

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. The policy complies with regulations established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the Federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress based on clock hours as follows:

Barber(1250)	450, 900, 1200
Barber Teacher(1250)	450, 900, 1200
Cross-Over(695)	340, 680

Satisfactory: Students with a minimum of 70% GPA and 67% attendance

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the scheduled hours in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total clock hours completed and earned by the total number of clock hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion as the practical assignments as a 100 % rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Students must maintain a cumulative grade average of 75% and pass a final written and practical exam prior to graduation. Students must make up failed or missed test and incomplete assignments.

The following factors will be measured to determine academic progress:

Theory work (test grades, homework, etc.)
Practical work

Numerical grades are considered according to the following scale:

93 - 100 Excellent, 85 - 92 Very Good, 77 - 84 Good, 70 - 76 Poor, 0 -69 Failure

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below. Students who fail to complete the program within the maximum time frame will be ineligible to participate in Federal Aid.

COURSE:

	ALLOWED	VA	MAXIMUM TIME ALLOWED	MAXIMUM TIME
	WEEKS		WEEKS	WEEKS
Barber (full-time) 30 hrs/wk-1250 hrs	42 weeks		60 weeks	46 weeks
Barber Teacher (full-time) 30hrs/wk-1250 hrs 46 weeks	42 weeks		60 weeks	
Cross-Over (full-time) 30 hrs/wk-695 hrs	24 weeks		36 weeks	26 weeks

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined on 67% of the scheduled hours.

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum satisfactory progress requirements in attendance and academic performance at the evaluation points are considered to be making satisfactory academic progress until the next scheduled evaluation. Premier Barber Institute notifies students of any evaluation that impacts the student's eligibility for financial aid. Students will receive a hard copy of their Satisfactory Progress Determination at the time of each evaluation. Students deemed not maintaining Satisfactory Progress may have their Title IV funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

FINANCIAL AID WARNING

Student failing to meet minimum progress requirements will be placed on financial aid warning with the opportunity to meet requirements for the next evaluation period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the requirements, he/she may be placed on probation with a successful appeal. Students will be eligible for financial aid during the financial aid probation period.

FINANCIAL AID PROBATION

Students failing to meet satisfactory academic progress after the financial aid warning period can appeal the determination and if a successful appeal will be placed on financial aid probation and considered to be making satisfactory academic progress during the first probationary period. If the school feels that the student will not be able to meet SAP during the probation period, the school can place the student on an academic plan. Premier Barber Institute develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student. . As long as the student is meeting the academic plan even if they do not meet SAP at the end of the probationary period, the student may be placed on financial aid probation for one more evaluation period. If the student still does not meet SAP at end of that probation period Title IV aid is terminated. The student would then be terminated from school or will become a cash paying student. The process of an academic plan would apply to programs that are longer than two pay periods. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. PBI determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or able to meet by the max time frame.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students, who have been terminated for continual failure to meet SAP, and want to return, must file an appeal explaining why they were not making SAP and what has changed to allow them to succeed. If the appeal is successful, the student will be placed in the same status.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the program and wish to re-enroll will return in the same satisfactory academic progress status as when they left.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve satisfactory academic progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 7 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon an appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT AND REMEDIAL COURSES

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable time frame has been exhausted.

RE-ESTABLISHING TITLE IV ELIGIBILITY

A student who has lost financial aid due to unsatisfactory progress may be re-instated after the student has a successful appeal and is able to meet the standards of satisfactory academic progress. The student will be placed on financial aid probation. Failure to meet SAP at the end of the financial aid probation period will result in termination from the school.

GRADUATION REQUIREMENTS-In order to receive a diploma from Premier Barber Institute the student must complete the required steps: the students must have satisfactory completion of the required subjects in the prescribed curriculum, the student's grade point average must meet the minimum grade requirements of 75%, the student must have fulfilled all financial obligations to the school and the student must have completed the minimum attendance requirements of the school, state and federal laws and regulations.