

CONSUMER INFORMATION

Eric Fisher Academy has been granted the privilege of distributing Title IV funds. An employee at Eric Fisher Academy is available Monday through Friday, 8:30 a.m. - 5 p.m. to answer any financial aid related questions.

Title IV funds include:

Federal Pell Grant (Gift aid---does not require repayment)

Subsidized Direct Stafford Loan (requires repayment)

Unsubsidized Direct Stafford Loan (requires repayment)

Direct Parent Plus Loan (requires repayment)

All Title IV funds are awarded based on eligibility. You can determine your eligibility by filing a Free Application for Federal Student Aid (FAFSA). The application can be found online at www.fafsa.ed.gov. You must be fully enrolled at Eric Fisher Academy before any Title IV aid will be disbursed on your behalf.

After you are fully enrolled in the program of your choice, your financial aid award will be presented to you, and billing options will be discussed. At this time, the financial aid representative will conduct an entrance interview to inform you of the terms and conditions of your student loan(s). This entrance counseling is required and failure to complete the in person entrance counseling sessions will prohibit the student from receiving Title IV funds.

Private education loans are available to students. The financial aid representative will assist students with any information needed to complete private educational loan application.

As of May 2010, the diversity of the members of the student body who have received or will receive Pell Grant is as follows:

98% of the Pell eligible students were female, and 2% were male

- 11% Hispanic
- 3% African American
- 86% Caucasian

If the student had previously received Title IV loans, he or she may defer payment on the loans while enrolled full time at Eric Fisher Academy. For assistance in deferring student loans, please contact the financial aid representative via phone (316-440-4516) or via e-mail aanderson@ericfisheracademy.com.

Students who receive federal financial aid funds have the following rights:

- The right to review your financial aid files and accept or decline your financial aid award.
- The right to know how the financial aid will be distributed.
- The right to know how your financial need was determined.
- The right to request an explanation of various programs in your student aid award.
- The right to know the refund policy of Eric Fisher Academy.

While receiving financial aid, the student has the following responsibilities:

- The student has the responsibility to remain in satisfactory academic progress (SAP). Satisfactory academic progress is defined by Eric Fisher Academy as maintaining a GPA of 80% or above and an attendance record of 80% or above. Failure to maintain SAP standards could result in financial aid probation. If placed on probation a student may appeal by writing a letter to the financial aid office. The financial aid representative and the director will conduct quarterly meetings to approve/deny appeals. The student may also regain financial aid eligibility by completing the necessary coursework and hours to reach the EFA satisfactory academic progress requirements.
- The student must complete all application forms accurately.
- The student must provide correct information. If it is found that a student purposefully provided false information, it could be considered a criminal offence, which could result in an indictment under the U.S. Criminal Code.
- The student is responsible for providing all documentation to the financial aid office in a timely manner. Failure to do so could result in not receiving a financial aid award.
- The student is responsible for reading and understanding all materials he or she signs and keeping copies of those document(s).
- The student is responsible for all agreements that he/she signs.

Financial aid will be disbursed on hours 1, 472, 944 and 1222 for cosmetology students

Financial aid will be disbursed on hours 1, 450, and 900 for esthetics students.

Upon graduating or withdrawing from Eric Fisher Academy, a student who has received student loans must complete an exit interview with the financial aid representative. The exit interview must be completed before the student leaves the EFA campus upon the last day of enrollment.

Transfer hours will be accepted as decided by the Eric Fisher Academy Director and Admission Coordinator. Students interested in transferring hours should contact Julie Carlson at 316-440-5555 or e-mail JCarlson@ericfisheracademy.com

ISBN/Textbook Information

Due to the packaging of the student kit, pricing information is yet to be determined.

Completion/Graduation Rate

The school tracks its annual performance with respect to student completion rate, graduate licensure rate, and graduate employment rate. It is the goal of the academy to achieve the following rates: Completion: 50%; Licensure: 70%; Placement 60%. For the 2009 NACCAS Annual Report, the Academy achieved the following performance statistics:

Completion: 90.20 %

Licensure: 88.12 %

Placement: 95.06 %

Each year, the student services coordinator compiles the statistics for the prior cohort year, from September 1- August 31. This rate will count the students who have completed or graduated by the end of the 12-month period ending August 31. On July 1 of every year, the completion, graduation and transfer rates of Eric Fisher Academy will be submitted to the Department of Education via the Integrated Postsecondary Education Data System (IPEDS) by the financial aid representative.

Effective July 2010, the school will disaggregate completion and graduation rates by gender, racial and ethnic groups and by the recipients of Pell Grant and Direct Loans (unless the number would not yield statistically reliable information or would reveal personally identifiable information).

Vaccination Policy

At this time, Eric Fisher Academy does not have requirements regarding vaccinations. However, EFA does encourage each student to take responsibility for his or her individual health and wellness. Information for free or reduced price clinics offering vaccinations and other health service can be found at www.sedgwickcounty.org.

Refund Policy – Notice of Cancellation

Applicants not accepted by the Academy shall be refunded all monies paid to the Academy. If a Student (or in the case of Student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all

monies collected by the Academy will be refunded even if the Student has begun classes. The "formal cancellation date" will be determined by the postmark on written notification, the date said notification is delivered to the Academy in person, the date of expulsion by the Academy, or for unofficial withdrawals, 30 days after the last day of attendance which is monitored monthly, or the expiration date of an approved Leave of Absence from which the Student did not return.

If a Student cancels the enrollment more than three business days after signing the contract but prior to starting classes, a refund of all monies paid to the Academy less the Enrollment Fee in the amount of \$200.00 for each program will be made. For Students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the Academy applies:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE	TOTAL TUITION ACADEMY SHALL RECEIVE/RETAIN
.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

Any monies due the applicant or Student shall be refunded within 30 days of cancellation date as defined above. In the case of disabling illness or injury, death in the Student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a Student has enrolled, the Academy will provide a pro rata refund of tuition to the Student. If the course is canceled subsequent to a Student's enrollment, the Academy will either provide a full refund of all monies paid or completion of the course at a later time. The Academy does not participate in any teach-out plans with other institutions.

This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the Student may have incurred at the institution (EG: extra kit materials,

books, products, unreturned Academy property, etc.) will be calculated separately at the time of withdrawal.

If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and applicable returns by the Academy shall be paid first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford 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 TIV aid have been made, this refund policy will apply to determine the amount earned by the Academy 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.

For information regarding financial aid, contact the financial aid representative at 316-440-4516. For general enrollment information, contact Julie Carlson at 316-440-5555

Constitution Day Observance

On September 17th of each year, (unless the 17th falls on a Saturday, Sunday or holiday, in which case the event shall be held during the preceding or following week), Eric Fisher Academy will observe Constitution Day. This will commemorate the signing of the Constitution on September 17th, 1787.

Activities that celebrate or educate students, staff and guest on the Constitution will be arranged. Additionally, Constitution day will be added to the Eric Fisher Academy event schedule.

DRUG AND ALCOHOL ABUSE PREVENTION INFORMATION

At Eric Fisher Academy, the illicit use of drugs and/or alcohol by staff or students is strictly prohibited. If you or someone you know is struggling with drug or alcohol abuse, please call 1-877-335-HOPE (4673) or one of the treatment centers listed below.

DRUG AND ALCOHOL TREATMENT FACILITIES

AA Abuse Helpline-24 hours
1-800-299-6310

Addiction Counseling Services
1101 N. West St.
316-263-4822

Christian Counseling Center of Wichita
333 S. Greenwood
316-264-8800

Women's Recovery Center
1319 May St.
316-262-0505

Adolescent Adult Family Recovery
3540 W. Douglas
316-943-2051

Wichita Treatment Center
1044 N. Waco Ave.
316-263-8807

Substance Abuse Center of Wichita
731 N. Water St.
316-267-3825

DRUG AND ALCOHOL ABUSE POLICY

The drug and alcohol policy is available online at www.ericfisheracademy.com. Once a year, a text blast will be sent out to all staff members and students, notifying them of the availability of this policy. Also, the policy will be included in the orientation packet, given to each student and staff member on his or her first day at EFA

The use of illicit drugs and alcohol can cause numerous health problems and can lead to death. The effects to a person's health include respiratory failure, heart attack, overdose, acute intoxication and transmittable diseases such as Hepatitis C and AIDS. Thousands of deaths are caused each year by drug overdoses, allergic reactions to drugs, toxic combinations of drugs, and alcohol poisoning.

The manufacture, distribution, dispensation, possession, sale, purchase, offer to buy or sell, or use of alcohol, illegal drugs or related paraphernalia and the illegal use of any drugs (including the misuse of prescription drugs) at the Eric Fisher Academy campus or while engaged in the course curriculum is strictly prohibited. The Academy also prohibits such conduct during non-curriculum time to the extent that, in the judgment of Eric Fisher Academy, it impairs a student's ability to progress through the curriculum, threatens the reputation or integrity of the Academy or violates the law. Any student who violates this policy is subject to suspension or expulsion from the program. Any staff member who violates this policy is subject to sanctions leading up to or including termination.

Any student or staff member who has illegal possession or engages in the illicit use of drugs or alcohol is also subject to criminal prosecution. EFA will refer violators to the appropriate authorities for prosecution. Kansas law states that any person who violates the criminal statutes on controlled substances by possessing, offering for sale, distributing, or manufacturing opiates and narcotics shall be guilty of a drug severity level three (3) felony. If convicted, the court may sentence a person to a term of imprisonment in accordance with the Kansas Sentencing Guidelines Act and a fine of up to \$300,000. Unlawful possession of a depressant, stimulant or hallucinogenic drug is punishable as a Class A non-person misdemeanor, which carries a penalty of imprisonment and a fine of up to \$2,500.

Kansas statutes also provide for criminal penalties for conviction of certain alcohol-related offenses, such as underage consumption or providing alcohol to minors. These penalties include imprisonment of up to six months and fines of up to \$1,000.

For a **first offense** minor in possession of alcohol charge, the penalty is:

- Up to 1 month in jail
- \$200 minimum fine (\$500 if under 18)

- 40 hours of community public service
- Required attendance in an alcohol education program
- Suspension of driver's license for 30 days

Any student or staff member who purchases alcohol for a person under the legal drinking age of 21 could be subject to a maximum penalty of 6 months in jail and a \$1,000 fine.

Students and staff members who use prescription drugs should follow the prescribing physician's directions for use and all prescriptions are to be kept in the prescription bottle with the appropriate name of the user. If use of a prescription drug may impair your performance or affect safety while performing course-related services, you should notify the Learning Leader immediately so the Academy can take whatever action it finds appropriate to protect your safety and that of other students and clients. Any student who violates this policy is subject to suspension or expulsion from the program.

Vaccinations

At this time, Eric Fisher Academy does not have a policy regarding vaccinations. We advise all students and staff to be conscientious of their health, and how their illnesses can be spread.

Eric Fisher Academy FERPA Policy

Student Records Information

For Eric Fisher Academy to comply with requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), the following policies and procedures have been established. Eric Fisher Academy accords all rights under the law to students who are declared independent. For the purpose of this policy, whenever a student has attained eighteen years of age OR is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. Responsibility for protection of the privacy of student educational records rests primarily with the student services coordinator and the financial aid representative. Educational records are defined by FERPA to include records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution. There are five exceptions to this definition of educational records as published in the *GUIDELINES FOR*

POSTSECONDARY INSTITUTIONS FOR IMPLEMENTATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 AS AMENDED, Revised Edition 1995, a publication of the American Association of Collegiate Registrars and Admissions Officer.

Students' Access to Their Education Records

All students have the right to review their educational records with the following exceptions as outlined by FERPA:

1. Financial information submitted by parents such as tax forms.
2. Confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which specifically collected.
3. Confidential letters and statements of recommendation, placed in the records after January 1, 1975, to which the students have waived their right to inspect and review and that are related to the students' admission, application for employment or job placement, or receipt of honors.
4. Education records containing information about more than one student; however, in such cases the institution must permit access to that part of the record which pertains only to the inquiring student.

To review records, students and former students may go to the student services coordinator, present valid photo identification, and ask to review the record. If it is an inappropriate time to retrieve the record on short notice, students may be requested to leave their mailing address and the information will be mailed no later than ten (10) business days after the request is received.

Challenge of the Contents of Education Records

Students may challenge information in their educational records that they believe to be incorrect, inaccurate, or inappropriate if they do so within one year of the quarter in question. This challenge must be in writing and must be submitted to the Director. The Director must decide within a reasonable period of time whether corrective action will be taken, and will

provide written notification to the student and the Student Services Coordinator of the corrective action that has been approved. Students who are not provided full relief sought by their challenge will be informed that they can request a formal hearing with all of the EFA management staff in writing.

Following the meeting of the management staff and student, notification of the decision made will be sent to the student in writing. All decisions made by the management staff following the meeting are final and cannot be appealed.

Eric Fisher Academy FERPA Policy Disclosure of Education Record Information

Eric Fisher Academy shall obtain written consent from students before disclosing any personally identifiable information from their education records. Such written consent must:

(a) specify the records to be released, (b) state the purpose of the disclosure, (c) identify the party or class of parties to whom disclosure may be made, and (d) be signed and dated by the student.

FERPA states that certain information from student records may be classified as "directory information." The following information has been declared by Eric Fisher Academy as "directory information:"

- Name
- Address
- Telephone listing
- Participation in officially recognized activities
- Program
- Dates of attendance
- Degrees and awards received
- Photographs

FERPA established rules stating that some personnel and agencies may have access to students' "educational records" without written consent of the students. Eric Fisher Academy will

disclose information from a student's education record only with the written consent of the student except:

1. To school officials within the institution who have been determined by EFA to have a legitimate educational interest in the records. School officials include counselors and instructors who are involved in counseling students, administrators who assist in counseling and who advise students with other problems, professional staff and clerical staff who directly relate to the administrative task of the of EFA. A school official has a legitimate educational interest if the official is performing a task that is specified in his or her position description or by a contract agreement, performing a task related to a student's education, or performing a task related to the discipline of a student. When doubt is raised by about an individual's "need to know" or legitimate educational interest in having access to specific information, the issue shall be decided by the EFA Director.
2. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs.
3. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of that aid.
4. To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
5. To organizations conducting certain studies for or on behalf of Eric Fisher Academy
6. To accrediting organizations to carry out their accrediting functions.
7. To parents of eligible students who claim the students as dependents for income tax purposes. Determining dependency, as defined by Section 152 of the Internal Revenue Code, requires a copy of the parents' most recent Federal Income Tax Form. In case of a divorce, separation, or custody, when only one parent declares the student as dependent, Eric Fisher Academy will grant equal access to the student's education records upon demonstration of dependency as described above.

8. To appropriate parties in a health, or safety emergency subject to a determination by the Director.

9. To personnel complying with a judicial order or lawfully issued subpoena, provided that EFA makes a reasonable attempt to notify students in advance of compliance.

NOTE: Eric Fisher Academy is not required to notify students if a federal grand jury subpoena, or any other subpoena issued for a law enforcement purpose, orders the College not to disclose the existence or contents of the subpoena.

10. To an alleged victim of any crime of violence (as that term is defined in 18 U.S. C. 16) of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

Eric Fisher Academy will inform parties to whom personally identifiable information is released that they are not permitted to disclose the information to others without the written consent of the students.

Eric Fisher Academy will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

Annual Notification of FERPA Rights

Eric Fisher Academy will give annual notice to current students of their rights under the Act by publishing information online via a text blast. New students will receive information concerning their rights under the Act through the distribution of an information sheet at orientation.

Students Rights After Ceasing Attendance or Graduation

Students who have ceased attendance or have graduated from Eric Fisher Academy have basically the same FERPA rights as students currently attending, including the right to (a) inspect their education records, (b) have a hearing to amend an education record, and (c) have their education record privacy protected by Eric Fisher Academy. Former students do not have

the right to request of Eric Fisher Academy nondisclosure unless they asked, at their last opportunity as students, that no directory information be disclosed.

Privacy Rights of Deceased Students

For twenty-five years following the death of a student, the release of education record information will not be made unless authorized by the student's parents or the executor/executrix of the deceased student's estate.