



B E L L U S
A C A D E M Y

CONSUMER INFORMATION HANDBOOK

Poway
13266 Poway Road
Poway, CA 92064
858-748-1490

Chula Vista
970 Broadway
Chula Vista, CA 91911
619-474-6607

El Cajon
1073 East Main Street
El Cajon, CA 92021
619-442-3407

Manhattan
1130 Westloop Place
Manhattan, KS 66502
785-539-1837

4/20/2021

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PRIVACY OF STUDENT RECORDS
Family Educational Rights and Privacy Act (FERPA)
Notification of Rights under FERPA for Postsecondary Institutions

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. *Within 45 days of receiving a written request that identifies the record(s) the student wishes to inspect, a Bellus Academy Financial Aid official will make arrangements for access and notify the student of the time and place where the records may be inspected.*
- 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. *A student who wishes to ask Bellus Academy to amend a record should write the academy official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.*
- 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. *Bellus Academy does not release any Directory Information.* Schools must notify parents and eligible students annually of their rights under FERPA.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service ([/about/contacts/gen/index.html#frs](#)).

Or you may contact the Office that administers FERPA at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Last Modified by ED: 12/15/2020

ACCREDITATION and APPROVALS

Accredited by:
NATIONAL ACCREDITING COMMISSION
OF CAREER ARTS & SCIENCES (NACCAS)
3015 Colvin Street
Alexandria, VA 22314
703.600.7600

The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences, and massage therapy.

MEMBERSHIPS

- American Association of Cosmetology Schools (AACCS)
- California Association of Private Postsecondary Schools (CAPPS)
 - CECU: Career Education Colleges and Universities
 - International Spa Association
 - Associated Bodywork & Massage Professionals (ABMP)
 - American Massage Therapy Association (AMTA)
- Comité International d'Esthétique et de Cosmétologie (CIDESCO)

APPROVALS

California

- Bureau for Private Postsecondary Education
- California Board of Barbering and Cosmetology
 - U. S. Department of Veterans Affairs
 - Bureau of Indian Affairs

Kansas

- Kansas Board of Cosmetology
 - Kansas Board of Barbering
 - Kansas Board of Regents
- Kansas State Approving Agency for use of the GI Bill®

BELLUS ACADEMY LOCATIONS & FACILITIES

BELLUS ACADEMY – 13266 POWAY ROAD, POWAY, CA 92064 – 858.748.1490

The Poway Campus is a large, spacious training facility. The physical area comprises approximately 20,000 square feet and includes clinic areas, classrooms, lunchroom, reception area, facial and massage rooms, and offices.

BELLUS ACADEMY – 1073 EAST MAIN STREET, EL CAJON, CA 92021 – 619.442.3407

The El Cajon Campus is located in a large shopping center and occupies approximately 9000 square feet of classroom space. The academy consists of classrooms, a large clinic area, receptionist area, offices, and student lunchroom.

BELLUS ACADEMY – 1055 EAST MAIN STREET, EL CAJON, CA 92021 – 619.442.3407

This is an additional classroom space, contiguous to the main campus, consisting of approximately 950 square feet, including classroom space and ADA restroom facility. No administrative offices are located at this site.

BELLUS ACADEMY – 970 BROADWAY, SUITE 110, CHULA VISTA, CA 91911– 619.474.6607

The Chula Vista campus is a spacious air-conditioned one-story modern facility located in a shopping center and occupies approximately 15,000 square feet of classroom space. The academy consists of classrooms, a large clinic area, student lunchroom, reception area and offices.

BELLUS ACADEMY – 1130 WESTLOOP PLACE, MANHATTAN, KS 66502 – 785.539.1837

The Manhattan Campus is located in the Westloop Shopping Center near Dillons, just east of the Seth Childs and Anderson intersection. The space provides a professional and unique educational design. The facility offers 20,000 square feet of educational classrooms that include a salon classroom, day spa area, massage studio, six training classrooms, dispensary, and student center with computer lab, kitchenette and library.

STUDENTS WITH DISABILITIES

It is the policy of Bellus Academy to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, which are Federal laws that prohibit discrimination on the basis of disability, as well as California laws that prohibit discrimination on the basis of disability. Bellus Academy, in its admission, instruction and graduation policies, does not discriminate on the basis of race, creed, color, religion, sex, sexual orientation, gender identity, disability, age, marital status, national origin, ethnic origin or Vietnam-era/disabled veteran, or on any other basis prohibited by federal or state law, in employment or in its education programs or activities.

Bellus Academy will provide students with disabilities academic adjustments, auxiliary aids and reasonable accommodations that are necessary to ensure students are not denied the benefits of, or excluded from participation in, Bellus Academy programs. Bellus Academy will make reasonable modifications to its academic requirements that are necessary to ensure that the requirements do not discriminate against students with disabilities. Bellus Academy will ensure that it provides physical access to students with disabilities. It is also the responsibility of Bellus Academy to permit students with disabilities to use service dogs on campus.

The person responsible for implementing these responsibilities is the Academy Director at each campus. When a student informs a School staff member that the student is disabled, or needs accommodations or assistance due to disability, the staff member will refer the student to the Academy Director.

COPYRIGHT INFRINGEMENT POLICY

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

The Academies may make computers available to students in a Resource Room. However, the use of the computers is limited to text-editing programs and/or digital media that the Academies have created internally or have permission to use from publishers of student textbooks. Internet access is blocked for most sites except for the Academies' web page.

The Academies do not tolerate unethical conduct in regard to cheating, plagiarism, copyright infringement, falsification or misrepresentation of material information in any records, financial documents or sign-in sheets, whether inadvertent or deliberate.

Engaging in the unauthorized use or distribution of copyrighted material may result in probation, suspension, or termination/expulsion.

CONSTITUTION DAY AND CITIZENSHIP DAY

Pursuant to legislation passed by Congress, educational institutions receiving Federal funding are required to hold an educational program pertaining to the United States Constitution on September 17 of each year.

Bellus Academy presents programs pertaining to the United States Constitution on September 17 of each year.

VOTER REGISTRATION

In California you may register to vote by completing the online voter registration form at: <http://registertovote.ca.gov/>. You may also register to vote whenever you apply for or renew your driver's license or state-issued ID card. Voter registration forms are also available in the Admissions and Financial Aid offices at each campus. For more information, please visit the California Secretary of State website at: <http://www.sos.ca.gov/elections/voter-registration/>

In Kansas you may register to vote by going in person to a voter registration site and filling out the voter form, or you may download the form at: <http://www.kssos.org/forms/elections/voterregistration.pdf>, print and complete the application then mail it. You also have the option of registering whenever you apply for or renew your driver's license or state-issued ID card. Voter registration forms are also available in the Admissions and Financial Aid offices at each campus. For more information, please visit the Kansas Secretary of State website at: http://www.kssos.org/elections/elections_registration.html

PROGRAMS

Bellus Academy offers programs in Barbering, Cosmetology, Esthetics, Manicuring, Massage, and Makeup Artistry. Programs range from 150 hours to 1900 hours. Day and evening classes are offered in some programs. Not all programs are offered at all locations.

Course outlines are available in the academy catalogs online at:

Bellus Academy – Admissions Catalogs:

[Bellus Academy - Poway](#)

[Bellus Academy - El Cajon](#)

[Bellus Academy - Chula Vista](#)

[Bellus Academy - Manhattan](#)

COURSE SCHEDULES

Classes start continuously throughout the year on a monthly rotation. Some classes may not start every month. Please see the class start calendars in the individual academy catalogs for specific dates for class starts.

FACULTY

INSTRUCTOR QUALIFICATIONS

Each member of our academy staff is dedicated to the success of our enrolled students. All educators are trained in all educational areas offered in their respective programs.

California instructional staff members possess current state licenses issued by the California Board of Barbering and Cosmetology. California instructors possess a minimum of three years of experience, education and training in current practices of the subject area they are teaching, per California state law.

Kansas cosmetology educators are licensed by the Kansas Board of Cosmetology. Kansas instructional staff members meet all requirements of Kansas state law. To become an educator in Kansas, a licensed cosmetologist must first attend an instructor training course. If a cosmetologist is licensed for more than one year, 300 hours of training is required. If they are licensed less than one year, they will be required to receive 450 hours of educator training. Upon completion of training a written examination is administered by the Kansas Board of Cosmetology. A score of 75% is required for licensure as an instructor in the State of Kansas.

SUBSTITUTES

Substitute educators meet state and/or licensure requirements in order to instruct students in their respective programs.

FINANCIAL INFORMATION – 2021

Please see the most current Fee Schedule in the respective Bellus Academy catalogs published on the website at:

<https://www.bellusacademy.edu/about/consumer-information-disclosures/>

**BELLUS ACADEMY
TEXTBOOK REPLACEMENT COST**

All textbooks, workbooks and study guides are included in the students' kits. If a student requires a replacement, the following list indicates the cost to the student if purchasing from Bellus Academy. The listed costs do not include the additional sales tax that would be charged.

Supplier	Description	ISBN-13	Cost
Cosmetology - CIP Codes 12.0401, 12.0407, 12.0499			
Pivot Point	LAB Salon Fundamentals		\$75.50
Esthetics - CIP Codes 12.0408, 12.0409, 12.0414			
Milady/Cengage	Esti Standard Milady Book Bundle	9781285157634	\$299.00
Esthetics 103 and 104; Master Esthetics - CIP Code 12.0414			
Cengage	Advanced Esti Book Bundle - 2nd Edition	9781285480466	\$237.00
Cengage	Milady's Aesthetician Series: Peels and Chemical Exfoliations - 2nd Edition	9781435438668	\$47.00
Massage Therapy and HHP CIP Codes 51.3501, 51.3306			
Cengage	Complete Spa Book for Massage Therapists	9781418000141	\$58.00
Cengage	Therapeutic Massage Workbook and Textbook Bundle - 6th Edition	9781111490256	\$146.00
Wolters Kluwer	Massage Therapy Guide to Pathology - 6th Edition	9781496310828	\$74.50
Wolters Kluwer	The Balanced Body Book	9781496346117	\$75.50
Wolters Kluwer	Pre and Perinatal Book	9781582558516	\$53.00
Omeri	Orthopedic Assessment in Massage Therapy	9780966119633	\$33.00
Books of Discovery	Trail Guide to the Body Textbook - 5th Edition	9780982978658	\$80.00
Books of Discovery	Trail Guide to the Body Workbook - 5th Edition	9780982978665	\$33.00
Books of Discovery	Trail Guide to Movement - 1st Edition	9780991466627	\$58.00
Spa Nail/Nail Technology - CIP Code 12.0410			
Pivot Point	Salon Fundamentals for Nails		\$138.00
Barbering - CIP Code 12.0402			
Pivot Point	LAB Salon Fundamentals		\$75.50
Miscellaneous			
Prosper U	Prosper U Business Program		\$295.00
Sun Graphics	Financial Literacy		\$11.00
Sun Graphics	Best in Business		\$20.00

CAREER SERVICES

PLACEMENT ASSISTANCE

One of our primary goals is to provide the specialized, intensive training that will make our certified and/or licensed graduates highly employable. Our academies work closely with salon owners and employers throughout the local regions so that all licensees are given an opportunity to secure a position that is the right one for them. Throughout your training, job search training is incorporated in your classes, and the Career Services Department is available if you have questions or need any assistance while you are in school. During your training, you will learn about the different salons and spas that are available, interviewing procedures, how to complete a job application, resumé preparation, and other valuable points you will need to know to help you land a great job after you are licensed. As you approach graduation, a Career Services representative meets with you to remind you of the different types of assistance the department offers, including resumé preparation, referrals and graduate follow-up. Job placement assistance remains an option for you even if you have been out of school for a while. Graduates are encouraged to keep in touch with the academies and provide employment updates, and are always welcome to call for any information the academies can assist with. Although the academies work closely with our graduates through our placement assistance program, the academies cannot guarantee employment.

TYPES OF EMPLOYMENT OBTAINED BY GRADUATES

There are many opportunities for individuals entering the industry under the realm of Barbering, Cosmetology, Nail Technician, Esthetics or Massage. Your goals can guide you to a lifetime career working in a variety of professional job roles. Employment opportunities for Barbers include Barber, Stylist, Master Barber and Barber Shop Operator. Employment opportunities for Cosmetologists, Nail Technicians, Estheticians and Makeup Artists are available in individual salons, salon chains, department stores, supply houses, and day spas. Estheticians, and Massage Therapists can seek positions in medical arenas, such as med-spas, chiropractic offices, dermatology offices and cosmetic surgeons' offices. The most successful graduates possess several personal qualities in addition to their acquired skills. These valuable qualities include, but are not limited to a variety of business and marketing skills, including above-average people skills, good communication abilities, a sound work ethic and confidence.

REQUIREMENTS FOR ADMISSION

CALIFORNIA:

Students desiring to enroll in Bellus Academy must have reached the age of majority (i.e., 18 in California), and must provide a high school diploma, or its equivalent (i.e., a GED or a certificate demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma), a transcript showing high school completion, or evidence of completion of home schooling that state law treats as a home or private school. Students who have previously taken an ATB test and who have been enrolled at an institution on that basis prior to July 1, 2012, remain eligible to receive Title IV. Bellus Academy does not enroll students under training agreements.

KANSAS:

Students desiring to enroll in Bellus Academy must be at least 16 years of age, and must provide a high school diploma, or its equivalent (i.e., a GED or a certificate demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma), a transcript showing high school completion, or evidence of completion of home schooling that state law treats as a home or private school. The State of Kansas does not recognize ATB eligibility. Bellus Academy does not enroll students under training agreements.

Students must have attained the age of 17 before applying to take the Kansas Cosmetology Examination. Upon acceptance into the academy, each student enrolled in cosmetology, esthetics or nail technology must have an Apprentice License issued by the Kansas Board of Cosmetology and must be free from infectious and contagious diseases. All prospective students are encouraged to participate in a shadow day to gain more insight into the program they are considering. Please ask the Admissions Representative about the details of this opportunity.

DOCUMENT TRANSLATION TO ENGLISH

Students who provide documentation in any language other than English will be required to have that documentation translated by an approved outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. The Admissions Director can provide a list of approved translation services and service centers.

DISTANCE EDUCATION

Students enrolling in a program that offers a distance education delivery method (hybrid) must meet the minimum student skills, hardware, and software requirements to enroll in any distance education (online) courses. Students will be assessed, prior to admission in the program through completion of a Distance Education Questionnaire on whether the student has the appropriate skills and competencies needed to succeed in the distance education environment.

Distance Education Minimum Student Skills Requirements

Students are expected to have at least the following skills prior to taking distance education courses:

- Basic keyboarding competence
- Elementary knowledge of their computer operating system
- Basic knowledge of software and tools such as:
 - Word processor
 - E-mail
 - Internet browser

Distance Education Technology Requirements

Hardware Requirements:

PC (personal Computer), laptop, tablet or smartphone with access to a Windows®/MacOS™/iOS; iPads are provided in the standard Bellus Academy student kit (excludes spa nail technician program).

Software Requirements:

Microsoft Word compatible or RTF (rich text format); Applicable Browser; E-mail software/Web browser capable of supporting email activity (sending/receiving attachments); Download and install the following software (or comparable alternatives): Adobe Acrobat Reader, CourseKey, Bellus Academy App; Optional: Antivirus Software;

Internet Access:

Internet access either via modem and phone line high speed BROADBAND access; Internet service provider for home/work access; e-mail account for sending and receiving electronic email; ability to video conference in real time (appropriate equipment needed - camera, microphone).

VERIFICATION OF HIGH SCHOOL DIPLOMA

The academy will verify the authenticity of the high school diploma prior to enrollment. If the diploma cannot be verified, the student may be asked to provide a final high school transcript showing the dates of entrance and graduation and the courses completed. If a transcript is not available, the student will be required to meet the ability to benefit (ATB) requirements or take and pass a GED test prior to enrollment.

GED CERTIFICATION

Please see your Bellus Academy admissions representative for information regarding online GED prep courses. There is no online GED Test. The GED Test must be taken in person at a location approved by the state. For information on obtaining a General Educational Development (GED) certificate please refer to the adult school location in your area:

Manhattan-Ogden Unified School District – Adult School
Manhattan Adult Learning Center
205 South 4th Street, Upper Level
Manhattan, KS 66502
(785) 539-9009
<http://www.usd383.org/Programs/AdultBasicEducation.aspx>

Grossmont Union High School District – Adult School
Main Site - Foothills Adult Center
1550 Melody Lane
El Cajon - CA 92019
(619) 588-3500
<http://adultschool.guhsd.net/>

Chula Vista Adult School
1034 Fourth Avenue
Chula Vista, CA 91911
(619)691-5622
<http://www.cva.sweetwaterschools.org/ged-test-center>

Poway Unified School District – Adult School
PUSD Twin Peaks Center
13626 Twin Peaks Road
Poway, CA 92064
(858) 668-4024
<http://www.powayusd.com/pusdctae/>

POLICY ON TRANSFER OF CREDITS

CREDIT FOR PREVIOUS TRAINING

Acceptance of hours from other approved schools and institutions is at the sole discretion of Bellus Academy. Students who have had prior training must furnish proof of the number of hours of training to the academy. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. This institution will conduct an evaluation of all previous education and training, grant credit when appropriate, reduce the length of the program proportionately and keep records of this process in the students' file. The academy only accepts transfer students under certain conditions. Students who discontinue their training program are eligible to transfer allowable hours per state law, providing certain academy obligations have been satisfied. Bellus Academy does not award credit for prior work/life experience.

Manhattan only: Within 30 days after enrollment of a transfer student, the academy shall obtain verification of the student's prior course of training including subjects, the number of hours, and practice services completed by the student, on a form approved and provided by the board from the state board or school in the state or jurisdiction where the transfer student completed the training. The academy shall determine the subjects, hours and practice services of the transfer student's prior course of training which conforms to the curriculum requirements in K.A.R. 69-3-8 and shall give the student credit for those subjects, hours and practice services.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Bellus Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in any program at Bellus Academy is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Bellus Academy to determine if your credits will transfer.

TRANSFER OR ARTICULATION AGREEMENTS

Bellus Academy has entered into an articulation agreement with National American University to offer our Cosmetology graduates the opportunity to obtain an Associate Degree in Health and Beauty Management. NAU has physical locations throughout the Midwest and access to online learning options through the internet. For more information, visit the website at www.national.edu or talk to your Admissions Representative.

FINANCIAL AID INFORMATION

Financial Aid Code of Conduct

The Higher Education Opportunity Act (HEOA) requires educational institutions to develop and comply with a code of conduct that prohibits conflicts of interest for financial aid personnel [HEOA § 487 (a)(25)]. Any Bellus Academy, officer, employee, or agent who has responsibilities with respect to student educational loans must comply with this code of conduct. The following provisions bring Bellus Academy institutions (collectively referred to herein as the “Academies”) into compliance with the federal law [HEOA § 487 (e)].

1. Neither the Academies, as institutions, nor any individual officer, employee or agent shall enter into any revenue-sharing arrangements with any lender. A revenue-sharing arrangement means an arrangement between the Academies and a lender under which the lender provides or issues loans to students attending the Academies or to the families of such students; and the Academies recommend the lender or the loan products of the lender and in exchange, the lender pays a fee or provides other material benefits, including revenue or profit sharing, to the Academies or their agents.
2. No officer or employee of the Academies who is employed in the financial aid office or who otherwise has responsibilities with respect to education loans, or agent who has responsibilities with respect to education loans, or any of their family members, shall solicit or accept any gift from a lender, guarantor, or servicer of education loans. For purposes of this prohibition, the term “gift” means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than a *de minimus* amount.
3. An officer or employee of the Academies who is employed in the financial aid office or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loans, shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.
4. The Academies shall not: a) for any first-time borrower, assign, through award packaging or other methods, the borrower’s loan to a particular lender; or b) refuse to certify, or delay certification of, any loan based on the borrower’s selection of a particular lender or guaranty agency.
5. The Academies shall not request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan, to students in exchange for the institution providing concessions or promises regarding providing the lender with: a) a specified number of private educational loans (non-Title IV loans) or loans made, insured, or guaranteed under Title IV; b) a specified loan volume of such loans; or c) a preferred lender arrangement for such loans.
6. The Academies shall not request or accept from any lender any assistance with call center staffing or financial aid office staffing.
7. Any employee who is employed in the financial aid office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission or group.

I have read and agree to abide by the Financial Aid Code of Conduct Policy set in place by Bellus Academy. I also understand that I may be subject to discipline, up and including termination for violating the policy in any way.

(Employee Signature)

(Date)

(Employee Print Name)

(Bellus Academy Signature)

RETURN TO TITLE IV FUNDS

The law requires that when you withdraw during a payment period, the amount of SFA program assistance that you have earned up to that point is determined by a specific formula. If you received (or the school received on your behalf) less assistance than the amount you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned. For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs: a. You notify school of your withdrawal or the actual date of withdrawal; b. the School terminates your enrollment; c. You fail to attend classes for a 14 day period; d. You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

The amount of assistance that you have earned is determined on a pro-rata basis. That is, if you complete 30 percent of the payment period, you can earn 30 percent of the assistance you were originally scheduled to receive. Once you have completed more than 60 percent of the payment period or period enrollment, you earn all of your assistance.

If you received excess funds that must be returned, your school must return a portion of the excess equal to the lesser of

- Your institutional charges multiplied by the unearned percentage of your funds, or
- The entire amount of excess funds.

If the amount paid is more than the amount owed, then a refund will be made within 45 days of withdrawal. If the amount owed is more than the amount paid, then you will have to make arrangements to pay it.

Sample Return to Title IV Calculation for student who failed to return from Leave of Absence and Withdrew from program.

Program:	Cosmetology	Academic Year:	900.00 Hours
Start Date:	4/14/2017	Program Length:	1,600.00 Hours
Withdraw Date:	10/09/2017	Completed:	174.50 Hours
Last Day Attended:	05/22/2017	Scheduled as of LDA:	202.00 Hours

Order in Which to Return Funds	Hours at Start of Payment Period	Hours at End of Payment Period	Disbursed This Period	Entitled To	Refund Now Due
Unsubsidized FFEL Loan	1.0	450.0	\$3,515.40	\$440.20	\$3,075.20
Subsidized FFEL Loan	1.0	450.0	\$2,064.60	\$2,064.60	\$0.00
FFEL/Direct PLUS (Parent)	N/A	N/A	\$0.00	\$0.00	\$0.00
Federal Pell Grant	N/A	N/A	\$0.00	\$0.00	\$0.00
FSEOG	N/A	N/A	\$0.00	\$0.00	\$0.00
Total Return to Title IV			\$5,580.00	\$2,504.80	\$3,075.20

Any loan funds that you must return, you (or your parent for a PLUS LOAN) repay in accordance with the terms of the Promissory Note. That is, you make scheduled payments to the holder of the loan over a period of time.

If you are responsible for returning grant funds, you do not have to return the full amount. The law provides that you are not required to return 50% of the grant assistance that you receive that is your responsibility to repay. Any amount that you do have to return is a grant overpayment, and you must make arrangements with your school or the Department of Education to return the funds.

Students are advised that they may owe money to the school if they withdraw, as the California or Kansas State refund Policy will apply for contract purposes.

INSTITUTIONAL REFUND POLICY – CALIFORNIA

This refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

STUDENT’S RIGHT TO CANCEL

1. A student has the right to cancel his or her agreement for a program of instruction and receive a full refund through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later.
2. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro-rata refund if you have completed sixty (60) percent or less of the program. Changes to programs, i.e. Drops and/or Adds, can only be made during the first 7 calendar days of the program.
3. Cancellation may occur when the student provides a written notice of cancellation at the following addresses: Bellus Academy, 13266 Poway Road, Poway, CA 92064; 970 Broadway, Suite 110, Chula Vista, CA 91911; 1073 E. Main Street, El Cajon, CA 92120. This can be done by mail, FAX, email or by hand delivery.
4. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the academy in person.
5. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
6. If the Enrollment Agreement is cancelled, within 45 days after the notice of cancellation is received, the academy will refund the student any money he/she paid, less any deduction for equipment that the student has received and signed for.

REMEMBER THAT YOU MUST CANCEL IN WRITING. You do not have the right to cancel by telephoning the academy or by not coming to class.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the academy at any time after the cancellation period (described above) and receive a pro-rata refund within 45 days of withdrawal if you have completed 60 percent or less of the period of attendance, based on scheduled hours. The refund will be less any deduction for equipment that the student has received and signed for.

For the purpose of determining a refund under this section, a student’s official cancellation or withdrawal shall occur on the earlier of the dates of any of the following instances:

- An applicant is not accepted by the academy. The applicant shall be entitled to a refund of all monies paid.
- The student notifies the institution of the student’s withdrawal in writing.
- The institution terminates the student’s enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absence in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the academy.
- The student has failed to attend class for fourteen (14) calendar days, as determined by monitoring clock hour attendance at least every thirty (30) days.
- Failure to return from a leave of absence. The date of the student’s withdrawal shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

All refunds are calculated based on the student’s last date of attendance.

For students who enroll and begin classes but withdraw prior to course completion (after seven business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

Percent of Scheduled Time Enrolled to Total Program

0.01% to 60%
60.01% and over

Total Tuition School Shall Retain

Prorated based on percentage of scheduled attendance
100%

Hypothetical Refund Example: The following table outlines the refund due based on percentage of training completed, using scheduled hours, assuming you paid the following:

<u>Total Contract</u>	<u>Less STRF Fee</u>	<u>Less Kit Supplies</u>	<u>Tuition and Fees</u>		
\$19,500.00	-\$12.00	-\$2,500.00	\$16,925.00		
<u>% Completed</u>	10%	25%	50%	60%	61%
<u>Refund Due</u>	\$15,289.20	\$12,741.00	\$8,494.00	\$6,795.20	0

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of benefits received, and any remaining amount shall be paid to the student.

If Bellus Academy cancels a program subsequent to a student’s enrollment, and before instruction in the program has begun, the academy shall provide a full refund of all monies paid.

If Bellus Academy cancels a program and ceases to offer instruction after students have enrolled and instruction has begun, the academy shall at its option:

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

In the event Bellus Academy closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the academy will make arrangements for students to attend an alternate institution through participation in a Teach-Out Agreement. Should the student elect not to attend the alternate institution, a pro-rata refund of tuition will be made in accordance with the refund policy outlined above. Any monies due are refunded within 45 days.

When situations of mitigating circumstances are in evidence, the academy may adopt a policy wherein the refund to the student may exceed the minimum requirements.

INSTITUTIONAL REFUND POLICY – KANSAS

This refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

STUDENT’S RIGHT TO CANCEL

1. A student has the right to cancel his or her agreement for a program of instruction and receive a full refund within three (3) business days of signing the Enrollment Agreement regardless of whether the student has actually started training.
2. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro-rata refund if you have completed less than sixty (60) percent of the program. Changes to programs, i.e. Drops and/or Adds, can only be made during the first 7 calendar days of the program.
3. Cancellation may occur when the student provides a written notice of cancellation at the following address: Bellus Academy, 1130 Westloop Place, Manhattan, KS 66502. This can be done by mail, FAX, email or by hand delivery.
4. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the academy in person.
5. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
6. If the Enrollment Agreement is cancelled after three (3) business days of signing, but prior to starting classes, the academy will refund the student any money he/she paid within 45 days after the notice of cancellation is received.

REMEMBER THAT YOU MUST CANCEL IN WRITING. You do not have the right to cancel by telephoning the academy or by not coming to class.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the academy at any time after the cancellation period (described above) and receive a pro-rata refund within 45 days of withdrawal if you have completed less than 60 percent of the period of attendance, based on scheduled hours. The refund will be less any deduction for equipment that the student has received and signed for.

For the purpose of determining a refund under this section, a student’s official cancellation or withdrawal shall occur on the earlier of the dates of any of the following instances:

- An applicant is not accepted by the academy. The applicant shall be entitled to a refund of all monies paid.
- The student notifies the institution of the student’s withdrawal in writing.
- The institution terminates the student’s enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absence in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the academy.
- The student has failed to attend class for fourteen (14) calendar days, as determined by monitoring clock hour attendance at least every thirty (30) days.
- Failure to return from a leave of absence. The date of the student’s withdrawal shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

All refunds are calculated based on the student’s last date of attendance.

Percent of Scheduled Time Enrolled to Total Program	Total Tuition School Shall Retain
0.01% to 59.9%	Prorated based on percentage of scheduled attendance
60% and over	100%

Hypothetical Refund Example: The following table outlines the refund due based on percentage of training completed, using scheduled hours, assuming you paid the following:

<u>Total Contract</u>	<u>Less Kit Supplies</u>	<u>Tuition and Fees</u>			
\$19,500.00	-\$2,500.00	\$17,000.00			
<u>% Completed</u>	10%	25%	50%	59.9%	60%
<u>Refund Due</u>	\$15,300.00	\$12,750.00	\$8,500.00	\$6,817.00	0

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of benefits received, and any remaining amount shall be paid to the student.

If Bellus Academy cancels a program subsequent to a student's enrollment, and before instruction in the program has begun, the academy shall provide a full refund of all monies paid.

If Bellus Academy cancels a program and ceases to offer instruction after students have enrolled and instruction has begun, the academy shall at its option:

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

In the event Bellus Academy closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the academy will make arrangements for students to attend an alternate institution through participation in a Teach-Out Agreement. Should the student elect not to attend the alternate institution, a pro-rata refund of tuition will be made in accordance with the refund policy outlined above. Any monies due are refunded within 45 days.

When situations of mitigating circumstances are in evidence, the academy may adopt a policy wherein the refund to the student may exceed the minimum requirements.

SATISFACTORY ACADEMIC PROGRESS POLICY - POWAY

The Satisfactory Academic Progress Policy 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.

EVALUATION PERIODS

The academy defines its academic year for the Barbering, Barbering/Cosmetology, Cosmetology and Master Makeup Artistry programs as 900 hours and 26 weeks. All other programs are defined as an academic year of 900 hours and 30 weeks. The student's first evaluation for Satisfactory Academic Progress occurs at the midpoint of the academic year or the program, whichever occurs sooner, based on actual hours as follows:

COURSE	EVALUATION POINTS – ACTUAL HOURS	ACADEMIC YEARS
Barbering	450, 900, 1200, 1500	1.66
Barbering/Cosmetology	450, 900, 1350, 1800	2.0
Barbering/Cosmetology 102	450, 900, 1350, 1800, 1950	2.17
Cosmetology	450, 900, 1250, 1600	1.77
Cosmetology 102	450, 900, 1325, 1750	1.94
Cosmetology 103	450, 900, 1325, 1750	1.94
Cosmetology 104	450, 900, 1350, 1800, 1900	2.1
Esthetician	300, 600	0.66
Esthetician 102	375, 750	0.83
Esthetics 103	450, 900	1.0
Spa Nail Technician	300, 600	0.66
Makeup Artistry	75, 150	0.16
*Holistic Health Practitioner	450, 900, 1000	1.11
*Massage Therapy	450, 750	0.83
*Master Makeup Artistry	301, 602	0.67
*Not currently offered		

Transfer Students – Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 75% 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 school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum timeframe allowed.

MAXIMUM TIMEFRAME

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below. Students who exceed the maximum timeframe are no longer eligible to receive Title IV Financial Aid and will either be dropped from the program or allowed to continue the program on a cash pay basis. The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 75% of the scheduled contracted hours.

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Barbering (Day, 35 hrs/wk) – 1500 Hours	58 Weeks	1995
Barbering (Night, 25 hrs/wk) – 1500 Hours	80 Weeks	1995

Barbering/Cosmetology (Day, 35 hrs/wk) – 1800 Hours	70 weeks	2394
Barbering/Cosmetology (Night, 25 hrs/wk) 1800 Hours	96 weeks	2394
Barbering/Cosmetology 102 (Day, 35 hrs/wk) – 1950 Hours	75 weeks	2594
Barbering/Cosmetology 102 (Night, 25 hrs/wk) 1950 Hours	104 weeks	2594
Cosmetology (Day, 35 hrs/wk) – 1600 Hours	62 Weeks	2128
Cosmetology (Night, 25 hrs/wk) – 1600 Hours	86 Weeks	2128
Cosmetology 102 (Day, 35 hrs/wk) – 1750 Hours	67 Weeks	2327
Cosmetology 102 (Night, 25 hrs/wk) – 1750 Hours	94 Weeks	2327
Cosmetology 103 (Day, 35 hrs/wk) – 1750 Hours	67 Weeks	2327
Cosmetology 103 (Night, 25 hrs/wk) – 1750 Hours	94 Weeks	2327
Cosmetology 104 (Day, 35 hrs/wk) - 1900 Hours	72 Weeks	2527
Cosmetology 104 (Night, 25 hrs/wk) – 1900 Hours	102 Weeks	2527
Esthetician (Day, 30 hrs/wk) – 600 Hours	27 Weeks	798
Esthetician (Night, 25 hrs/wk) – 600 Hours	32 Weeks	798
Esthetician 102 (Day, 30 hrs/wk) – 750 Hours	34 Weeks	997
Esthetician 102 (Night, 25 hrs/wk) – 750 Hours	40 Weeks	997
Esthetics 103 (Day, 30 hrs/wk) – 900 Hours	40 Weeks	1197
Esthetics 103 (Night, 25 hrs/wk) – 900 Hours	48 Weeks	1197
Spa Nail Technician (Day, 30 hrs/wk) – 600 Hours	27 Weeks	798
Spa Nail Technician (Night, 25 hrs/wk) – 600 Hours	32 Weeks	798
Makeup Artistry (Day, 37.5 hrs/wk) – 150 Hours	6 Weeks	199
Makeup Artistry (Night, 25 hrs/wk) – 150 Hours	8 Weeks	199
*Holistic Health Practitioner (Day, 30 hrs/wk) – 1000 Hours	44 Weeks	1330
*Holistic Health Practitioner (Night, 25 hrs/wk) – 1000 Hours	54 Weeks	1330
*Massage Therapy (Day, 30 hrs/wk) – 750 Hours	34 Weeks	997
*Massage Therapy (Night, 25 hrs/wk) – 750 Hours	40 Weeks	997
*Master Makeup Artistry (Day, 37.5 hrs/wk) – 602 Hours	24 Weeks	801
*Master Makeup Artistry (Night, 25 hrs/wk) – 602 Hours	34 Weeks	801
*Not currently offered		

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 a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 – 100	EXCELLENT
85 – 92	VERY GOOD
75 – 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS

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. The academy is required to notify students of any evaluation that impacts the student’s eligibility for Title IV funding. Students receive a hard copy of their Satisfactory Academic Progress evaluation that must be signed at the time of the evaluation and kept in their student file if the SAP may affect their eligibility for Title IV funding. Students may request a copy of their SAP at any time from the Student Services office. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress 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 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 after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress 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 Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress 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 satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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, TRANSFER HOURS

With regard to Satisfactory Academic Progress, course incompletes, withdrawals and/or 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.

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. A Leave of Absence and/or failure to return from a Leave of Absence may affect your loan interest rates and/or repayment timeline.

Students who reach the required hours for program completion but have not completed all assignments and exams are considered Incomplete graduates. No final paperwork will be released until all assignments and exams are completed. If students have not completed all requirements within 30 days of their last day of attendance, they will be deemed to have withdrawn from the program.

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. Please see your Financial Aid representative for more information.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the academy's satisfactory academic progress standards.

SATISFACTORY ACADEMIC PROGRESS POLICY – EL CAJON/CHULA VISTA

The Satisfactory Academic Progress Policy 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.

EVALUATION PERIODS

The academy defines its academic year for the Barbering, Barbering-Cosmetology, Cosmetology and Master Makeup Artistry programs as 900 hours and 26 weeks. All other programs are defined as an academic year of 900 hours and 30 weeks. The student's first evaluation for Satisfactory Academic Progress occurs at the midpoint of the academic year or the program, whichever occurs sooner, based on actual hours as follows:

COURSE	EVALUATION POINTS – ACTUAL HOURS	ACADEMIC YEARS
Barbering	450, 900, 1200, 1500	1.66
Barbering-Cosmetology	450, 900, 1350, 1800	2.0
Barbering-Cosmetology 102	450, 900, 1350, 1800, 1950	2.17
Cosmetology	450, 900, 1250, 1600	1.77
Cosmetology 102	450, 900, 1325, 1750	1.94
Cosmetology 103	450, 900, 1325, 1750	1.94
Cosmetology 104	450, 900, 1350, 1800,1900	2.1
Esthetics	300, 600	0.66
Esthetics 102	375, 750	0.83
Esthetics 103	450, 900	1.0
Spa Nail Technician (Chula Vista only)	300, 600	0.66
Makeup Artistry	75, 150	0.16

Transfer Students – Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 75% 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 school will determine if the student has maintained at least 75% 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 TIMEFRAME

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below. Students who exceed the maximum timeframe are no longer eligible to receive Title IV Financial Aid and will either be dropped from the program or allowed to continue the program on a cash pay basis. The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 75% of the scheduled contracted hours.

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Barbering (Day, 35 hrs/wk) – 1500 Hours	58 Weeks	1995
Barbering (Night, 25 hrs/wk) – 1500 Hours	80 Weeks	1995
Barbering-Cosmetology (Day, 35 hrs/wk) – 1800 Hours	70 weeks	2394
Barbering-Cosmetology (Night, 25 hrs/wk) 1800 Hours	96 weeks	2394
Barbering-Cosmetology 102 (Day, 35 hrs/wk) – 1950 Hours	75 weeks	2594
Barbering-Cosmetology 102 (Night, 25 hrs/wk) – 1950 Hours	104 weeks	2594

Cosmetology (Day, 35 hrs/wk) – 1600 Hours	62 Weeks	2128
Cosmetology (Night, 25 hrs/wk) – 1600 Hours	86 Weeks	2128
Cosmetology 102 (Day, 35 hrs/wk) – 1750 Hours	67 Weeks	2327
Cosmetology 102 (Night, 25 hrs/wk) – 1750 Hours	94 Weeks	2327
Cosmetology 103 (Day, 35 hrs/wk) – 1750 Hours	67 Weeks	2327
Cosmetology 103 (Night, 25 hrs/wk) – 1750 Hours	94 Weeks	2327
Cosmetology 104 (Day, 35 hrs/wk) - 1900 Hours	72 Weeks	2527
Cosmetology 104 (Night, 25 hrs/wk) – 1900 Hours	102 Weeks	2527
Esthetics (Day, 30 hrs/wk) – 600 Hours	27 Weeks	798
Esthetics (Night, 25 hrs/wk) – 600 Hours	32 Weeks	798
Esthetics 102 (Day, 30 hrs/wk) – 750 Hours	34 Weeks	997
Esthetics 102 (Night, 25 hrs/wk) – 750 Hours	40 Weeks	997
Esthetics 103 (Day, 30 hrs/wk) – 900 Hours	40 Weeks	1197
Esthetics 103 (Night, 25 hrs/wk) – 900 Hours	48 Weeks	1197
Spa Nail Technician (Day, 30 hrs/wk) – 600 Hours (Chula Vista only)	27 Weeks	798
Spa Nail Technician (Night, 25 hrs/wk) – 600 Hours (Chula Vista only)	32 Weeks	798
Makeup Artistry (Day, 37.5 hrs/wk) – 150 Hours	6 Weeks	199
Makeup Artistry (Night, 25 hrs/wk) – 150 Hours	8 Weeks	199

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 a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 – 100	EXCELLENT
85 – 92	VERY GOOD
75 – 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS

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. The academy is required to notify students of any evaluation that impacts the student’s eligibility for Title IV funding. Students receive a hard copy of their Satisfactory Academic Progress evaluation that must be signed at the time of the evaluation and kept in their student file if the SAP may affect their eligibility for Title IV funding. Students may request a copy of their SAP at any time from the Student Services office. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress 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 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 after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress 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 Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress 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 satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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. A Leave of Absence and/or failure to return from a Leave of Absence may affect your loan interest rates and/or repayment timeline.

Students who reach the required hours for program completion but have not completed all assignments and exams are considered Incomplete graduates. No final paperwork will be released until all assignments and exams are completed. If students have not completed all requirements within 30 days of their last day of attendance, they will be deemed to have withdrawn from the program.

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. Please see your Financial Aid representative for more information.

APEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the academy's satisfactory academic progress standards.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, 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.

SATISFACTORY ACADEMIC PROGRESS POLICY – MANHATTAN

The Satisfactory Academic Progress Policy 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.

EVALUATION PERIODS

The academy defines its academic year as 900 hours and 26 weeks. The student's first evaluation for Satisfactory Academic Progress occurs at the midpoint of the academic year or the program, whichever occurs sooner, based on actual hours as follows:

COURSE	EVALUATION POINTS – ACTUAL HOURS	ACADEMIC YEARS
Barbering	450, 900, 1200, 1500	1.66
Cosmetology	450, 900, 1200, 1500	1.66
Cosmetology 102	450, 900, 1350, 1800	2.00
Esthetics	450, 900, 1000	1.11
Esthetics 102	450, 900, 1100, 1300	1.44
Massage Therapy	420, 840	0.93
Nail Technology	175, 350	0.38
Makeup Artistry	75, 150	0.16

Transfer Students – Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 75% 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 school will determine if the student has maintained at least 75% 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 TIMEFRAME

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below. Students who exceed the maximum timeframe are no longer eligible to receive Title IV Financial Aid and will either be dropped from the program or allowed to continue the program on a cash pay basis. The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 75% of the scheduled contracted hours.

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Barbering (Day, 35 hrs/wk) – 1500 Hours	58 Weeks	1995
Barbering (Night, 25 hrs/wk) – 1500 Hours	80 Weeks	1995
Cosmetology (Day, 35 hrs/wk) – 1500 Hours	58 Weeks	1995
Cosmetology (Night, 25 hrs/wk) – 1500 Hours	80 Weeks	1995
Cosmetology 102 (Day, 35 hrs/wk) – 1800 Hours	69 Weeks	2394
Cosmetology 102 (Night, 25 hrs/wk) – 1800 Hours	96 Weeks	2394
Esthetics (Day, 35 hrs/wk) – 1000 Hours	39 Weeks	1330
Esthetics 102 (Day, 35 hrs/wk) – 1300 Hours	50 Weeks	1729
Massage Therapy (Day, 35 hrs/wk) – 840 Hours	32 Weeks	1117
Massage Therapy (Night, 25 hrs/wk) – 840 Hours	46 Weeks	1117
Nail Technology (Day, 35 hrs/wk) – 350 Hours	14 Weeks	465
Makeup Artistry (Day, 35 hrs/wk) – 150 Hours	6 Weeks	199
Makeup Artistry (Night, 25 hrs/wk) – 150 Hours	8 Weeks	199

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 a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 – 100	EXCELLENT
85 – 92	VERY GOOD
75 – 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

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TRANSFER HOURS

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ENTRANCE / EXIT COUNSELING

The Financial Aid office will provide entrance and exit counseling utilizing the Department of Education online website applications at <https://studentloans.gov>.

All students are requested to meet with Financial Aid for an Exit interview prior to leaving the academy.

HEALTH AND SAFETY

CAMPUS SECURITY

Any person witnessing some form of criminal action or other emergency should report it to the supervisor on duty at the academy. The Academy Director will investigate the incident and report it to the local Police Department if appropriate.

All facilities are locked during non-business hours. During these hours, only authorized personnel are permitted on the premises. The receptionist, Academy Director, or supervisor will unlock the premises and terminate the alarm each morning. The night supervisor, instructor and/or receptionist will lock up and set the alarm in the evening at closing time. There will always be two employees closing the facilities in the evening. The alarm system is a motion and infra-red security system. If the system is activated, the police are summoned automatically.

The academy does not employ any private security personnel. All incidents of criminal or emergency nature are reported to the local Police Department.

During orientation, theory, and staff meetings, students and employees are informed about the importance of secure premises. Students and employees are encouraged to group together when walking to their cars or bus. Parking is at your own risk in the parking lot. Staff is also reminded that they can assist in crime prevention by ensuring that all doors are locked. Also, they must report any suspicious situation to the supervisor.

The academy does not recognize any off-campus student organizations.

Our company policy for all our employees requires them to sign a drug policy prior to hire. The sale or use of alcohol and illegal drugs are not permitted at the school or its adjacent parking facilities. Anyone observed using illegal drugs and any underage alcoholic consumption should be reported to the Academy Director and will be referred to local police authorities. The school has a drug and alcohol prevention program in place as required under Public Law 101-226.

BELLUS ACADEMY DRUG POLICY

The academy has a Zero Tolerance Policy regarding possession and/or use of drugs or alcohol on academy premises or at academy-related events. In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), students shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on academy property or as part of any academy activity.

Any student who is convicted of the unlawful manufacture, distribution, dispensation, possession, use, or abuse of illicit drugs or alcohol is subject to criminal penalties under local, state, or federal law. The exact penalty assessed depends upon the nature and the severity of the individual offense.

Students who violate the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) are subject to dismissal and/or referral to authorities for prosecution, as appropriate.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

Information regarding drug and alcohol abuse prevention is presented to students and staff annually. Students have access to a community resource binder that is maintained in the Student Services Office. The binder shows the link to the San Diego Health and Human Services website and provides a list of local agencies that offer professional assistance in the areas of drug and alcohol abuse prevention. Information regarding the agencies can be accessed from the SDHHS home page at:

<https://www.sandiegocounty.gov/content/sdc/hhsa/services/>. Because the access is web based, the students are assured that the information is always current.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Bellus Academy has Emergency Response and Evacuation Procedures in place. Evacuation routes are posted throughout the facilities. Fire Drills are conducted at least once a year.

SEXUAL HARASSMENT POLICY

Bellus Academy has a Zero Tolerance Policy regarding activities creating a safety hazard to other persons at the academy including, but not limited to, bullying, cyber-bullying, verbal abuse, sexual harassment, threats of violence, possession and/or use of drugs, alcohol or weapons on academy premises. Sexual Harassment Prevention training is presented to students and staff at least once a year.

TITLE IX and VIOLENCE AGAINST WOMEN ACT (VAWA) POLICIES

Title IX prohibits discrimination on the basis of sex (gender) in educational programs and activities receiving federal financial assistance. Bellus Academy is committed to providing an environment free of discrimination on the basis of sex (gender), including sexual harassment, sexual misconduct, sexual assault, relationship (dating and domestic) violence, and stalking. The academy provides resources and reporting options to students, faculty, and staff to address concerns related to sexual harassment and sexual violence prohibited by Title IX and academy policy.

For more information and details regarding Bellus Academy's Title IX Policy please see the academy's website at:

[Bellus Academy Title IX Policy](#)

To file a complaint under Title IX, please use the form found at:

[Bellus Academy Title IX Complaint Form](#)

Title IX Coordinator

Khris Pool, Director of Educational Operations

13266 Poway Road, Poway CA 92064

titleixcoordinator@bellusacdemy.edu

(858) 748-1490

VACCINATION POLICY

Bellus Academy does not require vaccinations.

STUDENT OUTCOMES

CALIFORNIA BPPE SCHOOL PERFORMANCE FACT SHEETS

CALENDAR YEARS 2018 – 2019

The California Private Postsecondary Education Act (CPPEA) of 2009 requires, under section 94910 of CPPEA that a school provide information for each program offered regarding completion rates, placement rates, licensure exam passage rates, and salary/wage information for the previous two calendar years. Because of changes to the reporting requirements in July, 2016, each program must have its own Fact Sheet.

Please see the individual program Fact Sheets for each Bellus Academy California location at:

[Bellus Academy - BPPE School Performance Fact Sheets](#)

NACCAS ANNUAL REPORT OUTCOMES

Please see the NACCAS Annual Report Outcomes for all locations on the **Bellus Academy** website Consumer Information and Disclosures page at:

[NACCAS Annual Report Outcomes](#)

ANNUAL SECURITY REPORTS

Please see the Annual Security Reports for each location on the Bellus Academy website Consumer Information and Disclosures page at:

[Annual Security Reports](#)

STUDENT BODY DIVERSITY

BELLUS ACADEMY – Poway, CA

Student Body Diversity by Gender and Ethnicity of PELL Grant Recipients

For the Reporting Year July 1, 2018 through June 30, 2019

Total First-Time Full Time Students Enrolled for this Time Period = 21

	<u>Female</u>	<u>Male</u>
American Indian/Alaska Native	0	1
Asian	0	0
Black/African American	1	1
Hispanic/Latino	2	0
Native Hawaiian/Pacific Islander	0	0
Race/ethnicity unknown	1	0
Two or more races	0	0
White	<u>6</u>	<u>0</u>
	10	2

57% of First-Time Full Time students at this campus received Pell Grants

BELLUS ACADEMY – El Cajon, CA

Student Body Diversity by Gender and Ethnicity of PELL Grant Recipients

For the Reporting Year July 1, 2018 through June 30, 2019

Total First-Time Full Time Students Enrolled for this Time Period = 107

	<u>Female</u>	<u>Male</u>
American Indian/Alaska Native	1	0
Asian	1	0
Black/African American	5	1
Hispanic/Latino	37	0
Native Hawaiian/Pacific Islander	3	0
Race/Ethnicity Unknown	0	0
Two or More Races	3	0
White	<u>25</u>	<u>0</u>
	75	1

71% of First-Time Full Time students at this campus received Pell Grants

BELLUS ACADEMY – Chula Vista, CA

Student Body Diversity by Gender and Ethnicity of PELL Grant Recipients

For the Reporting Year July 1, 2018 through June 30, 2019

Total First-Time Full Time Students Enrolled for this Time Period = 85

	<u>Female</u>	<u>Male</u>
American Indian/Alaska Native	1	1
Asian	3	0
Black/African American	6	2
Hispanic/Latino	42	13
Native Hawaiian/Pacific Islander	0	0
Race/Ethnicity Unknown	0	0
Two or More Races	1	1
White	<u>2</u>	<u>2</u>
	55	17

85% of First-Time Full Time students at this campus received Pell Grants

BELLUS ACADEMY – Manhattan, KS

Student Body Diversity by Gender and Ethnicity of PELL Grant Recipients

For the Reporting Year July 1, 2018 through June 30, 2019

Total First-Time Full Time Students Enrolled for this Time Period = 69

	<u>Female</u>	<u>Male</u>
American Indian/Alaska Native	0	0
Asian	0	0
Black/African American	4	0
Hispanic/Latino	1	0
Native Hawaiian/Pacific Islander	0	0
Race/Ethnicity Unknown	0	0
Two or More Races	3	0
White	<u>29</u>	<u>0</u>
	37	0

54% of First-Time Full Time students at this campus received Pell Grants

NET PRICE CALCULATORS

Links to the Bellus Academy Net Price Calculators are shown below.

BELLUS ACADEMY – POWAY

[Bellus Academy - Poway 2018-19 Net Price Calculator](#)

BELLUS ACADEMY – EL CAJON

[Bellus Academy - El Cajon 2018-19 Net Price Calculator](#)

BELLUS ACADEMY – CHULA VISTA

[Bellus Academy - Chula Vista 2018-19 Net Price Calculator](#)

BELLUS ACADEMY – MANHATTAN, KS

[Bellus Academy - Manhattan KS 2018-19 Net Price Calculator](#)

COLLEGE NAVIGATOR LINKS

Links to the Bellus Academy College Navigator websites are shown below.

BELLUS ACADEMY – POWAY

[Bellus Academy - Poway College Navigator Website](#)

BELLUS ACADEMY – EL CAJON

[Bellus Academy - El Cajon College Navigator Website](#)

BELLUS ACADEMY – NATIONAL CITY

[Bellus Academy - Chula Vista College Navigator Website](#)

BELLUS ACADEMY – MANHATTAN, KS

[Bellus Academy - Manhattan KS College Navigator Website](#)