

**ARNOLD'S BEAUTY SCHOOL  
MINIMUM GRAD REQUIREMENTS  
TREATMENT OF INCOMPLETES, WITHDRAWALS, REPEATS AND REMEDIAL POLICY**

**MINIMUM GRADE REQUIREMENTS**

Arnold's Beauty School requires students to maintain a minimum grade average of 70% in theory and "S" in practical application. Students failing to maintain grades and other required standards are promptly, individually and privately counseled. Personal assistance is available and every effort is made to help the student correct his or her deficiency. Any unwillingness to try or failure to cooperate with the grading policy may result in the student's dismissal from the school. S-Satisfactory N-Needs Improvement U-Unsatisfactory After consultation, if a student does not bring grades up to passing, he or she will receive notification from the school. The student will have two additional weeks to bring grades up to 70%. If there is no improvement, the student may be terminated from class.

The following grades received from the course taken will not be considered as successful completion:

- F – grades
- W – withdrawal
- I – incomplete
- X– unofficial withdrawal.

The following conditions must be met for incomplete work, withdrawal from the program, repeating a subject and remedial work:

- 1) Students with incompletes will be given 2 weeks in the following evaluation period to make up work not completed during the prior evaluation period, in addition to the regular work for the current evaluation period.
- 2) A student wishing to change programs must get permission from the school Director. The Director will determine the amount of credit, if any, that will be given for the previous work completed.
- 3) A student who receives a failing grade for a subject will not receive credit for that subject, must repeat the subject in full and will be ineligible for financial aid. A student may repeat a subject only with approval from the school Director.
- 4) All remedial work must meet the same standards set for other course work and must be satisfactorily completed before graduation.
- 5) A "W" will be given to a student who withdraws before the end of a particular unit. An "I" will be given to a student who misses three or more days in a week. Progress reports will be provided at the end of each evaluation period.

In the event that a student fails to meet any of the above criteria in a particular evaluation period, the student will be placed on probation for the next evaluation period. A student in this category may receive financial aid for the upcoming evaluation period, but must meet the stated minimum grade requirement and complete enough work/clock hours to meet the cumulative amount of work/clock hours for that evaluation period as defined on the clock hour completion chart. The second time that a student fails to

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meet one or more of the requirements, the student will be ineligible for financial aid for the following evaluation period.

#### **APPEALS PROCEDURE**

If a student is determined to be ineligible for financial aid because SAP requirements were not met, the student may appeal this decision to the Director of Financial Aid by indicating in writing the reasons why the minimum academic/attendance requirements were not met, and why aid should not be terminated. The Director of Financial Aid will review the appeal and determine whether the suspension from aid is justified. The student will be advised, in writing, of the decision. To reestablish satisfactory progress once a student has been terminated from aid, the SAP requirements must be improved to meet the designated standards. Reinstatement: Students whose disqualification has been successfully appealed will be reinstated into financial aid eligibility status.

The Accreditation Commission/Institutional Refund Policy remains in effect. (see above) Distribution of Funds: If a student is entitled to receive a refund, or a return of Title IV funds in accordance with the federal/accreditation/institutional policies, the return of funds must be applied to the appropriate program in the following order:

1. Federal Unsubsidized Direct Loans
2. Federal Subsidized Direct Loans
3. Federal Perkins Loans
4. Federal PLUS Loans
5. Federal Direct PLUS Loans
6. Federal Pell Grants
7. FSEOG
8. Other grant or loan assistance authorized by Title IV
9. State, Private and/or Institutional Funds 11. Student

Arnold's Beauty School is in compliance with the Civil Rights Act of 1974, as amended, which prohibits discrimination on the basis of race, sex, religion, age and national origin.

The school is in compliance with the Rehabilitation Act of 1973 in that no qualified person, by reason of handicap, will be excluded from enrolling in the course of instruction.

The school will work with any handicapped applicant to ensure that needed or special services are available.