Students Borrowing Money

#### The typical graduate leaves with

**N/A\*** in debt

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### Graduates who got jobs

**100%** of program graduates got jobs according to the Council on Occupational Education job placement rate

### Program graduates are employed in the following fields:

Estheticians

Massage Therapists

### Licensure Requirements

Program meets licensure requirements in:

**Florida**

These disclosures are required by the U.S. Department of Education

## Undergraduate certificate in Beauty Artistry

Program Length: 26 weeks

### Students graduating on time

**N/A\*** of Title IV students complete the program within 26 weeks

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

### Program Costs\*

**\$7,950** for tuition and fees

**\$1,706** for books and supplies

\*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

### Students Borrowing Money

#### The typical graduate leaves with

**N/A\*** in debt

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### Graduates who got jobs

**100%** of program graduates got jobs according to the Council on Occupational Education job placement rate

#### Program graduates are employed in the following fields:

Makeup Artists, Theatrical and Performance, Skin Care/Facial Specialists

### Licensure Requirements

Program meets licensure requirements in:

**Florida**

These disclosures are required by the U.S. Department of Education

## Undergraduate certificate in Massage Therapy/Therapeutic Massage

Program Length: 26 weeks

### Students graduating on time

**N/A\*** of Title IV students complete the program within 26weeks

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

### Program Costs\*

**\$8,785** for tuition and fees

**\$600** for books and supplies

#### Other Costs

Visit website for more program cost information

\*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

### Students Borrowing Money

#### The typical graduate leaves with

**N/A\*** in debt

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### Graduates who got jobs

**100%** of program graduates got jobs according to the COE job placement rate

#### Program graduates are employed in the following fields:

[Massage Therapists](#)

### Licensure Requirements

Program qualifies students to sit for licensure exam in:

**Florida**

These disclosures are required by the U.S. Department of Education