



EMMA'S BEAUTY ACADEMY

***Student Consumer Guide  
2023-2024***

***FINANCIAL AID OFFICE***

## **Introduction**

### **Non-Discrimination Policy**

Emma's Beauty Academy admits students without regard to sex, race, age, color, ethnic origin, religion, nationality, disability, sexual preference or political ideas, gender identity, social condition, political affiliation, being a victim or perceived as a victim of domestic abuse, sexual aggression, or stalking, for serving or having served in the US armed forces, or by being a veteran, or any category protected by law. This policy of nondiscrimination also applies in considering candidates for employment in the institution.

In that sense, all students have the same rights and privileges to participate in programs and activities available to students.

Any individual that applies for work or study and believes that they have been object of discrimination under any of the circumstances previously described, can present a formal written complaint before the President's Committee.

## **Message from the Financial Aid Office**

We sincerely and warmly welcome you to our institution. We are pleased that you have chosen us, or are considering us for your post-secondary studies.

It is our responsibility to comply with the purpose and regulations of the Financial Aid Programs from the United States Department of Education.

The Financial Aid Programs with their requirements are hereby presented and encourage you to request guidance on them Economic Assistance. We are here to serves you and our office is at you order.

For information on Financial Aid, please contact:

Financial Aid Director:  
Meredyth Cuevas, Ext. 112

Financial Aid Administrator  
Marangelie Quiñones, Ext.111

Financial Aid Officer  
Sr. Ubaldo Martínez, Ext 109

## **EMMA'S BEAUTY ACADEMY** **STUDENT CONSUMER INFORMATION**

### **Accreditations:**

Emma's Beauty Academy is accredited by:

1. National Accrediting Commission of Career Arts & Sciences (NACCAS)
2. License to operate issued by the Council of Education of Puerto Rico

We also have the certification to receive funds from the Title IV Financial Aid Programs of the U.S. Department of Education E.U. (through Program Participation Agreement)

### **Financial Aid Office Policy**

1. The Financial Aid Office of Emma's Beauty Academy is governed by the following Operational Policies:

A. To receive Financial Aid, every candidate for admission must submit an application to that effect (Fafsa on web) <https://fafsa.gov/>).

B. If necessary, it will be required that all students selected for verification submit the necessary documents to complete the process: (Income Evidences + Verification Worksheet completed in all of its parts. The "Verification Worksheet" is delivered to our office.)

C. Each grant will be divided into two (2) payment periods.

D. Student will be given a Financial Aid Award Letter. The student must read and sign it, thereby accepting the financial aid, authorizing Emma's Beauty Academy to credit it the account when necessary and adjust the aid if there are changes in students' conditions affecting eligibility. Will be notified in writing of any aid granted.

E. Students who do not meet the Satisfactory Academic Progress requirements will enter an Academic Probation Period until the Registrar (see Satisfactory Academic Progress), confirms the student's academic progress.

F. To provide information concerning students to third parties, written permission by the student (Privacy Act) must be submitted.

G. Drugs Prevention: Aware of its responsibility to contribute to the preservation of the physical and psychological well-being of the student community, teachers, administrative staff, as well as the society it serves, Emma's Beauty Academy, of Juana Diaz has established within its academic programming and of co-curricular activities a program aimed at preventing the use of drugs.

## **Rights and responsibilities of students**

### **Rights:**

1. Right to know the financial aids that the institution offers and has available for applicants.
2. Right to know the eligibility requirements for each program of financial aid available.
3. Right to know what the deadlines are to apply for these programs, the available programs, where and to whom should be delivered.
4. Right to know how are financial aid funds managed and distributed, and how they may be affected by decisions from both federal and state levels.
5. Right to know how the costs of education are determined.
6. Right to know the amount of financial aid that has available, to cover the economic needs for studies.
7. Right to know how and when the grants are disbursed.
8. Right to know the refund policy of the institution is, in relation to the financial aid granted and accepted and to know how calculations are made.

9. Right to know the Satisfactory Academic Progress policy of the institution and know how the institution determines that academic progress is being met, according to the established standards.
10. Right to know how would be affected, in case of being out of compliance with the academic progress, according to the institution's standards.
11. Right to know what facilities and services are available for disabled persons.
12. Right to access and review documents related with accreditations, permits, licenses and authorizations for the institution to operate.
13. The criteria to remain eligible for aid, depends on the student by filing a new application and demonstrating a financial need.
14. To remain being eligible for financial aid, the student must achieve Satisfactory Academic Progress, as defined by the institution.
15. The method, procedures and frequency of Financial Aid Payments are:
  - A. **Method of Payment:** Payment of grant are made by a credit to the student's account through a payroll system.
  - B. **Payment Procedure:** After the student is enrolled, the attendance of classes is verified through a Report of Satisfactory Academic Progress certified by the Registrar's Office based on the attendance certified by the teacher. The student must achieve Satisfactory Academic Progress, as defined by the institution and then proceeds to make a payroll, in order to credit the money to the student's account.
  - C. **Payment Frequency:** One disbursement is made each term of study.

## **Responsibilities**

1. Should review and consider the information related to the programs offered by the institution, before enrolling.
2. Must complete the application to be submitted within the deadlines stipulated.
3. Must provide the information required at proper time and with the highest-level degree of accuracy possible. If incorrect information is provided in applications for Financial Aid, would be incurring in a law violation and could be penalized and fined.

4. Should give any additional information required, such as certifications and / or any other necessary documentation.
5. Must notify the institution of any change affecting the financial status.
6. Must read and understand all documents as requested, sign and keep copies of them.
7. Once having done this, must accept responsibility and have integrity in regards to agreements signed.
8. Must understand the procedures for reimbursement, due to withdrawals from the Institution.
9. Must read and study all the offers made by other institutions (through documents like this one) regarding study programs costs, financial aid programs, in order to have better knowledge and make the best decision regarding the institution where to study.
10. Must notify to the Financial Aid Office:
  - A. Change of physical address.**
  - B. Change of name or marital status.**
  - C. Change or transfer from other institutions where received federal aid.**
  - D. Having withdrawn from the study program or have changed from one academic program to another.**
  - E. Change of Telephone number.**
11. Promptly report any change of address that occurs throughout the study period.
12. If resources have changed during the period of attendance, there is the responsibility of notifying the Financial Aid Office.
13. Must maintain satisfactory academic progress, as defined by the institutional norm.

## **Financial Aid Programs**

Emma's Beauty Academy offers the following aid programs:

### **FEDERAL PELL GRANT:**

Unlike Loans, Federal Pell Grants do not have to be returned to the grantor. In general, it is awarded to students who has not yet obtained a university degree (Bachelor's or graduate degree) or have not completed the maximum time of eligibility (600%). The Pell Grant is considered to be the basis of federal aid, on which other types of assistance, either federal or not, can be offered

### **Scholarships for the Federal Supplemental Educational Opportunity Grant (FSEOG)**

The FSEOG Aid Program offers money based on need to low-income students to promote access to postsecondary education. Financial aid administrators at participating institutions have substantial flexibility in determining the amount to give to the students, but with priority given to Pell Grant recipients with the lowest Expected Family Contribution (EFC = 0).

### **GRANTS FROM THE COUNCIL OF EDUCATION OF PUERTO RICO (CEPR):**

The Council of Education of PR offers grants to students in academic programs of certificate, associate degree or Baccalaureate to supplement other financial aid the student receives from other sources.

Emma's Beauty Academy participates BETA (Scholarship for Students With Academic Talent) program that comes from the Government of Puerto Rico and are channeled through the Council of Education of Puerto Rico. For information on eligibility requirements please visit our Financial Aid Office.

### **Process for applying for financial aid**

To participate in the Federal Pell Grant Program, the student must complete the Free Application for Federal Student Aid (FAFSA) using this web link: <https://studentaid.gov/h/apply-for-aid/fafsa>). The student should apply for a credential FSA ID if does not have any (the FSA ID is a user name and password that you must

use to log in to certain websites from the U.S. Department of Education (USDE). The FSA ID identifies you as a person who has the right to access your personal information on the web sites of the USDE, such as, for example, the FAFSA on the fafsa.gov web page. If you are a parent of a dependent student, you will need your own credential FSA ID to sign the FAFSA for your child in digital form. If more than one child attending college, you can use the FSA credentials to sign all the applications. Please keep the following in mind: Each user of the FSA credential ID must have a unique email address. Your FSA credential is used to sign legally binding documents in digital form.

### **Student Eligibility Requirements to receive Title IV Federal Financial Aid**

The student's eligibility is determined before granting some kind of help. The requirements for assistance from the Federal Title IV programs are the following:

1. Be a citizen of the United States or foreign eligible (for details about foreigners eligible, see the "Federal Financial Aid Handbook").
2. Be a student enrolled in a regular program.
3. Be enrolled in an eligible program at least half time at an eligible institution.
4. Demonstrate financial need.
5. Maintain satisfactory academic progress, as defined by the institution.
6. Not be in arrears (defaulted) on student loans.
7. Not owe a refund of federal grants received in excess at other institutions.
8. Verification of the FAT (Financial Aid Transcript) in the NSLDS of each of the eligible institutions to which the student previously attended. (Unusual Enrollment)
9. Not be enrolled concurrently at another institution.

### **Criteria for determining total Pell Grant**

The Central Processing System (CPS) sends by email or traditional mail, a Student Aid Report (SAR) to the student. The ISIR (a result that is received by electronic means in the institutions that dealt with the FAFSA), indicates the expected family contribution (EFC) towards the students education. The EFC is used to calculate the annual amount of a Federal Pell Grant, which is a responsibility of the student according to their academic load, and as indicated by the table of payments that are sent by the Federal Department of Education. The EFC is located at the top right of the ISIR.



## **Verification Procedure**

The FAO has a policy to verify the information in the record of those students whose ISIR bring an asterisk (\*) next to the EFC, according to the verification group indicated on the ISIR. To carry out this process, the following procedures shall be followed:

1. The student must be oriented with respect to what is this procedure and the possible reasons for the verification.
2. The relevant documents will be verified:
  - a. Copy of the income tax return of Puerto Rico of the taxable year 2021 or federal tax prior to the fiscal year in which economic assistance is requested, the independent student and/or parent.

**Important note:** If the student is married, and/or parents, and paid tax returns separately, **both forms must be submitted for verification.**

### Verification Group V1

#### A. Tax Filers:

- Items to be verified:
  - Adjusted Gross Income
  - U.S. Income Tax Paid
  - Untaxed Portions of IRA Distributions
  - Untaxed Portions of pensions
  - IRA Deductions and payments
  - Tax Exempt Interest income
  - Education Credits

#### B. Non-tax filers

- Income earned from work
  - i. Sources of income earned from work or other untaxable income.
  - ii. Verification of Nonfiling Letter

#### C. V1 all applicants

- Number of household and number in college
- 

### Verification Group V4

#### D. Items to be verified:

- High School completion Status

- Identity Statement of Educational Purpose

#### Verification Group V5

##### E. Items to be verified:

- High School completion Status
- Identity Statement of Educational Purpose and
- All items indicated for tax filers in V1
- All items indicated for non-tax filers in V1

### **Determination OF FINANCIAL NEED**

The Federal Department of Education requires that all educational institutions that receive federal funds from Title IV must use the federal formula to determine eligibility for the aid.

The previous paragraph can be represented using the following formula: **cost of education, minus EFC, less Pell Grants and other aid, is equal to the need of economic assistance.**

$$\begin{array}{r}
 \text{Cost of Attendance} \\
 - \text{EFC} \\
 - \text{Federal Pell Grant} \\
 \hline
 = \text{Financial Need}
 \end{array}$$

If the student has financial need, they may be eligible for other financial aid as long as they meet the established requirements.

At present, a large percentage of our students come from families with limited economic resources and depend on some form of financial assistance in order to complete their studies. Financial need is different for each student and depends on how much can the student and family contribute to the costs of post-secondary education.

The financial assistance or financial aid provided to a student may be defined as the result, after analyzing the cost of education at the institution versus the financial resources available to the student and/or their parents to pay for.

### **Policy for disbursement of PELL Grant**

The allocation of Federal Pell Grant of every student of the institution will be divided in two disbursements, in the fiscal year according a general policy. These corresponds to two payment periods during the academic year. Any student who begins shall have the

right to a first disbursement "automatically", after having satisfied all of the eligibility requirements. To be eligible for subsequent disbursements, consider the following policy and/or "Exceptions" that apply:

1. Students who have not used part of Pell Grant of that fiscal year at another institution:
  - a. First Disbursement - at any moment.
  - b. Second Disbursement - after having completed 450 hours equivalent to 15 credits with the Satisfactory Academic Progress.
  - c. Third disbursement – for the programs that apply, after having completed 900 hours equivalent to 30 credits if they maintain eligibility and if has an approved FAFSA for the next fiscal year.

2. Transfer Students:

Proceed as follows:

- a. Determine the percentage of Federal Pell Grants used in the institution of origin. This is done by dividing the amount of money disbursed between the amount awarded for the year in that institution, as indicated by COD.
- b. Determine the percent available, by subtracting the percentage used of 100%. (For purposes of the calculator, 100% = 1 and the % used is converted to a decimal fraction, i.e. 35% = .35).
- c. Multiply the percent available by the granting of scholarship in the institution, according to The Payment Schedule for the full fiscal year. The result will be the amount of money available (preliminary), until June 30 of that year.

\*\* This is subject to changes in the regulation (year-round Pell).

## **Refund Policy of Title IV Programs**

The institution has established a policy of reimbursement according to the law of post-secondary education (known by its acronym in English as HEA Amendments of 1998), on the basis of the aid or amount earned. The policy establishes that the percent earned is one that is obtained from the amount of the program of student financial aid received, multiplying this by the percentage of the payment period attended where the student withdrawal. Such a policy will be performed if the withdrawal of the student or the student's last day of attendance occurs on or before completion of the 60% of the paid period, or the period enrolled. There will be a pro rata basis and will be used to establish how many funds the student has earned at the time of the withdrawal. The computerized system used is the one provided by the Department of Education (Federal Return of Title IV Funds). If the withdrawal occurs after the 60% of the payment period, the percent to withhold will be 100%.

If the student does not officially withdraw according to the refund policy set, the last day of attendance will be determined by the institution for the purposes of reimbursement due to administrative withdrawal. If at the time of the withdrawal, the student has received less financial aid which reflects the computation, the institution will complete a post-withdrawal disbursement procedure specified by the United States Department of Education. The refund will be made within 45 days following the date of withdrawal.

### **Recalculation procedure of Title IV Funds**

To calculate the withdraw of a student, it shall be determined as follows using the computerized system provided by the Department of Education (Federal Return of Title IV Funds).

Divide the clock hours scheduled to have been completed as of the withdrawal date in the period by the total clock hours in the period.

The institution receives the following funds: Federal Pell Grant and the FSEOG.  
The order of reimbursement of funds is the following:

- Pell Grant
  
- FSEOG

Once the federal programs funds have been repaid in direct proportion to their original contribution, if there is a reimbursement for the student, the institution has 14 days to do it.

### **RETURN OF UNEARNED FUNDS:**

**The institution returns the lesser of the following:**

The amount of funds that the student did not earned or the amount of institutional costs incurred (by student for the payment period) multiplied by the unearned percentage of funds according to federal policy. The percent of that calculation used is rounded to the nearest highest percent.

Unearned funds are paid to the U.S. Department of Education by Emma's Beauty Academy on the student's behalf. The school will return the funds within 45 days of the calculation. If the student owes any money to Emma's Beauty Academy resulting from the return of unearned federal financial aid, the student will be billed by Emma's Beauty Academy on a written notification by mail.

Note: The time attended is defined as the time elapsed since the date of classes commencement until the date in which the student physically attended classes for the last time.

### **Post-Withdrawal disbursement**

A PWD is offered to a student if the student has earned more federal financial aid than what was disbursed for the payment period. The amount earned is determined as part of the required federal Return of Title IV Funds calculation.

Emma's Beauty Academy does not include as a PWD any funds from a disbursement that institution if prohibited from making on or before the date of the determination that the student withdrew, in which the following applies:

- Disbursements of Federal Pell funds to a student for whom the institution did not have a valid SAR/ISIR by the deadline established by the Department of Education.

Emma's Beauty Academy will submit a letter to the student that provides the option to accept or decline federal financial aid as part of a PWD , the letter must be completed and returned within 30 days to be processed.

\*The institution sends a letter confirming the completion of the withdrawal process. Also, this letter is accompanied with a copy of the withdrawal calculation form describing in details the related process conducted regarding the percentage of Title IV earned.

**Standard Cost of Attendance to Emma’s Beauty Academy**

(see budget table)

<b><i>Approximate Tuition and Fees</i></b>	<b><i>2023-2024</i></b>
Program Cost	<b>Subject to change</b> \$3,906.67 per semester (all courses are 3 semesters except (Make-up Specialist that consists of two semesters \$3,885 for each semester)
Fees	<b>Subject to change</b>
-School insurance	\$6.50
-ID	\$6.00
-Graduation Fee	\$60.00
-Admission Fee	\$25.00
Cost of Supplies	\$225.00
Transportation	Varies (See table)
Expenses for handicapped	Varies (See table)
Total Typical Cost	**\$12,042.50**

***Note: To this cost is subtracted from the economic aid that the student qualifies.***

## **TABLE FOR TRANSPORTATION**

<b>City</b>	<b>Daily</b>	<b>2 Term.</b>	<b>3 Term.</b>
Adjuntas	\$ 5.86	\$ 704.00	\$ 1,055.00
Aguirre	\$ 5.43	\$ 651.00	\$ 977.00
Aibonito	\$ 8.93	\$ 1,071.00	\$ 1,607.00
Aguirre	\$ 5.43	\$ 651.00	\$ 977.00
Barranquitas	\$ 8.93	\$ 1,071.00	\$ 1,607.00
Cayey	\$ 16.19	\$ 1,943.00	\$ 2,914.00
Coamo	\$ 5.25	\$ 630.00	\$ 945.00
Coto Laurel	\$ 3.85	\$ 462.00	\$ 693.00
Guanica	\$ 12.08	\$ 1,449.00	\$ 2,174.00
Guayama	\$ 5.43	\$ 651.00	\$ 977.00
Guayanilla	\$ 11.55	\$ 1,386.00	\$ 2,079.00
Jayuya	\$ 8.93	\$ 1,071.00	\$ 1,607.00
Juana Diaz	\$ 2.19	\$ 263.00	\$ 394.00
Lajas	\$ 13.48	\$ 1,617.00	\$ 2,426.00
Mercedita	\$ 3.85	\$ 462.00	\$ 693.00
Orocovis	\$ 8.93	\$ 1,071.00	\$ 1,607.00
Patillas	\$ 5.43	\$ 651.00	\$ 977.00
Peñuelas	\$ 5.43	\$ 651.00	\$ 977.00
Ponce	\$ 3.85	\$ 462.00	\$ 693.00
Sabana Grande	\$ 6.74	\$ 809.00	\$ 1,213.00
Salinas	\$ 6.13	\$ 735.00	\$ 1,103.00
San Germán	\$ 6.74	\$ 809.00	\$ 1,213.00
San Sebastian	\$ 16.19	\$ 1,943.00	\$ 2,914.00
Santa Isabel	\$ 7.00	\$ 840.00	\$ 1,260.00
Villalba	\$ 3.50	\$ 420.00	\$ 630.00
Yauco	\$ 6.74	\$ 809.00	\$ 1,213.00

## **Additional Information**

For more information about the following topics may refer to the Student Consumer Guide through the web page <http://ebajuanadiaz.com>:

- The criteria for measuring satisfactory academic progress and as a student who has not achieved academic progress and how to reinstate your eligibility to receive financial aid.
- Transferred Credits
- Special facilities and services available for students with disabilities.
- Academic Programs as well as classrooms and laboratories related to the programs.
- List of Faculty
- Institutional Refund Policy
- Policy Validations of credit.

For more information about the following topics may refer to the address listed below:

### **College Navigator:**

<https://nces.ed.gov/collegenavigator/?q=Emma%27s+Beauty+Academy&s=PR&zc=00795&zd=0&of=3&id=404684>

### **Net Price Calculator:**

<https://netpricecalculator.ebajuanadiaz.com/>

### **Guidance on Financial Aid**

For information about Title IV Financial Aid, students must go to the Financial Aid Office and see the administrator from 8:00 a.m. to 5:00 p.m. Monday through Friday, or by calling 787-837-0303.



## Financial Aid Terminologies

1. **Assets** Are all the money in savings, checking accounts, home value, business value, stocks, bond, etc., minus the debt.
2. **Financial Aid** Money that is given to the student in concept of work, loan or donation.
3. **Scholarship** Free Aid awarded to student based on financial need.
4. **Grantee** Scholarship participant
5. **Proof of Income** Documents certifying the income of the family or student.
6. **Family Contribution** The amount expected to be contributed to the education by the student or the family.
7. **PELL GRANT** A federal grant for undergraduate students with financial need.
8. **S.A.R** "**Student Aid Report**"; is the response of the application for the Pell Grant.
9. **EFC** "**Expected Family Contribution**"; Is the amount which it is expected that the family and the student can contribute to the education of the same. This amount is determined by the Department of Education considering the information contained in the student's FAFSA.
10. **Verification** The process by which the school verifies the information validity, provided in the FAFSA application.