

ADMISSION REQUIREMENTS

To qualify for admission at our school each student must:

Be 17 years of age or older

Have a High School Diploma or G.E.D.

Be a U.S. citizen or hold recognized Visa

Submit enrollment application including-\$150 registration fee
(non-refundable)

Financial Aid Process with Verification Policy

The Financial Aid Process is basically the same at all schools and consists of several steps.

1. ADMISSION

You must first be accepted for admission to the Laird Institute of Spa Therapy. The school has a formal Admission Procedure.

2. FAFSA

An appointment must then be set up with the Financial Aid Administrator after Admission's acceptance to complete the free Application for Federal Student Aid (FAFSA) which is the only form needed to apply for aid. Although this form can be received from a high school Guidance Counselor or on the Web, we ask that you wait for your FA appointment at this school and complete the form w/the FAA. Please do not complete by yourself or on the Web. We appreciate your understanding.

3. SAR

After your FAFSA is received by the US Dept. of Education, it generates a SAR or Student Aid Report. This SAR lists your EFC or Expected Family Contribution which schools use in determining your federal and state financial aid eligibility.

4. VERIFICATION

The US Dept. of Education has developed a system to verify a student's information that was submitted on the FAFSA – this is called Verification . Approximately 30% of all applicants are randomly selected by the US Dept. of Education for this process. If you are selected, you will be asked to prove that the information you supplied on your FAFSA is accurate and true. This verification process allows FA Administrators to

review the information reported on your FAFSA. Our FA Administrator will contact you for additional information should this occur. This is done using a “Verification Worksheet” and a signed copy of your federal 1040/1040A/1040EZ Tax Form (if dependent – copies of parents). Do know that our office cannot finalize your financial aid until the Verification Process is complete should you be chosen. Therefore, it is important to respond in a timely manner.

5. AWARDING

Once the file is complete (including verification if applicable) the student is awarded financial aid. An Award Letter will be generated for the student approximately one to two weeks after their file is complete.

Campus Security Policy

The U.S. Department of Education requires post secondary schools to acquire and distribute crime statistics and create policies in compliance with the *Clery Act*. The following policies are designed to meet those requirements. A copy of this document is handed to each student and staff member annually on or before October 1.

Laird Institute of Spa therapy defines its campus as the leased space that the school occupies. The common parking area immediately in front of and to the sides and rear of the school are shared by other tenants and their clientele and are not under the control of the school and therefore considered public area.

Reporting Policy

Since the school has no Security force we do not keep a daily log.

The individual who is responsible for collecting crime data and implementing the distribution of the data is the Campus Security Survey Administrator (CCSA).

The School Director and the CCSA are responsible for issuing Timely Warnings. Such warnings are relayed to Students and Staff at the monthly staff meetings when appropriate. The decision to issue a more urgent is at the Discretion of, and the responsibility of, the School Director.

The Crime Report data contains information given by victims, witnesses or perpetrators of crimes that are defined in the *Clery Act*.

In addition the Manchester Police Dept. is called semi-annually to acquire police reports that may be appropriate.

This information is then reported to the School Director by the CCSA each Oct 1st.

A written report is prepared by the CCSA and distributed to all students and staff on or before October 1st of each year.

This information is then shared with any prospective student during the pre-enrollment process upon request.

Policies and Procedures

The school has a zero tolerance policy for use or distribution of drugs or alcohol. (Persons not of legal age found consuming or in possession of alcohol or drugs will be reported to law enforcement).

Campus Security Policy

Students and/or staff at risk are required to seek counseling and may be put on a leave of absence or terminated.

The school has a zero tolerance for any type of physical/sexual assault. Students or staff who violate this policy will be terminated.

The school has no policy or programs for monitoring students off campus. The school has no professional available on campus but instead provides a list of area services available to the public.

Once a year the school holds a prevention and education program with a member of law enforcement as the guest speaker. Topics to be covered are crimes involving any type of sexual assault, violations of drug and/or alcohol law, hate crimes, illegal weapons, possession, robbery, assault, burglary.

The talk given by local law enforcement will also include:

- ❖ How to report a crime and who to contact
- ❖ The importance of preserving evidence
- ❖ Contacts for counseling in Manchester area
- ❖ Sexual assault awareness and prevention

Staff members who obtain evidence of a crime are required to notify the School Director. Any staff member will assist a student in contacting the police to report a crime if asked by the student.

A list of registered sex offenders is available on line at the New Hampshire Dept. of Public Safety website.

An officer from the Manchester Police Dept. is invited each year to discuss sexual related crimes as a part of our ***Crime Awareness Program***.

The school will make any reasonable accommodation to a student who is the victim of sexual misconduct. In the case of alleged sexual misconduct both the accuser and accused will have the right to have others present during a fact-finding meeting by the school. The purpose of these meetings will be to determine if school policy for student or staff conduct has been violated and is not a legal proceeding to determine guilt or innocence. No student will be asked to sign a statement of non-disclosure. Both parties will be informed of the school's decision. In cases involving sexual misconduct where the school determines its Code of Conduct has been violated, the offending student or staff member will be terminated.

The school's owners and any person they shall authorize will have the right to request, of any visitor, I.D. and the reason for their presence on campus.

Drug and Alcohol Abuse Awareness and Prevention Policy

Incompliance with the Drug-Free Workplace act of 1988 (Public Law 101-690) and the Drug Free Schools and Communities Act Amendments of 1989 (public Law 101-226), the school provides a Drug Free Schools and Workplaces information package to each student during the admission process. This package includes descriptions of the legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illegal drugs and alcohol; health risks associated with the use of illegal drugs and the abuse of alcohol; and a list of any drug and alcohol counseling, treatment, and rehabilitation programs that are available to the students.

The following steps will be included at orientation:

Packet of information concerning Drug and Alcohol Abuse Awareness and Prevention, health risks and laws.

Code of Conduct Policy which includes a listing of unacceptable behavior that will be sanctioned by the school.

Annually the school will distribute to all students and employees and any newly hired employees a Drug and Alcohol Abuse Awareness Packet.

Family Educational Rights and Privacy Act (FERPA)
Family Policy Compliance Office (FPCO) Home

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 that receive funds under an applicable program 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 school. Schools 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. Schools may charge a fee for copies.

☐☐ Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school 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, schools 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 schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School 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 school;
- 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.

Schools 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, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools 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 school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Federal Student Aid Handbook, Volume II, Recordkeeping

Privacy of Student Information (FERPA Rules)

The Family Educational Rights and Privacy Act (FERPA) sets limits on the disclosure of personally identifiable information from school records, and defines the rights of the student to review the records and request a change to the records.

IPEDS

IPEDS for this program are not available yet but will be after August 2011

Safety and Evacuation Policy

BASIC REQUIREMENTS FOR A SAFE WORKPLACE

- 1. Maintain proper ventilation: Some fumes can be harmful.**
- 2. Proper use of Flammables: Read labels and always follow precautions.**
- 3. No smoking: The school follows a no smoking policy on its premises.**
- 4. Safe Product Storage: Store products in closed containers and prevent spills or leakage. Store in adequately ventilated area and in moderate temperature.**
- 5. Protection during application: follow directions, wear gloves and/or goggles as directed, properly drape client. Apply your professional training.**
- 6. Proper Use of First Aid: First Aid Kit is kept in Dispensary.**
- 7. Fire Safety: Evacuation procedures are reviewed at the student orientation.**
- 8. In the event of fire:**
 - a) Contact fire department. Give name and address, nature of fire.**
 - b) Evacuate premises following the planned procedure.**
 - c) Plan alternate exits for use in the event regular route is blocked by the fire**

- d) Service fire extinguishers at least annually.
- 9. Use of extinguishers. Install away from the potential fire hazards and near an escape route. Follow the instructions.
 - a. Pull the pin.
 - b. Aim the nozzle
 - c. Squeeze the handle
 - d. Sweep from side to side at base until fire goes out.
- 10. Recommended Procedures: The National Fire Protection Association recommends that you should ONLY stand and fight a fire if ALL the following are TRUE:
 - a. Everyone is leaving the premises and fire department has been called.
 - b. The fire is small and confined to the work area where it started (wastebasket, cushion, small appliance, etc.)
 - c. You can fight the fire with your back to an escape route.
 - d. Your extinguisher is rated for the type of fire you are fighting and is in good working order.
 - e. You know how to operate the extinguisher.

A fire drill will be held annually

Standard Occupational Classification (SOC)

The Spa Nails program at Laird Institute of Spa Therapy prepares graduates for entry level careers as nail technicians.

U.S. Department of Labor's Standard Occupational Classification (SOC) for manicurists is 39-5092.00

<http://www.onetcodeconnector.org/ccreport/39-5092.00>

Refund Policy for Students Receiving Title IV Aid

If student withdraws (Return of Title IV)

Students who receive Title IV aid (Federal Pell, Federal Subsidized and/or Federal Unsubsidized Stafford loans and PLUS.) and withdraw from school are subject to the Return of Title IV aid

regulations. (Federal law now requires that a student must "earn" the aid that they receive.) When a student withdraws from school, the school is required to determine the amount "earned" using the Return of Title IV regulations. This calculation is based on the number of hours the student attended divided by the number of hours for which the aid was disbursed.

If the student completes more than 60% of the hours in the *payment period*, it is determined that 100% of the Title IV funds the student received have been earned and the school will determine if the student is eligible for a post-withdrawal disbursement. If a student completes 60% or less of the hours in a given payment period, the earned and unearned portion will be calculated.

- The "unearned" portion of the *institutional charges* will be returned *by the institution* to the appropriate Title IV program. The school will then bill the student for the amount of *institutional charges* that were returned in excess of the college's refund policy.
- The "unearned" portion of the aid that was disbursed directly to the student will also be calculated. If applicable, the student will owe repayment to the Title IV programs. The student will receive an overpayment letter and will be given 45 days to make the repayment. The student will be eligible for further Title IV aid during the 45-day period but will become ineligible after the 45 days has passed. The student will remain ineligible until the funds are repaid or satisfactory payment arrangements have been made with the Department of Education.

Refunds

Refunds for financial aid recipients who do not receive Title IV aid, will be issued in accordance with the School's Institutional refund policy as stated on the school's enrollment/registration form.

The school will return Title IV funds to the following Title IV programs from which the student received aid during the payment period as applicable, up to the net amount disbursed from each source:

- Unsubsidized Direct Stafford loans (other than PLUS loans).
- Subsidized Direct Stafford loans.
- Federal PLUS loans.
- Direct PLUS loans.
- Federal Pell Grants for which a return of funds is required.

Transfer policy

If a student wishes to transfer from one program to another, he/she must do so prior to 300 hours in current program and this must be submitted in writing to the School Director.

In order to transfer to a lesser program there will be a \$350.00 transfer fee charge which must be paid at time of transfer.

The school does not accept transfer hours from another school.

Graduation Rates (On-time Graduation Rates)

On-time Graduation Rate

Day Schedule:

0 graduated on-time out of 0 total graduates

On-time graduation= 5 months.

The on-time graduation rate is calculated by the following methodology:

Number of students who graduated in 5 months from July 1, 2009 to June 30, 2010 divided by total number of students who graduated from July 1, 2009 to June 30, 2010.

Night Schedule:

3 graduated on-time out of 11 total graduates.

On-time graduation= 5 months.

The on-time graduation rate is calculated by the following methodology:

Number of students who graduated in 5 months from July 1, 2009 to June 30, 2010 divided by total number of students who graduated from July 1, 2009 to June 30, 2010.

Student Demographics

Caucasian	-----	10
Asian	-----	1
Male	-----	1
Female	-----	10