SKINWORKS
SCHOOL OF ADVANCED SKINCARE

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

STUDENT NAME : _____

START DATE: _____ TODAY'S DATE: _____

PROGRAM NAME:_____

☐ EVENING (22HRS) ☐ DAY (30HRS)

Satisfactory Academic Progress (SAP) is defined as the reasonable progression toward the successful completion of certification requirements for the Esthetician Programs offered at Skin Works School of Advanced Skin Care. The Financial Aid office will perform a review of academic progress at different clock hour intervals 450 and 900 for the Master program. These intervals are determined to accommodate our Title IV agreements. The dates determined from the Education Department are based on what a regular student, at a minimum, should complete at certain intervals, and are subject to school holidays and unexpected time off.

Skinworks School of Advanced Skin Care will review the number of hours completed by the student (Quantitative Component) as well as the cumulative grade point average earned during this time (Qualitative Component). In accordance with federal regulation, the components of Satisfactory Academic Progress (SAP) are described below. Students who receive a notification of failed SAP at one interval will have until the next interval to complete the appropriate number of hours and/or cumulative Grade Percentage required by the school. Notification will come from our Financial Aid office.

ATTENDANCE SAP POLICY

- Students must maintain an 95% attendance to be in good standing.
- If a student falls below an 80% attendance, they will be put on Financial Aid probation for the following payment period. Student will need to meet the 80% SAP requirement. If this is not achieved the student will risk losing their financial aid eligibility.
- Excessive tardies and absences may result in a written warning and possible expulsion from the school.

IN ADDITION, 14 CONSECUTIVE ABSENCES FOR STUDENTS WITH NO COMMUNICATION TO THE SCHOOL WILL RESULT IN IMMEDIATE DISMISSAL FROM THE PROGRAM.

I. SATISFACTORY COMPLETION OF CLOCK HOURS FOR EACH PROGRAM (QUANTITATIVE COMPONENT)

Due to the nature of the program, necessity of graduating in an accelerated time-frame, as well as the pertinence of information gathered for skin care, treatments and preparation of passing State Board Exams, there is NO room for excessive absences. Hours are reviewed with students at the expected hour intervals. **Skin Works School of Advanced Skin Care requires that students have 80% attendance at these intervals**; FOR EXAMPLE: at the 450-hour mark, students must have *at least* 360 hours completed.

II. GRADE PERCENTAGE REQUIREMENT (QUALITATIVE COMPONENT)

Each student must meet a cumulative grade point average standard to remain eligible for assistance. The minimum percentage is 75% (equivalent to a C average). Cumulative GPR is reviewed at 450 and 900 hour intervals. Your grade consists of the following:

- Quantitative (Attendance) = 100%
- Qualitative
  - Chapter Tests: 35%
  - Chapter Check-In 15%
  - Projects and Assignments: 10%
  - Participation/Tracker: 10%
  - Sanitation: 10%
  - Appointment (Practical) Grades: 10%
  - Business: 10%

A	90-100
B	80-89
C	70-79
D	60-69
F	59 & Below

ENROLLMENT STATUS	ACTUAL CLOCK HOURS	CUMULATIVE GPA	MINIMUM WEEKS FOR DISBURSEMENTS
Full-Time	450	75%	13 Weeks
	900	75%	26 Weeks
Part-Time	450	75%	21 Weeks
	900	75%	42 Weeks

Students SAP dates are as follows, if student is not at their hour mark by the below date by at least 80%, they are subject to loss of Title IV eligibility.

SAP is reviewed at these time periods regardless of student receiving Title IV aid in that pay period. All SAP clock hours intervals are counted toward Maximum timeframe regardless of periods where student may not receive Title IV funds. All periods of enrollment (Fall, Winter, Spring, and Summer) count towards SAP including period when a student does not receive financial aid.

TRANSFER STUDENT HOURS _____	450 HOUR MARK	900 HOUR MARK

III. MAXIMUM TIME FRAME

Each student enrolled at Skin Works School of Advanced Skin Care is eligible to receive financial aid for a maximum of 600 hours for the Basic Program, 600 hours for the Master's Program and 1200 hours for the Comprehensive Program. Students are only allowed to complete each program with a maximum time frame of 150%.

MASTER PROGRAM REGULAR TIME FRAME		STUDENT COMPLETION OF COURSE MAXIMUM TIME FRAME	
Daytime Class	40 Weeks	Daytime Class	50 Weeks
Evening Class	55 Weeks	Evening Class	69 Weeks

IV. TRANSFER STUDENTS

If the student is transferring in hours, the transfer credits will be counted towards maximum timeframe. Therefore, if a student is in a 1200 program that is 36 weeks, but is transferring in 600 hours, their maximum timeframe at Skinworks would be 22.5 weeks. Failure to complete within the Maximum Timeframe will result in automatic withdrawal from the program.

V. INCOMPELTES, REPETITIONS, & NON CREDIT REMEDIAL COURSES

Course incompletes, repetitions, and noncredit remedial courses do not apply to Skinworks. Therefore, these items have no effect upon the school's SAP standards. The student could become SAP ineligible based on assignments or tests throughout their program and has the opportunity to make up assignments or test if failed per our rules defined in our student handbook.

VI. WITHDRAWLS

If a student withdrawals before completing the course, we will base the students GPA off of the last day of attendance. If the student returns they will remain in the same status as before the withdraw. Skinworks does not offer withdraw passing or withdraw failing.

SECOND DEGREE

While Skinworks does not offer degree programs, the school does offer 2 ~~3~~ programs that are similar in nature. If the student enrolls in our Lash and Brow Technician Program and would like to continue onto our Masters Program they must first complete the Lash & Brow Technician Program and enroll into the Masters next start date. If a student is enrolled in the Master program and would like to only complete the Lash and Brow Technician program, they must withdraw from the Master program and re-enroll into the Lash and Brow Technician program (please see Title IV refund policy and Institutional Refund policy for obligations to this option). The student would be considered a new student in both scenarios and the maximum timeframe would not apply.

NON TITLE IV STUDENT

Non Title IV Student will follow the same Student Academic Progress policy. The same minimums are required to graduate from our program, they will also be verified at each period and receive institutional academic or attendance probation if necessary.

FINANCIAL AID WARNING AND FINANCIAL AID PROBATION

1) A student who fails to meet SAP will automatically be placed on a financial aid warning status for one payment period and informed of this action.
    a. Skinworks financial aid software will perform these check at the student's evaluation periods. If the student fails to meet the SAP requirements, it will alert the financial aid advisor to print a probation or ineligibility evaluation form for the student sign acknowledging the probation or ineligibility.
2) If the student fails to meet SAP at the next payment period they will lose their financial aid eligibility
    a. Skinworks financial aid software will perform these check at the student's evaluation periods. If the student fails to meet the SAP requirements, it will alert the financial aid advisor to print a probation or ineligibility evaluation form for the student sign acknowledging the probation or ineligibility.
3) Students may reestablish financial aid eligibility by submitting a written appeal. The appeal should address mitigating extenuating circumstances that have affected the student's academic performance (e.g., severe physical injury or death of immediate family member).
4) The appeal and any supporting documentation must be received within 5 business days of the date of the ineligibility notification letter.
5) The appeal must also explain why the student failed to make SAP progress and what has changed in their situation that will allow them to make SAP progress at the next evaluation.
6) The student must also meet with their instructor to develop an academic plan that when followed will insure that the student will meet the SAP standards by a specific time.
7) The decision of the appeal will be sent by email to the student within 10 business days of the receipt of the appeal by the Financial Office.
8) Action taken on an appeal is final.

PROBATION

The students can only be placed on financial aid probation once throughout your enrollment; failure to meet the academic plan or SAP progress following a payment period on financial aid probation will result in ineligibility of Title IV funds. Failure to comply with the probation requirement at its next interval will result in dismissal from the program.

Skinworks School of Advanced Skincare does not offer Majors or Degrees.

I have read and understand Skin Works School of Advanced Skin Care's policy and procedure on SAP as outlined above.

SIGNED:_____ DATE: _____