



Consumer Information Disclosure Published 7_1_2015

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GENERAL CONSUMER INFORMATION TO ALL STUDENTS

The Summit Salon Academy, hereinafter known as "the Academy," will provide prospective students or prospective employees, with a copy of our Consumer Information by posting the information on our internet website, <http://www.SummitSalonAcademy.edu>. A paper copy will be provided upon request through our Admissions Office. For general Academy information you may contact the Admissions Office, at (253) 617-7010) or by email at karen@summitsalonacademy.edu.

Summit Salon Academy will annually distribute to all enrolled students, a notice of the availability of the Consumer Information. It is known that the student is responsible for understanding all of the content in the Consumer Information document and how it directly relates to federal student aid.

CONTACT PERSONNEL TO ASSIST WITH CONSUMER INFORMATION

Our Financial Aid Officer and Admissions Representative are both knowledgeable of the information contained within this document and are readily available to assist prospective/enrolled students and/or their parents during normal business hours. Our business hours are Monday-Friday 9:00 AM to 5:00 PM.

FINANCIAL AID

For financial aid information you may contact the Financial Aid Office, (FAO), at (253) 617-7004 for additional questions or email at m.garrison@summitsalonacademy.edu

ACADEMY FACILITIES

The Summit Salon Academy is located at 3702 S Fife St, Suite B102, Tacoma, WA 98409. The Academy is a 12,160 square foot facility. Students practice services in a professional salon atmosphere equipped with styling stations, manicure area and skin treatment room. The facility also contains classrooms, hair and skin retail centers, product dispensary, a student lounge, and administrative offices.

STUDENT RIGHT TO KNOW (PRE-ENROLLMENT INFORMATION)

The most current pre-enrollment information is given prior to enrollment. This will include the graduation, placement, and licensure rates for the most recent award year.

ADMINISTRATION AND FACILITY

Summit Salon Academy staff and faculty consists of the President, Vice President, Admissions Director, Financial Aid Officer, Director of Education, Director of Operations, Support Staff, and a minimum of one (1) Educator per twenty (20) students per Washington Department of Licensing requirements. A list of staff and faculty can be found in our current catalog.

LICENSURE/ACCREDITATION/ORGANIZATIONS

Summit Salon Academy is licensed by:

Washington State Department of Licensing
Business and Professions Division Cosmetology Section,
PO Box 9048, Olympia, WA 98507-9048
Phone: 360-664-2550 Online: www.dol.wa.gov

Summit Salon Academy is accredited by:

National Accrediting Commission of Career Arts & Sciences,
4401 Ford Avenue, Suite 1300, Alexandria, Virginia, 22302-1432
Phone: 703-600-7600 Fax: 703-379-2200 Online: naccas@naccas.org

MISREPRESENTATION POLICY OF TRUTH AND CANDOR

Summit Salon Academy, its staff and faculty is committed to maintaining the highest standard of integrity in every aspect of its operations and to assuring complete transparency, candor and accuracy in all of its communications with students, accrediting agencies and the public. Further the Academy is using procedures and practices aimed at eliminating errors while communicating with students and the public.

OUT OF STATE

Out of state applicants shall meet the same requirements as in-state applicants applying for Cosmetology and Esthetics

APPLICATION AND ENROLLMENT PROCEDURES

Applications are available on our website <http://www.summitsalonacademy.edu>, at the Summit Salon Academy or can be mailed to prospective students if needed. The procedures for admissions are as follows:

STEP 1. SCHEDULE A CAREER PLANNING SESSION:

Call admissions office, 253-617-7010 to schedule a career planning meeting and tour. Receive and review information about the course and the Academy, which includes:

- ✓ Student Catalog
- ✓ Consumer Information
- ✓ Right to Know
- ✓ Campus Security
- ✓ Student Resources
- ✓ Federal Student Aid at a Glance

Complete FAFSA at www.fafsa.ed.gov, if you plan on using Financial Aid

Schedule a meeting with Academy's Financial Aid Advisor to review funding options and create Award Letter.

STEP 2. AT REGISTRATION:

Complete student orientation and receive Student Handbook

Submit a completed application and \$200 registration fee

Review and sign Enrollment Agreement

Provide a copy of Personal Identification of one of the following:

- ✓ A valid driver's license or
- ✓ A social security card or
- ✓ A valid passport or
- ✓ A military ID

Submit Valid Proof of High School Completion

- ✓ High school transcript or (GED) or transcript showing completion of an Associate or Bachelor degree

NON-DISCRIMINATION STATEMENT

The Summit Salon Academy in its admission, instruction and graduation policies does not discriminate on the basis of age, sex, race, ethnic origin, color, religion, financial status, or on the basis of handicap as required by Section 504, 34 Code of Federal Regulations. Summit Salon Academy owner/administration is designated to coordinate the Academy compliance with the requirements of Section 504, as required by 34 Code of the C.F.R. § 104.7(a). All service members of the armed services will not be denied admissions, based on reasons related to their service.

JOB PLACEMENT (GAINFUL EMPLOYMENT)

Summit Salon Academy maintains contacts in the Cosmetology and Esthetic professions to assist students in job placement. Employers are encouraged to interview students, and every effort is made to help students secure a job opportunity upon graduation. Students are prepared in the latter part of training to seek employment. Job opportunities are posted in the student break-room and on the Alumni Facebook page. While the Academy cannot guarantee employment for graduates, assistance in finding suitable employment is provided by the Academy. In addition, the Academy conducts follow-up on graduates to help prepare new students for future job placement.

2013 Year End GRADUATION RATE 80.15% LICENSURE: 98.94% PLACEMENT RATE: 75.96

REQUEST FOR REASONABLE ACCOMMODATIONS

Summit Salon Academy will provide reasonable accommodations to any student with a documented disability. The Academy Admissions Director has been designated to handle inquires regarding non-discrimination policies and services for disabilities, including intellectual disabilities. The student should explain in writing on the Academy's Reasonable Accommodations document what

accommodations are required and provide appropriate documentation. Upon submission the Director of Education and owner will evaluate the request and develop a reasonable plan to facilitate the request. The student will be notified within two weeks of submitting the request and documentation. All facilities at the Summit Salon Academy are ADA accessible. Individuals with disabilities are afforded an equal opportunity to participate in The Academy's programs and activities, along with equal employment opportunities in the industry, but note that The Academy and future potential employers may only be required to make reasonable modifications or accommodations for such individuals, as required by law.

VACCINATION POLICY

The Academy does not require vaccination records for admittance. We respect the rights and decisions of all parties concerning childhood vaccines, and as such we do not require these records for admittance.

VOTER REGISTRATION

In compliance with the DOE, voter registration applications are supplied at Orientation or Voter Registrations can be downloaded at: (<http://www.in.gov/sos/elections/>)

SAFETY REQUIREMENTS

Safety suggestions with this profession would include wearing shoes that would not be slippery when walking on a damp floor. All hair needs to be swept up following each haircut to minimize accidents. All water spilled should also be wiped up as quickly as possible. It is the responsibility of each student to promote a safe work environment. Gloves should be worn during chemical services to reduce any allergic reaction that an individual may have to certain chemicals. Any product that would accidentally get in the eyes should be flushed thoroughly with water. Seek medical attention if irritation continues.

PHYSICAL DEMANDS PLACED ON THE BODY

You may work long hours, especially those who own salons. Work schedules may include nights and weekends, and may not include breaks or lunches. Good health and stamina are a must. Most salon industry professionals may be on their feet for long periods of time. There are physical demands placed upon the body during both class and as an employee in the industry, including but not limited to, standing for long periods of time, bending over, lengthy time allowances for services, lifting heavy objects, dexterity, exposure to heat and chemicals, possible cuts resulting from a haircutting service, and prolonged exposure to some chemicals may cause irritation so protective clothing, facemasks, and gloves should be worn.

COURSES OFFERED, FEES FOR TUITION & TEXTBOOK/KITS, HOURS TO COMPLETION

TUITION

PROGRAM	REGISTRATION FEE	TEXTBOOKS & KITS	TUITION	TOTAL
Cosmetology	\$200.00	\$2,000.00	\$16,500.00	\$18,500.00
Esthetics	\$200.00	\$1,825.00	\$9,000.00	\$10,825.00

SCHEDULES

COURSES	HOURS TO COMPLETE	WKS	FT/PT	SCHEDULE	HRS per WK
Cosmetology	1800	58	FT	Mon-Sat, 5 days	34
Esthetics	750	28	FT	Tues-Fri, E/O Sat	28
Esthetics PT	750	54	PT	Mon-Thur eve, E/O Sat	15.5

TEXTBOOK AND KIT POLICIES

The Academy's textbook and kit items are available only through suppliers that sell to licensed professionals/academies. The Summit Salon Academy negotiates best prices for these textbook and kit items and then passes those savings along to the student. The textbook and kit items are non-refundable. The costs for the textbook and kit items include sales tax, shipping and handling. The student is responsible for replacing lost, missing, or broken items. In the event a kit item is defective, the Academy will seek a replacement from the supplier. The textbooks and kits provided are to be used in practice on manikins, guests and/or models as assigned in order to develop required skills and speed. In order to keep learning materials current, the Academy, from time to time, may change textbook and kit items. The student is responsible for any additional textbook and kit costs. The replacement kit items can be purchased from an owner. Borrowing items from other students is discouraged.

PROGRAM	TEXT MATERIALS	ISBN	PRICE
Cosmetology	Milady Course Mate	9781133281566	\$216.95
Esthetics	Milady Course Mate	9781133686798	\$186.95

TEXTBOOK AND KIT DISBURSEMENT POLICY

The Summit Salon Academy has payment options available for the purchase of textbooks and kit items. For those students using Title IV funds, the charge for textbooks and kit items can be added to the institution charges and funds will be disbursed by the payment period. The textbook and kit costs are payable in the first academic year. Students that use the Title IV option are considered to have authorized the use of Title IV funds to cover the cost of textbooks and kit items and will not have to give a written authorization for this purpose only. NOTE: The Student using Title IV funds (financial aid) only receives Title IV funds if the Student is making satisfactory progress or has been placed on financial aid warning. For those students that are on a cash payment plan, a down payment of 20% of tuition, plus books, kit and fees is paid 30 days prior to the first day of class and the remaining balance is paid as agreed upon prior to signing enrollment agreement. The textbook and kit items are non-refundable.

CAREER OPPORTUNITIES

There are many opportunities open to Licensed Cosmetologists, and Estheticians. The Summit Salon Academy prepares all graduates for the licensing exam and entry-level positions for employment in their specific field. Additional industry experience could lead to employment as a manufacturer/sales facilitator, a distributor sales consultant, as well as in teaching, admissions and financial aid positions academies.

COMPENSATION EXPECTED

The U.S. Department of Labor provides current (May 2012) job information at <http://www.bls.gov>. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor, state & national median wages for cosmetology related positions are as follows:

In the state of Washington, Cosmetology and Esthetic, graduates, can earn minimum wage or greater paid from hourly or from salary and gratuities in an entry-level position depending on the work schedule and the area population. A commission scale is commonly used to pay graduates resulting in much higher pay after an introductory period of employment. Retail commission is also common. Some salons / spas now offer benefits resulting in yet higher earnings.

Job Position	O*NET Codes	2010 CIP Codes	2012 National Median Hourly/Yearly Wage	May 2013 State Median Hourly/Yearly Wage
Cosmetologists	39-5012	12.0401	\$10.95/\$22,770	\$13.21/\$27,480
Estheticians	39-5094	12.0409	\$14.03/\$29,200	\$15.33/\$32,790

IPED STATISTICS

The College Navigator website (<http://nces.ed.gov/collegenavigator/>) provides current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories:

- Male / Female
- Self-identified members of a major racial or ethnic group
- Federal Pell Grant recipients

The College Navigator website also gives information concerning student services, students with disabilities, career placement during and after enrollment and transfer of credit from other academies, retention, licensure, graduation and placement rates.

STUDENT BODY DIVERSITY

Full Time active students during academic year 2013-2014 (July 1, 2013-June 30, 2014)		
	Male	Female
African American	0	10

American Indian or Alaskan Native	0	6
Asian	0	6
Caucasian	1	178
Hispanic	0	6
Native Hawaiian or Other Pacific Islander	0	6
Two or More Races	1	19
Unknown	0	2
Unduplicated Head Count	2	233
Pell Grant Recipients		133

COPYRIGHT INFRINGEMENT POLICY

The purpose of the Copyright Infringement Policy is to comply with copyright law for the use of copyrighted material. In addition, this policy seeks to make aware to all users the seriousness as well as possible consequences for unauthorized use of copyrighted material. The Summit Salon Academy strictly prohibits any and all of the following: copyright, trademark, patent, trade secret or other intellectual property infringement, including but not limited to using any copyrighted names, text or images, offering pirated computer programs or links to such programs, serial or registration numbers for software programs, copyrighted music, etc., as policy on the use of copyrighted material on the Institution’s computer system and network.

The Summit Salon Academy respects the copyrights of those involved in creating and distributing copyrighted material, including music, movies, software, and other literary and artistic works. It is the policy of the Summit Salon Academy to comply with copyright law. If users utilize copyrighted materials for educational, instructional, research, scholarship and like areas, the Academy will follow the legal doctrine of fair use currently a part of the copyright law. The Academy’s students and staff will not make unauthorized copies of copyrighted material on or using the Academy computer system, network or storage media. Also, the Summit Salon Academy staff and students will not store unauthorized copies of copyrighted works using the Academy’s system, network and/or storage media. The Academy’s staff and students should not download, upload, transmit, make available or otherwise distribute copyrighted material without authorization using the Summit Salon Academy’s computer system, network, and Internet access or storage media. This is inclusive of utilizing unlicensed/unauthorized peer-to-peer file services that would promote copyright infringement. The Summit Salon Academy reserves the right to monitor its computer systems, networks and storage media for compliance with this policy, at any time, without notice, and with or without cause. Additionally, the Academy reserves the right to delete from its computer systems and storage media, or restrict access to, any seemingly unauthorized copies of copyrighted materials it may find, at any time and without notice. Users who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include termination, expulsion and other legal actions. For more information, please see the website of the US Copyright Office, www.copyright.gov.

CAMPUS SECURITY ACT INFORMATION DISCLOSURE & ANNUAL SECURITY REPORT

GEOGRAPHY

Summit Salon Academy facilities are in operation Monday through Saturday. Summit Salon Academy may also be used for educational purposes outside of the regular business hours to hold classes for licensed professionals in cosmetology, esthetics, and/or for groups securing the facilities through the owner. Keys to the academy are held only by the owners, facilitators and appointed CDT Members, which helps to prevent internal crimes to an extent. At Summit Salon Academy we highly encourage staff and students to be responsible for your own security and the security of others.

Summit Salon Academy does not have any off-campus locations and therefore all monitoring and recording of any criminal activity is conducted at the campus location of 3702 S. Fife Street, Suite B102 Tacoma, WA 98409.

The crime statistics in this report cover an area on 3702 S. Fife Street, Suite B102 Tacoma, WA 98409, and include any incidents on campus at the physical location of the Academy, including the Summit Salon Academy parking lot, adjacent sidewalks and streets. Also included is the student parking area adjacent the Academy in the Lincoln Plaza Shopping Center East 2505 S 38th St Tacoma, WA 98409

CRIME STATISTICS

Campus Security Act Information Disclosure - Under the Crime Awareness Campus Security Act of 1990, we are required to provide you with the following safety information about our campus. Summit Salon Academy is committed to providing a violence-free campus.

Student disclosure of Annual Crime Statistics - As stated in the above definition, Summit Salon Academy agrees to comply and provide all staff and students a copy of the campus security report at the beginning of each calendar year and to all prospective students’ enrolling at Summit Salon Academy. The report will include the previous calendar year statistics to comply with the consumer reporting requirement of the most recent 3 completed calendar years.

Statistics will be gathered from the Tacoma Police Department/daily crime logs and compiled in the disclosure data collection prior to

October 1st of each year.

CAMPUS SECURITY AUTHORITIES

Michael Shea, Vice President and owner of Summit Salon Academy is responsible the Campus Safety and Security Compliance.

Office Responsible:	Michael Shea, VP
Area Information is Located:	www.summitsalonacademy.edu/ paper copy upon request
Date Document was Last Updated:	10/2014
Date Policies and Procedures Updated:	6/2014

Command Decision Team, (CDT) are responsible CDT Members consisting of:

Admissions Office	(253) 617-7010
Vice President's Office	(253) 617-7009
Educator's Office	(253) 617-7006
Financial Aid Office	(253) 617-7004
Front Desk	(253) 617-7007

CDT Team Leader: Michael Shea | O. (253) 617-7009

Emergency Phone Numbers:

Immediate Help (Fire, Police, Rescue Squad)	9-1-1
Administrative Offices	(253) 617-7000
Tacoma Fire Department	(253) 591-5737
American Medical Response	(253) 272-5899
City of Tacoma Police Department	(253) 798-4721
Pierce County Sheriff Department	(253) 798-7530
Tacoma-Pierce County Health Department	(253) 798-6500

Mental Health agencies:

Comprehensive Mental Health	(253) 396-5800
Sea Mar Tacoma Behavioral Health	(253) 396-1634
TACID	(253) 565-9000
Greater Lakes Mental Healthcare	(253) 581-7020
Valley Cities Counseling & Consultation	(253) 939-4055
Comprehensive Mental Health	(253) 396-5230
Family Center For Behavioral	(253) 851-3808
Pearl Counseling Associates	(253) 752-1860
Accountability Counseling Services	(253) 439-0130
Eastside Family Support Center	(253) 627-7368
Karis Wellness	(253) 444-2873
Lizzie Munday Counselor, MEd, IMHCA	(253) 444-2946
Mental Health Care in Pierce County: Recovery & Wellness	(253) 292-4200

Hospitals:

MultiCare Tacoma General Hospital	(253) 403-1000
St. Joseph Medical Center	(253) 426-4101
Madigan Army Medical Center	(253) 968-1110
VA Puget Sound – American Lake Division	(800) 329-8387
Good Samaritan Hospital	(253) 697-4000

State government offices related to emergency management (hazards):

FEMA, specifically the regional office	(800) 621-FEMA (3362)
U.S. Department of Homeland Security (DHS)	(800) 375-5283
American Red Cross Mount Rainier Chapter	(253) 474-0400
Salvation Army Tacoma	(253) 572-8452
United Way of Pierce County	(253) 272-4263
The Tacoma Rescue Mission	(253) 383-4493

Drug Free Campus

The Drug Prevention Policy and its effectiveness is reviewed yearly by Summit Salon Academy. If changes are necessary, staff will be notified at the next staff meeting. The new policy will be presented in written form to all students and will be implemented from that point forward.

- o Summit Salon Academy prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by staff and students on the property or as part of any Academy activities.
- o In some cases, conviction of drug-related offenses could result in the student's ineligibility of Title IV funding or other forms of financial assistance.
- o Summit Salon Academy will expel students and terminate staff involved in unlawful possession, use or distribution of illicit drugs and alcohol on Summit Salon Academy premises and will refer such cases to the proper authorities for prosecution.
 - o Staff and students may be reinstated upon completion of an appropriate rehabilitation program.
 - If an arrest for drug or alcohol related incidences occurs off site, the student/staff is required to inform Summit Salon Academy so Summit Salon Academy can assist with providing resources to aid the student/staff member.
 - As a condition of employment, staff must notify Summit Salon Academy of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
 - Summit Salon Academy policy supports and enforces state underage drinking and illicit drug laws.
 - The Biennial Review method of distribution for newly enrolling students is during the orientation process.
 - The Biennial Review method of distribution for all current students is handing out a copy in the class.
- To ensure all students will receive a copy, students who are absent on the day of distribution will be handed a copy by their facilitator upon the student's return.
 - o The facilitator will take an attendance role call during class to determine missing students.
- The Biennial Review distribution for staff is annually during a staff meeting. Absent CDT Members will be given a copy upon their return.
- If new staff joins after the annual distribution, all drug related material will be given as part of the new hire program.

Drug and Alcohol Abuse Prevention

The Summit Salon Academy prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students on the property or as part of any Academy activities. The Academy will immediately contact law enforcement officials to report all unlawful activities.

The health risks of the use of illicit drugs and alcohol abuse require providing education and referral for students and staff. The Academy provides education annually and refers students and staff to local services. Area drug abuse information, counseling, referral and treatment centers information is made available to students.

The Academy will expel students involved in unlawful possession, use or distribution of illicit drugs and alcohol within The Academy or on Academy grounds. The Academy reserves the right to inspect student lockers without prior notice. The Academy will refer such cases to the proper authorities for prosecution. Students may be reinstated upon proof of completion of an appropriate rehabilitation program.

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

Where to turn for help in this area:

Alcohol and Drug 24-Hour Help Line at
 1-800-562-1240 or (Seattle) (206) 722-3700
 Pierce County Human Services 253-798-6102 or 1-800-642-5769
 3602 Pacific Avenue,
 Tacoma, WA 98418; e-mail: pchumsvcs@co.pierce.wa.us

Federal Drug Trafficking Penalties

The full Drug and Alcohol Policy / Abuse / Prevention information can be found in this document.

The Federal Drug Trafficking Penalties are as follows:

Criminal homicide, forcible and non-forcible sex offenses, robbery, aggravated assault, simple assault, intimidation, vandalism, burglary, motor vehicle theft, larceny-theft, destruction, damage, or vandalism to property, arson, hate crimes including crimes involving bodily injury reported to Tacoma Police Department agencies that show evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity or disability, arrests for violations of liquor and drug law violations, and illegal weapons possession, and persons not arrested but referred for disciplinary action for liquor, drug, and weapons law violations

U.S. Department of Justice Drug Enforcement Administration										
Federal Trafficking Penalties										
Drug Schedule	Quantity	1st Offense	2nd Offense	Quantity	1st Offense	2nd Offense				
Methamphetamine Schedule II	5 - 49 gms pure or 50-499 gms mixture	Not less than 5 yrs and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if other than an individual.	Not less than 10 yrs and not more than life. If death or serious injury, not less than life. Fine of not more than \$4 million if an individual, \$10 million if other than an individual.	50 gms or more pure or 500 gms or more mixture	Not less than 10 yrs and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if other than an individual.	Not less than 20 yrs and not more than life. If death or serious injury, not less than life. Fine of not more than \$8 million if an individual, \$20 million if other than an individual.				
Heroin Schedule I	100-999 gms mixture			1 kg or more mixture						
Cocaine Schedule II	500-4,999 gms mixture			5 kgs or more mixture						
Cocaine Base Schedule II	5 - 49 gms mixture			50 gms or more mixture						
PCP Schedule II	10 - 99 gms pure or 100-999 gms mixture			100 gms or more pure or 1 kg or more mixture						
LSD Schedule I	1 - 9 gms mixture			10 gms or more mixture			2 or More Prior Offenses			
Fentanyl Schedule II	40-399 gms mixture			400 gms or more mixture				Life imprisonment		
Fentanyl Analogue Schedule I	10 - 99 gms mixture			100 gms or more mixture						
Others (Schedules I & II) <i>(includes 1 gm or more flunitrazepam)</i>	Any			Not more than 20 yrs. If death or serious injury, not less than 20 yrs, not more than life. Fine \$1 million individual, \$5 million not individual.			Not more than 30 yrs. If death or serious injury, life. Fine \$2 million individual, \$10 million not individual.			
				1st Offense			2nd Offense			
Others Schedule III <i>(includes 30 mgs - 999 mgs flunitrazepam)</i>	Any	Not more than 5 yrs. Fine not more than \$250,000 individual, \$1 million not individual.		Not more than 10 yrs. Fine not more than \$500,000 individual, \$2 million not individual.						
Others* Schedule IV <i>(includes less than 30 mgs flunitrazepam)</i>	Any	Not more than 3 yrs. Fine not more than \$250,000 individual, \$1 million not individual.		Not more than 6 yrs. Fine not more than \$500,000 individual, \$2 million not individual.						
All Schedule V	Any	Not more than 1 yr. Fine not more than \$100,000 individual, \$250,000 not individual.		Not more than 2 yrs. Fine not more than \$200,000 individual, \$500,000 not individual.						

* Although flunitrazepam is a Schedule IV controlled substance, quantities of 30 or more milligrams of flunitrazepam are subject to greater statutory maximum penalties than the above referenced penalties for Schedule IV controlled substances. See 21 U.S.C. §841(b)(1)(C) and (D).

Drug Possession Penalties in Washington

The applicable Washington laws relating to the unlawful manufacture, distribution, possession, or use of a controlled substance are found respectively in Washington State Chapter 69.50 RCW

UNIFORM CONTROLLED SUBSTANCES ACT

RCW 69.50.401 Prohibited acts: A — Penalties.

(1) Except as authorized by this chapter, it is unlawful for any person to manufacture, deliver, or possess with intent to manufacture or deliver, a controlled substance.

(2) Any person who violates this section with respect to:

(a) A controlled substance classified in Schedule I or II which is a narcotic drug or flunitrazepam, including its salts, isomers, and salts of isomers, classified in Schedule IV, is guilty of a class B felony and upon conviction may be imprisoned for not more than ten years, or (i) fined not more than twenty-five thousand dollars if the crime involved less than two kilograms of the drug, or both such imprisonment and fine; or (ii) if the crime involved two or more kilograms of the drug, then fined not more than one hundred thousand dollars for the first two kilograms and not more than fifty dollars for each gram in excess of two kilograms, or both such imprisonment and fine;

(b) Amphetamine, including its salts, isomers, and salts of isomers, or methamphetamine, including its salts, isomers, and salts of isomers, is guilty of a class B felony and upon conviction may be imprisoned for not more than ten years, or (i) fined not more than twenty-five thousand dollars if the crime involved less than two kilograms of the drug, or both such imprisonment and fine; or (ii) if the crime involved two or more kilograms of the drug, then fined not more than one hundred thousand dollars for the first two kilograms and not more than fifty dollars for each gram in excess of two kilograms, or both such imprisonment and fine. Three thousand dollars of the fine may not be suspended. As collected, the first three thousand dollars of the fine must be deposited with the law enforcement agency having responsibility for cleanup of laboratories, sites, or substances used in the manufacture of the methamphetamine, including its salts, isomers, and salts of isomers. The fine moneys deposited with that law enforcement agency must be used for such clean-up cost;

(c) Any other controlled substance classified in Schedule I, II, or III, is guilty of a class C felony punishable according to chapter 9A.20 RCW;

d) A substance classified in Schedule IV, except flunitrazepam, including its salts, isomers, and salts of isomers, is guilty of a class C felony punishable according to chapter 9A.20 RCW; or

e) A substance classified in Schedule V, is guilty of a class C felony punishable according to chapter 9A.20 RCW. (3) The production, manufacture, processing, packaging, delivery, distribution, sale, or possession of marijuana in compliance with the terms set forth in RCW 69.50.360, 69.50.363, or 69.50.366 shall not constitute a violation of this section, this chapter, or any other provision of Washington state law.

Medical Marijuana Policy

Although the State of Washington has legalized the use of marijuana by persons 21 years or older, and allows for the use of Medical Marijuana, federal law prohibits the use, possession, or cultivation of marijuana in educational facilities and / or any facility that is the recipient of Title IV federal funds.

Therefore, the use, possession, and /or cultivation is prohibited at Summit Salon Academy, including on campus, on the Academy's property or at events sponsored by the Academy. Even if a student, faculty, or staff member possesses the appropriate documentation permitting the use, possession, and/or cultivation of marijuana, these activities are prohibited at the Academy and are subject to disciplinary action. The intent of this notice is to protect the health and safety of our faculty, staff, guests, and students.

Sex Offenses

If a sex offense occurs while in The Academy, please contact the Tacoma Police Department to report it immediately. The Summit Salon Academy will do everything possible to assist in this serious matter. If such a serious offense occurs, it is important to preserve evidence for proof of the criminal offense.

Information regarding area counseling, referral and drug abuse treatment centers will be provided upon request by a student or staff member.

If a sex offense happens where both the accused and the accuser attend The Summit Salon Academy, both the accuser and the accused:

Are entitled to the same opportunities to have others present during a disciplinary proceeding and

Will be informed of the school's final determination of any school disciplinary proceeding with respect to the alleged sex offense and any sanction that is imposed against the accused and

The dismissal that may occur following a final determination of said proceedings regarding rape, acquaintance rape, or other forcible or no-forcible sex offenses.

The Summit Salon Academy will work with students to change a student's academic situation (i.e., allowing the student to take a leave of absence, allowing the student to enroll in a later program, etc.) if the change is requested by the victim and the change is reasonably available.

Individuals wishing to learn additional information about registered sex offenders may check website information for the City of Tacoma.

<http://www.city-data.com/so/so-Tacoma-Washington.html>

Information for Crime Victims about Disciplinary Proceedings

Information will be disclosed upon written request, to any alleged victim of any crime of violence or non-forcible sex offense, the results of any disciplinary proceedings conducted by Summit Salon Academy 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.

STATISTICS FROM LOCAL LAW ENFORCEMENT AGENCIES

Summit Salon Academy does not employ security officers, but does have a direct working relationship with the Tacoma Police Department who provides prompt service and is able to support Summit Salon Academy with any crime issues. We encourage accurate and prompt reporting of all crimes to the Tacoma Police Department.

If for inclusion in the annual disclosure of crime statics a student would like to report a crime on a voluntary, confidential basis they can do so through the CDT.

Annually, Summit Salon Academy collects and reviews crime statistics from:

Summit Salon Academy 's Crime Log

Tacoma Police Department

Uniform Crime Reports

The Uniform Crime Reporting (UCR) Program has been the starting place for law enforcement executives, students of criminal justice, researchers, members of the media, and the public at large seeking information on crime in the nation. The program was conceived in 1929 by the International Association of Chiefs of Police to meet the need for reliable uniform crime statistics for the nation. In 1930, the FBI was tasked with collecting, publishing, and archiving those statistics.

FBI- Federal Bureau of Investigation <http://www.fbi.gov>

Tacoma Crime

<http://www.tacomacrime.org/crimeprevention.htm>

tacomacrime@cityoftacoma.org

THE DAILY CRIME LOG

Summit Salon Academy updates and keeps the Daily Crime Log in the Emergency Procedures and Evacuation Binder. The binder is kept in the mailroom for all CDT members and the public to access. The CDT team maintains the log.

The report at a minimum denotes the nature of the crime, date and time when the crime occurred, the general location of the crime and the disposition of the complaint, if known.

Disposition is defined as, "pending", "judicial", "referral "or "criminal arrest".

Sample:

DAILY CRIME LOG					
Nature	Reported by:	Date/Time Reported	Time/ Time Occurred	General Location	Disposition

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Prior to Preparing For an Emergency

Emergency Kit:

Summit Salon Academy does not supply the complete "BASIC EMERGENCY KIT" as listed below:
While we have most of the items, we do not store food or water.

Make a communication plan:

Summit Salon Academy communicates through verbal communications; intercom broadcast system, cell phones, emails and text, social media, and signage to deliver emergency messages. If necessary a member of the CDT will notify the radio and local television stations to confirm significant emergency or dangerous situations involving immediate threats, to the health or safety of staff and students occurring on the campus.

Basic Emergency Kit

A basic emergency supply kit could include the following recommended items:

- Water, one gallon of water per person per day for at least three days, for drinking and sanitation
- Food, at least a three-day supply of non-perishable food
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both
- Flashlight and extra batteries
- First aid kit
- Whistle to signal for help
- Dust mask to help filter contaminated air. Plastic sheeting and duct tape to create a shelter
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Local maps
- Cell phone with chargers, inverter or solar charger

Evacuation Guidelines

There may be conditions under which you will decide to get away or there may be situations when you are ordered to leave.

Follow these guidelines for evacuation

- If you have a car, keep a full tank of gas in it if an evacuation seems likely.
- Keep a half tank of gas in it at all times in case of an unexpected need to evacuate. Gas stations may be closed during emergencies and unable to pump gas during power outages.
- Become familiar with alternate routes and other means of transportation out of your area.
- Leave early enough to avoid being trapped by severe weather.
- Follow recommended evacuation routes. Do not take shortcuts; they may be blocked.
- Be alert for road hazards such as washed-out roads or bridges and downed power lines.
- Do not drive into flooded areas.
- If you do not have a car, plan how you will leave if you have to. Make arrangements with family, friends or your local government.

If Time Allows

- Call or email your family.
- Secure Summit Salon Academy by closing and locking doors.
- Unplug electrical equipment such as radios, televisions and small appliances. Leave freezers and refrigerators plugged in unless there is a risk of flooding. If there is damage to Summit Salon Academy and you are instructed to do so, shut off water, gas and electricity before leaving.
- Leave a note telling others when you left and where you are going.
- Wear sturdy shoes and clothing that provides some protection such as long pants, long-sleeved shirts and a cap.

In Case Of Serious Accident or Illness

- Call 9-1-1
- Do not move sick or injured person(s).
- Be careful to avoid personal contact with any body fluids such as blood, vomit, or saliva.

- Stay with the victim and reassure her/him that help is on the way.

Power Failure

- Remain calm
- Do not move
- Await instructions from CDT

If instructed to evacuate, use designated emergency exits ONLY.

Emergency Notification

An emergency notification is an immediate notification of an unforeseen combination of circumstances that calls for immediate action. The staff has received training on how to handle a pending emergency and trained in the following Emergency Code.

Codes for an Emergency Situation

- Code Lock Down: A lock down situation has occurred. Staff, students and guests are to remain calm and do not leave the academy.
- Code Evacuate Front: Indicates a need to evacuate the academy immediately and exit through a front entrance only.
- Code Evacuate Back: Indicates a need to evacuate through the back entrance only.
- Code Dangerous: Indicates a dangerous situation has occurred outside the academy and no one is allowed to leave the academy.
- Code Hostage: A hostage, criminal or terrorist threat / situation

Emergency Response Procedures

At the time of an urgent unanticipated event, CDT Members will assess the situation to determine the significance of an emergency. Without delay, the CDT will take into account the safety of its staff, students, guests and community neighbors.

- The CDT will identify / determine the extent of the emergency and enact appropriate means of notifications.
- The CDT will respond by assisting any victims(s), respond to/or contain the emergency at hand and diffuse the dangerous situation if possible.
- The CDT will determine the extent of information that needs to be released and will disseminate to staff, students, and guests / public as appropriate.
- In the event of a dangerous situation and without delay, the CDT will assess the situation and will contact authorities or determine the course of action in order to protect the entire academy population.
- CDT will determine means of notification through but not limited to verbal communications, intercom broadcast system, cell phones, emails and text, social media and signage to deliver emergency messages. If necessary a member of the CDT will notify the radio and local television stations.
- The verbal/written communication will include the type or types of emergency and steps for the emergency situation.

Summit Salon Academy will provide the Fire Department and the Police Department with a floor plan of the building. The administration will also notify these agencies of any new construction, long-term functions or any other events that may affect routing or access to the campus. In addition to floor plans, the Police Department, Fire Department, and other local emergency officials are encouraged to and do tour and walk through the campus regularly.

At least annually during student training, the staff will conduct an announced or unannounced test. The test(s) are documented by dates, times, and whether the exercise was announced or unannounced. The results are publicized in the Emergency & Safety Book. The testing reminds staff and students of procedures necessary for the security, safety and crime prevention on and off campuses.

Annually the Tacoma Police Department will speak on practicing safety for staff and students members. Staff and students complete a tour the academy, locating fire extinguishers and exits. They are informed of what to do in case of an emergency.

Roll call will be taken as soon as reasonably possible to ensure all staff and students has been accounted for at the time of the emergency.

Emergency Preparedness and Support

Shelter Listings (www.shelterlistings.org) has a list of housing resources: Homeless Shelters, Supportive Housing, Halfway Housing, Transitional Housing, Day Shelters, Low Income Housing, Residential Alcohol and Drug Treatment Centers.

Shelter Listings is dedicated to serving the homeless and low-income. We have listed some of the shelters, low cost housing services, and drug treatment centers in Tacoma, WA below. The Shelter Listing database consists of over 3,000 listings and includes Homeless Shelters, Supportive Housing, Halfway Housing, Transitional Housing, Day Shelters, Low Income Housing, Residential Alcohol and Drug Treatment Centers.

- a) The Tacoma Rescue Mission - Family Shelter
Tacoma, WA 98405
253-272-1974
- b) Tacoma Housing Authority Tacoma
253-207-4400
Housing Authority, Low Income Affordable Housing, Public Housing
- c) Domestic Peace For Women
253-538-5374
Transitional housing for women
- d) Lakeside-Milam Recovery Centers: Outpatient Centers
253-272-2242
Drug and Alcohol Addiction Treatment

Types of Shelters and Service Information

Day Shelters supplement homeless and low-income people when the shelter their staying in only offers shelter on an overnight basis. Case management is often provided and sometimes there are laundry and shower facilities. Meals and basic hygiene may also be offered. Almost all day shelters provide their services free of charge. Any emergency or homeless shelter that allows clients to stay during the day is also classified under this category.

Emergency Homeless Shelters both provide short-term relief for the homeless & low-income. Usually there is a maximum stay of 3 months or less. Many of these shelters ask their clients to leave during the day. Meals and other supportive services are often offered. 3 times out of 5 these shelters offer their services free of charge.

Halfway Housing helps transition individuals and families from shelters or homelessness to permanent housing. Length of stay is usually anywhere from 6 months to 2 years. Residents are often required to pay at least 30% of their income toward program fees. Sometimes the money they pay in fees is returned to them when they leave. Any emergency or homeless shelter that allows their clients to stay more than 6 months is also classified under this category.

Permanent Affordable Housing is a long-term solution for housing. Residents are often allowed to stay as long as they remain in the low-income bracket but is sometimes limited 3 - 5 years. Residents pay no more than 30% of their income towards rent. Emergency shelters, homeless shelters and transitional housing programs that allow their clients to stay without a maximum stay is also classified under this category.

Drug and Alcohol Rehab programs are intended to treat alcohol and/or drug dependency. The cost of participating in one of these programs and the method of treatment range significantly. The database operated on this website only includes residential rehab programs (not outpatient programs). We also provide Access to Recovery (ATR) Grant programs for substance abuse treatment.

Supportive Housing Programs that provide an alternative living arrangement for individuals who, because of age, disability, substance abuse, mental illness, chronic homelessness or other circumstances, are unable to live independently without care, supervision and/or support to help them in the activities of daily living; or who need access to case management, housing support,

Vocational employment and other services to transition to independent living.

Shared Housing Programs helps bring low income persons together and helps prevent homelessness by providing affordable housing options. This service is good for families, disabled persons, and others wanted more companionship. Shelterlistings.org finds these shared housing locations and lists them throughout our website.

Rooming House or Boarding House A rooming house is a building in which renters occupy single rooms and share kitchens, bathrooms, and common areas. The location may be a converted single family home, a converted hotel, or a purpose built structure. Rooming houses are low cost housing and may have as few as three rooms for rent, or more than a hundred. The same goes for boarding houses. We list these types of residences throughout shelterlistings.org.

Transitional housing is affordable low cost supportive housing designed to provide housing and appropriate support services to persons who are homeless or who are close to homelessness. The transition is to help them be more self-sufficient to move towards independent living on their own. Services provided at transitional housing facilities varies, from substance abuse treatment, to psychological assistance, job training, domestic violence assistance, etc. The assistance provided varies, but it is generally affordable and low cost housing. Read the descriptions of each of the transitional living locations for more detailed information.

Safety Procedures

- First Aid: A first aid kit is located in the dispensary and the educators' office.
- Fainting: Do not move the person; call 911. Give facts as much as possible. Keep calm and notify other CDT Members for help, if necessary. Make the person comfortable.
- Cut finger: Educator should immediately check the wound to see how deep the cut is. Small cuts should be washed, dried, and then covered with a bandage. Bandages and first aid kits are kept in the dispensary and the educators' office.
- Cuts requiring stitches: If possible, a staff member should take the student to the doctor.

Dangerous Situations, Alerting Staff, Students, Guests and/or Neighbors

Are brought to the attention of Command Decision Team (CDT) and if confirmed, will alert staff and students by announcing, emailing, text and /or a written notification that will be posted in a conspicuous area, directing them to either a safe location and or the City County Health Department.

Once the dangerous situation is diminished, an announcement, email, text and/ or a written notification will be posted or sent to students when classes will resume.

Extreme Weather Conditions Procedures

Are issued from the Local Weather Service, Summit Salon Academy offices are closed and classes are cancelled. Once the weather conditions are diminished, the DCT will alert the staff and students when classes will resume.

Winter Storms and Extreme Cold

Before

To prepare for a winter storm you should do the following:

- Before winter approaches, add the following supplies to your automobile.
 - Sand to improve traction.
 - Snow shovels and other snow removal equipment.
 - Sufficient heating fuel.
 - Adequate clothing and blankets to keep you warm.

During

Summit Salon Academy will notify the traveling student if a winter storm and extreme cold is expected. If the student is traveling long distances, the student will be advised to leave early or not to travel at all. If the winter storm and extreme cold happens while staff, students and guests are in attendance, the following will apply:

- Stay indoors during the storm.
- Walk carefully on snowy, icy, walkways.
- Let someone know your destination, your route, and when you expect to arrive.

After

- If Summit Salon Academy loses power or heat for more than a few hours or if you do not have adequate supplies to stay warm in the academy, you may want to go to a designated public shelter if you can get there safely. Text SHELTER + your ZIP code to 43362 (4FEMA) to find the nearest shelter in your area (e.g., SHELTER20472)
- Take precautions when traveling to the shelter. Dress warmly in layers, wear boots, mittens, and a hat.
- Continue to protect yourself from frostbite and hypothermia by wearing warm, loose-fitting, lightweight clothing in several layers. Stay indoors, if possible.

Thunderstorms & Lightning Procedures

Before

To prepare for a thunderstorm, you should do the following:

- Secure outdoor objects that could blow away or cause damage.
- Get inside the academy, or an automobile (not a convertible). Although you may be injured if lightning strikes your car, you are much safer inside a vehicle than outside.
- Rubber-soled shoes and rubber tires provide NO protection from lightning.
- Close window blinds, shades or curtains.
- Unplug any electronic equipment well before the storm arrives.

During

If thunderstorm and lightning are occurring in your area, you should:

- Avoid contact with corded phones and devices including those plugged into electric for recharging. Cordless and wireless phones not connected to wall outlets are OK to use.
- Avoid contact with electrical equipment or cords.
- Unplug appliances and other electrical items such as computers and turn off air conditioners. Power surges from lightning can cause serious damage.
- Avoid contact with plumbing.
- Do not wash your hands and do not do laundry. Plumbing and bathroom fixtures can conduct electricity.
- Stay away from windows and doors.
- Do not lie on concrete floors and do not lean against concrete walls.
- Take shelter in a sturdy building.
- Avoid isolated sheds or other small structures in open areas.
- Avoid contact with anything metal—motorcycles and bicycles.

If lightning strikes you or someone you know, call 9-1-1 for medical assistance as soon as possible. The following are things you should check when you attempt to give aid to a victim of lightning:

- Breathing - if breathing has stopped, begin mouth-to-mouth resuscitation.
- Heartbeat - if the heart has stopped, administer CPR.
- Pulse - if the victim has a pulse and is breathing, look for other possible injuries. Check for burns where the lightning entered and left the body. Also be alert for nervous system damage, broken bones and loss of hearing and eyesight.

After

- Never drive through a flooded roadway. Turn around, don't drown!
- Stay away from downed power lines and report them immediately

Plan for a Pandemic

Get involved in your community as it works to prepare for an influenza pandemic.

Limit the Spread of Germs and Prevent Infection

- Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.
- If possible, stay home.
- Cover your mouth and nose with a tissue when coughing or sneezing.
- Washing your hands often will help protect you from germs.
- Avoid touching your eyes, nose or mouth. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.

Utility Shut Off

Natural gas

Natural gas leaks and explosions are responsible for a significant number of fires following disasters. It is vital that all staff know how to shut off natural gas.

Because there are different gas shut-off procedures for different gas meter configurations, it is important to contact your local gas company for any guidance on preparations and response regarding gas service to Summit Salon Academy.

If you smell gas or hear a blowing or hissing noise, get everyone out quickly. Turn off the gas if you can, and call the gas company.

Caution: If you turn off the gas for any reason, a qualified professional must turn it back on. NEVER attempt to turn the gas back on yourself.

Water

Water quickly becomes a precious resource following many disasters. It is vital that all staff learn how to shut off the water.

Locate the shut-off valve for the water line that enters Summit Salon Academy and label this valve with a tag for easy identification.

The effects of gravity may drain the water in your hot water heater and toilet tanks unless you trap it in the academy by shutting off the main house valve. (This is not the street valve in the cement box at the curb – the street valve is extremely difficult to turn and requires a special tool.)

Electricity

Electrical sparks have the potential of igniting natural gas if it is leaking. It is wise to teach all responsible staff where and how to shut off the electricity.

Locate your electrical circuit box. For your safety, always shut off all the individual circuits before shutting off the main circuit.

Fire Procedure

If you smell smoke or see fire, report it immediately to a facilitator.

Proceed as follows:

- Students exit in single file out the closest doors. If you have a guest at the time, the guest is your responsibility.
- After exiting Summit Salon Academy proceed safely away from the academy and locate at the across the street behind STARBUCKS.
- Support staff at front desk will help guest in reception area out the front doors.
- Proceed to safety away from the academy.
- Familiarize yourself with your evacuation route and the location of all emergency and regular exits.
- The evacuation route illustration is found next to the fire extinguisher in the student's lounge, laundry room and salon area.

VIOLATION OF FIRE SAFETY RULES PUTS LIVES IN JEOPARDY. TAMPERING WITH FIRE ALARMS OR FIRE EQUIPMENT CAN RESULT IN FINES AND POSSIBLE INCARCERATION ACCORDING TO WA STATE LAWS

Flood

Before

Even if you feel you live in a community with a low risk of flooding, remember that anywhere it rains, it can flood. Just because you haven't experienced a flood in the past, doesn't mean you won't in the future. Flood risk isn't just based on history; it's also based on a number of factors including rainfall, topography, flood-control measures, river-flow and tidal-surge data, and changes due to new construction and development.

To prepare for a flood, you should:

- "Check valves" are installed in the sinks to prevent water from backing up into the drains.

During

If a flood is likely in your area, you should:

- Be aware that flash flooding can occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to evacuate.

If you must prepare to evacuate, you should do the following:

- Secure Summit Salon Academy
- Turn off utilities at the main switches or valves if instructed to do so.
- Disconnect electrical appliances. Do not touch electrical equipment if you are wet or standing in water.

If you have to leave Summit Salon Academy, remember these evacuation tips:

- Do not walk through moving water. Six inches of moving water can make you fall. If you have to walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.
- Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground, when water is not moving or not more than a few inches deep. You and the vehicle can be swept away quickly. If your vehicle is trapped in rapidly moving water, stay in the vehicle. If the water is rising inside the vehicle, seek refuge on the roof.
- Do not camp or park your vehicle along streams, rivers or creeks, particularly during threatening conditions.

After

Although floodwaters may be down in some areas, many dangers still exist. Here are some things to remember in the days ahead:

- Use local alerts and warning systems to get information and expert informed advice as soon as available.
- Avoid moving water.

- Stay away from damaged areas unless your assistance has been specifically requested by police, fire, or relief organization.
- Emergency workers will be assisting people in flooded areas. You can help them by staying off the roads and out of the way.
- Play it safe. Additional flooding or flash floods can occur. Listen for local warnings and information. If your car stalls in rapidly rising waters, get out immediately and climb to higher ground.
- Return home only when authorities indicate it is safe.
- Roads may still be closed because they have been damaged or are covered by water. Barricades have been placed for your protection. If you come upon a barricade or a flooded road, go another way.
- If you must walk or drive in areas that have been flooded.
 - Stay on firm ground. Moving water only 6 inches deep can sweep you off your feet. Standing water may be electrically charged from underground or downed power lines.
 - Flooding may have caused familiar places to change. Floodwaters often erode roads and walkways. Flood debris may hide animals and broken bottles, and it's also slippery. Avoid walking or driving through it.
- Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car.
- Stay out of any building if it is surrounded by floodwaters.
- Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations.

Earthquake

Before

Attempt to secure shelves, heavy objects, mirrors, and electronic such as computers and printers.

During

Drop, cover and hold on. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe

If indoors

- Drop to your hands and knees.
Cover your head and neck with your arms. This position protects you from falling and provides some protection for vital organs. Because moving can put you in danger from the debris in your path, only move if you need to get away from the danger of falling objects. If you can move safely, crawl for additional cover under a sturdy desk or table. If there is low furniture, or an interior wall or corner nearby and the path is clear, these may also provide some additional cover. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
HOLD ON to any sturdy shelter until the shaking stops.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- DO NOT get in a doorway as this does not provide protection from falling or flying objects and you likely will not be able to remain standing. Stay inside until the shaking stops and it is safe to go outside. Do not exit the academy during the shaking. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the academy or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

After

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you.
- Use a whistle if one is available. Shout only as a last resort.
- Shouting can cause you to inhale dangerous amounts of dust.

When the Shaking Stops

- When the shaking stops, look around to make sure it is safe to move and there is a safe way out through the debris. Then exit Summit Salon Academy.
- Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake. Drop, Cover, and Hold On whenever you feel shaking.

- Check for injuries and provide assistance if you have training. Assist with rescues if you can do this safely.
- Look for and extinguish small fires. Fire is the most common hazard after an earthquake. Never use a lighter or matches near damaged areas.
- Use the telephone only for emergency calls.
- Go to a designated public shelter if your home had been damaged and is no longer safe. Text SHELTER + your ZIP code to 43362 (4FEMA) to find the nearest shelter in your area (example: shelter 12345).
- Stay away from damaged areas. Stay away unless your assistance has been specifically requested by police, fire, or relief organizations. Return home only when authorities say it is safe.
- Be careful when driving after an earthquake and anticipate traffic light outages.
- After it is determined that it's safe to return, your safety should be your primary priority as you begin clean up and recovery.
- Leave the area if you smell gas or fumes from other chemicals.
- Inspect utilities. (Follow the Utility Shut Off).

Bomb Threats

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Staff and students are to act quickly, but remain calm and obtain as much information as possible and write it down.

If a bomb threat is received by phone

- Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.
- If possible, write a note to a staff member or student to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
- If your phone has a display, copy the number and/or letters on the window display.
- Write down as much detail as you can remember. Try to get exact words.
- Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS (Federal Protective Services) immediately with information and await instructions.

If A Bomb Threat Is Received By Handwritten Note

- Call 9-1-1
- Handle note as minimally as possible

If A Bomb Threat Is Received By Email

- Call 911
- Do not delete the message.

Signs of a Suspicious Package

- No return address
- Poorly handwritten
- Excessive postage
- Misspelled words
- Stains
- Incorrect titles
- Strange odor
- Foreign postage
- Strange sounds
- Restrictive notes
- Unexpected delivery

Do Not

- Use cell phones; radio signals have the potential to detonate a bomb.
- Evacuate the academy until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

Bomb Threat Call Procedures and Checklist

Who to Contact (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police 1-877-4-FPS-411 (1-877-437-7411)
- 911

Ask Caller

When asking the caller the following, take notes on anything, you might forget and include questions:

- Where is the bomb located? (Building/Floor/Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes/ No
- Why?
- What is your name?

Exact Words of Threat | Information about Caller

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points: Take any notes that may aid in the investigation.

Explosion

Before

The following are things you can do to protect yourself, in the event of an explosion.

- Knowing your community's warning systems and disaster plans, including evacuation routes.

During

- Get under a sturdy table.
- Exit the academy as quickly as possible. Stay low if there is smoke. Do not stop to retrieve personal possessions or make phone calls.
- Check for fire and other hazards.
- Once you are out, attempt to meet at designated areas.
- Move away from sidewalks or streets to be used by emergency officials or others still exiting the academy.
- Tap on a pipe or wall so rescuers can hear where you are.
- If possible, use a whistle to signal rescuers.
- Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.
- Avoid unnecessary movement so you don't kick up dust.
- Cover your nose and mouth with anything you have on hand.

After

As we learned from the events of September 11, 2001, the following things can happen after a terrorist attack:

- There can be significant numbers of casualties and/or damage to buildings and the infrastructure. So employers need up-to-date information about any medical needs you may have and on how to contact your designated beneficiaries.
- Heavy law enforcement involvement at local, state and federal levels follows a terrorist attack due to the event's criminal nature.
- Health and mental health resources in the affected communities can be strained to their limits, maybe even overwhelmed.
- Extensive media coverage, strong public fear and international implications and consequences can continue for a prolonged period.
- The academy may be closed.
- The academy may have to evacuate, avoiding blocked roads for your safety.
- Clean-up may take many months

Terrorist Attacks

Summit Salon Academy does not want to dismiss or diminish the possibility to terrorism; however, we believe the risk is low in relationship to Threat/Hazards.

Based on:

- Small staff, less than 20
- Small student body, less than 125

- Building has no significant interest or location
- Building is on one level
- Building does not store or contains hazardous chemicals
- No luggage is stored or kept on premise
- No underground parking
-

EMERGENCY MANAGEMENT RISK MATRIX				
PROBABILITY	High	Extreme Weather Thunderstorms/lightening	Pandemic	
	Med		Utility	Earthquake
	Low		Fire	Flood Bomb Explosion Terrorist
		Low	Med	High
	SEVERITY			

TIMELY WARNING

In the event that a situation arises, either on or off campus, that, in the judgment of the Command Decision Team (CDT), constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the academy by either, verbal communications, intercom broadcast system, cell phones, emails and text, social media and signage to staff, students and guests.

Anyone with information warranting a timely warning should report the circumstances to the CDT, by phone (253) 617-7000 or in person at Summit Salon Academy, 3702 S Fife Street, Suite B102, Tacoma, WA 98409.

Summit Salon Academy is not required to provide timely warning with respect to crimes reported to a pastoral or professional counselor

ANNUAL SECURITY REPORT

Summit Salon Academy published and distributes an annual security report by Oct. 1 to all enrolled students and all staff.

POLICIES

Policy: Preparation of Disclosure of Crime Statistics

Michael Shea, Vice President and member of the CDT, prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at www.summitsalonacademy.edu. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus. Local law enforcement provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Tacoma Police Department and Command Decision Team. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. Summit Salon Academy accepts information on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, an e-mail notification is made to all enrolled students that provides the web site to access this report. Staff receives similar notification at our staff meetings and Professional Development. All prospective staff, potential students may obtain copies of the report at Summit Salon Academy 3702 S Fife Street, Suite B102, Tacoma, WA 98409 in the Admissions Office or by calling (253) 617-7010.

Policy: How to Report Criminal Offenses

To report a crime on or off campus:

Contact Tacoma Police Department at (253) 798-4721 (non-emergencies),

dial 9-1-1- (emergencies only). Additionally you may report a crime to the following areas:

Summit Salon Academy's Command Decision Team (CDT)	
Admissions Office	(253) 617-7010
Vice President's Office	(253) 617-7009

Educator's Office	(253) 617-7006
Financial Aid Office	(253) 617-7004
Front Desk	(253) 617-7007

Policy: Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within Summit Salon Academy or the criminal justice system, you may still want to consider making a confidential report. With your permission, the CDT can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, Summit Salon Academy can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. Summit Salon Academy prohibits any retaliation against anyone who in good faith reports any violations of the campus security policy.

Policy: Limited Voluntary Confidential Reporting

The Tacoma Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the Tacoma Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to CDT campus security authorities as identified below. Confidential reports of crime may also be made to Tacoma/Pierce County Crime Stoppers at (253) 591-5959.

Statement: Institution That Has a Memorandum of Understanding, (MOU)

Summit Salon Academy recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules by officials of the academy. All persons on the campus are subject to these laws and rules at all times. While Summit Salon Academy is private property, and Constitutional protections apply, law enforcement officers may enter the campus to conduct business as needed. Additionally, the officers are invited to patrol the campus to assist CDT in deterring crime. All law enforcement agencies are asked to call the Financial Aid Office prior to entering Summit Salon Academy. CDT is recognized by the Tacoma Police Department. CDT enjoys an especially good relationship with the Tacoma Police. The response time of the police department to campus averages less than two minutes for emergency calls. The exercise of that authority is described in a "memorandum of understanding" (MOU) between Tacoma Police and CDT that outlines which law enforcement agency will have jurisdiction over which types of offenses.

As noted in the introduction and the emergency policies, Tacoma Police Department is notified of all serious crime on campus, and is immediately notified of major crimes via the telephone. Summit Salon Academy relies on the telephone to contact the county emergency dispatch center for fire and emergency medical needs. All victims are offered an opportunity to report crimes to Tacoma Police. Annually, Summit Salon Academy receives an email report of all crimes committed on the campus from the Tacoma Police Department

Policy: Encouragement of Accurate and Prompt Crime Reporting

Staff, students, and guests are encouraged to report all crimes and public safety related incidents to Summit Salon Academy in a timely manner. To report a crime or emergency on Summit Salon Academy, call the CDT Team Leader: Michael Shea (253) 617-7009

CDT will investigate a report when it is deemed appropriate.

If assistance is required from the Tacoma Police Department or the City of Tacoma Fire Department, CDT will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including CDT, will offer the victim a wide variety of services.

Policy: Counselors and Confidential Crime Reporting

All reports will be investigated. Summit Salon Academy does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to Summit Salon Academy CDT leader for review.

Policy: Security Awareness Programs for Staff and students

Prior to course start, orientation is held. Students are informed that Summit Salon Academy does not have campus police. Students are informed about crime awareness on the academy and in surrounding neighborhoods. Similar information is presented to new CDT Members. A common theme of all awareness and crime prevention programs is to encourage staff and students to be aware of their responsibility for their own security and the security of others.

Policy: Crime Prevention Programs for Staff and students

Crime Prevention Programs on personal safety and theft prevention are discussed at orientation.

To enhance personal safety, and especially after dark, walk with friends or colleagues from Summit Salon Academy to your destination.

Policy: Security of and Access to Campus Facilities:

Staff members, Educators, owners and key vendors are issued keys to the facility and an active alarm system secures the facility. Campus is open to students Monday through Thursday 8:30a – 8:30p. Friday and Saturday 8:30s -5P.

Policy: Addressing Alcoholic Beverages

The possession, sale or the furnishing of alcohol on Summit Salon Academy is prohibited. The Summit Salon Academy has been designated "Drug free" and under no circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Tacoma Police Department. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the Summit Salon Academy Alcohol Policy for anyone to consume or possess alcohol in any public or private area of the academy. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the Tacoma Police.

Policy: Illegal Drug Possession

Summit Salon Academy has been designated "Drug free" and under no circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Tacoma Police Department. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment

Policy: Substance Abuse Education

Summit Salon Academy has developed a contact list to prevent the illicit use of drugs and the abuse of alcohol by staff and students. The list provides services related to drug use and abuse including dissemination of informational materials, educational programs and counseling services.

Policy: Campus Safety

All reported incidents are reviewed and applicable information is collected and presented to the proper authority. In order to ensure that our campus remains safe, it is important for members of the campus to report this information in a timely manner. Any suspicious activity should be considered a reasonable suspicion and reported. (Examples of suspicious activities include seeing an unescorted guest in an unapproved area, doors propped open, or unauthorized individuals using campus equipment or offices.) If it seems a situation appears abnormal to you in any way, report it. Summit Salon Academy does not have specific policies or procedures for confidential crime reporting, but crimes can be reported confidentially to the local authorities by simply requesting that the complaint be made anonymously.

Bullying or implied threat, intimidation, sexual harassment and violence will not be tolerated at Summit Salon Academy.

Weapons of any kind are not permitted on campus; this includes the academy building and surrounding parking lot.

Policy: BULLYING & HARASSMENT POLICY

The Summit Salon Academy will address issues involving harassment or bullying in any form; student to student; student to staff member(s); staff member(s) to student; or staff member to staff member. All staff members and students have a responsibility to cooperate fully with the investigation of an alleged bullying or harassment complaint.

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or staff. It is further defined as; unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting or dehumanizing gestures by a student or staff that has the potential to create an intimidating, hostile or offensive educational environment or cause long term damage; to cause discomfort or humiliation or unreasonably interfere with the individuals academic performance or participation is carried out repeatedly and is often characterized by an imbalance of power.

Bullying may involve, but is not limited to; unwanted teasing, threatening, intimidating, stalking, cyber stalking, cyber bullying, physical violence, theft, sexual, religious or racial harassment, public humiliation, destruction of The Academy or personal property, social exclusion, including incitement and/or coercion, rumor or spreading of falsehoods.

Harassment is defined as any threatening, insulting, or dehumanizing gestures, use of technology, computer software, or written, verbal or physical conduct directed against a student or employee that places a student or employee in reasonable fear of harm to his or her person or damage to his or her property; has the effect of substantially interfering with a student's educational performance, or employee's work performance; has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; has the effect of substantially disrupting the orderly operation of The Academy.

Sexual Harassment is defined as intimidating, bullying, threatening or coercion of unwanted sexual advances either physically or verbally including by means of social media and / or technological devices. Sexual harassment can also include an inappropriate promise for sexual favors. Sexual harassment can take the form of crude language of sexual nature, mild annoyances / transgressions to actual sexual assault or sexual abuse. Individuals wishing to learn additional information about registered sex offenders may check website information for the City of Tacoma.

Crime Statistics

*- Both of these were car Prowls as reported by the Tacoma Police Dept.

Crime Categories	Calendar Year Statistics		
	2011	2012	2013
Criminal Homicide: Murder & Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses: Forcible sex offenses	0	0	0
Non-forcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	2	0
Larceny-Theft	0	0	2*
Destruction, damage or vandalism to property	0	0	0
Any other crime involving bodily injury	0	0	0
Arson	0	0	0
Liquor/Drug/Illegal Weapons Violations: Arrests for liquor violations, drug law violations, and illegal weapons possession	0	0	0
Persons not included above who were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possessions	0	0	0
Hate Crimes: Race	0	0	0
Gender	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
Disability	0	0	0
Domestic Violence	NA	NA	0
Dating Violence	NA	NA	0
Stalking	NA	NA	0

Crime Definitions

The definitions listed below are taken from the Federal Bureau of Investigation's Uniform Crime Reporting Handbook, and are used to classify the criminal offenses listed in the statistics

Criminal Homicide— Murder and non-negligent manslaughter: The willful (non-negligent) killing of one human being by another.

Criminal Homicide—negligent manslaughter: The killing of another person through gross negligence.

Forcible Sex Offenses: Any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent. Reported sexual offenses may include forcible rape, forcible sodomy, sexual assault with an object and forcible fondling.

Non-Forcible Sex Offenses: Unlawful, non-forcible sexual intercourse. Reported offense may include incest and statutory rape.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or making the victim fearful.

Aggravated Assault/Battery: An unlawful attack by one person upon another for the purpose of inflicting severe or substantial bodily injury. This type of assault may be accompanied by the use of a weapon or other means likely to produce death or great bodily harm.

Simple Assault/Battery: All assaults and attempted assaults which are not of an aggravated nature and do not result in serious injury to the victim.

Burglary: The unlawful entry of a structure to commit a felony or theft.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

Destruction, Damage Or Vandalism To Property: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Arson: Any willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, aircraft, personal property of another, etc.

Liquor Law Violation: The violation of laws or ordinances prohibiting manufacturing, selling, transporting, furnishing, or possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned.

Drug Law Violation: Violation of state and local laws relating to unlawfully possessing, selling, using, growing, manufacturing and making narcotic drugs.

Weapon Law Violation: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: the manufacturing, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Hate Crimes: Any of the crimes listed here which manifest evidence of prejudice based on race, religion, sexual orientation, ethnicity, disability and gender.

Larceny-Theft: The unlawful taking and carrying away of someone else's personal property with the intent to deprive the possessor of it permanently.

Intimidation: Coercing or inhibiting through the use of fear.

Simple Assault/Battery: All assaults and attempted assaults which are not of an aggravated nature and do not result in serious injury to the victim.

Burglary: The unlawful entry of a structure to commit a felony or theft.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

Destruction, Damage Or Vandalism To Property: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

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Hate Crimes: Any of the crimes listed here which manifest evidence of prejudice based on race, religion, sexual orientation, ethnicity, disability and gender.

Larceny-Theft: The unlawful taking and carrying away of someone else's personal property with the intent to deprive the possessor of it permanently.

Intimidation: Coercing or inhibiting through the use of fear.

Physical Abuse: Hitting, slapping, shoving, grabbing, pinching, biting, hair pulling, etc are types of physical abuse. This type of abuse also includes denying a partner medical care or forcing alcohol and/or drug use upon him or her.

Sexual Abuse: Coercing or attempting to coerce any sexual contact or behavior without consent. Sexual abuse includes, but is certainly not limited to, marital rape, attacks on sexual parts of the body, forcing sex after physical violence has occurred, or treating one in a sexually demeaning manner.

Emotional Abuse: Undermining an individual's sense of self-worth and/or self-esteem is abusive. This may include, but is not limited to constant criticism, diminishing one's abilities, name-calling, or damaging one's relationship with his or her children.

Economic Abuse: Is defined as making or attempting to make an individual financially dependent by maintaining total control over financial resources, withholding one's access to money, or forbidding one's attendance at academy or employment.

Psychological Abuse: Elements of psychological abuse include - but are not limited to - causing fear by intimidation; threatening physical harm to self, partner, children, or partner's family or friends; destruction of pets and property; and forcing isolation from family, friends, or academy and/or work.

REPORT TO ED VIA THE WEB BASED COLLECTION

Summit Salon Academy submits crime statistics from the annual security report to ED via an annual Web-based data collection. Summit Salon Academy does not have more than one institution, does not have on-campus student housing and therefore does not report fire statistics or missing student notification procedure.

MISSING STUDENT NOTIFICATION PROCEDURE

Summit Salon Academy does not have campus housing. Therefore we do not have a missing student notification procedure.

PERSONAL IDENTIFIABLE INFORMATION (PII)

Organizations should identify all PII residing in their environment.

PII is —any information about an individual maintained by an agency, including:

(1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records;

(2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.¶ 6 Examples of PII include, but are not limited to:

- Name, such as full name, maiden name, mother's maiden name, or alias
- Personal identification number, such as social security number (SSN), passport number, driver's license number, taxpayer identification number, or financial account or credit card number
- Address information, such as street address or email address
- Personal characteristics, including photographic image (especially of face or other identifying characteristic), fingerprints, handwriting, or other biometric data (e.g., retina scan, voice signature, facial geometry)

VIOLENCE AGAINST WOMEN ACT (VAWA)

In 1994 Congress passed the Violence Against Women Act (VAWA) in recognition of the severity of crimes associated with domestic violence, sexual assault, and stalking. This Act emerged from the efforts of a broad, grassroots coalition of advocates and survivors who informed the work of Congress. In the two decades prior to VAWA, a movement had grown within the United States to respond appropriately to violent crimes against women. Rape crisis centers and women's shelters were established in localities, and state and local laws had changed. However, the progress had been uneven around the country. VAWA was borne out of the need for a national solution. This Act enhances the investigation and prosecution of violent crimes against women.

Domestic violence can happen to anyone regardless of race, age, sexual orientation, religion, or gender. Domestic violence affects people of all socioeconomic backgrounds and education levels. Domestic violence occurs in both opposite-sex and same-sex relationships and can happen to intimate partners who are married, living together, or dating.

Domestic violence not only affects those who are abused, but also has a substantial effect on family members, friends, co-workers, other witnesses, and the community at large. Children, who grow up witnessing domestic violence, are among those seriously affected by this crime. Frequent exposure to violence in the home not only predisposes children to numerous social and physical problems, but also teaches them that violence is a normal way of life - therefore, increasing their risk of becoming society's next generation of victims and abusers.

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 victims as a spouse or intimate partner
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA), or
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction."
- "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 relationship; and
- The frequency of interaction between the persons 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.
-

HOTLINES	
National Domestic Violence Hotline	1-800-799-SAFE (7233)
National Sexual Assault Hotline	1-800-656-HOPE (4673)
National Teen Dating Abuse Helpline	1-866-331-9474

Kelli Favela, the Title IX Coordinator as a good-faith effort, has documented training for Violence Against Women Reauthorization Act of 2013 (VAWA). On September 29, 2014 during Professional Development, the staff was given the Campus Security Disclosure. The following was reviewed and discussed:

SEXUAL HARASSMENT AND VIOLENCE POLICY SUMMARY

The Clery Act, as amended by VAWA, requires Summit Salon Academy to include crimes of domestic violence, dating violence and stalking in its annual crime statistics according to the federal definitions in this report. VAWA also requires the school to provide the definitions of dating violence, domestic violence, stalking and consent under Washington state law.

Those definitions are listed below:

RCW 26.50.010

Definitions.

As used in this chapter, the following terms shall have the meanings given them:

- (1) "Domestic violence" means: (a) Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, between family or household members; (b) sexual assault of one family or household member by another; or (c) stalking as defined in RCW [9A.46.110](#) of one family or household member by another family or household member.
- (2) "Family or household members" means spouses, domestic partners, former spouses, former domestic partners, persons who have a child in common regardless of whether they have been married or have lived together at any time, adult persons related by blood or marriage, adult persons who are presently residing together or who have resided together in the past, persons sixteen years of age or older who are presently residing together or who have resided together in the past and who have or have had a dating relationship, persons sixteen years of age or older with whom a person sixteen years of age or older has or has had a dating relationship, and persons who have a biological or legal parent-child relationship, including stepparents and stepchildren and grandparents and grandchildren.
- (3) "Dating relationship" means a social relationship of a romantic nature. Factors that the court may consider in making this determination include: (a) The length of time the relationship has existed; (b) the nature of the relationship; and (c) the frequency of interaction between the parties.
- (4) "Court" includes the superior, district, and municipal courts of the state of Washington.
- (5) "Judicial day" does not include Saturdays, Sundays, or legal holidays.
- (6) "Electronic monitoring" means a program in which a person's presence at a particular location is monitored from a remote location by use of electronic equipment.
- (7) "Essential personal effects" means those items necessary for a person's immediate health, welfare, and livelihood. "Essential personal effects" includes but is not limited to clothing, cribs, bedding, documents, medications, and personal hygiene items. [2008 c 6 § 406; 1999 c 184 § 13; 1995 c 246 § 1. Prior: 1992 c 111 § 7; 1992 c 86 § 3; 1991 c 301 § 8; 1984 c 263 § 2.

RCW 9a.46.110

Stalking.

- (1) A person commits the crime of stalking if, without lawful authority and under circumstances not amounting to a felony attempt of another crime:

(a) He or she intentionally and repeatedly harasses or repeatedly follows another person; and

(b) The person being harassed or followed is placed in fear that the stalker intends to injure the person, another person, or property of the person or of another person. The feeling of fear must be one that a reasonable person in the same situation would experience under all the circumstances; and

(c) The stalker either:

(i) Intends to frighten, intimidate, or harass the person; or

(ii) Knows or reasonably should know that the person is afraid, intimidated, or harassed even if the stalker did not intend to place the person in fear or intimidate or harass the person.

(2)(a) It is not a defense to the crime of stalking under subsection (1)(c)(i) of this section that the stalker was not given actual notice that the person did not want the stalker to contact or follow the person; and

(b) It is not a defense to the crime of stalking under subsection (1)(c)(ii) of this section that the stalker did not intend to frighten, intimidate, or harass the person.

(3) It shall be a defense to the crime of stalking that the defendant is a licensed private investigator acting within the capacity of his or her license as provided by chapter [18.165](#) RCW.

(4) Attempts to contact or follow the person after being given actual notice that the person does not want to be contacted or followed constitutes prima facie evidence that the stalker intends to intimidate or harass the person. "Contact" includes, in addition to any other form of contact or communication, the sending of an electronic communication to the person.

(5)(a) Except as provided in (b) of this subsection, a person who stalks another person is guilty of a gross misdemeanor.

(b) A person who stalks another is guilty of a class B felony if any of the following applies: (i) The stalker has previously been convicted in this state or any other state of any crime of harassment, as defined in RCW [9A.46.060](#), of the same victim or members of the victim's family or household or any person specifically named in a protective order; (ii) the stalking violates any protective order protecting the person being stalked; (iii) the stalker has previously been convicted of a gross misdemeanor or felony stalking offense under this section for stalking another person; (iv) the stalker was armed with a deadly weapon, as defined in RCW [9A.82.025](#), while stalking the person; (v)(A) the stalker's victim is or was a law enforcement officer; judge; juror; attorney; victim advocate; legislator; community corrections' officer; an employee, contract staff person, or volunteer of a correctional agency; court employee, court clerk, or courthouse facilitator; or an employee of the child protective, child welfare, or adult protective services division within the department of social and health services; and (B) the stalker stalked the victim to retaliate against the victim for an act the victim performed during the course of official duties or to influence the victim's performance of official duties; or (vi) the stalker's victim is a current, former, or prospective witness in an adjudicative proceeding, and the stalker stalked the victim to retaliate against the victim as a result of the victim's testimony or potential testimony.

(6) As used in this section:

(a) "Correctional agency" means a person working for the department of natural resources in a correctional setting or any state, county, or municipally operated agency with the authority to direct the release of a person serving a sentence or term of confinement and includes but is not limited to the department of corrections, the indeterminate sentence review board, and the department of social and health services.

(b) "Follows" means deliberately maintaining visual or physical proximity to a specific person over a period of time. A finding that the alleged stalker repeatedly and deliberately appears at the person's home, school, place of employment, business, or any other location to maintain visual or physical proximity to the person is sufficient to find that the alleged stalker follows the person. It is not necessary to establish that the alleged stalker follows the person while in transit from one location to another.

(c) "Harasses" means unlawful harassment as defined in RCW [10.14.020](#).

(d) "Protective order" means any temporary or permanent court order prohibiting or limiting violence against, harassment of, contact or communication with, or physical proximity to another person.

(e) "Repeatedly" means on two or more separate occasions.

[2013 c 84 § 29; 2007 c 201 § 1; 2006 c 95 § 3; 2003 c 53 § 70. Prior: 1999 c 143 § 35; 1999 c 27 § 3; 1994 c 271 § 801; 1992 c 186 § 1.]

RCW 9A.44.010

Definitions.

As used in this chapter:

(1) "Sexual intercourse" (a) has its ordinary meaning and occurs upon any penetration, however slight, and

(b) Also means any penetration of the vagina or anus however slight, by an object, when committed on one person by another, whether such

persons are of the same or opposite sex, except when such penetration is accomplished for medically recognized treatment or diagnostic purposes, and

(c) Also means any act of sexual contact between persons involving the sex organs of one person and the mouth or anus of another whether such persons are of the same or opposite sex.

(2) "Sexual contact" means any touching of the sexual or other intimate parts of a person done for the purpose of gratifying sexual desire of either party or a third party.

(3) "Married" means one who is legally married to another, but does not include a person who is living separate and apart from his or her spouse and who has filed in an appropriate court for legal separation or for dissolution of his or her marriage.

(4) "Mental incapacity" is that condition existing at the time of the offense which prevents a person from understanding the nature or consequences of the act of sexual intercourse whether that condition is produced by illness, defect, the influence of a substance or from some other cause.

(5) "Physically helpless" means a person who is unconscious or for any other reason is physically unable to communicate unwillingness to an act.

(6) "Forcible compulsion" means physical force which overcomes resistance, or a threat, express or implied, that places a person in fear of death or physical injury to herself or himself or another person, or in fear that she or he or another person will be kidnapped.

(7) "Consent" means that at the time of the act of sexual intercourse or sexual contact there are actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

(8) "Significant relationship" means a situation in which the perpetrator is:

(a) A person who undertakes the responsibility, professionally or voluntarily, to provide education, health, welfare, or organized recreational activities principally for minors;

(b) A person who in the course of his or her employment supervises minors; or

(c) A person who provides welfare, health or residential assistance, personal care, or organized recreational activities to frail elders or vulnerable adults, including a provider, employee, temporary employee, volunteer, or independent contractor who supplies services to long-term care facilities licensed or required to be licensed under chapter [18.20](#), [18.51](#), [72.36](#), or [70.128](#) RCW, and home health, hospice, or home care agencies licensed or required to be licensed under chapter [70.127](#) RCW, but not including a consensual sexual partner.

(9) "Abuse of a supervisory position" means:

(a) To use a direct or indirect threat or promise to exercise authority to the detriment or benefit of a minor; or

(b) To exploit a significant relationship in order to obtain the consent of a minor.

(10) "Person with a developmental disability," for purposes of RCW [9A.44.050\(1\)\(c\)](#) and [9A.44.100\(1\)\(c\)](#), means a person with a developmental disability as defined in RCW [71A.10.020](#).

(11) "Person with supervisory authority," for purposes of RCW [9A.44.050\(1\)\(c\)](#) or [9A.44.100\(1\)\(c\)](#) or [9A.44.100\(1\)\(e\)](#) or [9A.44.100\(1\)\(e\)](#), means any proprietor or employee of any public or private care or treatment facility who directly supervises developmentally disabled, mentally disordered, or chemically dependent persons at the facility.

(12) "Person with a mental disorder" for the purposes of RCW [9A.44.050\(1\)\(e\)](#) and [9A.44.100\(1\)\(e\)](#) means a person with a "mental disorder" as defined in RCW [71.05.020](#).

(13) "Person with a chemical dependency" for purposes of RCW [9A.44.050\(1\)\(e\)](#) and [9A.44.100\(1\)\(e\)](#) means a person who is "chemically dependent" as defined in *RCW [70.96A.020\(4\)](#).

(14) "Health care provider" for purposes of RCW [9A.44.050](#) and [9A.44.100](#) means a person who is, holds himself or herself out to be, or provides services as if he or she were: (a) A member of a health care profession under chapter [18.130](#) RCW; or (b) registered under chapter [18.19](#) RCW or licensed under chapter [18.225](#) RCW, regardless of whether the health care provider is licensed, certified, or registered by the state.

(15) "Treatment" for purposes of RCW [9A.44.050](#) and [9A.44.100](#) means the active delivery of professional services by a health care provider which the health care provider holds himself or herself out to be qualified to provide.

(16) "Frail elder or vulnerable adult" means a person sixty years of age or older who has the functional, mental, or physical inability to care for himself or herself. "Frail elder or vulnerable adult" also includes a person found incapacitated under chapter [11.88](#) RCW, a person over eighteen years of age who has a developmental disability under chapter [71A.10](#) RCW, a person admitted to a long-term care facility that is licensed or required to be licensed under chapter [18.20](#), [18.51](#), [72.36](#), or [70.128](#) RCW, and a person receiving services from a home health, hospice, or home care agency licensed or required to be licensed under chapter [70.127](#) RCW.

[2007 c 20 § 3; 2005 c 262 § 1; 2001 c 251 § 28. Prior: 1997 c 392 § 513; 1997 c 112 § 37; 1994 c 271 § 302; 1993 c 477 § 1; 1988 c 146 § 3; 1988 c 145 § 1; 1981 c 123 § 1; 1975 1st ex.s. c 14 § 1. Formerly RCW [9.79.140](#).]

This policy also addresses sexual harassment, which is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive. Sexual harassment includes sexual violence (see definition below). The school will respond to reports of any such conduct in accordance with this policy.

Sexual harassment may include incidents between any members of the school community, including faculty or other staff, student employees, students, coaches, interns, and non-student or non-employee participants in programs (e.g., vendors, contractors, visitors). Sexual harassment may occur in hierarchical relationships, between peers, or between individuals of the same sex or opposite sex. To determine whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred. Harassment of one student by another student is defined as unwelcome conduct of a sexual nature that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person's access to school programs or activities that the person is effectively denied equal access to the school's resources and opportunities

Summit Salon Academy is committed to creating and maintaining a community where all individuals who participate in its programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that the school prohibits sexual harassment and sexual violence, and that such behavior violates both law and school policy. The School will respond promptly and effectively to reports of sexual harassment and sexual violence, and will take appropriate action to prevent, to correct, and when necessary to discipline behavior that violates this policy. This policy applies to all employees and students. This policy furthers the school's commitment to compliance with the law.

POLICY TEXT

A. General

Summit Salon Academy prohibits sexual harassment and sexual violence. Such behavior violates both law and school policy. The school will respond promptly and effectively to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates this policy.

B. Prohibited Acts

This policy prohibits sexual harassment and sexual violence as defined in this policy. Conduct by an employee that is sexual harassment or sexual violence in violation of this policy is considered to be outside the course and scope of employment.

C. Consensual Relationships

This policy covers unwelcome conduct of a sexual nature. Consensual romantic relationships between members of the school community are not subject to this policy.

D. Gender Identity, Gender Expression, or Sexual Orientation Discrimination Harassment that is not sexual in nature but is based on gender, gender identity, gender expression, sex- or gender-stereotyping, or sexual orientation also is prohibited by the school's nondiscrimination policy if it denies or limits a person's ability to participate in or benefit from the school's educational programs, employment, or services. While discrimination based on these factors may be distinguished from sexual harassment, these types of discrimination may contribute to the creation of a hostile work or academic environment. Thus, in determining whether a hostile environment due to sexual harassment exists, the school may take into account acts of discrimination based on gender, gender identity, gender expression, sex- or gender- stereotyping, or sexual orientation.

E. Retaliation

This policy prohibits retaliation against a person who reports sexual harassment or sexual violence, assists someone with a report of sexual harassment or sexual violence, or participates in any manner in an investigation or resolution of a sexual harassment or sexual violence report. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

F. Dissemination of the Policy, Educational Programs, and Employee Training

As part of the school's commitment to providing a working and learning environment free from sexual harassment and sexual violence, this policy shall be disseminated widely to the school community through publications, websites, new employee orientations, student orientations, and other appropriate channels of communication. The school makes preventive educational materials available to all

members of the community to promote compliance with this policy and familiarity with school procedures. The school has designated an employee responsible for reporting sexual harassment and sexual violence and make available prevention training to designated employees. The school's Title IX Coordinator is: Kelli Favela 253-617-7000 ext 306, k.favela@summitsalonacademy.edu. In addition, the school provides annual training to the Title IX Coordinator and all staff involved as investigators and hearing officers in sexual harassment and sexual violence disciplinary procedures.

G. Reporting Sexual Harassment or Sexual Violence

Any member of the school community may report conduct that may constitute sexual harassment or sexual violence to any supervisor, manager, or Title IX Coordinator. Supervisors, managers, and other designated employees are responsible for promptly forwarding such reports to the Title IX Coordinator to review and investigate sexual harassment and sexual violence complaints. Any manager, supervisor, or designated employee responsible for reporting or responding to sexual harassment or sexual violence who knew about the incident and took no action to stop it or failed to report the prohibited act may be subject to disciplinary action.

The school has designated the Title IX Coordinator as the person to whom members of the school community can consult for advice and information regarding making a report of sexual harassment or sexual violence. Requests regarding the confidentiality of reports of sexual harassment or sexual violence will be considered in determining an appropriate school response; however, such requests will be considered in the dual contexts of the school's obligation to ensure a working and learning environment free from sexual harassment and sexual violence and the rights of the accused to be informed of the allegations and their source. Also, an individual may file a complaint or grievance alleging sexual harassment or sexual violence under the school's grievance procedure.

H. Response to Reports of Sexual Harassment or Sexual Violence

The school shall provide prompt and effective response to reports of sexual harassment or sexual violence, which may include early resolution, formal investigation and/or targeted prevention training or educational programs.

If an individual reports to the school that the individual has been a victim of domestic violence, dating violence, sexual assault, or stalking, s/he shall be provided with a written explanation of the individual's rights and options whether the offense occurred on- or off-campus.

Upon a finding of sexual harassment or sexual violence, the school may offer remedies to the individual or individuals harmed by the harassment and/or violence consistent with applicable complaint resolution and grievance procedures. Such remedies may include counseling, an opportunity to repeat course work without penalty, changes to student housing assignments, or other appropriate interventions, such as changes in academic, living, transportation, or working situations.

Any member of the school community who is found to have engaged in sexual harassment or sexual violence is subject to disciplinary action including dismissal in accordance with the applicable School disciplinary procedure or other school policy. Generally, disciplinary action will be recommended when the conduct is sufficiently severe, persistent, or pervasive that it alters the conditions of employment or limits the opportunity to participate in or benefit from educational programs.

PROCEDURES

A. School Responsibilities

In accordance with state and federal law, the school shall:

Offer sexual harassment prevention training and education to the school community, and provide sexual harassment prevention training and education to each supervisory employee;

Offer prevention education programs to all incoming students and new employees, and ongoing prevention and awareness campaigns to the School community, to promote awareness of rape and acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, including the definition of consent, options for bystander intervention, and risk reduction awareness information;

Offer annual training on issues related to sexual violence, as defined in this policy for individuals conducting formal investigations of reports or conducting hearings;

Provide all members of the School community with a process for reporting sexual harassment or sexual violence in accordance with the policy;

Identify on- and off-campus resources for reporting sexual harassment or sexual violence, including law enforcement, medical, and victim support services;

Provide prompt and effective response to reports of sexual harassment, sexual violence, or reports of retaliation related to reports of sexual harassment or sexual violence in accordance with the policy;

Provide written notification of this policy; and

Designate trained individuals, including, or other than, the Title IX Coordinator, to serve as resources for members of the School community who have questions or concerns regarding behavior that may be sexual harassment or sexual violence.

Title IX Coordinator

The school has designated a single Title IX Coordinator: Kelli Favela 253-617-7000 ext 306, k.favela@summitsalonacademy.edu. The responsibilities of the Title IX Coordinator include, but may not be limited to, the duties listed below:

(a) Coordinate with other responsible units to ensure that local sexual harassment and sexual violence prevention education and training programs are offered and provided as required by the policy;

(b) Disseminate the policy widely to the school community;

(c) Provide educational materials to promote compliance with the policy and familiarity with local reporting procedures;

(d) Train school employees responsible for reporting or responding to reports of sexual harassment;

(e) Provide prompt and effective response to reports of sexual harassment or sexual violence in accordance with the policy;

(f) Maintain records of reports of sexual harassment and sexual violence at the school and actions taken in response to reports, including records of investigations, voluntary resolutions, and disciplinary action, as appropriate; and

(g) Identify and address any patterns or systemic problems that arise during the review of sexual harassment and sexual violence complaints.

B. Procedures for Reporting and Responding to Reports of Sexual Harassment or Sexual Violence

All members of the school community are encouraged to contact the Title IX Coordinator if they observe or encounter conduct that may be subject to this policy. This includes conduct by employees, students, or third parties. Reports of sexual harassment or sexual violence may be brought to the Title IX Coordinator, or to any manager, supervisor, or other designated employee responsible for responding to reports of sexual harassment or sexual violence. If the person to whom harassment normally would be reported is the individual accused of harassment, reports may be made to another manager, supervisor, or designated employee. Managers, supervisors, and designated employees are required to notify the Title IX Coordinator or other appropriate official designated to review and investigate sexual harassment complaints when a report is received.

Reports of sexual harassment or sexual violence should be brought forward as soon as possible after the alleged conduct occurs. While there is no stated timeframe for reporting, prompt reporting will better enable the school to respond to the report, determine the issues, and provide an appropriate remedy and/or action. All incidents should be reported even if a significant amount of time has passed. However, delaying a report may impede the school's ability to conduct an investigation and/or to take appropriate remedial actions.

Required Notifications For Reports of Sexual Violence

The school will provide a written explanation of available rights and options, including procedures to follow, when the School receives a report that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on- or off-campus or in connection with any School program. The written information shall include:

- to whom the alleged offense should be reported;
- options for reporting to law enforcement and campus authorities, including the option to notify local or on-campus law enforcement authorities; the right to be assisted by campus authorities in notifying law enforcement authorities if the complainant so chooses and the right to decline to notify such authorities;
- the rights of complainants regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by criminal or civil courts and the School's responsibilities regarding such orders;

the importance of preserving evidence as may be necessary to prove criminal domestic violence, dating violence, sexual assault, or stalking, or to obtain a protection order;

existing campus and community services available for victims including counseling, health, mental health, victim advocacy, legal assistance, and other services;

options for, and available assistance to, change academic, living, transportation, and working situations, if requested by the complainant and if reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement;

Any applicable procedures for institutional disciplinary action.

Options for Resolution

Individuals reporting sexual harassment or sexual violence shall be informed about options for resolving potential violations of the policy. These options shall include procedures for Early Resolution, procedures for Formal Investigation, and filing complaints or grievances under applicable School complaint resolution or grievance procedures. Individuals making reports also shall be informed about policies applying to confidentiality of reports under this policy. The school shall respond to the greatest extent possible to reports of sexual harassment and sexual violence brought anonymously or brought by third parties not directly involved in the asserted offenses. However, the response to such reports may be limited if information contained in the report cannot be verified by independent facts.

Individuals reporting sexual harassment and sexual violence shall be informed about the range of possible outcomes of the report, including interim protections, remedies for the individual harmed by the incident, and disciplinary actions that might be taken against the accused as a result of the report, including information about the procedures leading to such outcomes.

An individual who is subjected to retaliation (e.g., threats, intimidation, reprisals, or adverse employment or educational actions) for having made a report of sexual harassment or sexual violence in good faith, who assisted someone with a report of sexual harassment or sexual violence, or who participated in any manner in an investigation or resolution of a report of sexual harassment or sexual violence, may make a report of retaliation under these procedures. The report of retaliation shall be subject to the procedures herein.

Procedures for Early Resolution

The goal of Early Resolution is to resolve concerns at the earliest stage possible with the cooperation of all parties involved. The school utilizes Early Resolution options when the parties desire to resolve the situation cooperatively and/or when a Formal Investigation is not likely to lead to a satisfactory outcome. Participation in the Early Resolution process is voluntary. Early Resolution may include an inquiry into the facts, but typically does not include a formal investigation. Means for Early Resolution shall be flexible and encompass a full range of possible appropriate outcomes. Early Resolution includes options such as mediating an agreement between the parties, separating the parties, referring the parties to counseling programs, negotiating an agreement for disciplinary action, conducting targeted preventive educational and training programs, or providing remedies for the individual harmed by the offense. Early Resolution also includes options such as discussions with the parties, making recommendations for resolution, and conducting a follow-up review after a period of time to assure that the resolution has been implemented effectively. Early Resolution may be appropriate for responding to anonymous reports and/or third party reports. Steps taken to encourage Early Resolution and agreements reached through Early Resolution efforts should be documented.

While the school encourages Early Resolution of a complaint the school does not require that parties participate in Early Resolution prior to the School's decision to initiate a Formal Investigation. Some reports of sexual harassment or sexual violence may not be appropriate for mediation but may require a Formal Investigation at the discretion of the Title IX Coordinator or other appropriate official designated to review and investigate sexual harassment complaints. The school will not compel a complainant to engage in mediation. Mediation, even if voluntary, may not be used in cases involving sexual violence.

Procedures for Formal Investigation

In cases where Early Resolution is inappropriate or in cases where Early Resolution is unsuccessful, the school may conduct a Formal Investigation. In such cases, the individual making the report may be encouraged to file a written request for Formal Investigation. The wishes of the individual making the request shall be considered, but are not determinative, in the decision to initiate a Formal Investigation of a report of sexual harassment or sexual violence. In cases where there is no written request, the Title IX Officer (Sexual Harassment Officer) or other appropriate official designated to review and investigate sexual harassment complaints, potentially in consultation with the administration, may initiate a Formal Investigation after making a preliminary inquiry into the facts.

In cases where a complainant states he or she does not want to pursue a Formal Investigation, the Title IX Coordinator should inform the complainant that the ability to investigate may be limited. When determining whether to go forward with a Formal Investigation, the Title IX Coordinator may consider: 1) the seriousness of the allegation, 2) in the case of a student complainant, the age of the student,

3) whether there have been other complaints or reports against the accused, and 4) the rights of the accused individual to receive information about the complainant and the allegations if formal proceedings with sanctions may result from the investigation. Even if a complainant does not want to pursue an investigation, under some circumstances, the Title IX Coordinator may have an obligation to investigate a complaint, such as when there is a risk to the campus community if the accused remains on campus. The complainant should be made aware of this independent obligation to investigate the complaint.

(a) In order to provide a prompt, fair, and impartial investigation and resolution, any Formal Investigation of reports of sexual harassment and/or sexual violence shall incorporate the following standards:

i. The individual(s) accused of conduct violating the policy shall be provided a copy of the written request for Formal Investigation or otherwise given a full and complete written statement of the allegations, and a copy of the policy; and

ii. The individual(s) conducting the investigation shall be familiar with the policy, have training or experience in conducting investigations, and as relevant to the investigation, be familiar with policies and procedures specific to students, staff, faculty, and visitors. For cases involving allegations of sexual violence, the individual(s) conducting the investigation must receive annual training on issues related to sexual violence. Such training includes how to conduct an investigation that protects the safety of the complainants and promotes accountability.

(b) If the alleged conduct is also the subject of a criminal investigation, the campus may not wait for the conclusion of the criminal investigation to begin an investigation pursuant to this policy. However, a campus may need to coordinate its fact-finding efforts with the police investigation. Once notified that the police department has completed its gathering of evidence (not the ultimate outcome of the investigation or the filing of any criminal charges), the campus must promptly resume and complete its fact-finding for the sexual harassment or sexual violence investigation.

(c) The investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed, and a review of relevant documents as appropriate. Disclosure of facts to parties and witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation. Participants in an investigation shall be advised that maintaining confidentiality is essential to protect the integrity of the investigation.

(d) The investigator shall apply a preponderance of evidence standard to determine whether there has been a violation of this policy.

(e) Upon request, the complainant and the accused may each have a representative present when he or she is interviewed, and at any subsequent proceeding or related meeting. Other witnesses may have a representative present at the discretion of the investigator or as required by applicable School policy or collective bargaining agreement.

(f) At any time during the investigation, the investigator may recommend that interim protections or remedies for the parties or witnesses be provided by appropriate School officials. These protections or remedies may include separating the parties, placing limitations on contact between the parties, or making alternative working or student housing arrangements. Failure to comply with the terms of interim protections may be considered a separate violation of this policy.

(g) The investigation shall be completed as promptly as possible and in most cases within 60 working days of the date the request for formal investigation was filed. This deadline may be extended on approval by a designated School official.

(h) Generally, an investigation results in a written report that at a minimum includes a statement of the allegations and issues, the positions of the parties, a summary of the evidence, findings of fact, and a determination by the investigator whether this policy has been violated. The report also may contain a recommendation for actions to resolve the complaint, including preventive educational programs, remedies for the complainant, and a referral to disciplinary procedures as appropriate. The report is submitted to a designated School official with authority to implement the actions necessary to resolve the complaint. The report may be used as evidence in other related procedures, such as subsequent complaints, grievances and/or disciplinary actions.

(i) The complainant shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to the complainant, such as an order that the accused not contact the complainant. In accordance with School policies protecting individuals' privacy, the complainant may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused, consistent with this policy.

(j) The complainant and the accused may request a copy of the investigative report pursuant to school policy governing privacy and access to personal information. However, in accordance with school policy, the report shall be redacted to protect the privacy of personal and confidential information regarding all individuals other than the individual requesting the report.

k) At the conclusion of any disciplinary proceeding arising from an allegation of domestic violence, dating violence, sexual assault or stalking, the complainant and the accused will be simultaneously informed in writing of:

- i. The outcome of any school disciplinary proceeding;
- ii. The School's procedures for appealing the results of the proceeding;
- iii. Any change to the results that occur prior to the time that such results become final; and
- iv. When results become final.

Complaints or Grievances Involving Allegations of Sexual Harassment or Sexual Violence

An individual who believes he or she has been subjected to sexual harassment or sexual violence may file a complaint or grievance pursuant to the applicable complaint resolution or grievance procedure listed in Appendix I: School Complaint Resolution and Grievance Procedures. Such complaint or grievance may be filed either instead of or in addition to making a report of sexual harassment to the Title IX Coordinator or other appropriate official designated to review and investigate sexual harassment and sexual violence complaints under this policy. A complaint or grievance alleging sexual harassment or sexual violence must meet all the requirements under the applicable complaint resolution or grievance procedure, including time limits for filing.

If a complaint or grievance alleging sexual harassment or sexual violence is filed in addition to a report made to the Title IX Coordinator or other appropriate official designated to review and investigate sexual harassment complaints under this policy, the complaint or grievance shall be held in abeyance subject to the requirements of any applicable complaint resolution or grievance procedure, pending the outcome of the Early Resolution or Formal Investigation procedures. If the individual wishes to proceed with the complaint or grievance, the Early Resolution or Formal Investigation shall constitute the first step or steps of the applicable complaint resolution or grievance procedure.

An individual who has made a report of sexual harassment or sexual violence also may file a complaint or grievance alleging that the actions taken in response to the report of sexual harassment or sexual violence did not follow policy. Such a complaint or grievance may not be filed to address a disciplinary sanction imposed upon the accused. Any complaint or grievance regarding the resolution of a report of sexual harassment or sexual violence must be filed in a timely manner. The time period for filing begins on the date the individual was notified of the outcome of the sexual harassment or sexual violence investigation or other resolution process pursuant to this policy, and/or of the actions taken by the administration in response to the report of sexual harassment or sexual violence, whichever is later.

Remedies and Referral to Disciplinary Procedures

Findings of policy violations may be considered to determine remedies for individuals harmed by the sexual harassment or sexual violence and shall be referred to applicable disciplinary procedures. Procedures under this policy shall be coordinated with applicable local complaint resolution, grievance, and disciplinary procedures to avoid duplication in the fact-finding process whenever possible. Violations of the policy may include engaging in sexual harassment or sexual violence, retaliating against a complainant reporting sexual harassment or sexual violence, or violating interim protections. Investigative reports made pursuant to this policy may be used as evidence in subsequent complaint resolution, grievance, and disciplinary proceedings as permitted by the applicable procedures.

Privacy

The School shall protect the privacy of individuals involved in a report of sexual harassment or sexual violence to the extent permitted by law and school policy. A report of sexual harassment or sexual violence may result in the gathering of extremely sensitive information about individuals in the School community. While such information is considered confidential, school policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report of sexual harassment or sexual violence. In such cases, every effort shall be made to redact the records in order to protect the privacy of individuals. An individual who has made a report of sexual harassment or sexual violence may be advised of sanctions imposed against the accused when the individual needs to be aware of the sanction in order for it to be fully effective (such as restrictions on communication or contact with the individual who made the report). In addition, when the offense involves a crime of violence or a non-forcible sex offense, the Family Educational Rights and Privacy Act permits disclosure to the complainant the final results of a disciplinary proceeding against the alleged accused, regardless of whether the School concluded that a violation was committed. Information regarding disciplinary action taken against the accused shall not be disclosed without the accused's consent, unless permitted by law as noted above, or unless it is necessary to ensure compliance with the action or the safety of individuals.

Confidentiality of Reports of Sexual Harassment and Sexual Violence

The school does not employ professional or pastoral counselors. The school notifies the school community that the Title IX Coordinator, managers, supervisors, and other designated employees have an obligation to respond to reports of sexual harassment or sexual violence, even if the individual making the report requests that no action be taken. An individual's requests regarding the confidentiality of reports of sexual harassment or sexual violence will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of the School's legal obligation to ensure a working and learning environment free from sexual harassment and sexual violence and the due process rights of the accused to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation, although the School will comply with requests for confidentiality to the extent possible.

Retention of Records Regarding Reports of Sexual Harassment and Sexual Violence

The office of the Title IX Coordinator is responsible for maintaining records relating to sexual harassment and sexual violence reports, investigations, and resolutions. Records shall be maintained in accordance with the school's records policies. All records pertaining to pending litigation or a request for records shall be maintained in accordance with instructions from legal counsel.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools/academies that receive funds under an applicable course 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."

§ Parents or eligible students have the right to inspect and review the student's education records maintained by The Summit Salon Academy. Academies 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. Academies may charge a fee for copies.

§ Parents or eligible students have the right to request that a academy correct records which they believe to be inaccurate or misleading. If the Academy decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the Academy 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.

§ Generally, academies 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 academies to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- Academy officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the Academy;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Academy 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, academies must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the Academy not disclose directory information about them. Academies 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 academy.

Or you may contact us at the following address:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SWCCAS

PERSONAL IDENTIFIABLE INFORMATION (PII) SEE CAMPUS SECURITY

SAFEGUARDING CONSUMER INFORMATION

Procedure for Maintaining and Safeguarding Student Records

- _All student financial records are kept in a locked cabinet which is located in the Financial Aid Office.
- _The Financial Aid Office is locked when unoccupied.
- _The Academy owners, Admissions personnel, Financial Aid Officer and Administrative staff are the only personnel who have access to the keys to the student files. No other employees have keys to the file cabinets.
- _The building in which the Financial Aid Office is located is a locked door.
- _Student records are maintained on a school management software system called eCampus. This is a live, on line system with a daily back up.

FINANCIAL AID CODE OF CONDUCT

This policy applies to the Summit Salon Academy employees and owners, and it prohibits a conflict of interest with their responsibilities with respect to Title IV loans. The policy is part of the Academy's commitment to the highest ethical standards and conduct by its employees. The Summit Salon Academy expects the highest levels of professionalism and ethical behavior from all employees whose responsibilities include student financial aid matters. These individuals must avoid even the appearance or perception of any conflict of interest regarding their student aid responsibilities. The Higher Education Opportunity Act conditions the eligibility of educational institutions to participate in Title IV programs on the development of and compliance with a code of conduct prohibiting conflicts of interest for its financial aid personnel [HEOA § 487(a)(25)].

SUMMIT SALON ACADEMY RESPONSIBILITIES FOR FINANCIAL AID PERSONNEL

An institutional financial aid professional is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, a financial aid professional should:

- Refrain from taking any action for his or her personal interest or benefit;
- Refrain from awarding financial aid to themselves or their immediate family members.
- Have a designated person in the institution, handle financial aid for immediate family members, to avoid the appearance of a conflict.
- Refrain from compiling a preferred lender list.
- Be transparent, complete, and accurate, do not auto-assign to any particular lenders.
- Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents he or she serves;
- Do not deny, impede, or unnecessarily delay the borrower's choice of lender.
- Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain;
- Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student financial aid;
- Refrain from soliciting or accepting anything of other than nominal value from any entity (other than an institution of higher education or a governmental entity such as the U.S. Department of Education) involved in the making, holding, consolidating or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory body or as part of a training activity of or sponsored by any such entity; and
- Disclose to his or her institution, in such manner as his or her institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid.
- Award notifications and/or other materials shall have a breakdown of cost of attendance, all potential billable charges, identification of each award, standard terminology and definitions, as well as, renewal requirements for each award.
- All this consumer information will be in a prominent location on our website.
- Financial aid professional's need to let the institution know of potential conflict of interest with any of the institutions business relationships.

RESPONSIBILITIES OF THE SUMMIT SALON ACADEMY EMPLOYEES IN REGARDS TO FINANCIAL AID

The primary goal of the financial aid professional is to help students achieve their educational potential by providing appropriate financial resources. Our members are required to exemplify the highest level of ethical behavior in helping students and families find the best ways to pay for college and demonstrate the highest level of professionalism. We take great pride in our essential task of helping our students and families determine the best ways to meet their educational expenses.

The Financial Aid Professional shall:

- 1) Be committed to removing financial barriers for those who wish to pursue postsecondary learning.
- 2) Make every effort to assist students with financial need free of charge.
- 3) Be aware of the issues affecting students and advocate their interests at the institutional, state, and federal levels.
- 4) Adhere to all applicable laws and regulations.
- 5) Support efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.
- 6) Always deal with others honestly and fairly, and always act in a manner that creates trust and confidence.
- 7) Educate students and families through quality consumer information and teach them to responsibly manage expenses and debt.
- 8) Educate students and their families through quality information that includes transparency and full disclosure on award notices.
- 9) Respect the dignity and protect the privacy of students, and ensure the confidentiality of student records and personal circumstances.
- 10) Ensure equity by applying all need analysis formulas consistently across the institution's full population of student financial aid applicants.
- 11) Will inform all entities of any changes in financial aid programs that could affect student aid eligibility.
- 12) Provide services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.
- 13) 13. Private information provided to the financial aid office by the applicant is protected in accordance with FERPA and the higher education act, section 483 (a) (3) (20 U.S.C. 1090) and state and federal statutes and regulations.
- 14) Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.
- 15) Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.
- 16) FAFSA information is only used for the application, award, and administration of financial aid awarded under title IV of the higher Education Act.
- 17) Maintain the highest level of professionalism, reflecting a commitment to the goals of the National Association of Student Financial Aid Administrators.

REPORTING VIOLATIONS OF THIS POLICY

The Summit Salon Academy expects officers and employees covered by this policy to report violations of this policy to the owners. Failure to comply with this policy will result in disciplinary action, which may include termination of employment.

TITLE IV FUNDING – GENERAL INFORMATION

The Summit Salon Academy educates student's and/or parents in all options of financial aid available to those who qualify. We understand that all students/family's needs are unique. We are committed to the student's educational success, a part of which includes securing the proper funding. The information from the FAFSA, provided by the student and/or parent, in conjunction with state and federal regulations determines eligibility for available programs. Many parents borrow money to help cover educational costs and living expenses for their daughter/son. The Summit Salon Academy encourages parents of eligible dependent students to apply for the Federal Parent Plus Loan, when appropriate.

TYPES OF FINANCIAL AID AVAILABLE

Federal Pell Grant (Need Based Aid)

Pell Grants provide a foundation of financial assistance that may be supplemental by other resources and doesn't have to be repaid after graduation. Pell Grants are determined after the financial status of a student is fully reviewed. Based on a student's financial circumstances, a specific amount of money is disbursed annually toward the student's education through the Pell Grant. How much you can expect to receive from a Pell Grant is solely based on your financial situation and other criteria.

William D. Ford Direct Stafford Loans (Need & Non-Need Based Aid)

Loans made through this program are referred to as Direct Loans, because eligible student and parents borrow directly from the US Department of Education. You must be enrolled at least a half-time student to be eligible for a loan. Direct Loans include the following:

Direct Stafford Loans

- Direct Subsidized Loans – you must have financial need to receive a subsidized loan. The US Department of Education will pay (subsidize) the interest that accrues on your Direct Subsidized Loan during certain periods.
- Direct Unsubsidized Loans – financial need is not a requirement to obtain an unsubsidized loan. You are responsible for paying the interest that accrues on your Direct Unsubsidized Loan.
- Direct PLUS Loans (Plus Loans) are loans parents can obtain to help pay the cost of education for their dependent undergraduate children

G.I. BILL

If you have spent time in the military, you are eligible to use your G.I. Bill toward your education, or the G.I. Bill can be transferred to your spouse or children. The G.I. Bill was specifically designed for college or vocational education.. *These approvals are state and academy specific and may not apply to all academy s. To apply go to www.gibill.va.gov. Bring certificate of eligibility to the FAO Office to begin enrollment certification with VA.

ELIGIBILITY OF TITLE IV AID

To be eligible for Title IV Aid, the student must:

- Have a high school diploma, GED or equivalent
- Complete the FAFSA for each financial aid year the student is eligible for aid
- Comply with the Summit Salon Academy Satisfactory Academic Progress Policy
- Not be in default on previous student loans
- Not owe repayment on an adjusted Pell Grant
- Not exceed the annual and aggregate loan limits
- Have remaining eligibility if the student is a transfer student
- Be enrolled in an eligible program
- Be enrolled at least half time
- Have ISIR Social Security mat successful or comment code indicates successful INS match
- If male, ages 18-25 have registered with the Selective Service
- Be a citizen or eligible non-citizen
- Have resolved any drug convictions

STEPS TO APPLY FOR TITLE IV AID

- 1) The student must complete the FAFSA for each financial aid year in which the student is eligible to receive aid. The Department of Education (DOE) prefers students complete a web FAFSA at www.fafsa.ed.gov. To complete a web FAFSA, the student will need an electronic pin number. This can be obtained at www.pin.ed.gov. This pin is unique to each FAFSA applicant and cannot be shared with anyone else as it acts as the students signature required to submit a FAFSA. A parent of a dependent student must also apply for a pin. The parent is required to sign the web FAFSA with their uniquely created pin.
- 2) Once a pin number has successfully been created, a web FAFSA can now be completed. Be sure to follow all instructions when completing the FAFSA. Enter the Code, 041701, for The Summit Salon Academy, Tacoma, WA. This will allow disclosure of information from the FAFSA to the Academy chosen by entering the Academy code. In the case of a dependent student, both the student and one parent will need to complete and sign the FAFSA application in order to be eligible for a Pell Grant. Dependency status is determined by the information that is filled out on the students FAFSA.
- 3) If the parents of a dependent student refuse to provide information on the FAFSA; the student will not be eligible for Pell Grants and will only be eligible for unsubsidized funding.
- 4) Once the FAFSA is complete, the student will receive a SAR (Student Aid Report). The Summit Salon Academy will be sent an ISIR (Institutional Student Information Record) for all students who list the academy code. All verification and/or corrections must be completed prior to qualifying for aid.
- 5) If a student's FAFSA is selected for verification, the student will receive the Academy's verification policy and a verification worksheet. The student is required to return the verification worksheet completed, as well as provide any other requested documents. If parent information is entered in the FAFSA, or the student is a dependent, parents may need to provide additional requested documents. If selected, this verification process must be completed before a student can receive federal aid. The verification process could result in a corrected ISIR and new Expected Family Contribution (EFC), number which could affect the student's unmet need and eligible need based aid, Stafford Subsidized Loans and Pell Grants.
- 6) The Primary EFC provided on the student's ISIR will be used to calculate need and unmet need analysis through the Cost of Attendance Worksheet. This Primary EFC number corresponds with the number of months in each academic year. The Cost of Attendance Budget for each academic year includes the student's tuition costs per academic year. These costs include tuition, applicable fees, kit and books (per the academic year in which the cost is incurred), room and board, personal expenses and transportation costs.
- 7) Summit Salon Academy utilizes the information presented on the student's ISIR and the NSLDS (National Student Loan Data System) to determine the student's eligibility and to calculate the student's unmet need for the student's grade level. This is done in compliance with the Cost of Attendance Budget grade level limits based on hours in the academic year.
- 8) Students who desire low interest Stafford Federal Student Loans must complete a Master Promissory Note or Electronic Master Promissory Note(E-MPN) at www.studentloans.gov
- 9) Parents desiring to take out a low interest Federal Parent Plus Loan on behalf of their dependent daughter or son must complete a Consent to Credit Check document that is made available by the Financial Aid Office. This form must be returned completed along with a readable copy of the parents Drivers License or State ID.
- 10) Students must complete the Entrance Loan Counseling prior to the student receiving a disbursement of any Federal loans. For

Direct Loans, students may access Entrance Loan Counseling at www.studentloans.gov

- 1) Students will need to accept or decline eligible aid by completing the Students Financial Aid Award Notice with the Financial Aid Officer.
- 12) Accepted aid will be listed on the student's award letter.
- 13) Students are required to notify the Summit Salon Academy Financial Aid Officer if they receive any additional financial assistance before or after an award letter has been issued. Scholarships or other types of financial aid could be reported throughout the year. If additional awarded aid causes the student to exceed the cost of attendance, it may be necessary to reduce the amount of previously awarded aid.

SPECIAL CIRCUMSTANCES - DEPENDENCY OVERRIDE & PROFESSIONAL JUDGEMENT

Dependency Override – Students who do not meet the Federal definition of an independent, but have unusual circumstances, may appeal their dependency status to The Academy's Financial Aid Office. Dependency Status overrides are done on a case by case basis and a determination from the Financial Aid Officer at one institution is not binding at another institution. Successful appeals may result in an increase in the student's eligibility for aid. The Application and Verification Guide (AVG) has identified four conditions that individually or in combination with one another, do not qualify as unusual "circumstances" or that do not merit a dependency override. These circumstances are as follows:

- 1) Parents refusing to contribute to the student's education
- 2) Parents unwilling to provide information on the application or for verification
- 3) Parents are not claiming the students as a dependent for income tax purposes
- 4) Student demonstrates total self-sufficiency.

Students with special circumstances should contact the Summit Salon Academy Financial Aid Office. Those students whose appeals are determined eligible will be required to submit three letters detailing the student's situation. The first letter must be from the student detailing their situation and the other two letters must be from outside sources familiar with the student's situation (i.e.: Clergy, family friend, counsellor, etc.)

Professional Judgment – Circumstances beyond the student's control (and/or family) that affect the student's (and/or family) income during the current academic year could result in a reduced estimated family contribution (EFC). Students with special circumstances should always complete a FAFSA and then contact the Financial Aid Office. If a student wishes to appeal the EFC based on special circumstances and is determined eligible to do so, the student should complete a Professional Judgment form and may be requested to supply supporting documentation of said circumstances.

VERIFICATION

Students selected by CPS (Central Processing System) for the process of verification are frequently required to submit additional information and/or parent's financial & household information to the Financial Aid Office. The verification procedures will be conducted as follows:

- 1) When selected by CPS for the process of verification, the student must submit all required documentation to the Financial Aid Office within 14 days from the date the student is notified that the additional documentation is needed for this process.
- 2) If the student does not provide all of the required documentation within the 14-day time frame, the student will be required to make other payment arrangements until the documentation is received and the student's eligibility for federal student aid has been established.
- 3) The Financial Aid Office reserves the right to make exceptions to the policy stated above on a case-by-case basis for extenuating circumstances.
- 4) The Financial Aid Office will notify the student of any changes to their financial aid award resulting from corrections made due to the verification process. An adjustment will be made to the student's financial aid award as required by federal regulations and an addendum to the existing award letter or a new award letter will be issued.

DEFERMENT

Students who are enrolled at least half time can apply for deferment of previous student loans while in attendance at the Summit Salon Academy. Please log on to www.nsls.ed.gov to find your current loan servicer and to find out more details on "in-academy deferment".

COST OF ATTENDANCE (COA)

Cost of Attendance falls into two categories, Cost of Attendance for "Dependent" students living at home and "All Others" (Dependent students living in an apartment, and Independent students) It is based on the length of the course, tuition and fees, loan fees, as well as

average national room and board, personal expenses, and transportation costs.

Below is the budget for each course.

Summit Salon Academy-Tacoma Award Year 2015 Localized COA Budget

Program Name: Cos YR1 0-900 \$10,450

Total Hours: 1800

Academic Year Length: 900

Total: 53

Weeks In Academic Year: 26

Period: Weeks

Survey Items Per Month

Living With Parents		
	0 Dependents	All Others
Room And Board:	\$778.00	\$1,378.00
Personal:	\$333.00	\$277.00
Transportation:	\$248.00	\$411.00
Total	\$1,359.00	\$2,066.00

Living With Parents 0 Dependents

	Full Time 6 Months	3/4 Time	Half Time	< Half
Tuition:	\$8,250.00			
Fees:	\$200.00			
Books / Supplies:	\$2,000.00			
Other Costs:	\$0.00			
Loan Fees:	\$56.00			
Allowance:				
Room And Board:	\$4,668.00			
Personal:	\$1,998.00			
Transportation:	\$1,488.00			
Total	\$18,660.00	\$0.00	\$0.00	\$0.00

All Others

	Full Time 6 Months	3/4 Time	Half Time	< Half
Tuition:	\$8,250.00			
Fees:	\$200.00			
Books / Supplies:	\$2,000.00			
Other Costs:	\$0.00			
Loan Fees:	\$100.00			
Allowance:				
Room And Board:	\$8,268.00			
Personal:	\$1,662.00			
Transportation:	\$2,466.00			
Total	\$22,946.00	\$0.00	\$0.00	\$0.00

Summit Salon Academy-Tacoma Award Year 2015 Localized COA Budget

Program Name: Cos YR2 901-1800 \$8250

Total Hours: 1800

Academic Year Length: 900

Total: 53

Weeks In Academic Year: 26

Period: Weeks

Survey Items Per Month

	Living With Parents 0 Dependents	All Others
Room And Board:	\$778.00	\$1,378.00
Personal:	\$333.00	\$277.00
Transportation:	\$248.00	\$411.00
Total	\$1,359.00	\$2,066.00

Living With Parents 0 Dependents

	Full Time 6 Months	3/4 Time	Half Time	< Half
Tuition:	\$8,250.00			
Fees:	\$0.00			
Books / Supplies:	\$0.00			
Other Costs:	\$0.00			
Loan Fees:	\$68.00			
Allowance:				
Room And Board:	\$4,668.00			
Personal:	\$1,998.00			
Transportation:	\$1,488.00			
Total	\$16,472.00	\$0.00	\$0.00	\$0.00

All Others

	Full Time 6 Months	3/4 Time	Half Time	< Half
Tuition:	\$8,250.00			
Fees:	\$0.00			
Books / Supplies:	\$0.00			
Other Costs:	\$0.00			
Loan Fees:	\$112.00			
Allowance:				
Room And Board:	\$8,268.00			
Personal:	\$1,662.00			
Transportation:	\$2,466.00			
Total	\$20,758.00	\$0.00	\$0.00	\$0.00

Summit Salon Academy-Tacoma Award Year 2015 Localized COA Budget

Program Name: Esthetics \$11,025

Total Hours: 750

Academic Year Length: 900

Total: 27

Weeks In Academic Year: 32

Period: Weeks

Survey Items Per Month

	Living With Parents	
	0 Dependents	All Others
Room And Board:	\$778.00	\$1,378.00
Personal:	\$333.00	\$277.00
Transportation:	\$248.00	\$411.00
Total	\$1,359.00	\$2,066.00

Living With Parents 0 Dependents

	Full Time 6 Months	3/4 Time	Half Time	< Half
Tuition:	\$9,000.00		\$9,000.00	
Fees:	\$200.00		\$200.00	
Books / Supplies:	\$1,825.00		\$1,825.00	
Other Costs:	\$0.00		\$0.00	
Loan Fees:	\$46.00		\$46.00	
Allowance:				
Room And Board:	\$4,668.00		\$8,558.00	
Personal:	\$1,998.00		\$3,663.00	
Transportation:	\$1,488.00		\$2,728.00	
Total	\$19,225.00	\$0.00	\$26,020.00	\$0.00

All Others

	Full Time 6 Months	3/4 Time	Half Time 11 Months	< Half
Tuition:	\$9,000.00		\$9,000.00	
Fees:	\$200.00		\$200.00	
Books / Supplies:	\$1,825.00		\$1,825.00	
Other Costs:	\$0.00		\$0.00	
Loan Fees:	\$82.00		\$82.00	
Allowance:				
Room And Board:	\$8,268.00		\$15,158.00	
Personal:	\$1,662.00		\$3,047.00	
Transportation:	\$2,466.00		\$4,521.00	
Total	\$23,503.00	\$0.00	\$33,833.00	\$0.00

HOW FUNDS WILL BE DISBURSED:

In order to receive their Pell Grant/Direct Loan Disbursements, students are required to have a Satisfactory Academic Progress (SAP) average of 85%. This figure is arrived at by averaging grades from the following areas: classroom work, projects, and styling area performance, as well as an 85% performance, as well as an 85% or higher attendance requirement. First disbursement is scheduled for the first day of classes for Pell and thirty days after class begins for direct loans.

Course		Disbursement Schedules
Cosmetology	Academic Year 1	30 Days after start (136 hrs.) and 451 Hours
	Academic Year 2	901 Hours and 1351 Hours or at the half way mark for transfer students
Esthetics	Academic Year 1	30 Days after start (112 hrs. for Day program & 62 Hours for Evening) and 376 Hours

At the time of disbursement, the student will sign a form acknowledging the disbursement and the status of their account.

DISBURSEMENT OF CREDIT BALANCE REFUND SUMMARY

If the student has financial aid that exceeds his or her tuition and fee charges for the academic year in which the disbursement occurred, the student will have a credit balance. All credit balance refunds will be issued by check within 14 calendar days of the date of disbursement.

A CREDIT BALANCE REFUND WILL BE GIVEN TO THE PARENT IF:

The amount of the PLUS loan is greater than the student's tuition and fees charges for the academic year in which the disbursement occurred. All credit balance refunds will be issued by check within 14 calendar days of the date of disbursement.

EFFECTS OF STUDENT LOANS

- If the student receives other forms of financial assistance such as scholarships it may reduce the student or the student's parent eligibility for Federal Aid.
- Loans must be repaid, even if the student does not finish their education. Loan repayment begins 6 months from the date of graduation or withdrawal.
- If a student does not return from a maximum of 180 day Leave of Absence, the student's loans immediately enter repayment.
- Failure to repay a student loan will leave a negative mark on the borrower's credit.
- Over borrowing of student loans may cause a borrower to pay more than their earning potential can handle, especially during the early years of repayment.

LOAN DISCLOSURES

- Student loan information published by the US Department of Education (The Guide to Federal Student Aid) is available in the Financial Aid Office.
- NSLDS (National Student Load Data System) – student loans will be submitted to the NSLDS and will be accessible by guaranty agencies, lenders and academy determined to be authorized users of the data system.

PRIVATE LOAN DISCLOSURES

Summit Salon Academy does not offer educational/institutional loans.

ANNUAL AND AGGREGATE LOAN LIMITS FOR DIRECT STAFFORD LOANS

(3rd yr. and beyond and maximum total debt from direct Stafford loans when you graduate can be found in the "Your Federal Student Loans" guide in the FA Office)

Year	Dependent undergraduate students (except students whose parents are unable to obtain PLUS loans)	Independent undergraduate students (and dependent students whose parents are unable to obtain PLUS loans)
First Year	\$5,500-No more than \$3,500 of this	\$9,500-No more than \$3,500 of this amount may

	amount may be in subsidized loans.	be in subsidized loans.
Second Year	\$6,500-No more than \$4,500 of this amount may be in subsidized loans	\$10,500 -No more than \$4,500 of this amount may be in subsidized loans

Terms and Conditions

Loan Program	Eligibility	Fixed annual interest rate	Annual loan limit	Maximum loan amount allowed when you graduate	Details
Direct Subsidized Stafford Loans	Undergraduate and graduate students enrolled at least half time. Must demonstrate financial need	For loans first disbursed on or after July 1, 2011 and before July 1, 2013: 3.4% For loans first disbursed on or after July 1, 2013 and before July 1, 2014: 3.86% For loans first disbursed on or after July 1, 2014 and before July 1, 2015: 4.66%	\$3,500 - \$8,500, depending on year in school	Undergraduate students: \$23,000	The US Department of Education is the lender and pays the interest on the loan while you are in school at least half time and during grace and deferment periods.
Direct Unsubsidized Stafford Loans	Undergraduate and graduate students enrolled at least half time. Financial need is not required	For loans first disbursed on or after July 1, 2014 and before July 1, 2015: 4.66%	\$5,500-\$20,500 (less any subsidized amount received for the same period) depending on year in school and dependency status	Dependent undergraduate students: \$31,000 (no more than \$23,000 of this amount may be in subsidized loans) Independent undergraduate students: \$57,500 (no more than \$23,000 of this amount may be subsidized loans)	The US Department of Education is the lender. You are responsible for paying all interest on the loan starting on the date the loan is first disbursed.
Direct PLUS Loans	Graduate and professional students and parents of dependent undergraduate students. Students must be enrolled at least half time. Financial need is not required. Those qualifying must not have adverse credit history.	7.21%	The student's cost of attendance (determined by the school) minus any other financial aid received	No aggregate limit for PLUS loans	The US Department of Education is the lender. The loan is unsubsidized. (i.e. You are responsible for paying all interest).

STUDENT (BORROWER'S) RIGHTS

You have a right to know the details of your loan (depending on your loan, some of the following might be included as part of your entrance counseling). Below is what you need to know and must receive from your academy, lender or the Direct Loan Servicing Center:

- The full amount of the loan and the current interest rate;

- The date you must start repayment;
- A complete list of any charges you must pay (loan fees) and information on how those charges are collected;
- Information about the yearly and total amounts you can borrow;
- Information about the maximum repayment periods and the minimum repayment amount;
- An explanation of default and its consequences; and
- An explanation of available options for consolidating your loans and a statement that you can prepay your student loan(s) at any time without a penalty.

Before you leave academy, you will receive the following information about your loan (as part of exit counseling) from your academy, lender or the Direct Loan Servicing Center:

- A current description of your loans, including average anticipated monthly payments.
- The amount of your total debt (principal and estimated interest), your current interest rate and the total interest charges on your loan;
- If you have FFELSM Loans, the name of the lender or agency that holds your loans, where to send your payments and where to write or call if you have questions;
- If you have Direct Loans, the address and telephone number of the U.S. Department of Education's Direct Loan Servicing Center;
- An explanation of the fees you might be charged during the repayment period, such as late charges and collection or litigation costs if you're delinquent or in default;
- A reminder of available options for loan consolidation and a reminder that you can prepay your loan without penalty at any time.
- A description of applicable deferment, forbearance and discharge (cancellation) provisions;
- Repayment options and advice about debt management that will help you in making your payments;
- Notification that you must provide your expected permanent address and the name and address of your expected employer; and
- Notification that you must also provide any corrections to your academy's records concerning your name, Social Security number, references and driver's license number (if you have one).

If you are attending academy at least half-time, you have a set period of time after you graduate, leave academy or drop below half-time status before you must begin repayment on a Stafford or Perkins Loan. This period of time is called a grace period.

- You will receive a grace period before your repayment period begins on a Stafford or Perkins Loan.
- Your grace period will be six or nine months depending on the type of loan.
- PLUS Loans do not have a grace period. For more information, see "When do parents and graduate and professional degree students begin repaying a PLUS Loan?"
- If you are in active military duty for more than 30 days, the grace period will be delayed.

Your academy, lender or the Direct Loan Servicing Center, as appropriate, must give you a loan repayment schedule that states:

- When your first payment is due;
- The number and frequency of payments; and
- The amount of each payment.

If you or your parents borrow under the FFEL Program, you (or your parents, or graduate and professional degree students for PLUS Loans) must be notified when the loan is sold if the sale results in making payments to a new lender or agency. Both the old and new lender must provide this notification. You must be given:

- The identity of the new lender or agency holding the loan; and
- The address where you or your parents must send payments, and the telephone numbers of both the old and new lender or agency.

STUDENT (BORROWER) RESPONSIBILITIES

1. Borrower – it is the responsibility of the student to:

- Think about how much you are borrowing: how the amount of loan will affect your future finances, and what your repayment obligation means before you take out a student loan.
- Students will need to accept or decline eligible aid. Accepted aid will be listed on the student's award letter.
- Sign a promissory note: you are agreeing to repay the loan according to the terms of the note even if you do not complete your education, can't get a job after you complete the program, or you didn't like the education that you received. You can do this online at www.studentloans.gov. This promissory note can be signed electronically or hard copy before any loan funds can be disbursed.
- Make payments on time: you are required to make payments on time even if you don't receive a bill, repayment notice, or a reminder. You also must make monthly payments in the full amount required by your repayment plan. Partial payments do not

fulfill your obligation to repay your student loan on time.

- Continue to pay your loans while waiting for deferment or forbearance approval.
- Keep in touch with your loan servicer: notify your servicer when you graduate; withdraw from academy, drop below half-time status, change your name, address, or social security number; or transfer to another academy.

2. Entrance Counseling: First-time borrowers must complete an entrance counseling session before your first loan disbursement. This session includes useful tips and tools to help you develop a budget for managing your education expenses and help you to understand your loan responsibilities. Each student will complete the Department of Education's entrance counseling online at www.studentloans.gov.

- Review deferment
- Importance of keeping financial aid papers
- Reinforce the importance of repayment
- Importance that loan repayment is required even if the student does not finish their education
- Default and its consequences
- How to use the MPN or E-MPN
- Explain interest and capitalization
- Provide sample monthly repayment amounts and the importance of not over borrowing
- NSLDS and how to access the system
- Contact information for questions
- Notification of change of name or address
- Withdrawal from the program and how the withdrawal will affect the student

3. Exit Counseling: Students must complete exit counseling before you leave academy to make sure you understand your rights and responsibilities as a borrower. Each student will complete the Department of Education's exit counseling online at www.nsls.ed.gov and www.studentloans.gov as well as discuss the following during your personal appointment with the FAO:

- Review information concerning loans from entrance interview
- Review repayment options including seriousness and importance
- Review average in-debtiness of student borrowers and anticipated monthly repayment amount
- Provide information on loan consolidation (pros and cons)
- Discuss how to contact the party servicing the student borrowers direct loans
- Discuss debt management strategies
- Provide information on forbearance, deferment and cancellation options
- Describe the likely consequences of default
- How to access the NSLDS website and availability of FSA Ombudsman's Office
- Help the borrower understand their rights and responsibilities concerning loan repayment
- Collect updated personal contact information for the borrower

2. Repayment of Loans: There is a set time period after a student graduates, leaves the Academy or drops below half-time status before the student must begin repayment of loan(s). This period of time is called a grace period and gives the student the time to get financially settled and select a repayment plan. The grace period for a Direct Stafford loan is six months. Plus Loans do not have a grace period. Depending on the type of loan a student receives and the repayment plan chosen, the student may have from 10-25 years to repay the loans. Monthly repayment amount will depend on the type of loan, size of debt, length of repayment period and repayment plan chosen. For more information, go online to www.studentaid.ed.gov/repaying.

	Interest Rate	5.00%	6.00%	7.00%	8.00%
Amount Borrowed		Payments	Payments	Payments	Payments
\$2,500.00		\$26.52	\$27.76	\$29.03	\$30.33
\$5,000.00		\$53.03	\$55.51	\$58.01	\$60.66
\$10,000.00		\$106.06	\$111.02	\$116.11	\$121.33
\$15,000.00		\$159.10	\$166.53	\$174.16	\$181.99
\$20,000.00		\$212.13	\$222.04	\$232.22	\$242.66

This chart is for a standard ten-year (10) repayment plan.

This chart is intended to show monthly payments at various debt and interest rates. The amounts above include all outstanding loan balances at the time of entering repayment. The last payment in the ten-year cycle may be smaller than the amount listed above.

REFUND POLICY

The Academy Withdrawal and Settlement (Refund) Policy is intended to be written in clear language so it is easily understood. The Admissions Representative is available for further clarity, if needed. This refund policy applies to all withdrawals by either party for any reason, including student decision, course/program cancellation, or Academy closure. The Academy Withdrawal and Settlement (Refund) Policy can also be found in the Academy's Enrollment Agreement.

The Academy Withdrawal and Settlement (Refund) Policy complies with any mandated federal policies for each student. If the Student (or the Student's parent or legal guardian if the Student is a minor) cancels the enrollment in person or in writing within three business days of the execution of the Enrollment Agreement, all monies paid, pursuant to this Agreement, including the registration fee, shall be refunded by The Academy to the Student. This policy applies regardless of whether or not the student has actually started training. An applicant not accepted by The Academy shall receive a refund of all monies paid including tuition and registration fee. If the Student cancels enrollment after three business days of contract signing but prior to the commencement of classes for which the Student is enrolled, the Student shall be entitled to a refund of all monies paid to The Academy, less the registration fee. The registration fee for each course/program of study at The Academy is \$200. Refund calculations are performed for each course/program individually.

The date of the official cancellation or withdrawal of the Student will be determined by the postmark on the written notification by means of mailed letter, or date of fax or email correspondence, or the date said information is delivered to an Academy administrator or Academy owner in person. Any monies due the Student, who officially withdraws or is terminated by The Academy, shall be refunded as soon as possible (but no later than 45 days) following the date of official cancellation or withdrawal.

The Academy monitors student attendance on a weekly basis. Except in unusual circumstances, the date of the Academy's determination that the student unofficially withdrew will be no later than 14 days from the Student's last date of attendance. Any monies due the Student who unofficially withdraws shall be refunded as soon as possible (but no later than 45 days) after such date of determination or, in the case of a leave of absence, the date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the Student notifies The Academy that the Student will not be returning. In the event the Student begins but does not complete the course/program of study, the Student is charged according to the Academy Refund Policy and the Student is assessed a \$150 administrative fee. Scheduled hours up to and including the last date of attendance equals completed hours for refund purposes. Books and Kit items are non-refundable.

Minimum Tuition Adjustment Schedule followed by The Academy

The Academy maintains evidence that refund calculations have been performed, when applicable, and Academy refunds are received by the recipient in a timely manner, such as, but not limited to, a cancelled check, bank reconciliation, signed receipt of delivery, or documentation that funds were disposed of in accordance with applicable federal or state regulations. See chart below:

For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds:

Percentage of Total Course/program completed represented by hours scheduled as of last day of attendance	Amount of Total Tuition Owed to The Academy
0.001% to 4.9%	20%
5.0% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

If the Student has completed 50% or more of the course/program hours, no refund is due and all remaining tuition and fees are due.

If a course/program is canceled subsequent to a Student's enrollment and before instruction in course/program has begun, The Academy shall at its option:

- (a) Provide a full refund of all monies paid; or
- (b) Provide completion of the course/program.

If The Academy cancels a course/program and ceases to offer instruction after students have enrolled and instruction has begun, The Academy shall at its option:

1. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
2. Provide completion of the course/program; or
3. Participate in a Teach-Out Agreement; or
4. Provide a full refund of all monies paid.

If the Academy is permanently closed and ceases to offer instruction after students have enrolled and instruction has begun, the Academy must make arrangements for students.

The Academy has at its option:

1. Provide a pro rata refund; or
2. Participate in a Teach-Out Agreement.

The student will be given a copy of the results of the refund calculation in writing, including any applicable debts owed the Academy or refund the Academy owes to the student.

If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the Academy.

Any collection procedures reflect good taste and sound, ethical business practices. Collection correspondence regarding cancellation and settlement from the Academy itself, banks, collection agencies, lawyers, or any other third parties representing the Academy clearly will acknowledge the existence of the Academy Withdrawal and Settlement Policy.

RETURN OF TITLE IV FUNDS

The Return of Title IV Funds calculation is made by the payment period. The Federal Return of Title IV Funds calculation is mandated by federal law for Students who have received financial assistance under the Higher Education Act, i.e. Federal Pell Grants or Federal Direct Loan Course/Program Subsidized and Unsubsidized Loans or the Federal Direct PLUS Loan Course/Program and who fail to complete the portion of their instructional Course/Program for which the funds were awarded and disbursed. If the enrollment is terminated during the first 60% of the scheduled hours of any payment period, the Federal Return of Title IV Funds calculation will apply. If over 60% of the scheduled payment period has elapsed, no refund of Title IV funds is due to the federal government.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

The SAP is consistently applied to all students enrolled at the academy. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. See Catalog.

EVALUATION PERIODS

Students will be evaluated for satisfactory academic progress status based on actual hours completed at the following points. If at one of the below checkpoints / evaluations, the student is not making SAP, the student will follow the Financial Aid Warning and Financial Aid Probation requirements as established in this policy. All students are evaluated for Satisfactory Academic Progress.

Full Time Cosmetology Incremental Evaluation Period	450 clock hours	900 clock hours	1350* clock hours
Cumulative weeks to complete: (normal # of cumulative weeks divided by 85%)	16 weeks	31 weeks	47 weeks

Full Time Esthetics (days) Incremental Evaluation Period	375 clock hours*
Cumulative weeks to complete: (normal # of cumulative weeks divided by 85%)	16 weeks

Part Time Esthetics (evenings) Incremental Evaluation Period	375 clock hours*
Cumulative weeks to complete: (normal # of cumulative weeks divided by 85%)	28 weeks

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint of the academic year or program, whichever occurs sooner. *Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 85% of the hours possible based on the applicable attendance schedule in order to be

considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, The Summit Salon Academy will determine if the student has maintained at least 85% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 85% of the scheduled contracted hours. The maximum time frame in which a full time cash paying student or financial aid student (to receive Title IV Aid) can complete the course is no more than 118% of the course length, allowed for students to complete each course at satisfactory academic progress is stated below:

Course	FT/PT	Hrs./Wk.	Course Hrs.	Minimum Weeks *	Maximum Time Frame in Weeks and Hours	
					Scheduled Hours	Weeks beyond contract end date
Cosmetology	FT	34	1800	53	2118	4
Esthetics (days)	FT	28	750	27	882	4
Esthetics (evenings)	PT	15.5	750	48	882	3

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 85% of the scheduled hours.

ACADEMIC PROGRESS EVALUATIONS – The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed. Practical skills are evaluated according to written procedures and set forth in practical skills evaluation criteria adopted by the academy. Students must make up missed tests and incomplete assignments. Students must be at a minimum 85% GPA to graduate. The following grade scale is utilized for theory evaluation, which utilizes a 100-point grading scale:

A	95 – 100%	Excellent
B	90 – 94%	Very Good
C	85 – 89%	Satisfactory
Not Passing	84.9% and Below	Unsatisfactory, Does not meet standards

Letters are given for practical skill evaluation. Evaluation is marked as a “C” for completed steps or an “I” for in-completed steps. A zero will be given in each step for refusal of a guest or service. When a student is struggling in one or more areas of study or skill level, the educator will advise the student on how the incomplete can be successfully completed.

10 steps completed	100%	9 steps completed	90%	8 steps completed	80%
7 steps completed	70%	6 steps completed	60%	5 steps completed	50%
4 steps completed	40%	3 steps completed	30%	2 steps completed	20%
1 step completed	10%	0 steps completed	0%		

Letters are given for practical skill evaluation. Evaluation is marked as a “C” for completed steps or an “I” for incomplete steps. A zero will be given in each step for refusal of a guest or service. When a student is struggling in one or more areas of study or skill level, the facilitator will advise the student on how the incomplete can be successfully completed.

COMPLETES

Students may receive a “C” for complete from an educator when the student has completed a practical skill successfully.

INCOMPLETES

Students may receive an, "I" for incomplete from an educator when the student is attempting to learn a practical skill but needs additional time or practice to complete the work.

INADEQUATE GRADES

When a student is struggling in one or more areas of theory or practical skills, the educator will advise the student on how the deficiency can be successfully completed and determine a deadline for the work to be completed satisfactorily.

DETERMINATION OF PROGRESS

Students meeting requirements at the end of each payment period will be considered making Satisfactory Progress. In order for a student to be considered making Satisfactory Progress, the student must meet both attendance and academic minimum requirements.

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination Report at the time of each of the evaluations. This report notifies the student of any evaluation that may impact the student's eligibility for Title IV aid. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making SAP while during the warning period. The student will be advised in writing on the actions required to attain SAP by the next evaluation. If, at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation pending an appeal and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress, at the next checkpoint after the warning period may appeal to be placed on probation. If the student is successful in the appeal they will be placed on probation and considered to be making SAP during the probationary period. Additionally, only students who have the ability to meet the SAP policy standards by the end of the evaluation period may be placed on probation. 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. Students who are progressing according to their specific academic plan will be considered making SAP. The student will be advised in writing of the actions required to attain SAP by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for SAP or by the academic plan, he/she will be determined as NOT making SAP and, if applicable, students will not be deemed eligible to receive Title IV funds. Students who are not eligible to receive Title IV funds, can remain enrolled only by cash paying. The cash paying student must be eligible to graduate within the maximum time frame.

REESTABLISHMENT OF STATUS

A student determined NOT to be making SAP may reestablish SAP by, making up missed tests and increasing cumulative grade average to 85% and/or increasing cumulative attendance to a minimum of 85%.

REINSTATEMENT OF FINANCIAL AID

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. 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.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards. Course incompletes and repetitions will have an effect on the student's SAP but has no effect on the academy's Satisfactory Academic Progress Policy in regards to 85% grades and 85% attendance requirement.

RE-ENTRY/INTERRUPTIONS

All students who are approved for re-entry enter at the same SAP level as when they withdrew. Students who drop and re-enroll within 180 days will enter at the same tuition rate as when they withdrew until the student reaches the next checkpoint as listed on the Satisfactory Academic Process Policy. For the remaining period of enrollment beyond the closest checkpoint at time of re-entry, tuition will be at the current level as per stated in the applicable catalog at the time the student re-enrolls. Tuition costs under the enrollment agreement are reflective of the program hours that must still be taken, after giving hours for work performed in the student's earlier enrollment.

TRANSFER HOURS POLICY (see catalog)

With regard to SAP, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. Transfer hours are not included in the student's SAP calculation as SAP evaluation periods are based on actual contracted hours at the academy.

LEAVE OF ABSENCE (LOA) POLICY

An authorized Leave of Absence (LOA) is a temporary interruption in the student's course of study. The LOA refers to a specific period of time in which a student is not in attendance. An LOA is not required if a student is not in attendance for an institutionally scheduled break. However, a scheduled break may occur during an LOA. An LOA must meet certain conditions to be counted as a temporary interruption (LOA) instead of being counted as a withdrawal, which would then require the Summit Salon Academy to perform a refund calculation. A student who must take an approved Leave of Absence (LOA) or must withdraw from training for nonacademic reasons may return to the Academy with no loss of SAP if the student was making SAP when the student left.

A student who must take an approved Leave of Absence (LOA) or must withdraw from training will return to the academy in the same progress status as prior to the leave of absence.

The LOA must be requested and approved in writing prior to LOA occurring. In addition, the student is required to list the reason for the LOA as well as provide supporting documentation. Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it via mail or in person within a reasonable resolution of the emergency to the Academy.

A student may be granted a LOA for any of the following reasons:

1. Medical Issues
2. Military Requirements
3. Jury Duty
4. Mitigating Circumstances beyond the Student's Control
5. Academy Staff recommendation

The student must follow the Academy's Leave of Absence Policy when requesting an LOA and get an approval of the request for a LOA in accordance with the Academy Policy. There must be reasonable expectations that the student will return from the LOA. The institution may not assess the student any additional institutional charges as a result of the LOA. A student granted an LOA that meets the criteria is not considered to have withdrawn, and no refund calculation is required at that time.

If the student is receiving consumer loans, no aid will be disbursed during the LOA and no Title IV loans will be disbursed during the LOA.

Students taking an unapproved LOA will be considered withdrawn at the start of the unapproved LOA. The last date of attendance prior to the LOA will be utilized for the purposes of calculating a refund.

The maximum time frame for a LOA is 180 calendar days and the minimum is 5 calendar days. The Summit Salon Academy permits more than one LOA provided the total number of days of all LOA does not exceed 180 calendar days within a 12 month period. If the student does not return from the LOA within the 180 calendar days, the student will be dropped from the Academy. The student's loans will go into repayment after 180 days from the last date of attendance.

On the day the student returns from a LOA the student is required to inform the Financial Aids Office of the return and complete an enrollment agreement addendum or initial the correction on the contract. The student's contract and maximum time frame will be extended for the same number of days the student was on LOA without any penalty to the student.

COMPLAINT PROCEDURE

Summit Salon Academy will make every attempt to resolve a complaint that is not frivolous or without merit. Forms for filing a complaint can be obtained from any administrative personal or facilitator. Complaint procedures are included in the Student Handbook as part of the student orientation process, assuring all students are aware of the Academy policy and procedures for filing a complaint. Evidence

of all final resolutions to a complaint will be kept in the Academy files' and will be available during an accreditation onsite visit in order to determine nature, frequency and patterns of complaints against the Academy.

A complaint may be filed by any party who has good reason to believe that an accredited academy or an initial applicant or institution in candidate status has violated accreditation standards and criteria or other accreditation requirements. Parties include but are not limited to, students and former students of the Academy, prospective students, governmental agencies with responsibility for activities of cosmetology or massage academies, members of the public, and other accredited academies. The accrediting body will not intervene on behalf of students in cases of disciplinary action or dismissal, or act as a court of appeals in such matters as admission, graduation, fees, and similar points of issue, unless the context suggests unethical or unprofessional actions that seriously impair or disrupt the educational services of a candidate or accredited institution. See the Summit Salon Academy Student Handbook for additional steps.

FOR ALL STUDENTS PARTICIPATING IN CONSUMER LOANS OR FEDERAL FINANCIAL AID

PREFERRED LENDER LIST/ARRANGEMENTS

Private educational/institutional loans are not offered by the Summit Salon Academy nor does the academy have preferred lender arrangements.

All students attending the Summit Salon Academy are not required to use any federal or private lender recommended by the Summit Salon Academy and may choose to use a lender of their choice and the Academy is required to process loan documents for any eligible lender selected by students.

Terms offered by preferred lenders are equally available to all of the Academy's' eligible students.

Summit Salon Academy's' financial aid staff shall conduct a performance review of its preferred lenders at least once every 12 months and make changes when appropriate.

Summit Salon Academy's primary goal is to assist students in achieving the educational career goals by providing appropriate financial resources. The Financial Aid Office is committed to:

- Making every effort to assist students and families with their financial need
- Inform students and remove financial barriers for those desiring to further their education
- Educating students and families concerning all consumer information and aid available for those who qualify
- Protecting and respecting the privacy of students
- Ensuring the confidentiality of student records and personal circumstances
- Performing a needs analysis for each student desiring to apply for financial assistance with all needs analysis performed in a consistent manner
- Providing services that do not discriminate on the basis of race, gender, religion, age, economic status, ethnicity or sexual orientation
- Attending training seminars after approved for Title IV funding to stay current with all DOE regulations
- Remaining at the highest level of ethical behavior
- No Co-branding or sharing of logos with the lender(s)

Summit Salon Academy's staff are expected to always maintain ideal standards of professionalism in relation to interacting with students and families while carrying out the responsibilities of their position. All Academy staff involved will:

- Remain objective in making decisions and advising in relation to the student's financial aid
- Provide accurate information without any personal bias
- Abstain from taking any actions for personal benefit
- After approved for Federal funding, follow the Title IV laws and regulations
- Will keep the best interest of the student and families first and foremost
- Refrain from soliciting or accepting gifts from loan agencies, or any government agency

CODE OF CONDUCT / ACADEMY ETHICS

Federal Reserve Board and Department of Education final rules for private education loans and Title IV Funding

Replaces prior special rules for student credit extension

The Federal Reserve Board (FRB) regulates required disclosures on private education loans and defines certain key terms. The Department of Education (ED) regulates the required disclosures on Title IV Aid, HEA loans and private education loans.

The Higher Education Opportunity Act (HEOA) defines:

An Institution-affiliated organization is an entity directly or indirectly related to a covered institution that recommends, promotes, or endorses education loans.

Lender-an eligible private education lender or any other person engaged in the business of securing, making or extending education

loans on behalf of the lender.

Private education loan-is a non-Title IV loan provided by a private educational lender expressly for post-secondary educational expenses and does not include an extension of credit under an open-end consumer credit plan or secured by real property.

Summit Salon Academy is not considered a private lender if the extension of credit is 90 days or less and interest will not be applied to the credit balance and the term is one year or less, even if payable in more than 4 payments.

CODE OF CONDUCT REQUIREMENTS FOR SUMMIT SALON ACADEMY – Affiliated Organizations

- Summit Salon Academy will administer, enforce, and review the Code of Conduct for all Academy staff involved annually.
- Lenders are also required to enforce and review the same Code of Conduct with the affiliate’s agents annually.
- Summit Salon Academy prohibits a conflict of interest between Summit Salon Academy FAO and the preferred lenders.
- Summit Salon Academy does not promote any lender during the Entrance/Exit Interview process.
- Summit Salon Academy does not promise any loan volume to any preferred lender.
- The Code of Conduct prohibits revenue-sharing arrangements with any lender.
- Summit Salon Academy will not collect a fee in exchange for promoting a lender nor collect any revenue or profit sharing.
- The Financial Aid Department or Officer or Owner will not receive gifts from any preferred lender
- “Gifts” include: gratuity, favor, discount, entertainment, hospitality, loan, services, transportation, lodging, meal, or other items deemed as a “gift”.
- The term “Gift” does not include: food or refreshments during a professional training session meant to improve service and does not include favorable terms to student, standard marketing material, and philanthropic contributions from a lender in exchange for advantages to related loans, or any state aid.
- Summit Salon Academy will utilize marketing materials advantageous to the applicant from the lender(s) to counsel, aid in financial literacy and debt management as long as the lender discloses that the lender prepared the provided materials.
- Summit Salon Academy does not hire any consultants contracted by any private lender.
- Summit Salon Academy does not have any affiliates of lenders serve on their Advisory Board.
- Summit Salon Academy owners/staff will not participate on any affiliated lenders Advisory Board.
- Summit Salon Academy Financial Aid/Assistance Office is prohibited from directing borrowers to certain lenders or delaying loan certifications. Summit Salon Academy does not assign lenders to any student’s aid award package and does not refuse or delay loan certification based on the borrowers choice of lender.
- Summit Salon Academy is not involved in payment to any lenders, whether directly or indirectly, in exchange for points, premiums, or interest of financial support in exchange for extending credit to a student.

ACADEMIES OFFERING FEDERAL AID UNDER THE PROGRAM PARTICIPATION AGREEMENT WILL:

- Develop, publish, and administer and enforce the code of conduct with respect to loans guaranteed under the Title IV programs or Higher Education Act (HEA) loan programs.
- Compile yearly, maintain, and make available to all students, a list of lenders for loans issued or guaranteed under the Title IV programs or HEA loan programs.
- Summit Salon Academy, upon request from a student or prospective student, must provide a Department of Education/FRB self-certification form and information needed to complete the form.
- Self-certification form must contain disclosures stating the applicant may qualify for Federal, State, or Academy aid. The applicant will be encouraged to discuss available options with the Financial Aid Officer and that private education loans may affect the applicant’s eligibility for Federal, State, or Academy aid. Summit Salon Academy will aid the applicant in reviewing what information the applicant must provide on the self-certification form obtained in Summit Salon Academy Financial Aid Office. Information reviewed with applicant will include Cost of Attendance (COA), the student’s Estimated Financial Assistance (EFA), and the difference between the two.
- The lender may provide to the applicant a pre-filled self-certification form. This self-certification form must be signed by the applicant.
- The lender must obtain the signed self-certification form before consummation of the loan.
- Lender may receive the self-certification from the applicant or Summit Salon Academy.

ADMINISTRATIVE CAPABILITY

When the PPA is originally signed and upon continuing to participate in Title IV aid or HEA programs, Summit Salon Academy will:

Report annually to The Department of Education any “reasonable reimbursements” in accordance with State or Federal reimbursement policies that are paid by any private education lenders to any Academy employee in the Financial Aid Office who is responsible for education loans.