Consumer Information

Northern Technical College, LLC administrative staff is responsible for disseminating consumer information to all enrolled students. Policies have been implemented to ensure that the information is disseminated accurately and timely.

Northern Technical College offers the following programs: Barber Stylist (1500 hours) (Title IV eligible) and Teacher Manager Instructor (600 hours) (not Title IV eligible), Cross Over (600 clock hours) (not Title IV eligible). Instruction is 1 hour daily and 7 hours of laboratory, practical and cliental work in the salon area. The students are taught and observed by fully certified Teacher, Manager, Instructors and/or Teacher, Manager, Instructor students. Northern Technical College is located in a business district of Pine Bluff, Ar. It has one large classroom with a large salon to service the clients that come for services.

Notice of Availability of Institutional and Financial Aid Information

In accordance to the Office of the US Department of Education and Federal Regulations set under the Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosure and reporting requirements. Disclosure requirement means information that a postsecondary education institution is required to distribute or make available to all students, applicants, employees and current students at Northern Technical College. A reporting requirement is information submitted to the U.S. Department of Education or other agencies. A summary of consumer information including a disclosure and reporting is listed below. A brief description of the consumer information will be disclosed below and provides you with access to the information. The institution will have available a copy of the Family Educational Rights and Privacy Act of 1974 (FERPA) to all enrolled students.

The institution will provide a notice to prospective students and employees a statement of the Security report availability every Oct 1 of each year. The Security report will include statistics on Crimes, Hate Crimes, and Disciplinary Offense occurring either on campus, off campus or a public area. The institution will provide prospective students and employees a paper copy of the report upon request.

Biennial Review

Northern Technical College makes available upon request to the Department Of Education and to the public, the information distributed to students and employees and the results of the biennial review of Northern Technical College program that:

- Determines the effectiveness of the program and implements needed changes
- Determines the number of drug and alcohol related violations and facilities that occur on the school's campus or as part of the school's activities, and are presented to Northern Technical College administrative staff.
- Determines the number of and type of sanctions that are imposed
- Ensures that sanctions are consistently enforced.

Procedure

- **Responsibilities:**
  - School Director and assigned staff members
    - On the odd years, during the 2nd Quarter by July 1st a review of the Drug and Alcohol handbook will take place updating all needed changes
    - The updated review will be posted on school's website, school student break area, and at the financial aid office
    - An updated copy will be available upon a request to all current employees and students

Contact Information of Assistance in Obtaining Institutional or Financial Aid Information

Disclosure Requirements will be made available through appropriate publications, mailings, or electronic media.

HEA Sec 485(a) (1) -(2), 20 U.S.C. 1092 (a) (1) -(2). Not changed by HEOA 34 C.F.R. 668.41 (a)-(d); 668.43 revised August 21, 2009 NPRM (revised 34 CFR 668.231)

Each institution must make available to enrolled or prospective students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Section 485 (a)(1), Section 485(f), Section 485 (h), and Section 485 (j).

Financial Aid Staff are available to assist enrolled or prospective students in obtaining financial aid information. More and detailed information about the availability and the application process, for each of type of financial aid listed below, can be obtained at the addresses listed below:

Northern Technical College
2215 East Harding Avenue Ste 8 & 9
Pine Bluff, Arkansas 71601
Phone: (870) 536-6852 or (501) 800-1017
Email: travena.jefferson@northerntechnicalcollege.net
Website: www.northerntechnicalcolleges.com
Office hours: Tuesday-Friday, 9:00 a.m. – 3:00 p.m.
The information is posted on the Northern Technical College website and can be found in the student catalog. Paper copies are available upon request from the Financial Aid Office.

Integrated Postsecondary Education Data System (IPEDS) Survey

To help students make a good decision about enrolling in Northern Technical College, below you will find out about the latest information for the calendar year of 2018.

The IPEDS system is a core postsecondary education data collection program for the National Center for Education Statistics (NCES). The IPEDS system is designed to collect data from all primary providers of postsecondary education. It gathers data in areas such as school characteristics, enrollment, program completions, staffing patterns, faculty salaries, finances, and financial aid. The NCES and IPEDS website is http://www.nces.ed.gov/IPEDS.The School Director and staff are responsible for completing the IPEDS survey. The information below will be given orally to students who are prospective students. The Consumer Information report will be available to students in the Financial Aid Office.

IPEDS Policy

The information on completion, graduation rates and, if applicable, transfer-out rates must be made available by the July 1 immediately following the 12-month period ending August 31 during which the expiration of 150% of normal time took place for the group of students on which Northern Technical College bases its completion and transfer-out rate calculation.

Schools must disseminate the information on completion or graduation and, if applicable, transfer-out rates to enrolled and prospective students upon request, through appropriate publications, mailings, or electronic media (for example, school catalogs or admissions literature). Northern Technical College provides hard copies to other interested parties, upon request.

I. IPEDS Procedure

Responsibilities:

School Director/Financial Aid Administrator

- Will input the data required into the Database during the reporting periods
- Data will be gathered through electronic means and physical means by the School Director along with other administrative support
- Will input the data required into the IPEDs reporting system during the reporting periods.
- A binder will be kept in the Director's office with the necessary documents supporting the IPEDS reporting data until such data is available electronically.
- Will ensure the reporting data is uploaded to the Northern Technical College website for review along with the following links.
    - College Navigator
    - Net Price Calculator

STUDENT CONSUMER INFORMATION/COMPLETION RATES FOR 2016-2017.

LICENSURE/CERTIFICATION RATES:	**100%**
PLACEMENT RATE:	**75%**
TRANSFER OUT RATE:	**0%**
RETENTION RATE:	**0%**
GRADUATION, PLACEMENT, AND JOB OPPORTUNITIES:	**100.00%**

The Gainful Employment link can be found on the school's website under Financial Aid where a student and/or staff can locate more information about the program offered. Website: northerntechnicalcolleges.com
Note:
The institution used the output document produced from the GE Disclosure Template to meet the currently effective GE disclosure regulatory requirements.

According to the US Department of Labor Statistics the Barber/Teacher, Manager, Instructor industry is going to continue to grow over the next couple of years. Statistics show that the annual wage or salary starting in 2017 for Barbers will be the following:

Occupational Title	Entry Level	Mean (average)	Experienced
Barber	**$24,662.00**	**$30,289.00**	**$36,893.00**
Teacher, Manager, Instructor	**$37, 430.00**	**$44,000.00**	**$71,897.00**

COMPENSATION TO BE REASONABLY EXPECTED UPON GRADUATION

Barbers and other personal appearance workers may receive income from a variety of sources. They may receive commissions based on the price of the service or a salary based on the number of hours worked, tips received, and many commissions on the products they sell. In addition, some salons pay bonuses to employees who bring in new business.

PHYSICAL DEMANDS OF THE PRACTICING PROFESSIONAL

Barber workers are on the feet for most of their shift, therefore they must be in good health and stamina. Special care must be utilized because of prolonged exposure to some hair care products may cause irritation. Use protective clothing such as plastic gloves and aprons.

Most full-time barbers and other personal appearance workers work a 40-hour week, but longer hours are common in this occupation. Work schedules may include evenings and weekends.

SAFETY REQUIREMENTS OF THE PROFESSION

By following safety precautions, your contribution to the health, welfare, and safety of the community assist with the student safety. Always have good hygiene and be professionally dressed. Keep first-aid kit on hand, follow safety regulations, and keep equipment properly sanitized. The following precautions should always be taken with each client:

- Protect the client's clothing by appropriately draping them.
- Ask the client to remove any jewelry, hair accessories, glasses, etc.
- Keep any and all chemicals away from the eyes, in case of eye contact with chemicals, thoroughly rinse eye with color water.
- Remember anything containing chemically active ingredients must be used carefully to avoid injury to you and your client.

POST GRADUATION LICENSING REQUIREMENTS

Applicant must be 17 years of age or older. To be eligible for the Arkansas State Exam you must graduate from a course or instruction of not less than fifteen hundred hours completed with nine months with no more than eight hours to any one work day. A teacher, manager, instructor must earn 600 hours beyond the required fifteen hundred hours with no more than eight hours to any work day. The students may obtain a license from the Arkansas State Barber Board after meeting the acquired hours and licensure.

APPLICATION REQUIREMENTS

- Pay a Arkansas State Board Registration Fee of $20.00 per year(Barber Stylist and Teacher, Manager, Instructor)(TMI)
- Pay exam $75.00 (Barber Stylist) Fee and $80.00 (Teacher, Manager, Instructor) Fee
- Complete Application for State Exam
- Complete Examination

Once all application requirements have been completed, please send your complete application, documents and fees to:

Arkansas State Board of Barber Examiners
501 Woodlane Ave Ste Suite 212N
Little Rock, AR 72201-1025

Phone: (501)682-4035

STUDENT BODY DIVERSITY

The following information represents the percentage of enrolled, first-time, full-time current or prospective students as follow:

Federal Pell Grant Recipients

	2016	2017	2018
Pell Recipients	**0**	**27**	**15**

****Federal Title IV became available on September 29, 2017.**

POLICY REGARDING THE FAMILY EDUCATION RIGHTS AND ACT (FERPA)

The Family Rights and Privacy Act of 1974, as amended, (commonly known as the Buckley Amendment) is a federal law which provides that schools will maintain the confidentiality of student education records. The law basically says that no one outside the institution shall have access to students' education records nor will the institution disclose any information from those records without the written consent of students. The institution must provide annually a notice to all enrolled students about the Privacy of Student Record to inform students of their rights.

Procedures

1. A signed authorization will be required in every instance before information is released from a student file.
2. Requests must be made in writing to review educational records and/or make an amendment of records. Records will available on an appointment basis.
3. All parents and students will be notified of their rights through annual publication in the catalog of the fact that students and parents of dependent students have the rights to review a student's educational records, to requests amendment to a student's educational records, to provide consent prior to disclosure of personal identifiable information and to file a complaint with the U. S. Department of Education regarding the failure of an institution to comply with FERPA. Students or parents are also advised that a hearing can be requested to challenge the contents of a student's record, and the student will be given the opportunity to place a statement regarding contested information in the record stating the nature of the disagreement.
4. A parent or student must make a request to review educational record.
5. Record will be made available within 45 days of the day the school receives request.
6. No personal identifiable information will be released to a third party without the written consent of parent or student unless it is:
   A) to other school officials who have educational interest in the information
   B) to officials of another school where the student seek or intends to enroll
   C) to representatives of the Comptroller General of the United State, the Secretary of Education or state and local education authorities
   D) Relating to financial aid and is necessary to determine conditions for aid, enforce the term and conditions of aid.
   E) to State official if required by the State statue
   F) to organizations conducting studies for educational agencies or institutions to develop, validate, or administer tests, administer student aid programs or improve instruction. No

personally identifiable information will be provided to the organization will be destroyed when no longer needed for the study.

G) to accrediting agency to carry out accrediting functions
H) to comply with judicial order or subpoena
I) to meet health or safety emergency
J) to an alleged victim of a crime of violence regarding the results of disciplinary proceedings against the perpetrator of the crime.

7. All disclosure of information will be recorded in the file and will include parties receiving information and the legitimate interests of the parties for inspection of the records.
8. Personally identifiable which is designated as directory information includes student's name, addresses, telephone listing, date and place of birth, major field of study, participation in officially recognized activities, degrees and awards received and the most recent previous educational agency or institution attended.

STUDENTS WITH DISABILITIES

The Students with Disabilities Policy here at Northern Technical College provides a hospitable and convivial arrangement for the teaching and learning practices for students with disabilities. These services guarantee that all students can benefit their educational in a supportive, yet productive, manner that values our goals here at Northern Technical College.

Standard for Curriculum
All students are provided with equal access to the general education curriculum. Students with disabilities shall acquire these skills with precedential training and preparation. Northern Technical College strives to assure that no qualified person with a disability shall be denied access, involvement, and achievement of any program within Northern Technical College.
Note: Students must be given reasonable accommodations within 5 days of the beginning of class term.

Facility Access
Each program shall be accessible to all individuals including students with disabilities. Facilities, such as classrooms, entrances, and parking are designed in ways that provide access to students with disabilities. Handicapped parking shall only be provided to students who have proper documentation concerning the disability on file with Northern Technical College and visible Disabled Parking Placard issued by the Arkansas Department of Motor Vehicles. All program Tuitions and financial amounts shall be provided at the same costs for both disabled and non-disabled students, and any other student who is qualified for entry into their respective program.

Coordination of Program
Determination to whether a student is qualified for disabled student accommodations will be based upon the requirements of faculty members and instructors within the limits of federal or state law. If a student disagrees with the proper accommodations, the disagreement shall be provided in written

documentation to Northern Technical College Director for resolution. It is the student's responsibility to provide proper documentation of his/her disability. Documentation of the disability must be provided within 2 weeks of identifying the appropriate issue. Prior to receiving the requested accommodations, the student shall provide Northern Technical College with current medical and other diagnostic documentation of the disability from a qualified physician. Determination of disability includes:

1. Current documentation of the specific disability
2. Proper request of accommodations and services provided for the disability
3. Medical documentation

Campus Security Act Disclosure Statement & Fire Safety

The Jeanne Clery Act requires all institutions of higher education that participate in Financial Aid Programs to disclose campus crime in and around the surrounding area and to give timely warning of any crime that could be a threat to students and employees safety. It is also used to advise and make public Northern Technical College campus security policies.

Northern Technical College is a located in the inner-city of Pine Bluff, Arkansas. The institution is patrolled by the local police department and state troopers, which we believe has helped to be a deterrent for crime on campus.

The information in this report is intended to advise the students, as well as prospective students, their family and the community of the general security policies, crime occurrences, arrest data and crime prevention programs at Northern Technical College. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault and other matters. Northern Technical College has taken many safety precautions to deter crime activities and will continue to make campus safety a priority. In compliance with that law, the following reflects this institution's crime statistics for the period between 2016 through 2018.

Northern Technical College must upon request, disclose to the alleged victim and /or accuser of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceedings conducted the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided upon request, to the next of kin of the alleged victim.

Missing Persons

Law enforcement guidelines require that a reporting person must believe that a missing individual is a vulnerable adult or will harm him or others before a police report can be taken. The Handbook for Campus Safety and Reporting has more information on missing person. The information applies to all students who reside in on-campus housing. (HEA missing person regulations)
**Northern Technical College does not have a housing facility so therefore this does not apply.

Note: The written request can be submitted in person or by mail. If by mail, please send to: Northern Technical College, Attention: Travena Jefferson, Director, 2215 East Harding Avenue Ste 8 & 9, Pine Bluff, Arkansas 71601. If there is a request delivered in person, a dated stamped copy of the written request will be provided to the requesting party.

Report Distribution Date:
Occurrences with the 2016, 2017, and 2018 Calendar Years

Crimes Reported	2016	2017	2018
Location codes which should proceed the incident number(s) **OC=On Campus** **OC=On Campus Student Housing Facility** **NC=Non-campus** **NP= Non-campus property** **P=Public Area**			
Criminal Offenses Notes: #1 also referred to as Primary Crimes #2 also referred to as sex offenses			
Criminal Homicide #1 (these offenses are serrated into two categories)			
● **murder**	0	0	0
● **non- negligent manslaughter**	0	0	0
● **Manslaughter by Negligence**	0	0	0
Sexual Assault #2			
● **Rape**	0	0	0
● **Foundling**	0	0	0
● **Incest**	0	0	0
● **Statutory Rape**	0	0	0
● **Robbery**	0	2P	0
● **Aggravated Assaults**	0	0	0
● **Burglaries**	0	2P	0
● **Motor Vehicle Thefts**	0	0	0
● **Arson**	0	0	0
Hate Crimes Reporting **Notes:** **1. Any of the above –mentioned offenses & any of the following incidents** **2. a hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.** **3. Three are eight categories that are reportable: race, religion, sexual orientation, gender, gender identity ethnicity, national origin and disability**			
	2016	**2017**	**2018**
Larceny-theft	2P	6P	3P

Simple Assault	0	3P	1P
Intimidation	1P	1P	2P
Destruction, Damage or Vandalism of Property	3P	7P	1P
Gender Identity	0	0	0
Violence Against Women Act			
	2016	**2017**	**2018**
Domestic Violence	2P	10P	2P
Dating Violence	0	0	0
Stalking (including cyber-stalking)	1P	1P	1P
Rape & Forcible Foundling	0	0	0
Sex offenses - forcible	0	0	0
Sex offenses - non-forcible	0	0	0
Arrests and Disciplinary Referrals **Note: this information also includes those individuals that were referred for campus disciplinary action for liquor law violations, drug law violations and illegal weapons possession.**			
Arrest:	**2016**	**2017**	**2018**
● **Weapons- Carrying**	0	0	0
● **Weapons Possession**	2P	4P	1P
Disciplinary Referrals:			
● **Weapons- Carrying**	0	0	0
● **Weapons Possession**	0	0	0
Arrest:			
● **Drug Abuse Violations**	3P	14P	5P
Disciplinary Referrals:			
● **Drug Abuse Violations**	0	0	0
Arrest:			
● **Liquor Law Violations**	0	0	0
Disciplinary Referrals:			
● Liquor Laws Violations	1P	1P	0

***Hate Crime Offenses:**

The above crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

The number of **Hate crimes (larceny-theft, Simple assault, Intimidation, and Destruction/damage/vandalism of property)** and **VAWA** report will be provided to students and employees in a timely manner.

The school is NOT required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor. If there is an immediate threat to the health or safety of students or employees occurring on campus, the school must follow its emergency notification procedures. A school that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the school must provide adequate follow-up information to the community as needed.

A school must report to the Department and disclose in its annual security report statistic for the three most recent calendar years the number of each of the following crimes that occurred on or within its Clery geography and that are reported to the local police agencies. Every October 1, the institution must in a timely manner issue an updated copy of the Security Report and withhold the confidentiality

of the names and other identifying information of victims, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (U.S.C. 13925(a)(2) and that will aid in the prevention of similar cries, and report to the campus community such act.

Procedure to Report Criminal and Disciplinary Offenses

1. Northern Technical does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of an emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).

2. All students and employees are required to promptly and accurately report any crime or emergency to the School Director. In the absence of the School Director, all crime activity should be reported to the Instructors and/or Office Administrators. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to an institutional official without signature. If the student or employee wishes to maintain confidentiality, the student will contact his/her instructor or school official who in turn will contact the School Director or report criminal actions or emergencies to the appropriate agency by calling (911). The School Director will begin investigation into any reported crime the following business day of receiving notification of reported crime.

3. The Administrator and the School Director works together to assure all incidents, if applicable are maintained in the school's Crime Log Record Sheet. Annually, the Director and Administrator prepare the Annual Disclosure of Crime Statistics Report from statistical data obtained from both the police department district in which the school resides and from the school's "Crime Log". This log includes: the nature, date, time, and general location of each crime, the disposition of the complaint, if known.

   In addition to tracking incidents on campus, Northern Technical College maintains a Fire Safety Log of on campus fires detailing the nature, date, time and location of fire, if applicable. This information will be available annually to campus community and is also, available upon request.

4. Only students, employees, and other parties having business with this institution should be on Northern Technical College property. For the protection of students, staff and our visitors, with the exception of an emergency, only staffs are allowed to exit through the rear door. The rear door is locked by the staff member and re-entry is not allowed from the rear. Students and staff wishing to re-enter the building must do so from the entrance door. When the school closes in the evening, the closing school official or instructors will inspect each classroom and the floor to see that it is empty, set the alarm and lock down the campus. Other individuals present on Northern Technical College property at any time without written or verbal permission of the appropriate institutional official(s) shall be viewed as trespassing and may be subject to a fine and/or arrest. In addition, students and employees present on Northern Technical College property without permission from the appropriate official(s) shall be viewed as trespassing and may be subject to a fine and/or arrest.

5. Current policies concerning campus law enforcement are as follows:

a) Institution's officials have no powers of arrest other than the Citizens Arrest Law and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
b) Employee and students shall contact immediately the School Director, the Instructors, or the Administrators to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the institutional official shall attempt to non-violently deal with the crime or emergency. Individual discretion must be used, as undue risk should not be taken.
c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid if needed.

6. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are highly encouraged to exercise proper care in making good judgments concerning their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus:
a) Do not leave personal property in classrooms
b) Report to your institutional official, any suspicious persons
c) Don't linger on the outside, if leaving the campus, go straight to car and exit parking lot
d) If you are waiting for a ride, wait within sight of other people
e) Employees (staff and faculty) will close and lock all doors, windows and blinds, and turn off lights when leaving a room
f) The "Crime Awareness and Campus Security Act" is available upon request to students, employees (staff and faculty), and prospective students.
g) The institution has no formal program, other than orientation, that disseminates this information. All information is available on request in the Administrative and Director's Office.
h) Information regarding any crimes committed on the campus or parking lot will be available and posted in a conspicuous place with two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation the safety of an individual, cause a suspect to flee evade detection; or resulted in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty (60) days, that information must be made available with two (2) business days of the request.

7. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students. In addition, information on campus crime and security is posted in the student lobby for employees and students

8. All incidents shall be recorded in the Northern Technical College "Daily Incident Log" located on campus in the Administrative Office. The log includes the date, time, location, incident report, and disposition of incident and the name of the person who took the report. The report must

be entered in the log within one (1) business after it is reported to the school's official, unless that disclosure is prohibited by law, would endanger the confidentiality of the victim.

9. Northern Technical College does not permit the sale, possession, or consumption of alcoholic beverage on school property and adheres to and enforces all state underage-drinking laws.

10. Northern Technical College does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all State and Federal Drug Laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.

11. Information on "Drug and Alcohol Abuse Education Program" is available in several locations at the school and is discussed and/or distributed annually to students, faculty, and staff. Northern Technical College makes a biennial review of this program to determine its effectiveness and ensure that its penalties are being enforced. Further information on assistance with Drug and Alcohol Abuse Education can be made by contacting the following agency: The Recovery Village, 1001 N. Palm St. Pine Bluff, AR 71601. Other agency information can be obtained in the Administrative Office or on the bathroom wall. You can talk to an Addiction Rehabilitation Advisor 24 hours a day. It's safe and private to call 1-877-659-9350. It's Safe & Private to Call!!

12. Sexual assaults (criminal offenses) on campus will be reported immediately to the School Director or the Administrator and/or Instructor(s) in the absence of the Director who will report after investigation to the police department. After a thorough investigation, the victim will be encouraged to seek professional counseling at the Rape Crisis Coordinator and to maintain all evidence pertinent to case. Northern Technical College has a zero tolerance of such assault; the violation this policy by students or employees may result in expulsion, termination from employment, and/or an arrest after the investigation.

13. Northern Technical College encourages all students and employees to act responsibly and make good judgments concerning their own security and the security of others. Please report any known criminal offenses occurring on campus to the School Director.

14. Anyone with the knowledge of sexual harassment activities has an obligation to report incident to the School Director or staff member. If a staff member has knowledge of sexual harassment activities; it should be reported to the School Director. Northern Technical College will not tolerate retaliation or threats by any measures from students and/or staff members. Retaliation and/or threats are prohibited and will be prosecuted and are grounds for immediate terminations and/or expulsion from school.

15. In the event a sex offense or any Violence Against Women Act (VAWA) offense should occur on campus, the victim should take the following steps:
    - Report the offense to the school official.
    - Investigation will be proceeded who receive annual training on related to VAWA that protects the safety of victims and promotes accountability

- Provide the accuser and the accused with the same opportunities to have other present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice
- Provide an unlimited choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding, however the school may establish restrictions regarding extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
- Preserve any evidence as may be necessary to the proof of the criminal offense.
- Request assistance, if desired, from school official(s) in reporting the crime to local law enforcement agencies.
- Provide simultaneous notification, in writing to both the accuser and the accused, of the result of any institutional disciplinary proceeding that arises from VAWA allegations.
- Provide the school's procedures for the accused and the victim to appeal the result and when results become final

16. In cases of alleged sexual assault on campus disciplinary action will be based on the findings of the law enforcement agency investigation the facts pertaining to the crime and other mitigating circumstances.

17. Any information provided by the institution on crime victims from Northern Technical College about disciplinary hearings by the state of Arkansas can be obtained from the Iberia Parish Sheriff Department criminal data.

18. An institution must provide simultaneous notification, in writing, to both the accuser and the accused, of:

    - The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking
    - The school's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available
    - Any change to the result
    - When such results become final

19. Crime Log: Perspective students will be advised of the availability of the statistic report and a current crime report. These records are available at orientation and upon request through the administrative office.

Violence Against Women Act Offenses:

Northern Technical College offers a prevention and awareness program for all incoming students and new employees, during orientation to school and/or employment which includes list of crimes below: (PowerPoint, video, guest speaker)

Dating violence—violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic violence—a felony or misdemeanor crime of violence committed by • a current or former spouse or intimate partner of the victim, • a person with whom the victim shares a child in common, • a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,• a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or • any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Hate crime—a crime reported to local police agencies or to a campus security authority that shows evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. In their recording, schools must identify the actual or perceived category of the victim that motivated the crime. The categories are: race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, and disability.

Stalking—engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress. Programs to prevent dating violence, domestic violence, sexual assault, and stalking—Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that • are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and • consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Fire Safety Report

According to the Handbook for Campus Safety and Reporting, Northern Technical College does not have to complete this portion because we do not have on-campus housing facilities

Note:

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. In case of emergency that requires immediate attention, please report incident to the appropriate agency by calling (911) and then report the incident to the School Director or an authorized school official. (http://legis.a.gov/Legis/Law.aspx?d=454033)

Travena Jefferson, School Director **2215 East Harding Avenue** (**870) 536-6852**

Note: The Violence Against Women Reauthorization Act of 2013 (VAWA) requires institutions to compile statistics for certain crimes that are reported to campus director or local police agencies and reported to the Department through the web-based data collection.

Gainful Employment

Northern Technical College has a Link on the website to access the Gainful Employment status for the school years. (www.northerntechnicalcolleges.com) The Job Placement Rates, Graduate Rates, Retention Rates, and Licensure Rate can be located on the school's website. All promotional materials given will include the Web address (URL), of, or the direct like to, the disclosure template.

State Grant Assistance
N/A

Student Loan Information Published by the Department of Education

VOTERS REGISTRATION

At Northern Technical College, LLC., we encourage all United States Citizens to register to vote when it comes to an election day. Voter's registration forms are available at School Administrator Office during regular business hours Monday –Friday. from 9:00 a.m. – 5:00 p.m. or visit at www.northerntechnicalcolleges.com for more information. (http://www.sos.la.gov/ElectionsAndVoting/RegisterToVote/Pages/default.aspx)

Constitution Day
Section 111 requires that Constitution Day be held on September 17 of each year, commemorating the signing of the Constitution. However, when September 17 falls on a Saturday Sunday, or holiday, Constitution Day shall be held during the preceding or following week. Northern Technical College will celebrate Constitution Days as stipulated in Section J. of Pub. L 108-447, the "Consolidated Appropriations Act, 2005" Dec. 8, 2004.

Completion/Graduation and Transfer-Out Rates for Students Receiving Athletically Related Student Aid
Northern Technical College does not have an Athletic Programs**.**

Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members
In carrying out the principle of E.O. 13607, an institution commits to provide the Shopping Sheet to veterans and service members before they decide to attend the institution. This might be accomplished most easily be providing the Shopping Sheet to all students eligible to receive Federal military or veterans education benefits and by deleting items that are not relevant for particular groups of student (e.g., graduate students). Northern Technical College will not participate in the Principles of Excellence for Educational Institutions for the 2017-2018 year.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

ATTENTION TO ALL STUDENTS AND EMPLOYEES

STANDARDS OF CONDUCT

Northern Technical College prohibits the unlawful possession, use of distribution of illicit drugs and alcohol by students and staff on the property or as part of any Northern Technical College activities. Northern Technical College will immediately contact law enforcement officials to report all unlawful activities.

The health risks of the use of illicit drugs and alcohol abuse require providing education, counseling and a referral to a drug program for students and staff. Northern Technical College provides education annually to students during orientation and staff members upon the date of hire. Professional Drug Abuse Information, professional counseling, referral and treatment centers information is made available to students or staff members upon request.

Northern Technical College will expel students and terminate staff members involved in unlawful possession, use, or distribution of illicit drugs and alcohol. Northern Technical College will refer such cases to the proper authorities for prosecution, if applicable. Students and staff may be considered for reinstatement based on circumstances following a completion of an appropriate rehabilitation program.

As a condition of employment, employees and staff members must notify Northern Technical College of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

There are serious legal sanctions for illegal use of drugs and/or alcohol. There are serious health risks and issues associated with drug abuse. Health risks associated with the use of illicit drugs and the abuse of alcohol include: impaired mental and physical health, neurological disease/damage, memory and intellectual performance interference, mental and physical depression, uncontrollable violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, cardiovascular collapse or heart failure, gastrointestinal disease or damage, ulcers or erosive gastritis, anemia, liver and pancreatic disease, liver failure or pancreatitis, deteriorating relationships, and death.

A student and/or staff member at Northern Technical College, will adhere and understand Northern Technical College rules and regulations regarding drugs/alcohol use, understand Northern Technical College's policies as stated above and recognize the impact on their future at Northern Technical College if the law related to drug and/or alcohol use is broken.

INSTITUTIONAL SANCTIONS

Violation of school drug/alcohol by students, faculty, or staff will result in disciplinary action. The disciplinary action could be a written reprimand, suspension, dismissal, reduction in pay, expulsion, or termination. This is for students and employee accordance to the School's Code of Conduct policy. All illegal activities of substance abuse and/or alcohol could result in criminal prosecution as well, under state and federal laws, including section 22 of the Drug Free Schools and Campuses Act Amendment of 1989 (Public Law of 101-226).

Northern Technical College will notify the student or employee in writing if the institution becomes aware of any violation of this policy. The students and/or employee may request a formal hearing after receiving and notice. Three (3) members from the faculty and staff will comprise the hearing board. If

the student or employee fail to request a hearing within three (3) businesses within three-(3) business days then immediate termination will take place.

If a student or employee requests a hearing, the owner will notify the student/employee of when the hearing date will take place. The student and/or employee will have the right to be represented by legal counsel for this purpose. The hearing board will take testimony from all individuals involved in the case.

The institution's administration will then be notified of the owner's decision. In all cases the hearing committee and School Director's decision will be the final decision. If the students and/or employee are found to have violated the institution's Drug and Alcohol Prevention Policy, then immediate termination from the school or employment will result.

LEGAL SANCTIONS

In Arkansas, it is unlawful to produce, manufacture, distribute, dispense, or possess illegal drugs. The most common illegal drugs on college campuses are marijuana, opium derivatives, hallucinogens, depressants, cocaine, cocaine derivatives, and amphetamines. The Criminal Code of Arkansas carries specific penalties for the possession and use of illegal drugs. Arkansas Revised Statute 40:891.3, Violation of Uniform Controlled Dangerous Substances Law; Drug Free Zone, states that any person who violates a provision of the Uniform Controlled Dangerous Substances Law (Arkansas Revised Statute 40:966 through 970) while on any property used for school purposes by any school, within two thousand feet of any such property, or while on a school bus, shall, upon conviction, be punished by the imposition of the maximum fine and be imprisoned for not more than one and one-half times the longest term of imprisonment authorized by the applicable revisions of R.S. 40:966 through 970 of the Uniform Controlled Dangerous Substances Law. It is also unlawful in Arkansas for anyone under 21 years of age to purchase or possess any alcoholic beverages for any reason, in any place open to the public. Exceptions occur when the alcohol is possessed or consumed for the following reasons: for established religious purposes; for medical purposes when prescribed by a licensed authority; when an 18-20-year-old is accompanied by a parent, spouse, or legal guardian at least 21 years of age; in private residences or private clubs or establishments when lawfully employed by a licensed enterprise for the lawful sale, handling, transport or dispensing of alcohol beverages. In accordance with Arkansas Revised Statute 14:98, Operating a Vehicle While Intoxicated, driving under the influence of alcohol is illegal in Arkansas, and anyone with a blood alcohol concentration of .08 or above will be charged with driving while intoxicated (DWI) or driving under the influence (DUI).

Those students or employees in violation of Federal, State, and Local Laws for use, possession or distribution of controlled substances or alcohol abuse are subjects to any of the following sanctions or combination thereof:

1. Prison sentence
2. Probation
3. Monetary penalties
4. Substance abuse programs
5. Suspension of driving privileges
6. Driver's education program
7. Community service

An overview of Federal Sanction is enclosed. The State Sanctions are included in RS40:964, Section 202 of the Controlled Substance Act. The local Sanctions only cover alcohol abuse and small amounts of marijuana.

HEALTH RISK ASSOCIATED WITH USE AND ABUSE OF DRUGS AND ALCOHOL

Northern Technical College, as part of their prevention program, distribute information about the health risks associated with alcohol abuse and illicit drug use (EDGAR Subpart B 86, 100). IHEs will be available on sharing information about substance covered by the Controlled Substances Act (21 U.S.C. 811). U.S. Department of Justice's Drugs of Abuse" will be used to assist in disseminating information about health risks associated with AOD use.

HEALTH RISKS ASSOCIATED WITH ALCOHOL AND DRUGS

There are obvious risks associated with alcohol and drug abuse, but there are a number of less obvious risks as well: Physical and mental dependence Memory loss Violent behavior, aggressive acts, and angry feelings Headaches Nausea and/or vomiting Muscle weakness A drug tolerance Liver, lung, and kidney problems Brain damage Hallucinations, tremors, and convulsions Hyperactivity or Sluggish behavior Poor academic performance Unwanted sexual activity (i.e. date rape) Sexually transmitted diseases, including HIV/AIDS Unwanted pregnancy Impact on future career prospects Adverse effects from withdrawal

Alcohol and other drug use may also lead to other health problems such as respiratory depression, cancer, Fetal Alcohol Syndrome, elevated blood pressure, and, in some case, death. If combined with other depressants of the central nervous system, even low doses of alcohol can have dangerous effects.

ON-CAMPUS RESOURCES

In case of an emergency, contact school admissions office 870-536-6852 and call 911. If you are ever in doubt about your own health and safety or somebody else's, call for help. The Administrative Office (870-329-5136) provides general information about campus resources. It also offers programming during orientation and through various organized groups of students interested in educating the campus community about alcohol and drug use and related issues.

Northern Technical College has partnered with facilities that provide Counseling Service, however the school offers individual counseling for students concerned about alcohol and another drug use. The school will advise students to seek counseling at the list provided in the administrative office or on the bathroom walls.

The Administrative Office provides a variety of resources relating to alcohol and other drugs.

RESOURCES FOR TREATMENT AT LOCATIONS:

Northern Technical College will refer the student and/or employee who seek help to the following services listed below:

EMERGENCY RESPONSE EVALUATION

Emergency Response Policy

Timely warnings are issued at the discretion of Northern Technical College and the nature of the incident. Notification of these warning may be communicated via email, institutional texting system, letter, or phone and/or verbal announcement. If the larger community need to know emergency information the director and/or designated staff member will contact the news media and law enforcement.

Procedure

Responsibilities:

- **School Director**
- Will issue a timely warning in the event of emergency situations via text and voice messages through Northern Technical College email and/or phone or news media and law enforcement
- Will issue Test text and voice notifications via twice a year, conducted once in the Spring and once in the Summer.
- Document each test with a full description of the exercise, the date, time, and whether it was announced or unannounced.
- Student will be notified of the test 1 week prior to the test
- If the test is unsuccessful

Students

- If the test is unsuccessful, the students will notify the Director to update or trouble shoot reason for failed test.

Financial Aid Administrator

- Will update the student's record
- Notify the School Director of the update via private message

School Director

- Submit an additional timely notification test to students who updated their information**.**

EMERGENCY RESPONSE AND EVALUATION PROCEDURES

Fire Hazards Procedure

Staff and students should immediately notify the School Director in the event of a significant emergency or dangerous situation. Upon confirmation of the situation an announcement may be made giving instructions and procedures based on the emergency plan for student, staff and clients.
Instructor will direct students and clients out of the building through the nearest exit in an orderly and calm manner. Roll will be taken for a student count. The receptionist or whoever is aware of the fire will call the fire department (911). (http://ope.ed.gov/security/ or http://nces.ed.gov/collegenavigator/)

EXTREME WEATHER CONDITIONS

Northern Technical College will be closed in the event of extreme weather conditions. Students will refer to the local newscast of the weather and listing of school closure announcements. Northern Technical College may call or text students if time is permitted.

HURRICANE

If the students are at school when a warning comes to the school regarding a hurricane, the students will be sent home immediately. Students will be sent home to families and follow State and Local Police updates for further evaluation plan. The school will keep students informed about reopening of the school via text and email. If there is a power outage, then the students should listen to portable radios and/or other media information to keep updated on storm.

Fire

Notify staff and they will call 911. The students and staff should evacuate the building in an orderly fashion to a safe place. (to the "Snowball Factory" across from the school) Students and staff should immediately move cars if it is safe. If it is safe to return after the fire department inspect the building for safety, then the students will return on the Fire Marshal's approval. If it is unsafe, then the students and staff members will be sent home until further notice via email and/or text.

Tornado

Move to a safe place in the building away from the window areas. Sit on the floor in the narrow hallway in a fetal position. Follow emergency plan. The students and staff will remain in the hallways until it is safe to return to school setting. After inspecting damage to the building, then the student and staff will be allowed to return to class or sent home if the damage is severe. If the students are sent home, then the student and staff members will receive further notice via email and/or text.

FINANCIAL AID POLICY AND PROCEDURE

What is a Federal Pell Grant?

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. (A professional degree would include a degree in the field of education or pharmacy) In some cases, you might receive a Pell Grant for attending post-baccalaureate teacher certification program.

For many students, Pell Grants are usually a foundation of financial aid, to which aid from other federal and non-federal sources might be added.

How do I Qualify?

To determine if you're financially, the United States Department of Education uses a standard formula, established by Congress, to evaluate the portion you report when you apply. The formula produces an Expected Family Contribution (EFC) number. Your Student Aid Report (SAR) contains this number, in the upper right corner of page 1. This number will determine if you're eligible for a Pell Grant and how much.

You need to complete the FAFSA to be eligible for Financial Aid and determine what you'll qualify to receive.

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

- be admitted as a regular student.
- be enrolled or accepted for enrollment in an eligible program on at least a half-time basis.

- Be a citizen or an eligible non-citizen.
- Not owe a refund on a Federal Pell Grant or FSEOG at any school.
- Not be in default on Federal Perkins Loan or Federal Stafford Loan/FSLS/FPLUS at any school.
- Have financial needs.
- Be making satisfactory progress (as defined by the school's policy) in the course of study.
- Be registered for selective service (if a male born on or after January 1, 1960)
- Have signed a statement of educational purpose.
- Have signed a statement of updated information.
- Have a High School Diploma, a GED, or have demonstrated the ability to benefit.
- Agree to use any federal student aid received solely for educational purposes.

Vaccination Policy
Northern Technical and Arkansas Barber Examiner Board do not require vaccination for enrollment.

College Navigator Website
The College Navigator Website is accessible to students to seek the Information about Northern Technical College program activities offered, services offered for individuals with disabilities, career and placement services offered and policies of the school related to transfer of credit from other schools. The website is http://nces.ed.gov/collegenavigator.

Written Arrangement Disclosures
Prospective and enrolled students applicable to all schools where program is designed to be offered by another entity; Portion of program not being offered by the degree/certificate granting school, name and location of the other school/organization, method of delivery not being offered by the degree/certificate granting school and estimated additional costs that may incur due to arrangement.

Note: Northern Technical College does not participate in this program.

Conviction for possession or sale of illegal drugs
- A Federal or state drug conviction can disqualify a student or FSA funds. The student may Re-certifies in applying for aid that he/she is eligible. Northern Technical College is not required to confirm this unless there is evidence of conflicting information.
- A conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when the student was a juvenile, unless she/he was tried as an adult.
- The Chart below illustrates the period of ineligibility for FAFSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs)

	Possession of illegal drugs	Sale of illegal drug
1st Offense	1 year from date of conviction	2 years from date of conviction
2nd Offense	2 years from date of conviction	Indefinite period
3 + Offenses	Indefinite period	

- If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

- A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him/her ineligible again.
- When a student regains eligibility during the award year the institute may award the student a Federal Pell Grant and Direct loans) based aid for the current payment period and direct for the period of enrollment.

Standards for a qualified drug rehabilitation program

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by federal, state or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

Incarcerated students:

- A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classes and practical studies are done at the institution's physical location; so therefore, incarcerated students are not eligible for admissions.

FINANCIAL AID ELIGIBILITY/CITIZEN/ELIGIBLE NON-CITIZEN

You must be one of the following to receive Federal Student Aid:

- U.S. citizen
- U.S. national
- U.S. permanent resident who has an I-151 or I 551 (Alien Registration Receipt Card)

Departure Record (I-94) from the U.S. Immigration and Naturalization Service (INS) showing one of the following designations:

- "Refugee"
- "Asylum Granted"
- "Indefinite Parole" and/or "Humanitarian Parole"
- "Cuban-Haitian Entrant, Status Pending"
- "Conditional Entrant" (Valid only if issued before April 1980)
- "A Suspension of deportation case pending before Congress.
- "I-688" with valid expiration date

IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:

- "F1" OR F2" student visa
- "J1" or "J2" exchange visitor visa only
- "I-688a", "I-688b or "I-688c" (Amnesty application)

STUDENTS RIGHTS AND RESPONSIBILITIES

The student has the right to ask the school:

- The name of its accrediting and licensing organizations.
- About the programs, instructional, laboratory, and other physical facilities, and its faculty.
- What the cost of attending is and the policy on refunds to students who drop out.
- What financial assistance is available; including information on all federal, state, local, private and institutional financial aid programs?
- What's the procedures and deadline are for submitting applications for each available financial aid program?
- How it selects financial aid recipients?
- How it determines financial needs?
- How much of your financial needs, as determined by the school, has been met?
- How and when the student will be paid?
- To explain each type and amount of assistance in your financial aid package.
- What is the interest rate on student loan offered, the total amount you must repay, when you must start repaying, and what cancellation or deferment (postponement) provisions apply?
- To reconsider your aid package, if the student believes a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines whether you are making satisfactory progress and what happens if you are not?
- What special facilities and services are available to the handicapped?

It is the student's responsibility to:

- Review and consider all information about the school program before enrolling.
- Pay special attention to the application for student financial, and complete it accurately, and submit it on time to the right place. Errors can delay or prevent the student from receiving financial aid.
- Provide all documentation, 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 are asked to sign.
- Repay any student loan. When you sign a promissory note, you are agreeing to repay your loan.
- Request an exit interview at the time you are leaving 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 of change in your name, address, phone number, or attendance status (full-part time student) if you have student loans, you must notify your lender of these changes.
- Understand your 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 is your responsibility and your liability when errors are made and funds for which you are not eligible for are advanced to you or credited to your school account.

COMPLIANCE STATEMENT

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state, or private programs. This school does not discriminate of the basis of race, religion, creed, color, nationality, sex, or age in their admission policies or in access to employment or the administration of their programs.

When Do I Apply?

Apply as soon AFTER January 1, (you can't apply before this date). It's easier to complete the application when you already have your tax return for the year end, so you may want to consider completing your tax return early as possible. If you have not applied for financial aid, you can always apply before June 30th of the following year.

Note:

You must reapply for federal aid every year. Also, if you change schools, your aid doesn't go with you. Check with your new school to find out what steps you must take to continue receiving financial aid.

Pell Grants:

The student completes the Free Application for Federal Student Aid and our Institutional Financial Aid Application.

OR

Go to **FAFSA website** www.fafsa.ed.gov and follow step 1, 2, 3.

Cost of Attendance

BARBERING COST OF ATTENDANCE (COA) & RELATED COSTS

The Net Price Calculator can be found on Northern Technical College website: northerntechnicalcolleges.com

Books (**Payable to Northern Technical College upon admission**)	$ 2500.00
Tuition & **Misc** Fee (**Non Refundable $145.00**)	$17140.00
Total	**$19640.00**

Living with Parents Budget (Yearly)

	Full Time
Tuition and Fees ($145.00)	**$ 17140.00**
Books/Supplies	**2500.00**
Room & Board	**500.00**
Personal and Misc	**250.00**
Transportation	**640.00**
Total	**$21030.00**

Off Campus Living Budget (Yearly) (Dependent and Independent)

	Full Time

Tuition and Fees	**$17140.00**
Books/Supplies	**2500.00**
Room & Board	**840.00**
Personal and Misc	**250.00**
Transportation	**640.00**
Total	**$ 21370.00**

TEXTBOOKS

The textbooks utilized as a means to administer the curriculum (as approved by TDLR) to the Student's for the courses offered at Northern Technical College are included in the toolkit offered to each student enrolled in our barber programs. Effective July 1, 2010, institutions receiving Federal Financial Assistance are required to post verified textbook pricing information for both required and recommended material for each class. By the seventh day of a payment period, a school must provide a way for a student who is eligible for FSA funds to obtain or purchase the books and supplies required for the payment period if 10 days before the beginning of the payment period. A school that includes the costs of books and supplies in the tuition and provides all of these materials to the students at the start of his or her classes, then the student is considered to have authorized the use of FSA funds and does not need to obtain a written authorization for this purpose. Depending on the program enrolled, the textbooks are included in the toolkit are as follows:

• Milady's Standard Professional Barbering, 6th Edition – ISBN-13: 978-1305100558, (Price TBD-To Be Determined)
• Milady's Standard Professional Barbering, Student Workbook – ISBN-13: 978-1305-100664
• Milady's Standard Professional Barbering, Exam Review – ISBN-13: 9781305100671
• Milady's Master Educator, Student Textbook 3rd Edition – ISBN-13: -9781133693697, (Price TBD-To Be Determined)
• Milady's Master Educator, Exam Review, 3rd Edition – ISBN-13: 9781133776598

LOAN COUNSELING

In compliance with Federal regulations and guidelines, Northern Technical College conducts an Exit Interview with each student who has applied and received a Direct Federal Loan through the institution.

Upon meeting graduation requirement, students must complete the exit counseling according to the guidelines set forth on the Direct Loan website: https://studentloans.gov/myDirectLoan/Index.action.

Students must first read the guidelines and select Northern Technical College as the institution in which the information will be sent. They are to read the content and answer the questions. Students must read the Borrower's Rights and Responsibilities before submitting the Exit Counseling. Students are instructed to print 2 copies of the Counseling Completion Confirmation page and submit one copy to the Financial Aid Administrator and the other is kept for their records. This process takes approximately 30 minutes.

STUDENT LOAN INFORMATION PUBLISHED BY DEPARTMENT OF EDUCATION

http://www.direct.ed.gov/

NATIONAL STUDENT LOAN DATA SYSTEM

After submitting the FAFSA, the Department of Education (DE) attempts to match the information provided with what is on the National Student Loan Data System (NSLDS). This is to ensure that the student is not in default on any previously borrowed student loans, is not close to over aggregate Federal Stafford Loan limits, and a refund on a grant payment received is not due. Department of Education uses the student's name, social security number, and date of birth to determine the above

and list financial aid history on the Student Aid Report (SAR) and ISIR. If the information provided on the FAFSA does not match what is on NSLDs, the record will be flagged.

For files that are flagged, the Financial Aid Office personnel must determine why the data mismatch is occurring, try to resolve it if possible, and then locate the student's financial aid history on the NSLDS to ensure there are no other issues.

When a partial match on the information with NSLDS is reported on the SAR/ISIR, Financial Aid Office personnel must resolve the issue before proceeding. If there was a mistake made entering the student's data on the FAFSA, a correction should be made. Students may be asked to provide document to help resolve the issue. This may be but is not limited to paperwork showing a legal name change, a copy of the social security card, or a birth certificate, passport, naturalization papers, etc. Financial Aid personnel will contact the student in writing should any supplementary documentation be needed.

The Financial Aid administrator will look at NSLDS history for each student flagged who is awarded Financial Aid. As ISIRs are received, NSLDS history is printed. Then if the data indicated that a student has attended other schools, the Financial Aid personnel will check to see if transcripts from any or all previous schools attended have been received. If transcripts are missing, then admissions trace the missing transcripts. During the award process, Financial Aid personnel will look in and check NSLDS for any potential problems that may need resolving before student is awarded Financial Aid.
www.nslds.gov.

Entrance Counseling for Student Loan Borrowers (Direct Subsidized and Unsubsidized Loans 34 CFR 685.304 (a) (6)
The Department of Education requires that any student receiving a Federal Stafford Loan be notified concerning their loans. Student must complete entrance counseling and an electronic loan promissory note prior to the loan being disbursed and consequences for default. Students are counseled regarding loan indebtedness and to make sure the student understands the amount borrowed and their rights and responsibilities regarding repayment of the loan and interest rates. A brochure is given to students to each prospective student.

Exit Counseling for Student Loan Borrowers (34 CFR 685.304 (b)(4)
The student is required to complete Exit Counseling before they graduate or if they decide to withdraw from the program, a tool to ensure the student understands their rights and responsibilities as a student loan borrower and provides useful tips and information to help manage their loans by visiting the website: www.studentloans.gov. A brochure is given to students to each graduate student.

Federal Subsidized Stafford Loans:
Student and Parent borrowers have access to NSLDS using their Federal PIN. The National Student Loan Data System (NSLDS) is the U.S. Department of Education's (ED) central database for Federal Student Financial Aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan Program, and other Department of Education Programs. Visit NSLDS for information regarding your Federal Student Loans, including your servicer(s).

Federal Unsubsidized Stafford and PLUS Loans:
Stafford Unsubsidized Loans are federally guaranteed loans that are not based on financial needs. Interest does accrue from the time the loan is disbursed to the school. Additionally, there are maximum

amounts you can receive per school year for dependent and independent students. Review the students' repayment options.

Federal student loan records of students and parents will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions to determine to be authorized users of the data system. Students and parents may view their loan record history by visiting the website: www.nslds.ed.gov

Private Education Loan Disclosures (Including Self-Certification Forms)
Northern Technical College does not participate in Privately Funded Loans Programs; therefore, we have no Lender list.
Note: The institution does not have access to any Self-Certification Forms for private education loans.

Code of Conduct for Education Loans

Preferred Lender Lists
Northern Technical College does not participate in Privately Funded Loans; therefore, we have no Lender list.

Preferred Lender Arrangements
Northern Technical College does not participate in Privately Funded Loans; therefore we have no Lender arrangements.

PRINCIPLES OF FINANCIAL AID

1. The institution will with schools, community groups, and other educational institutions in support of the national goal of equality of educational opportunities.
2. Expected Family Contribution toward the student's cost of education is highly encouraged. This school expects parents to contribute financially, according to their means, taking into account their incomes, assets, number of dependents, and other relevant information. Students are expected to contribute from their own earnings and assets, including borrowing against future earnings.
3. Financial aid will be offered after determining whether the family's resources are insufficient enough to meet the student's educational expenses. The amount of aid offered will not exceed the amount needed to meet the difference between the student's total educational expenses and the family's resources.
4. In awarding funds to eligible students, the amount and the type of self-help will be related to the circumstances of the individual and the largest amount of grant assistance will be offered to students with the least ability to pay.

DEPENDENT STUDENT
An individual that does not meet the Independent Student criteria is a dependent student. This student is required to submit with his/her application student, spouse (if applicable) and parents' income and assets data.

INDEPENDENT STUDENT

An individual who meets one of the following criteria:

1. An individual at least 24 years old by December 31 of the award year.
2. At any time since the student was 13, were both parents deceased, was the student in foster care or was the student a dependent or ward of the court.
3. A veteran of the armed forces of the United States.
4. An individual with legal dependent other than a spouse.
5. A graduate or professional student who will not be claimed as an income tax exemption by his/her parents for the first calendar year of the award year.
6. A married person.
7. A student who is currently serving on active duty in the United States Armed Forces for purposes other than training.
8. A person who has children, whom they will provide more than ½ the children's support.
9. The student is an emancipated minor.
10. The student is in legal guardianship.
11. The student is an unaccompanied youth who was homeless.
12. The student was a homeless youth at risk of being homeless.
13. A person whom has been determined by the Financial Aid Administrator to be independent because of unusual circumstances.

PARENT(S)

For purposes of the Financial Aid Program, "parent" is mother and/or father or adoptive parent; not foster parents.

EXPECTED FAMILY CONTRIBUTION (EFC)

The amount that has been calculated as expected family contribution to offset the student cost of attendance. Tuition and fees are $17,140.00 for the program.

FINANCIAL NEED

Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

DETERMINING FINANCIAL NEED

The U. S. Department of Education approves the Effective Family Contribution formula. This school uses it to compute the ability of the family to contribute to the cost of the student's training. Each year certain aspects of EFC are adjusted. This accounts for both actual inflation in the previous year and projects inflation for the next analysis year. The yearly Consumer Price Index (CPI) analysis determines inflation rates. Revision in FICA, federal, state, and local taxes reflect changes in the law and recently available IRS data.

The Federal Pell Grant uses the Federal Expected Family Contribution (EFC) number on the Student Aid Report (SAR) to determine edibility number obtained. This determines the student's (or family's) ability to contribute to the Cost of Attendance (COA). The EFC is subtracted from the COA, and the school awards financial aid to cover as much of the student needs as possible. The EFC base needs on information furnished in the Free Application for Federal Student Aid (FAFSA). The EFC number calculated is for nine months, for dependent students, and twelve months for Independent students.

TRANSFER OF HOURS/CREDIT POLICIES

Each school must disclose and make available to prospective and enrolled students a statement of the school's transfer of hours/credit policies that includes at a minimum:

- Any established criteria the school uses regarding transfer of hours/credits earned at another school
- A list of schools with which the school has established articulation agreements.
- Transfer of hours/credit policies does not create a legally enforceable right for a student to require a school to accept a transfer of hours/credit from another school.

Transfer Policy

A student who has attended another barber college is classified as a transfer student. Applicants must submit transcripts from all schools attended prior to admission to **Northern Technical College**. A transfer student may be admitted to the program upon verification of previous hours and the state board transfer requirements. If accepted, transfer students will be required to purchase a kit to meet **Northern Technical College** requirement. Transfer of attempted hours are recorded on the student's permanent record. Decisions concerning the acceptance of transfer attempted hours are at the discretion of the administrator and may count toward the 150%. Application fee and registration fee apply. In addition, the student will be charged based on the current tuition rate and how many hours are needed for completion.

The new Transfer Monitoring Process is designed to provide schools with the most current relevant data about the financial aid history of its transfer students – especially its mid-year transfers. The new regulations that became effective on July 1, 2001 (34 CFR 668.19) as published in the Federal Register on November 1, 2000, require the school to:

• Inform NSLDS of its mid-year transfer students.
• Wait at least 7 days after informing NSLDS before disbursing Title IV aid to those students so that NSLDS can perform its monitoring function.
• Access any Alerts sent to the school by NSLDS as a result of the monitoring function.
• Review the mid-year transfer students' revised financial aid history.
• Make any necessary adjustments to scheduled disbursements.
• Determine if the student is responsible for repaying any Title IV aid that was disbursed prior to the school's receipt of the revised history. Proceed to the listed procedures below.

If you have any questions about the new Transfer Monitoring Process call the NSLDS Customer Service Center at 1-800-999-8219, from 8:00 A.M. to 8:00 P.M. Eastern time. Or, you can email your question to nsldscoe@raytheon.com.

Procedure

Responsibilities:

- **Admission Administrator**
- Apply for Financial Aid

Step 1

Visit Northern Technical College for verification that you have met the criteria for admission.

Step 2

Set up your appointment with the Administrator for an interview. We ask that you submit the following documents to be considered for acceptance:

_____ Application for Admissions
_____ Social Security Card (Copy)
_____ Current Driver's License or State I.D.
_____ High School Diploma, GED or Official Transcript
_____ Two (2) passport pictures

Foreign High School diploma or transcript –
Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a U.S. high school diploma; Documentation of proof of completion of secondary education from a foreign country must be **officially translated into English and officially certified as the equivalent of high school completion in the United States.)**

Step 3
After all documents have been received and reviewed for completeness, you will be contacted of acceptance. You are now ready for enrollment. At this appointment, you will attend orientation, sign your enrollment agreement, and submit the following fees:
_____Application Fee $20.00

HEOA section 488(g) HEA section 485(h), Effective date: August 14, 2008

II. We will take up to 500 hours from another school, and the amount of hours excepted is up to the director's discretion.

III. State Grievance Policy

A grievance is a just or supposed basis for complaint arising out of any alleged unauthorized or unjustified act or decision made by a member of the Grievance committee that in any way adversely affects the status, rights, or privileges of a student. An aggrieved student may complain to the administration to correct the problem. The burden of proof is on the individual who submits a complaint. The grievance process is not the correct means for appealing disciplinary actions, for contesting a grade, or appealing an academic decision. (See separate policies within the Catalog and/or Student Handbook.

IV. State Grievance Procedures

- **Responsibilities**
  - **Grievance Committee**
    - **Follow the step listed below**

Step 1 — Informal Action

Seek resolution first through direct, informal communication with the responsible person. Discussion between those involved is encouraged at all stages, but is essential in the early stages of resolution. Following an unsuccessful attempt to resolve the conflict one on one, students are encouraged to discuss the matter with their faculty mentor or with School Director, as appropriate.

After the student has made every available effort to resolve the conflict in an informal manner, formal action may be taken.

Step 2 – Formal Action

1. State the grievance in writing (write a complaint) within 30 days of the alleged event and submit the complaint to the School Director. No special form is needed, but the complaint must include:
    - The date you submit the complaint;
    - A description of the grievance that includes all relevant information such as date(s), when the problem was evident, evidence substantiating the grievance, and witnesses; and
    - A proposed resolution, that is, what you want to happen to resolve the grievance.
2. The School Director has two working days from the date of receipt to forward the grievance to the school's grievance committee member who will serve as mediator to resolve the matter. Care will be taken to ensure that the mediator has the expertise necessary to resolve the grievance.
3. The mediator has two working days from the date of receipt to:
    - Send to the student an acknowledgement that briefly summarizes the grievance and informs the student that a resolution will be sent within ten working days, and
    - Forward to the School Direct a copy of the grievance and acknowledgement.
4. The mediator has ten working days from the date of receipt to:
    - Investigate the alleged basis for the complaint;
    - Investigate previous efforts taken to resolve the grievance
    - Investigate any contingencies and take such action that may help resolve the grievance;
    - Send to the aggrieved student a formal response (a statement describing what was or will be done to resolve the grievance); and
    - Forward to the School Director a copy of the formal response.
5. If the student is satisfied with the formal response, the grievance is resolved.
6. If the student is not satisfied with the formal response, a request for a hearing may be made to the Grievance Committee, which:
    - Shall be given a copy of the case to date;
    - Shall schedule a hearing date and time within seven working days of the request and notify all concerned (but not necessarily invite them to attend);
    - May invite the student and any witnesses to attend the hearing the student does not have a right to attend;
    - Shall conduct the hearing as informally as possible, while reviewing and evaluating the case;
    - Shall keep its deliberations confidential; and
    - Shall, by majority vote, recommend to the School Director a course of action to finally resolve the grievance.

The School Director will issue a decision, which shall be final, in writing to the student within three working days of the hearing. The School Director and committee is tasked with the overall responsibility

for collecting and securing documentation, and for ensuring confidentiality of all matters related to any filed grievance or complaint.

In accordance with requirements issued by the U.S. Department of Education, any student who has already followed the Grievance/Complaint Procedures as noted above, and feels the issue is not resolved, may contact our accrediting agency:

Arkansas does not have a formal grievance complaint process, however the student my contact the Arkansas Attorney General Office.

COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS (Including Computer Use and File Sharing)

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). Thee rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of the copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at (**www.copyright.gov**).

Northern Technical College Code of Conduct prohibits illegal copyright infringement. Downloading and/or distributing copyrighted material, including through peer-to peer file sharing,, without the permission of the copyright owner, is against the law. The use of Northern Technical College, network or other technology for unauthorized distribution of copyrighted material is forbidden. This can result in prosecution in criminal court and/or liability for damages in civil court.

Northern Technical College will accept and respond to any notice regarding the Digital Millennium Copyright ACT (DMCA).

The Higher Education opportunity Act
The ACT requires institutions of higher education to offer legal alternatives to unauthorized downloading. The link below is from Educause and includes all of the legitimate online services that they are currently aware of. No endorsement or evaluation is intended.
http://educasue.edu/legalcontent

School and Program Accreditation, Approval, or Licensure

Student may review Northern Technical College website listed below or request a copy of documents describing accreditation, approval, or licensing. Certificate are posted throughout the school for observation and reviewing.

Northern Technical College is accredited and approved by the following agencies:
National Accrediting Commission of Career Arts and Sciences (NACCAS)
State of Arkansas Board of Barber Examiners

Licensed by:

Barber Examiners Board
501 Woodlane Street Ste 212N, Little Rock, Ar. 72201
Phone: (501) 682-4035

Private Barber College License Number: 00038

In accordance with the Arkansas Department of Licensing and Regulation Rules and Regulations, the School's teacher-to-student ratio does not exceed twenty (20) students per instructor. Generally, the instructors have had shop experience, including positions as hair stylists, salon manager or salon owner. The instructors are required each year to complete twelve (12) hours of advanced training in the practice of teaching in Barbering/Cosmetology. They attend state seminars as well as many local classes for barbers/cosmetologists and instructors.

Accredited by:

National Accrediting Commission of Career Arts and Sciences (NACCAS)
3015 Colvin Street
Alexandria, Virginia 22314
Phone: 703-600-7600
Fax: 703-379-2200

ARTICULATION AGREEMENTS

Northern Technical College does not have any articulation agreements with any other institutions at time.

TRANSFER STUDENT (NSLDS)
Northern Technical College will access the NSLDS as it has all the pertinent information about a student's loan and financial aid history.

INTEGRATED VERIFICATION PROCESS
Federal regulations 34 C.F.R Part 668, Subpart E, dated March 1986, executing legislation 20 U.S.C. 1094 governing the Title IV programs require schools to be sure of certain applicant reported data. These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective

students upon request. This procedure is part of the Admissions and Advising process. To follow the regulation and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse Federal Pell or Campus-Based aid until completion of verification.

WHO MUST BE VERIFIED

The policy of this school shall be to verify those students selected by the need analysis system for verification. In the absence of conflicting documentation, applications excluded from verification include:

-Legal resident of the Trust Territory of the Pacific Islands, Guam, American Samoa, and the Mariana Islands. This includes dependent students whose parents are also legal residents of one of these Islands.
-Dependent students whose parents are residing in a country other than the United States. This applies to other than the United States and only if the student cannot contact the parents by normal means.
-Dependent students whose parents are dead, or are physically or mentally ill, or whose parents' address is unknown.
-Immigrants who arrived in the United States during either calendar year in the Award Year.
-Those submitted for an Award Year if the applicant dies during the Award Year.
-Those submitted if the applicant is imprisoned at the time of verification.
-Those submitted when the applicant does not receive financial assistance, for reasons other than their failure to confirm information on the application.
-Other exclusion, on a documented individual case basis, at the discretion of the Financial Aid Administrator.

An applicant need not document spouse information or provide a spouse's signature if:

- The spouse is residing in another country and the student cannot contact the spouse by normal means of communication.
- The student cannot locate the spouse because their address is unknown.
- The spouse is dead, or mentally or physically ill.

VERIFICATION ITEMS

1. Annual Federal Register will provide items to verify and documentation required.
2. All selected applicants:
    A. Number in household: A signed statement signed by the applicant and one parent if student dependent, listing:
        a. name and age of each household member
        b. relationship of that household member to applicant.
    B. Number in college: A signed statement by the applicant and one of the parents if dependent listing:
        a. the name and age of each household member who is attending an eligible postsecondary educational institution as at least a half-time student in the current award year.
        b. the name of the eligible institution that each household member is or will be attending during the Current Award Year.
    C. Food Stamps (SNAP)-If receipt reported on FAFSA (Documentation from the agency that issues the food stamps benefit or alternative documentation as determined by the institution to be sufficient to confirm that the applicant received food stamp).

D. Child Support Paid- If amount reported on FAFSA (Documentation would include a statement signed by the applicant, spouse or parent who paid the child support certifying:
    a. amount of child support paid.
    b. the name of the person to whom child support was paid.
    c. the name of the children for whom the child support was paid.

3. For Tax Filer: If the tax filer is unable to provide information through the IRS data retrieval process, a transcript obtained from the IRS that lists tax account information for the tax year is required. If the tax filer is separated, divorced or widowed: (a) a transcript from the IRS; (2) a copy of IRS form W-2 for each source of employment income received.
4. A student, spouse or parent who is required to file a U.S. income tax return and has been granted a filing extension must provide a copy of IRS form 4868, and must provide a copy of a W-2 for each source of employment and/or a signed statement by a self-employed individual certifying the amount of the AGI and income tax paid for tax year.
    A. AGI
    B. Tax Paid
    C. Specific Untaxed Income Items:
        a. Untaxed IRA distributions
        b. Untaxed pensions
        c. Education Credits
        d. IRA Deductions
        e. Tax exempt interest
5. Non-Tax Filers:
    A. Income earned from work
6. Non-Tax Filers:
    A. Copy of IRS form W-2 for each source of employment
    B. A signed statement verifying:
        a. that the individual has not filed and is not required to file an income tax return for tax year.
        b. the sources of income earned from work as reported on the FAFSA and amounts of income from each source that is not reported on IRS form W-2.

All applicants selected for verification either by the Department of Education or the institution, must complete verification before any Professional Judgment adjustment can be made to the ISIR.

All changes resulting from verification must be submitted if the change is to any non-dollar item or the change refers to a single dollar item of $25 or more. Northern Technical College will make no adjustments until verification is completed.

APPLICANTS RESPONSIBILITIES

To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(s) July 1st through June 30th the following Award Year. Applicants must certify that the following data items are correct as listed on the original application; or if not correct, must update the date items, as the date of verification:

- Number of family member in the household.
- Number of family members the household now enrolled as at least half-time students in postsecondary educational instructions.

- Change in dependency instructions.

Federal Pell Grant applicants who dependency status changes during the Award Year must file a correction application.

Campus-Based applicants whose dependency status changes during the Award Year must have their Family Contribution (FC) recalculated. The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTATION WITHIN THE SPECIFIED TIME PERIOD(S)

If the student cannot provide all required documentation, Northern Technical College cannot complete the verification process with two weeks from the date of enrollment. Northern Technical College must then advise applicants that they are not eligible for Financial Aid funds. The school then gives the applicants the following options:

- The student may continue training on a cash payment basis.
- The student may withdraw, and re-enroll at no additional charge.
- There will be no loss of credit earned, when the student provides all proof, and verification is complete.

If a Federal Pell Grant applicant has not processed **Part 2 of the SAR** within two weeks of enrollment, the school must advise them that they are not eligible for Financial Aid. Northern Technical College will then provide applicants with the following options:

- The student may continue training on a cash payment basis.

The student may withdraw, and re-enroll at no additional charge. There will be no loss of credit earned, when the student provides all proof and verification is complete.

The applicant must repay any over award, or any award for which he/she was not eligible discovered during verification.

INTERIM DISBURSEMENTS

Northern Technical College may not make any interim disbursement. The student must complete verification before disbursement of any or all Title IV funds.

NOTIFICATION OF RESULTS OF VERIFICATION

Northern Technical College shall notify the applicant of additional information and/or documentation needed for verification. This occurs through contact with the Financial Aid Administrator, or by mailing to the applicant's resident address a **VERIFICATION FOLLOW-UP** form. This form indicates additional items needed. Northern Technical College will notify the applicant of any changes in the originally computed Federal Pell Grant award.

- The student shall sign and date the SAR certified for payment
- The school shall notify the applicant when they complete verification by:

-Obtaining the student's signature and date on the SAR certified for payment.
-Providing the student a receipt for any Campus-Based funds credited to their tuition account.

ADDITIONAL CONSUMER INFORMATION

It is the student's responsibility to comply with all obligations involved in the receipt of Federal and/or State Aid. For more information about these programs, including application procedures, eligibility requirements, amounts of eligibility, rights and obligations pertaining to each program including Loan consolidation consult the following sources: The Federal Pamphlet, Federal Student Aid Fact Sheet has information about Federal Pell Grants, and Direct Stafford/GSL. For more information regarding the specific requirements each Financial Aid Program, please refer to the United States Department of Education Student Guide. It is also available at the Financial Aid Office.

FEDERAL PELL DEADLINE

FAFSA applications must be received by June 30 (Award Year). SAR's must be submitted to the Financial Aid Office by June 30th, or your last day of enrollment in Award Year whichever comes first. A valid SAR/ESAR requires signatures of student, spouse, and parents, if applicable.

RENEWAL PROCESS

A Federal Pell Grant award received in one Award Year (July 1 to June 30 of the following year) is never automatically renewed in the next Award Year. A student must re-apply for the Federal Pell Grant and submit a copy of the new SAR to the Financial Aid Office.

How Much Money Can I Get?

Award s will depend on program funding. How much you will get will depend not only on your Economic Family Contribution (EFC) but also on your Cost of Attendance, whether you're full-time or part-time student, and whether you attend school for a full academic year or less. You may receive only one Pell Grant in an Award Year and you may not receive Pell Grant funds from more than one school at a time.

How Will I Be Paid?

Northern Technical College may credit the Pell Grant funds to your school account. Northern Technical College must tell you in writing how and when you'll be paid and how much the Pell Grant will be. Schools must pay you at least once per term (semester, trimester, or quarter). Schools that don't use formally defined, traditional, term must pay you at least twice per academic year.

DISBURSEMENT

On the basis of per payment period, a check payable to the student and/or co-payable to the school and the student will be issued. It is the students' responsibility to submit all forms and documentation to

the Financial Aid Office in accordance with the deadlines applicable to each program from which Financial Aid is requested.

ACADEMIC YEAR
The definition of the Academic Year for this institution is 900 clock hours in 27 weeks.

AWARD YEAR
The period of time is between July 1 and June 30th.

CLOCK HOUR (AS DEFINED IN THE FEDERAL REGISTER)
A 50 to 60 minutes class, lecture or recitation of theory; or
A 50 to 60 minutes faculty supervised laboratory, practical training, or internship training.

WHAT HAPPENS TO TITLE IV FUNDS WHEN A STUDENT WITHDRAWS FROM A CLOCK HOUR SCHOOL

The Business Office is required by Federal Statute to calculate the percentage of earned Title IV Funds received or pending to be received and to return the unearned funds for a student who withdrew, was terminated or failed to return from an approve leave of absence. If a student fails to return from a Leave of Absence the Date of Withdrawal is the last day the student attended class before the Leave of Absence began.

Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:
Percentage of aid earned = the number of scheduled hours in the payment period completed up to the student's last date of attendance as per the school's attendance records, divided by the total clock hours in the payment period.

- If this percentage is greater than 60% then the percentage earns 100% of the disbursed Title IV funds or aid that could have been disbursed.

- If this percentage is less than 60% then the percentage earned is equal to the calculated value.

Funds are returned to the appropriate Federal Program based on the percent of unearned aid using the following formula:
Aid to be returned = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew.

- When Title IV funds are returned, the student may owe a balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution must send written notification to the student (or parent for PLUS loan funds) to offer a post-withdrawal disbursement for any amount not credited to the student's account no later than 30 calendar days after the date that the school determines that the student withdrew. The institution is required to make a post-withdrawal disbursement within 45 days of the student's date of determination that they withdrew for grants and 180 days of the student's date of determination that they withdrew for loans.

Refunds are Allocated in the Following Order:

Unsubsidized Federal Stafford Loan
Subsidized Federal Stafford Loan
Federal Parent (PLUS) Loan
Federal Pell Grant
Federal Supplemental Opportunity Grant
Other Title IV Assistance
State Tuition Assistance Grants (if applicable)
Private and Institutional Aid
The Student

Northern Technical College measures progress in Clock Hours, and used the Payment Period for the period of calculation.

CALCULATION FORMULA:

The formula determines the amount of Title IV Aid that was disbursed plus Title IV that could have been disbursed.

Calculate the percentage of Title IV Aid earned:

a. Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

HOURS SCHEDULED TO COMPLETE
TOTAL HOURS IN PERIOD = % EARNED

b. If this percentage is greater than 60 %, the student earns 100%.
c. If this percent is less than or equal to 60%, proceed with calculation.
-Percentage earned from (times) total aid disbursed, or could have been disbursed = **Amount Student Earned.**
-Subtract the Title IV aid earned from the total disbursed = Amount to be Returned.
-100% minus percent earned **= Unearned Percent**
-Unearned percent (multiplied by) total institutional charges from the period = **Amount Due from The School.**

If the percent of Title IV Aid disbursed is greater than the percent unearned (times) institutional charges for the period, the amount disbursed be used in place of the percent unearned.

If the percent unearned (times) institutional charges for the period are less than the amount due from the school, the students must return or repay one-half of the remainder unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed and/or could have been disbursed. The student is also not required to return an overpayment if the amount is $50 or less.

Order of Return of Title IV Funds

A school must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

- Unsubsidized Direct Stafford Loans (other than PLUS Loans)
- Subsidized Direct Stafford Loans
- Direct PLUS Loans
- Federal Pell Grants (for which a Return of Funds is required)
- Students receive a written notice clearly identifying amounts returned and to which program.

POST WITHDRAWAL

School must get authorization from student to apply post withdrawal funds to his/her account. Funds in excess of balance owed and payable to the school must be offered to student.

Northern Technical College sends a grant overpayment notice to students within 30 days from the date the school determined that student withdrew or received official notice of withdrawal, giving the student 45 days to either:

1. Repay the overpayment in full to Northern Technical College
2. Notify the Department of Education that the student is in an overpayment status or sign a repayment agreement with the Department of Education.

PROCEDURES TO FOLLOW THE "RETURN OF TITLE IV FUNDS AND REFUNDS"

The adoption and full implementation of the policy is that of establishing a paper trail for future review. Each step in the process should be documented by signature or initials whether you're delivering and receiving information. A calculation of this type must be performed for all students that withdraw prior to completing the prescribed program noted in the enrollment agreement. The calculation of the return of Title IV funds and/ or institutional refunds is performed in the Financial Aid Office by the Financial Aid Administrator or other person as designated by the school owner/director. Attendance and withdrawal information provided to the Financial Aid Office by personnel that track attendance and withdrawal for the purpose of performing calculations to determine earned and unearned tuition.

Students must read a School Catalog online or before the first day of class that includes terms and conditions relating to Return of Title IV Funds and Refunds. The School Catalog is thoroughly discussed at orientation with the student. Students may not sign an enrollment agreement prior to having received consumer information. Consumer Information is intended to provide students with adequate and accurate information enabling them to make a wise choice in selecting a school that fits their needs. Consumer Information may be provided to student through various means; printed, electronic, orally, etc. At Northern Technical College the students will be given information orally. A Consumer Information Catalog will be available in the Financial Office upon request. The method utilized to convey the information and documentation that each student received it must be documented in the student's permanent file by means of a signature and or documentation of student and school official. The student should familiarize themselves with policies for calculation both R2T4 and institutional refund calculations. Recipients of Title IV funds must have both calculations in his/her file.

Calculations: For Title IV Funds are to be performed in a timely manner and specific to student's current pay period only. All refunds will be made to applicable programs within 45 days from the student's withdrawal or date of determination.

Student Ledger Sheets: (Payment History) Beginning and ending balance for each transaction including date for each student will be recorded. The ledger will identify all associated cost and each payment received, amount paid including source (Pell – Loan – Cash, etc.), for Federal disbursement records, reflect Award Year, Pay Period, and/or 1st or 2nd disbursement. Details by Federal Program, amount disbursed, award year and specific disbursement information will guide will aid with accurately calculating earned and unearned funds.

Attendance Records: Be aware that scheduled hours specific to Pay Periods are the basis for calculating Return of Funds for Title IV and/or institutional calculation. Scheduled hours are determined by the terms of the student's Enrollment Agreement. An Enrollment Agreement noting a student is scheduled to attend 7 hours each day, count the possible calendar days of a Pay Period a student could have attended and multiply by the hours scheduled each day. Days for which a student was on an approved Leave of Absence may not be included in Scheduled Attendance. Document will begin and end date for Pay Period; if the calculation is for a second or subsequent Pay Period. Document very carefully the date a student entered the Pay Period and the date the Pay Period is scheduled to end. Documentation should be clear and concise; perhaps including a page of calendar.

Cost Specific to Pay Period: Northern Technical College operates as a Clock Hour school and disburses Federal Funds according to Pay Periods. Each Pay Period has an established cost specific to Pay Periods.

Forms: Northern Technical College uses forms for calculating Title IV (R2T4) provided on the U.S. Department of Education's website and/or FAME-third party server form. In addition to the R2T4, an Institutional Refund worksheet is utilized according to the school's intuitional Refund Policy must be performed. Copies of both calculation forms must be kept in the student's permanent file.

Follow-Up Documentation: Copies of Refund Calculation Worksheet must be delivered to the appropriate person responsible for making applicable refunds. Copies of refund checks including student name, Social Security number, Specific Program, check date and the date funds are deposited back to the Federal Program are to be kept in each student's file. Student files are kept in Pending Status (don't file them away) until all documentation has been placed in the student's file and the process is to be completed. Prior to filing, check to ensure that all steps have been documented

INSTITUTIONAL REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1 An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2 A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be

refunded, regardless of whether or not the student has actually started classes.

3 A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of $100.

4 A student notifies the institution of his/her withdrawal in writing.

5 A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

6 A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)

7 In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

- 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 school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME COURSE/PROGRAM	TOTAL TUITION SCHOOL ENROLLED SHALL RECEIVE/RETAIN
0.01% 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%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. 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, and instruction has begun, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and before instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of $150.00 at the owner's discretion. 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 school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
- Students who withdraw or terminate prior to course completion may also incur at the institution (EG: unmet charges for R2T4 returned to Department of Education) will be calculated separately

at the time of withdrawal.

ADDITIONAL FUNDING OPTIONS
Additional funding for students who may not qualify for any of the Title IV programs offered, have these options of State Aid Programs available to prospective and current students. The following State Aid Programs available are listed below:

Veterans Affairs Department

105 South Main Street
Pine Bluff, Arkansas, 71601
870-543-5926

Satisfactory Academic Progress (SAP)

Process Overview & Responsibilities

To be eligible for Title IV aid, a student must maintain Satisfactory Academic Progress (SAP) as per section 34 CFR 668.16 of HEA 1965. The new SAP definitions were created in 668.34 that go into effect on July 1, 2011. Northern Technical College developed policies to determine the academic standard that students are expected to meet and built a means and schedule of measuring the achievement of those Pace and Qualitative Standards. If the Students has made acceptable Pace and Qualitative progress for that particular increment, then the school reviews the 150% of the maximum allowable time frame criterion to measure student's SAP.

SAP standards are established by the Administrative Office. The relevant SAP policies are summarized below.

All students must maintain Satisfactory Progress according to the following standards in order to continue enrollment at Northern Technical College. Satisfactory Progress is measured at the end of each Pay Period, and will be checked prior to disbursement of Financial Aid.

Same As or Stricter Than:

The school's SAP policy for Title IV student is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid.

The Financial Aid Administrator in the Financial Aid office reviews the Title IV SAP policy to ensure it meets all federal requirements. The Instructors and Director notifies Financial Aid Office if the school changes its academic policies.

Financial Aid Warning:

Northern Technical College evaluates Satisfactory Academic Progress at the end of each Payment Period. If a student falls below a 2.0 GPA or if the student is not completing the required amount of hours/credits to keep Pace with the requirements for graduation with the 150% time frame; the student will be placed on Financial Aid warning for one Payment Period. If they are still not meeting SAP at the

end of the warning period, the student may be placed on Financial Aid Probation. (View below) A Student who is put on a Financial Aid Warning can continue to receive Title IV aid for the next payment period after they receive the warning status. The status will be conferred automatically without the student appealing their SAP status.

If the student does not make SAP at the end of the Financial Aid Warning Period, they lose their Financial Aid eligibility. The student has the opportunity to have their Financial Aid eligibility reinstated by appealing the decision and being placed Financial Aid Probation.

Financial Aid Probation:

When the student does not make SAP at the end of the next Payment Period, the student is now informed that they can appeal and must win the appeal to be placed on Financial Aid Probation. The student must advise the school as to why his/her grades have fallen below SAP and devise a plan to improve grades during the next Payment Period. A plan must be developed to assist a student to achieve success in the coming Payment Period.

A student may file an appeal due to a death in the family, illness, or serious reasons. The appeal must be in writing to the Director explaining what caused the problem. The student would have to submit how circumstances have changed that will allow him/her to attain Satisfactory Academic Progress once the probationary period is over.

The student will receive a written decision as to the status of the appeal and any SAP plan that may be attached to it.

Students on Financial Aid Probation, who fail to make Satisfactory Academic Progress by the next Payment Period, will lose their Financial Aid eligibility.

Pace Measure of Satisfactory Academic Progress (SAP)

Northern Technical College Satisfactory Academic Progress policies must contain a Pace (quantitative) measure. The policy defines the Pace that our students must progress to ensure educational program completion within the maximum time frame of 150%. For an undergraduate program measured in credit hours, the maximum time frame would be 150% of the published length of the educational program as measured in credit hours. For clock hour school, the maximum time frame is no longer than 150% of the published length of the educational program as measured in the cumulative number of clock hours the students is required to complete.

Timeframe- All students must satisfactorily complete their program with 150% of the normal timeframe.

Program	**Normal Program Timeframe**	**Maximum Program Timeframe**
Barber Stylist	45 Weeks	67.5 Weeks

At the midpoint of the maximum timeframe, students must have successfully completed ½ of the clock hours' requirements. For example, the maximum timeframe for the Barbering Program 34 hours per week. The total clock hours needed for the completion of this program is 1500 hours. By the time

student has been in the program for 33 Weeks (1/2 of the maximum time frame), they must have earned at least 750 hours. This time frame is applicable for all students including those who did not receive Financial Aid.

To calculate PACE take the cumulative number of hours the student successfully completed divided by the cumulative number of hours the student attempted. Northern Technical College has a Teacher, Manager, Instructor Program, (that is not Title IV eligible)so if we take this program with clock hours of 700, at the end of program, the student is expected to have attempted 350 hours and completed 350 hours to complete the program within the allotted normal time frame of 30 weeks. If the student only completed successfully 200 hours we would divide 200 by 350 or 67%. Based on this, we determine if a student could complete the program with 150% of the time allotted for the program, or 20 Weeks. The student has 500 hours within the time frame. So the student is making Satisfactory Pace Progress.

The students who have failed to meet the Pace standard are place first on **Financial Aid Warning**; if no improvement is made over the over the next Payment Period, they may appeal the decision and be placed on Financial Aid Probation. The Financial Aid Administrator in coordination with the Director will monitor the PACE Progress.

Qualitative Measure of Satisfactory Academic Progress (SAP)

As per sections 34 CFR 668.16 (2) (i) and 668.34 of HEA 1965, Northern Technical College follows a qualitative measure. The measure is graduated. The following policy provides a detailed description of how qualitative progress is monitored and by whom. The school realizes that, oftentimes, students must make an adjustment to the academic demands of pursuing an education. The Financial Aid Office receives quantitative information about Title IV recipients from the Director. The quantitative SAP is reviewed manually and a copy of the latest transcript is kept on student file. The Office of Financial Aid notifies students in writing their progress or lack of progress at the end of each Payment Period. The student must be at a high enough grade point average to be able to reach graduation standards.

Grading System

The grading scale for the Barbering/Teacher, Manager, Instructor is as follows:

Numerical Scale

90-100	Excellent
80-89	Very Good
70-79	Satisfactory
0-69	Unsatisfactory (Below Satisfactory Academic Progress)

Students must maintain a minimum of 70% average in theory, laboratory, and practical work in order to be considered making Satisfactory Progress.

The students who have failed to meet the Qualitative standards are placed first on Financial Aid Warning; if no improvement over the new Payment Period, they may appeal the decision and be placed on Financial Aid Probation. The Financial Aid Administrator in coordination with the Director will monitor qualitative progress.

Financial Aid Probation may be for one term or multiple terms based on an academic plan.

Transfer Students:
The school will count transfer hours/credits that apply toward the student's current program in determining SAP Transfer hours will be counted as both hours attempted and hours completed. A student who changes their program will be considered as a transfer student into the new program.

Withdrawals:
A student who withdrawals from a course and receives a "W" in the course will have that course counted in the Pac component of Academic Progress.

Incompletes:
A student who receives an incomplete in a course must complete the course within 60 days or the I grade automatically changes to an "F".

Repeated Course

If a student repeats a course only the highest grade will be counted and previous grades will be deleted. The previous grades will be excluded when considering the qualitative progress standard, but the credits will be counted when determining the Pace SAP standard.

If a student receives a "D" grade or better, and the student retakes the course to obtain a better grade, that course can be counted for the enrollment period. However, a full-time student may only take one repetition of a previously passed course or any repetition of a previously passed course due to the student failing other coursework and still receive Financial Aid.

If a student receives an "F" grade in a course and retakes the course so he/she may obtain credit for the course, the course is counted for the enrollment period and may be counted for Financial Aid purposes.

Increments

To ensure the student is making sufficient progress both quantitatively and qualitatively, the school's SAP policy divide the maximum time frame into equal evaluation periods called increments. These increments generally coincide with Payment Periods. But in any case it cannot be longer than half the program or one academic year, whichever is less. For example, in a 1500 hour/year program, hours,see Sections 34 CFR 668.16 (2) (ii) (B) and 34 CFR 668.34 of HEA 1965 for details on the Federal Regulations.

If a student is absent 10 consecutive days they will be automatically dropped from the program.

Student Appeal Procedures

A student, who wished to appeal a disciplinary action and/or decision made in reference to the Satisfactory Academic Progress Policy, must submit a typed letter to the Program Director. This must contain information about the student's reason regarding the action and/or decision and reasons why the student is wishing to appeal. Students must provide supportive documentation along with their letter in order to support their position and any mitigating circumstances that may have existed. The Director and/or the Financial Aid Administrator will hear any student who disagrees with a SAP decision, on an appointment basis only.

The student will be notified of the Directors' decision within fifteen (15) business days following the receipt of the student's appeal letter, additional time may be taken to thoroughly review student's appeal. A student, who wishes to appeal any SAP decision by the Financial Aid Administrator, must submit a typed letter to the Director with supportive documentation explaining the reason why the student is wishing to appeal the decision. The Director will notify the student within fifteen (15) business days of the receipt of the letter, additional may be taken to thoroughly review student's appeal. The Director's decision shall be final.

Reinstatement

A prior student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The requesting prior student shall be notified of the Reinstatement Review with 5 days following the decision of the School Director.

FREQUENTLY REQUESTED INFORMATION

FAFSA Information Center 1-800-433-3243

FAFSA Website. . . . . www.studentaid.ed.gov