

Website Disclosures

Federal Financial Aid Availability

American Institute of Beauty, Inc. (herein referred to as AIB) is approved to offer the following Federal Financial Aid programs to students who enroll to attend one of our approved programs:

1. Federal Pell Grants: usually awarded only to undergraduate students who display exceptional financial need and have not earned a bachelor's degree or higher. Federal Pell Grants, unlike a loan, do not have to be repaid, except under certain circumstances.
2. Direct Subsidized Loans: available to undergraduate students with financial need. The U.S. Department of Education pays the interest while the student is in school at least have time, for the first six months after the student leaves school and during a period of deferment.
3. Direct Unsubsidized Loans: available to undergraduate and graduate students, there is no requirement to demonstrate financial need. The student is responsible for paying the interest during all periods. If the student chooses not to pay during the period of enrollment, grace period or periods of deferment the interest will accrue and be capitalized.
4. Direct Parent PLUS Loans: available to eligible parents of dependent students. Parents must not have an adverse credit history; a credit check will be required.

There are two types of Federal Financial Aid available to students: need-based and non-need-based aid. Of the aid available at AIB the following are need-based programs: Federal Pell Grants and Direct Subsidized Loans. The following are non-need-based programs: Direct Unsubsidized Loans and Direct Parent PLUS Loans.

All Federal Direct Loans have a fixed interest rate, this is usually lower than that on private loans and much lower than interest on a credit card. Direct Subsidized and Unsubsidized loans do not require the student to need a credit check or a cosigner. Payments will not begin on Direct Subsidized or Unsubsidized loans until six months after you leave school or drop below half-time, with few exceptions. Federal Loans offer flexible repayment plans and options to postpone your payments if you have trouble in making scheduled payments.

For a student to receive Federal Financial Aid the following must be completed:

1. Student must complete the Free Application for Federal Student Aid (FAFSA) and include the Federal School Code for the school of interest. AIB's Federal School Code is 040165.
2. Once the school has received the FAFSA the Financial Aid Officer will award the student any eligible aid to assist in covering the cost of attendance for the student.
3. Student must accept the awards from the Financial Aid Officer and complete the following documentation for the U.S. Department of Education:
 - a. Entrance Counseling – www.studentloans.ed.gov
 - b. Master Promissory Note – www.studentloans.ed.gov

AIB does not discriminate in its admissions policies based on age, race, creed, ethnic origin, color, religion, sex, financial status or area of origin or residence.

AIB Financial Aid Officers will take information from the FAFSA, using the Expected Family Contribution (EFC), and package each student using the following order of aid:

1. Federal Pell Grants: money that does not have to be repaid
2. Direct Subsidized Loans: U.S. Department of Education pays the interest while students are in school and through the grace period or deferment periods
3. Direct Unsubsidized Loans: not a need-based loan
4. Direct Parent PLUS Loans: if applicable.

Financial Aid Officers will package students to cover as much of the costs as possible without packaging for excess Direct Loans. Excess student loans results in an unnecessary financial burden for the students upon entering repayment. Financial Aid Officers will discuss all requirements of the student loans prior to awarding any Federal Financial Aid to ensure complete understanding of the commitment.

School Officials Contact Information

AIB has two campuses in Pinellas County staffed with employees to assist prospective students and enrolled students with questions they may have. Below you will find contact information for the staff that can appropriately answer these questions.

1. Questions regarding school information or information on completion/graduation rates:
 - a. Largo Campus Admissions Department
Beth Victory: (727) 532-2125 or admissions@aibschoo.com
Valerie Spadaro: (727) 532-2125 or admissions.largo@aibschoo.com
 - b. St. Petersburg Campus Admissions Department
Cheri Scarbrough: (727) 826-0969 or admissions.stpete@aibschoo.com
Jessica Alicea: (727) 826-0969 or admissions2.stpete@aibschoo.com
2. Questions regarding financial aid information:
 - a. Largo Campus Financial Aid Department
Bill McCann: (727) 532-2125 or bill.mccann@aibschoo.com
Cheryl Wilson: (727) 532-2125 or cheryl.wilson@aibschoo.com
 - b. St. Petersburg Campus Financial Aid Department
Becca Follmar: (727) 826-0969 or financialaid.stpete@aibschoo.com
3. Questions regarding information on school security policies or crime statistics:
 - a. Largo Campus Director
Stacy Thompson: (727) 532-2125 or stacy.thompson@aibschoo.com
 - b. St. Petersburg Campus Director
Mike Halmon: (727) 826-0969 or mikehalmon@aibschoo.com

Student Financial Aid Information

Students receiving Federal Financial Aid must maintain the minimum Satisfactory Academic Progress (SAP) requirements to continue their eligibility for Federal Pell Grants and Direct Loans.

In order for a student to be considered making SAP they must maintain a minimum of 75% attendance and grade point average. Students must not exceed the maximum time frame allotted for any program to maintain eligibility (133% of total program hours). All students will have at minimum one SAP advising during their enrollment. This advising will be completed at the midpoint of their program or the midpoint of the academic year (900 clock hours), whichever falls first. A student that fails to maintain SAP at an advising will be placed on 'warning,' while on warning the student will be considered making SAP. At the end of the warning period if the student continues to fail to meet the minimum SAP requirements he/she will be deemed ineligible to receive any further Federal Financial Aid.

Students that have been placed on warning during a SAP advising may reestablish SAP by meeting the minimum attendance and academic requirements by the next evaluation date. A student may appeal their SAP standing by completing the following steps:

1. Submit a written appeal to the Business Office, on the designated form, with the reason why the determination should be reversed, and
2. Submit supporting documentation for the reason(s) why the determination should be reversed.

The appeal must include an explanation of what has changed that will allow the student to achieve the minimum SAP requirements by the next evaluation period. Reason a student may appeal their SAP decision are: death of an immediate relative, injury or illness of the student, or other allowable mitigating circumstances.

Federal Financial Aid disbursements are received by the school and posted to the student's ledger within three days. Disbursements are received based on actual hours completed by the student in their program. The first Pell Grant and Direct Loan disbursement is received within the first 30 days of the student beginning their program. For programs one academic year (900 clock hours) or less the second disbursement will come once the student has completed half the required program hours. For programs longer than one academic year the second disbursement will be received once the student completed 450 clock hours. If eligibility remains a third disbursement will be received once a student completes 900 clock hours.

Federal Direct Loans must be repaid to the U.S. Department of Education. Once Direct Loans are created by the school they will be assigned to one of the approved lenders, this is where students/parents make their payments. Direct Subsidized and Unsubsidized Loans do not require payments while the student is in school, payments will not begin until after the Grace Period. Grace Period is six months from the last date of attendance or the date the student drops below half time. Grace period will be six months unless the student take a Leave of Absence while attending school, it will be shortened by the same number of days taken for the Leave of Absence. Direct Parent Plus Loans begin repayment once the loan is fully disbursed, after the second disbursement is received by the school. All Federal Direct Loans have multiple payment

plans available to the borrower. If a borrower is temporarily unable to make schedule payments there are deferments available, temporary postponement of scheduled payments.

Once a student is within 100 clock hours of completing their program they will be required to complete their exit counseling with the Financial Aid Officer, same applies to students unable to complete their program and are withdrawing from their program. Exit Counseling is a requirement by the U.S. Department of Education. The following will be included in the exit counseling:

1. On-line exit counseling: www.studentloans.ed.gov
2. Updated student references
3. Financial Aid Officers will review the following information with the student:
 - a. Loan servicer and servicer contact information
 - b. School loan and total loan balanced
 - c. Estimated repayment date and payment amount
 - d. Payment plan options and deferments.

Campus Facilities

American Institute of Beauty, Inc complies with all provisions of Section 504 of the Rehabilitation Act of 1973. No qualified handicapped person, including intellectual disabilities, by reason of the handicap will be excluded from enrolling in any program. Both campuses have handicap parking, handicap restrooms and are located on the ground floor.

Price of Attendance

Below is a list of the program’s tuition costs for each program:

Barbering/Hair Design	\$17,124.00
Restricted Barber	\$17,124.00
Cosmetology	\$15,504.00
Clinical Skin Care	\$10,080.00
Full Specialist	\$7,350.00
Nail Technology	\$2,300.00
Skin Care	\$4,975.00

All programs require a \$100.00 registration fee. Each program has Lab Fees assigned to the program, below is a list of required Lab Fees:

Barbering/Hair Design	\$801.00
Restricted Barber	\$801.00
Cosmetology	\$801.00
Clinical Skin Care	\$600.00
Full Specialist	\$450.00
Nail Technology	\$225.00
Skin Care	\$225.00

All programs require a kit to complete the program, the school kit includes required textbooks and uniform shirts. If the kit is purchased from the school for following fees are required:

Barbering/Hair Design	\$950.00
Restricted Barber	\$950.00
Cosmetology	\$900.00
Clinical Skin Care	\$1,150.00
Full Specialist	\$1,115.00
Nail Technology	\$500.00
Skin Care	\$615.00

Estimations for room and board expenses were determined by surveys completed by current students. Independent students estimated monthly room and board is: \$921.79. Dependent students estimated monthly room and board is: \$172.09.

Estimations for transportation costs were also determined by student surveys, the same as room and board. The estimated monthly transportation costs for independent and dependent students are: \$205.60.

Additional costs that students may incur are:

Pearson Vue Testing Center For Barbering/Hair Design, Restricted Barber and Cosmetology Students for State Board	\$27.00
HIV/AIDS Course For all programs to apply for state license	\$20.00
Florida DBPR State Licensing Application Fee Barbering/Hair Design:	\$223.50
Restricted Barber:	\$244.50
Cosmetology:	\$63.50
Clinical Skin Care, Full Specialist, Nail Technology and Skin Care:	\$75.00

Refund Policy

Should the student be terminated or cancel for any reason, all refunds will be made according to the following schedule:

- An applicant rejected by the school shall be entitled to a refund of all monies paid. A student may cancel this agreement at no penalty by notifying the school Administrator in person, by electronic mail or in writing by certified mail within three (3) business days after midnight on the day on which the agreement was signed, whether or not the student actually started classes. This cancellation date will be determined by the postmark, or the date it is actually received if delivered by means other than US Mail.
- If a student cancels the agreement after the three (3) business day period, but prior to entering classes, the student is entitled to a refund of all monies paid, with the exception of the registration fee of \$100.00.
- For the purposes of calculating the cancellation and refund policy this institution charges tuition by the term for each program, which is less than the duration of their entire program;

PLUS the amount for a uniform T-shirt, apron, and/or jacket which the student is required to purchase from the institution, PLUS the amount for textbooks, kit, supply/ product fees, and educational materials which the student elects to purchase from the institution, PLUS the registration fee, and PLUS a withdrawal (covering administrative costs of closing the student's matriculation and files) of \$150.00. See program term sheet for specific hours.

- Drop/Add Period: is defined as one week (5 days) in a program. If a student withdraws from the program during the drop/add period they will be entitled to a refund of all monies paid, with the exception of the registration fee of \$100.00
- Enrollment Period: is defined as the total scheduled time elapsed between the actual starting date and the student's last day of physical attendance in the school or the day on which the student's written postmarked notification is received.
- Cancellation: is defined to include any notice of cancellation or withdrawal given by the student or any termination of the student's enrollment by the institution for any reason. Cancellation after attendance has begun will result in a Pro Rata refund as follows:

Cancellation after attendance has begun but before the end of the established drop/add period, the student will be refunded all tuition and fees paid to the institution, as well as any funds paid for textbooks, kit, supply/product fees, uniform items, and educational materials which can be and are returned to the institution (ie: credit given for unused supplies, books, or equipment only), with the exception of the \$100 Registration Fee which shall be retained by the institution.

Cancellation after the drop/add period, but prior to 20% completion of the program term, will result in the Institution retaining a percentage of the term period tuition equal to the percentage of term period elapsed by the time of cancellation, PLUS the amount for textbooks, kit, supply/product fees, and educational materials purchased by the student from the institution, PLUS the registration fee, and PLUS a withdrawal fee of \$150.00. ! 38

Cancellation after 20% completion of the term will result in no refund of tuition and fees and the student owing the school 100% of their program term, PLUS the amount for textbooks, kit, supply/product fees, and educational materials issued and accepted by the student, PLUS the registration fee, and PLUS a withdrawal fee of \$150.00.

- If a student wishes to terminate or cancel training, the student must notify the school Administrator in writing and deliver it in person, by electronic mail, or by certified mail. The date of postmarked receipt of the notification, or the date said information is delivered in person to the school Administrator, will become the student's "withdrawal date."
- In the case of termination by the school, the last physical day of attendance, shall become the "withdrawal date," but the date the school determines the student is not returning will become the "date of institution's determination of withdrawal." This is the same in the case of a student not returning from an approved leave of absence.

- The school will refund to the student all monies due under the foregoing policy within 30 days of the 1] “date of institution’s determination of withdrawal date” in cases of student’s terminating, or 2] “scheduled date of return,” for students not returning from a leave of absence, or 3] “withdrawal date” in cases of termination by school.

- Any monies due to an applicant who does not begin attendance in classes shall be refunded within 30 days after cancellation or termination. Refunds to the student’s financial aid will be made within 45 days following termination or receipt of cancellation notice.

- In the case of illness or disabling accident, death in the immediate family, or other extenuating circumstances beyond the control of the student, the school will make a settlement, which is reasonable and fair to all concerned parties.

- If the school is permanently closed and no longer offering instruction after a student has enrolled; the school will provide a pro-rata refund to the student. If a program is canceled subsequent to a student’s enrollment, the school shall provide a full refund of all monies paid.

If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Direct Student Loan Program; second to subsidized Federal Direct Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the School and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

Kit Fee: Any item issued in the kit and opened by the student is non- refundable (After 3 business days). A refund of kit fee will be calculated at the time the student withdraws for those items returned un-opened.

Withdrawal Fee: Students who withdraw or terminate prior to course completion will be charged an administrative fee of \$150.

Name Tag: If the student’s name tag is lost at any time during enrollment or not returned at the time of graduation or withdrawal, a \$10 replacement fee will be assessed.

Academic Program:

American Institute of Beauty offers seven programs between our two campuses. All programs require theory units as well as practical work. Curriculum for all programs includes communication skills, business skills, basic analytical skills and technical information and related information to ensure good sound judgment, decisions and practices. All programs lead to a Certificate of Completion and ability to apply for a Florida state license. The programs offered, and a brief description, are below:

- Barbering/Hair Design: hair styling, hair cutting, hair coloring, texture services, scalp and hair conditioning.

- Restricted Barber: hair styling, hair cutting, scalp and hair conditioning.
- Cosmetology: hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, manicures, pedicures and nail enhancements.
- Clinical Skin Care: skin analysis, multiple skin facials and procedures with machines, hair removal, medical terminology, protocols for working in a medical setting, makeup techniques.
- Full Specialist: manicuring, pedicuring, nail extensions, skin analysis, skin care, makeup application, and hair removal.
- Nail Technology: manicuring, pedicuring and nail enhancements.
- Skin Care: skin analysis, skin care, makeup application and hair removal.

American Institute of Beauty, Inc. also offers elective classes for our enrolled students in the Cosmetology, Clinical Skin Care, Full Specialist of Skin Care programs. The available electives are:

- Bella Lash Extension Elective and MUD Makeup Elective. Prices for the electives can be discussed with an admissions representative at either campus.

The Largo Campus is a 13,500 square foot facility with well-equipped classrooms for Cosmetology, Clinical Skin Care, Nail Technology and Skin Care as well as a spacious clinic floor. There are two student break rooms with refrigerators and microwaves along with vending machines for students convenience.

The St Petersburg Campus is a 11,500 square foot facility with well-equipped classrooms for Barbering/Hair Design, Cosmetology, Nail Technology and Skin Care as well as a spacious clinic floor. There is a student break area with a refrigerator and microwave along with vending machines for students' convenience.

All faculty maintain licenses issued by the State of Florida Department of Business and Professional Regulations Board of Cosmetology and Barber Board. All faculty are required to complete annual continuing education, to include hours in teaching methodology. Below is a faculty listing for both campuses:

Largo Campus	Program Taught
Jenifer Rodgers	Cosmetology, Phase One
Kristine Marcum	Cosmetology, Phase Two
Gerald Tranello	Cosmetology, Phase One
Luis Vargas	Cosmetology, Phase Two
Sherry McTernan	Skin Care, Introduction
Lisa Waitts	Skin Care, Fundamentals
Toni Winkley	Clinical Skin Care
Stephanie Giannico	Skin Care, Introduction and Fundamentals
Candace Brown	Clinical Skin Care
Mare Horak	Nail Technology
Shonia Brown	Nail Technology
St. Petersburg Campus	

Lisa Linkous	Barbering/Hair Design/Cosmetology, Program Manager
Tiphani Conwell	Barbering/Hair Design/Cosmetology, Phase One
Carlton Williams	Barbering/Hair Design, Phase Two
Jerrid Robinson	Barbering/Hair Design/Cosmetology, Phase Two
Clarence Glover	Barbering/Hair Design, Phase Two
Juan Soto	Barbering/Hair Design, Phase One
Christopher Correa	Barbering/Hair Design, Phase One
Melissa Gratton	Nail Technology
Jennifer Dorantes	Skin Care

Transfer of Credit Policy

The maximum hours accepted for transfer into the Cosmetology, Barbering/Hair Design or Restricted Barber programs will be 900 clock hours. The maximum hours accepted into the Clinical Skin Care or Full Specialist programs will be 300 clock hours. The maximum hours accepted into the Nail Technology or Skin Care programs will be 60 clock hours.

Individuals wishing to transfer credits/clock hours earned in other schools will be tested by a faculty member and may be required to attend our phase one class. Based on test results, if applicable, American Institute of Beauty, Inc. may recognize all, part or none of the applicant's previous training or work experience, provided said training is recognized by the Department of Business and Professional Regulations and the Commission of Independent Education. The minimum test scores required for test results to be recognized is 75%. Transfer students must comply with the class level assigned as a result of the scholastic evaluation.

Transfer hours will only be accepted at the time of enrollment. In addition, such students must meet all regular entrance and registration requirements. If approved for enrollment, tuition and fees will be charged at the hourly rate for the program at the time of enrollment, plus the required registration fee. All students must have a kit that includes the applicable textbooks and uniform according to the standard policy for the full course students.

Student electing to transfer from American Institute of Beauty, Inc. to another school must contact the other school to determine if they will accept the hours earned at this school. Student academic transcripts will be withheld for failure to pay tuition or any outstanding financial obligations owed to American Institute of Beauty, Inc.

Copyright Infringement Policy

American Institute of Beauty, Inc. does not condone or tolerate the illegal duplication of software or any school information or data. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states: "it is illegal to make or distribute copies of copyrighted material without authorization" (section 106). The only exception is the users' right to make a backup copy for archival purposes (section 117).

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless the manufacturer does not provide a backup copy. Unauthorized

duplication of software is a federal crime, penalties include fines up to and including \$250,000 and jail terms up to five years.

Even the users of unlawful copies suffer from their own illegal actions, they receive no documentation, no customer support and no information about product updates.

American Institute of Beauty, Inc. licenses the use of computer software from a variety of outside companies. It does not own this software or its related documentation and unless authorized by the software manufacturer, does not have the right to reproduce it.

American Institute of Beauty, Inc. employees and students may use the software on local area networks or on multiple machines only in accordance with the software publishers license agreement.

Any employee or student learning of any misuse of software or related documents within the school must notify the President of American Institute of Beauty, Inc., Michael Halmon, immediately.

According to the U.S. Copyright Law, illegal reproductions of software can be subject to civil damages and criminal penalties, including fines and imprisonment. American Institute of Beauty, Inc. employees and students who make, acquire or use unauthorized copies of computer software will be disciplined as appropriate under the circumstances, this may include termination of employment or enrollment.

The network is to be used as a tool to enhance the education of the students and is not available for unrestricted use for other purposes.

Copyright Law: Downloading or distributing copyrighted material without the express permission of the copyright owner is copyright infringement and is against the law. Unless you receive actual express permission from the copyright owner, assume you do not have permission to download or share the file. If you illegally download or share copyrighted material such as music or movies, you could face legal action from the owner of the copyright work, which could mean thousands of dollars in fines as well as school disciplinary action.

Copyright infringement under federal law does not require intent, or even knowledge, on the part of the alleged infringer, therefore it does not matter that you didn't know you were sharing a file. Also, downloading music or a movie without permission, whether it is shared or not, is illegal. If you share a file without permission, whether knowingly or intentional, you may be held liable for copyright infringement.

School Accreditation and Approval

American Institute of Beauty, Inc. is accredited by National Accrediting Commission of Career Arts and Sciences (NACCAS) and licensed by the Commission for Independent Education (CIE).

Both the accreditation license from NACCAS and the license from CIE are hanging in the administrative hallway at each campus location. Additional information regarding either agency can be requested through the Campus Director at either campus or directly from the agencies.

National Accrediting Commission of Career Arts and Sciences

3015 Calvin Street Alexandria, VA 22314

(703) 600-7600

Commission for Independent Education

325 West Gaines Street Suite 1414 Tallahassee, FL 32399

(888) 224-6684

Federal Financial Aid Penalties

Higher Education Act 484(r) states “a student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan or work assistance under Title IV during the period beginning on the date of such conviction and ending after the interval specified in the following table:”

Possession of a Controlled Substance	Sale of a Controlled Substance
1 st Offense: 1 year	1 st Offense: 2 years
2 nd Offense: 2 years	2 nd Offense: Indefinite
3 rd Offense: Indefinite	

Any student that loses their Title IV eligibility, based on this policy, will be immediately notified, in writing, by the Financial Aid Department.

Vaccination Policy

American Institute of Beauty, Inc. does not have a vaccination policy or requirement for students of employees.

College Navigator Website

Consumer information reported to the Department of Education can be found on the College Navigator Website:

<https://nces.ed.gov/collegenavigator/?q=american+institute+of+beauty&s=all&id=447883>

Student Body Diversity

Student body diversity is reported to the Department of Education annually and posted to the College Navigator Website. For the Fall 2017 enrollment period the following is a breakdown of the student diversity:

- 46% part time students and 54% full time students
- 24% male students and 76% female students
- 79% of all students receive a Federal Pell Grant

- Race/Ethnicity Breakdown
 - 0% American Indian
 - 2% Asian
 - 30% Black/African American
 - 17% Hispanic/Latino
 - 0% Native Hawaiian
 - 49% White
 - 1% Two or more races
 - 0% Unknown race

Net Price Calculator

The Net Price Calculator is available on the home page of the school website at: www.aibschool.edu. The direct link for the calculator is: <http://aibschool.edu/netpricecalculator/netpricecalculator.htm>

Textbook Information

The textbooks used for all programs are Milady textbooks. Below is a chart with textbook information for each program, including the title, International Standard Book Number (ISBN) and cost:

Textbook	ISBN	Cost
Barbering/Hair Design and Restricted Barber		
Milady Standard Barbering; 6 th Edition	9781305100558	\$149.95
Student Workbook	9781305100664	\$77.95
Exam Review Book	9781305100671	\$58.95
Cosmetology		
Milady Standard Cosmetology; 13 th Edition	9781285769417	\$133.95
Theory Workbook	9781285769455	\$67.95
Exam Review Book	9781285769554	\$52.95
Clinical Skin Care		
Milady Standard Esthetics: Fundamental; 11 th Edition	9781111306892	\$163.95
Student Workbook	9781111306915	\$94.95
Skin Care and Cosmetic Ingredients Dictionary; 4 th Edition	9781285060798	\$57.95
Milady Standard Esthetics: Advanced; 2 nd Edition	9781111139094	\$155.95
Student Workbook	9781111139117	\$80.95
Skin Care Practices and Clinical Protocols	9781111542399	\$46.95
Full Specialist		
Milady Standard Nail Technology; 7 th Edition	9781285080475	\$136.95
Student Workbook	9781285080512	\$70.95
Milady Standard Esthetics: Fundamental; 11 th Edition	9781111306892	\$163.95
Student Workbook	9781111306915	\$94.95
Skin Care and Cosmetic Ingredients Dictionary; 4 th Edition	9781285060798	\$57.95
Nail Technology		
Milady Standard Nail Technology; 7 th Edition	9781285080475	\$136.95

Student Workbook	9781285080512	\$70.95
Skin Care		
Milady Standard Esthetics: Fundamental; 11 th Edition	9781111306892	\$163.95
Student Workbook	9781111306915	\$94.95
Skin Care and Cosmetic Ingredients Dictionary; 4 th Edition	9781285060798	\$57.95

Disbursement for Books and Supplies

Students are given an option, prior to enrolling, on how they would like to purchase the required books and kit items. There are three options available: 1) purchase books and kit from the school, 2) purchase part of the books and kit from the school and purchase part from an outside vendor, or 3) purchase all books and kit from an outside vendor.

Kit items purchase from the school will be added to the student's ledger and packaged into the student's payments or financial aid. If the student opts to purchase from outside vendors it must be known that Federal Financial Aid Loan monies will not be disbursed for the student until the student has attended 30 days. The student must purchase these items out of pocket and once a credit is available from financial aid it will be disbursed to the student to cover these costs.

Voter Registration Forms

Every student is required to complete Orientation prior to beginning their program. During orientation it is asked if there are any students that are not registered to vote and wish to register. Regardless of the answer all students receive a document with the website to register. Students are also informed that Voter Registration Forms are available through the Business Office, students may request this form at any time.

Constitution Day

September 17th is U.S. Constitution Day, a day to celebrate the ratification of the U.S. Constitution. In honor of this day, each year, all educators dedicate their theory class to discussing the U.S. Constitution and/or a U.S. Constitution activity. In the event September 17th falls on a non-school day it will be recognized the week before or after the actual day.

Drug and Alcohol Abuse Prevention

In the beauty industry, and life in general, it is best to have a clear mind and body. Students come to school to learn the required information to have a successful career. It is impossible to get the most of your education while under the influence of drugs or alcohol. American Institute of Beauty, Inc. is a drug free zone, it is our objective to ensure a safe environment for all students and employee.

The unlawful use, possession, consumption or sale of drugs or alcohol on school properties or part of any school activity will result in termination of enrollment and/or employment.

Not only does the use/consumption, possession or sale of drugs and alcohol have a negative affect on a student's Title IV eligibility as previously stated, it also has state and federal consequences. Below are some of the Florida Statutes regarding drugs and alcohol:

- A person can not sell, give, serve or permit alcohol consumption to a person under 21 years of age; if violation of this it is a second-degree misdemeanor. The consequences could be up to 60 days in jail and/or up to \$500 fine.
- Any person under 21 years may not have in his/her possession alcoholic beverages, if violation of this it could be a second-degree misdemeanor.
- Driving under the influence: if 21 years the BAC (blood alcohol content) cannot exceed 0.08%, if under 21 years the BAC cannot exceed 0.02%. For the first offense the punishment could be up to six months in jail, fines up to \$2,000 and/or license suspension up to one year. Second offense could result in up to nine months in jail, fines up to \$4,000 and/or license suspension up to five years. Third offense could result in up to five years incarcerated, fines up to \$5,000 and/or ten years of license suspension.
- Cannot purchase, or possess with intent to purchase, a controlled substance. If violation of this it could be up to a second degree felony punishable by up to 15 years incarceration and/or fines up to \$10,000.
- Cannot purchase more than 10 grams of any substance named in s.893.03(1)(a) or (1)(b), or any combination thereof, or any mixture containing any such substances. Violation would be a first degree felony punishable by up to 30 years incarceration and/or fines up to \$10,000.
- Cannot deliver 20 grams or less of cannabis, violation would be a first-degree misdemeanor punishable by up to one year in jail and/or fines up to \$500.
- A person 18 years or older cannot deliver any controlled substance to a person younger than 18 years, if in violation it would be a first degree felony. Punishment could be up to 30 years incarceration and/or fines up to \$10,000.

All Florida Statutes relating to drugs and alcohol can be found at www.leg.state.fl.us. The drug statutes are Chapter 893 and alcohol statutes are Chapter 562.

In addition to Florida laws on drugs and alcohol there are also Federal laws that must be followed. The 21st amendment to the Constitution turned most of the regulations regarding alcohol over to the states. Below are some of the Federal laws:

- Federal minimum legal drinking age is 21 years old. The Federal BAC limit for being legally intoxicated is 0.08%.

Federal drug laws are to assist in controlling the use, manufacturing, possession and distribution of various legal and illegal drugs. TO assist in this control there is the Controlled Substance Act of 1970 and the Anti-Drug Abuse Acts of 1986 and 1988.

- Trafficking or distribution penalties can vary depending on the drugs involved, the minimum Federal penalties are 5 years incarceration and fines up to \$5 million.

- Manufacturing or growing illegal drugs or substances can be penalized with a 5 – 10 years in prison and up to \$10 million in fines, depending on the quantity.

In an effort to provide assistance to any employee or student experiencing drug or alcohol dependency issues the following agency information is provided. This agency is equipped to assess an individual's condition, provide treatment or refer the individual to the appropriate agency for treatment.

- Operation PAR, Inc. 888-727-6398 – this is a 24 hour help line.

There are many health risks associated with the use of drugs and alcohol.

- Alcohol short term health risks include injuries, violence, alcohol poisoning, risky sexual behavior or miscarriage if pregnant.
- Alcohol long term health risks include high blood pressure, heart disease, stroke, liver disease, digestive problems, various cancers, learning or memory problems, social problems, or alcohol dependency.
- Drug use health risks include dependency or withdrawal symptoms, weakened immune system, lung or liver disease, cardiovascular disease, cancer, anxiety or depression, memory loss, social problems, lying, stealing or cheating.

American Institute of Beauty, Inc. has a zero tolerance policy in regards to the use, possession or sale of drugs or alcohol on the school's premises or during any school sanctioned activities. Any employee or student found in violation of this policy could be expelled from school, employment terminated, and possible referral for prosecution.

Graduation Rates

Annual graduation rates are calculated and reported to the accrediting agency. For 2017 the graduation rate was 58%. These rates are calculated annually based on a calendar year cohort.

Job Placement Rates

American Institute of Beauty, Inc. provides training in professional development toward the goal of preparing students to work in the industry. Both campuses have a job placement bulletin board that is updated regularly. Employers are able to post job opportunities directly to the school website. As a student nears graduation, as part of the exit interview, administration will assist the student in placement interviews. Each campus has at least one Career Day annually, during this event potential employers come to the campus and meet the students, set up interviews and build relationships. American Institute of Beauty, Inc. does not guarantee employment.

As a part of the accreditation through NACCAS American Institute of Beauty, Inc. must report annual placement rates. The information used in this report is gathered from graduate exit surveys, conversations with graduates or employers, employer websites or social media. In order to qualify as a placement the graduate must be employed in a position their education prepared them for. It must be employment within the beauty industry that their program trained them for.

American Institute of Beauty, Inc.'s job placement rates for 2017 are:

- Overall Placement Rate 61%
- Barbering/Hair Design 61%
- Cosmetology 68%
- Clinical Skin Care 63%
- Full Specialist 48%
- Nail Technology 50%
- Skin Care 80%

Retention Rates

American Institute of Beauty, Inc. is required to report annual retention rates through IPEDS. Once reported to IPEDS the information is uploaded by the Department of Education to the College Navigator website.

The retention rates are reported for first time students based on full time and part time schedules. The information below is based on students who began their program in 2016 and continued their program in 2017:

- Full Time Students 75%
- Part Time Students 61%

Campus Security Report

The annual Campus Safety and Security Report is available on the school website under Student Information. This report is updated annually and statistics are gathered from local law enforcement agencies to ensure accuracy in the report. Students are notified in writing annually when the updated report is available for review.

Violence Against Women Act Disciplinary Action

The Violence Against Women Act policy and disciplinary actions are available in the Campus Safety and Security Report on the website, under the Student Information heading. These policies are reviewed and updated as needed on an annual basis. Students receive written notification once the updated report is available on the school website for review.

FERPA Policy

American Institute of Beauty, Inc. complies with the Family Education Right to Privacy Act (FERPA). Below is the FERPA policy for the school, it applies to all students. Each student, or parent/guardian of minor students, is guaranteed access to his/her educational records at a time that is convenient to the student and school official. School official must be present during review or student educational records.

In the event a student finds inaccurate information in the educational records the student may request to amend the information. If the request is denied the student may request a hearing to

challenge the contents for the records. The challenge of the records may be on the grounds that records are inaccurate, misleading or violate the rights of the student.

The school requires written consent from the student or parent/guardian for release of records in response to third party requests unless otherwise required by law.

Students have access to the school FERPA policy at any time in the school catalog posted on the website. Annually all students are notified of their rights under FERPA. The annual notice describes students' rights to review their education records, procedure to request changes to their record and consent to disclosures of personally identifiable information. American Institute of Beauty, Inc. maintains a record, in any student's file, listing to whom personally identifiable information was obtained. Only school administration, with legitimate educational interest, have access to student education records without consent.

The American Institute of Beauty, Inc. does not publish director information on students enrolled at the school. As required, for any accreditation or licensing, the school provides and permits access to student and other school records.

Student academic transcripts will be withheld for failure to pay tuition or any outstanding financial obligations owed to the school.

State Grant Assistance

American Institute of Beauty, Inc. does not have any eligibility for state grand assistance for potential or current students.

Student Loan Information Published

Any time the U.S. Department of Education releases information regarding student loans the students will be notified. These notices will include information about borrower rights and responsibilities or loan availability.

National Student Loan Data Systems

Any student, or parent of a dependent student, that uses Title IV student loans will have the loan information submitted to the National Student Loan Data Systems (NSLDS). This information will be accessible by guarantee agencies, lenders, and schools determined to be authorized users of the data system.

Entrance Counseling

All students that borrow Title IV student loans are required, by the U.S. Department of Education, to complete entrance counseling. Entrance counseling will consist of the following information:

- Master Promissory Note – an explanation and completion;
- Emphasis on the seriousness and importance of repayment of loan(s);
- Consequences of defaulting on loan(s);
- Obligation to repay entire loan(s), in full;

- Information about monthly payment, including amount of debt being incurred and estimated payment amounts;
- Information on interest: accrual and capitalization and unsubsidized loan option to pay interest while in school;
- Information on maintaining eligibility by maintaining at least half time enrollment status;
- Access information for NSLDS;
- Contact information for questions regarding borrower's rights and responsibilities of the terms and conditions of the loan; and
- Direct Subsidized loan limitation of eligibility and maximum eligibility period.

Exit Counseling

Prior to a student completing their program, or at the time a student withdraws from a program, exit counseling must be completed. This is a U.S. Department of Education requirement for any student that received Title IV student loans. Exit counseling will consist of the following information:

- Anticipated monthly repayment amount;
- Repayment plan options;
- Debt management strategies;
- Seriousness and importance of repayment;
- Terms and conditions for forgiveness or cancellation;
- Terms and conditions for deferment and forbearance;
- Consequences of default;
- Options and consequences of loan consolidation; and
- Information about National Student Loan Data Systems.