

**Federal
Consumer
Information
11/01/2021**

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

Mister Wayne’s School of Unisex Hair Design can offer quality education at surprisingly affordable cost. However, many qualified students will need financial assistance in the form of Federal Aid in order to attend school. Mister Wayne’s School of Unisex Hair Design, 170 South Willow, Cookeville, TN 38501, can offer extensive Federal Financial Aid to qualified students who deserve a post- secondary education but do not have adequate financial means to do so. Please contact Melissa Fletcher at 170 South Willow Cookeville, TN 38501 Phone 931-526-1478 email misterwayne@yahoo.com.

Need-based and Non-need based State and Local Aid Programs, School Aid Programs, and other private aid program

Mister Wayne’s School of Unisex Hair Design has state, local government and private funding sources. The programs that students have access to are the following:

1. Vocational Rehabilitation.
2. Veterans

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

Students enrolling in Mister Wayne’s School of Unisex Hair Design should make application for Federal Financial Aid using the Free Application for Federal Student Aid (FAFSA) on the web:

<http://www.fafsa.ed.gov/>

A student's financial aid package may include a Federal Pell Grant, and Federal Direct Loan. You should use FAFSA4caster to learn more about the financial aid process and get an early estimate of your eligibility for federal student aid. You can access the FAFSA4caster at:

<http://www.fafsa4caster.ed.gov/F4CApp/index/index.jsf>

Senior in High School who are ready to fill out the FAFSA:

High school seniors in the last semester of school must fill out a FAFSA to determine their eligibility for financial aid.

Why should a student consider using the FAFSA4caster?

1. The Site will help students understanding Federal Student financial aid.
2. It will assist students in determining how they can apply for Federal student aid and who qualifies?
3. It allows students to get an early start on the financial aid process by learning the basics.

How the school distributes aid among students

Most Federal Financial Aid is awarded on the basis of financial need. Need is the difference between your cost of education (educational expenses such as tuition, room board, books, supplies and other expenses) and the amount you and your family are expected to contribute toward your education.

A standard formula is used for all applicants to determine this amount, which is called the expected family contribution (EFC). If there is anything left over after subtracting the expected family contribution from your cost of education you are then considered to have financial need.

The rights and responsibilities of a Student receiving Federal Student Aid

The student has the right to ask the school:

- The name of its accrediting and its licensing organizations.
- About its programs; its instructional, laboratory, its physical facilities, and its faculty.
- What the cost of attending is and the institutions policies concerning refunds and Return to Title IV (R2T4) to students who drop out.
- What financial assistance is available at Mister Wayne's School of Unisex Hair Design including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting an application for each available financial aid program.
- How it determines a student's eligibility and need for financial aid.
- How much of your financial need, as determined by the school, has been met.

- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, when a student must start repaying.
- What is deferment of repayment or forbearance for certain defined periods. How do you know if you qualify and how do you request deferment or forbearance.
- Provide written information on student's loan obligations and information on your rights and responsibilities as a borrower.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines when and whether you are making satisfactory progress (SAP) and what happens if you fail to maintain SAP. How failing to maintain SAP affect your title IV eligibility.
- What special facilities and services are available to student with disabilities and how to request a reasonable accommodations.

It is the student's responsibility to:

- Review and consider all the information about the school's program before enrolling.
- Pay special attention to the application process for Federal student financial aid, complete it accurately, and submit it on time to the right place. Errors on the FAFSA can delay or prevent your receiving aid timely
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all enrollment and verification documentations, 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 were asked to sign.
- Ensuring you are aware that you must start making monthly repayment on your student loan after your grace period ends, unless you have a deferment or forbearance. When you sign your master promissory note (MPN), you are agreeing to repay your loan.
- Attend an exit interview at the time you leave the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
- 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 you may be responsible and have liability for portions of Title IV funds return by the institution on your behalf.
- Understand that there could be liabilities when errors are made as a result of inconsistent information provided by the student that results in funds being awarded that a student was not eligible for that were advanced to you or credited to your school account.

Student Loan Information Published by the U.S. Department of Education

Mister Wayne's School of Unisex Hair Design will provide information published by the U.S. Department of Education to students at any time that information regarding loan availability is provided. The publication includes information about rights and responsibilities of students and schools under the Title IV, HEA loan programs.

National Student Loan Data System (NSLDS)

If **Mister Wayne’s School of Unisex Hair Design** enters into an agreement with a potential student, student, or parent of a student regarding a Title IV, HEA Loan the school will inform the student or parent that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.

How and when will financial aid be disbursed

Financial Aid and Title IV funds will be disbursed at 0-450,451-900.901-1200, and 1201-1500 hours. Students must meet these clock hour requirements in order to be eligible for Title IV funding disbursement. Each student will be evaluated on an individual basis to determine eligibility based on total cumulative hours and weeks in each payment period.

The terms and conditions of any employment that is part of the financial aid package

Mister Wayne’s School of Unisex Hair Design does not employ any students who are currently receiving financial aid and are attending the school programs.

The terms of, the schedule for, and the necessity of loan repayment and required loan exit counseling.

The formula for determining the amount of loans is:

(Cost of Attendance) – Minus (EFC) – Minus (estimated financial assistance)
= (Need for subsidized loans)

An unsubsidized loan can replace the EFC.

Application for Loan:

To receive a Direct Loan, a student must complete a Free Application for Federal Student Aid and a Master Promissory Note. (MPN) All applications are processed online at www.directloans.gov. This allows the student to complete entrance counseling, sign the MPN and sign the application electronically online

Required borrower information on the MPN:

The MPN contains identifying information including name, permanent address, a date of birth, social security number, driver’s license number, and two personal non-student adult references with U.S. addresses. The borrower must read, sign and date the MPN.

Adverse Credit History of Borrowers of Plus (Loan)

The parent may not have adverse credit to borrow a PLUS. This is defined in the regulations as the applicant being 90 days or more delinquent on a debt or having been subject in the last five years to a default determination, bankruptcy discharge, foreclosure, repossession, tax lien, wage garnishment or write off of an FSA debt. The absence of any credit history is not considered adverse credit. Lenders may establish more restrictive credit standards for determining adverse credit.

If the parent borrower has an adverse credit history the applicant has the option of receiving a PLUS using a creditworthy endorser. If an endorser is used a separate Endorser Addendum is required for each PLUS loan. If an endorser is involved a new MPN must be used. The endorser is only liable for the specific loan or loans he/she has agreed to endorse.

School Certifies/Originates the Loan:

The school's primary responsibilities in the loan application process are to ensure the completeness and accuracy of the MPN based on information it has available.

Checklist for loan certification:

For all Federal Direct Loans programs applications: the school must:

- Confirm that the student and parent meet the definition of eligible borrower. This would include the student's grade level, loan period and the amounts of the disbursements as well as the student's enrollment status and anticipated completion/graduation date. The school must confirm the student's dependency status for PLUS. Check on NSLDS to check the student's financial aid history, including loan limits. It must document the student's COA, EFC and estimated Financial Aid in the student's file. It must be available to the lender, guarantor, or the Department.
- Determine the student's enrollment status and SAP
- Review NSLDS information on ISIR to ensure that the student (or both the student and parent in the case of PLUS loan) is not in default on any FSA loan and does not owe a refund on any FSA grant or scholarship and will not exceed the annual or aggregate loan limits applicable to borrowers.
- Ensure the amount of the loan in combination with other aid will not exceed the student's financial need or the annual or aggregate loan limit.

For Federal Direct Loan the school must also:

- Determine the student's Pell grant eligibility (for a sub loan the need analysis must use official EFC calculated by the Department to determine the student's financial need), and if eligible include the grant in the student's aid package.
- For an unsubsidized loan, first determine the student's eligibility for a loan
- Prorate loans for programs of study that are shorter than an academic year and for programs in which the remaining period of study is less than an academic year in length
- Ensure that the loan disbursement dates meet the cash management and disbursement requirements for loans.

A separate PLUS MPN is required for each dependent student or if both parents want to borrow individually on behalf of the student.

Additional Unsub Direct Loan:

Dependent students whose parents are unable to borrow PLUS loans due to adverse credit or other exceptional circumstances may receive additional unsubsidized amounts at the same level as independent undergrad students. The amounts are limited.

Guidelines for determining student's eligibility:

- Parent's unwillingness to borrow a PLUS does not make the dependent student eligible
- The aid administrators belief that a parent should not borrow a PLUS does not make the student eligible
- Only one parent must apply for a PLUS and be denied based on adverse credit history. However if both parents apply independently and one is approved and one denied, the student is not eligible for increased loan amounts.
- The parents denied of PLUS based on adverse credit in one year does not support the dependent's eligibility in subsequent years.
- The dependent student may become eligible at anytime during an academic year if the parent has been approved and later denied.

The dependent student may be eligible for increased unsubsidized loan amounts if you determine and document that other exceptional circumstances exist that will prevent a student from borrowing:

- The parent is incarcerated and therefore ineligible
- Parent's whereabouts are unknown
- Parents income limited to Public Assistance or disability and you have evidence that the lender that makes loans to students and parents at the school has denied a PLUS loan or will not make a PLUS loan to a parent under its lending policy due to the parent's existing debt burden, income to debt ratio, likely inability to repay or other credit standards.

Scheduling Disbursements:

Disbursements will be established with the lender. This is the date that the funds are disbursed to the student. In keeping with the three-day turnaround time for payment of FSA funds to the student. For Direct Loans the school may request the Direct funds may be provided on the thirty first day of classes for the first payment period for a first year, first time Direct Loan borrower

Entrance Counseling For Student Loan Borrowers

Prior to the first disbursement, your school will provide to a first-time borrower of a Federal Direct Loan (other than consolidated or Parent PLUS loans) comprehensive information on the

terms and conditions of the loan and of the borrower's responsibilities. The information will include the following:

1. An explanation of the use of the Master Promissory Note (MPN)
 - I. An emphasis to the borrower the seriousness and importance of the repayment obligation the student borrower is assuming
 - II. A description of the likely consequences of default, including adverse credit reports, delinquent debt collection procedures under Federal law, and litigation
 - III. The obligation of the borrower to repay the full amount of the loan regardless of whether the borrower complete program or completes within regular time for completion, is unable to obtain employment upon completion, or is otherwise dissatisfied with or does not receive the educational or other services the borrower purchased from the school
2. Information about the monthly payment amounts based on
 - I. A range of student levels of indebtedness of Direct Subsidized Loan and Direct Unsubsidized Loan borrowers, or student borrowers with Direct Subsidized, Direct Unsubsidized, and Direct PLUS Loans depending on the types of loans the borrower has obtained; or
 - II. The average indebtedness of other borrowers in the same program at the same school as the borrower
3. To the extent practicable, provide an explanation of the effect of accepting the loans to be disbursed on the eligibility of the borrower for other form of student financial assistance
4. Information on the accrual and capitalization of interest
5. Borrowers of unsubsidized loans have the option of paying interest while in school
6. Definition of half-time enrollment and the consequences of not maintaining half-time enrollment
7. Importance of contacting appropriate offices if student withdraws prior to completion of program of study
8. Sample monthly repayment amounts
9. Consequences of default
10. Information about the NSLDS and how the borrower can access the borrowers records
 - I. Name and contact information for individual the borrower may contact with questions about the borrower's rights and responsibilities or the terms and conditions of the loan

Exit Counseling

All students who are graduating or withdrawing from school must receive exit counseling.

The school will ensure that students receive exit counseling before they leave school. Counseling may be provided in person (individually or in groups) or using audiovisual materials. As with entrance counseling, exit counseling is offered on the Web at www.directloan.gov. Student borrowers should be advised to complete online exit counseling or come to the counseling session at the school shortly before graduating or ceasing at least half-time enrollment. Financial Aid Staff at Mister Wayne's School of Unisex Hair Design are reasonably available to answer questions from student borrowers. One of the borrower obligations is to participate in an exit counseling session.

Some of the same material presented at the entrance counseling session will again be presented during exit counseling. The emphasis shifts to more specific information about loan repayment and debt-management strategies. The following information will be provided as part of exit counseling:

1. Exit counseling emphasizes the seriousness and importance of the repayment obligation.
2. The lender sends payment coupons or billing statements as a convenience for the borrowers. Not receiving them does not relieve the borrower of his or her obligation to make payments.
3. Many lenders encourage borrowers to set up electronic debiting of bank accounts to repay their loans.

The regulations require that exit counseling describes the likely consequences of default, including adverse credit reports, and litigation. Students will be informed of the charges that might be imposed for delinquency or default, such as lenders or guarantor's collection expenses (including attorney's fees). Defaulters often find that repayment schedules for loans that have been accelerated are more stringent than the original repayment schedule. A defaulter is no longer eligible for any deferment provisions, even if he or she would otherwise qualify. The defaulter's federal and state tax refunds may be seized and wages garnished, and the borrower loses eligibility or any further funding from the FSA programs.

The student will receive an explanation of the use of the Master Promissory Note. The student will be advised to read carefully the MPN and the Borrowers Rights and responsibilities statement again.

Emphasis will be given that repayment is required, regardless of educational outcome or subsequent employability. The student borrower will be informed that they are obligated to repay the full loan even if they did not finish the program, cannot obtain a job after graduation, or is dissatisfied with the school's educational program or other services.

Sample monthly repayment accounts will be provided. The borrower will be given an estimate of the average anticipated monthly payments based on their indebtedness (or the average

indebtedness of borrowers at our school or in the same program). The borrower will receive a sample loan repayment schedule based on their total indebtedness. A loan repayment schedule will usually provide more information than just the expected monthly payment. For instance, it would show the varying monthly amounts expected in a graduated repayment plan. The lending organization is not required to send the repayment schedule to the student until the grace period.

Repayment options will be reviewed with the student. The counseling will review the payment options, such as the standard, extended, graduated and income-contingent income sensitive plans. The option of consolidating loans will also be discussed. Consolidation loans are available through the Federal Direct Student Loan Program.

Debt Management Strategies will be discussed. The counselor will stress the importance of developing a realistic budget, based on the student's minimum salary requirements. It is helpful to have the student's budget reflect the loan payment as a fixed cost, like rent and utilities.

Forbearance, deferment, and cancellation options will be discussed including:

1. If a student cannot make scheduled payments and does not qualify for a deferment, the lender may allow the student to temporarily make smaller payments or temporarily stop making payments. Interest continues to be charged during forbearance. Some reasons why forbearance may be granted are financial hardship and/or illness. The lender must grant forbearance if the student has a monthly debt burden for Title IV loans that collectively equals or exceeds 20% of their total monthly gross income (for up to three years). There are several other reasons listed in the Borrowers Rights and Responsibilities.
2. Deferments mean that the student does not have to make payments in certain circumstances. If the student is attending school at least half-time, or if the student is unemployed, if the student is experiencing economic hardship as determined by federal law for up to three years. (See student's rights and responsibilities).

The terms and conditions under which students receiving federal education loans may obtain deferments

The following lists of deferments are available to students who have federal student loans.

Deferment Definitions

1. **Action Programs Deferment**
Borrowers may postpone payments with this deferment type while serving full-time in the Action Programs for at least one year.
2. **Armed Forces Deferment**
This deferment type may be used to postpone payments for a borrower serving in the military on active duty status.

3. **Dependent Student Enrolled at Least Half-time Deferment**
Borrowers may postpone payments on a PLUS loan when the dependent student for whose education the loan was disbursed is enrolled at least half-time at an eligible school.
4. **Dependent Student Enrolled Full-time Deferment**
Borrowers may postpone payments on a PLUS loan when the dependent student for whose education the loan was disbursed is enrolled full-time at an eligible school.
5. **Dependent Student in a Full-time Rehabilitation Training Program Deferment**
Borrowers may postpone payments on a PLUS loan when the dependent student for whose education the loan was disbursed is engaged in a full-time rehabilitation training program.
6. **Economic Hardship Deferment**
This deferment postpones payments for a borrower during times of financial difficulty where the borrower receives public assistance, serves in the Peace Corps, receives the deferment on a Direct or Perkins loan, or meets specific income criteria.
7. **Full-time Student Deferment**
Any borrower who is certified by an eligible school as enrolled on a full-time basis may receive this deferment.
8. **Graduate Fellowship Deferment**
This deferment type postpones payments for borrowers engaged in a full-time course of study in a Graduate Fellowship program.
9. **Internship/Residency Deferment**
This deferment type postpones payments for a borrower engaged in an Internship/Residency program.
10. **Less than Full-time but at Least Half-time Student**
In order to qualify for this deferment, an eligible school must certify that the borrower is enrolled at least half-time.
11. **National Oceanic and Atmospheric Administration (NOAA) Deferment**
Borrowers serving in the National Oceanic and Atmospheric Administration (NOAA) on active duty status may use this deferment type to postpone payments.
12. **Parental Leave Deferment**
This deferment type may postpone payments for a pregnant borrower or one caring for a newborn child or a newly adopted child.
13. **Peace Corps Deferment**
Borrowers may postpone payments with this deferment type while serving in the Peace Corps for at least one year.
14. **Public Health Service Deferment**
This deferment type postpones payments for borrowers serving full-time as an officer in the Commissioned Corps of the Public Health Service.
15. **Rehabilitation Training Deferment**
This deferment type is available for borrowers engaged in a full-time rehabilitation training program.

16. Tax-exempt Organization Deferment

This deferment type may postpone payments for full-time paid volunteers in a tax-exempt organization.

17. Teacher Shortage Area Deferment

This deferment type is available to borrowers when teaching in a designated teacher shortage area.

18. Temporary Total Disability Deferment

This deferment type may postpone payments for a borrower with a condition that prevents them from working or going to school, or who is caring for a disabled person.

19. Unemployment Deferment

This deferment type postpones payments for borrowers who are seeking full-time employment through registry with an employment agency or are receiving unemployment benefits.

20. Working Mother Deferment

This deferment type may postpone payments for mothers who recently re-entered the workforce.

The student will be informed of the Availability of Loan Information on NSLDS and the availability of the FSA Ombudsman's Office. The borrower's loan history can be reviewed on NSLDS (PIN required for access). Students without Internet access can identify their loan holder by calling 1-800-4-fed-aid. The borrower will be made aware that the information on the NSLDS site is updated by lenders and guarantors and may not be as current as the latest information from the loan holder. The Ombudsman's office is a resource for borrowers when other approaches to resolving student loan problems have failed. Normally the bank and/or guarantor can help with any problem.

Review the Student's Rights and Responsibilities: The student received this with the MPN at the beginning of the loan process and it should be reviewed again at the exit interview.

The importance of keeping loan records will be reinforced with the student. The borrower should keep the loan repayment schedule provided by the lender when repayment begins as well as records of loan payments—including cancelled checks, money order receipts. The student should keep copies of any requests for deferment or forbearance, or any other correspondence with the loan holder.

The School will collect and update personal and contact information: During exit counseling, the aid office will obtain the borrower's expected permanent address after leaving school, the address of the borrower's next of kin, and the name and address of the borrower's expected employer (if known). A school will correct its records to reflect any changes in the borrower's name, address, Social Security Number, or references and will obtain the borrower's current driver's license number and state of issue. Within 60 days after the exit interview, the financial aid office will provide this information to the loan vendor.

The student will also be provided with the current name and address of the borrower's lender (or Federal Vendor), based on the latest information. An explanation will be given of how to

complete deferment forms and how to prepare correspondence to the lender or vendor will also be included. Emphasis will be made that the borrower should always keep copies of all correspondence from and to them about their loans. It will be stressed that a borrower must make payments on their loans even if the borrower does not receive a payment booklet or a billing notice.

If the student borrower drops out without notifying the school, we will confirm that the student has either completed online counseling or exit counseling material will be mailed to the borrower at their last known address. The material must be mailed within 30 days of learning that a borrower has withdrawn or failed to participate in an exit counseling session. When we mail these exit materials, we are not required to use certified mail with a return receipt requested, but we must document in the student's file that the materials were sent. If the student fails to return the Exit Counseling material including the contact information, we are not required to take any further action.

Grace Period: Once the student withdraws, leaves school or graduates on the subsidized loans there is a grace period of six months. During this time no interest accrues on the subsidized loan. On an unsubsidized loan the interest is paid during the loan period but the principal is not paid until after the grace period. The borrower has a choice of paying the interest or having it capitalized – adding the accrued interest to the original loan principal. PLUS loan repayment begins sixty days after the second disbursement and interest begins at that point.

Repayment on all loans is up to ten years with a minimum repayment of \$50.00 per month.

The criteria for measuring satisfactory academic progress, and how a student who has failed to maintain satisfactory progress may reestablish eligibility for federal aid (See copy of catalog for the full policy)

Determination of Progress

Students meeting requirements at the review points will be considered making Satisfactory Progress until the next scheduled review. In order for a student to be considered making Satisfactory Progress, the student must meet both cumulative attendance average of 67% and academic minimum requirements rate 70% at the end of each payment period.

Reinstatement of Financial Aid

Title IV aid will be reinstated to students who have prevailed upon appeal regarding the status of Satisfactory Progress or who have reestablished Satisfactory Progress.

General Information about the school

See catalog for the name, addresses and phone numbers of all agencies that have approval over Mister Wayne's School of Unisex Hair Design.

By putting a request in writing to the school director you may review the letter of accreditation and the license or letter of approval from the state agency that approves the school. This request will be honored within 30 days of receiving the written request.

Special facilities and services available to disabled students

No qualified handicapped person, by reason of the handicap, will be excluded from enrolling in a course of instruction. Additionally, the school will exert its best effort to provide reasonable special requirements for the handicapped person by nature of their handicap. If you would like to request academic adjustment or auxiliary aids, please contact the CEO. You may request academic adjustments or auxiliary aids at any time. The CEO is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

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 School 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 CEO 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. You may contact the CEO by telephone at 931-526-1478.
- 2) The CEO will respond within two weeks of receiving the request.

Cost of attending the school

[Http://nces.ed.gov/collegenavigator/?q=Mr+wayne&s=TN&id=376631#enrolmt](http://nces.ed.gov/collegenavigator/?q=Mr+wayne&s=TN&id=376631#enrolmt)

Withdrawal Policy:

Official Withdrawals

The withdrawal process officially begins upon the request of the Withdrawal Form. Students will be advised as to their responsibilities and the form will be forwarded to the Financial Aid office for processing.

Unofficial Withdrawals/Drop

A Student who misses 14 consecutive days, unexcused constitutes an “unofficial withdrawal” or a “drop”. Unofficial withdrawals are calculated, for return of funds, using the student’s last date of class attendance, verified by either the instructor’s or the school’s attendance records.

The effective date of the termination for refund purposes will be the earliest of the following:

1. The last day of attendance from school's attendance records, or
2. Date student began the withdrawal process, or
3. Date student provided official notification of intent to withdraw in writing, or
4. Date student did not return at the expiration of an approved leave of absence.
5. Date of withdrawal as determined by the school:
 - a) Student is expelled,
 - b) Student not making satisfactory progress (attendance or academic)

Refunds will be totally consummated within 45 days after the effective date of termination. Upon a student's withdrawal, two calculations are formed:

1. The Return of Title IV funds (To determine amounts earned from the Federal programs) and
2. Institutional Refund Policy or State Refund Policy if applicable - See school catalog for the institutional refund policy.

Return of Title IV Funds:

Only the Title IV programs are to be included in this calculation.

You must keep in mind that 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. The school will calculate the amount of tuition it must return to the Federal funds according to the policies listed below:

The Return of Title IV Funds is NOT a Refund Policy. Instead, the Federal regulations (beginning with October 7, 2000) require the use of a Return to Title IV calculation to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. Any student receiving Title IV funds will be subject to these regulations.

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Federal Direct Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Perkins Loans and in some cases, certain state grant aid (LEAP/SLEAP), GEAR UP grants, and SSS grants to students.

When you withdraw during your payment period, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you

may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, you may choose to decline the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees, and room and board charges (as contracted with the school). For all other school charges, the school needs your permission to use the post-withdrawal disbursement. If you do not give your permission for this, (which some schools ask for when you enroll), you will be offered the funds directly. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement. From the date the institution determined the student withdrew, grant funds must be paid within 45 days, and loan funds must be paid within 180 days.

Return of Unearned Aid is allocated in the following order:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Perkins Loan
4. Federal Direct Parent (Plus) Loan
5. Federal Pell Grant
6. Federal Supplemental Opportunity Grant
7. Other Title IV Assistance

There are some Title IV funds that you were scheduled to receive that you cannot *earn* 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 earn any direct loan funds that you would have received had you remained enrolled past the 30th day.

Title IV Future Professionals reentering within 180 days of withdrawal date will resume at the same status as prior to withdrawal.

If you receive (or your school or parents receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it did not keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Overpayments.

When the student receives an overpayment, the school requires the student to repay the funds immediately or enter into satisfactory repayment arrangements to repay the debt. If the student fails to repay the debt, it would be reported to NSLDS as an overpayment and referred to the Department of Education for collection.

Students are required, by law, to repay any Federal Pell Grant funds for which they were not entitled. Until your overpayment has been resolved (i.e., repaid), you are ineligible to receive any federal student aid, including loans. Documentation from NSLDS to verify that you have resolved (i.e., repaid) the overpayment will be required.

1. In the event that a student has not earned all of the aid that was disbursed, he or she may be required to return some of the financial aid received. Students will be notified in writing of the requirement to return financial aid funds.
2. A repayment notification will be sent with the amount due. The student will not be eligible for further financial aid funds until the amount owed is paid in full. In addition, school records will be placed on "HOLD" and the student will not be able to register for classes or request academic transcripts until the amount owed has been paid in full.
3. The overpayment status will be reported to the National Student Loan Data System. NSLDS notifies all other colleges and universities that the student now owes money. The student will be ineligible to receive further financial aid, at any college. The NSLDS notification will be removed when the amount owed is paid in full.
4. Students who fail to repay as required with the established timeframe will be reported to the Department of Education for collection. The department of Education has the ability to garnish wages, withhold your tax refunds, send the account to a collection agency, and take legal action to recover the money owed.

A student who owes an overpayment remains eligible for title IV, HEA program funds through and beyond the earlier of 45 days from the date the institution sends a notification to the student of the overpayment, or 45 days from the date the institution was required to notify the student of the overpayment if, during those 45 days the student—

- Repays the overpayment in full to the institution;
- Enters into a repayment agreement with the institution with repayment arrangements satisfactory to the institution; or

- Signs a repayment agreement with USDE, which will include terms that permit a student to repay the overpayment while maintaining his or her eligibility for title IV, HEA program funds.

Within 30 days of the date of the institution's determination that the student withdrew, the institution will send a notice to any student who owes a Title IV grant overpayment as a result of the student's withdrawal from the institution in order to recover the overpayment.

If an institution chooses to enter into a repayment agreement with a student who owes an overpayment of title IV, HEA grant funds, it must—

- Provide the student with terms that permit the student to repay the overpayment while maintaining his or her eligibility for title IV, HEA program funds; and

- Require repayment of the full amount of the overpayment within two years of the date of the institution's determination that the student withdrew.

An institution must refer an overpayment of Title IV grant funds owed by a student as a result of the student's withdrawal from the institution if—

- The student does not repay the overpayment in full to the institution, or enter a repayment agreement with the institution or the USDE within the earlier of 45 days from the date the institution sends a notification to the student of the overpayment, or 45 days from the date the institution was required to notify the student of the overpayment;

- At any time the student fails to meet the terms of the repayment agreement with the institution; or

- The student chooses to enter into a repayment agreement with the USDE.

A student who owes an overpayment is ineligible for title IV, HEA program funds—

- If the student does not meet the requirements on the day following the 45-day; or
- As of the date the student fails to meet the terms of the repayment agreement entered into with the institution or the USDE.

A student who is ineligible regains eligibility if the student and the USDE enter into a repayment agreement. USDE may waive grant overpayment amounts that students are required to return if the withdrawals on which the returns are based are withdrawals by students—

- Who were residing in, employed in, or attending an institution of higher education that is located in an area in which the President has declared that a major disaster exists

- Whose attendance was interrupted because of the impact of the disaster on the student or institution; and

- Whose withdrawal occurred within the award year during which the designation occurred or during the next succeeding award year.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on *Student Aid on the Web* at www.studentaid.ed.gov.

The Return of Title IV Funds is NOT a Refund Policy. Instead, the Federal regulations (beginning with October 7, 2000) require the use of a Return to Title IV calculation to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. Any student receiving Title IV funds will be subject to these regulations.

NOTE: If the initial amount of the overpayment owed by the student is \$25.00 or less, the student repayment requirement is forgiven

The certificate programs, training, and other education programs offered; See school catalog for list of program or programs being taught

The availability of a GED program, if the school admits students who do not have a high school diploma or equivalent

Mister Wayne's School of Unisex Hair Design does not offer a GED program as part of the Institution.

Instructional, laboratory, and other school facilities associated with academic programs;

See school catalog for description of school facilities

MISTER WAYNE’S SCHOOL OF UNISEX HAIR DESIGN

170 South Willow Avenue
Cookeville, TN 38501

CAMPUS SECURITY ACT DISCLOSURE STATEMENT

The Campus Security Act (Public Law 102-26) requires post-secondary schools to disclose the number of instances in which certain types of crimes have occurred in any building or on any property owned or controlled by the School. This property (the above address and immediate student parking area only) may be used for activities related to the educational purposes of the School. In compliance with that regulation, the following is our most recent crime statistic report. This Crime Statistic Report is updated annually, handed out at orientation and is on the back-side of a Monthly Evaluation.

MISTER WAYNE’S SCHOOL OF UNISEX HAIR DESIGN: Campus Annual Security Report

Mister Wayne’s requests any student or employee to report any criminal activity or action to the Director or the Director of Financial Aid, and they will help in the reporting of any incident to the local authorities. In accordance with the Crime Awareness and Campus Security Act of 1990, Mister Wayne’s School of Unisex Hair Design Office of Financial Aid collects crime statistics for an annual report which is available to students, employees and applicants for enrollment or employment. The campus is defined as "any building or property owned or controlled by the school within the same contiguous area used by the school in direct support of or related to its educational purposes." The following criminal offenses are reported on a calendar-year basis.

Report Distribution Date:

Occurrences within the 2018, 2019 and 2020 Calendar Years

Crimes Reported	2018	2019	2020	Location: C=Campus N=Non-campus P=Public Area	*Hate Crime	
Criminal Homicide						
• Murder (Includes non-negligent manslaughter)	0	0	0			
• Negligent manslaughter	0	0	0			
Sex Offenses						
Rape	0	0	0			
Fondling	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 (on Campus)	0	0	0			
Arson	0	0	0			
Larceny – Theft	0	0	0			
Simple Assault	0	0	0			
Intimidation	0	0	0			
Destruction/Damage /Vandalism of property	0	0	0			
Hate Crimes			0			
Any other Crime involving bodily injury	0	0	0			
Number of arrest made for the following crimes						
Liquor Laws	2	0	0	N		
Drug Laws	7	0	1	N		

Illegal Weapons Possession	0	0	0			
Crimes Against Women Act						
Domestic violence	0	0	0			
Dating violence	0	0	0			
Stalking	0	0	0			

The school encourages all students and employees to be responsible for their own security and the security of others. Any student or employee found to be under the influence, offering for sale, or in the possession of any illegal substance will be reported to the local authorities and dismissed from the school. Any student or employee found to be under the influence of alcohol will be required to leave the school premises and disciplinary action will follow. In the event of a sex offense should occur on campus, the victim should take the following steps: immediately report the offense to the school administration, preserve any evidence as may be necessary of criminal sexual assault, report the crime to local law enforcement agencies. If desired, request assistance from the school administration in reporting the crime. If desired, the victim may request a change in the academic situation

Any criminal activity should be reported immediately to the school instructors or administration. The school will report such activity to the appropriate authorities and assist the authorities in the prosecution of the offender to the fullest extent of the law. Any student who engages in any illegal activity on school grounds will be reported to the appropriate authorities for legal action and summarily dismissed from the school.

Should any student or employee require an escort to their vehicle during night time hours, Mister Wayne’s will furnish an escort. Next year’s Crime Report will be available from the Financial Aid Office.

Hate Crimes. Mister Wayne’s School must report any hate crime to the local police. This reporting would show evidence that the victim was intentionally selected because of their actual or perceived race, gender identity, religion, sexual orientation, ethnicity, national origin or disability. (See Hate Crime statistics Act 28 U.S.C. 534)

Crimes Against Women. 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 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 an 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 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 area;
- **“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
 - To type of relationship
 - The frequency of interactions between the person involved in the relationship
- **“Stalking”** means “engaged in a course of conduct directed at a specific person that would cause a reasonable person to:
 - Fear for their safety or the safety of others
 - Suffer substantial emotional distress

DEFINITIONS OF TERMS

The term **primary prevention** refers to programming, initiatives and strategies intended to stop domestic violence, dating violence, sexual assault, or stalking before it occurs to prevent initial perpetration or victimization through the promotion of positive and healthy behavior and beliefs. Efforts to change behavior and social norms, and to promote healthy relationships, healthy sexuality and egalitarian gender roles, or efforts to understand risk factors and protective factors for bystander inaction and change social norms around bystander inactions as all examples of primary prevention.

The term **awareness programs** refer to programs, campaigns or initiatives that increase audience knowledge of the issues of sexual assault, domestic violence, dating violence and stalking and share information and resources to prevent interpersonal violence, promote safety and reduce perpetration. These efforts can include campus-community-wide mobilizations as well as targeted audience-specific programming (including both students and employees.) Awareness month campaigns, posting of information or resource websites, and educational programming that focuses on information sharing are examples of awareness programs.

The term **risk reduction** refers to approaches that seek to mitigate risk factors that may increase the likelihood or perpetration, victimization or bystander inaction. Risk reduction focuses on helping individuals and communities address the institutional structures or cultural conditions that facilitate sexual violence, dating violence and stalking to increase safety. Examples of risk reduction include but are not limited to general crime prevention education, plans for community safety and safe strategies, and bystander intervention programs that show how to recognize and interrupt situations of harm.

The term **ongoing awareness and prevention campaigns** refer to campaigns that are sustained over time focusing on increasing awareness or understanding of relevant topics. Ongoing

awareness and prevention campaigns may include information about what constitutes sexual assault, dating violence/intimate partner abuse, stalking, changing social norms, promoting recognition of perpetrator tactics, enhancing understanding of consent, and encouraging pro-social behaviors.

The term **bystander intervention** refers to safe and positive options that may be carried out by a bystander or bystanders to prevent harm or to intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking. Effective bystander intervention prepares participants to recognize situations of potential harm, overcome barriers to intervening, identify safe and effective interventions options, and take action.

To Report a Crime or Get Information: Who Do I Contact?

Campus Security Office	Financial Aid Office: 931-526-1478
To report an incident here at School	Director or Financial Aid Office : 931-526-1478
To report an incident to the local authorities	City of Cookeville Police Dept: 931-526-2125 Emergency: 911
Title IX Coordinator	Director of Financial Aid: 931-526-1478

General Information

1. Mister Wayne’s School of Hair Design does not employ security personnel, but we do encourage staff and students to immediately report suspected criminal activity or any other emergency to the proper authority.
2. All students and staff are expected to report any crime or emergency to the proper authorities and school official promptly. If a student wishes to report the crime on a confidential basis, the crime will be recorded by the school, but the informant shall not be mentioned in the report. A report may be made to a school official in writing with no name.

Our annual crime statistic report is completed each summer. MW staff requests a report from the City of Cookeville Police Department giving the pertinent information for the area. Mister Wayne’s School crime log is also viewed. All new students receive a copy of this crime report, and every on-going student shall receive a copy of it once a year no later than October 1st.

3. Only students, employees , customers of the student clinic, prospective students, and invited guests are allowed to be on our campus.
4. Students and staff are encouraged to exercise proper care and awareness in seeing to their own personal safety and the safety of others. The following guidelines are encouraged:
 - a. Do not leave your personal property unattended.
 - b. Report any suspicious person to a staff member.
 - c. Always try to walk in groups when outside.

- d. If you are waiting for a ride, wait in plain view of others.
- e. Employees are responsible for turning off lights, and checking that all the doors are locked at the end of the day.
- f. This basic crime information is handed out at every orientation. If you desire another copy, you can get it from the Financial Aid Office.
- g. Information on any Clery crime that has been committed on our premises will be posted in our breakroom. This is with hopes that we can get more information pertaining to that crime.

JEANNE CLERY DISCLOSURE

A school security Team has been appointed to enhance the safety of both the students and the employees of Mister Wayne’s School of Unisex Hair Design (“MW” or the “School”). Our School Security Team is the School Director and the Director of Financial Aid. Any and all report of criminal offenses should be made to a member of our School Security Team. If neither is available, the Instructor first informed of the situation is responsible for contacting/informing either Team Member and for any emergency announcement.

The School Security Team keeps track of all campus crime reports so that statistics can be made available to all students, prospective students and employees on or before October 1st of each year. The report will also be submitted to the Department of Education on an annual basis and can be found at <http://surveys.ope.ed.gov/security>. Our campus crime statistics will cover the three most recently completed calendar years and is found in our school catalog.

Campus Definition

The School campus is defined as the interior of our school and the sidewalk area directly outside of our front door. Below lists the current campus policies of MW as they relate to campus security.

1. REPORTING CRIMES AND OTHER EMERGENCIES

All students and employees are encouraged to report crimes, suspicious activities, injuries or other security issues to the proper authorities at the School. The Cookeville Police Department is authorized to prevent, investigate and report any violations of State or Federal Law. Student behavior that violated State or Federal law may also be investigated and reported by authorized staff of the School.

Any student, faculty member or employee of MW should directly report any potential criminal act or other emergency to a member of the School Security Team, or if a member is not available, to any staff member who shall then immediately notify a member of the school security Team. For immediate assistance or any life-threatening emergency, you should call 911.

Try to be detailed when reporting a suspect or perpetrator. Who, What, When, Which and How..

~ Physical descriptions should include height, weight, build, facial hair, complexion, jewelry, tattoos.

~ Vehicle description should include make, model, color, approximate year, license tag and any damage to the vehicle.

~Note the exact time.

~Do not disturb any possible crime scene as that physical evidence may be recovered.

When recording reports of stalking:

1. When recording reports of stalking that include activities in more than one calendar year, an institution must record a crime statistic for each and every year in which the course of conduct is reported to a local police agency or to a campus security authority.
2. An institution must record each report of stalking as occurring at only the first location within the institution's Clery geography in which:
3. A perpetrator engaged in the stalking course of conduct; or
4. A victim first became aware of the stalking.

Timely Warning

In the event that a serious situation arises, either on or off campus, that, in the judgment of the School Security Team (or their designee) constitutes a *serious ongoing or continuing threat*, a campus-wide "timely warning" will be issued. The notification will include a short description of the crime or incident, giving the time and date, location, reported offense, suspect, description, and any other pertinent information used to facilitate the crime. The notification will also include personal safety information to aid MW staff, students and customers in protecting themselves from becoming victims of a similar crime. The warning will be distributed vocally to students, faculty and staff. Depending on the nature of the emergency, a decision will be made to utilize other methods of notification. MW will conduct a "timely warning" exercise at least annually.

Confidential Reporting Procedures

Victims of crime who do not wish to pursue action within the School or criminal justice systems can provide a confidential report. A 'Confidential Report Form' for victims to complete and submit can be found in Appendix B attached hereto. The report will assist in providing an accurate record of the number of incidents involving the MW community and determine any patterns that may exist, while allowing the School Security Team to alert the community to any potential danger. Reports filed in this manner are counted and disclosed in the annual statistics for the institution.

Whistleblower Policy

The Higher Education Opportunity Act (HEOA) establishes safeguards for whistleblowers by prohibiting retaliatory action against any individual with respect to the implementation of any provision of the Clery Act. A member of our Security Team will communicate directly and regularly on the progress of the inquiry with the individual raising the allegations. In addition, they will respond to any concerns about personal retaliation or unfair treatment linked to the raising of such allegations.

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.

2. CAMPUS EMERGENCY RESPONSE AND EVACUATION

An Emergency Management Plan has been developed by the School Security Team (i.e. Director and Financial Aid Director) as part of its ongoing effort to protect MW students, customers, and staff. The development of this plan is based on a realistic assessment of potential incidents that could affect our community and the capabilities to react to those situations. Because of the size of our campus, an announcement will be made vocally. This will enable the notification of emergency notifications without delay in situations where a clear and active (e.g., in progress) threat or emergency exists that impacts the campus and where it is recommended that the recipients take some form of action in response to the active threat or emergency.

Evacuations

Instructions to evacuate will be issued by the School Security Team as described above. Evacuation drills are held annually. Students, faculty, and staff are to evacuate quickly, in a calm and orderly fashion to a safe area. Students and staff should remain calm and assist customers and handicapped persons or those in need. Lights should be left on and doors should remain unlocked. If something unusual or suspicious is observed, it should not be touched and a member of the School Security Team should be notified. Students, faculty, and staff should remain in a safe area until receiving notification to return to the facility.

In situations where MW is forced to evacuate the campus area, the School Security Team will notify the public that campus is closed. If the emergency occurs on a day and time prior to the start of classes, notification of all members of the School community will occur according to normal weather closing policies and procedures. In addition, notification will be made to all staff members by text messaging. Evacuation will be performed by personal vehicles if possible, and students, customers and staff are directed to their homes or other safe havens.

3. SECURITY AND ACCESS TO CAMPUS FACILITIES

Students and staff of the School have access to academic and administrative facilities on campus. The general public is welcome to visit our clinic floor for services during our published service hours; the Financial Aid Office is available to students, staff and the public upon invitation or appointment.

4. MW LAW ENFORCEMENT POLICY

The School Security Team does not provide services outside the boundaries of our campus area, nor do any officially recognized student organizations exist off campus. The School enjoys a close working relationship with local and state agencies when violations of federal, state, or local laws involving students occur. MW follows all applicable policies and laws regarding confidentiality of records and reserves the right to provide police any information obtained as a result of a criminal investigation. MW strongly encourages anyone who is the victim or witness to any crime to promptly report the incident to the School Security Team. It is the right of any member of the School community to contact the local Police Department to investigate any crime. There are currently no formal written agreements with local, state, or federal agencies.

Mister Wayne's School of Unisex Hair Design does not have any security personnel. 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.

5. SECURITY AWARENESS PROGRAMS

Safety programs for students begin on the first day's orientation for each class and continue throughout the year. Special classes are offered on how to prevent sex offenses, domestic abuse and on getting involved. The safety policies are also provided at employee orientation for new employees. The School Security Team is also responsible for coordinating the School's fire prevention and training programs, designing fire safety policy and procedures, and ensuring that MW is in compliance with the fire safety codes of the State of Tennessee. Information regarding the number of fires, injuries, fire drills, or fire-related property damage can be obtained by contacting the Financial Aid Office. The School Security Team has the authority to: (i) check all persons on the school property to determine their legitimate presence, and to escort unauthorized persons to the proper office or off the school property; (ii) report any suspicious activity or criminal activity to their supervisor or local law enforcement; (iii) control the actions of persons violating School rules or local, state, or federal laws, as long as these actions by the School Security Team do not in themselves violate any local, state or federal laws; and (iv) cooperate with local, state or federal law enforcement should that become necessary.

All members of the MW community play an important role in keeping the campus safe and are encouraged to alert the School Security Team of any criminal act, unsafe condition, or suspicious activity. While on School Property students are encouraged to be responsible for their own security and the security of others. Students, faculty, and staff should use sound judgment and take simple precautions to avoid becoming the victim of a crime, such as traveling in groups or pairs, staying or walking in well-lit areas, reporting suspicious activities or persons, locking vehicles or personal property and knowing where the School Security Team can be reached at any time.

Sex Offense Education

MW does offer periodic and annual training on how to prevent sex offenses. These are done through the City of Cookeville Police, Putnam County Health Department and Genesis House.

Crime Prevention Programs

Crime prevention material is on display during the month of October and programs focusing on crime prevention are conducted periodically.

6. DRUG AND ALCOHOL AWARENESS

MW enforces drug and alcohol regulations as required in the Drug Free Schools and Communities Act of 1988 and amendments of 1989. The unlawful possession, use, or distribution of alcohol by employees on School property, or as part of any School activity, is prohibited. The Family Educational Rights and Privacy Act (FERPA) as amended in 1998 enables institutions to release to parents of students under the age of 21 information concerning alcohol or drug-related disciplinary violations. Students documented for an alcohol violation may be referred to substance abuse programs outside the School. If more information is desired, please contact the Administration Office for a copy of the Alcohol and Substance Abuse policy. Illegal drugs and drug paraphernalia are prohibited on the grounds of the School. The possession, sale, manufacture, or distribution of any controlled substance is in violation of School

regulations and illegal under both state and federal laws. Therefore, any employee or student engaging in such illegal action will be subject to disciplinary procedures, which could result in sanctions, including termination of employment, suspension or expulsion from school, and criminal prosecution. In addition, the use and/or possession of weapons of any type, including the facsimiles of weapons, except those in possession of a bona fide law enforcement agency, are not permitted on campus.

Information concerning drug and alcohol abuse education program are posted at campus and is distributed annually to students and staff. Information is also located within the school catalog.

7. SEXUAL ASSAULT, RAPE OR MISCONDUCT

Statement of Intent

MW is committed to providing a learning environment free of all forms of abuse, harassment, or coercive conduct. MW adheres to the notion that any expression of behavior must comport with and affirm the integrity, dignity, health, and safety of oneself and others. That includes behavior in the realm of human sexuality. Sexual assault is a crime. It is also an issue of justice and each act harms not just an individual but the School community generally. MW does not tolerate any type of sexual assault or misconduct in any form or to any degree. MW has an array of public safety, medical, psychological, administrative, and disciplinary services available for referral to students reporting instances of sexual assault or misconduct. MW's policy and procedures regarding sexual misconduct seek to achieve the following goals:

- To provide prompt, professional, and attentive support services to reduce the sexual assault victim's trauma and alleviate suffering;
- To provide a comprehensive framework in which the needs and decisions of the victim, duly informed, are central in determining further administrative response and assistance;
- To create a campus climate that facilitates prompt reporting of assaults;
- To facilitate, in cooperation with the School Security Team and local law enforcement, the apprehension of assailants when acts of misconduct or assault are committed;
- To cultivate a campus climate of education and attention where incidence of assault and misconduct are avoided through preventative measures, training, and thoughtful discourse; and
- To protect the rights of the victim of any assault.

MW will assist the victim of any sex offense by making a change in classroom arrangements to separate the victim and alleged offender, whenever reasonably possible. MW will abide and assist the victim with any orders of protection, "no contact" orders, restraining orders or similar lawful orders issued by a criminal, civil or tribal court and notify local law enforcement if needed.

Violations

MW undertakes inquiries and disciplinary hearings and renders disciplinary sanctions regarding sexual assault or misconduct in a noncriminal context. Although the definitions utilized by MW may be similar to those set forth in the penal code and/or used in a criminal court system, they are specific to MW and limited to the meaning given to them by MW. An act which might not be criminally prosecuted under either state or federal law may still violate the policies of MW. MW's disciplinary jurisdiction is limited to conduct which occurs on campus or which occurs off campus and adversely affects members of the MW community.

Rape: At MW, rape is any sexual penetration (anal, oral, or vaginal), however slight, with any object or sexual intercourse between individuals without effective consent. Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger, or object and also includes oral copulation by mouth to genital contact or genital to mouth contact. Attempted rape is also prohibited under this policy.

Sexual Assault: At MW, sexual assault is any sexual touching, however slight, with any object or with any part of the body without effective consent. Sexual assault also includes disrobing or otherwise exposing oneself to another without consent. Attempted sexual assault is also prohibited under this policy.

Sexual Exploitation: At MW, sexual exploitation occurs when a student takes nonconsensual, unjust, or abusive sexual advantage of another for his/her own benefit or for the benefit of anyone other than the one being exploited, and that behavior does not otherwise constitute rape, sexual assault, or sexual harassment. Examples of sexual exploitation include but are not limited to, prostitution, videotaping without knowledge and consent of all parties, peeping tommery, transmission of HIV or STD, or inducing incapacitation with the intent to rape or sexually assault regardless of whether sexual activity actually takes place.

Consent: At MW, effective consent is informed consent which is freely and actively given; it is mutually understandable words or actions indicating a willingness to do the same thing, at the same time, in the same way with each other. Mutually understandable consent is almost always viewed under an objective, reasonable person standard. The only context in which mutually understandable consent would be viewed under a subjective standard is in the instance of a long-standing relationship where a couple has established patterns of communicating consent, but even then there must still be evidence of free and knowing participation to establish consent. Consent which is obtained through the use of fraud, force (actual or implied), threats, intimidation, or coercion is ineffective consent. Consent may never be given by a minor. Mentally disabled persons cannot give effective consent to sexual activity. Physically incapacitated persons cannot give consent. One who is physically incapacitated as a result of **alcohol or other drug consumption** (voluntary or involuntary) or who is unconscious, unaware, or otherwise physically helpless, **is incapable of giving consent.**

Sexual Harassment: At MW, sexual harassment includes unwelcome sexual advances, direct or indirect sexual demands, requests for sexual favors, sexual comments, gestures, or other physical actions of a sexual nature, when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational success;
- Submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting the individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive working, living, or educational environment.

What to do If You Have Been Assaulted

MW strongly encourages students to report incidences of rape, sexual assault, and sexual misconduct. Referrals to trained professionals and support services are available to assist

students and anyone else impacted by such events. The wishes of the victim of an assault or misconduct will guide how incidents are handled. If a student is in IMMEDIATE DANGER, they should get to a safe place and dial 911 for the local Police Department. Similarly, if a student is hurt and in need of medical attention, they should dial 911.

If the student is not in immediate danger, they should still dial 911 for the local Police Department. The Office of Financial Aid will also be able to review options with the victim and assist in facilitating contact with any other resource or service the victim may need and desire. Depending on the student's wishes and the circumstances, the Office will facilitate the following services which include, but are not limited to:

- Obtaining medical attention at a hospital;
- Filing a Confidential Crime Report;
- Filing an Incident Report with the School Security Team;
- Filing a Criminal Report with the local Police Department;
- Contacting a clergy member;
- Issuance of a "Timely Warning" alert to the campus community.

Often times, the first person a sexual assault victim will turn to is a friend or trusted member of the staff. If a student tells a staff member about the sexual offense, the staff member must tell a Security Team member who will then consult with the student to determine his/her wishes for support services. For third parties: If a student's friend has been assaulted or raped, they should:

- Listen and be supportive;
- Let the friend make his or her own choices;
- Resist touching the friend unless the student knows he or she welcomes it;
- Encourage the friend to immediately call the local Police Department, preserving any evidence there may be.

Additional off-campus resources for victims of sexual assault:

Genesis House – 800-707-5197 or 931-526-5197

Reporting Options

When a student is sexually assaulted, he/she has reporting options. Victims of sexual misconduct are encouraged, but not required, to file a report. If a student elects to file a report, the student has reporting options available: (1) the filing of a Confidential Crime Report; (2) the filing of an Incident Report with the School Security Team; and (3) the filing of a Criminal Report with the local Police Department.

Confidential Crime Report: A student may fill out or seek assistance in completing a Confidential Crime Report. A Confidential Crime Report does not contain the name of the victim or the offender. A Confidential Crime Report will be kept in the student's file and recorded with the School Security Team for purposes of the Jeanne Clery reporting disclosure requirements. Confidential Crime Reports allow MW to track reported incidents of sexual assault. Completing the Confidential Crime Report does NOT constitute an incident report, a police report, or a student conduct report, and MW will NOT initiate investigatory or student conduct proceedings. The victim will NOT be contacted by MW unless the victim indicates a desire to be contacted.

Incident Report: Sexual assault is a crime and is a violation of the rules and regulations of MW. As such, a student may always file a standard, formal Incident Report with the School Security Team. An Incident Report will include the name of the student filing the report and the name of the alleged offender, if known. Upon the filing of an Incident Report, the School Security Team will conduct an investigation which will include notifying the local Police Department. Upon a finding of responsibility, the School will take disciplinary action against the offender. The offender may also be prosecuted under Tennessee criminal statutes, and the victim may also sue the offender in a civil action. The results of these various actions are independent of each other. After the filing of an Incident Report, the student filing the report has the option to take no further action with respect to the investigation. In that instance, the student will be advised that the School may still take action regarding the alleged offender as the School has the responsibility to protect its students. The student may be encouraged to change their class schedule and or living, transportation and working situations while the incident is being investigated, in order to avoid uncomfortable circumstances.

Criminal Report: Sexual assault and rape are against the law in the State of Tennessee and may be prosecuted under Tennessee criminal and/or civil statutes. In that respect, and in addition to the reporting options listed above, students who have been sexually assaulted are encouraged to contact the local Police Department directly by calling 911. Filing a Criminal Report with the local Police Department is different than filing an Incident Report with the School Security Team. If a student files a Criminal Report with the local Police Department, the police will determine if a criminal investigation will occur and if the case will be referred for prosecution. The student may also file an Ex Parte or Protective Order at the Courthouse or after hours at the Justice Center. This Ex Parte or Protective Order (if accepted) will be evaluated in a Courtroom setting and any contact by either party could be limited or denied.

Confidentiality

Students have the right to decide whether or not to report a rape, sexual assault, or other sexual misconduct. We recommend that students contact a School official as soon as possible. While MW is required by law (e.g., the Jeanne Clery Act) to report incidents of sexual assault, confidentiality laws may prohibit us from disclosing a victim's name or any other personal or identifying information. This means that a student's identity will be protected unless the student agrees otherwise. It is certainly understood that victims of sexual assault experience significant distress and may desire confidentiality. If a student desires confidential support following an incident, he or she is encouraged to seek out professional help through the local resources available and mentioned above. Students should be aware that School administrators must fulfill separate obligations as a matter of law. All personally identifiable information shall be kept confidential, but statistical information must be passed along to the School Security Team regarding the type of incident and its general location (e.g., on campus or off campus) for inclusion in the annual crime statistic report, but no names will be used. MW will maintain the victim's confidentiality to the extent permitted by the law. However, MW reserves the right to investigate and pursue resolution of an incident when it is deemed necessary to protect the interests of members of the campus community. In addition, School administrators must issue timely warnings for incidents reported to them that continue to pose a substantial threat of bodily harm or danger to members of the School community.

All incidents shall be recorded in the Institutions daily Incident Log located on campus at the school in the business 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. The school may withhold information if there is clear and convincing evidence that the release of the information would jeopardize an ongoing criminal investigation or the safety of an individual; cause a suspect to flee or evade detection; or result in the destruction of evidence. The school must disclose the above mentioned information if the adverse effect described in that paragraph is no longer likely to occur.

All incidents shall also be recorded on a Crime Incident Report form which is also located in the business office. When filing reports, student names shall not be used to protect the identity of the student (victim). Instead, the last 4-digits of the student's SSN, will be used. All Security Reports and Logs can be reviewed upon request.

Disciplinary Process

MW will initiate disciplinary action when an Incident Report is filed by a student alleging sexual misconduct. In most circumstances where rape or sexual assault is alleged, both the victim and the accused will meet separately with the Team. When a determination of responsibility is made, the victim will be notified of the decision as well as sanctions assigned. In cases of rape and sexual assault, the typical sanction is dismissal or expulsion.

8. SEX OFFENDER REGISTRY

In compliance with the Campus Sex Crimes Prevention Act of 2000, members of the School community may search the following registries for information concerning registered sex offenders:

National Sex Offender Public Website at www.nsopr.gov/ or the State of Tennessee registry at www.tn.gov/tbi/general-information/tennessee-sex-offender-registry.html. For further information about campus safety, please contact the Financial Aid Director.

9. CRIME STATISTICS REPORT

The crime statistics report includes crime statistics for the three most recent calendar years concerning the occurrence on campus, and on public property within our campus area for the following offenses:

- Criminal Homicide (murder and non-negligent manslaughter)
- Sex Offenses (forcible and non-forcible sex offenses)
- Robbery
- Burglary
- Arson
- Aggravated Assault
- Motor Vehicle Theft
- Arrests for Liquor Law Violations, Drug Law Violations and Illegal Weapons Possession (including persons referred for campus disciplinary action)
- Hate Crimes (Race, Gender, Religion, national origin, Sexual Orientation, Ethnicity and Disability of the victim)

VIOLENCE AGAINST WOMEN ACT (VAWA)

VAWA – DATING VIOLENCE

Definition: Violence committed by a person who is or has been in a social, romantic or intimate relationship with the victim. (The length of the relationship, the type of relationship and the frequency of the relationship are all taken into consideration.)

This can include students, faculty or in some cases clients while engaged in a school-sponsored activity. This applies to all students and employees regardless of sexual orientation or gender identity.

Consent. You need to have consent prior to sex, or it can be construed to be forcible. Consent means having a knowing, voluntary and affirmatively communicated willingness to join in on a particular sexual activity or behavior. It is the responsibility of the person who wants to engage in sexual behavior to ensure that he/she has received the consent of the other. To consent, the other person must have the ability to exercise **unimpaired** free will to make a reasonable and rational decision. Consent may be either verbal or actions, but it must be a mutually understandable permission regarding the sexual activity. Silence, or lack of consent is not to be considered consent. Previous consent does not apply to future activities. Consent to one form of sex does not apply to other forms of sexual activity. Consent to have sex with one person does not imply consent to have sex with another. Consent may be withdrawn at any time, even during the sexual activity. Consent may not be coerced or forced. This includes but is not limited to requests for sexual favors which are joined with implied or overt threats or promised rewards: grades, money, etc.

If a student is victimized off the school property, they are encouraged to share pertinent information with any employee of MW, who will in turn report it to the school Director or Director of Financial Aid so that the school can protect the student from the individual(s) while on the school campus. They will also be encouraged to contact Genesis House – 800-707-5197 or 931-526-5197 for counseling and a local hospital for possible collection and preservation of evidence and STD testing.

Victims do not have to report the dating violence to law enforcement, and the school representative should not report it in their behalf. Any report to the school will be held in the strictest confidence, but the victim will be encouraged to contact 931-526-5197 for counseling. The victim will also be encouraged to go to a local hospital for collection and preservation of possible evidence as well as possible STD tests.

Who do I contact? The crime should be promptly reported to the School Director or Director of Financial Aid at 931-526-1478. Either a call or a text message is fine. The victim will also be encouraged to (but not required to) make a criminal complaint.

If the reported perpetrator is also a MW student, accommodations will be made to protect the victim. This may include: changing schedules, terminating, tutoring, etc.

What if I don't want to file a complaint? Victims of crime who do not wish to pursue action within the School or criminal justice systems can provide a confidential report. A 'Confidential Report Form' for victims to complete and submit can be found in Appendix B of our Jeanne Clery Disclosure. This report will assist in providing an accurate record of the number of incidents involving the MW community and determine any patterns that may exist, while allowing the School Security Team to alert the community to any potential danger. Reports filed in this manner are counted and disclosed in the annual statistics for the institution.

Criminal Report: Sexual assault and rape are against the law in the State of Tennessee and may be prosecuted under Tennessee criminal and/or civil statutes. In that respect, and in addition to the reporting options listed above, students who have been sexually assaulted are encouraged to contact the local Police Department directly by calling 911. Filing a Criminal Report with the local Police Department is different than filing an Incident Report with the School Security Team. If a student files a Criminal Report with the local Police Department, the police will determine if a criminal investigation will occur and if the case will be referred for prosecution.

What will happen? It is possible that the victim's name may have to be disclosed to the perpetrator. It is also possible that if the name cannot be shared, then no investigation or disciplinary action may be possible.

MW will take strong action, up to and including expulsion, if there is any proven retaliation. The necessary actions to protect the victim will be evaluated on a case-by-case basis.

Third-party, or anonymous, reporting will be investigated to see if there is any validity in the report.

Investigation may take up to 10 school days, but we will proceed as expeditiously as possible. If the investigative timeframe needs to be lengthened for gathering additional information or reports, all involved parties will be informed as to the length of the extension.

A finding of misconduct by a "preponderance of evidence" means that it is more likely than not that some misconduct happened.

If any significant new information comes to light within two weeks after a decision has been made, an appeal may be requested by either party. The results of this appeal must be made within ten (10) school days of either party giving either the Director or the Director of Financial Aid a written request for reconsideration along with the additional and significant new information.

MW does reserve the right to have this process conducted by a legal representative in which case, any decision will take up to 60 days, and the results of any appeal can take an additional 60 days.

VAWA – DOMESTIC VIOLENCE

Definition: A felony or misdemeanor crime of violence committed by:

- Current or former spouse or intimate partner
- Person with whom the victim shares a child
- A person cohabiting, or has cohabitated with, the victim as a spouse or intimate partner
- A person similar to a spouse recognized by the State of Tennessee,
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic and violence laws of the State of Tennessee.

This can include students, faculty or in some cases clients while engaged in a school-sponsored activity.

If a student is victimized off the school property, they are encouraged to share pertinent information with the school so that the school can protect the student from the individual(s) while on the school campus.

Victims do not have to report the domestic violence to law enforcement, and the school representative should not report it in their behalf. Any report to the school will be held in the strictest confidence, but the victim will be encouraged to contact Genesis House at 931-526-5197 for counseling.

The crime should be promptly reported to the School Director or the Director of Financial Aid (931-526-1478). Either a telephone call or a text message is fine.

If the reported perpetrator is also a MW student, accommodations will be made to protect the victim. This may include: changing schedules, terminating, tutoring, etc.

It is possible that the victim's name may have to be disclosed to the perpetrator. It is also possible that if the name cannot be shared, then no investigation or disciplinary action may be possible.

MW will take strong action, up to and including expulsion, if there is any proven retaliation.

Third-party, or anonymous, reporting will be investigated to see if there is any validity in the report.

Investigation may take up to 10 school days, but we will proceed as expeditiously as possible. If the investigative timeframe needs to be lengthened for gathering additional information or reports, all involved parties will be informed as to the length of the extension. A finding of misconduct by a "preponderance of evidence" means that it is more likely than not that some misconduct happened.

MW does reserve the right to have this process conducted by a legal representative in which case, any decision will take up to 60 days, and the results of any appeal can take an additional 60 days.

If any significant new information comes to light within two weeks after a decision has been made, an appeal may be requested by either party. The results of this appeal must be made within ten (10) school days of either party giving either the Director or the Director of Financial Aid a written request for reconsideration along with the additional and significant new information.

If any significant new information comes to light within two weeks after a decision has been made, an appeal may be requested by either party. The results of this appeal must be made within ten (10) school days of either party giving either the Director or the Director of Financial Aid a written request for reconsideration along with the additional and significant new information.

MW does reserve the right to have this process conducted by a legal representative in which case, any decision will take up to 60 days, and the results of any appeal can take an additional 60 days.

VAWA – SEXUAL VIOLENCE

Definition: An offense that meets the definition of rape, fondling, incest or statutory rape as used in the FBI's UCR program. This includes but is not limited to: completed or attempted forced penetration; completed or attempted alcohol or drug-facilitated penetration; completed or attempted forced acts, penetration or attempted penetration with a perpetrator or someone else; non-physically forced penetration (verbal threat, intimidation or misuse of authority); unwanted sexual contact; or non-contact unwanted sexual experiences. This can include oral, vaginal or anal penetration or attempted penetration. This may also include restraining the victim or any part of the victim, using a weapon or a threat of a weapon, or assaulting.

Consent. You need to have consent prior to sex, or it can be construed to be forcible. Consent means having a knowing, voluntary and affirmatively communicated willingness to join in on a particular sexual activity or behavior. It is the responsibility of the person who wants to engage in sexual behavior to ensure that he/she has received the consent of the other. To consent, the other person must have the ability to exercise **unimpaired** free will to make a reasonable and rational decision. Consent may be either verbal or actions, but it must be a mutually understandable permission regarding the sexual activity. Silence, or lack of consent is not to be considered consent. Previous consent does not apply to future activities. Consent to one form of sex does not apply to other forms of sexual activity. Consent to have sex with one person does not imply consent to have sex with another. Consent may be withdrawn at any time, even during the sexual activity.

This can include students, faculty or in some cases clients while engaged in a school-sponsored activity.

If a student is victimized off the school property, they are encouraged to share pertinent information with the school so that the school can protect the student from the individual(s) while on the school campus.

Victims do not have to report the sexual violence to law enforcement, and the school representative should not report it in their behalf. Any report to the school will be held in the

strictest confidence, but the victim will be encouraged to contact Genesis House – 800-707-5197 or 931-526-5197 for counseling.

The crime should be promptly reported to the School Director or the Director of Financial Aid (931-526-1478). Either a call or a text message is fine.

The victim needs to be made aware of the importance of going to a local hospital for the collection and preservation of evidence. The possibility of STD's can also be evaluated by the medical facility

If the reported perpetrator is also a MW student, accommodations will be made to protect the victim. This may include: changing schedules, terminating, tutoring, etc.

It is possible that the victim's name may have to be disclosed to the perpetrator. It is also possible that if the name cannot be shared, then no investigation or disciplinary action may be possible.

Criminal Report: Sexual assault and rape are against the law in the State of Tennessee and may be prosecuted under Tennessee criminal and/or civil statutes. In that respect, and in addition to the reporting options listed above, students who have been sexually assaulted are encouraged to contact the local Police Department directly by calling 911. Filing a Criminal Report with the local Police Department is different than filing an Incident Report with the School Security Team. If a student files a Criminal Report with the local Police Department, the police will determine if a criminal investigation will occur and if the case will be referred for prosecution. MW will take strong action, up to and including expulsion, if there is any proven retaliation.

Third-party, or anonymous, reporting will be investigated to see if there is any validity in the report.

Investigation may take up to 10 school days, but we will proceed as expeditiously as possible. If the investigative timeframe needs to be lengthened for gathering additional information or reports, all involved parties will be informed as to the length of the extension.

VAWA – STALKING

Definition: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress. Stalking may include actions that are direct, indirect or through a third-party. It can be any action of observing, following, monitoring, following, surveilling, threatening or communicating with or about a person or interfering with that person's property. Stalking may be viewed as sexual intimidation when it is gender or sex-based. For the purpose of this report, substantial emotional distress is defined as significant mental suffering that may or may not require professional treatment or counseling.

If you see a stalker on the school property – it is a school responsibility to take action.

This can include students, faculty or in some cases clients while engaged in a school-sponsored activity.

If a student is victimized off the school property, they are encouraged to share pertinent information with the school so that the school can protect the student from the individual(s) while on the school campus.

Victims do not have to report the stalking to law enforcement, and they school representative should not report it in their behalf. Any report to the school will be held in the strictest confidence, but the victim will be encouraged to contact Genesis House – 800-707-5197 or 931-526-5197 for counseling.

The crime should be promptly reported to the School Director or the Director of Financial Aid. If neither one is present, please call 931-526-1478 to contact the Director of Financial Aid.

If the reported perpetrator is also a MW student, accommodations will be made to protect the victim. This may include: changing schedules, terminating, tutoring, etc.

Consent: Silence or absence of resistance does not constitute consent. Consent with one person does not in any way state or imply consent with another. Consent may be withdrawn at any time. Coercion, force or threat of either invalidates consent. If someone is under the influence of drugs or alcohol, they cannot consent.

It is possible that the victim's name may have to be disclosed to the perpetrator. It is also possible that if the name cannot be shared, then no investigation or disciplinary action may be possible.

In the event that a serious situation arises, either on or off campus, that, in the judgment of the School Security Team (or their designee) constitutes a *serious ongoing or continuing threat*, a campus-wide "timely warning" will be issued. The notification will include a short description of the crime or incident, giving the time and date, location, reported offense, suspect, description, and any other pertinent information used to facilitate the crime. The notification will also include personal safety information to aid MW staff, students and customers in protecting themselves from becoming victims of a similar crime. The warning will be distributed vocally to students, faculty and staff. Depending on the nature of the emergency, a decision will be made to utilize other methods of notification.

MW will take strong action, up to and including expulsion, if there is any proven retaliation.

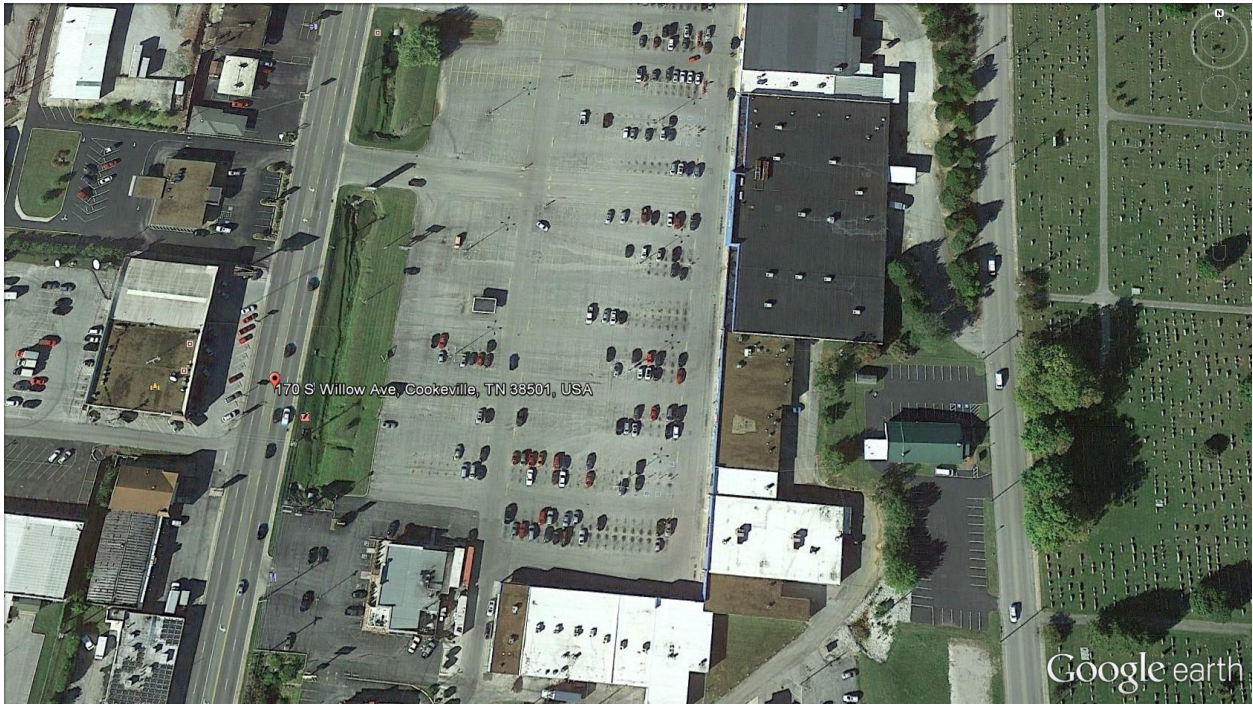
Third-party, or anonymous, reporting will be investigated to see if there is any validity in the report.

Investigation may take up to 10 days, but we will proceed as expeditiously as possible. If the investigative timeframe needs to be lengthened for gathering additional information or reports, all involved parties will informed as to the length of the extension.

In the parking area facing the front of Mister Wayne's School of Unisex Hair Design



Aerial View of school building and public parking lot with S. Willow Avenue running parallel of the left side of the photo.



CONFIDENTIAL CRIME REPORT

Describe the nature of the crime: _____

Where did the crime occur: _____

Provide the date and times associated with this crime: _____

Please provide the suspect's name, if known: _____

If unknown, please provide a detailed description: _____

Completion/graduation rates for the general student body

The following is the completion/graduation rate as calculated and required by the school accrediting agency ACCSC covering the following period of time October 2017 to September 2018. This must be update by July 1 of each year.

Programs	Scheduled to Graduate	Graduated	Percentage = Graduate/ Scheduled to Graduate
Barbering	23	9	39%
Totals			
Placement Rate	89%	Licensure Rate	100%

<http://nces.ed.gov/collegenavigator/?q=Mr+wayne&s=TN&id=376631#enrolmt>

Diversity is made up of the gender and ethnicity of the school for Award Year. This is based on full-time students who received Pell grants. Information can also be found at: <http://nces.ed.gov/collegenavigator/> and by inputting your school name and state. Once you have located your school copy the location and paste into the consumer handbook <http://nces.ed.gov/collegenavigator/>_____

Student Race/Ethnicity	# of Female	Percent	# of Male	Percent
American Indian or Alaska Native				
Asian/Native Hawaiian/ Pacific Islander				
Black or African American				

Hispanic/Latino				
White				
Two or more races				
Race/ethnicity unknown				
Non-resident				
Total enrollment				

Type of Employment Students might expect enter

See catalog for list of jobs a graduate might be eligible for upon completion.

Ferpa

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;

- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

A list of the faculty and other instructional personnel;

See the catalog for a list of school faculty and instructional staff

Policies and Sanctions related to copyright infringement. Mister Wayne's School of Unisex Hair Design prohibits copyright infringement. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone to be 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.

Constitution Day

On September 17 of each year or the first day back to school, Mister Wayne's School of Unisex Hair Design will hold a day dedicated the Constitution of the United States. At least three months

before holding this event, we will request from both our current student body and staff on how they feel that we could best commemorate the September 17, 1787 signing of the Constitution.

Voter Registration

You may pick up a voter registration form from the school main office or by downloading the form from the following web site: <http://sos.tn.gov/products/elections/voter-registration-application-form-ss-3010>

Vaccination Policy

Mister Wayne's School of Unisex Hair Design does not have a policy on vaccination at this time. The Tennessee Board of Barber Examiners does not require licensee to have had any types of vaccinations

Transfer Policy

Transfer students are accepted after careful evaluation of the student's academic records or a current license. The Mister Wayne's School of Unisex Hair Design requires documentation in the form of license and/or an official transcript from a licensed institution detailing previous clock hours and clinic services in the appropriate field of study. If the student is accepted by the Mister Wayne's School of Hair Design, their enrollment agreement will be modified to reflect the transferred hours and tuition costs, additional student kits, books and other fees. No more than 75% of the program hours will be granted to any transfer student. The Mister Wayne's School of Unisex Hair Design does not recruit students currently enrolled in other schools offering similar courses of study.

Transferability of Mister Wayne's credits to another institution is at the discretion of the accepting institution and it is the student's responsibility to determine whether or not credits will be accepted by the institution of the student's choice.

What the Acronyms Mean

EFC	Expected Family Contributions
MPN	Master Promissory Note
PLUS	Parent Loan for Undergraduate Students
FSA	Federal Student Aid
NSLDS	National Student Loan Data System
COA	Cost of Attendance
SAP	Satisfactory Academic Progress
ISIR	Institutional Student Information Report
UNSUB. Loan	Interest is not paid by Federal government
FSEOG	Federal Supplemental Educational Opportunity Grant
SLEAP	Special Leveraging Educational Assistance Partnership
LEAP	Leveraging Educational Assistance Partnership
GEARUP	Gaining Early Awareness and Readiness for Undergraduate Programs
SSS	Student Support Services
FFEL	Federal Family Education Loan
FERPA	Family Educational Rights and Privacy Act