

CONSUMER INFORMATION

HANDBOOK

Mitsu Sato Hair Academy
9062 Metcalf Ave
Overland Park, KS 66212

913-341-7286

Student Financial Aid Information:

Federal Financial Aid is available for those who qualify under the guidelines of the U.S. Department of Education. Student aid is awarded on the basis of the applicant's need. Income, assets and family size are all considered in determining the applicant's need. Mitsu Sato Hair Academy participates in the following federal financial aid programs:

- Government Direct Student Loans
- Pell Grant Program
- Government Direct Parent Plus Loans for Undergraduate Students

Mitsu Sato Hair Academy is approved for VA Education Benefits

General Eligibility requirements are:

- demonstrate a financial need (for most programs)
- be a U.S. citizen or eligible noncitizen;
- have a valid Social Security number with exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
- be registered with **Selective Service**, if you're a male (you must register between the ages of 18 and 25);
- be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program;
- be enrolled at least half-time to be eligible for Direct Loan Program funds;
- maintain satisfactory academic progress in college or career school;
- sign statements on the *Free Application for Federal Student Aid (FAFSA)* stating that
 - you are not in default on a federal student loan and do not owe money on a federal student grant and
 - you will use federal student aid only for educational purposes;
- show you're qualified to obtain a college or career school education by
 - having a high school diploma or recognized equivalent such as General Educational Development (GED) certificate or
 - completing a high school education in homeschool setting approved under state law.

Additional Eligibility factors are:

- Student has no previous Title IV student loan default;
- Student has not exceeded annual or aggregate loan limits to date

Students with a state or federal drug conviction must meet the following requirements to be eligible for student aid. Conviction for possession or sale of illegal drugs. A student must resolve any drug conviction as outlined in 34 CRF 668.32: A federal or state drug conviction can disqualify a student for FSA funds.

The length of time you are ineligible depends on the type and number of convictions you have had for drug-related offenses committed **while you were receiving aid**. The law recognizes two broad categories of drug offense: “possession of illegal drugs” and “sale of illegal drugs.” The table below lists the period of ineligibility by type and number of offenses.

Offense	Possession of Illegal Drugs	Sale of Illegal Drugs
First	1 year of ineligibility from date of conviction	2 years of ineligibility from date of conviction
Second	2 years of ineligibility from date of conviction	Indefinite period of ineligibility*
Third or more	Indefinite period of ineligibility*	Indefinite period of ineligibility*

*Under the law, an indefinite period of ineligibility continues unless your conviction is overturned or otherwise rendered invalid or you meet one of the two early reinstatement requirement specified below.

You can shorten this period of ineligibility by:

- Successfully completing an approved drug rehabilitation program that includes passing two unannounced drug tests, or
- Passing two unannounced drug tests administered by an approved drug rehabilitation program, or
- Having the the conviction reversed, set aside, or otherwise rendered invalid.

For additional information regarding Financial Aid and Drug Convictions visit www.studentloans.gov

Pell Grants

A grant is an award of federal financial aid which does not require repayment by the recipient. The Pell Grant is an entitlement program and the recipient will receive the grant provided qualification is met. The amount of the award is based on the U.S. Department of Education’s determination of the student’s need.

The necessary forms to apply for Pell Grant are available from the financial aid office at the academy, or online at www.studentloans.gov The FAFSA (Free Application for Federal Aid)

form must be completed by the student and returned to the financial aid office unless the student submitted the form online. The forms must be completed accurately and submitted timely. Students are responsible for checking the status of the application for processing. Each student will be assigned a PIN (Personal Identification Number) number for federal financial aid by the U.S. Department of Education.

Federal financial aid does not automatically continue from one award year to the next. Student must re-apply every year if additional financial aid is needed. There are very specific deadlines that must be met in order to qualify. Students should visit the website named above or contact the financial aid office at Mitsu Sato Hair Academy for the dates. The award for Federal Title IV programs runs from July 1 - June 30.

Direct Loans

Government loans can be an integral part of the student loan aid award. The loans are made by the U.S. Department of Education to the student. Some federal loans will only be given to those students who demonstrate a financial need. There are different kinds of federal student loans, but one thing most of them have in common is that the borrower must maintain at least half-time enrollment status to remain eligible. If the student drops below half-time they will be required to begin repaying the loans after the grace period has expired. All loans must be repaid by the student whether the student completes the program, does or does not get a job, or was unsatisfied with the education received.

A FAFSA must be completed to determine need for government direct loans. Direct loans are either subsidized or unsubsidized. A subsidized loan means that the federal government pays the interest while you are in college, and for six months after the last date of full-time attendance. For an unsubsidized loan, the student is liable for the interest as soon as the loan is taken out. The student can begin making interest payments immediately or choose to defer the interest payments until after graduation or the last day of attendance. If the student defers paying the interest, they will begin paying on both the principal and interest after graduation or last day of attendance. Direct loans are loans made through the U.S. Department of Education.

In some instances Parents of dependent undergraduate students may take out loans to help with the cost of their child's education. This type of loan is referred to as a PLUS loan. The parent must apply for a PLUS loan and the decision will be based on their credit. Plus Loans can be used to cover the difference between the cost of the child's education and other financial aid the dependent child receives. A dependent student whose parent is denied a PLUS loan based on credit are eligible for additional unsubsidized Stafford loans.

Counseling

The Department of Education requires students receiving loans must receive loan counseling prior to receiving the loan. Mitsu Sato Hair Academy will require the student to complete

Entrance Counseling at www.studentloans.gov and receive verification of completed counseling before any loan will be requested on the students behalf.

Exit counseling is required prior to graduation or the last day of attendance before the academy will consider the student a graduate. The student will complete exit counseling at www.studentloans.gov and the school will verify for completeness. The financial aid administrator is available to assist all students with their questions and concerns during normal business hours. If a student withdraws without notice the academy will send information regarding exit counseling by traceable means.

Counseling is an important as it relates the the student understanding debt management and the necessity of repaying loans. Counseling will provide students with examples of what to expect when the it is time to repay their loans.

Pell and Loan Disbursements

Payment of Pell Grants and Student Loans are transferred by electronic means. Upon receipt of the funds, the academy will credit the students account and provide the student with a receipt of the funds and how they were applied.

Disbursements are generally made in two equal payments. For the first academic year (0-900 hours) the first disbursement is 30 days after the student has been class. The second disbursement is when the student has completed one half of the academic year. /the second academic year begins at clock hour 901 attended by the student and is for 600 hours. The student will receive a disbursement at 901 hours and at the halfway point of academic year 2. In addition to completing the required hours the student must complete 13 weeks of attendance between their start date and disbursement #2 in academic year one. The student must complete 7 weeks attendance between 901 hours and disbursement #2 in academic year two.

Students who elect not to participate in Federal Financial Aid programs, or do not meet eligibility will be required to pay tuition and fees by the first day of class or make a suitable payment plan with the Financial Aid office. Failure to make time private pay payments could result in termination if payments are more than 30 days late. Private pay students are held to the same Satisfactory Academic Progress standards as Financial Aid recipients.

Professional Judgment

Mitsu Sato does not use the Professional Judgment option when determining financial aid eligibility.

Dependency Override

If the student answered **no** to all the questions on the FAFSA that apply to the dependency status, the student will automatically be considered dependent upon the student's and parent's income. However, due to special circumstances, the school has the option of changing the student to independent.

The USDE emphasizes the need to make dependency overrides only for students with unusual circumstances, on a case-by-case basis and to document the unusual circumstances that the financial aid administrator relied upon in making the override. The AVG (application and verification guide) further recognizes the common practice in the profession that the unusual circumstances could include an **abusive family environment** or **abandonment by parents**.

The Application and Verification Guide (AVG) has identified four conditions that individually or in combination with one another do not qualify as "Unusual Circumstances" or that **do not** merit a dependency override. Those circumstances are:

1. Parents refusing to contribute to the student's education
2. Parents unwilling to provide information on the application for verification
3. Parents are not claiming the students as dependent for income tax purposes
4. Student demonstrating total self-sufficiency.

The law also requires that a determination of unusual circumstance(s) must be made each award year. The financial aid administrator must affirm in the subsequent award year the conditions for determining the student to be independent continue to make expecting a parental contribution inappropriate.

Determination by a financial aid administrator at one institution that a student should be considered independent is not binding at another institution.

Situations: Abusive family environment or abandonment by parents

Suggested Documentation:

- Three letters detailing the situation
 - One from the student
 - Two from an outside source familiar with the student's situation (high school counselor, clergy, family friend etc.)
- Complete the School documentation Acceptance form (attach copies of the student's documentation)
- Have the student complete the FAFSA
- Complete the Dependency Status Override box on the FAFSA, fill in the "D/O box" and put in the Pell ID number and sign.

Students whose parents refuse support are not eligible for a dependency override, but they may be able to receive Unsubsidized Stafford loans only.

For a student to be eligible for this provision the school must obtain the following documentation:

1. That his/her parents refuse to provide information for the student's FAFSA **and**
2. The do not and will not provide any financial support to the student. Include the date support ended. If the parents refuse to sign and date a statement to this effect, the academy must get documentation from a third part (the student himself is not sufficient), such as a teacher, counselor, cleric or court.

If it is decided that a student falls into this category, the decision must be documented and ensure that the student submits a FAFSA and passes all the eligibility matches. The result will be a rejected application with no EFC. The student may then be awarded Unsubsidized Stafford Loans up to the maximum the dependent student would normally be eligible for depending on his/her grade level.

Verification

Students may be selected for verification by the U.S. Department of Education or those with conflicting information in their records will be required to submit supporting documentation. In most cases, the required documentation consists of the following and, any conflicting information in the student's file must be resolved before any financial aid may be disbursed, regardless of the student's verification status.

Individual Student Information Records (ISIR) selected for verification are verified using the Department of Education Worksheet(s) for dependent and independent students.

Deadline for students to submit documentation: Students must submit required documentation to the schools financial aid office before any disbursement of the Title IV funds requested but no later than 30 days after starting school. The only exceptions will be in the cases of delays that are outside the control of the student, in the school's opinion, then which case the school will extend the deadline up to an additional 30 days.

Consequences for failure to meet deadline for submitting documentation: A student that fails to meet the school's deadline for required documentation as defined above will be given the option to continue in school as a private paying student or withdraw from the school. The student will be responsible for any tuition charges earned and future tuition charges if they remain in school. If the student drops from the school, the student will be responsible for tuition charges up to the date that the school is aware that the student is terminating the school.

If a student's award changes due to the verification process, the student will be contacted if they are currently attending school to meet with the financial aid office to resolve any award changes

prior to the school disbursing any funds. If the student has not started classes, the student will be contacted by the financial aid office to arrange for the student to either meet personally with the financial aid office or to provide the necessary information to complete the verification process and to resubmit the application if necessary.

Award Letter

For schools that participate in the Pell Grant and Direct Loan Programs, the award letter is optional. Mitsu Sato Hair Academy will provide an Award Letter to their students and require the student to sign the Award Letter prior to disbursing funds. The school will inform the student how the funds are disbursed, when they will be disbursed and whether they are disbursed to the student's account or directly to the student.

Students may accept the full awards or request a reduction in loan awards based on their personal choice and needs. The student has the later of the following to cancel: (a) The first day of the payment period, if the school sends the notice no earlier than 30 days before, but no later than 7 days after it credits the loan funds to the student's account. (b) Within 30 days after the date the school sent the borrower notice explaining the borrower's right to cancel. If the borrower informs the school after either of these deadlines, the school may still honor the student's or parent's request for a loan cancellation, but the school is not required to do so. Regardless of when the school receives the request, the school will inform the student or the parent, in writing or by electronic means of the outcome of the request.

Loan Repayment

All borrowers will be required to sign a Master Promissory Note (i.e. a contract promising to repay a loan with interest). Upon graduation the borrower will be contacted by their loan service provider for detailed information regarding monthly payments and terms of repayment. Defaulting on a student loan (failing to repay the loan according to the terms of the promissory note) will affect a borrower's credit rating and could result in withholding of federal income tax refunds and denial of further federal student aid.

Mitsu Sato Hair Academy recommends the student view the website www.StudentAid/repay to learn more about your responsibilities and view a sample repayment plan.

National Student Loan Data System (NSLDS)

Title IV, HEA loans will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the NSLDS systems

Student Rights and Responsibilities

The student has the right to ask the school:

The name of its accrediting agency and its licensing organizations.

About its programs; its instructional methods, laboratory, its physical facilities and its faculty.

What the cost of attending is and the institution's policies concerning refunds and Return to Title IV (R2T4) to students who drop out.

What financial assistance is available including information on all federal, state, local, private and institutional financial aid programs.

What the procedures and deadlines are for submitting an application for each available financial aid program.

How it determines a student's eligibility and need for financial aid.

How much of your financial need, as determined by the school, has been met.

To explain each type and amount of assistance in your financial aid package.

What the interest rate is on any student loan you have, the total amount you must repay, and when the student must start repaying.

What is deferment of repayment or forbearance for certain defined periods and how to know if you qualify and how to request deferment or forbearance.

Provide written information on student's loan obligations and information on your rights and responsibilities as a borrower.

To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.

How the school determines when and whether you are making satisfactory academic progress (SAP) and what happens if you fail to maintain satisfactory progress and how it affects your financial aid.

What special facilities and services are available to students with disabilities and how to request reasonable accommodation.

It is the student's responsibility to:

Review and consider all the information about the school's program before enrolling.

Pay special attention to the application process for Federal Student Aid, complete it accurately, and submit it on time to the right place (errors on the FAFSA can delay or prevent your receiving aid timely).

Know and comply with all deadlines for applying and repaying for aid.

Provide all enrollment and verification documentations, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.

Notify the school of any information that has changed since you applied.

Read, understand and keep copies of all forms you were asked to sign.

Be aware that you must start making monthly repayment on your student loan after your grace period ends, unless you have a deferment or forbearance.

Understand when you sign your master promissory note (MPN) you are agreeing to repay your loan.

Attend an exit interview at the time you leave the school to determine the net balance of your account with the school as well as the net balance of any student loan.

Notify the school and your loan servicer of a change in your name, address, phone number or attendance status (full/part time).

Understand the school's refund policy.

Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.

Understand that you may be responsible and have liability of portions of Title IV funds returned by the institution on your behalf.

Understand that there could be liabilities when errors are made as a result of inconsistent information provided by the student that results in funds being awarded that a student was not eligible for that were advanced to you or credited to your school account.

Facilities and Services Available to Students with Disabilities

No qualified handicapped person, by reason of the handicap, will be excluded from enrolling in a course of instruction. Additionally, the school will exert its best effort to provide reasonable special requirements for the handicapped person by nature of their handicap. If you would like to request academic adjustment or auxiliary aids, please contact the school administrator. You may request academic adjustments or auxiliary aids at any time. The school administrator is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the American with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3 (j) of the regulation under Section 504 of the Rehabilitation Act of 1973. may apply for admittance into the program. The school will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

Notify the school administrator in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed.

The school administrator will respond within two weeks of receiving the request.

GED Certification

For information on obtaining a General Education Diploma, (GED) please refer to the adult Institute location in your area.

Kansas City Community College, GED Testing Center
7250 State Ave.
Kansas City, KS 66112
Phone: 913-288-7660

Johnson County Community College, GED Testing Center
12345 College Blvd., 3rd Floor Student Center
Overland Park, KS 66210
Phone: 913-469-7621

Vaccination Policy

Mitsu Sato Hair Academy does not require vaccinations for enrollment.

Mitsu Sato Hair Academy

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PART B - Fall Enrollment by Age and Gender for Full-time Undergraduate Students

Age	Men	Women
Under 18	0	0
18-19	0	7
20-21	1	7
22-24	0	10
25-29	0	4
30-34	0	5
35-39	0	0
40-49	0	3
50-64	0	0
65 and over	0	0

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PART B - Fall Enrollment by Age and Gender for Part-time Undergraduate Students

Age	Men	Women
Under 18	0	0
18-19	0	5
20-21	0	2
22-24	0	2
25-29	1	4
30-34	0	2
35-39	0	1
40-49	0	3
50-64	0	1
65 and over	0	0

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SMART Systems, Inc.

Time:

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NACCAS Step 4 Annual Report Worksheet

01/01/2018 through 08/31/2019

Outcome Rates			
Overall Graduation Rate	Total of all Item 2 Results / Total of all Item 1 Results = Overall Graduation Rate	37 / 52 = 0.71	71.15%
Overall Placement Rate	Total of all Item 4 Results / Total of all Item 3 Results = Overall Placement Rate	28 / 37 = 0.76	75.68%
Overall Licensure Rate	Total of all Item 6 Results / Total of all Item 5 Results = Overall Licensure Rate	28 / 29 = 0.97	96.55%

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IPEDS Completions - All Completers

7/1/2018 - 6/30/2019

Race	Men	Women	Sub Total
African American	1	3	4
Alaskan Native	0	0	0
American Indian	0	0	0
Asian	0	0	0
Caucasian	0	14	14
Hispanic	1	5	6
Native Hawaiian	0	0	0
Non Resident Alien	0	0	0
Other	1	2	3
Pacific Islander	0	0	0
Two or More	0	1	1
Unknown	0	1	1
Total:	3	26	29