

# Satisfactory Academic Progress (SAP) Policy

## **Satisfactory Academic Progress (SAP)**

The Satisfactory Academic Progress Policy (SAP) ensures that students make satisfactory progress towards the successful completion of their education. The catalog which includes this policy is provided to the student before enrollment, as part of the admissions process. Students are required to maintain 75% attendance and an 85% Cumulative Grade Point average on all written exams to be considered maintaining academic progress. 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. Students meeting the minimum requirements at the evaluation point will be considered to be making satisfactory academic progress until the next scheduled evaluation. Title IV and/or VA GI Bill benefits students who had made SAP in the prior payment period, but not maintaining satisfactory progress at the end of a subsequent payment period will notified and be placed on a Financial Aid Warning. See [Financial Aid Warning](#) below. Self Pay students will be evaluated equally. They will be advised of the financial consequences if they go past the contracted graduation date.

## **Leave of Absence Policy**

The Academy allows the students to take a Leave of Absence if needed. Reasons for taking a leave of absence may include: Major Health reasons for you or your immediate family which would require you to care for them. All circumstances will be reviewed on an Individual basis before granting a Leave of Absence.

## **Leave of Absence Procedure**

To apply for a leave of absence, you must request the Leave of Absence form from your Instructor, Director of Financial Aid or Director of Education. Unless there is an unforeseen circumstance, this must be submitted in writing in advance, and must include the reason for the requested time off with your signature. Montage Academy may grant a Leave of absence to a student who did not provide the request prior to the Leave due to unforeseen circumstances. The student must request in writing as soon as possible under these circumstances. The first day of the Leave will then be determined to be the first date the student was unable to attend the Academy due to the incident. A leave of absence will extend a student's contract period and maximum time frame by the same number of days taken in the leave of absence. Changes to the contract by filling out an addendum for a Leave of absence must be signed and dated by all parties. Montage Academy does have a reasonable expectation that the student will return from the Leave of Absence. There will be no additional institutional charges to the student for taking a Leave of Absence. A student granted a Leave of Absence that meets all criteria is not considered to have withdrawn, and no refund calculation is required at that time.

For Title IV Financial Aid Students, taking a Leave of Absence will reduce the grace period they have after graduating before they have to start making payments on their loans. This is reduced by the amount of days of the leave.

Students returning from a Leave of Absence will return to The Academy in the same satisfactory progress status they had prior to departure. The maximum number of days for leave of absence is 180 days in any 12 month period. Failure to return on set date will lead to termination, and the withdrawal date for the purpose of calculating a refund, will be the last day of attendance before the Leave of Absence began.

In the event the student does not return from a leave of absence, any refunds due will be made to the appropriate financial aid (or student if self paying), within 45 days of the date the student was scheduled to return.

## **Evaluation Periods**

Students are evaluated as followed based on actual hours completed:

Cosmetology: 450/900/1200 hours respectively

Hairstyling: 450/900 hours respectively

Esthetician: 300 hours respectively

Nail Technician: 300 hours respectively

Barbering: 450/900/1200 hours 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: Students attending beyond the maximum time frame will be charged an overtime fee of \$20/hour to finish their education.

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| Maximum Time Frame Allowed                 |   |                        |
|--|---|------------------------|
| COURSE                                     | Maximum Weeks<br>( <u>FT</u> =30hrs/wk. <u>PT</u> =20hrs/wk.) | Maximum Scheduled Hrs. |
| <b>Cosmetology</b> - 1500 contact hours    | Full Time – 67<br>Part Time – 100                             | 2000 Scheduled hours   |
| <b>Esthetician</b> – 600 contact hours     | Full Time -27<br>Part Time -40                                | 800 Scheduled hours    |
| <b>Hairstyling</b> – 1200 contact hours    | Full Time -53<br>Part Time -80                                | 1600 Scheduled hours.  |
| <b>Nail Technician</b> – 600 contact hours | Full Time -27<br>Part Time -40                                | 800 Scheduled hours    |
| <b>Barbering</b> - 1500 contact hours      | Full Time – 67<br>Part Time – 100                             | 2000 Scheduled hours   |

## Academic Progress/Qualitative Review

Students must achieve a minimum of 85% Cumulative Grade Point average 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. This evaluation will be provided to the student when they hit the evaluation period and be advised by the institution how their progress is doing. 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. Students who do not achieve the minimum standards are no longer eligible for Title IV, HEA program funds and/or VA GI Bill benefits, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation. Noncredit remedial courses have no effect on the institutions SAP policy. Transfer hours accepted by Montage Academy from another institution are considered as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted.

## Financial Aid Warning

Students who fail to meet minimum requirements for attendance or academic progress will be notified if this will impact the student's ability to receive financial aid, if applicable. They will be placed on Financial Aid Warning if they have qualified for Title IV funding and/or VA GI Bill benefits, and will continue to receive Funding 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. No further action is required by the student. If at the end of the warning period, the student has still not met either one or both the attendance and academic requirements they previously failed, he/she will lose eligibility for Title IV funds and/or VA GI Bill benefits, unless successfully appeals and is placed on Financial Aid Probation. See Appeal procedure below.

## Appeal Procedure

A student that is **not** making Satisfactory Academic Progress after the Financial Aid Warning period, will lose Title IV aid eligibility. The student may appeal the determination within ten calendar days of the failed SAP. Reasons for which students may appeal a negative SAP 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 that SAP is determined to be not met. This form should be returned to the Financial Aid Director upon completion. The form must describe why the student failed to meet SAP standards, along with supporting

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documentation. This information should include what has changed about the student's situation which will allow him/her to achieve SAP by the next evaluation point.

When reviewing the written appeal from the student, a decision will be made by SAP committee that includes the Financial Aid Director, the Director of Education and the Owner. They will determine if satisfactory academic progress standards can be met by the end of the subsequent evaluation period. The results will be reported to the student within 14 calendar days beginning the day the document was received 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 Financial Aid Probation for one payment period, and federal financial aid and/or VA GI Bill benefits will be reinstated, if applicable. If the appeal is denied, the student will lose eligibility to receive Title IV funds and/or VA GI Bill benefits 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.

## **Financial Aid Probation**

A student who fails SAP after the Financial Aid Warning period but prevails upon appeal is placed on Financial Aid Probation for one payment period. The student may receive his/her financial aid award and/or VA GI Bill benefits during the probationary period. The institution will determine that satisfactory academic progress standards can be met by the end of the subsequent evaluation 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, HEA program funds and/or VA GI Bill benefits. See APPEAL PROCEDURE above to be placed on probation.

## **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.

## **Course Incompletes/Course Repeats/Re-Enrollment/Return from Leave of Absence**

Montage Academy does not offer course incompletes. Any repeats of courses will be included in Pace and Maximum Time Frame evaluations. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same Satisfactory Academic Progress status as at the time of withdrawal. Students returning from a Leave of Absence will return in the same Satisfactory Academic Progress status as at the time the leave began.