

TENAJSALONINSTITUTE.EDU

FEDERAL CONSUMER INFORMATION

TENAJ
SALON INSTITUTE®



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Basic Financial Aid Information Need-based & Non-need Based Federal Programs

Tenaj Salon Institute, The Village, FL (Institute), can offer quality education at surprisingly affordable cost. However, many qualified students will need financial assistance in the form of Federal Aid in order to attend school. The Institute can offer extensive Federal Financial Aid to qualified students who deserve a post-secondary education but do not have adequate financial means to do so. Please contact the Institute Financial Aid Office located at 11915 County Road 103, The Village, FL 32162 or call (352) 259-6710.

Need & Non-need Based State and Local, School & Other Aid Programs

The Institute has state, local government and private funding sources. The programs that students have access to are the following:

- 1) Florida Pre-Paid College Fund
- 2) TFC Tuition Financing

How Students Apply for Federal Student Aid and How Eligibility is Determined

Students enrolling in the Institute, should make application for Federal Financial Aid using the Free Application for Federal Student Aid (FAFSA) on the web: www.studentaid.gov

A student's financial aid package may include a Federal Pell Grant and Federal Stafford Direct Loans. You should use FAFSA4caster to learn more about the financial aid process and get an early estimate of your eligibility for federal student aid. You can access the FAFSA4caster at:

https://fafsa.ed.gov/spa/fafsa4c/?locale=en_US#/landing

High school seniors beginning October 1st of their senior year must fill out a FAFSA to determine their eligibility for financial aid.

Why should a student consider using the FAFSA4caster?

- 1) The site will help students understanding Federal Student financial aid.
- 2) It will assist students in determining how they can apply for Federal student aid and who qualifies?
- 3) It allows students to get an early start on the financial aid process by learning the basics.

How the School Distributes Aid Among Students

Most Federal Financial Aid is awarded on the basis of financial need. Need is the difference between your cost of education (educational expenses such as tuition, room board, books, supplies and other expenses) and the amount you and your family are expected to contribute toward your education.

A standard formula is used for all applicants to determine this amount, which is called the Student Aid Index (SAI). If there is anything left over after subtracting the expected family contribution from your cost of education you are then considered to have financial need.

The Rights & Responsibilities of a Student Receiving Federal Student Aid

The student has the right to ask the school:

- 1) The name of its accrediting and its licensing organizations.
- 2) About its programs; its instructional, laboratory, its physical facilities, and its faculty.
- 3) What the cost of attending is and the institutions policies concerning refunds and Return to Title IV (R2T4) to students who drop out.
- 4) What financial assistance is available at the Institute; including information on all federal, state, local, private and institutional financial aid programs.
- 5) What the procedures and deadlines are for submitting an application for each available financial aid program.
- 6) How it determines a student's eligibility and need for financial aid.
- 7) How much of your financial need, as determined by the school, has been met.
- 8) To explain each type and amount of assistance in your financial aid package.
- 9) What the interest rate is on any student loan you have, the total amount you must repay, when a student must start repaying.

- 10) What is deferment of repayment or forbearance for certain defined periods. How do you know if you qualify and how do you request deferment or forbearance.
- 11) Provide written information on student's loan obligations and information on your rights and responsibilities as a borrower.
- 12) To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- 13) How the school determines when and whether you are making satisfactory progress (SAP) and what happens if you fail to maintain SAP. How failing to maintain SAP affects your title IV eligibility.
- 14) What special facilities and services are available to student with disabilities and how to request a reasonable accommodation.

It is the student's responsibility to:

- 1) Review and consider all the information about the school's program before enrolling.
- 2) Pay special attention to the application process for Federal student financial aid, complete it accurately, and submit it on time to the right place. Errors on the FAFSA can delay or prevent your receiving aid timely.
- 3) Know and comply with all deadlines for applying and reapplying for aid.
- 4) Provide all enrollment and verification documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- 5) Notify the school of any information that has changed since you applied.
- 6) Read, understand, and keep copies of all forms you were asked to sign.
- 7) Ensuring you are aware that you must start making monthly repayment on your student loan after your grace period ends, unless you have a deferment or forbearance. When you sign your master promissory note (MPN), you are agreeing to repay your loan.
- 8) Attend an exit interview at the time you leave the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- 9) Notify the school of a 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.
- 10) Understand your school's refund policy.
- 11) 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.
- 12) Understand that you may be responsible and have liability for portions of Title IV funds returned by the institution on your behalf.
- 13) Understand that there could be liabilities when errors are made as a result of inconsistent information provided by the student that results in funds being awarded that a student was not eligible for that were advanced to you or credited to your school account.

Student Loan Information Published by the U.S. Department of Education

The Institute will provide information published by the U.S. Department of Education to students at any time that information regarding loan availability is provided. The publication includes information about rights and responsibilities of students and schools under the Title IV, HEA loan programs.

National Student Loan Data System (NSLDS)

If the Institute enters into an agreement with a potential student or parent of a student regarding a Title IV, HEA Loan the school will inform the student or parent that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.

How and When Will Financial Aid Be Disbursed

Financial Aid and Title IV funds will be disbursed at 1, 451 and 901 hours. Students must meet these clock hour requirements in order to be eligible for Title IV funding disbursement. Each student will be evaluated on an individual basis to determine eligibility based on total cumulative hours, weeks in each payment period, and GPA.

The Terms & Conditions of Any Employment That is Part of the Financial Aid Package

The Institute does not employ any students who are currently receiving financial aid and are attending the school programs.

The Terms Of, Schedule For, & Necessity Of Loan Repayment & Required Loan Exit Counseling

The formula for determining the amount of loans is:

Cost of Attendance SAI.

An unsubsidized loan can replace the EFC.

Application for Loan

To receive a Stafford Direct Loan, a student must complete a Free Application for Federal Student Aid and a Master Promissory Note. (MPN)

The MPN can be completed online at www.studentaid.gov by the student. The Borrowers' Rights and Responsibilities Statement will be provided to the borrower with the MPN.

Required borrower information on the MPN:

The MPN contains identifying information including name, permanent address, a date of birth, social security number, driver's license number, and two personal non-student adult references with U.S. addresses. The borrower must read, sign and date the MPN electronically.

Adverse Credit History of Borrowers of Plus (Loan)

The parent may have adverse credit to borrow a PLUS. This is defined in the regulations as the applicant being 90 days or more delinquent on a debt or having been subject in the last five years to a default determination, bankruptcy discharge, foreclosure, repossession, tax lien, wage garnishment or write off of an FSA debt. The absence of any credit history is not considered adverse credit. Lenders may establish more restrictive credit standards for determining adverse credit.

If the parent borrower has an adverse credit history the applicant has the option of receiving a PLUS using a creditworthy endorser. If an endorser is used a separate Endorser Addendum is required for each PLUS loan. If an endorser is involved a new MPN must be used. The endorser is only liable for the specific loan or loans he/she has agreed to endorse.

School Certifies/Originates the Loan

The school's primary responsibilities in the loan application process are to ensure the completeness and accuracy of the MPN based on information it has available.

Checklist for loan certification:

- 1) For all Federal Direct Loans programs applications the school must:
 - a) Confirm that the student and parent meet the definition of eligible borrower. This would include the student's grade level, loan period and the amounts of the disbursements as well as the student's enrollment status and anticipated completion/graduation date. The school must confirm the student's dependency status for PLUS. Check on NSLDS to check the student's financial aid history, including loan limits. It must document the student's COA, SAI and estimated Financial Aid in the student's file. It must be available to the lender, guarantor, or the Department.

- b) Determine the student's enrollment status and SAP.
 - c) Review NSLDS information on ISIR to ensure that the student (or both the student and parent in the case of PLUS loan) is not in default on any FSA loan and does not owe a refund on any FSA grant or scholarship and will not exceed the annual or aggregate loan limits applicable to borrowers.
 - d) Ensure the amount of the loan in combination with other aid will not exceed the student's financial need or the annual or aggregate loan limit.
- 2) For Federal Direct Stafford Loan the school must also:
- a) Determine the student's Pell grant eligibility (for a sub Stafford the need analysis must use official SAI calculated by the Department to determine the student's financial need), and if eligible include the grant in the student's aid package.
 - b) For an unsubsidized Stafford loan, first determine the student's eligibility for a Subsidized Stafford loan.
 - c) Prorate Stafford loans for programs of study that are shorter than an academic year and for programs in which the remaining period of study is less than an academic year in length.
 - d) Ensure that the loan disbursement dates meet the cash management and disbursement requirements for Stafford loans.
 - e) Ensure that the limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized Loans is not for more than 150 percent of the published length of your program. This is called your maximum eligibility period. Your maximum eligibility period is based on the published length of your current program. You can usually find the published length of any program of study in your school's catalog.

A separate PLUS MPN is required for each dependent student or if both parents want to borrow individually on behalf of the student.

Additional Unsub Direct Stafford

Dependent students whose parents are unable to borrow PLUS loans due to adverse credit or other exceptional circumstances may receive additional unsubsidized amounts at the same level as independent undergrad students. The amounts are limited.

Guidelines For Determining Student's Eligibility

- 1) Parent's unwillingness to borrow a PLUS does not make the dependent student eligible
- 2) The aid administrators belief that a parent should not borrow a PLUS does not make the student eligible
- 3) Only one parent must apply for a PLUS and be denied based on adverse credit history. However if both parents apply independently and one is approved and one denied, the student is not eligible for increased loan amounts.
- 4) The parents denied of PLUS based on adverse credit in one year does not support the dependent's eligibility in subsequent years.
- 5) The dependent student may become eligible at anytime during an academic year if the parent has been approved and later denied.
- 6) The dependent student may be eligible for increased unsubsidized loan amounts if you determine and document that other exceptional circumstances exist that will prevent a student from borrowing:
 - 1) The parent is incarcerated and therefore ineligible.
 - 2) Parent's whereabouts are unknown.
 - 3) Parents income limited to Public Assistance or disability and you have evidence that the lender that makes loans to students and parents at the school has denied a PLUS loan or

will not make a PLUS loan to a parent under its lending policy due to the parent's existing debt burden, income to debt ratio, likely inability to repay or other credit standards.

Scheduling Disbursements

Disbursements will be established with the lender. This is the date that the funds are disbursed to the student. In keeping with the three day turnaround time for payment of FSA funds to the student. For Stafford Direct Loans the school may request funds on the first day of classes and on the thirty first day of classes for the first payment period for a first year, first time Stafford Direct Loan borrower.

Entrance Counseling For Student Loan Borrowers

"Prior to the first disbursement, the Institute's students and parents (when applicable) will complete the required Entrance Counseling on the terms and conditions of the loan and of the borrower's responsibilities online at studentaid.gov. The information will include the following:

- 1) An explanation of the use of the Master Promissory Note (MPN).
 - a) An emphasis to the borrower the seriousness and importance of the repayment obligation the student borrower is assuming.
 - b) A description of the likely consequences of default, including adverse credit reports, delinquent debt collection procedures under Federal law, and litigation
 - c) The obligation of the borrower to repay the full amount of the loan regardless of whether the borrower complete program or completes within regular time for completion, is unable to obtain employment upon completion, or is otherwise dissatisfied with or does not receive the educational or other services the borrower purchased from the school.
- 2) Information about the monthly payment amounts based on
 - a) A range of student levels of indebtedness of Direct Subsidized Loan and Direct Unsubsidized Loan borrowers, or student borrowers with Direct Subsidized, Direct Unsubsidized, and Direct PLUS Loans depending on the types of loans the borrower has obtained; or
 - b) The average indebtedness of other borrowers in the same program at the same school as the borrower.
- 3) To the extent practicable, provide an explanation of the effect of accepting the loans to be disbursed on the eligibility of the borrower for other form of student financial assistance.
- 4) Information on the accrual and capitalization of interest.
- 5) Borrowers of unsubsidized loans have the option of paying interest while in school.
- 6) Definition of half-time enrollment and the consequences of not maintaining half-time enrollment.
- 7) Importance of contacting appropriate offices if student withdraws prior to completion of program of study.
- 8) Sample monthly repayment amounts.
- 9) Consequences of default.
- 10) Information about the NSLDS and how the borrower can access the borrowers records
- 11) Name and contact information for individual the borrower may contact with questions about the borrower's rights and responsibilities or the terms and conditions of the loan.

Exit Counseling

All students who are graduating or withdrawing from school and have student loans to repay, are required to complete Exit Counseling. The school will ensure that students receive directions on how to complete exit counseling online, at studentaid.gov. Exit Counseling Interviews are also held by the Financial Aid Department on campus to guide students through a successful repayment plan. Exit Counseling is required prior to Graduating, withdrawing, or dropping below half-time enrollment.

Some of the same material presented at the entrance counseling session will again be presented during exit counseling. The emphasis shifts to more specific information about loan repayment and debt-management strategies. The following information will be provided as part of exit counseling:

- 1) Exit counseling emphasizes the seriousness and importance of the repayment obligation.
- 2) The lender sends payment coupons or billing statements as a convenience for the borrowers. Not receiving them does not relieve the borrower of his or her obligation to make payments.
- 3) Many lenders encourage borrowers to set up electronic debiting of bank accounts to repay their loans.

The regulations require that exit counseling describes the likely consequences of default, including adverse credit reports, and litigation. Students will be informed of the charges that might be imposed for delinquency or default, such as lenders or guarantor's collection expenses (including attorney's fees). Defaulters often find that repayment schedules for loans that have been accelerated are more stringent than the original repayment schedule. A defaulter is no longer eligible for any deferment provisions, even if he or she would otherwise qualify. The defaulter's federal and state tax refunds may be seized and wages garnished, and the borrower loses eligibility or any further funding from the FSA programs.

The student will receive an explanation of the use of the Master Promissory Note. The student will be advised to read carefully the MPN and the Borrowers Rights and responsibilities statement again.

Emphasis will be given that repayment is required, regardless of educational outcome or subsequent employability. The student borrower will be informed that they are obligated to repay the full loan even if they did not finish the program, cannot obtain a job after graduation, or is dissatisfied with the school's educational program or other services.

Sample monthly repayment accounts will be provided. The borrower will be given an estimate of the average anticipated monthly payments based on their indebtedness (or the average indebtedness of Stafford borrowers at our school or in the same program). The borrower will receive a sample loan repayment schedule based on their total indebtedness. A loan repayment schedule will usually provide more information than just the expected monthly payment. For instance, it would show the varying monthly amounts expected in a graduated repayment plan. The lending organization is not required to send the repayment schedule to the student until the grace period.

Repayment options will be reviewed with the student. The counseling will review the payment options, such as the standard, extended, graduated and income-contingent income sensitive plans. The option of consolidating loans will also be discussed. Consolidation loans are available through the Federal Direct Student Loan Program.

Debt Management Strategies will be discussed. The counselor will stress the importance of developing a realistic budget, based on the student's minimum salary requirements. It is helpful to have the student's budget reflect the loan payment as a fixed cost, like rent and utilities.

Forbearance, deferment, and cancellation options will be discussed including:

- 1) If a student cannot make scheduled payments and does not qualify for a deferment, the lender may allow the student to temporarily make smaller payments or temporarily stop making payments. Interest continues to be charged during forbearance. Some reasons why forbearance may be granted are financial hardship and/or illness. The lender must grant forbearance if the student has a monthly debt burden for Title IV loans that collectively equals or exceeds 20% of their total monthly gross income (for up to three years) There are several other reasons listed in the Borrowers Rights and Responsibilities.
- 2) Deferments mean that the student does not have to make payments in certain circumstances. If the student is attending school at least half-time, or if the student is unemployed, if the student is experiencing economic hardship as determined by federal law for up to three years. (See student's rights and responsibilities).

Terms & Conditions Under Which Students Receiving Loans May Obtain Deferments

The following lists of deferments are available to students who have federal student loans.

- 1) **Action Programs Deferment**
Borrowers may postpone payments with this deferment type while serving full-time in the Action Programs for at least one year.
- 2) **Armed Forces Deferment**
This deferment type may be used to postpone payments for a borrower serving in the military on active duty status.
- 3) **Dependent Student Enrolled at Least Half-time Deferment**
Borrowers may postpone payments on a PLUS loan when the dependent student for whose education the loan was disbursed is enrolled at least half-time at an eligible school.
- 4) **Dependent Student Enrolled Full-time Deferment**
Borrowers may postpone payments on a PLUS loan when the dependent student for whose education the loan was disbursed is enrolled full-time at an eligible school.
- 5) **Dependent Student in a Full-time Rehabilitation Training Program Deferment**
Borrowers may postpone payments on a PLUS loan when the dependent student for whose education the loan was disbursed is engaged in a full-time rehabilitation training program.
- 6) **Economic Hardship Deferment**
This deferment postpones payments for a borrower during times of financial difficulty where the borrower receives public assistance, serves in the Peace Corps, receives the deferment on a Direct or Perkins loan, or meets specific income criteria.
- 7) **Full-time Student Deferment**
Any borrower who is certified by an eligible school as enrolled on a full-time basis may receive this deferment.
- 8) **Graduate Fellowship Deferment**
This deferment type postpones payments for borrowers engaged in a full-time course of study in a Graduate Fellowship program.
- 9) **Internship/Residency Deferment**
This deferment type postpones payments for a borrower engaged in an Internship/Residency program.
- 10) **Less than Full-time but at Least Half-time Student**
In order to qualify for this deferment, an eligible school must certify that the borrower is enrolled at least half-time.
- 11) **National Oceanic and Atmospheric Administration (NOAA) Deferment**
Borrowers serving in the National Oceanic and Atmospheric Administration (NOAA) on active duty status may use this deferment type to postpone payments.
- 12) **Parental Leave Deferment**
This deferment type may postpone payments for a pregnant borrower or one caring for a newborn child or a newly adopted child.
- 13) **Peace Corps Deferment**
Borrowers may postpone payments with this deferment type while serving in the Peace Corps for at least one year.
- 14) **Public Health Service Deferment**
This deferment type postpones payments for borrowers serving full-time as an officer in the Commissioned Corps of the Public Health Service.
- 15) **Rehabilitation Training Deferment**
This deferment type is available for borrowers engaged in a full-time rehabilitation training program.
- 16) **Tax-exempt Organization Deferment**
This deferment type may postpone payments for full-time paid volunteers in a tax-exempt organization.

17) Teacher Shortage Area Deferment

This deferment type is available to borrowers when teaching in a designated teacher shortage area.

18) Temporary Total Disability Deferment

This deferment type may postpone payments for a borrower with a condition that prevents them from working or going to school, or who is caring for a disabled person.

19) Unemployment Deferment

This deferment type postpones payments for borrowers who are seeking full-time employment through registry with an employment agency or are receiving unemployment benefits.

20) Working Mother Deferment

This deferment type may postpone payments for mothers who recently re-entered the workforce.

The student will be informed of the Availability of Loan Information on NSLDS and the availability of the FSA Ombudsman's Office. The borrower's loan history can be reviewed on NSLDS (PIN required for access). Students without Internet access can identify their loan holder by calling 1-800-4-fed-aid. The borrower will be made aware that the information on the NSLDS site is updated by lenders and guarantors and may not be as current as the latest information from the loan holder. The Ombudsman's office is a resource for borrowers when other approaches to resolving student loan problems have failed. Normally the bank and/or guarantor can help with any problem.

Review the Student's Rights and Responsibilities: The student receives this with the MPN during the entrance counseling and it should be reviewed again at during the exit interview.

The importance of keeping loan records will be reinforced with the student. The borrower should keep the loan repayment schedule provided by the lender when repayments begin as well as records of the loan payments. The student should keep copies of any requests for deferment or forbearance, or any other correspondence with the loan servicer.

The exit counseling is completed electronically at www.studentaid.gov. During the completion of the counseling the borrower submits his or her expected permanent address after leaving school, the address of the borrower's next of kin and the name and address of the borrower's expected employer (if known). Here the student can review information on deferment, forbearances and repayment plans. The student's responsibility is to update his or her loan servicer of any changes to name, social security number, references, driver's license number and the state the licensed is issued.

The student will be directed to www.NSLDS.ed.gov, where he or she can review the current name and the address of the loan servicer.

Emphasis will be made that the borrower should always keep copies of all correspondence from and to them about their loans. It will be stressed that a borrower must make payments on their loans even if the borrower does not receive a payment booklet or a billing notice.

If the student borrower drops out without notifying the school, we will confirm that the student has either completed online counseling or exit counseling material will be mailed out to the borrower to the last known address. The material must be mailed within 30 days of learning that a borrower has withdrawn or failed to participate in exit counseling. When we mail these materials we are not required to take any further action.

Grace Period: Once the student withdraws, leaves school or graduates, there is a grace period of six months on the subsidized and unsubsidized loans. Interest begins capitalizing the day after the student withdraws, leaves school or graduates on a subsidized loan. On an unsubsidized loan interest starts accruing once the school receives the funds. The borrower has a choice of paying the interest or having it capitalized – adding accrued interest on the original principle. PLUS loan enters repayment once the loan is fully disbursed (paid out).

Under the Standard Repayment Plan loans are placed on a 10-year plan with a minimum repayment of \$50.00 per month.

The Criteria For Measuring Satisfactory Academic Progress

See copy of the Institute catalog for full policy.

Determination of Progress

Students meeting requirements at the review points will be considered making Satisfactory Progress until the next scheduled review. In order for a student to be considered making Satisfactory Progress, the student must meet both cumulative attendance average of the Institute and academic minimum requirements rate of the Institute at the end of each evaluation point.

Reinstatement of Financial Aid

Title IV aid will be reinstated to students who have prevailed upon appeal regarding the status of Satisfactory Progress or who have reestablished Satisfactory Progress.

General Information About the Institute

See catalog for the name, addresses and phone numbers of all agencies that have approval over the Institute.

By putting a request in writing to the school director you may review the letter of accreditation and the license or letter of approval from the state agency that approves the school. This request will be honored within 30 days of receiving the written request.

Special Facilities & Services Available To Disabled Students

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

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

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

- 1) Notify the School Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may contact the Director by telephone at 352-753-5511
- 2) The School Director will respond within two weeks of receiving the request.

Service Animal Policy

I. General Statement

A student's service animal is personal property and cannot be brought onto Tenaj Salon Institute (the "Institute")'s property without prior knowledge and approval by administration. The student's need for and use of the service animal must be documented in the student's educational records.

II. Common terms and Definitions

a. Service Animal

Section 413.08, Florida Statutes (F.S.), defines a service animal as "an animal that is trained to perform tasks for an individual with a disability. The tasks may include, but are not limited to, guiding a person who is visually impaired or blind, alerting a person who is deaf or hard of hearing, pulling a wheelchair, assisting with mobility or balance, alerting and protecting a person who is having a seizure, retrieving objects, or performing otherspecial tasks. A service animal is not a pet."

Similarly, Section 35.104 of Title 28, Code of Federal Regulations (28 CFR 35.104), implementing the ADA, defines a service animal as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are

not 'service animals' for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler's disability.

Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purpose of this definition."

- In accordance with state and federal law, the only recognized service animal permissible on Institute property is a service dog.

Dogs whose sole function is to provide emotional support, comfort, therapy, companionship, therapeutic benefits, or to promote general emotional well-being are not "service animals." To be considered a "service animal," the animal must be trained to perform tasks directly related to the person's disability.

b. Task

The term "task" generally refers to a minor job, chore, or piece of work. It may include guiding a person who is visually impaired or blind, alerting a person who is deaf or hard of hearing, pulling a wheelchair, assisting with mobility or balance, alerting and protecting a person who is having a seizure, retrieving objects, or performing other special defined tasks. Comforting or "giving love," although clinically proven to be beneficial for an individual, are not "tasks" under the definitions above.

III. Service Animal Standards of Behavior

The service animal must not in any way interfere with the educational process of any student and must not pose a health or safety threat to any student, personnel, clients, or other persons present at the Institute. If the standards for behavior are not met, the service animal will be excluded or removed from the Institute setting. The behavioral expectations for the service animal and standards by which the request to use the service animal on Institute premises will be evaluated are as follows:

a) Public appropriateness – The animal:

- Is clean, well groomed, and does not have an offensive odor.
- Does not urinate or defecate in inappropriate locations.

b) Behavior – The animal

- Does not solicit attention, visit, or annoy others present at the Institute.
- Does not disrupt the normal course of business/education.
- Does not vocalize unnecessarily (i.e., barking, growling, or whining).
- Shows no aggression toward people or other animals.
- Does not solicit or steal food or other items from others present at the Institute.

c) Training – The animal

- Is specifically trained to perform more than one task to mitigate aspects of the student's disability.
- Works calmly and quietly on harness, leash, or other tether.
- Is able to perform its tasks in public and in the presence of others at the Institute.
- Must be able to lie quietly beside the handler without blocking aisles, doorways, etc.
- Is trained to urinate and defecate on command.
- Stays within 24" of its handler at all times unless the nature of a trained task requires it to be working at a greater or lesser distance.

IV. Required Accommodation Documentation

Current Student Accommodation records.

Current health certificate or report of examination from a veterinarian.

V. Procedures

Administration staff designated in this policy are Janet West and/or Kevin Thompson. Administration is responsible for:

- i. Determining whether the service animal meets the standards for acceptance in the Institute setting.
- ii. Determining whether the student's plan supports the need for a service animal in order to access educational services.
- iii. Approving the use of a service animal in the Institute setting.
- iv. Adjusting the manner of use in order to provide accommodation to all students and clients while minimizing disruption to the educational process.
- v. Facilitating the perimeters of the service animal's presence on Institute grounds.
- vi. Allowing for exclusion or removal of the service animal from the Institute setting, if determined necessary.
- vii. Providing for the appeal of any decision regarding the use of the service animal.
- viii. Providing further information regarding this Policy to student(s) requesting same.

VI. Implementation Plan

Upon approval, the Institute will work with the animal's owner/handler to:

- a. Familiarize the service animal with the Institute prior to the actual start date.
- b. Orient the service animal to Institute faculty and students.
- c. Establish an educational program to educate others on proper behavior around a service animal.
- d. Establish a place for the service animal to urinate/defecate.
- e. Establish an evacuation plan to include the service animal and practice this plan.

VII. Exception

A service animal is the personal property of the student. Tenaj does not assume responsibility for training, daily care, or healthcare of service animals. Failure of a student to properly handle, care for, or ensure appropriate behaviors of the service animal may be required to remove the service animal from the Institute for the duration of the student's attendance, and in some cases, depending on severity and surrounding circumstances, may be dismissed from the program. If the presence of the service animal disrupts the educational process or results in a fundamental alteration of the nature of the program or its services, it may be excluded from the program.

Cost of Attending The Institute

You can access this information by linking through the Department of Education College Navigator at <https://nces.ed.gov/collegenavigator/?q=tenaj+salon+institute&s=FL> and also in the Student Catalog located at <https://tenajsaloninstitute.edu/>

Withdrawal Policy

Official Withdrawals

The withdrawal process officially begins upon the request of the Withdrawal Form. Students will be advised as to their responsibilities and the form will be forwarded to the Financial Aid office for processing.

Unofficial Withdrawals/Drop

A Student who misses fourteen consecutive days, unexcused constitutes an "unofficial withdrawal" or a drop". Unofficial withdrawals are calculated, for return of funds, using the student's last date of class attendance, verified by either the instructor's or the school's attendance records.

The effective date of the termination for refund purposes will be the earliest of the following:

- 1) The last day of attendance from school's attendance records, or
- 2) Date student began the withdrawal process, or
- 3) Date student provided official notification of intent to withdraw in writing, or

- 4) Date student did not return at the expiration of an approved leave of absence.
- 5) Date of withdrawal as determined by the school:
 - a) Student is expelled.
 - b) Student not making satisfactory progress (attendance or academic).

Refunds Will Be totally Consummated Within 30 Days After the Effective Date of Termination

Upon a student's withdrawal, two calculations are formed:

- 1) The Return of Title IV funds (To determine amounts earned from the Federal programs) and
- 2) Institutional Refund Policy or State Refund Policy if applicable See Tenaj Salon Institute catalog for the institutional refund policy.

Return of Title IV Funds

Only the Title IV programs are to be included in this calculation.

You must keep in mind that when you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. The school will calculate the amount of tuition it must return to the Federal funds according to the policies listed below:

The Return of Title IV Funds is NOT a Refund Policy. Instead, the Federal regulations (beginning with October 7, 2000) require the use of a Return to Title IV calculation to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. Any student receiving Title IV funds will be subject to these regulations.

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Federal Direct Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Perkins Loans and in some cases, certain state grant aid (LEAP/SLEAP), GEAR UP grants, and SSS grants to students.

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, you may choose to decline the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees, and room and board charges (as contracted with the school). For all other school charges, the school needs your permission to use the post-withdrawal disbursement. If you do not give your permission (which some schools ask for when you enroll), you will be offered the funds directly. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement. From the date the institution determined the student withdrew, grant funds must be paid within 45 days, and loan funds must be paid within 180 days.

Return of Unearned Aid is allocated in the following order:

- 1) Unsubsidized Federal Direct Stafford Loan
- 2) Subsidized Federal Direct Stafford Loan

- 3) Federal Perkins Loan
- 4) Federal Direct Parent (Plus) Loan
- 5) Federal Pell Grant
- 6) Federal Supplemental Opportunity Grant
- 7) Other Title IV Assistance

There are some Title IV funds that you were scheduled to receive that you cannot *earn* once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not earn any Direct loan funds that you would have received had you remained enrolled past the 30th day.

Title IV Future Professionals reentering within 180 days of withdrawal date will resume at the same status as prior to withdrawal.

If you receive (or your school or parents receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

- 1) Your institutional charges multiplied by the unearned percentage of your funds, or
- 2) The entire amount of excess funds.

The school must return this amount even if it did not keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an *overpayment*. The amount of a grant overpayment that you must repay is half of the received amount. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at (800) - 433-3243. TTY users may call (800) - 730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov

The Return of Title IV Funds is NOT a Refund Policy. Instead, the Federal regulations (beginning with October 7, 2000) require the use of a Return to Title IV calculation to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. Any student receiving Title IV funds will be subject to these regulations.

NOTE: If the initial amount of the overpayment owed by the student is \$25.00 or less, the student repayment requirement is forgiven.

The Certificate Programs, Training, & Other Education Programs Offered;

See school catalog for list of program or programs being taught.

The Availability Of a GED Program

The Institute does not offer a GED program as part of the Institution.

Instructional, Laboratory, & Facilities Associated With Academic Programs;

See school catalog for description of school facilities.

TENAJ SALON INSTITUTE

11915 COUNTY ROAD 103, THE VILLAGES FLORIDA 32162

Campus Security Act Disclosure Statement

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution 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 following criminal offenses, published each year and must be report no later than October 1 of each year, include any crime statistics that occurred on campus during the previous three calendar year periods. Occurrences within the 2022, 2023 & 2024 Calendar Years, Updated 9/25/2025



Crimes Reported	2022	2023	2024	Location C=Campus N=non-campus P=Public Area	*Hate Crime
Criminal Homicide					
Murder (Includes Non-Negligent Manslaughter)	0	0	0		
Negligent Manslaughter	0	0	0		
Sex Offenses					
Sex offenses –Females	0	0	0		
Sex offenses -Male	0	0	0		
Sex Offense - Sodomy	0	0	0		
Sex Offense – Sexual Assault with an Object	0	0	0		
Robbery	0	0	0		
Aggravated Assaults	0	0	0		
Burglaries	0	0	0		
Motor Vehicle Thefts (on Campus)	0	0	0		
Arson	0	0	0		
Larceny - Theft	0	0	0		
Simple Assault	0	0	0		
Intimidation	0	0	0		
Destruction/Damage / Vandalism of Property	0	0	0		
Any other Crime Involving Bodily Injury	0	0	0		
Number of Arrest Made for the Following Crimes					
Liquor Laws	0	0	0		
Drug Laws	0	0	0		
Illegal Weapons Possession	0	0	0		
Crimes Against Women Act					
Domestic Violence	0	0	0		
Dating Violence	0	0	0		
Stalking	0	0	0		

Hate Offenses:

The school must report by category of prejudice the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender identity, religion, sexual orientation, ethnicity, national origin, or disability, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

Crimes Against Women

The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

- "Domestic violence" means 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 the VAWA],
- 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"

- “Dating violence” means 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 the relationship; and
 - The frequency of interactions between the person involved in the relationship.”
- “Stalking” means “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.”

Definition of Terms

- 1) The term **primary prevention** refers to programming, initiatives and strategies intended to stop domestic violence, dating violence, sexual assault, or stalking before it occurs to prevent initial perpetration or victimization through the promotion of positive and healthy behaviors and beliefs. Efforts to change behavior and social norms, and promote healthy relationships, healthy sexuality and egalitarian gender roles, or efforts to understand risk factors and protective factors for bystander inaction and change social norms around bystander inaction are all examples of primary prevention.
- 2) The term **awareness programs** refers to programs, campaigns, or initiatives that increase audience knowledge of the issues of sexual assault, domestic violence, dating violence and stalking and share information and resources to prevent interpersonal violence, promote safety, and reduce perpetration. These efforts can include campus communitywide mobilizations as well as targeted audience-specific programming (including both students and employees). Awareness month campaigns, “Speak Outs,” rallies or marches, informational poster campaigns or resource websites, and educational programming that focus on sharing resources and information about these issues are examples of awareness programs.
- 3) The term **risk reduction** refers to approaches that seek to mitigate risk factors that may increase the likelihood of perpetration, victimization, or bystander inaction. Risk reduction focuses on helping individuals and communities address the institutional structures or cultural conditions that facilitate SV, DV & stalking to increase safety. Examples of risk reduction may include but are not limited to general crime prevention education, campus escort programs, programs that educate on how to create individual and community safety plans and strategies, and bystander intervention programs that educate the campus on how to recognize and interrupt situations of harm, or implementing a communications system that can notify the entire campus community of immediate threats to security.
- 4) The term **ongoing awareness and prevention campaigns** refers to campaigns that are sustained over time focusing on increasing awareness or understanding of topics relevant to SA, DV and stalking prevention. These programs will occur at different levels throughout the institution (i.e., faculty, incoming students) and will utilize a range of strategies. Ongoing awareness and prevention campaigns may include information about what constitutes sexual assault, dating violence/intimate partner abuse, and stalking, changing social norms, promoting recognition of perpetrator tactics, enhancing understanding of consent, and advancing prosocial behaviors of individuals and communities. Effective ongoing awareness and prevention campaigns will include developmentally appropriate content for the specific audience and their knowledge and awareness level and provide positive and concrete ways for individuals to get involved.
- 5) The term **bystander intervention** refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the individual. Effective bystander intervention training prepares participants to recognize situations of potential harm, overcome barriers to intervening, identify safe and effective intervention options, and take action.

To Report a Crime and Other Contact Information Requirements

Office Responsible to provide a copy of the Campus Security information	Admissions Office (352) 753-5511 Business Office (352) 259-6710
Who to contact to report an incident at the Institution	Director Of Education (352) 259-6701
Local Law enforcement agency to report an incident	Sumter County Sheriff's (352) 569-1600
List of agencies and contacts in your area that provide assistance to anyone who believes they are a victim who can provide help to anyone who	Sumter County Sherriff (352) 569-1600 Lake County Sherriff (352) 343-2101 Marion County Sherriff (352) 732-9111
Title IX Coordinator contact information	Katie Combee (352-259-6701) katie.combee@tenajsaloninstitute.edu

General Information:

- 1) This institution 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 campus security officer, institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).
- 2) All students and employees are required to report any crime or emergency to their institutional official promptly. 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 his/her institutional official without signature. If the student wishes to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

Preparation for the Annual Disclosure of Crime Statistics report is obtain by the institution's secretary who contacts the correct police department District for statistics and the institution's "Daily Incident Log", and then records those statistics. Each Year In October the institutional will handout to all currently enrolled students and current employees a copy of the updated crime report. During the year all newly enrolled students will receive a copy of the current crime report as part of the student pre-enrollment process.

- 3) Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5:00pm. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
- 4) 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) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or

emergency with the appropriate agency on campus. 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.
- 5) Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their own 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) Always try to walk in groups outside the school premises.
 - 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 School has no formal program, other than orientation, that disseminates this information. All information is available on request.
 - h) Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within 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 result 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 within two (2) business days of the request.
- 6) 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.
- 7) All incidents shall be recorded in the Institutions daily Incident Log located on campus. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log with two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law, would endanger the confidentiality of the victim.
- 8) This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
- 9) The institution 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.
- 10) Information concerning drug and alcohol abuse education program are posted at campus and is distributed annually to students and staff. *(Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).*
- 11) Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment.

This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest.

- 12) The Institution encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration.
- 13) In the event a sex offense should occur on campus, the victim should take the following steps:
 - a) Report the offense to the school administration.
 - b) Preserve any evidence as may be necessary to the proof of the criminal offense.
 - c) Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
 - d) Request a change in the academic situation if necessary.
- 14) On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.
- 15) These records are available upon request through the administrative offices.
- 16) Information for crime victims about disciplinary proceedings. The institution must, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceedings conducted by 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. This provision applies to any disciplinary proceeding conducted by the institution on or after September 06, 2023.
- 17) As part of the Crime Control and Law Enforcement Act of 1994, the institution is required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders. <https://offender.fdle.state.fl.us/>

Timely Warning

In the event that a situation arises, either on or off campus, that, in the judgment of the Institutes Chief Executive Officer or Chief Operating Officer or other members of the administrative Staff present and in charge, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The notification will include a short description of the crime or incident, giving the time and date, location, reported offense, suspect description, and any other pertinent information used to facilitate the crime. The notification will also include personal safety information to aid members of The School in protecting themselves from becoming victims of a similar crime. The warning will be broadcast thru the message center to students, faculty and staff. Depending on the nature of the emergency, a decision will be made to utilize other methods or notification including posting of red colored flyers entitled "Security Alert" on the building entrances.

Emergency Evacuation Plan

This school's campus consists of one building. If an emergency evacuation is required you will be notified by either your instructor or by a message service. All effected members of the school will follow the emergency plan posted in the area you are currently located in. On an annual basis the institution will conducts an emergency evacuation drill. Each classroom has emergency evacuation procedures posted in the room. Please make yourself familiar with these evacuation procedures. This was last completed on September 8, 2022.

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon on to report to the school's officer but rather contact the appropriate agency by calling (911).

Institute Officer	Address	Phone number
Katie Combee	Tenaj Salon Institute, 11915 County Road 103, The Villages Florida 32162	(352) 259-6710

Financial Assistance Aid Information for Study Abroad Program Student Approved By The Institute

The Institute does not currently have any agreements with any institutions overseas for training of students where credit received would be used to meet the graduation requirements of The Institute.

Information Regarding the Availability Of FSA Program Funds For Study Abroad Programs.

If you are currently receiving financial aid from the Institute and the Institute has a program for study abroad you can use it for the study abroad program. Talk to your financial aid officer about what can and can't be applied to a program of study abroad.

The Higher Education Act (HEA) of 1992 mandated that a student can receive financial aid for study abroad if the student is enrolled in a program approved by the home institution. Moreover, the student would be eligible to receive "grants, loans, or work assistance without regard to whether the study abroad program is required as a part of the student's degree."

Drug and Alcohol Abuse Information:

Following you will find the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226 and what The Institute requires of Staff and Students.

Staff and Students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination from school or employment.

Additionally, there are numerous local, state and federal laws, which can be used to punish violators. Penalties can range from suspension revocation and/or denial of a driver's license, to 20-50 years imprisonment at hard labor without benefit of parole. Property may also be seized. Community service may also be mandated.

Students could lose eligibility for financial aid, could be denied other federal benefits, such as Social Security, retirement, Welfare, health care benefits, disability and Veterans benefits. Public housing residents could also be evicted. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain careers.

Drugs can be highly addictive and injurious to the body as well as one's self. People tend to lose their senses of responsibility and coordination.

There are drug or alcohol counseling, treatment and rehabilitation facilities in our area where advice and treatment are available. The telephone numbers of these facilities may be found in your local telephone book or yellow pages under Drug Abuse and Addiction – Information and Treatment. If other help is required for rape counseling, or domestic violence contact (800) 500-1119.

There are national organizations that can be contacted for help. The Alcoholism and Drug Abuse Hotline is open 24 hours daily, (800) 252-6465. The National Institute on Drug Abuse Hotline is available 8:00 AM to 2:00 AM, Monday through Friday and 11:00 AM to 2:00 AM on weekends, (800) 662-4357.

It is a college policy that we do not sponsor or accept any liability for any functions that involve alcohol and/or drugs. This policy includes all student functions and employee functions, i.e. Christmas parties, etc.

If in reading this information you become aware that either you, a co-worker or a student may have a drug or alcohol problem, please discuss this confidentially with your Director so that the situation can be handled appropriately and the individual be given the opportunity to seek outside help.

Unfortunately, drugs are a fact of life in our society and we need to be aware of who uses them, the effects of major drugs, and what we can do. Most kids get their first illegal drugs from a close friend or relative for free. The younger they start the more likely they are to become an addict and advance to hard drugs. The main reason given for starting drug use is peer pressure.

Diversity

Diversity make-up of the Institute by both gender and ethnicity can be viewed on the Department of Education College Navigator web site located at <https://nces.ed.gov/collegenavigator/?q=tenaj&s=FL&id=457448#enrolmt>

Completion/Graduation Rates For the General Student Body

The following is the completion/graduation rate as calculated required by the school accrediting agency NACCAS covering the following period of time January 1, 2024 to December 31, 2024.

Programs	Scheduled to Graduate	Graduated	Percentage = Graduate/ Scheduled to Graduate
Cosmetology	50	41	82%

Placement rate = 90.62% Licensure Rate = 82.05%

Type of Employment Students Might Expect To Enter

See catalog for list of jobs a graduate might be eligible for.

Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Students to whom the rights have transferred are "eligible students."

- 1) Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- 2) Parents or eligible students have the right to request that a school correct their records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- 3) Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - a) School officials with legitimate educational interest;
 - b) Other schools to which a student is transferring;
 - c) Specified officials for audit or evaluation purposes;
 - d) Appropriate parties in connection with financial aid to a student;
 - e) Organizations conducting certain studies for or on behalf of the school;
 - f) Accrediting organizations;
 - g) To comply with a judicial order or lawfully issued subpoena;
 - h) Appropriate officials in cases of health and safety emergencies; and
 - i) State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special

letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Faculty & Other Instructional Personnel

See the catalog for a list of school faculty and instructional staff

Policies and Sanctions Related to Copyright Infringement

The Institute prohibits copyright infringement. 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). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a 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.

Constitution Day

The Federal Government has designated September 17th as Constitution Day. To accommodate all student schedules the Institute selects one day of the week of September 17th to celebrate this important event.

Voter Registration

Current students may obtain voter registration forms at the clinic floor desk. The Sumter County Supervisor of Elections office also makes the form available on line at www.sumterelections.org/

Vaccination Policy

The Institute does not have a policy on vaccination at this time. The State of Florida does not required vaccinations of any type as a prerequisite for licensure.

Transfer Policy

See the Institute transfer policy located in the catalog

What the Acronyms Mean

SAI	Student Aid Index
MPN	Master Promissory Note
PLUS	Parent Loan For Undergraduate Students
FSA	Federal Student Aid
NSLDS	National Student Loan Data System
COA	National Student Loan Data System
SAP	Satisfactory Academic Progress
ISIR	Institutional Student Information Report
UNSUB	Unsubsidized Loan Interest Is Not Paid By Federal government
FSEOG	Federal Supplemental Educational Opportunity Grant
SLEAP	Special Leveraging Educational Assistance Partnership
LEAP	Leveraging Educational Assistance Partnership
GEARUP	Gaining Early Awareness and Readiness for Undergraduate Programs
SSS	Student Support Services

FFEL	Federal Family Education Loan
FERPA	Family Educational Rights and Privacy Act

[illegible]

THE BIGGEST ADVENTURE
YOU CAN TAKE IS TO LIVE
THE LIFE OF YOUR
Dreams!

- Oprah



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