



# Cosmetology Financial Aid Award Addendum 2015 • 2016



MORAINÉ  
PARK  
TECHNICAL COLLEGE

**Full Time Cosmetology Program  
Financial Aid Award Addendum  
2015-2016**

**IMPORTANT:** Please refer to the Moraine Park Financial Aid Award Guide for more information on other financial aid topics.

**Estimated Program Cost of Attendance-Full Time (11 months for August 2015 starting students)**

	Living on Own*	Living With Parents*
Tuition and Fees	\$5,811	\$5,811
Board	\$8,614	\$3,849
Books/Supplies	\$2,656	\$2,656
Personal Expenses	\$2,344	\$2,344
Transportation	\$2,247	\$2,247
<b>Total</b>	<b>\$21,672</b>	<b>\$16,907</b>

\*WI Resident, Full time

**Estimated Program Cost of Attendance-Full Time (14 months for January 2015 starting students)**

	Living on Own*	Living With Parents*
Tuition and Fees	\$6,091	\$6,091
Board	\$10,150	\$4,620
Books/Supplies	\$2,544	\$2,544
Personal Expenses	\$3,024	\$3,024
Transportation	\$2,772	\$2,772
<b>Total</b>	<b>\$24,581</b>	<b>\$19,051</b>

\*WI Resident, Full time

**Estimated Cost of Attendance** Typical student expenses included in the average cost of going to college depends on whether you live at home or off campus in a house or apartment and how far you commute to campus.

Not all costs have to be paid up front. Some expenses, such as transportation, are spread out over the year and can be met by a student working part-time during the year. Some expenses, such as room and board, may be covered by parents and will not represent an out-of-pocket cost for you.

**Cosmetology Program**  
**Important: All students in the Cosmetology program who wish to utilize financial aid funds are required to attend a mandatory financial aid orientation at the beginning of the program. Failure to attend this orientation will prevent the student from receiving financial aid disbursements.**

Financial Aid funds will be disbursed after every 16 weeks for students who began the Cosmetology program in August 2015. Financial Aid funds will be disbursed after every 14 weeks for continuing students (who started in January 2015). An academic year for the August 2015 starting program consists of at least 1200 hours and 32 weeks of instruction. An academic year for students who began the program in January 2015 program consists of at least 936 hours and 28 weeks of instruction. Students can expect disbursements at the beginning of school and when they have successfully completed 600 and 1200 hours for the Cosmetology program. Students who began the program in January 2015 can expect disbursements at the beginning of school and when they have successfully completed 468, 936, and 1404 hours for the Cosmetology program.

Students must meet these clock hour requirements and meet all aspects of **Satisfactory Academic Progress (SAP)** in order to be eligible for Title IV funding. Each student will be

evaluated on an individual basis to determine eligibility based on total cumulative hours and weeks in each payment period.

**Enrollment Status for Cosmetology Students**

Enrollment status for students in Cosmetology is based on the average number of hours per week of instruction.

Full Time=24 or more hours per week of instruction

Half Time=12-23 hours per week of instruction

Less than Half Time=Fewer than 12 hours per week of instruction

**Disbursement of Financial Aid**

The full time Cosmetology program at Moraine Park consists of one academic year and a partial academic year.

Estimated dates for disbursement (refunds are first available the Friday following these dates) for students beginning the Cosmetology program in <b>August 2015:</b>
Payment Period 1: September 8, 2015
Payment Period 2: February 8, 2016*
Payment Period 3: June 20, 2016*

Estimated dates for disbursement (refunds are first available the Friday following these dates) for students beginning the Cosmetology program in <b>January 2015:</b>
Payment Period 1: February 2, 2015
Payment Period 2: May 4, 2015*
Payment Period 3: September 23, 2015*
Payment Period 4: February 8, 2016*

\*Date is subject to change based on student's eligibility and progress in the program

Funds are only disbursed if the student is eligible and within the payment period they are meant to cover. When the Financial Aid Office determines that the student is eligible through the program instructors' attendance and grading records, the funds will be credited to the student's Moraine Park account. Current payment period financial aid funds may cover only \$200 maximum on a prior year past due balance.

For all first-year, first-time borrowers, Moraine Park may not credit the student's account with Direct Loan funds until 30 days after the first day of class. All subsequent disbursements will come after the student has completed the required credit hours AND weeks of a payment period.

**Satisfactory Academic Progress Standard for Cosmetology (August 2015 start)**

<b>Program Length:</b> 1,575 clock hours
<b>Full Time program length:</b> 42 weeks
<b>Maximum Time Frame:</b> One and one-half times the length of the program (63 weeks for Full Time program)
<b>Required Grade Average:</b> Student must achieve a C grade average (77%) or better throughout the entire program.
Payment periods for disbursements of federal funds are scheduled to be paid at the beginning of the program and after the completion of 600 and 1200 hours.
1. From 1-600 hours = First payment period
2. From 601-1200 hours = Second payment period
3. From 1201-1575 = Third payment period

**Required Completion Rate/evaluation standards:**

In addition to the meeting hour and grade averages listed above, the student must also be progressing toward successful completion of the program within the maximum time frame, 63 weeks for Full Time students, at the following rate:

After this number of weeks:	24	48	63
You must have completed at least:	600	1200	1575

Students meeting minimum requirements at evaluation will be considered to be making satisfactory progress only until the next scheduled evaluation.

Academic and attendance evaluation reports will be reviewed at 600 hours and 1200 hours of training during the student's course of study. Students who make an overall grade average of C or better (77% average) in all of their courses on their academic evaluation and are meeting their scheduled attendance hours by their next evaluation are considered to be meeting satisfactory progress. Most courses allow for four hours of excused absence without grading penalty; after that point, one point per hour comes off the student's grade.

**Satisfactory Academic Progress Standard for Cosmetology (January 2015 start)**

<b>Program Length:</b> 1,872 clock hours
<b>Full Time program length:</b> 56 weeks
<b>Maximum Time Frame:</b> One and one-half times the length of the program (84 weeks for Full Time program)

<b>Required Grade Average:</b> Student must achieve a C grade average (77%) or better throughout the entire program.
Payment periods for disbursements of federal funds are scheduled to be paid at the beginning of the program and after the completion of 468, 936 and 1404 hours.
1. From 1-468 hours = First payment period
2. From 469-936 hours = Second payment period
3. From 937-1404 = Third payment period
4. 1405-1872 = Fourth payment period

**Required Completion Rate/evaluation standards:**

In addition to the meeting hour and grade averages listed above, the student must also be progressing toward successful completion of the program within the maximum time frame, 84 weeks for Full Time students, at the following rate:

After this number of weeks:	21	42	63	84
You must have completed at least:	468	936	1404	1872

Students meeting minimum requirements at evaluation will be considered to be making satisfactory progress only until the next scheduled evaluation.

Academic and attendance evaluation reports will be reviewed at 468 hours, 936 hours, and 1404 hours of training during the student's course of study. Students who make an overall grade average of C or better (77% average) in all of their courses on their academic

evaluation and are meeting their scheduled attendance hours by their next evaluation are considered to be meeting satisfactory progress. Most courses allow for four hours of excused absence without grading penalty; after that point, one point per hour comes off the student's grade.

### **Financial Aid Warning**

Students who fail to meet the satisfactory academic progress policy for the cosmetology clock hour program, (less than a minimum overall grade average of C or 77% in the instructor records) will be placed on Financial Aid Warning for one payment period. While on Financial Aid Warning, a student may receive financial aid but must meet Satisfactory Academic Progress standards at the end of the payment period.

### **Financial Aid Suspension**

Students still not meeting after the completion of the Financial Aid Warning payment period will be placed on Financial Aid Suspension and will lose their eligibility to receive financial aid. To regain financial aid eligibility students must complete course work at their own expense until the above policy minimums are met. Any student who regains eligibility will be considered as making satisfactory academic progress. Students may appeal a Financial Aid Suspension. The steps to the appeal are detailed under "Appeals to the Satisfactory Academic Progress Policy."

### **Appeals to the Satisfactory Academic Progress Policy**

A student who believes their Financial Aid

Suspension is due to extenuating circumstances beyond their control can submit a written appeal. The appeal form can be found online at morainepark.edu.

The request must detail the circumstances and must include third party documentation to substantiate the basis of the appeal. The U.S. Department of Education regulations (34 CFR 668.34) state that a student must meet one of the following criteria to appeal suspension from financial aid.

1. Death of an immediate relative of the student
2. Injury or illness of the student
3. Other circumstances that result in undue hardship to the student

Documentation must be provided to substantiate one of the above criteria. Appeals without documentation and/or not meeting one of the criteria will be denied. If the appeal is denied, the student will be notified in writing that the financial aid suspension will remain in place.

The appeal and all documentation will be reviewed by committee. If an appeal is granted, the student will be notified in writing. The student will also be placed on Financial Aid Probation (for one payment period) and will be subject to any additional criteria specified in the appeal approval letter. Each student with an approved appeal must enroll in and complete a Careers course in which an Academic Plan for success will be developed. The course and plan must be completed within the first four weeks of the student's Financial Aid Probation payment period. This plan must be maintained until the completion of the student's program in order to continue to receive financial aid for any further payment

period. It is the student's responsibility to notify the Financial Aid office that any conditions of Financial Aid Probation have been met to continue to receive aid. If, at the end of the Financial Aid Probation period, the student is not meeting the conditions of the Academic Plan or did not finish the Careers course within the first four weeks of the period, the student will be suspended and ineligible to receive further financial aid at Moraine Park until SAP standards are satisfied.

### **Return of Title IV Financial Aid**

In general, federal regulations assume that students "earn" federal financial aid in direct proportion to the percentage of the payment period they complete. Federal law requires schools to calculate how much federal financial aid a student has earned if that student:

- Completely withdraws, or
- Stops attending before completing the payment period, or
- Does not complete all modules (courses that are not scheduled for the entire payment period) for which he/she has registered at the time those modules began.
- Receives all Fs for all courses in any payment period.

Based on this calculation, Moraine Park Technical College students who receive federal financial aid and do not complete all their scheduled classes during a payment period could be responsible to repay a portion of the aid they received. Withdrawal from all courses before aid disbursements/refunds are available will cancel all financial aid. One hundred percent withdrawals, class cancellations, not attending and complete withdrawals subject

to the federal refund requirements may still require adjustments and repayments.

Unearned funds must be calculated and returned as soon as possible but not later than 45 days from the determination of the student's withdrawal.

If a student leaves the institution prior to completing 60% of a payment period, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period completed =  
the number of clock hours the student was scheduled to complete in the period as of the day the student withdrew divided by the total clock hours in the payment period. This percentage is also the percentage of earned aid.

If a student earned less aid than was disbursed, Moraine Park Technical College would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student may owe a balance to Moraine Park.

If a student does not pay funds due to the College to cover tuition and fees balance that resulted after the College returned their unearned portion of the federal funds, the student's records will be placed on financial hold. This means you will not be permitted to register for classes or receive transcripts until your balance is paid. Students who do not make payments or satisfactory arrangements will also have their debts submitted to outside collections and/or the State of WI Tax Refund Intercept Program for collection. Please contact the Accounting and Financial Services Office (AFS) at (920) 924-6321 for payment information. In addition, Moraine Park will refer all unpaid grant overpayments to the US Department of Education and you will become ineligible for further financial aid funding.

[morainepark.edu](http://morainepark.edu)



Moraine Park Technical College does not discriminate on the basis of race, color, national origin, sex, disability or age in employment, admissions or its programs or activities.  
The following person has been designated to handle inquiries regarding the College's policies: Equal Opportunity Officer, Moraine Park Technical College, 235 North National Avenue, PO Box 1940, Fond du Lac, WI 54936-1940, 920-924-6459 or 920-924-3232.