



NOTICE OF INSTITUTIONAL AND FINACIAL AID INFORMATION

This publication contains brief descriptions of information relating to Lubbock Hair Academy and includes statements of the procedures required to obtain the information. Much of this information is also available in the Lubbock Hair Academy Course Catalog. For help in obtaining institutional of financial aid information, all enrolled or prospective LHA students may contact the individuals designated below at our LHA campus.

Admissions:

Campus Location	Representative	Phone Number	Email
2844 34 th Street Lubbock, Texas 79410	Phillip Vivial President/Instructor Michelle Welch Administrator/Admissions/Financial Aid/Instructor	806.795.0806 ext 101	pjv@lubbockhairacademy.com

Education Department:

Campus Location	Representative	Phone Number	Email
2844 34 th Street Lubbock, Texas 79410	Phillip Vivial President /Instructor Rocky Boggan Director of Education/Lead Floor Instructor	806.795.0806 ext 100	pjv@lubbockhairacademy.com

Financial Aid Department:

Campus Location	Representative	Phone Number	Email
2844 34 th Street Lubbock, Texas 79410	Phillip Vivial President /Instructor Michelle Welch Administrator/Admissions/Financial Aid/Instructor	806.795.0806 ext 101	pjv@lubbockhairacademy.com

Student Services Department:

Campus Location	Representative	Phone Number	Email
2844 34 th Street Lubbock, Texas 79410	Phillip Vivial President/Instructor Michelle Welch Administrator/Admissions/Financial Aid/Instructor	806.795.0806 ext 101	pjv@lubbockhairacademy.com



1. STUDENT FINANCIAL AID INFORMATION

A. Financial Aid

Prospective and enrolled students shall have access to information about:

- All need-based and non-need-based Federal, state, local, private and institutional student financial assistance programs available to students who enroll at LHA;
 - Terms and conditions of loans obtained per Title IV of the Higher Education Act of 1965 ("Title IV, HEA");
 - Criteria for selecting recipients and for determining amount of award;
 - Eligibility requirements and procedures for applying for aid;
 - Methods and frequency of disbursements of aid;
 - Rights and responsibilities of students receiving Title IV, HEA student financial aid, including criteria for continued student eligibility and standards for satisfactory academic progress;
 - Terms of any loan received as part of financial aid package, sample loan repayment scheduled, and the necessity for repaying loans;
 - Aid counseling – both entrance and exit interviews; and
 - The criteria for measuring satisfactory academic progress and how a student who has failed to maintain satisfactory academic progress may reestablish eligibility for Federal financial aid.
- For assistance in obtaining financial aid information, all enrolled or prospective LHA students may contact the individuals in the Financial Aid Department named on page 1 of this notice.

B. Federal Student Financial Aid Penalties for Drug Law Violations

Federal law provides that a student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving financial aid shall not be eligible to receive any Federal or institutional grant, loan, or work assistance. For questions about this law, please contact the Financial Aid Department.

2. General Institutional Information

A. Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA)

LHA annually provides a notice to all enrolled students about:

- The right to review their education records, to request amendment of records, to consent to disclosures of personally identifiable information, and to file complaints with the Department of Education;
- Procedures for reviewing education records and requesting amendment of the records; and
- If applicable, information about LHA's policy regarding disclosures to school officials with a legitimate educational interest in the education records.

For more information, see the annually distributed FERPA notice attached hereto as Exhibit A and also published in the LHA Course Catalog. Questions regarding FERPA and general information about LHA can be directed to the Student Services department (see page 1 of this notice) or LHA at 806-795-0806 ext 101.

B. Facilities and Services Available to Students with Disabilities



For assistance in obtaining information about facilities and services available to students with disabilities, including students with intellectual disabilities, students can contact the LHA Student Services and Education Departments as identified on pages 1 of this notice. Also, please see section entitled, “Special Services to the Disabled” in the LHA Course Catalog for more details.

C. Student Body Diversity

LHA makes available to current and prospective students information about student body diversity, including the percentage of enrolled, full-time students who are male, female, self-identified members of a major racial or ethnic group, and those receiving a Federal Pell Grant. These percentages are set forth in the chart below.

LHA Student Body Diversity Data from the Fall of 2015

GROUP DESCRIPTION	PERCENTAGE
Male	87%
Female	13%
Self-identified member of a major racial or ethnic group:	
• American Indian / Alaskan Native	0%
• Asian / Native Hawaiian / Pacific Islander	0%
• Black / African American	11%
• Hispanic / Latino	76%
• White	13%
• Two or more races	0%
• Race / ethnicity unknown	0%
• Non-resident alien	0%
Pell Grant Recipients (2014 – 2015)	87%

Students with questions regarding this data should contact the LHA Student Services Department. (See page 1 of this notice).

LHA student body diversity data can also be accessed online at the U.S. Department of Education’s College Navigator website, as follows:

<http://nces.ed.gov/collegenavigator/?q=lubbock+hair+academy&s=all&id=226374>

This information is located under the web page’s Financial Aid and Enrollment tabs.

D. Cost of Attendance

Information about the cost of attendance, including tuition and fees, books and supplies, room and board, transportation costs, and any additional costs for a program in which the student is enrolled or expresses an interest can be provided by LHA’s Admissions or Financial Aid Department. (See page 1 of this notice.) See also the LHA Course Catalog for this information.

E. Refund Policy, Requirements for Withdrawal, and Return of Financial Aid Obtained Per Title IV, HEA

The Financial Aid Department provides information about LHA’s (i) refund policy, (ii) requirements and procedures for official withdrawal, and (iii) requirements for return of Title IV, HEA grant or loan aid. (See page 1 of this notice.) See also the LHA Course Catalog for this information.

Students may cancel or terminate their enrollment at any time by completing and submitting a withdrawal request form to a LHA Student Service Representative via hand delivery or via facsimile at (806)797-9998. Withdrawal Request forms are available at our campus and administrative offices.

F. Academic Program (Educational Program, Instructional Facilities, and Faculty)

The Admissions Department provides information about LHA’s academic program, including: (i) current educational and training program, (ii) instructional and other physical facilities that relate to the academic program, and (iii) any plans of LHA for improving the academic program. (See page 1 of this notice for



information on contacting a LHA Admissions Representative.) See also the LHA Course Catalog for information relating to LHA's barbering program.

G. Institutional and Program Accreditation, Approval or Licensure

LHA's accrediting body, the Council on Occupational Education (COE), assesses LHA's programs through a formal program review process on a regular basis. LHA is licensed by the Texas Department of Licensing and Regulation (TDLR). LHA makes available (i) names of associations, agencies or governmental bodies that accredit approve or license LHA and its programs, and (ii) procedures for obtaining or reviewing documents describing accreditation, approval or licensing and/or approval for the same. This information can be obtained by submitting a written request to LHA 2844 34th street Lubbock, Texas 79410. See also the LHA Course Catalog for this information.

H. Copyright Infringement Policies and Sanctions (Including Computer Use and File Sharing)

LHA makes available its policies and sanctions related to copyright infringement, including (i) a statement that explicitly informs students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject infringing students to civil and criminal liabilities; (ii) a summary of the penalties for violation of federal copyright laws; and (iii) LHA's policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using LHA's information technology system. (See LHA's copyright infringement policy and sanctions set forth in Exhibit B attached hereto and in the LHA Course Catalog.

I. Statement of Non-discrimination

LHA provides equal opportunities in education for all prospective and enrolled students, and does not discriminate on the basis of race, color, sex, age, disability, national origin, or any other characteristic protected by law, in its education programs and activities.

LHA prohibits sexual harassment, which is a form of prohibited sex discrimination and includes any acts of sexual violence. Title IX of the Education Amendments of 1972 ("Title IX") is a federal civil rights law that prohibits discrimination on the basis of sex in federally funded education programs and activities. This protection against sex discrimination also applies to employment in and admission to LHA programs. The following person has been designated to handle inquiries regarding the non-discrimination policies, including, but not limited to, Title IX inquiries and complaints:

Phillip Vivial or Michelle Welch 2844 34th St. Lubbock, Texas 79410. (806)795-0806 ext 101 or 102
pjv@lubbockhairacademy.com

Questions regarding Title IX may also be referred to the Office for Civil Rights – U.S. Department of Education (OCR) at its Dallas office, 214-661-9600. The web address for OCR is
<http://www2.ed.gov/about/offices/list/ocr/index.html>.

J. Voter Registration

Pursuant to the Higher Education Act, LHA must provide students with the opportunity to register to vote. Voter registration forms are available at the LHA campus. In addition, students may obtain an application to register to vote on the Texas Secretary of State's website at:

<http://www.sos.state.tx.us/elections/voter/reqvr.shtml>.

3. Health and Safety

A. Vaccinations Policies

Current state regulations do not require vaccinations for LHA students. Students will be notified of any changes to this policy. Any questions concerning vaccination policies should be addressed to the individuals in the Student Services Department named on page1 of this notice.

B. Security Report

Information regarding safety at LHA is distributed by October of 1 each year to students and employees. It contains crime statistics for the prior three years, policy statements regarding various safety and security measures, LHA's drug and alcohol abuse prevention program, campus crime prevention program descriptions, emergency response and evacuation procedures, and procedures to be followed in the investigation and prosecution of alleged sex offenses, including without limitations, stalking, domestic,



violence, sexual assault, and dating violence. Copies of the report are made available at LHA campus and administrative office. Questions concerning the LHA Security Report, including requests for a copy of the report, can be submitted to Michelle Welch 2844 34th St. Lubbock, Texas 79410. (806)795-0806 ext 101 pjv@lubbockhairacademy.com See also the LHA Course Catalog for excerpt from this report.

C. Drug/Alcohol Policy

The annual LHA Security Report and the LHA Course Catalog provide information about alcohol and other drug health risks, drug and alcohol laws and penalties, and campus alcohol and other drug education and counseling resources.

4. Student Outcomes

A. Retention Rate

The retention rate for full-time students who began in the Fall of 2015 was 82%. Questions concerning retention rates of certificate-seeking, first-time full-time students should be addressed to the individuals in the Student Services Department named on page 1 of this notice.

B. Completion/Graduation and Transfer-out Rates

LHA makes the completion or graduation rate of its certificate-seeking, first-time full-time students available in the LHA Course Catalog. These rates are also set forth in the chart below. Students with questions regarding these rates should contact the Student Services Department. (See page 1 of this notice.)

The following includes all LHA programs:

Outcome	2014-2015	2013-2014	2012-2013
Completion (Graduation)	67%	69%	65%
Placement	88%	87.50%	95%
Licensure	93%	81.25%	100%

4-Year Average Student Right-to-Know Rates

Outcome	Rate
Completion (Graduation)	70%

C. Placement in Employment

Information regarding the placement in employment of and types of employment obtained by graduates of LHA’s programs can be obtained by contacting the Student Services Department. (See page 1 of this notice.) LHA cannot and will not guarantee a job to any student.



Exhibit A

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Lubbock Hair Academy (LHA) receives a request for access. A student should submit to a Student Services representative or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. (Forms to request records can be obtained from the Student Services Department.) The School official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the School official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the School to amend a record should write the School official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the School decides not to amend the record as requested, the School will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the School discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. LHA discloses education records without a student's prior written consent under the FERPA exception for disclosure to School officials with legitimate educational interests. A School official is a person employed by LHA in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A LHA official also may include a volunteer or contractor outside of LHA who performs an institutional service or function for which the School would otherwise use its own employees and who is under the direct control of the School with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another School official in performing his or her tasks. A School official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School. Upon request, LHA also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by LHA to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Disclosures that postsecondary institutions may make without a student's consent

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A



postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other School officials, including instructors, within LHA whom the School has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the School has outsourced institutional services or functions, including without limitation financial aid processing companies and default management companies, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the School's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the School, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the School has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the School determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the School's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the School, governing the use or possession of alcohol or a controlled substance if the School determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Exhibit B

Copyright Infringement



Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities.

The making of an electronic or paper copy of a copyrighted work by any means (photocopying, electronic reproduction, scanning, digitizing, etc.) constitutes reproduction that is governed by copyright law. The copyright principles that apply to the use of copyrighted works in electronic environments are the same as those that apply to such use in paper environments.

The reproduction or copying of a work subject to copyright protection typically requires the permission of the copyright owner. However, the copyright law recognizes that in certain situations, copyrighted work may be reproduced without the copyright owner's consent. One such situation is where the doctrine of "fair use" applies. The following four factors must be considered for determining "fair use":

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
- The nature of the copyrighted work.
- The amount and substantiality of the portion used in relation to the copyrighted work.
- The effect of the use upon the potential market for or value of the copyrighted work.

Information about the appropriate use of copyrighted materials is included in the TBC Student Handbook, in addition to e-mail and/or paper disclosures.

Allegations of copyright infringement, including without limitation unauthorized peer-to-peer file sharing, by LHA students will be investigated. Any student involved in a copyright infringement situation will be referred to the student's Program Director and the proper authorities. The Program Director may call a disciplinary hearing, and if LHA determines that a student has violated any copyright laws, including without limitation, illegal downloading or unauthorized distribution of copyrighted materials using LHA's information technology system, the offending student's access to online services may be terminated or the student's enrollment at LHA may be terminated.

LHA presently has a firewall web-filtering appliance, which provides web filtering and fire wall protection. Students have very limited access to computers at LHA. For those students who do use LHA computers, their access is limited to approximately 20 websites. While it is impossible to ensure 100% access restriction, LHA does disable all devices pertaining to copying computer-generated information, including blocking all USB connections. In addition, LHA prohibits student users from downloading restricted information without the consent of the administrators in charge of the program.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:

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 and 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 U.S. Copyright Office website at www.copyright.gov, especially their Frequently Answered Questions (FAQ's) at www.copyright.gov/help/faq

