

CONSUMER INFORMATION

WILLIAM EDGE INSTITUTE administrative staff is responsible for disseminating consumer information to all enrolled students. Policies have been implemented to ensure that the information is disseminated accurately and timely. Additional information can be found in the Student Handbook.

WILLIAM EDGE INSTITUTE offers excellent Cosmetology (1350 hours and 1000 hours) (Title IV eligible) Manicure (600 Hours) (Title IV eligible) and Esthetician 750 hours (Title IV eligible) Programs. Theory is taught daily and once the classroom competencies have been taught, the students will perform laboratory, practical and clinical work in the salon area. The students are taught and observed by licensed Cosmetology Operators. WILLIAM EDGE INSTITUTE is located in New Braunfels, Texas. It has various large and small classrooms with a large salon to service the clients that come for services in the salon.

Notice of Availability of Institutional and Financial Aid Information

In accordance to the Office of the US Department of Education and Federal Regulations set under the Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosure and reporting requirements. Disclosure requirement means information that a postsecondary education institution is required to distribute or make available to all students, applicants, employees and current students at WILLIAM EDGE INSTITUTE. A reporting requirement is information submitted to the U.S. Department of Education or other agencies. A summary of consumer information including a disclosure and reporting is listed below. A brief description of the consumer information will be disclosed below and provides you with access to the information. The institution will annually distribute a copy of the Family Educational Rights and Privacy Act of 1974 (FERPA) to all enrolled students. Each student enrolled has a signed copy in their Student file. A blank copy of FERPA can be found in the form binder in Financial Aid.

The institution will provide a notice to prospective students and employees a statement of the Security report availability Oct 1 of each year. The Security report will include statistics on Crimes, Hate Crimes, and Disciplinary Offense occurring either on campus, off campus or a public area. The institution will provide prospective students and employees a paper copy of the report upon request.

Contact Information of Assistance in Obtaining Institutional or Financial Aid Information

Disclosure Requirements will be made available through appropriate publications, mailings, or electronic media.

HEA Sec 485(a) (1) -(2), 20 U.S.C. 1092 (a) (1) -(2). Not changed by HEOA 34 C.F.R. 668.41 (a)-(d); 668.43 revised August 21, 2009 NPRM (revised 34 CFR 668.231)

Each institution must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Section 485 (a)(1), Section 485(f), Section 485 (h), and Section 485 (j).

Financial Aid Staff are available to assist enrolled or prospective students in obtaining financial aid information. More and detailed information about the availability and the application process, for each of type of financial aid listed below, can be obtained at the addresses listed below:

WILLIAM EDGE INSTITUTE

Address: 651 N Business IH 35, Suite 330 New Braunfels, Texas 78130

Phone: 830.387.4094

Email: admissions@wmedge.com

Website: www.williamedgeinstitute.com

Office hours: Monday- Friday 9:00am- 5:00pm

The information is posted on WILLIAM EDGE INSTITUTE's website and can be found in the student catalog. Paper copies are available upon request from the Admissions Office.

FINANCIAL AID POLICY AND PROCEDURE

What is a Federal Pell Grant?

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. (A professional degree would include a degree in the field of education or pharmacy) In some cases, you might receive a Pell Grant for attending post-baccalaureate teacher certification program.

For many students, Pell Grants are usually a foundation of financial aid, to which aid from other federal and non-federal sources might be added.

How do I Qualify?

To determine if you're financially, the United States Department of Education uses a standard formula, established by Congress, to evaluate the portion you report when you apply. The formula produces an Expected Family Contribution (EFC) number. Your Student Aid Report (SAR) contains this number, in the upper right corner of page 1. This number will determine if you're eligible for a Pell Grant and how much.

You need to complete the FAFSA to be eligible for Financial Aid and determine what you'll qualify to receive.

Student Eligibility Requirements

To be eligible for financial aid, a student must:

- be admitted as a regular student.

- be enrolled or accepted for enrollment in an eligible program on at least a half-time basis.
- Be a citizen or an eligible non-citizen.
- Not owe a refund on a Federal Pell Grant or FSEOG at any school.
- Not be in default on Federal Perkins Loan or Federal Stafford Loan/FSLs/FPLUS at any school.
- Have financial needs.
- Be making satisfactory progress (as defined by the school’s policy) in the course of study.
- Be registered for selective service (if a male born on or after January 1, 1960)
- Have signed a statement of educational purpose.
- Have signed a statement of updated information.
- Have a High School Diploma, a GED, or have demonstrated the ability to benefit.
- Agree to use any federal student aid received solely for educational purposes.

Conviction for possession or sale of illegal drugs

Note: more guidance on this can be found in the current FSA Handbook, Vol. 1, chapter 1.

- A Federal or state drug conviction can disqualify a student or FSA funds. The student may Re-certifies in applying for aid that he/she is eligible. WILLIAM EDGE INSTITUTE is not required to confirm this unless there is evidence of conflicting information.
- A conviction that was reversed, set aside, or removed from the student’s record does not count, nor does one received when the student was a juvenile, unless she/he was tried as an adult.
- The Chart below illustrates the period of ineligibility for FSFA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs)

	Possession of illegal drugs	Sale of illegal drug
1 st Offense	1 year from date of conviction	2 years from date of conviction
2 nd Offense	2 years from date of conviction	Indefinite period
3 + Offenses	Indefinite period	

- If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.
- A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him/her ineligible again.
- When a student regains eligibility during the award year the institute may award the student a Federal Pell Grant and Direct loan(s) based aid for the current payment period and direct for the period of enrollment.

Title Iv, Hea Financial Aid Eligibility/Citizen/Eligible Non-Citizen

You must be one of the following to receive Federal Student Aid:

- U.S. citizen
- U.S. national
- U.S. permanent resident who has an I-151 or I551 (Alien Registration Receipt Card) Departure Record (I-94) from the U.S. Immigration and Naturalization Service (INS) showing one of the following designations:
 - “Refugee”
 - “Asylum Granted”
 - “Indefinite Parole” and/or “Humanitarian Parole”
 - “Cuban-Haitian Entrant, Status Pending”
 - “Conditional Entrant” (Valid only if issued before April 1980)
 - “A Suspension of deportation case pending before Congress.
 - “I-688” with valid expiration date

If You Are In The U.S. Under One Of The Following Conditions, You Are Not Eligible For Federal Aid:

- “F1” OR F2” student visa
- “J1” or “J2” exchange visitor visa only
- “I-688a”, “I-688b or “I-688c” (Amnesty application)

Federal Subsidized Stafford Loans, Unsubsidized Stafford and PLUS Loans:

WILLIAM EDGE INSTITUTE does not participate in any Federal Loan Programs.

Private Education Loan Disclosures (Including Self-Certification Forms)

WILLIAM EDGE INSTITUTE does not participate in Privately Funded Loans Programs; therefore we have no Lender list.

Note: The institution does not have access to any Self-Certification Forms for private education loans.

Code of Conduct for Education Loans

WILLIAM EDGE INSTITUTE does not participate in Code of Conduct for Education Loans; therefore we have no Lender list.

Preferred Lender Lists

WILLIAM EDGE INSTITUTE does not participate in Privately Funded Loans; therefore we have no Lender list.

Preferred Lender Arrangements

WILLIAM EDGE INSTITUTE does not participate in Privately Funded Loans, therefore we have no Lender arrangements.

Principles Of Financial Aid

1. The institution will work with schools, community groups, and other educational institutions in support of the national goal of equality of educational opportunities.
2. Expected Family Contribution toward the student's cost of education is highly encouraged. This school expects parents to contribute financially, according to their means, taking into account their incomes, assets, number of dependents, and other relevant information. Students are expected to contribute from their own earnings and assets, including borrowing against future earnings.
3. Financial aid will be offered after determining whether the family's resources are insufficient enough to meet the student's educational expenses. The amount of aid offered will not exceed the amount needed to meet the difference between the student's total educational expenses and the family's resources.
4. In awarding funds to eligible students, the amount and the type of self-help will be related to the circumstances of the individual and the largest amount of grant assistance will be offered to students with the least ability to pay.

Dependent Student

An individual that does not meet the Independent Student criteria is a dependent student. This student is required to submit with his/her application student, spouse (if applicable) and parents income and assets data.

Independent Student

An individual who meets one of the following criteria:

1. An individual at least 24 years old by December 31 of the award year.
2. At any time since the student was 13, were both parents deceased, was the student in foster care or was the student a dependent or ward of the court.
3. A veteran of the armed forces of the United States.
4. An individual with legal dependent other than a spouse.
5. A graduate or professional student who will not be claimed as an income tax exemption by his/her parents for the first calendar year of the award year.
6. A married person.
7. A student who is currently serving on active duty in the United States Armed Forces for purposes other than training.
8. A person who has children, whom they will provide more than ½ the children's support.
9. The student is an emancipated minor.
10. The student is in legal guardianship.
11. The student is an unaccompanied youth who was homeless.
12. The student was a homeless youth at risk of being homeless.

Parent(S)

For purposes of the Financial Aid Program, "parent" is mother and/or father or adoptive parent; not foster parents.

Expected Family Contribution (EFC)

The amount that has been calculated as expected family contribution to offset the student cost of attendance.

Financial Need

Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

DETERMINING FINANCIAL NEED

The U. S. Department of Education approves the Effective Family Contribution formula. This school uses it to compute the ability of the family to contribute to the cost of the student's training. Each year certain aspects of EFC are adjusted. This accounts for both actual inflation in the previous year and projects inflation for the next analysis year. The yearly Consumer Price Index (CPI) analysis determines inflation rates. Revision in FICA, federal, state, and local taxes reflect changes in the law and recently available IRS data.

The Federal Pell Grant uses the Federal Expected Family Contribution (EFC) number on the Student Aid Report (SAR) to determine edibility number obtained. This determines the student's (or family's) ability to contribute to the Cost of Attendance (COA). The EFC is subtracted from the COA, and the school awards financial aid to cover as much of the student needs as possible. The EFC base needs on information furnished in the Free Application for Federal Student Aid (FAFSA). The EFC number calculated is for nine months, for dependent students, and twelve months for Independent students.

National Student Loan Data System (NSLDS)

After submitting the FAFSA, the Department of Education (DOE) attempts to match the information provided with what is on the National Student Loan Data System (NSLDS). This is to ensure that the student is not in default on any previously borrowed student loans, is not close to over aggregate Federal Stafford Loan limits, and a refund on a grant payment received is not due. Department of Education uses the student's name, social security number, and date of birth to determine the above and list financial aid history on the Student Aid Report (SAR) and ISIR. If the information provided on the FAFSA does not match what is on NSLDS, the record will be flagged.

For files that are flagged, the Financial Aid Office personnel must determine why the data mismatch is occurring, try to resolve it if possible, and then locate the student's financial aid history on the NSLDS to ensure there are no other issues.

When a partial match on the information with NSLDS is reported on the SAR/ISIR, Financial Aid Office personnel must resolve the issue before proceeding. If there was a mistake made entering the student's data on the FAFSA, a correction should be made. Students may be asked to provide document to help resolve the issue. This may be but is not limited to paperwork showing a legal name change, a copy of the social security card, or a birth certificate, passport,

naturalization papers, etc. Financial Aid personnel will contact the student should any supplementary documentation be needed.

The Financial Aid administrator will look at NSLDS history for each student flagged who is awarded Financial Aid. As ISIRs are received, NSLDS history is printed. Then if the data indicated that a student has attended other schools, the Financial Aid personnel will check to see if transcripts from any or all previous schools attended have been received. If transcripts are missing, then admissions trace the missing transcripts. During the award process, Financial Aid personnel will look in and check NSLDS for any potential problems that may need resolving before student is awarded Financial Aid.

www.nsls.gov.

STUDENTS RIGHTS AND RESPONSIBILITIES

The student has the right to ask the school:

- The name of its accrediting and licensing organizations.
- About the programs, instructional, laboratory, and other physical facilities, and its faculty.
- What the cost of attending is and the policy on refunds to students who drop out.
- What financial assistance is available; including information on all federal, state, local, private and institutional financial aid programs?
- What's the procedures and deadline are for submitting applications for each available financial aid program?
- How it selects financial aid recipients?
- How it determines financial needs?
- How much of your financial needs, as determined by the school, has been met?
- How and when the student will be paid?
- To explain each type and amount of assistance in your financial aid package.
- What is the interest rate on student loan offered, the total amount you must repay, when you must start repaying, and what cancellation or deferment (postponement) provisions apply?
- To reconsider your aid package, if the student believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines whether you are making satisfactory progress and what happens if you are not?
- What special facilities and services are available to the handicapped?

It is the student's responsibility to:

- Review and consider all information about the school program before enrolling.
- Pay special attention to the application for student financial, and complete it accurately, and submit it on time to the right place. Errors can delay or prevent the student from receiving financial aid.

- Provide all documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you are asked to sign.
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that is your responsibility and your liability when errors are made and funds for which you are not eligible for are advanced to you or credited to your school account.

When Do I Apply For Financial Aid?

Apply as soon AFTER January 1, (you can't apply before this date). It's easier to complete the application when you already have your tax return for the year end, so you may want to consider completing your tax return early as possible. If you have not applied for financial aid, you can always apply before June 30th of the following year.

Note:

You must reapply for federal aid every year. Also, if you change schools, your aid doesn't go with you. Check with your new school to find out what steps you must take to continue receiving financial aid.

Pell Grants:

The student completes the Free Application for Federal Student Aid and our Institutional Financial Aid Application.

or

Go to **FAFSA website** www.fafsa.ed.gov and follow step 1, 2, 3.

VETERANS BENEFITS

Financing may also be available through the Department of Veteran Affairs to those that qualify.

ADMISSIONS POLICY AND PROCEDURES

Enrollment and Attendance Considerations

William Edge Institute recognizes the glamor, the hype and the high expectations of prospective students entering our industry. Although the statistics validate a high demand and high income potential, we acknowledge that sacrifices and dedication will be required to accomplish your goals.

Our Admissions Staff suggests that you consider any of the following that may affect your successful attendance, completion of your program, entry level employment and beyond.

We also encourage you to discuss any of these matters with the Admissions Representative prior to enrollment. We believe that a well-informed prospective student will help produce a successful graduate, salon employee, or any other of the numerous opportunities that are available.

Your personal goals and expectations of the industry

- Full time attendance for 6 to 14 months
- Your educational background
- English language skills
- Family or peer group support
- Current work schedule
- Cost of education
- Personal financial needs
- Financial aid assistance
- Child care availability
- Contractual obligations
- Medical or physical limitations

Administration Hours

A prospective student may request information over the phone or via our website, which will prompt an Admissions Representative to reach out and schedule an informational interview and campus tour.

Admissions Representatives are available Monday – Friday from 9a – 5p. Evening and Saturday appointments are available upon request.

The enrollment dates are distributed in the information packets.

Course of Study Offered

Cosmetology 1350 Hours; 45 weeks

Cosmetology 1000 Hours; 34 weeks

Esthetician 750 Hours; 25 weeks

Manicure 600 Hours; 20 weeks

Admissions Requirements

Potential students excited about the prospect of training at William Edge Institute, must do the following to get started:

1. Complete the Enrollment Application for Admission and submit it to the Admissions office along with a **\$100 non-refundable Application Fee**.
2. Schedule an informational interview and tour the school with an Admissions Representative.

3. Submit your high school diploma or high school transcript showing high school graduation, an academic transcript of a student who has successfully completed at least a 2-year program that is acceptable for full credit toward a bachelor's degree, GED or a home school diploma showing graduation from a TDLR recognized home school. *A foreign student's high school diploma must be translated by an outside agency, at the student's expense, that is qualified to translate document into English and confirm that academic equivalence to a U.S. high school diploma has been met. Student can contact the following for an official translations of a foreign diploma or transcript...* **Rush Translate** <https://rushtranslate.com/>
William Edge Institute does not accept ability-to-benefit (ATB) students.
4. Submit a true copy of your birth certificate or alien registration form, and driver's license or passport and social security card. This will serve as proof you are above the compulsory age for attendance as required by the state.
5. Two (2) passport photos (approximately 2" X 2") or be prepared to have your picture taken.
6. State Board Registration Fees of \$25 paid by cash, check or money order.
7. Kit fee, based on curriculum chosen.

In addition to the above Veterans Affairs (VA) students need the following:

1. Certificate of eligibility
2. Military transcript (veterans only)
3. Transcript evaluation (veterans only)

The **Admissions Application and \$100 non-refundable application fee** may be completed and submitted in person or on-line at www.williamedgeinstitute.com

On the **Campus Tour**, a prospect can observe the William Edge Institute edge-ucators and students in each learning environment, meet the campus leadership, and ask questions. Admissions team members should encourage prospects to come and spend a couple of hours observing classes and/or the clinic floor.

During the **Informational Interview**, the admissions team member will discuss the various aspects of the training programs offered, tuition, financing, entrance requirements and share information about the profession. The prospect will be given the following documents in an informational packet:

- William Edge Institute Catalog/Student Handbook
- Admittance Checklist
- Payment Options
- How to Apply for Federal Student Aid

When submitting valid **Proof of Education** in lieu the above acceptable diplomas or transcripts, student with foreign education credentials must have them translated into English and verified by a qualified outside agency to confirm their academic equivalence to a U.S. high school diploma.

Home schooled students are eligible for admissions provided that their secondary schooling was completed in a home school that state law treats as a home or private school. If the state or local school board issues a secondary credential for home schooling, this must be provided.

William Edge Institute does not accept ability-to-benefit (ATB) students or diplomas mill degrees. *A diploma mill (also known as a degree mill) is an organization that awards academic degrees and diplomas with substandard or no academic study and without academic approval by officially recognized educational accrediting bodies or qualified government agencies. The purchaser can then claim to hold an academic degree, and the organization is motivated by making a profit. These degrees are often awarded based on vaguely construed life experience. Some organizations claim accreditation by non-recognized/unapproved accrediting bodies set up for the purpose of providing a veneer of authenticity.*

The Compulsory Age for Attendance and proof requirements are established by TDLR. Students interested in enrolling in Cosmetology, Esthetician or Manicuring must be at least 17 years of age upon completion of the program in order to test.

Also note that the requirement are a true copy of your birth certification or alien registration form, AND driver's license or passport AND social security card.

Make sure you let the student know that additional information or document may be required based on requirement from our regulatory agencies, for example verification document to satisfy the D.O.E.

Statement of Non-Discrimination

William Edge Institute, in its admissions, instruction and graduation policies, practices no discrimination on the basis of race, religion, color, financial status, sex, national origin, ethnic origin, age, veteran status or sexual orientation.

About the Profession

The following information is published to enlighten prospective students about the Cosmetology Industry, its career opportunities and concerns regarding physical demands of the profession, safety requirements and compensation.

Job Opportunities

The US Department of labor says that job openings for cosmetologists are expected to be plentiful. As licensed cosmetologists, you have many options. After completing school, cosmetologists could work in salons, on cruise ships, in hotels, or in local health spas. These

careers are used many times as stepping-stones to other professions. Many cosmetologists continue their education to become instructors for cosmetology schools, platform artists, product knowledge specialists, or even instructors for continuing education classes. Ultimately, these licensed professionals may go on to become members of their State Board of Cosmetology or owners of various chains of salons/spas. Career opportunities, with cosmetology experience, exist as far as the mind expands.

Estheticians like cosmetologists have many career opportunities, for example; working as a professional esthetician in a spa, medical spa, or dermatologist office, esthetician/skin care specialist, medical/paramedical esthetician, clinical esthetician, master esthetician, medical spa manager, wax/hair removal specialist, permanent cosmetician, esthetics school instructor, school owner/director, manufacture educator, magazines fashion/model make-up artist, salon/spa consultant or salon/spa manager.

Manicurist like cosmetologists have many career opportunities, for example; working as a professional manicurist, pedicure specialist, natural nail specialist, artificial nail specialist, nail art technician, manicure instructor, school owner/director, manufacture educator, magazine fashion/model nail technician, professional salon/spa consultant or salon/spa manager.

Safety Requirements

The main areas of concern for safety in the profession are electrical, chemical, sharp implements, and infectious diseases. Many electrical implements are currently being used in the profession today. Caution for patrons and professionals alike are warranted. Proper handling of the implements at all times is required. Electrical burns and shock can be most uncomfortable at best.

All chemicals used in the profession also need to be approached with caution. Manufacturer's directions need to be read and understood. Extended or improper exposure can cause harmful results to the skin, eyes and respiratory tract.

Sharp implements also need to be used with caution. Puncture wounds need to be treated immediately and all implements thoroughly disinfected properly, today especially, infections such as HIV and Hepatitis are of grave concerns and cannot be taken lightly. Proper care should always be considered when servicing the public.

The following precautions should always be taken with each client:

- Protect the client's clothing by appropriately draping them.
- Ask the client to remove any jewel, hair accessory, glasses, etc.
- Keep any and all chemicals away from the eyes, in case of eye contact with chemicals, thoroughly rinse eye with color water.
- Remember anything containing chemically active ingredients must be used carefully to avoid injury to you and your client.

(a) Physical Demands of the Cosmetology Profession

In the different areas of our profession; Hair, Skin and Nails; the physical demands can be taxing and should be considered before entering the career field. Any successful stylist, esthetician or nail tech will spend many hours per day servicing clientele on a one to one basis. This will involve either standing on your feet for long periods and continually moving your upper extremities or sitting for extended periods and again motion of your upper extremities. Common areas of stress are the feet, lower back, shoulders, and hands. This is not to say any of these are crippling situations, they can become most uncomfortable over periods of time and some will be affected more than others. Conditions such as sciatic or pinched nerves, bursitis, carpal tunnel syndrome and fallen arches are well documented. These conditions can be offset by standing on rubber mats, wearing proper shoes, exercising good and proper posture, and taking breaks when feeling uncomfortable.

(b) Compensation

Although the Beauty Industry is a billion-dollar industry, where does the successful graduate fit into the picture? For the entry level professional, there are many variables that will affect how much you can earn. One thing is certain, the longer a person stays in the profession, the more clientele they build and the greater the potential for earnings. Compensation in the entry level can be commission, hourly wage or a combination of the two, later, professionals may choose to become independent contractors and lease their stations. It is not unreasonable to expect that with hard work and dedication, after a few years anywhere from two thousand to six thousand per month is not unrealistic. Again, there are many variables to consider; the market, the salon, hours worked, compensation structure, retail, tips, etc. One thing is unanimous however and it has fed the retail business for years. The driving force of our economy, the baby boomers, are coming of the age where more of their earnings will go to beauty and looking young. The future for the professionals who will take care of these needs has never looked brighter. According to the US Department of Labor Statistics the Barber/Cosmetology industry is going to continue to grow over the next couple of years. Statistics show that the annual wage or salary starting in 2021 for Cosmetologist will be the following:

Occupational Title	Mean (average)
Cosmetology	\$29,158.80 or \$14.26 per Hour
Esthetics	\$37,294.40 or \$17.93 per hour
Manicure	\$29,224.00 or \$14.05 per hour

Transfer Students

William Edge Institute accepts transfer students that qualify for admissions and may accept all of the hours earned toward licensure, but reserves the right to deny transfer hours from another institution for any reason. Out of state hours must be evaluated and accepted by TDLR prior to the School Director's review. The School Director (or designate) will review prior hours to determine their acceptance. In addition, a theory and/or practical test may be administered to determine hours accepted. Students will not receive credit for prior hours after course commencement.

We highly recommend you pay any balance for previously received hours before class commencement. The Texas Department of Licensing and Regulation will not allow a student to become licensed if they owe tuition for hours transferred from a prior school.

Student Reentry Policy

To be eligible for readmission to the William Edge Institute, the student must meet all admissions requirements and be current on any outstanding debts with the institution.

Prior clocked hours may be evaluated prior to readmission and may or may not be approved. Approval for readmission is determined by the director and is based on education, schedule, and space availability. William Edge Institute reserves the right to deny readmission following termination or withdrawal for any reason. If readmission approval is granted, the applicant **may** be required to submit a new Application Fee (if applicable), sign a new Enrollment Agreement, and pay additional tuition, books, supplies and equipment costs (if applicable). If a student withdraws and has been charged 100% of their Agreement price, a student in good standing (financial, academic, and behavioral) may be eligible to return to the course during the following forty-eight (48) month period without any additional tuition costs. If a student withdraws and has been charged less than 100% of their agreement, the student may be eligible to return to the course and may incur additional tuition costs. William Edge Institute reserves the right to deny a readmission request for any reason including, but not limited to attendance, behavior, or academic performance.

Distance Learning

The William Edge Institute does not participate in distance or on-line learning.

Notice Of Potential Ineligibility For License

Texas law:

- Restricts the issuance of occupational licenses based on a license applicant's criminal history; and
- Authorizes the Texas Department of Licensing and Regulation (TDLR), in some cases, to consider a person convicted, even though the person was only on probation or community supervision without a conviction.

TDLR's criminal history guidelines are available at www.tdlr.texas.gov/crimconvict.htm and include restrictions or guidelines TDLR uses to determine eligibility for an occupational license; students have the right to request a criminal history evaluation letter from TDLR, which is explained in more detail at www.tdlr.texas.gov/crimhistoryeval.htm.

Section 53.152, Occupations Code, requires that notice be provided to each applicant and enrollee regardless of whether the applicant or enrollee has been convicted of an offense.

Incarcerated students:

- A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classes and practical studies are done at the institution's physical location; so therefore incarcerated students are not eligible for admissions.

Students With Disabilities (Accommodations Request)

The Students with Disabilities Policy here at WILLIAM EDGE INSTITUTE provides a hospitable and convivial arrangement for the teaching and learning practices for students with disabilities. These services guarantee that all students can benefit their education in a supportive, yet productive, manner that values our goals here at WILLIAM EDGE INSTITUTE.

Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The Institute will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1. Notify the Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed.
2. The Director will respond within two weeks of receiving the request.

GRADUATION AND LICENSING REQUIREMENTS

Graduation Requirements

To receive a diploma from William Edge Institute students must:

- Meet the minimum program requirements
- Complete the total hours in their course of study
- Successfully complete all phases required for each program
- Meet services quota requirements; if applicable

- Complete required exams and projects
- Complete tuition and fee obligations

Licensing Requirements

To receive a license by the Texas Department of Licensing and Regulations, a graduate is required to:

1. Complete the hours in the program requirements
2. Meet all graduation and program requirements
3. Submit a completed application on a department approved form along with the appropriate fee
4. Cosmetology Esthetician and Manicuring students must be at least 17 years of age.
5. Successfully complete the State Board written and practical examinations.
6. Students will not be scheduled for their exam until the student has completed all hours as required by the program.

William Edge Institute will not certify student's hours until they have completed the required hours of their program and have achieved the required academic and practical requirements for graduation.

*A diploma is issued upon completion of hours and fulfillment of graduation requirements.

COST

Price of Attendance

Application Fee: \$100 (nonrefundable)

- All programs

State Board Registration Fees

- \$25 TDLR permit fee, due when enrollment agreement is signed.
- Additional testing fees are required upon completion of course for theory and practical testing and initial license.

Tuition

- \$15,600.00 Cosmetology 1350 hours
- \$13,500.00 Cosmetology 1000 hours
- \$6,200.00 Manicure
- \$10,125.00 (750 hours) Esthetician

Kit Fees, including Chromebook, Milady CIMA and Milady textbook, tools, and supplies: (due with Enrollment Agreement) applicable sales tax may apply

- \$1900 Cosmetology
- \$1200 Manicure
- \$1600 Esthetician

Additional Tuition Charges and Miscellaneous Items

If a student must attend longer than the time allotted for the course of study and surpasses his/her estimated graduation date (EGD), a \$13.50 hourly instruction fee will be assessed.
*Students will also need miscellaneous items such as, pens, notebooks, containers, which are purchased from any outside source.
Students paying with a credit or a debit card may pay an additional processing fee of 3%.

Cost of Attendance

**The Net Price Calculator can be found on WILLIAM EDGE INSTITUTE website:
williamedgeinstitute.com**

Award Year 2023-24 Cost of Attendance (estimated expenses in the largest program)

Room, Transportation and Personal expenses per month
Living with parent and no dependents: \$1013.00
All others: \$3367.00

For detailed COA breakdown per curriculum see student catalog

College Navigator Website

The College Navigator Website is accessible to students to seek the Information about WILLIAM EDGE INSTITUTE program activities offered, services offered for individuals with disabilities, career and placement services offered and policies of the school related to transfer of credit from other schools.

The website is <https://nces.ed.gov/collegenavigator/?q=william+edge+institute&s=all>

TEXTBOOKS

The textbooks utilized as a means to administer the curriculum (as approved by TDLR) to the Student's for the courses offered at WILLIAM EDGE INSTITUTE are included in the kit offered to each student enrolled in our cosmetology programs. Effective July 1, 2010, institutions receiving Federal Financial Assistance are required to post verified textbook pricing information for both required and recommended material for each class. By the seventh day of a payment period, a school must provide a way for a student who is eligible for FSA funds to obtain or purchase the books and supplies required for the payment period if 10 days before the beginning of the payment period. A school that includes the costs of books and supplies in the tuition and provides all of these materials to the students at the start of his or her classes, then the student is considered to have authorized the use of FSA funds and does not need to obtain a written authorization for this purpose. Depending on the program enrolled, the textbooks are included in the kit are as follows:

Required Textbooks:

Esthetician 750 hours

CIMA, (24 months) Instant Access for Milady Standard Esthetics 12th Edition + Printed Textbook

Milady
ISBN-9780357812761

Cosmetology 1350 and 1000 Hours

CIMA, (24 months) Instant Access for Milady Standard Cosmetology 14th Edition + Printed Textbook

Milady
ISBN-9780357812754

Manicure 600 Hours

CIMA, (24 months) Instant Access for Milady Standard Nails 8th Edition + Printed Textbook

Milady
ISBN-9780357812778

RETURN OF TITLE IV, HEA POLICY

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. WILLIAM EDGE INSTITUTE will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

Return To Title IV Funds

This policy applies to students' who [withdraw official, unofficially or fail to return from a leave of absence or dismissed from enrollment](#) at William Edge Institute. It is separate and distinct from the William Edge Institute's refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of [unearned](#) funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that they will attend school for the entire period for which the aid is awarded. When student withdraws, they may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

“Official” Withdrawal From The School

A student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1. Date student provided official notification of intent to withdraw, in writing or orally.
2. The date the student began the withdrawal from William Edge Institute, records. A student is allowed to rescind the notification in writing and continue the program. If the student subsequently drops, the student’s withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the official withdrawal information, William Edge Institute, will complete the following:

1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the school’s attendance record;
2. Two calculations are performed:
 - a. The student’s ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV, HEA Funds Worksheets, scheduled attendance and or based payment period.
 - b. Calculate the school’s refund requirement (see school refund calculation):
3. The student’s grade record will be updated to reflect their final grade.
4. William Edge Institute, will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
5. We will provide the student with a letter explaining the Title IV, HEA requirements:
 - a. The amount of Title IV assistance the student has earned; this amount is based upon the length of time the student was enrolled in the program, based on scheduled attendance and the amount of funds the student received.
 - b. Any returns that will be made to the Title IV, HEA Federal program on the student’s behalf as a result of exiting the program. If a student’s scheduled attendance is more than 60% of the payment period, they are considered to have

- earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
- c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

"Unofficial" Withdrawal From The School

In the event that the school unofficially withdraws a student from school, the School Director and/or Admissions Director must complete the Withdrawal Form using the last date of attendance as the drop date.

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 10 consecutive school days, will be subject to termination and considered to have unofficially withdrawn.

Within one week of the student's last date of academic attendance, the following procedures will take place:

1. The education office will make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student's withdrawal date is determined as the date the day after 10 consecutive school days of absence.
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
5. William Edge Institute, calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation);
7. William Edge Institutes, Financial Director will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made and note return on the student's ledger card.
8. If applicable, William Edge Institute, will provide the student with a refund letter explaining Title IV requirements:

- a) The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
 - b) Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
 - c) Supply the student with a final student ledger card showing outstanding balance due the school and the available methods of payment.
9. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

Disbursement Restrictions – 30 Day, First time, First Year Undergraduate Students

There are some Title IV, HEA funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements.

For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

Earned Aid:

Title IV, HEA aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the payment period. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

Withdraw Before 60%:

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's prorated schedule to determine the amount of the R2T4 funds the student has earned at the time of withdraw.

Withdraw After 60%:

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

William Edge Institute measures progress in Clock Hours, and uses the payment period for the period of calculation.

The Calculation Formula:

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

- a) Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

HOURS SCHEDULED TO COMPLETE

TOTAL HOURS IN PERIOD = % EARNED

- a) If this percentage is greater than 60%, the student earns 100%.
- b) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

William Edge Institute will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving the student 45 days to either, repay the overpayment in full to William Edge Institute or Sign a repayment agreement with the U.S. Department of Education.

Order Of Return

William Edge Institute is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Federal Pell Grants for which a Return is required

- Iraq and Afghanistan Service Grant for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Other Title IV, HEA assistance

Post-Withdrawal Disbursement

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition and fees (as contracted with the school).

The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

Time Frame For Returning An Unclaimed Title IV, HEA Credit Balance

If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check.

If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

Institution Responsibilities In Regards To Return Of Title IV, HEA Funds

William Edge Institute's responsibilities in regards to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV, HEA funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV, HEA programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

Overpayment Of Title IV, HEA Funds

Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were

scheduled to receive. You must make an arrangement with William Edge Institute or the Department of Education to return the amount of unearned grant funds.

Student Responsibilities In Regards To Return Of Title IV, HEA Funds

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw.
- Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records or registration personal at your school

Refund Vs Return To Title IV, HEA Funds

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that William Edge Institute may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. William Edge Institute may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

Refer to the schools refund policy in your school catalog.

Return To Title IV, HEA Questions?

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov.

***This policy is subject to change at any time, and without prior notice.**

INSTITUTIONAL STATE REFUND POLICY

- A. The purchase of a student's kit is non-refundable after three (3) business days after starting classes.
- B. Any sums paid to WILLIAM EDGE INSTITUTE herein shall be subject to the following refund policy:
 1. In the case of a student under legal age, their parent or guardian cancels their enrollment and demands their money back in writing within three (3) business days of signing this contract, all monies collected by WILLIAM EDGE INSTITUTE shall be refunded. The cancellation date will be determined by

the postmark on written notification or the date said written notification is delivered to the Admissions Director or owner in person. This policy applies regardless of whether the student has started training. Refunds are made within 30 days of written cancellation or termination.

2. If a student cancels their enrollment after three (3) business days after signing but prior to entering class, they will be entitled to a refund of all monies paid to WILLIAM EDGE INSTITUTE less the application fee of \$100 within 30 days.
3. An applicant not accepted by WILLIAM EDGE INSTITUTE shall be entitled to a refund of all monies paid.
4. For all students that have Title IV funds, the "Treatment of Title IV Funds When a Student Withdraws from a Clock-Hour Program" forms will be completed and applied as per Department of Education Rules and Regulations.

The School Refund Policy will also be figured and Student may be charged any difference owed. Title IV funds may not be used to pay any additional charges owed, due to School Refund Policy.

5. For students who enroll and begin classes, the following schedule of tuition adjustment is authorized.

Percentage of Enrollment Time To Total Time of Course Institute	Amount of Total Tuition Owed to the
.01% to .02%	10%
.03% to .06%	20%
.07% to 25%	25%
25.1% to 50%	50%
50.1% and over	100%

6. Enrollment is defined as the time elapsed between the actual starting date and the date of the students last day of physical attendance and is computed on the basis of course time expressed in scheduled hours, as specified by the enrollment agreement. Any monies due the applicant or student shall be refunded within thirty (30) days of formal cancellation by the student as defined in item 1, or formal termination by the school, which shall occur no more than thirty (30) days from the last day of physical attendance, or in the case of a leave of absence, the documented date of return.
7. If tuition is not refunded within this period, the school shall pay interest on the amount of the refund for the period beginning the first day after the date the refund period expires and ending the day preceding the date the refund is made. The commissioner of education shall annually set the interest rate at a rate sufficient to deter a school from retaining money paid by a student.

The department may exempt a school from the payment of interest if the school makes a good faith effort to refund the tuition but is unable to locate the student. The school shall provide to the department, on request, documentation of the effort to locate the student.

8. In case of illness or disabling accidents, death in the immediate family, or other circumstances beyond the control of the student, the school will make a settlement reasonable and fair to both.
9. When a student requests a transfer to another school, no charge will be assessed for the transfer.
10. If the school is permanently closed after the student has enrolled, the student shall be entitled a pro-rated tuition refund. In the event the school is unable to provide this refund the Texas Department of Licensing and Regulation tuition protection fund will be in effect.
11. If a course is canceled subsequent to a student's enrollment, WILLIAM EDGE INSTITUTE shall provide a full refund of all monies paid.
12. If a student does not notify the WILLIAM EDGE INSTITUTE that they are withdrawing, formal termination shall be based on 10 days or 2 weeks of consecutive non-attendance of classes.
13. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination 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.

Note: If a refund of Title IV money is due, money will first be put back into the Federal Fund Account for the Pell Program. If funds remain after all Title IV obligations have been met, funds will be returned to student or the lender if applicable.

Institutional Refund Procedure

- **Policy:** See above refund institutional policy
- **Purpose:** To ensure that WILLIAM EDGE INSTITUTE applies the applicable refund policy to all terminations for any reason, and supports the TDLR refund policy as mandated by state law.
- **Responsibilities:**
 - **Admission Administrator**
 - Alerts the business office that the perspective student chooses not to enroll within the timeframe of the 3 days allotted
 - **Business Office**
 - Will refund the amount paid within to the perspective student
 - Notify the student in writing the amount of the refund
 - Document refund on the student ledger
 - Refund amount to student
 - Monies owed to the school is calculated on a withdrawal form based on actual hours spent in the classroom. (see above policy)

INTEGRATED VERIFICATION PROCESS

Federal regulations 34 C.F.R Part 668, Subpart E, dated March 1986, executing legislation 20 U.S.C. 1094 governing the Title IV programs require schools to be sure of certain applicant reported data. These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Advising process. To follow the regulation and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse Federal Pell or Campus-Based aid until completion of verification.

Who Must Be Verified

The policy of this school shall be to verify those students selected by the need analysis system for verification. In the absence of conflicting documentation, applications excluded from verification include:

- Legal resident of the Trust Territory of the Pacific Islands, Guam, American Samoa, and the Mariana Islands. This includes dependent students whose parents are also legal residents of one of these Islands.
- Dependent students whose parents are residing in a country other than the United States. This applies to other than the United States and only if the student cannot contact the parents by normal means.
- Dependent students whose parents are dead, or are physically or mentally ill, or whose parents' address is unknown.
- Immigrants who arrived in the United States during either calendar year in the Award Year.
- Those submitted for an Award Year if the applicant dies during the Award Year.
- Those submitted if the applicant is imprisoned at the time of verification.
- Those submitted when the applicant does not receive financial assistance, for reasons other than their failure to confirm information on the application.
- Other exclusion, on a documented individual case basis, at the discretion of the Financial Aid Administrator.

An applicant need not document spouse information or provide a spouse's signature if:

- The spouse is residing in another country and the student cannot contact the spouse by normal means of communication.
- The student cannot locate the spouse because their address is unknown.
- The spouse is dead, or mentally or physically ill.

Verification Items

1. Annual Federal Register will provide items to verify and documentation required.
2. All selected applicants:

- A. Number in household: A signed statement signed by the applicant and one parent if student dependent, listing:
 - a. name and age of each household member
 - b. relationship of that household member to applicant.
 - B. Number in college: A signed statement by the applicant and one of the parents if dependent listing:
 - a. the name and age of each household member who is attending an eligible postsecondary educational institution is at least a half-time student in the current award year.
 - b. the name of the eligible institution that each household member is or will be attending during the current Award Year.
 - C. Food Stamps (SNAP)-If receipt reported on FAFSA (Documentation from the agency that issues the food stamps benefit or alternative documentation as determined by the institution to be sufficient to confirm that the applicant received food stamp).
 - D. Child Support Paid- If amount reported on FAFSA (Documentation would include a statement signed by the applicant, spouse or parent who paid the child support certifying:
 - a. amount of child support paid.
 - b. the name of the person to whom child support was paid.
 - c. the name of the children for whom the child support was paid.
3. For Tax Filer: If the tax filer is unable to provide information through the IRS data retrieval process, a transcript obtained from the IRS that lists tax account information for the tax year 2021 is required. If the tax filer is separated, divorced or widowed: (a) a transcript from the IRS; (2) a copy of IRS form W-2 for each source of employment income received.
 4. A student, spouse or parent who is required to file a U.S. income tax return and has been granted a filing extension must provide a copy of IRS form 4868, and must provide a copy of a W-2 for each source of employment and/or a signed statement by a self-employed individual certifying the amount of the AGI and income tax paid for tax year 2021.
 - A. AGI
 - B. Tax Paid
 - C. Specific Untaxed Income Items:
 - a. Untaxed IRA distributions
 - b. Untaxed pensions
 - c. Education Credits
 - d. IRA Deductions
 - e. Tax exempt interest
 5. Non-Tax Filers:
 - A. Income earned from work
 6. Non-Tax Filers:
 - A. Copy of IRS form W-2 for each source of employment
 - B. A signed statement verifying:

- a. that the individual has not filed and is not required to file an income tax return for tax year 2021.
- b. the sources of income earned from work as reported on the FAFAS and amounts of income from each source that is not reported on IRS form W-2.

All applicants selected for verification either by the Department of Education or the institution, must complete verification before any Professional Judgment adjustment can be made to the ISIR.

All changes resulting from verification must be submitted if the change is to any non-dollar item or the change refers to a single dollar item of \$25 or more. WILLIAM EDGE INSTITUTE will make no adjustments until verification is completed.

Applicants Responsibilities

To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(s) July 1st through June 30th the following Award Year. Applicants must certify that the following data items are correct as listed on the original application; or if not correct, must update the data items, as the date of verification:

- Number of family member in the household.
- Number of family members the household now enrolled as at least half-time students in postsecondary educational instructions.
- Change in dependency instructions.

Federal Pell Grant applicants who dependency status changes during the Award Year must file a correction application.

Campus-Based applicants whose dependency status changes during the Award Year must have their Expected Family Contribution (EFC) recalculated. The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

Consequences Of Failure To Provide Documentation Within The Specified Time Period(S)

If the student cannot provide all required documentation, WILLIAM EDGE INSTITUTE cannot complete the verification process with two weeks from the date of enrollment. WILLIAM EDGE INSTITUTE must then advise applicants that they are not eligible for Financial Aid funds. The school then gives the applicants the following options:

- The student may continue training on a cash payment basis.
- The student may withdraw, and re-enroll at no additional charge.
- There will be no loss of credit earned, when the student provides all proof, and verification is complete.

If a Federal Pell Grant applicant has not processed **Part 2 of the SAR** within two weeks of enrollment, the school must advise them that they are not eligible for Financial Aid. WILLIAM EDGE INSTITUTE will then provide applicants with the following options:

- The student may continue training on a cash payment basis.

The student may withdraw, and re-enroll at no additional charge. There will be no loss of credit earned, when the student provides all proof and verification is complete.

The applicant must repay any over award, or any award for which he/she was not eligible discovered during verification.

Interim Disbursements

WILLIAM EDGE INSTITUTE may not make any interim disbursement. The student must complete verification before disbursement of any or all Title IV funds.

Notification Of Results Of Verification

WILLIAM EDGE INSTITUTE shall notify the applicant of additional information and/or documentation needed for verification. This occurs through contact with the Financial Aid Administrator, or by mailing to the applicant's resident address a **VERIFICATION FOLLOW-UP** form. This form indicates additional items needed. WILLIAM EDGE INSTITUTE will notify the applicant of any changes in the originally computed Federal Pell Grant award.

- The student shall sign and date the SAR certified for payment
- The school shall notify the applicant when they complete verification by:
 - Obtaining the student's signature and date on the SAR certified for payment.
 - Providing the student a receipt for any Campus-Based funds credited to their tuition account.

Additional Consumer Information

It is the student's responsibility to comply with all obligations involved in the receipt of Federal and/or State Aid. For more information about these programs, including application procedures, eligibility requirements, amounts of eligibility, rights and obligations pertaining to each program including Loan consolidation consult the following sources: The Federal Pamphlet, Federal Student Aid Fact Sheet has information about Federal Pell Grants, and Direct Stafford/GSL. For more information regarding the specific requirements each Financial Aid Program, please refer to the United States Department of Education Student Guide.

Federal Pell Deadline

FASFA applications must be received by June 30 (Award Year). SAR's must be submitted to the Financial Aid Office by June 30th, or your last day of enrollment in Award Year whichever comes first. A valid SAR/ESAR requires signatures of student, spouse, and parents, if applicable.

Renewal Process

A Federal Pell Grant award received in one Award Year (July 1 to June 30 of the following year) is never automatically renewed in the next Award Year. A student must re-apply for the Federal Pell Grant and submit a copy of the new SAR to the Financial Aid Office.

How Much Money Can I Get?

Awards will depend on program funding. How much you will get will depend not only on your Economic Family Contribution (EFC) but also on your Cost of Attendance, whether you're full-time or part-time student, and whether you attend school for a full academic year or less. You may receive only one Pell Grant in an Award Year and you may not receive Pell Grant funds from more than one school at a time.

How Will I Be Paid?

WILLIAM EDGE INSTITUTE may credit the Pell Grant funds to your school account. WILLIAM EDGE INSTITUTE must tell you in writing how and when you'll be paid and how much the Pell Grant will be. Schools must pay you at least once per term (semester, trimester, or quarter). Schools that don't use formally defined, traditional, term must pay you at least twice per academic year.

Disbursement

On the basis of per payment period, a disbursement worksheet will be completed and the student's ledger credited. Any overpayment will be given to the student in the form of a check. It is the students' responsibility to submit all forms and documentation to the Financial Aid Office in accordance with the deadlines applicable to each program from which Financial Aid is requested.

Academic Year

The definition of the Academic Year for this institution is 900 clock hours in 30 weeks.

Award Year

The period of time is between July 1st and June 30th.

Clock Hour (As Defined In The Federal Register)

A 50 to 60 minutes class, lecture or recitation of theory; or

A 50 to 60 minutes faculty supervised laboratory, practical training, or internship training.

SATISFACTORY ACADEMIC PROGRESS (SAP)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. 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.

In order to be considered to be making Satisfactory Academic Progress (SAP) towards a certificate of completion, a student must meet both qualitative and quantitative criteria, which means a student must maintain a specific grade average and must proceed at a pace that will result in the students completing the course within a maximum time frame of 150% of the published length of the course. Students receiving funds under any Federal Title IV Financial Aid Program must maintain satisfactory progress, at the end of the payment period, in order to continue eligibility for such funds.

Students will be given written evaluations that include theory, test grades, practical grades and percentages of attendance. These evaluations will occur at the completion of each phase.

Academic Year Definition

William Edge Institute academic year is defined as 900 clock hours and 30 weeks for Title IV, HEA purposes. For Title IV, HEA payments the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV, HEA payments.

Evaluation Periods

Phase progress reports are issued to each student to keep them informed of their status. However, student compliance with the policy for Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times:

COSMETOLOGY: 1350 CLOCK HOURS – 45 weeks

450 scheduled hours

900 scheduled hours

1125 scheduled hours

COSMETOLOGY: 1000 CLOCK HOURS – 34 weeks

450 scheduled hours

900 scheduled hours

ESTHETICIAN: 750 CLOCK HOURS – 25 weeks

375 scheduled hours

MANICURE: 600 CLOCK HOURS – 20 weeks

300 scheduled hours

Students are notified of the evaluation period prior to the evaluation date. As well as receiving an evaluation period list in their student handbook.

*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 ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

The institution will notify students of any evaluations that impact the students' eligibility for financial aid.

Attendance Progress Evaluations

Students are required to complete his/her educational program in no longer than 150% of the published length of the program as measured in clock hours as determined by the program in order to be considered making Satisfactory Academic Progress.

All clock hours at the Institution, transfer hours and hours attempted, must be counted toward the 150% eligibility, no matter if a student receives Title IV, HEA federal student aid or not.

Students are required to attend a minimum of 67% 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 67% 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.

The school's satisfactory academic progress policies must contain a Pace measure. The policy defines the pace that our students must progress to ensure educational program completion within the maximum time frame of 150%. For clock hour programs, the maximum time frame is no longer than 150% of the published length of the educational program as measured in the cumulative number of clock hours the student is required to complete.

A leave of absence will extend the student's contract period and maximum time frame, by the same number of days in the leave of absence.

Maximum Time Frame

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COSMETOLOGY 1350 Program:

1350 hours - Maximum Time Frame 2025 clock hours or 67.5 weeks

COSMETOLOGY Program:

1000 hours - Maximum Time Frame 1500 clock hours or 50 weeks

ESTHETICIAN Program:

750 hours - Maximum Time Frame 1125 clock hours or 37.5 weeks

MANICURE Program:

600 hours - Maximum Time Frame 900 clock hours or 30 weeks

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will not exceed 150% of the contracted course length.

Students who do not complete the course within the maximum time frame may continue as a student at the institution on a cash pay basis.

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 at the same intervals as attendance. 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. 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 cumulative written grade average of 70% comprised of academic and practical work. Students must make up missed tests and incomplete assignments.

Grading System

Students receive a numeric grade in both their academic and practical work. The grading scale for practical assignments and academic test are as follows:

Excellent	A = 90% -100%
Above Average	B = 80% - 89%
Satisfactory	C = 70% - 79%
Needs Improvement	D = 60% - 69%
Failing	F = 0% - 59%

Determination Of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory progress until the next scheduled evaluation.

Failure To Meet Requirements

Failure to meet minimum progress requirements will result in the student being placed on a “SAP WARNING” which will require the student to correct any deficiencies prior to the next evaluation. During the (“SAP WARNING” period, students participating in the Title IV programs are eligible to receive financial aid despite the student’s failure to meet satisfactory progress standards. At the end of the “SAP WARNING” period, the student must meet satisfactory academic progress. If minimum standards have not been met, students participating in Title IV programs will not be considered eligible for Title IV funding and all financial aid will be suspended. Any student not meeting satisfactory requirements at the end of the “SAP WARNING” period may be terminated. APPEALS ARE NOT ACCEPTED.

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 period.

Leave Of Absence

A student returning from leave of absence or other official interruption of training must return to school in the same satisfactory progress status as applied prior to the interruption. A leave of absence or other official interruptions will extend the student’s contract period and maximum time frame by the same number of days of the leave of absence or scheduled interruption and no additional charges will be assessed.

Withdrawals/Course Incompletes Re-Entry

If a student withdraws from a contracted course or fails to complete training and later returns, the student will return at the same satisfactory academic progress status as applied prior to the interruption. Students meeting satisfactory academic progress requirements at the point of withdrawal may apply for re-enrollment and will be meeting satisfactory academic progress requirements at the point of re-entry. Students failing to meet minimum satisfactory academic progress requirements at the point of withdrawal will be considered for re-enrollment on a case by case basis. If said student is approved for re-enrollment, any Financial Aid will be suspended until such time the student meets the satisfactory academic progress requirements. However, financial obligations to the school are the student’s responsibility. The student may be required to pay from pocket, any charges such as tuition, needed supplies or re-entry fees. All graded and completed hours will carry over to the second period of enrollment.

Noncredit And Remedial Courses

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory 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. Hours will be counted towards the 150% maximum time frame as related to Title IV, HEA funds.

Advising Procedures

Students are advised regarding:

- Satisfactory Academic Progress (SAP)
- Academics and Attendance per phase (monthly)
- Professionalism

Scheduled advising occurs at:

- Enrollment (Orientation)
- Receipt of Progress Report
- Completion of Required Hours for Course
- Students are also advised on an “as needed” basis

Students sign and are given a copy of all advising sessions.

Frequently Requested Information

FASFA Information Center 1-800-433-3243

FASFA Website. www.studentaid.ed.go

Integrated Postsecondary Education Data System (IPEDS) Survey

To help students make a good decision about enrolling in WILLIAM EDGE INSTITUTE below you will find out about the latest information for the calendar year of 2022.

The IPEDS system is a core postsecondary education data collection program for the National Center for Education Statistics (NCES). The IPEDS system is designed to collect data from all primary providers of postsecondary education. It gathers data in areas such as school characteristics, enrollment, program completions, staffing patterns, faculty salaries, finances, and financial aid. The NCES and IPEDS website is

<https://nces.ed.gov/collegenavigator/?q=william+edge+institute&s=all>. The School Director and staff are responsible for completing the IPEDS survey. The information below will be given orally to students who are prospective students. The Consumer Information report will be available to students in the Admissions Office.

IPEDS Policy

The information on completion, graduation rates and, if applicable, transfer-out rates must be made available by the July 1 immediately following the 12-month period ending August 31 during which the expiration of 150% of normal time took place for the group of students on which WILLIAM EDGE INSTITUTE bases its completion and transfer-out rate calculation.

Schools must disseminate the information on completion or graduation and, if applicable, transfer-out rates to enrolled and prospective students upon request, through appropriate publications, mailings, or electronic media (for example, school catalogs or admissions literature). WILLIAM EDGE INSTITUTE provides hard copies to other interested parties, upon request.

IPEDS Procedure

Responsibilities:

School Director/Financial Aid Administrator

- Will input the data required into the Database during the reporting periods
- Data will be gathered through electronic means and physical means by the School Director along with other administrative support
- Will input the data required into the IPEDs reporting system during the reporting periods.
- Will ensure the reporting data is uploaded to the WILLIAM EDGE INSTITUTE website for review along with the following links.
 - College Navigator
 - Net Price Calculator

STUDENT CONSUMER INFORMATION/COMPLETION RATES FOR 2020/21 AY.

Licensure/Certification Rates:	100%
Placement Rate:	78.72%
Graduation Rate:	90.57%

By Program the rates are as follows:

Cosmetology –

Licensure:	100%
Placement:	80%
Graduation:	85.71%

Manicure –

Licensure:	100%
Placement:	66.66%
Graduation:	100%

Esthetician –

Licensure:	100%
Placement:	83.33%
Graduation:	100%

Instructor –

Licensure:	100%
Placement:	100%
Graduation:	100%

STUDENT BODY DIVERSITY

The following information represents the percentage of enrolled, students as July 1, 2023:

Ethnicity	Gender/Male	Gender/Female	Program	Status
Asian	0	0	Cosm/Mani/Esth	F/T
African/American	0	0	Cosm/Mani/Esth	F/T
Caucasian/White	0	13	Cosm/Mani/Esth	F/T
Hispanic	0	13	Cosm/Mani/Esth	F/T
Other	0	0	Cosm/Mani/Esth	F/T

POLICY REGARDING THE FAMILY EDUCATION RIGHTS AND ACT (FERPA)

The Family Educational Rights and Privacy Act (a.k.a. FERPA) is federal legislation enacted in 1974 that controls student records. It grants students the right to access their own educational records as well as limiting, for privacy reasons, the release of those same records to anyone other than the student, guardians and/or parents of dependent minor students, and/or the student's designee. FERPA applies to all current and former students of the Institution.

*Student files and information may be released to legal and accrediting bodies without the student's permission.

FERPA Notice Regarding Student Records And Privacy

The Family Educational Right and Privacy Act (FERPA) affords students certain rights with respect to their education records. Eligible students have the right to inspect and review his or her education records. They also have the right to seek to amend their records. Eligible students may also require consent prior to the disclosure of certain personally identifiable information from the records, except in certain circumstances.

Optional- Use If School Publishes Directory Information: One exception to the prior written consent requirement of FERPA allows the school to disclose personally identifiable information from a student's education records when such information has been appropriately designated as directory information. "Directory information" is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may include information such as the student's name, address, e-mail address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, diplomas, certificates, and awards received, the most recent previous educational agency or institution attended, grade level or year (such as freshman or junior), and enrollment status (undergraduate or graduate; full-time or part-time). Eligible students have the right to restrict the disclosure of directory information. Those wishing to do so should inform the School within

14 days of enrollment that he or she does not want any or all of those types of information designated as directory information.

Another exception to the prior written consent requirement in FERPA allows school officials to obtain access to personally identifiable information contained in education records provided the school has determined that they have a legitimate educational interest in the information. A "school official" includes educators, administrators, staff, counselors, attorneys, clerical staff, advisory board members, and members of committees and disciplinary boards, and contractors, volunteers or other parties to whom the school has outsourced institutional services or functions. A school official generally has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Other exceptions to FERPA exist and may apply. More information about them and FERPA generally may be found on the U.S. Department of Education's website at ED.gov. Students may complain about alleged failures to comply with FERPA to the Family Policy Compliance Office of the U.S. Department of Education by contacting the Office at (202) 260-3887

Procedures

1. A signed authorization will be required in every instance before information is released from a student file.
2. Requests must be made in writing to review educational records and/or make an amendment of records. Records will be available on an appointment basis.
3. All parents and students are notified of their rights through the enrollment process of the fact that students and parents of dependent students have the rights to review a student's educational records, to request amendment to a student's educational records, to provide consent prior to disclosure of personal identifiable information and to file a complaint with the U. S. Department of Education regarding the failure of an institution to comply with FERPA. Students or parents are also advised that a hearing can be requested to challenge the contents of a student's record, and the student will be given the opportunity to place a statement regarding contested information in the record stating the nature of the disagreement.
4. A parent or student must make a request in writing to review educational record.
5. Record will be made available within 45 days of the day the school receives request.
6. No personal identifiable information will be released to a third party without the written consent of parent or student unless it is:
 - A) to other school officials who have educational interest in the information
 - B) to officials of another school where the student seek or intends to enroll
 - C) to representatives of the Comptroller General of the United State, the Secretary of Education or state and local education authorities
 - D) Relating to financial aid and is necessary to determine conditions for aid, enforce the term and conditions of aid.
 - E) to State official if required by the State statute

- F) to organizations conducting studies for educational agencies or institutions to develop, validate, or administer tests, administer student aid programs or improve instruction. No personally identifiable information will be provided to the organization will be destroyed when no longer needed for the study.
 - G) to accrediting agency to carry out accrediting functions
 - H) to comply with judicial order or subpoena
 - I) to meet health or safety emergency
 - J) to an alleged victim of a crime of violence regarding the results of disciplinary proceedings against the perpetrator of the crime.
7. All disclosure if information will be recorded in the file and will include parties receiving information and the legitimate interests of the parties for inspection of the records.
 8. Personally, identifiable which is designated as directory information includes student's name, addresses, telephone listing, date and place of birth, major field of study, participation in officially recognized activities, degrees and awards received and the most recent previous educational agency or institution attended.

STUDENTS WITH DISABILITIES

The Students with Disabilities Policy here at WILLIAM EDGE INSTITUTE provides a hospitable and convivial arrangement for the teaching and learning practices for students with disabilities. These services guarantee that all students can benefit their education in a supportive, yet productive, manner that values our goals here at WILLIAM EDGE INSTITUTE.

Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The Institute will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

3. Notify the Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed.
4. The Director will respond within two weeks of receiving the request.

FACILITIES AND EQUIPMENT

Clinic Service Areas

A wide variety of clients come to William Edge Institute for beauty and wellness services. As a student you have the opportunity to perform a full spectrum of hair, skin, and nail services in a state-of-the-art virtual salon and spa setting, under the supervision of your instructors.

Included in the facility is an Experience Center, which features Aveda hair, skin, body care, makeup, and lifestyle products. The Experience Center gives students the opportunity to practice client service and retailing skills.

Student Classrooms

Various sized classrooms have been designed to provide the proper environment for different types of learning and activities. The school uses Milady's CIMA, Milady textbooks and materials, for cosmetology, esthetician, and manicure programs.

William Edge Instructors

Have Licenses granted by the Texas Department of Licensing and Regulations. They have proven success and are at the top of their game. Whether they are teaching the next generation of hairstylists at the Institute or managing a successful clientele, conducting a show or photoshoot, their commitment to excellence is unwavering. To see who your William Edge instructors and administrative staff are please refer to the student catalog.

Instructor Offices and Resource Library

A Resource Library containing books on styling, motivation, health, and wellness is available for your reference. The Instructors are always available to the students and have a designated office.

ADA Accommodations

William Edge Institute is in compliance with the American Disabilities Act and provides handicap accessible ramps to enter the facility as well as restrooms that meet ADA requirements. We also have shampoo chairs that can be removed for wheelchair access.

VOTERS REGISTRATION

At WILLIAM EDGE INSTITUTE we encourage all United States Citizens to register to vote when it comes to an election day. Voter's registration forms are available at School Administrator Office during regular business hours Monday –Friday from 9:00 a.m. – 5:00 p.m. for more information. (<https://www.votetexas.gov/register-to-vote/>)

CONSTITUTION DAY

Section 111 requires that Constitution Day be held on September 17 of each year, commemorating the signing of the Constitution. However, when September 17 falls on a Saturday Sunday, or holiday, Constitution Day shall be held during the preceding or following week. WILLIAM EDGE INSTITUTE will celebrate Constitution Days as stipulated on Section J. of Pub. L 108-447, the "Consolidated Appropriations Act, 2005" Dec. 8, 2004.

Completion/Graduation and Transfer-Out Rates for Students Receiving Athletically Related Student Aid

WILLIAM EDGE INSTITUTE does not have an Athletic Programs.

COMPLIANCE STATEMENT

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state, or private programs. This school does not discriminate on the basis of race, religion, creed, color, nationality, sex, or age in their admission policies or in access to employment or the administration of their programs.

COMPLAINT PROCEDURE

A student, edge-ucator, or interested party may file a complaint against the school; however, the complaint must be in writing to the Owner/Director and should outline the allegation or nature of the complaint.

A school representative will meet with the complainant within ten (10) days of receipt of the written complaint. If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the school's Complaint Committee. Complaint Committee will document the meeting between the school representative and complainant in writing. The complainant will be provided a copy of this written record at the time of the meeting.

The school's Complaint Committee will review all allegations received. The committee has four (4) members: Owner, Director, Admissions Staff Member and an Edge-ucator. The committee will meet within twenty-one (21) calendar days upon receipt of the complaint and review the allegations. If more information from the complainant is needed, a letter must be written outlining the additional information. If no further information is needed the complaint committee will act on the allegations and a letter will be sent to the complainant within fifteen (15) calendar days stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact.

If the complainant wishes to pursue the matter further, a complaint may be filed with the school's accrediting agency.

National Accrediting Commission of Career Arts and Science
3015 Colvin Street
Alexandria, VA 22314
703-600-7600
www.naccas.org

If the complaint is a State Board matter, and the complainant has exhausted the school's complaint protocol and wishes to pursue the matter with TDLR, then a written complaint can be sent directly to the board.

Texas Department of Licensing and Regulation (TDLR)
P.O. Box 12884
Austin, TX 78711-2884
512-463-6599
www.license.state.tx.us

The complainant is required to try to resolve the problem through the school's complaint process, prior to filing a complaint with either State Board or NACCAS.

State Grievance Policy

A grievance is a just or supposed basis for complaint arising out of any alleged unauthorized or unjustified act or decision made by a member of the Grievance committee that in any way adversely affects the status, rights, or privileges of a student. An aggrieved student may complain to the administration to correct the problem. The burden of proof is on the individual who submits a complaint. The grievance process is not the correct means for appealing disciplinary actions, for contesting a grade, or appealing an academic decision.

Appeal Procedures

Rules cannot be written that will apply to every situation in every business. Therefore, policies established by the school may be appealed due to mitigating circumstances. Anyone wishing to appeal a policy must do so using the form provided and attach any applicable documentation. The appeal will be reviewed by appropriate personnel and a determination will be made. All decisions on appeals are final. We do not accept appeals for Satisfactory Progress.

Grievance Steps

1. Speak directly to the person(s) involved to resolve the issue.
2. Speak to the **Director** who will render an oral decision within 3 school days.
3. Request an appeals form from the school director, complete the form and attach any applicable documentation. Submit the completed form to the campus director. A decision will be rendered within 10 days.
4. Contact the Texas Department of Licensing and Regulation at:
Texas Department of Licensing and Regulation (TDLR)
P.O. Box 12884
Austin, TX 78711-2884
512-463-6599
www.license.state.tx.us
5. Contact the Accrediting Body at:
National Accrediting Commission of Career Arts and Science
3015 Colvin Street
Alexandria, VA 22314
703-600-7600
www.naccas.org

COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS (Including Computer Use and File Sharing)

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 any copyrighted work. In the file-sharing context, downloading or uploading substantial parts of the 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 website of the U.S. Copyright Office at (www.copyright.gov).

WILLIAM EDGE INSTITUTE Code of Conduct prohibits illegal copyright infringement. Downloading and/or distributing copyrighted material, including through peer-to-peer file sharing, without the permission of the copyright owner, is against the law. The use of WILLIAM EDGE INSTITUTE, network or other technology for unauthorized distribution of copyrighted material is forbidden. This can result in prosecution in criminal court and/or liability for damages in civil court.

WILLIAM EDGE INSTITUTE will accept and respond to any notice regarding the Digital Millennium Copyright ACT (DMCA).

The Higher Education Opportunity Act

The ACT requires institutions of higher education to offer legal alternatives to unauthorized downloading. The link below is from Educase and includes all of the legitimate online services that they are currently aware of. No endorsement or evaluation is intended.

<http://educasue.edu/legalcontent>

SCHOOL AND PROGRAM ACCREDITATION, APPROVAL, OR LICENSURE

Students may review WILLIAM EDGE INSTITUTE website listed below or request a copy of documents describing accreditation, approval, or licensing. Certificates are posted throughout the school for observation and reviewing.

WILLIAM EDGE INSTITUTE is accredited and approved by the following agencies:

Licensed by:

Texas Department of Licensing and Regulation (TDLR)

P.O. Box 12884

Austin, TX 78711-2884

512-463-6599

www.license.state.tx.us

Cosmetology School License Number: 705364

In accordance with the Texas Department of Licensing & Regulation's Rules and Regulations, the School's teacher-to-student ratio does not exceed twenty-five (25) students per instructor. Generally, the instructors have had shop experience, including positions as hair stylists, salon manager or salon owner. The instructors are required each year to complete twelve (12) hours of advanced training in the practice of teaching in Cosmetology/barber. They attend state seminars as well as many local classes for barbers/cosmetologists and instructors.

Accredited by:

National Accrediting Commission of Career Arts and Sciences (NACCAS)

3015 Colvin Street

Alexandria, Virginia 22314

Phone: 703-600-7600

Fax: 703-379-2200

ARTICULATION AGREEMENTS

WILLIAM EDGE INSTITUTE does not have any articulation agreements with any other institutions at time.

TRANSFER STUDENT (NSLDS)

WILLIAM EDGE INSTITUTE will access the NSLDS as it has all the pertinent information about a student's loan and financial aid history.

VACCINATION POLICY

William Edge Institute does not require vaccinations for admissions into our programs. Anyone interested in getting more information about vaccinations should contact their local health department or consult with their health care provider.

Comal County Health Department

1297 Church Hill Drive

New Braunfels, Texas 78130

Phone: 830.221.1150

CAMPUS SECURITY ACT DISCLOSURE STATEMENT & FIRE SAFETY

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between **1/1/2019 and 12/31/2021 (THREE MOST COMPLETED CALENDAR YEARS)**.

WILLIAM EDGE INSTITUTE is located at 651 N Business IH 35, Suite 330 New Braunfels, Texas 78130

Note:

- In complying with the crime statistical reporting requirements, WILLIAM EDGE INSTITUTE provides a map to current and prospective students and employees that depict its campus.
- WILLIAM EDGE INSTITUTE (does not have non-campus buildings or properties); and we do have public property areas adjacent to the campus.
- Statistics must be disclosed separately for each of the four general categories; this means that when an incident meets definitions in more than one of these four categories, it must be reported in each appropriate category.
- **Distributing the Annual Security Report:**
 - Who gets the annual security report?
The Institution will distribute the report to **all currently** enrolled students (including those attending less than full-time and those not enrolled in Title IV programs or course) and **all employees** no later than **October 1 each year.**

The following criminal offenses, published each year and must be report no later than October 1 of each year, include any crime statistics that occurred on campus during the previous three calendar year periods.

Report Distribution Date:

Occurrences within the 2019, 2020 and 2021 Calendar Years

Crimes Reported	2019	2020	2021
Location codes which should proceed the incident number(s) OC=On Campus NC=Non-campus P=Public Area			

Criminal Offenses			
Notes: #1 Also referred to as Primary Crimes #2 also referred to as sex offenses			
Criminal Homicide #1 (these offenses are serrated into two categories)			
• murder	0	0	0
• non- negligent manslaughter	0	0	0
• Manslaughter by Negligence	0	0	0
Sexual Assault #2			
• Rape	0	0	0
• Foundling	0	0	0
• Incest	0	0	0
• Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assaults	0	0	0
Burglaries	0	0	0
Motor Vehicle Thefts	0	0	0
Arson	0	0	0
Hate Crimes Reporting			
Notes: <ul style="list-style-type: none"> • Any of the above –mentioned offenses & any of the following incidents • A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. • Three are eight categories that are reportable: race, religion, sexual orientation, gender, gender identity ethnicity, national origin and disability 			
	2019	2020	2021
Larceny-theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction, Damage or Vandalism of Property	0	0	0
Gender Identity	0	0	0
Violence Against Women Act			
	2019	2020	2021
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking (including cyber-stalking)	0	0	0
Rape & Forcible Foundling	0	0	0
Sex offenses - forcible	0	0	0

Sex offenses - non-forcible	0	0	0
Arrests and Disciplinary Referrals			
Note: this information also includes those individuals that were referred for campus disciplinary action for liquor law violations, drug law violations and illegal weapons possession.			
Arrest:	2019	2020	2021
• Weapons- Carrying	0	0	0
• Weapons Possession	0	0	0
Disciplinary Referrals:			
• Weapons- Carrying	0	0	0
• Weapons Possession	0	0	0
Arrest:			
• Drug Abuse Violations	0	0	0
Disciplinary Referrals:			
• Drug Abuse Violations	0	0	0
Arrest:			
• Liquor Law Violations	0	0	0
Disciplinary Referrals:			
• Liquor Laws Violations	0	0	0

Hate Offenses:

The school must report by category of prejudice the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

Contact Information:

Office Responsible to provide a copy of the Campus Security information	WILLIAM EDGE INSTITUTE William Turner- Owner/CEO Morgan Rauch- Administrator
Who to contact to report an incident at the Institution	Felicia Jourdan- Director

Violence Against Women – Definitions of:

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4). The HEA defines the new crime categories of domestic

violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994. The WILLIAM EDGE INSTITUTE prohibits these crimes as defined as follows:

- “Domestic violence” means a “felony or misdemeanor crime of violence committed by—
- A current or former spouse or intimate partner of the victim,
 - A person with whom the victim shares a child in common,
 - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
 - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under the VAWA],
 - Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction”
- “Dating violence” means “ violence committed by a person –
 - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship;
 - The type of the relationship; and
 - The frequency of interactions between the people involved in the relationship.”
 - “Consent” means “ any sexual act –
 - Directed against another person, without consent of the victim;
 - Including instances where the victim is incapable of giving consent.
 - Therefore, all sexual assaults that are reported to a campus security authority must be included in the Clery Act statistics, regardless of the issue of consent.
 - “Stalking” means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
 - Fear for his or her safety or the safety of others; or
 - Suffer substantial emotional distress.”

If you believe you are a victim of any of these situations you can and should seek out help and assistance from the following agencies:

Contact Information:

<p style="color: red; margin: 0;">Who to contact to report an incident at the Institution</p>	<p>Felicia Jourdan-Director Morgan Rauch-Administrator Sunny Munro-Admissions Sherri Ancira-Instructor</p>
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<p>Local Law enforcement agency to report an incident that occurred off campus</p>	<p>New Braunfels Police Department 1488 S. Seguin Ave New Braunfels, TX 78130 (830) 221-4100</p>
<p>List agencies and contacts in your local area that can provide assistance to anyone who believes they are a victim and might need assistance.</p>	<p>Crisis Center of Comal County 1547 E. Common St. New Braunfels, TX 78130 (830) 620-7520 24 hour crisis line 1-800-434-8013 Website: www.cccnbtx.com</p>

General Information:

- This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available, institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).
- All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

Preparation for the Annual Disclosure of Crime Statistics report is obtain by the institution’s Owner who contacts the correct police department District for statistics and the institution’s “Incident Log”, and then records those statistics.

- Only students, employees and other parties having business with this institution should be on institutional property. All rear access doors leading to the campus are closed and locked during evening hours starting at 5:00pm. When the school closes for the night, the school’s official or supervisor will inspect and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

- Current policies concerning campus law enforcement are as follows:
 - Institution’s officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
 - Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
 - The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
- Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The WILLIAM EDGE INSTITUTE does however do a review approximately every 8 to 10 weeks in orientation where all students are in attendance. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
 - Do not leave personal property in classrooms
 - Report to your institutional official, any suspicious persons.
 - Always try to walk in groups outside the school premises.
 - If you are waiting for a ride, wait within sight of other people
 - Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
 - The “Crime Awareness and Campus Security Act” is available upon request to students, employees (staff and faculty) and prospective students.
 - The School has no formal program, other than orientation, that disseminates this information. All information is available on request.
 - Information regarding any crimes committed on the campus will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the

confidentiality of the victim, or an ongoing criminal investigation, the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

- The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
- All incidents shall be recorded in the Institutions Incident Log located on campus in the Campus Directors office. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log with two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law, would endanger the confidentiality of the victim.
- This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
- The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.
- Information concerning drug and alcohol abuse education program are posted at campus and is distributed annually to students and staff.
- Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest.
- The Institution encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration.
- In the event a sex offense should occur on campus, the victim should take the following steps:

- Report the offense to the school administration.
 - Preserve any evidence as may be necessary to the proof of the criminal offense.
 - Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
 - Request a change in the academic situation if necessary.
- On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.
 - These records are available upon request through the administrative offices.
 - Information for crime victims about disciplinary proceedings.
An Institution must provide simultaneous notification, in writing, to both the accuser and the accused of:
 - The result of any institutional disciplinary proceeding that arise from an allegation of dating violence, domestic violence, sexual assault, or stalking.
 - The school's procedures for the accused and victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available.
 - Any changes to the result
 - When such results become final
 - As part of the Crime Control and Law Enforcement Act of 1994, the institution is required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders.
Link: <http://www.city-data.com/soz/soz-78130.html>

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon on to report to the school's Director but rather contact the appropriate agency by calling (911).

GENERAL EMERGENCY PROCEDURES

Who to Contact

All employees are expected to be familiar with and to follow procedures outlined in the WILLIAM EDGE INSTITUE Critical Response Plan. In the case of an emergency or immediate or perceived threat toward the students and/or employees, or immediate or perceived threat toward any other person on the school premises, the employee is authorized make an emergency call to 911. Instructors (including student instructors) and/or staff members should remain in the room with their students if they are notified of a possible emergency. As soon as is reasonably possible, the Administration should be notified of the threat.

Medical Attention

Anything requiring more than minor attention is to be referred to the local hospital. Except in cases of severe illness or medical emergencies, students are considered mature enough to seek appropriate relief such as returning home, visiting the restroom, or seeking medical help.

PERSONAL RESPONSIBILITY FOR SAFETY

No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation you experience. For these reasons, good judgment must be used in every situation. Each person is responsible for the following:

Individual Responsibility

Follow the approved practices and procedures or standards which apply, on any work you perform for the school.

Use only the appropriate protective equipment and devices. Use such equipment or devices whenever the hazard justifies their use or when so instructed by your supervisor.

It is the responsibility of everyone to make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good physical condition.

Report to your Supervisor/Instructor any condition which might injure any person or damage any property. The hazard should also be pointed out to others exposed to it in order to correct or avoid it before an accident occurs.

Any injury which occurs at school, no matter how slight, or any accident that causes damage to property shall be reported immediately to the School Director. All injuries and accidents should be reported to the Supervisor/Instructor by the end of the day.

If anyone observes another who is about to endanger themselves, another person, or property while at the School, they should intervene immediately in such a way as to not endanger themselves.

Alcoholic beverages are not allowed on the School property and use of such is prohibited. No one is to report for work or class evidencing any effects of alcoholic consumption.

Controlled substances, such as marijuana and cocaine, are illegal by state and federal law. Their use and possession are prohibited on school property.

Liquids such as water or oil, excessive dust/dirt, or any other debris spilled on floors represent serious slipping hazards and should be cleaned up immediately upon observation.

Accident Investigation and Reporting

Anyone who suffers an injury during school shall promptly report such injury to the Supervisor/Instructor no later than end of the period on the day in which the injury occurred.

Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the Supervisor/Instructor to obtain the complete and

detailed facts of the accident as soon as possible after it occurs and to see that the required reports are made to the Administration.

Firearms

Firearms, ammunition, explosives or other weapons are prohibited on the school property.

Exceptions to this policy are limited to the following instances:

- Department of Public Safety and other law enforcement agencies in performance of their normal duties may carry firearms on School property and
- TCLEOSE approved students.

Good Housekeeping

Good Housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. Oil and chemical spills should be cleaned up promptly to eliminate slipping and fire hazards. All work areas must be kept free of tools, materials, draped hoses, extension cords, and other objects which create hazards. Cleaning up the area where you are working is part of the job. A job is not completed until the area is cleaned up.

FIRE PREVENTION AND SECURITY

Fire Prevention

Everyone should exercise good judgment and conduct themselves in a manner that would prevent fires while on School property.

No one should smoke in areas where “No Smoking” signs are posted, or where hazard from smoking exists. **William Edge Institute enforces the "NO SMOKING" policy.**

If a fire should occur, contact your supervisor/instructor or the School Director.

Stay calm. If the fire is small, select the proper extinguisher and attack the fire (if this can be done safely).

The following chart describes the different types of fires normally encountered and the proper extinguisher to use in each case.

TYPES OF FIRES	TYPES OF EXTINGUIDHER AND AGENT
Ordinary Combustible Materials Such As Paper, Wood, and Trash	Water (Preferred) And Multi-purpose

Flammable Liquid And Gases such As Gasoline, Lubricating Oils and Natural Gas	Dry Chemical (Preferred) And Carbon Dioxide
Electrical such as Electronic Instruments And Switchgear Installations	Carbon dioxide (Preferred) And Dry Chemical

Storage of Flammable Liquids

Metal containers and/or safety cans equipped with flame arresters and spring actuated caps should be used for the storage and handling of all flammable liquids with a flashpoint of less than 100 degree F

Solvents, Chemicals & Chemical Cleaning, Water Treatment

Rule

All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times.

Anyone handling flammable liquids or chemicals of any type should wear appropriate protective clothing and will comply with industry safe practices and the safety instructions on the container label in regards to both the use and storage of these materials.

Chemicals and materials with toxic fumes are to be used only in well-ventilated areas.

Responsibility

It is the responsibility of everyone to be aware of the hazards related to the use of solvents, chemical cleaning materials, and other chemicals and to enforce the rules related to their use.

Hazards to be considered when using solvents, chemical cleaning materials, and other chemicals are:

- Contact with a hazardous material can cause skin rash or dermatitis, corrosive burns or eye damage.
- Potential explosive or fire hazard.
- The danger of ingestion of a poisonous, corrosive, or hazardous substance through the mouth or absorbed through the skin.
- The inhalation of a volatile solvent, gas or toxic dust which may produce asphyxiation, intoxication, or damage to mucous membrane and internal organs.

First Aid

First aid procedures vary depending on the chemical nature of the materials in question. Follow the instructions on the container label.

In the event that a person should come in contact with solvent or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of fifteen (15) minutes. If anyone ingests chemical materials or is splashed with a hazardous material and irrigation facilities are not available, they should immediately be referred to a hospital emergency room.

Severe Weather

Tornado

If (in the judgment of the Owner or administrator in charge) the threat of impending danger warrants it, the following actions may be taken:

- Dismissal of all classes and assembly of students and employees into interior hallways and away from glass windows, doors and partitions.
- Everyone should remain in these “safe” areas until in the opinion of the Owner/Director the threat of danger is past.
- If the tornado or destructive wind strikes the building, everyone should sit on the floor, with backs against the wall, their heads between their knees, and their hands clasped over the backs of their heads until all danger is past.

Flooding

Because of the elevation of the School, buildings at WILLIAM EDGE INSTITUTE are not likely to flood. However, during periods of flooding, the Owner/Director will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

Ice and Snow

In the event that ice and/or snow threaten to make highway travel hazardous, the Owner/Director may dismiss classes to allow commuters to return home safely.

Closing the School as the Result of Severe Weather

Only the Owner/Director has the authority to close the School. When this action is taken, the Owner/Director will notify the students and faculty. In addition, it will be posted on the School’s website and the local radio station will be notified and asked to broadcast the notice of closing.

Self-Determination Policy

No student will attempt to attend class and no employee will report to work if, by their opinion or by the warning of law enforcement officials, travel conditions in their area are unsafe (or if other circumstances would place their lives/health in jeopardy).

EVACUATION PROCEDURES

Emergency Evacuation

During an emergency evacuation, each instructor is responsible for the safe and orderly evacuation of his/her class. Instructors not in class should assist with any evacuation problems that may arise. It is the instructor's responsibility to prevent panic, control traffic, and provide calm leadership. The following guidelines should be observed:

- Instructors should know the shortest route from the classroom to the nearest exit.
- When the need to evacuate the building arises, the class should be directed to move single-file through the nearest exit and well beyond the building to an area of safety.
- The instructor should be last to leave in order to check that all students are out of the classroom and to close the door.
- Never return to the building until instructed to do so by the appropriate authorities.

CRITICAL INCIDENT RESPONSE PLAN

Objectives

- To coordinate the School's response to critical incidents while paying special attention to the safety and security needs of members of the WILLIAM EDGE INSTITUTE community.
- To maintain the safety and security of faculty, staff and students as a whole in the event of a critical incident.
- To provide counseling, guidance, and appropriate support services to the families, friends, students, and campus community members in the event of a critical incident.

Definition Of A Critical Incident

A critical incident is a situation that involves WILLIAM EDGE INSTITUTE student(s) and/or employee(s) that creates a major disruption of normal operations and calls for a response beyond normal school operational procedures. Examples may be situations such as natural/structural disasters, violent behavior or life threatening injury or illness.

(Note: this plan is for general information only. During an actual critical incident, variations might be made depending on the nature of the event and the situation.)

STUDENT ASSISTANCE SERVICES

Personal Counseling Referrals

The Owner/Director of WILLIAM EDGE INSTITUTE will act as the referral agent for student seeking assistance for emotional or personal counseling services.

Procedures For William Edge Institute

Step 1 WILLIAM EDGE INSTITUTE - The Owner or School Director is notified of a critical incident involving a WILLIAM EDGE INSTITUTE student or employee at (210) 378-7610 during the day, (830) 237-0781 after hours or holidays.

First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, all steps in this process must be followed.

Step 2 WILLIAM EDGE INSTITUTE – The Owner/Director gathers information concerning the critical incident and responds accordingly.

In the event that scheduled classes need to be cancelled or altered in some manner the School Director will contact the faculty. The Owner/Director will contact the student's and the closure will be posted on the college website. www.Williamedgeinstituteyourschoolmatters.com

Any media contact, press releases, email or website assistance must be coordinated through the School Owner/Director.

Step 3 WILLIAM EDGE INSTITUTE – Depending on the evaluation of the situation, one or more of the following may occur:

- **Step 3A** – WILLIAM EDGE INSTITUTE will without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain respond, to or otherwise mitigate the emergency.
The Owner/Director goes to the scene of the incident to assess the need for back-up personnel.
Based on the initial findings and upon agreement with either the Owner or Director, the response may include: dealing with the situation alone, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members, contacting counseling center.
- **Step 3B** -- If warranted, an emergency meeting of the Critical Incident Response Team (CIRT) may be called after evaluation of the situation with the consent of the Owner and/or Director.
- **Step 3C** – Owner initiates family contacts.
- **Step 3D** – CIRT Command Headquarters is activated in the Director's Office. The Crisis Center (if activated) will be located in the Administration building Conference room. The CIRT Command Head Quarters will communicate directly with the Crisis Center on activities and communications to be carried out.
- **Step 3E** – Emergency CIRT meeting is called. If determined in the emergency CIRT meeting, the CIRT will assist the Owner in dealing with the critical incident. This may

include: assisting affected student or employee’s family members, counseling with students or employees, gathering additional information, etc.

- **Step 4 WILLIAM EDGE INSTITUTE** – Once the issue/situation is under control, the CIRT will meet and debrief. Any needed follow-up plans, communications, activities, and/or programs will be determined for final resolution of the critical incident. Timelines for these activities will be determined and a closure/evaluation meeting of the CIRT will be scheduled. CIRT will evaluate all responses to critical incident at the closure/evaluation meeting.
- **Step 5 WILLIAM EDGE INSTITUTE** – The CIRT will recommend to the Owner any policy revisions in procedures and will compile a Critical Incident Report to be filed in the Office of the Owner.

WILLIAM EDGE INSTITUTE Crisis Center

When a critical incident involves responses from a variety of personnel, a Crisis Center will be established in the Administration building. The CIRT Command Headquarters (HQ) will communicate with the Crisis Center to coordinate all activities involved in the responses to the critical incident. Communications involving responding personnel will be dispersed through this Crisis Center by the Center Head as directed by the CIRT. The Owner will assign the Center Head of the Crisis Center when a situation arises. The Center head is responsible for gathering any documents and/or gear necessary.

Members of the WILLIAM EDGE INSTITUTE CRITICAL INCIDENT RESPONSE TEAM

Critical Incident Response Team			
Owner	William Turner	651 N. Business IH35 Suite #330	(210) 378-7610
Director	Felicia Jourdan	651 N. Business IH35 Suite #330	(830) 387-4094 Ext-2105
Instructor	Sherri Ancira	651 N. Business IH35 Suite #330	(830) 387-4094

Local Community Emergency Services

All Emergencies (Fire, Police, Sheriff, Ambulance)	911
Poison Control Center	1-800-222-1222

Suicide Hotline	1-800-784-2433
Hospitals:	
	Phone number
Christus Santa Rosa 600 N Union St New Braunfels, TX. 78130	(830)606-9111
Resolute 555 Creekside Crossing New Braunfels, TX. 78130	(830)500-6900
Clinics:	
	Phone numbers
Texas Med Clinic 958 N IH35 New Braunfels, TX. 78130	(830)606-5533

Emergency Communication Guidelines

In the event of an emergency that directly affects WILLIAM EDGE INSTITUTE all students and employees will be notified by telephone, e-mail and the School website.

Examples Of Life Threatening/Serious Situations And Responses Fires:

- Examples: Buildings, Grounds, Automobiles
 - Call the appropriate Institute official at the location.
 - Clearly identify the location of the incident.
 - Building name
 - Physical location on campus
 - Room or area where fire is located
 - Evacuate the area.
 - Check the evacuation signs posted in hallway and
 - Follow to the Exit
 - Gather in Parking lot
 - Call the Fire Department
 - Remain in Parking lot until the Fire Department has indicated that it is safe to re-enter the building.

Severe Weather: (i.e., Tornado)

- Tornado Watch – Indicates that conditions are right for a tornado to develop and that the sky and public information system should be monitored.
- Tornado Warning – Indicates a tornado has been sighted or is indicated on radar and confirmed by spotters.
 - When a tornado WARNING is received by way of siren or public broadcast:

- William Edge Institute faculty and staff will insure that all persons with disabilities are evacuated to designated safety areas first, along with other students and visitors.
- If a designated safety area cannot be reached, move away from windows to an inside hall or take cover under desks or tables.
- Protect yourself by:
 - Lying face down
 - Drawing your knees up under you
 - Covering the back of your head with your hands

EMERGENCY EVACUATION SIGNS ARE LOCATED IN THE HALLS OF EACH OF THE BUILDINGS.

Power Outage:

- If an electric power outage occurs, the following procedures need to be taken:
 - Emergency flashlights will come on in each room.
 - Open doors and window coverings to take advantage of natural lighting.
 - Help those in need of assistance.
 - Carry flashlight to the Exits.

Criminal Disturbance:

- EXAMPLES:
 Robbery
 Assault (verbal or physical)
 Theft in progress
 Hostage situation
 Gang activity
 Weapon on campus
- Do not resist or attempt to retaliate unless your life depends on self-defense.
- Call local law enforcement.
- Report any criminal disturbance to the School Owner immediately.

Bomb Threats:

- Do not hang up or put the person on hold.
- Record date and time you were notified of a bomb threat.
- Obtain as much information as possible.
- Call the School Owner or Director.
- The School Owner or Director will call the local law enforcement.
- Do not take any further action, unless you are specifically asked to do so.

Disruptive Behavior:

- Immediately report all cases of criminal mischief, disorderly conduct, or disruptive

behavior to the School Owner or Director.

- Examples of disruptive behavior:
 - Throwing rocks in windows
 - Blocking chairs and tables in classrooms
 - Writing on walls and defacing the School property
 - Verbal abuse of students or employees
 - Disturbing instructors or students
 - Unauthorized protests

Make written documentation of incident.

Drug/Alcohol Intoxication:

- Immediately call the School Owner or Director.

Unusual Behavior:

Recognize the ability of the disturbed person to deal rationally with his/her behavior is limited; therefore:

- Contact the School President or Director.
- Do not argue with the person, no matter how unusual the conversation may seem.
- Make no threatening movements or comments to the person.
- Designate one student to contact additional staff.
- Remain calm during your conversation with the person.
- Remain with the person until help arrives, unless you and others feel an immediate threat to your safety.

Medical Emergency:

- Injury to any person or persons requiring treatment by a physician or by registered professional personnel under the standing orders of a physician (i.e., paramedics, ambulance personnel, nurses, etc.)
- Reportable examples include but are not limited to:
 - Medical emergencies
 - Occupational accidents requiring medical treatment other than minor first aid.
 - Accidents caused by property damage or unsafe conditions.
 - Apparent minor injuries that may become major injuries requiring medical treatment by a physician at a later date.
- First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, the School Owner or Director should be notified of the location of the emergency.
- ALWAYS document the incident.

Minor First Aid:

For the treatment of minor injuries not requiring the services of a physician or registered professional personnel under the standing orders of a physician, a Red Cross First Aid Kit is maintained in the Wet Dispensary with band aids and supplies for minor injuries.

Evacuation Procedures:

In the situation where a building must be evacuated, evacuation routes are posted in the hallways of the buildings. For instructors, follow the path indicated unless it endangers you or your students. Be aware of alternate routes to leave your building. Once outside assemble the group to account for your students. Shut doors behind you as you leave, ensuring all students are out of the room/building.

In the event staff should have to evacuate a facility, they are to close their office doors behind them and exit according to the posted evacuation routes, unless they are blocked or unsafe.

Evacuation routes are posted in the halls of the buildings. All staff should familiarize themselves with alternate routes from their office to the outside. In the event of a tornado, staff should move to the interior offices and protect themselves, if possible.

Lockdown Procedures:

The lockdown process will only be initiated with the approval of the School Owner or Director.

Lockdown is intended to limit access and hazards by controlling and managing staff and students in order to increase safety and reduce possible victimization.

Lockdown Basics:

- REMAIN CALM
- If safe, check halls and clear them of students and staff.
- Lock all doors and barricade with furniture if necessary.
- Lock windows and close blinds.
- Do not unlock doors or allow anyone in or out until ordered to do so by proper authorities. Keep cell phone with you if possible. Faculty/Staff will be updated through their cell phones.

Emergency Response And Evacuation

WILLIAM EDGE INSTITUTE Provides emergency response/evacuation information on the first day of orientation as well as placement of fire extinguishers. Building evacuation

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

ATTENTION TO ALL STUDENTS AND EMPLOYEES

STANDARDS OF CONDUCT

William Edge Institute prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and staff on the property or as part of any William Edge Institute activities. William Edge Institute will immediately contact law enforcement officials to report all unlawful activities.

The health risks of the use of illicit drugs and alcohol abuse require providing education, counseling and a referral to a drug program for students and staff. William Edge Institute provides education annually to students during orientation and staff members upon the date of hire. Professional Drug Abuse Information, professional counseling, referral and treatment centers information is made available to students or staff members upon request.

William Edge Institute will expel students and terminate staff members involved in unlawful possession, use, or distribution of illicit drugs and alcohol. William Edge Institute will refer such cases to the proper authorities for prosecution, if applicable. Students and staff may be considered for reinstatement based on circumstances following a completion of an appropriate rehabilitation program.

As a condition of employment, employees and staff members must notify William Edge Institute of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

There are serious legal sanctions for illegal use of drugs and/or alcohol. There are serious health risks and issues associated with drug abuse. Health risks associated with the use of illicit drugs and the abuse of alcohol include: impaired mental and physical health, neurological disease/damage, memory and intellectual performance interference, mental and physical depression, uncontrollable violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, cardiovascular collapse or heart failure, gastrointestinal disease or damage, ulcers or erosive gastritis, anemia, liver and pancreatic disease, liver failure or pancreatitis, deteriorating relationships, and death.

As a student and/or staff member at William Edge Institute, will adhere and understand William Edge Institute rules and regulations regarding drugs/alcohol use. I understand William Edge Institute's policies as stated above and recognize their impact on my future at William Edge Institute if I break the law related to drug and/or alcohol use.

Drug and Alcohol-Free Environment

William Edge Institute supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The unlawful manufacture, distribution, dispensation, possession or use of an illicit drug or alcohol by anyone on William Edge Institute property or as a part of any William Edge Institute activity is prohibited.

Employees

As a condition of employment, employees will notify the school of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Within 30 days of the employee's notification of the first conviction, the school will either terminate the employee or require written documentation from the employee that he/she has entered a rehabilitation program. A second conviction will result in termination.

Students

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol by students on William Edge Institute property or as a part of any William Edge Institute activity is prohibited. Students taking prescribed or over-the-counter medication that may affect one's ability to function should so inform Campus Security Authorities.

If a final determination is made that any student of William Edge Institute is found to be abusing alcohol or using, possessing, manufacturing or distributing controlled substances in violation of the law on William Edge Institute property or at William Edge Institute events, they shall be subject to, at a minimum, the referral to counseling and automatic and immediate suspension or dismissal from school. William Edge Institute imposed sanctions are additional to any legal actions taken by local, state or federal authorities.

William Edge Institute will provide, in writing, to both the accuser and the accused simultaneously:

- The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking
- The school's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available
- Any change to the result
- When such results become final

Health Risk Associated With Use And Abuse Of Drugs And Alcohol

William Edge Institute, as part of their prevention program, distributes information about the health risks associated with alcohol abuse and illicit drug use (EDGAR Subpart B 86, 100). IHEs will be available on sharing information about substance covered by the Controlled Substances Act (21 U.S.C. 811). U.S. Department of Justice's Drugs of Abuse" will be used to assist in disseminating information about health risks associated with AOD use.

Health Risks Associated With Alcohol And Drugs

There are obvious risks associated with alcohol and drug abuse, but there are a number of less obvious risks as well: Physical and mental dependence, memory loss, violent behavior, aggressive acts, and angry feelings, headaches, nausea and/or vomiting, muscle weakness. Drug tolerance, liver, lung, and kidney problems, brain damage, hallucinations, tremors, and convulsions, hyperactivity or sluggish behavior, poor academic performance, unwanted sexual

activity (i.e. date rape) sexually transmitted diseases, including HIV/AIDS, unwanted pregnancy. Impact on future career prospects and adverse effects from withdrawals.

Alcohol and other drug use may also lead to other health problems such as respiratory depression, cancer, Fetal Alcohol Syndrome, elevated blood pressure, and, in some case, death. If combined with other depressants of the central nervous system, even low doses of alcohol can have dangerous effects.

On-Campus Resources

In case of an emergency, contact 911. If you are ever in doubt about your own health and safety or somebody else's, call for help. The Administrative Office, provides general information about campus resources.

William Edge Institute offers individual counseling for students concerned about alcohol and another drug use. The school will advise students to seek counseling at the list provided on the student bulletin board and below.

The Administrative Office provides a variety of resources relating to alcohol and other drugs. See the following listing:

Resources For Treatment At Locations:

William Edge Institute will refer the student and/or employee who seek help to the following services listed below:

Referral and Hotline Information

School does not offer professional counseling services but offers the following resource information:

- National Institution on Drug Abuse (M-F, 8:30 a.m.-4:30 p.m.) 1 -800-662-HELP
- National Alcohol & Drug Abuse Hotline 1-800-234-0420
- Cocaine Helpline 1-800-COCAINE
- Reach-Out Hotline 1-800-448-3000 (alcohol, drug-crisis, intervention, mental health referral)
- National Domestic Violence Hotline 1-800-799-SAFE
- National Sexual Assault Hotline 1-800-656-HOPE
- National Women's Health Information Center 1-800-994-9662 (www.womenshealth.gov)
- Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse 1-202-357-6206
- Care Unit Hospital Program 1-800-854-0318
- National Suicide Prevention Lifeline 1-800-273-8255 (24 hours/day)

Note:

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. In case of emergency that requires immediate attention, please report the incident to the appropriate agency by calling (911) and then report the incident to the School Director or an authorized school official.

Felicia Jourdan, School Director

Note: The Violence Against Women Reauthorization Act of 2013 (VAWA) requires institutions to compile statistics for certain crimes that are reported to campus director or local police agencies and reported to the Department through the web-based data collection.

Standards for a qualified drug rehabilitation program

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by federal, state or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.