



**CINTA
AVEDA INSTITUTE**

**Cinta Aveda Institute
305 Kearny Street
San Francisco, CA 94108**

**Cinta Aveda Institute
111 West St. John Street
San Jose, CA 95113**

**CONSUMER INFORMATION
STUDENT HAND BOOK**

Cinta Aveda Institute Financial Aid Office

Contact information: 415-989-4400

Cinta Aveda Institute offers quality education at a surprisingly affordable cost, however many qualified students will need financial assistance in the form of Financial Aid in order to attend school. To meet this need, Federal Financial Aid is offered to qualified students who wish to pursue a post-secondary education but do not have adequate financial means to do so.

Cinta Aveda Institute administers Title IV programs in accordance with the Higher Education Act (HEA). The FAO stays abreast of Financial Aid regulations through the IFAP website, communications from Third-Party Servicers and by attending yearly ED trainings.

Cinta Aveda Institute's Financial Aid Office believes that the various financial aid programs facilitate the successful academic participation of financially needy students to accomplish their educational goals. As part of its commitment to support student success, the Financial Aid Office provides this information to help students better understand the rules, regulations and process that govern the federal student aid programs.

Financial Aid is a form of assistance made available by federal, state and private funding in the forms of grants, loans and scholarships. This aid is intended to assist students who are determined eligible to continue their education beyond high school. These funds are intended to assist in covering educational expenses; however, they may not cover all associated educational expenses.

The Financial Aid Officer is available during regular school hours to help students with any questions they might have pertaining to financial aid. You may make an appointment if you have further questions.

Please note this guide is not intended to replace the College Catalog. Additional information pertaining to FERPA, Disability Services, Title IX etc., can be found in the Cinta Aveda Institute's College Catalog found here: https://cintaaveda.edu/wp-content/uploads/2024/10/2024-10-Cinta-Aveda-Institute-Catalog-2024-1_.docx-1_.pdf.

College Navigator

For more information on the diversity of the student body, completion, graduation and transfer-out rates, please access the College Navigator links below for each campus location.

San Jose: <https://nces.ed.gov/collegenavigator/?q=cinta+aveda&s=CA&id=46182901>

San Francisco: <https://nces.ed.gov/collegenavigator/?q=cinta+aveda&s=CA&id=461829>

ACRONYMS

SAI...	Student Aid Index
MPN...	Master Promissory Note
PLUS...	Parent Loan for Undergraduate Students (dependent)
FSA...	Federal Student Aid
NSLDS...	National Student Loan Data System
SAP...	Satisfactory Academic Progress
ISIR...	Institutional Student Information Report
FERPA	Family Educational Rights and Privacy Act
ED...	Department of Education
FAO...	Financial Aid Officer
HEA...	Higher Education Act
IFAP...	Information for Financial Aid Professionals

How students apply for Federal Student Aid and how eligibility is determined

Students wishing to enroll in Cinta Aveda Institute and receive federal financial aid should fill out an application for Federal Financial Aid using the Free Application for Federal Student Aid (FAFSA) on the web at <https://studentaid.gov/>. The Federal Student Aid Estimator may be used to learn more about the financial aid process and receive an estimate of your eligibility for federal student aid. You can access the Federal Student Aid Estimator at:

[Federal Student Aid Estimator | Federal Student Aid](#)

Basic Financial Aid Information need-based and non-need based Federal Programs

Cinta Aveda Institute offers the following Financial Aid Programs to help you finance your education and training:

- **FEDERAL PELL GRANTS**
- **FEDERAL DIRECT SUBSIDIZED AND UNSUBSIDIZED LOANS**
- **PLUS LOANS**

What is a Federal Pell Grant?

A Federal Pell Grant, unlike a loan, generally does not have to be repaid. Pell Grants are awarded only to undergraduate students who display exceptional financial need and have not earned a bachelor's, graduate, or professional degree.

The Pell grant is based on need and the cost of education at the school a student chooses to attend. The most a student can receive in Federal Pell Grant funds, if eligible, is **\$7395.00 (for 2024-2025 Academic Year)**

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. For more information on Federal Pell Grants, please visit <https://studentaid.gov/understand-aid/types>.

What are Federal Direct Loans?

Federal Direct Loans are educational loans designed to help students meet educational expenses. A loan is money you borrow and must pay back with interest. Repayment on federal direct loans will begin 6 months after graduation or drop below half-time enrollment. For more information on Federal Direct Loans, please visit <https://studentaid.gov/understand-aid/types/loans>.

When a student or parent wishes to borrow a Federal Direct Loan, that loan will be submitted to the National Student Loan Data System (NSLDS) which provides authorized agencies lenders and other institutions accessibility to that loan information.

FEDERAL DIRECT SUBSIDIZED LOAN:

The subsidized loan program is based on need. As an undergraduate student, one may borrow up to **\$3,500** for the first year and **\$4,500** for the second year. However, a student cannot borrow more than the cost of attendance at his/her school less any other financial aid he/she may receive.

FEDERAL DIRECT UNSUBSIDIZED LOAN:

The unsubsidized loan program is not based on need. Independent undergraduates may borrow up to **\$6,000 per academic year** and dependent students may borrow up to **\$2,000 per academic year**.

FEDERAL PLUS LOAN:

The Plus Loan is designed for dependent students. Parents of dependent students may borrow up to the total cost of education per academic year for a child enrolled at least half-time. If a parent is denied a Plus Loan, the student may **borrow up to an additional \$4,000 in unsubsidized loan**.

How do I Qualify?

To determine if you're eligible financially, the U.S. Department of Education uses a standard formula, established by Congress, to evaluate the information you report when you apply. The formula produces a Student Aid Index (SAI) number. Cinta Aveda Institute will receive the ISIR which will determine the student's eligibility.

GENERAL 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 (at least half-time basis);
- Be a U.S. citizen or an eligible non-citizen;

- Demonstrate that you have need. (Need is the difference between the cost of education and the amount you or your family can afford to pay). Need is determined by the information that is supplied on the Free Application for Federal Student Aid;
- Maintain satisfactory academic progress (as defined by the school's policy);
- Not be in default of a Federal Perkins loan or Federal Stafford Loan according to NSLDS;
- Do not owe a refund on a Pell Grant or SEOG at any school;
- Have a High School Diploma or General Education Development (GED) certificate;
- Must provide consent and approval to have federal tax information transferred directly to your FAFSA form

APPLYING FOR AID

To apply for federal student aid, students must complete the Free Application for Federal Student Aid (FAFSA). You may submit the FAFSA application by visiting <https://studentaid.gov/h/apply-for-aid>. Submission of the FAFSA application is the first step in becoming eligible for financial aid. If you plan to attend Cinta Aveda Institute, please include our federal school code 041800 on your FAFSA application.

After you submit your FAFSA application online, you will receive a copy of your FAFSA application from ED and, if you listed Cinta Aveda Institute on your FAFSA, we will receive an Institutional Student Information Record (ISIR), which is an electronic version of your application. Once Cinta Aveda Institute receives your ISIR we will be able to start the process in determining your eligibility for federal student aid.

TITLE IV PROCESSING AND PACKAGING OF FINANCIAL AID

When a student applies for financial aid, funds may come from more than one source and the combination of financial resources is referred to as packaging. Once your financial need has been determined, you will be awarded aid in the following order, until your need has been met or until no additional funds are available.

Pell Grant – A student will receive a total of one PELL during the first 900 clock hour award year if the student is Pell eligible. Each Pell is awarded according to the students SAI. Pell Grants are federal grants that generally do not have to be repaid. For the 2024-25 award year, the maximum Pell Grant award is \$7395. Pell Grants will be adjusted if you are enrolled in a program (or remainder of a program) that is less than 900 clock hours.

Scholarships – Scholarships are funds from a variety of sources that do not have to be repaid. They vary in amount, requirements and criteria and many are not subject to federal aid eligibility requirements. These need and non-need based awards are processed throughout the year.

Direct Loans – Direct Loans is money that you borrow and must pay back with interest. In order to qualify for a federal Direct Loan disbursement, you must complete Entrance Counseling (<https://studentaid.gov/entrance-counseling/>) and an MPN (<https://studentaid.gov/mpn/>). For Parent PLUS Direct Loans, your parent is required to apply

for a PLUS Loan for Parents (<https://studentaid.gov/plus-app/>) and if approved they must complete a Parent PLUS Loan MPN (<https://studentaid.gov/mpn/>).

DISBURSEMENTS

Pell Disbursement – Each student, if eligible, will receive ½ of their Pell disbursement at the beginning of the program and again at the halfway point of the academic year. Disbursements are disbursed on actual hours only as long as the student is maintaining satisfactory academic progress. If a student crosses over award years (July 1st) while enrolled in their educational program, they must complete the new award year FAFSA to establish eligibility for subsequent payment period(s).

Student Loan Disbursement – Loans are disbursed on two separate disbursements. The first half of the loan will be disbursed approximately 30 days after the first day of class for first time borrowers and at the beginning of the payment period for students who have borrowed student loans previously and the other half at the midpoint of the loan period. Disbursements are disbursed based on actual hours only as long as the student is maintaining satisfactory academic progress.

No Pell or Loan disbursements can be made unless the student has reached both the number of actual hours and required weeks for each payment period and so long as the student is maintaining satisfactory academic progress.

TERMINATION OF STUDENT FINANCIAL AID

A student may lose all financial aid eligibility for the following reasons:

- Not making satisfactory academic progress in his/her attendance and academic studies.
- Being absent from school for a total of 14 consecutive days without being placed on an approved leave of absence.
- Not returning from an official leave of absence.
- If it is discovered that the student previously provided inaccurate information that impacts the student's financial aid eligibility.

REINSTATEMENT OF FINANCIAL AID

A student may be reinstated for aid after:

- Students achieve satisfactory progress.
- Re-entering after being dropped or withdrawn from the school within 180 days.
- Students prevail upon an appeal for an adverse satisfactory academic progress.
- The student is able to provide documentation to substantiate any conflicting information received after an initial disbursement of financial aid funds.

VERIFICATION

The federal government, through legislation, has created an application review process called “**verification.**” The law requires colleges to obtain information from the student and their families, if applicable, to verify the accuracy of the information that was reported on the FAFSA (e.g. income, family size, educational level). Cinta Aveda Institute verifies every file identified by the federal government as part of this process using worksheets based on federal regulations

and guidelines. Beyond those applications selected for federal verification, the law requires colleges to also request additional documentation when a FAFSA application and/or subsequent paperwork appears incomplete, conflicting information is discovered or additional information is needed to complete the processing of an application.

Cinta Aveda Institute must identify and resolve any discrepancies in information received with respect to a student's application for Title IV aid. These items include, but are not limited to:

- Student aid applications
- Need analysis documents (e.g. ISIR's)
- Federal income tax return transcripts and Wage and Income Transcripts
- Documents and Information related to a student's citizenship
- School credentials (e.g. high school diploma or receipt of a Bachelor's degree)
- Documentation of the student's Social Security Number (SSN)
- Unusual Enrollment History (UEH), when indicated on the student's ISIR

A student is not eligible to receive federal financial aid until all required paperwork has been submitted and processed. Students may be contacted by email or phone and informed of when required documents are necessary. This process may occur at any point in time during a student's enrollment. Should changes in a student's financial aid eligibility occur, the Financial Aid Officer at Cinta Aveda Institute will reach out to the student via email, phone or pulling the student from class to meet with the student and explain any changes that occurred. If a student's financial aid eligibility changes, it is possible the student may be required to sign a cash payment plan (or agree to changes to an existing cash payment plan) to cover the difference between the cost of attending Cinta Aveda Institute and the student's financial aid eligibility. Failure to complete the verification process before the end of the award year or before the student ceases to be enrolled may result in complete loss of any financial aid eligibility.

PROFESSIONAL JUDGMENT

Special Circumstances refers to the financial situations that justify an adjustment to data elements in a student's Cost of Attendance (COA) or in the SAI calculation.

Unusual Circumstances refers to the conditions that justify an aid administrator making an adjustment to a student's dependency status based on a unique situation (e.g. parental abuse, abandonment)

None of the following conditions listed below qualify as unusual circumstances:

- Parents refuse to contribute to the student's education
- Parents are unwilling to provide information on the FAFSA or for verification
- Parents do not claim the student as a dependent for income tax purposes
- Student demonstrates total self-sufficiency
- Student voluntarily left home for reasons other than abuse, neglect or abandonment

In cases where a student believes they have circumstances that would warrant a review of their situation either due to special circumstances or unusual circumstances, the student must contact the financial aid office and submit supporting documentation to substantiate the student's situation.

Examples of documentation may include:

Special Circumstances

- Loss of income documentation such as providing 2022 and 2023 federal tax returns showing a loss of income (e.g. loss of employment, loss of income due to a divorce or death of a spouse or parent)

Unusual Circumstances

- Police Reports demonstrating abuse, neglect or abandonment
- Letter from a third-party professional (e.g. pastor, counselor, teacher, caseworker, etc.) documenting reported abuse neglect or abandonment
- Documentation such as a court order, school records, etc.
- Personal statement from student outlining the unusual circumstances, when they began, the nature of the claims, if they have the ability to contact their parents, etc.

Professional judgments either for a special circumstance or unusual circumstance will be made on a case-by-case basis and decisions regarding requests for adjustments are considered final and cannot be appealed.

RIGHTS AND RESPONSIBILITIES

Borrower's Rights

- You have the right to receive a copy of your promissory note either before or at the time your loan is made.
- You are entitled to receive a disclosure statement before your loan repayment begins which includes information about interest rates, fees, loan balance, monthly payment amount, and the number of payments.
- If you qualify, you have the right to request a deferment of your loan payments to your federal student loan servicer for a specified period of time.
- If you qualify, you have the right to request a forbearance to your federal student loan servicer if you are unable to make payments and don't qualify for a deferment.
- You have the right to a grace period before your loan repayment period begins. However, your parents do not receive a grace period for a PLUS Loan. Your grace period begins when you graduate from school.
- You have the right to prepay all or any part of your loan(s) at any time without penalty.
- You must be notified in writing if your loan is sold to another lender or secondary market or transferred to another financial company for servicing. You must be informed regarding the identity of the new lender or loan holder, the address to which you must make payments and the telephone numbers of both the purchasing and selling lenders and servicers.
- You have a right to receive documentation that your loan(s) is/are paid in full.
- You have the right to know that you may cancel your loan(s).
- You have the right to know what financial aid assistance is available at Cinta Aveda Institute, including information on all Federal, State and Institutional financial aid programs.
- You have the right to know all deadlines for submitting applications for each of the available financial aid programs.
- You have the right to know how financial aid eligibility is determined, including how the

Cost of Attendance (COA) (which includes tuition and fees, room and board, transportation, books, supplies and personal /miscellaneous expenses) is subtracted from the Student Aid Index (SAI) to determine financial need.

- You have the right to know what resources (such as parental contribution, other financial aid, assets, etc.) were considered in the calculation of determining his/her Student Aid Index (SAI).
- You have the right to know how much of his/her financial need, as determined by the institution, has been met.
- You have the right to request an explanation of the various awards in his/her student aid package.
- You have the right to know the school's refund policy.
- You have the right to request reconsideration of his/her financial aid package if the student feels that a mistake has been made in determining eligibility, and or special circumstance.
- You have the right to know how the school determines whether he/she is making Satisfactory Academic Progress, and the results of not meeting these standards.

Borrower's Responsibilities

- You must repay your student loan(s) including accrued interest and fees even if you do not complete your education, are not satisfied with your education, or are not able to find employment.
- You must make your payments on time, even if you do not receive any notices from your lender or servicer.
- You must immediately notify the lender or servicer if you are unable to make a scheduled payment.
- If you apply for a deferment or forbearance, you must continue making loan payments until you are notified that your request has been granted.
- You must notify the lender regarding any reasons that might change your eligibility for a deferment.
- You must participate in exit counseling before you leave school.
- You must notify the lender in writing within 10 days if any of the following personal information changes:
 - Name
 - Less than half-time enrollment
 - Withdrawal from school
 - Transfer to another school
 - Graduation date
 - Telephone number
 - Social Security number
 - Reference
- You must complete all application forms accurately and submit them in a timely matter to the Financial Aid Office.
- You are responsible to comply with the deadlines for application or reapplication of financial aid.
- You must provide correct information. The intentional misreporting of information on financial aid application forms is a violation of the law and is considered a criminal offense which could result in indictment under the U.S. Criminal Code.
- You must return all additional documentation, verification, corrections, and/or new information

requested by either the Financial Aid Office or the agency to which an application is submitted.

- You must report to the Financial Aid Office any additional financial resources received by him/her during the period of his/her financial aid award at Cinta Aveda Institute.
- You are responsible for reading and understanding all forms that you complete and it is recommended you maintain a copy for your records.
- You must accept responsibility for all agreements that you sign.
- You are responsible for maintaining Satisfactory Academic Progress.
- You should be aware of the refund and withdrawal policies.

STUDENT BUDGET

Below is a **sample** of a 12 month budget to help you determine your financial responsibilities to attend school:

● Tuition	\$ 13,038.00
● Fees.....	\$ 0.00
● Loan Fees.....	\$ 98.00
● Book/Kits.....	\$ 3385.00
● Personal Expenses.....	\$ 4,207.00
● Transportation Expenses.....	\$ 1,575.00
● Room and Board.....	<u>\$ 12,607.00</u>
TOTAL.....	\$ 34,908.00

WITHDRAWING OR DROPPING FROM SCHOOL

Federal Financial Aid Funds are awarded under the assumption that students will attend school for the entire payment period or period of enrollment for which the aid was awarded and will complete all the clock hours for which their award was calculated. If a student withdraws from classes during this period, the amount of Title IV Federal Financial Aid that the student has earned and is entitled to keep must be determined by performing a R2T4 calculation.

Types of withdrawal

An official withdrawal is initiated by the student or instructor and is determined by the student's withdrawal date, or the date of official notification, whichever is later.

An unofficial withdrawal occurs when there is no official notification or withdrawal by the student or instructor, so the withdrawal date is based on the date the college becomes aware that the student has ceased attendance. If the student does not submit a written request for withdrawal and no call/no show after 14 consecutive days, the determination date will be on the 14th day of absence and the student's financial aid eligibility will be based on the last day of attendance (LDA).

Students who withdraw or are terminated from the Institute are subject to a return of Title IV funds for unearned tuition.

Return of Unearned Title IV Funds

The school will determine the amount of Title IV Aid to be returned in accordance with the Department of Education Guidelines. Eligible Title IV Aid recipients who fail to complete over **60%** of a payment period are considered to have not earned all the Federal Aid that may have been previously awarded. A required calculation will be performed to determine the portion of the unearned Federal Student Aid that must be returned to the U.S. Department of Education. In many cases, the Return of Unearned Title IV Funds calculation will result in the student owing tuition and fees to the Institute that would otherwise have been paid with Federal Aid funds. This policy may also result in the student owing a refund to the Department of Education.

Example: Student completes **135 scheduled hours of the first 450 hour payment period** and receives a Pell and student loan disbursement. The disbursements are credited to the student's tuition ledger. The student withdraws and the unearned financial aid is calculated. The student has only earned 30% of the financial aid that was disbursed therefore 70% of the aid is returned to the Federal Department of Education. The student's ledger is adjusted to show the money returned and the tuition balance is the responsibility of the student.

RETURN OF AID DISTRIBUTION

After the school has determined the amount of aid to be returned, the school will return all sums according to the following distribution: **Federal Direct Loan, Federal Pell Grants, and**

then Student.

Below are examples of the Return of unearned aid (R2T4) calculation form, and also the Institute Refund worksheet to demonstrate the results of withdrawing from the Institute whether voluntary or terminated by the Institute.

R2T4 Calculation Example

John Doe enrolled into the Institute on 8/3/2024

Withdrew on 9/26/2024

Actual hours completed 105

Scheduled hours completed 135

135 divided by 450 payment period hours = 30% completed

Title IV disbursed \$4500.00

30% X \$4500.00 = \$1350.00 earned by student

\$3150.00 is returned to the Federal Aid Programs

Institute Refund Worksheet example:

Total scheduled hours X the tuition hourly charge calculation = Tuition Owed + the registration fee and the cost of kit and books.

Tuition:	\$14,500.00
Reg. Fee	100.00
Kit & Book Fee	<u>2,300.00</u>
Total:	\$16,900.00

Tuition X % of Scheduled Hours Completed:	\$1,015.00
Registration	\$ 100.00
Kit and Book	\$2,300.00
TOTAL TO BE RETAINED	<u>\$3,415.00</u>

Amount Paid by Student:	\$ 4500.00
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Amount Returned to Title IV	\$3150.00
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AMOUNT OWED OR REFUNDED	<u>\$2,065.00</u>
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Refunds will be made within 45 days of termination or receipt of cancellation notice.

For more information on the Cinta Aveda Institute refund policy, please refer to the College Catalog found here: <https://cintaaveda.edu/wp-content/uploads/2024/10/2024-10-Cinta-Aveda-Institute-Catalog-2024-1.docx-1.pdf>.

Exit Counseling

All students who are graduating or who have withdrawn from school must receive exit counseling. The school will ensure that students receive exit counseling before they leave school. Counseling will be provided via the student's personal email address with links to the U.S. Department of Education's Exit Counseling materials. As with entrance counseling, exit counseling is offered online by the Department of Education.

Financial Aid Staff are reasonably available to answer questions from student borrowers at any time. The borrower is obligated to participate in an exit counseling session and if they have questions they may reach out to the financial aid staff.

Exit counseling information can be found at <https://studentaid.gov/exit-counseling/>.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

For information related to Cinta Aveda's Drug and Alcohol Abuse Prevention Program, please visit: https://cintaaveda.edu/wp-content/uploads/2024/10/2024_Annual-Security-Report.pdf

TITLE IX

For information related to Cinta Aveda Institute's Title IX policy, please visit: https://cintaaveda.edu/wp-content/uploads/2024/10/2024_Annual-Security-Report.pdf

Campus Security and Crime Report

For information related to Cinta Aveda Institute's Campus Security and Crime Reports, please visit: https://cintaaveda.edu/wp-content/uploads/2024/10/2024_Annual-Security-Report.pdf

Constitution Day

Constitution Day will be held on September 17 of each year commemorating the September 17, 1787 signing of the Constitution. If the 17th falls on a weekend, Constitution Day will be held the Friday before or the Monday after the 17th of September. No federal funds will be used to commemorate this event.

Voter Registration

For information on voter registration, please visit: <https://cintaaveda.edu/voter-registration/>