

Financial Aid Satisfactory Academic Progress (FA-SAP)

The Financial Aid Satisfactory Academic Progress Policy (FA-SAP) ensures that students make satisfactory progress towards the successful completion of their education. Students are required to maintain 75% attendance and 85% academic progress. This evaluation may impact your ability to maintain Title IV funding. Satisfactory progress in academics and attendance is a requirement for all students enrolled at Montage Academy. The reports will be provided to the Student to verify when they hit the evaluation periods.

Evaluation Periods

Students are evaluated for Satisfactory Academic Progress as follows based on actual hours completed:

Cosmetology: 450/900/1350/1800 hours respectively

Hairstyling: 300/600/900/1200 hours respectively

Esthetician: 300/600 hours respectively

Nail Technician: 300/600 hours respectively

For students attending the Credits programs the evaluations are based on credits completed.

Cosmetology: 15/30/45/60 credits respectively

Hairstyling: 10/20/30/40 credits respectively

Esthetician: 10/20 credits respectively

Nail Technician: 10/20 credits respectively

Evaluations will determine if the student has minimum requirements for satisfactory academic progress.

Attendance Progress Evaluations/Pace

Students must achieve a minimum of 75% in attendance in order to be considered maintaining satisfactory attendance and to complete the program in which they are enrolled within the maximum time frame of 133%. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements.

Maximum Time Frame

The maximum time frame (which does not exceed 133% of the course length) allowed for students to complete each program at satisfactory academic progress is stated below:

Maximum Time Frame Allowed		
COURSE	Weeks	Scheduled Hrs.
Cosmetology -1800 contact hours	Full Time -80 Part Time -120	Full time 30hrs/wk. Part time 20hrs/wk.
Esthetician- 600 contact hours	Full Time -27 Part Time -40	Full time 30hrs/wk. Part time 20hrs/wk.
Hair Styling - 1200 contact hours	Full Time 53 Part Time -80	Full time 30hrs/wk. Part time 20hrs/wk.
Nail Technician - 600 contact hours	Full Time -27 Part Time -40	Full time 30hrs/wk. Part time 20hrs/wk.
Barbering- 1500 contact hours	Full Time - 67 Part Time - 100	Full time 30hrs/wk. Part time 20hrs/wk.

Academic Progress/Qualitative Review

Students must achieve a minimum of 85% in academics in order to be making satisfactory progress.

A student's academic performance is evaluated using the following academic factors:

Theory work (assignments, tests)

Practical work (practical exams, clinic service quotas)

The Academic progress of students is evaluated under the following Academic Grade Scale:

96-100% Excellent

90-95% Good

85-89% Satisfactory

0-84% Unsatisfactory

Determination of Progress

Evaluation of progress will be conducted by the Academy Director at the completion of each evaluation period. Each student will receive a Satisfactory Academic Progress Evaluation Report detailing attendance and academic progress. Students meeting the minimum requirements at the evaluation point will be considered to be making satisfactory academic progress until the next scheduled evaluation. Students who had made SAP in the prior payment period, but not maintaining satisfactory progress at the end of a subsequent payment period will be placed on a Financial Aid Warning.

Financial Aid Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on Financial Aid Warning if they qualify, and will continue to receive Federal financial aid during the warning period. The student will be notified in writing on the actions required to attain satisfactory academic progress by the next payment period, including being placed on an academic plan. No further action (such as an appeal) is required by the student. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will lose eligibility for Title IV funds, unless successfully appeals and is placed on Probation.

Appeal Procedure

A student that is **not** making satisfactory progress after the Financial Aid Warning period, or otherwise is not making satisfactory progress, loses Title IV aid eligibility. The student may appeal the determination within ten calendar days.

Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form. The form will be provided to the student at the time unsatisfactory progress is determined. This form should be returned to the financial aid director upon completion. The form must describe why the student failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation which will allow him/her to achieve satisfactory academic progress by the next evaluation point.

Appeal documents will be reviewed and a decision will be made by a decision between the financial aid director, the director of education and the owner. The results will be reported to the student within 14 calendar days by the financial aid director, the student is allowed to attend school while the decision is being made. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the student will be placed on Probation for one payment period, and federal financial aid will be reinstated, if applicable. If the appeal is denied, the student will lose eligibility to receive Title IV funds and will only re-establish eligibility after he/she has met the minimum attendance and academic requirements. See Re-establishment of Satisfactory progress below. The student has only one financial aid warning period and one appeal which gives the student two chances to stay compliant and continue to receive Title IV funds.

Probation

A student who fails SAP but prevails upon appeal is placed on Financial Aid Probation for one payment period. The student may receive his/her financial aid award during the probationary period. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. The student will be advised in writing of the actions required to attain Satisfactory Academic Progress by the end of the probationary period. Students who are progressing according to their specific academic plan at the end of the probation period will be considered making Satisfactory Academic Progress. If at the end of the probationary period, the student has still not met both the attendance and academic requirements for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will lose eligibility to receive Title IV funds. See APPEAL PROCEDURE above.

Re-establishment of Satisfactory progress

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements.