

## **Institutional and Financial Assistance Information for Students**

The terms and conditions under which students receive Federal Direct Loans are outlined in the information given to a student when they visit the school.

The procedure for which students apply for financial aid is to make an appointment with the school's Financial Aid Director. At that time, all required forms will be made available to the student.

The criteria for selecting financial aid recipients from the group of eligible applicants is governed by the United States Department of Education and the school follows those regulations.

The method by which the financial aid disbursements are made to students and the frequency of those disbursements varies by program. Students should see the school's Financial Aid Director for specific information as it relates to their circumstances.

Information on the terms of loans, sample repayment schedule and necessity for repaying loans is distributed to students during their first visit to the school and then reinforced during orientation.

The school does not provide any employment to students.

Exit counseling is done on an individual basis during the last week of the student's attendance.

Students who wish to withdraw from a program must make an appointment to meet with the school's President or Financial Aid Director.

Students who wish to review the school's accreditation, licensure or other approvals should make an appointment with the school's President.

Students who have disabilities are required to meet with the school's President to determine what services and facilities are available to the student. The age of the building prevents the school from being totally accessible to wheelchairs and some other physical disabilities.

The persons designated to assist enrolled or prospective students in obtaining financial aid information, school information, information on completion or graduation rates and school security policies and crime statistics is the school's Admissions Director, Financial Aid Director and President. This name can be found in the school's online catalog.

**Training Done by Another Entity**

The entire program is offered at and by the Lancaster School of Cosmetology. No portion of the program is offered by another entity.

**Student Diversity**

For information on student body diversity go to [www.ipeds.gov](http://www.ipeds.gov)

**Bookstore/Textbooks**

The school does not have a bookstore. The textbooks used for each program are part of the complete student kit which each student receives the first day of class.

**Voter Registration**

Voter Registration Forms are provided to each student on the first day of class.

**Safeguarding Customer Information**

Student information is housed in the student's database with only specific administrators having access via password. Activity can be monitored by the school President. Paper files are kept in a locked office in a fire-resistant file cabinet. Keys for this office are kept by only 3 staff.

**Misrepresentation**

The school's President is on-site and circulating throughout the school to ensure the school does not misrepresent information to the public.

**Loan Disclosures**

The Office of Financial Aid and the Office of the President is responsible for reviewing and updating the information on NSLDS, student loan information, entrance counseling, exit counseling, code of conduct for educational loans, and private education loan disclosures. The school does not have a preferred lender list.

**[State Authorization Disclosures](#)****[CARES Act Disclosures](#)****[Title IX Act 16 Online Reporting System](#)**