



**CONSUMER INFORMATION
STUDENT HANDBOOK
Revised April 2021**

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FINANCIAL AID OFFICE INFORMATION

Summit Salon Academy
Financial Aid Office
Financial Aid Director – Kedar Gandhi
Contact information :
813-908-8020 x413
Fax - 813-908-8055
Email – kgandhi@summitsalonacademy.com

GENERAL INFORMATION

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

ACRONYMS

EFC.....Expected Family Contribution
MPN.....Master Promissory Note
PLUS.....Parent Loan for Undergraduate Students (dependent)
FSA.....Federal Student Aid
NSLDS.....National Student Loan Data System
SAP.....Satisfactory Academic Progress
ISIR.....Institutional Student Information Report
SUB LOAN.....Interest deferred
UNSUB LOAN..... Interest accrued
FEDERAL DIRECT.....William D. Ford Federal Direct Loan Program
FERPA.....Family Educational Rights and Privacy Act

FINANCIAL AID AVAILABILITY

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

Summit Salon Academy administers Title IV programs in accordance with the Higher Education Act (HEA). The Academy FAO stays abreast of DOE regulations through the IFAP website, communications from the Third-Party Servicer, and by attending yearly financial aid training seminars.

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

Students wishing to enroll in Summit Salon Academy should fill out an application for Federal Financial Aid using the Free Application for Federal Student Aid (FAFSA) on the web at <https://studentaid.gov/h/apply-for-aid/fafsa>. 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: <https://fafsa.ed.gov/spa/fafsa4c/#/landing>

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

Summit Academy offers the following Financial Aid Programs to help you finance your education and training:

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

What is a Federal Pell Grant?

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a bachelors or professional degree. A professional degree would include a degree in a field such as pharmacy or dentistry.

A distinguished feature of the Pell Grant program is its control concept “entitlement” which guarantees that a student who demonstrates a need will receive a grant. This gift grant is based on need and the cost of education at the school he/she chooses to attend. The most a student can receive in an award year, if eligible, is **\$6,345**.

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

What are Federal Direct Loans?

Federal Direct Loans are educational loans designed to help students meet educational expenses. They are low interest loans that must be repaid. Interest rates are fixed rates for the life of the loan. After you graduate, leave school, or drop below half-time enrollment, you will have a six-month grace period before you are required to begin repayment. During this period, you will

receive repayment information from your loan servicer, and you will be notified of your first payment due date. Payments are usually due monthly.

FEDERAL DIRECT SUBSIDIZED LOAN:

The subsidized loan program is based on need. As an undergraduate, he/she may borrow up to **\$3,500** for the first year and **\$4,500** for the second year. However, a student cannot borrow more than the cost of attendance at his/her school less any other financial aid he/she may receive. Interest rates are variable and will not begin until the students go into repayment. Payments will begin 6 months after graduation or the date the student withdraws.

FEDERAL DIRECT UNSUBSIDIZED LOAN:

The unsubsidized loan program is not based on need. Independent undergraduates may borrow up to **\$6,000 per academic year** and dependent students may borrow up to **\$2,000 per academic year**. Interest rates are variable and will begin on the first day of the student's first disbursement. Students may or may not pay the interest while attending school, but the principle is not due until 6 months after graduation or the date of withdrawal.

FEDERAL PLUS LOAN:

The Plus Loan is designed for dependent students. Parents of dependent students may borrow up to the total cost of education per academic year for a child enrolled at least half-time. Interest rates are fixed rates for the life of the loan. If parents are denied a Plus Loan, the student may **borrow up to an additional \$4,000 on their unsubsidized loan**. If you are a parent borrower, you will generally be expected to start making payments on your Direct PLUS Loan once your loan is fully disbursed (paid out). However, you may request a deferment while your child is enrolled at least half-time and for an additional six months after your child graduates, leaves school, or drops below half-time enrollment.

How do I Qualify?

To determine if you are eligible financially, the U.S. Department of Education uses a standard formula, established by Congress, to evaluate the information you report when you apply. The formula produces an Expected Family Contribution (EFC) number. The Academy will receive the ISIR which will determine the student's eligibility.

FINANCIAL AID ELIGIBILITY

GENERAL ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

- Be admitted as a regular student
- Be enrolled or accepted for enrollment in an eligible program (at least half-time basis)
- Be a U.S. citizen or an eligible non-citizen
- Demonstrate that you have need. (Need is the difference between the cost of education and the amount you or your family can afford to pay). Need is determined by the information that is supplied on the Free Application for Federal Student Aid
- Maintain satisfactory academic progress (as defined by the school's policy) towards completing your course of studies
- Not be in default of a Federal Perkins loan or Federal Stafford Loan according to NSLDS
- Have a High School Diploma or General Education Development (GED) certificate
- Do not owe a refund on a Pell Grant or SEOG at any school
- Be registered for selective service (if a male born on or after January 1, 1961)
- Must have a signed statement of educational purpose

- Must have a signed statement of updated information
- Must use any Federal student aid received solely for educational purposes

APPLYING FOR AID

PELL GRANTS:

The student must complete the Free Application for Federal Student Aid (FAFSA).

<https://studentaid.gov/h/apply-for-aid/fafsa>

FEDERAL DIRECT SUBSIDIZED AND UNSUBSIDIZED LOANS:

The students must complete the entrance counseling and fill out the Master Promissory Note (MPN). www.studentloans.gov

PLUS LOANS:

The student's parents must fill out the Plus MPN at www.studentloans.gov

VA BENEFITS:

Student or at least one of the parents of the student must be a Veteran of the United States Armed Services. Student can apply at the Financial Aid Office at the Academy.

ENTRANCE LOAN COUNSELING

All students applying for Title IV Aid must complete an Entrance Loan Counseling prior to the first disbursement of any federal funds. Entrance Loan Counseling for Direct Loans can be found at www.studentloans.gov. The Entrance Loan Counseling documentation must be printed and turned into the Admissions office for the student's financial aid file.

TITLE IV PROCESSING

Pell Award – A student will receive a total of one PELL during the first 900-hour award year if the student is Pell eligible. Each Pell is awarded according to the students EFC.

Pell Disbursement – Each student if eligible will receive ½ of their Pell disbursement at the beginning of the program and again at the halfway point of the academic year. Disbursements are disbursed on actual hours only if the student is maintaining satisfactory progress. If the student received 2 disbursements in one academic year, the student must cross over into another award year (July 1st) to apply for additional funding. The student must complete the new award year FAFSA to establish eligibility.

Student Loan Disbursement – Loans are disbursed on two separate occasions. The first half of the loan will be disbursed approximately 30 days after the first day of class and the other half at midpoint of the loan period. No Pell or Loan disbursements can be made unless the student is making satisfactory progress in his/her attendance and academic studies.

TERMINATION OF STUDENT FINANCIAL AID

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

- Not making satisfactory progress in his/her attendance and academic studies.
- Being absent from school for a total of 14 days.
- Not returning from an official leave of absence.

RE-INSTATEMENT OF FINANCIAL AID

A student may be reinstated for aid after:

- Student achieves satisfactory progress.
- Re-entering after being dropped or withdrawn from the school within 180 days.
- Student prevails upon an appeal for an adverse satisfactory progress.

VERIFICATION

FEDERAL PROCESS TO AFFECT FINANCIAL AID FOR STUDENTS

The federal government, through legislation, has created an application review process called “**verification.**” This process will be applied to all federal and some state program funds including Stafford Loans and Pell Grants. The following questions and answers are designed to assist you in understanding the process and its possible effect on your Financial Aid for the academic year.

WHAT IS VERIFICATION?

The review process called “Verification” is to ensure that all data provided on the federal application upon which you applied for financial aid is correct and complete. Students and their families may be asked to provide additional documentation or to update their data by the school. Documentation will be requested, if necessary, to complete the verification process. Federal law requires us to complete this procedure before we can process your Federal Direct Loan Application or disburse/credit your student account with any funds. An outline of the policies and procedures that govern the verification process is provided in this material. Your responsibilities and the deadlines you must meet are also provided. If you do not submit this information, you will not receive your aid. If you have any questions regarding the verification process, please contact the school.

WHY WAS I SELECTED?

The selection of an application for verification review could happen because of one of the following conditions:

- The school elects to verify the applicant’s information on the application.
- The Pell Grant program, through its own editing process, will randomly select several applicants for verification (this does not mean that your information is incorrect).
- The Pell Grant program, through its own editing process, due to inconsistent data being used by the applicant, will flag that application for verification.

IF I APPLY FOR A LOAN, WILL VERIFICATION AFFECT ME?

Yes, a loan is a federally subsidized program. Consequently, not only must your application be verified (if selected), but each student’s loan application must first be certified by the Academy’s third-party servicer before payment can be requested.

HOW DO I PASS VERIFICATION?

All students applying for just a loan must complete an application for Federal Student Aid. The data will then be reviewed through an approval process to determine if it will be selected for verification.

If selected for verification:

- You must complete a **“Verification Worksheet”** which will be given to you by the school. This form collects income and asset information from both the student and/or parents. In addition, students may have to submit all their own tax forms as well as those of their parents.
- If the information is verified, the school's third party servicer will certify the loan and process for payment.
- If there is conflicting data, the school will contact the student for further clarification in person, via email or phone before the loan can be certified and processed for payment.

BORROWER RIGHTS

- You have the right to receive a copy of your promissory note either before or at the time your loan is made.
- You are entitled to receive a disclosure statement before your loan repayment begins which includes information about interest rates, fees, loan balance, monthly payment amount, and the number of payments.
- If you qualify, you have the right to request a deferment of your loan payments for a specified period.
- If you qualify, you have the right to request a forbearance if you are unable to make payments and do not qualify for a deferment.
- You have the right to a grace period before your loan repayment period begins. However, your parents do not receive a grace period for a PLUS Loan. Your grace period begins when you graduate from school.
- You have the right to prepay all or any part of your loan(s) at any time without penalty.
- You must be notified in writing if your loan is sold to another lender or secondary market or transferred to another financial company for servicing. You must be informed regarding the identity of the new lender or loan holder, the address to which you must make payments and the telephone numbers of both the purchasing and selling lenders and servicers.
- You have a right to receive documentation that your loan(s) is/are paid in full.

BORROWER RESPONSIBILITIES

- You must repay your student loan(s) including accrued interest and fees even if you do not complete your education, are not satisfied with your education, or are not able to find employment.
- You must make your payments on time, even if you do not receive any notices from your lender or servicer.
- You must immediately notify the lender or servicer if you are unable to make a scheduled payment.

- If you apply for a deferment or forbearance, you must continue making loan payments until you are notified that your request has been granted.
- You must notify the lender regarding any reasons that might change your eligibility for a deferment.
- You must participate in exit counseling before you leave school.
- You must notify the lender in writing within 10 days if any of the following personal information changes:
 - **Name**
 - **Less than half-time enrollment**
 - **Withdrawal from school**
 - **Transfer to another school**
 - **Graduation date**
 - **Telephone number**
 - **Social Security number**
 - **Reference**

STUDENT BUDGET

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

• Tuition	\$ 15,000.00
• Fees.....	\$ 100.00
• Book/Kits.....	\$ 3,000.00
• Personal Expenses.....	\$ 4,130.00
• Transportation Expenses.....	\$ 3,300.00
• Room and Board.....	<u>\$ 10,930.00</u>
TOTAL.....	\$ 36,460.00

WITHDRAWING FROM SCHOOL

The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning. For a student who is a no call/no show after 14 consecutive days, the determination date will be on the 14th day of absence. Students who withdraw or are terminated from the Academy are subject to a return of Title IV funds for unearned tuition.

Return of Unearned Title IV Funds

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

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

RETURN OF AID DISTRIBUTION

After the school has determined the amount to be returned, the school will return all sums according to the following distribution: **Federal Family Education Loan Program, Federal Pell Grants, FSEOG, and then Student.**

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

R2T4 Calculation Example

John Doe enrolled into the Academy on 8/3/2020
Withdrew on 9/26/2020
Actual hours completed 105
Scheduled hours completed 135

135 divided by 450 payment period hours = 30% completed
Title IV disbursed \$4,500.00
30% X \$4,500.00 = \$1,350.00 earned by student
\$3,150.00 is returned to the Federal Aid Programs

Academy refund worksheet example

Scheduled hours divided by total Course Hours (1500) equals % of attendance: 9.00%

Tuition: \$15,000.00
 Reg. Fee 100.00
 Kit & Book Fee 3,000.00
 Total: \$18,100.00

Tuition X % of Scheduled Hours Completed:	\$1,350.00
Registration	\$ 100.00
Kit and Book	<u>+\$3,000.00</u>
TOTAL COST	\$4,450.00

Amount Paid by Student:	\$4,500.00
Amount Returned to Title IV	<u>-\$3,150.00</u>
Total Retained	\$1,350.00

AMOUNT OWED	<u>\$3,100.00</u>
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Refunds will be made within 45 days of termination or receipt of cancellation notice. For non-Title IV students, refunds will be made within 30 days of termination or receipt of cancellation notice.

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 online by the Department of Education. 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 are reasonably available to answer questions from student borrowers. The borrower is obligated 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.

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 Stafford 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).

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

Drug Offenses Related to TITLE IV Aid

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

The student can gain eligibility the day after the period of ineligibility ends or when the student has successfully completed a drug rehabilitation program. If the student has further drug convictions, the student will become ineligible again. Students who have been denied ineligibility for an indefinite period can regain eligibility only after successfully completing a rehabilitation program or if the conviction was reversed, set aside, or removed from the student’s record so that fewer than two convictions for the sale of illegal drugs or three convictions for possession remain on the student’s record. The nature and dates of the remaining convictions will determine when the student can regain eligibility. The student is responsible to self-certify successful completion of a drug rehabilitation program. If The Academy receives conflicting documentation, The Academy will confirm reported information.

When the student regains eligibility, the student may be awarded Pell for the payment period of the award year the student is currently enrolled in. The student will be eligible for Stafford loans for the period of enrollment.

Standards for Qualified Drug Rehabilitation Program

Must include two unannounced drug tests and must satisfy one of the following:

- Be qualified to receive funds from federal, state, or local government programs
- Be qualified to receive funds from a federal or state licensed insurance company
- The program must be administered or recognized by a federal, state, or local government agency, licensed hospital, health clinic or medical doctor

All students who will need to enter a drug rehabilitation program will be counseled by The Academy of the above requirements. If the Academy has any doubt that the drug rehabilitation program does not meet these requirements, The Academy will confirm qualifications of the program prior to disbursing Title IV

DRUG AND ALCOHOL POLICY

Based on the Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), and to express this Institute's commitment to prevent drugs and alcohol abuse in the school environment, the Academy has adopted the following Drug and Alcohol Abuse Prevention Policy, which applies to all students and employees.

It is the policy of Summit Salon Academy to prohibit the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in or on any property owned or controlled by the Academy. We are committed to providing a campus environment free of alcohol abuse and illegal use of alcohol and drugs. To strengthen that commitment, the Academy has adopted and implanted a program that seeks to prevent the abuse of alcohol and drugs, which includes its employees and students.

The policy contains the following sections: Standards of Conduct; Institutional Sanctions; Applicable Legal Sanctions; Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol; Available Drugs and Alcohol Counseling, Treatment, and Rehabilitation; Federal Drug Workplace Act Requirements; and Review.

I. Standards of Conduct

The unlawful manufacture, dispensation, possession or use of a controlled substance (drugs) and the unlawful possession, use, or both, of alcohol, are prohibited in and on property owned or controlled by this Institution.

No employee or student is to report to work, attend class, or participate in any Academy activity while under the influence of one or more illegal drug or alcohol.

The possession and use of alcoholic beverages by employees, students, and guest of the Academy are always subject to applicable state alcoholic beverage laws, as well as city ordinances within our service area, and the Academy's policy.

II. Institutional Sanctions

Violation of the policy and laws referenced above by an employee or student will be grounds for disciplinary action up to and including termination or expulsion in accordance with applicable Academy's policies. Violators may be consistent with local, state, and federal criminal laws. Disciplinary action taken against a student or employee of this institute does not preclude the possibility of criminal charges being filed against that individual. The filing

of criminal charges similarly does not preclude disciplinary action by the Academy. Students or employees who believe disciplinary action was taken in error should follow the grievance procedures outlined in the student or employee handbook as appropriate.

FEDERAL DRUG-FREE WORKPLACE ACT REQUIREMENTS

The following are required of the Academy and its employees and students:

1. An employee or student shall notify his or her supervisor or other appropriate management representative of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
2. The Academy shall notify any federal contracting agency within ten days of having received notice that an employee or student, who was engaged in the performance of such a contract or grant, has had a criminal drug statute conviction for a violation occurring in the workplace.
3. The Academy will take appropriate personnel action against any employee or student who is convicted for a violation occurring in the workplace and will require the employee's or student's satisfactory participation in a drug abuse assistance or rehabilitation program.

III. Applicable legal Sanctions

A. Federal Law

Federal law prohibits the illegal possession, manufacture, or distribution of controlled substance. The following information, although not complete, provides an overview of federal penalties for first convictions.

1. Denial of Federal Benefits (21 U.S.C. #862)

A federal drug conviction may result in the loss of federal benefits, including school loans, grants, scholarships, contracts, and licenses.

Federal drug possession convictions may result in denial of federal benefits for up to one year for a first conviction and up to five years for subsequent convictions.
Federal drug trafficking convictions may result in denial of federal benefits for up to five years for a first conviction.

2. Forfeiture of Personal Property and Real Estate (21 U.S.C. #853)

Any person convicted of a federal drug offense punishable by imprisonment for more than one year shall forfeit to the United States any property constituting or derived from any proceeds obtained because of such violation or any property used to commit or facilitate such violation.

3. Federal Drug Possession Penalties (21 U.S.C. #844)

Federal sanctions for possession of control substances range from minimum fines of \$1,000.00 to \$5,000.00, and /or imprisonment from up to one year to three years, depending on the number of offenses.

4. Federal Drug Trafficking Penalties (21 U.S.C. (#841))

Federal drug trafficking penalties vary and are outlined in the charts below, which are also posted on the Drug Enforcement Administration’s website at <http://www.dea.gov/druginfo/ftp3.shtml>.

Chart one

Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. And not more than 40 yrs. If death or serious bodily injury, not less than 20yrs. Or more than life. Fine of not more than \$5 million if an individual, 25 million if not an individual. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 Million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20yrs. or more than \$10 million if not an individual, \$50 m million if not an individual Second Offense: Not less than 20 yrs., and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual \$75 million if not individual
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 gram or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 gram or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1–9-gram mixture		LSD 10grams or more mixture	

II	Methamphetamine 5-49 gram pure or 50-499-gram mixture		Methamphetamine 50 gram or more pure or 500 grams or more mixture	
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Substance/Quantity	Penalty
Any Amount of other schedule I & II substances	First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if not an individual.
Any Drug product containing Gamma Hydroxybutyric Acid	Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual
Flunitrazepam (schedule IV) 1 gram	
Any amount of other schedule III drugs	First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual. \$2.5million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual,
Any amount of all other schedule IV drugs (other than one gram or more of Flunitazepam)	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
Any amount of all schedule V Drugs	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200.000 if an individual, \$500,000 if not an individual

Chart Two

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more Marijuana mixture or 1,000 or more marijuana plants	First Offense: Not less than 10 yrs. or more than life if death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual. Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million other than an individual.

Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	First Offense; Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual Second Offense: Not less than 10yrs. or more than life. If death or bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50 million if other than an individual
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual. Second Offense: Not more than 30 yrs. if death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	First Offense: Not more than 5 yrs. Fine not more than \$250,000, if an individual, \$1 million if other than an individual. Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than an individual.
Hashish 10 kilograms or less	
Hashish Oil 1. kilogram or less	

Florida drug laws

Offense	Penalty	Incarceration	Max. Fine
Possession			
20 grams or less	misdemeanor	1 year	\$ 1,000
More than 20 grams	felony	5 years	\$ 5,000
Less than 25 plants	felony	5 years	\$ 5,000
25 plants	felony	15 years	\$ 10,000
Sale			
20 grams or less without remuneration	misdemeanor	1 year	\$ 10,000
25 lbs. or less	felony	5 years	\$ 5,000
25 - 2000 lbs. (or 300-2,000 plants)	felony	3* - 15 years	\$ 25,000

2000 - 10,000 lbs. (or 2000-10,000 plants)	felony	7* - 30 years	\$ 50,000
10,000 lbs. or more	felony	15* - 30 years	\$ 200,000
Within 1000 feet of a school, college, park, or other specified areas	felony	15 years	\$ 10,000
* Mandatory minimum sentence			
Hash & Concentrates			
Possession of hashish or concentrates	felony	5 years	\$ 5,000
Selling, manufacturing, or delivering	felony	5 years	\$ 5,000
Paraphernalia			
Possession of paraphernalia	misdemeanor	1 year	\$ 1,000
Miscellaneous			
Conviction causes a driver's license suspension for a period of 2 years			

Penalty Details

Possession

Possession of 20 grams or less is a misdemeanor punishable by a maximum sentence of 1 year imprisonment and a maximum fine of \$1,000.

Possession of more than 20 grams is a felony punishable by a maximum sentence of 5 years imprisonment and a maximum fine of \$5,000.

Possession of 25 or more plants is a felony punishable by a maximum sentence of 15 years in jail and a fine of \$10,000. Possession of less than 25 plants is a felony punishable by a maximum sentence of 5 years imprisonment and a maximum fine of \$5,000. Please see:

- Florida Criminal Code § 893.13 [Web Search](#)
- Florida Criminal Code § 893.03(c)(35) [Web Search](#)
- Florida Criminal Code § 893.13 [Web Search](#)
- Florida Criminal Code § 775.082(a) [Web Search](#)

Sale/Delivery

The delivery of 20 grams or less without remuneration is a misdemeanor punishable by a maximum sentence of 1 year imprisonment and a maximum fine of \$1,000.

The sale of 25 lbs. or less is a felony punishable by a maximum sentence of 5 years imprisonment and a maximum fine of \$5,000.

The sale of 25 lbs.-2,000 lbs. (or 300-2,000 plants) is a felony punishable by a mandatory minimum sentence of 3 years imprisonment and a maximum sentence of 15 years imprisonment and a maximum fine of \$25,000.

The sale of 2,000 lbs.-10,000 lbs. (or 2,000-10,000 plants) is a felony punishable by a mandatory minimum sentence of 7 years and a maximum sentence of 30 years imprisonment as well as a maximum fine of \$50,000.

The sale of 10,000 lbs. or more is a felony punishable by a mandatory minimum sentence of 15 years imprisonment and a maximum sentence of 30 years imprisonment as well as a maximum fine of \$200,000.

Sale or delivery within 1,000 feet of a school, college, park, or other specified areas is a felony punishable by a maximum sentence of 15 years imprisonment and a maximum fine of \$10,000.

Hash & Concentrates

Hashish or concentrates are considered schedule I narcotics in Florida.

Possession of hashish or concentrates is a felony in the third degree. A felony of the third degree is punishable by a term of imprisonment no greater than 5 years and a fine no greater than \$5,000.

Possessing more than 3 grams of hash, selling, manufacturing, delivering, or possessing with intent to sell, manufacture or deliver, hashish or concentrates is a felony of the third degree. A felony of the third degree is punishable by a term of imprisonment no greater than 5 years and a fine no greater than \$5,000.

The offense is charged as a felony of the second degree if the offense occurred:

- within 1,000 feet of a childcare facility between 6 A.M. and 12 midnight.
- within 1,000 feet of a park or community center.
- within 1,000 feet of a college, university, or other postsecondary educational institute.
- within 1,000 feet of any church or place of worship that conducts religious activities.
- within 1,000 feet of any convenience business.
- within 1,000 feet of public housing.
- within 1,000 feet of an assisted living facility.

A felony of the second degree is punishable by a term of imprisonment no greater than 15 years and a fine no greater than \$10,000.

Florida defines any product, equipment, or device used to make hashish or concentrates as drug paraphernalia.

Paraphernalia

Possession of drug paraphernalia is a misdemeanor punishable by a maximum sentence of one year imprisonment and a maximum fine of \$1,000.

Miscellaneous

Conviction causes a driver's license suspension for a period of 2 years.

Mandatory Minimum Sentence

When someone is convicted of an offense punishable by a mandatory minimum sentence, the judge must sentence the defendant to the mandatory minimum sentence or to a higher sentence. The judge has no power to sentence the defendant to less time than the mandatory minimum. A

prisoner serving an MMS for a federal offense and for most state offenses will not be eligible for parole. Even peaceful marijuana smokers sentenced to "life MMS" must serve a life sentence with no chance of parole.

CRIME ACTIVITY ON CAMPUS

Summit Salon Academy is committed to maintain a safe campus environment. The full benefit of academic freedom is only experienced by faculty and students when the Academy is free of violence or criminal activity.

In the event of criminal activity, the student body, faculty, and administration are informed of the situation immediately.

All individuals are encouraged and requested to report immediately any known criminal offense or other emergency occurring on campus to the Director of the Academy. All individuals are also encouraged to promptly report all crimes to the appropriate police agencies. The Academy Director will report all known criminal offenses to local law enforcement authorities upon obtaining knowledge of any criminal offense.

The Academy must upon request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the academy against a student who is alleged perpetrator of such crime or offense.

Campus Security Act Disclosure Statement

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this academy which is used for activities related to the educational purpose of the institution. In compliance with that law, the following reflects this academy’s crime statistics for the period January 2017 – December 2019.

The following criminal offenses are also published each year and must be reported no later than October 1 of each year, including any crime statistics on campus during the previous three-year period.

Report Distribution Date: 10/1/2020

Occurrences within the 2017-2019 calendar years

Criminal Offenses				
Crime:	2017	2018	2019	Location: C= On Campus P= Public Area
Murder/Non-negligent	0	0	0	
Manslaughter by Negligence	0	0	0	
Rape	0	0	0	

Fondling	0	0	0	
Incest	0	0	0	
Statutory rape	0	0	0	
Robbery	0	0	0	
Aggravated assault	0	0	0	
Burglary	0	0	0	
Motor vehicle theft	0	0	0	
Arson	0	0	0	

Hate Crimes

Crime:	2017	2018	2019	Location: C= On Campus P= Public Area
Murder/Non-negligent	0	0	0	
Manslaughter by Negligence	0	0	0	
Rape	0	0	0	
Fondling	0	0	0	
Incest	0	0	0	
Statutory rape	0	0	0	
Robbery	0	0	0	
Aggravated assault	0	0	0	
Burglary	0	0	0	
Motor vehicle theft	0	0	0	
Arson	0	0	0	
Simple Assault	0	0	0	
Larceny - Theft	0	0	0	
Intimidation	0	0	0	
Destruction/damage/vandalism of property	0	0	0	

VAWA Offenses

Crime:	2017	2018	2019	Location: C= On Campus P= Public Area
Domestic violence	0	0	0	
Dating violence	0	0	0	
Stalking	0	0	0	

Arrest

Crime:	2017	2018	2019	Location: C= On Campus P= Public Area
Weapons: carrying, possessing, etc.	0	0	0	
Drug abuse violations	0	0	0	

Liquor law violations	0	0	0	
Disciplinary Actions				
Crime:	2017	2018	2019	Location: C= On Campus P= Public Area
Domestic violence	0	0	0	
Dating violence	0	0	0	
Stalking	0	0	0	
Unfounded Crimes				
	2017	2018	2019	Location: C= On Campus P= Public Area
Total unfounded crimes	0	0	0	

SEX OFFENDERS, SEXUAL HARASSMENT AND ANTI-HAZING POLICY

The Summit Salon Academy is committed to ensuring an educational environment that is free of sexual harassment, sexual violence, or harassment based on sexual orientation.

1. Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors and other verbal and/or physical conduct of a sexual nature may constitute sexual harassment when
 - a. Submission to such conduct is made either explicitly or implicitly as a term or condition of an evaluation of a student’s academic performance, term, or condition of participation in student activities or in other events or activities sanctioned by the Academy
 - b. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions or other decisions about participation in student activities or other events/activities sanctioned by the Institute.
 - c. Such conduct has the purpose or effect of threatening an individual’s academic performance or creating an intimidating, hostile or offensive educational environment.
2. Sexual Harassment is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972, (42 U.S.C s2000e, et, Sequa). This is punishable under both federal and state laws.
3. Definition of Sexual Violence or Assault: Acts of sexual violence, such as rape, acquaintance rape or other forms of nonconsensual sexual activity or violence or harassment based on sexual orientation. These acts will not be tolerated at the Institute as such acts are inappropriate and create an environment contrary to the goals and mission of the Institute. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies.
4. It is the responsibility of all persons within the Academy to work to ensure an educational environment free from sexually violent and/or harassing behavior. All members of the Institute (students and staff) are expected to report incidents of sexual harassment, sexual violence or assault, and harassment based on sexual orientation. The Institute’s Director is the designated Sexual Harassment Officer.

5. The Institute Director is responsible for investigating complaints of sexual harassment, sexual violence, harassment based on sexual orientation and alleged sexual harassment which has not resulted in a complaint.
6. Students who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the investigation.
7. Efforts shall be made to protect the privacy of the complainants within the constraints of the law. Complainant shall be protected to the extent possible, from retaliation. Appropriate and immediate attention must be given to complaints.
8. Students may pursue redress of sexual harassment also through the Department of Human Rights, the Federal Equal Opportunity Commission or through the criminal justice system.
9. For all formal complaints of sexual harassment and/or sexual violence based on sexual orientation, the Institute Director shall determine the action and notify both parties of the action. A memorandum of such action will be sent to the CEO. Individuals found in violation of these policies will be subject to appropriate disciplinary sanctions, including possible expulsion from the Academy.
10. Students and Employees may get information on registered sex offenders at <https://offender.fdle.state.fl.us/offender/sops/home.jsf>

TITLE IX SEXUAL HARASSMENT AND SEXUAL MISCONDUCT POLICY

STATEMENT OF NON-DISCRIMINATION

Summit Salon Academy prohibits discrimination in admissions, educational programs and services, and employment based on race, color, religious creed, age, marital status, national origin, ancestry, sex, gender, sexual orientation, gender identity or expression, disability, genetic information, veteran status, and any other basis protected by law. The Academy is committed to preventing or eliminating all forms of gender-based discrimination in its education programs or activities in accordance with its commitment to Title IX of the Education Amendments of 1972.

STATEMENT OF POLICY

Summit Salon Academy is committed to fostering a living, learning, and working environment free of discrimination and harassment. Summit Salon Academy is subject to Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §§1681, *et seq.*, which states that "no person in the United States shall, based on sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

The Academy adopts this Policy in furtherance of 1) preventing, eliminating, or addressing the effects of Prohibited Conduct; 2) fostering a climate where all individuals are well-informed and supported in preventing or reporting Prohibited Conduct; and 3) providing clear standards and a fair and impartial process for all parties by which violations of this Policy will be addressed and disciplinary action imposed. The Academy will take prompt and effective action to eliminate Prohibited Conduct, prevent its reoccurrence, and remedy its effects.

SCOPE OF POLICY

Summit Salon Academy's Title IX Sexual Harassment and Community Standards Sexual Misconduct Policy applies to all Summit Salon Academy community members, including students, faculty, staff and third parties, such as volunteers, contractors, and visitors. Alleged misconduct subject to this Policy ("Prohibited Conduct") includes both Title IX Sexual Harassment (which is defined by law) and Community Standards Sexual Misconduct (which

includes allegations that do not meet the definitions under Title IX, but nonetheless violate The Academy's community standards), as discussed further in the Definitions below.

TITLE IX COORDINATOR

The following individuals are responsible for coordinating The Academy's efforts to comply with Title IX and this Policy:

Title IX Coordinator

Kathy Acosta
Educator Office
813-908-8020 ext. 416
kacosta@summitsalonacademy.com

Title IX Deputy Coordinator

Kedar Gandhi
Financial Aid Office
813-908-8020 ext. 413
kgandhi@summitsalonacademy.com

DEFINITIONS

Terms used in this Policy have the following meanings:

Advisor: A person who has agreed to provide support and advice to a Complainant or Respondent, subject to the provisions of this Policy.

Appeal Officer: The individual responsible for determining an appeal. The Appeal Officer may be an employee or a non-employee such as an external contractor or consultant. The Appeal Officer shall not be The Academy's Title IX Coordinator, or the Investigator or Hearing Officer assigned to the matter that is the subject of the Appeal.

Sexual Misconduct: Conduct by an individual that does not constitute Title IX Sexual Harassment, but that (a) has continuing adverse effects on or creates a hostile work environment or hostile environment for individuals participating or attempting to participate in Summit Salon Academy's education program or activity, or otherwise has a reasonable connection to Summit Salon Academy; and (b) constitutes one of the following:

- **Sex Discrimination:** Discrimination based on sex.
- **Sexual Harassment:** Pursuant to Florida law, any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic grade, salary, benefit, or service; (2) submission to or rejection of such conduct by an individual is used as the basis for employment, academic grading, or other decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment.
- **Gender-Based Harassment:** Harassment based on sex or gender, sexual orientation, gender identity, or gender expression, which may include acts of intimidation or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature.

Examples of conduct that may constitute Sexual or Gender-Based Harassment include, but are not limited to:

- Physical assaults of a sexual nature, such as (1) rape, sexual battery, molestation or attempts to commit these assaults; or (2) intentional physical contact which is sexual in nature, such as patting, pinching, brushing against another's body, etc.

- Unwanted sexual advances, propositions or other sexual comments and jokes, including remarks about the individual's body or gender.
- Inappropriate verbal conduct, such as lewd or sexually suggestive comments, jokes, or innuendoes, or unwelcome comments about an individual's gender, sexual orientation, gender identity, or gender expression.
- Inappropriate written conduct, such as letters, notes, or electronic communications, containing comments, words, jokes, or images that are lewd or sexually suggestive or relate in an unwelcome manner to an individual's gender, sexual orientation, gender identity, or gender expression.
- Inappropriate physical conduct, such as unwelcome touching or sexual advances on campus or within the working or learning environment.
- Persistent and inappropriate personal attention from one colleague to another in the face of rejection.
- Sexual or discriminatory displays, publications, or other visual material on Summit Salon Academy property.
- Sexual gestures through body movements or hands or other types of nonverbal sexually explicit behavior.
- **Sexual Assault:** Pursuant to Florida Law, penetration or attempted penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration or attempted penetration by a sex organ of another person, without consent.
- **Non-Consensual Sexual Contact:** Pursuant to Florida law, intentional sexual touching however slight with any body part or object by a person upon another person that is without consent. Sexual touching includes: Intentional contact with private parts of the body such as the breasts, groin, genitals, anus, or mouth of another, or making another touch you or their private parts.
- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent pursuant to Florida law.
- **Intimate Partner/Dating/Domestic Violence:** Pursuant to Florida law, relationship violence is a pattern of behavior in a domestic, intimate, or dating relationship that is used to establish power and control over another person through fear and intimidation. This behavior can be verbal, emotional, or physical. Examples include, but are not limited to striking another person, property damage, public humiliation, harassment, and verbal or physical threats. It includes threatening or causing physical harm or engaging in other conduct that threatens or endangers the health or safety of another person. Any such conduct or any offense under The Academy's Code of Community Standards will be considered Prohibited Conduct and resolved under this Policy if it arises out of an intimate partner, dating or domestic relationship (even if such relationship has ended). The Academy will evaluate the existence of the relationship taking into consideration such as the length of the relationship, the type of relationship, and the frequency of interaction between the individuals involved in the relationship.
- **Stalking:** Stalking includes any conduct prohibited by Florida Statutes or any course of conduct directed to a specific person that would cause a reasonable person to (A) fear for the person's safety or the safety of others; or (B) suffer emotional distress, including but not limited to, two or more acts directly or through a third party which monitors, observes, surveils, threatens, or communicates to or about a person. This misconduct can involve, but is not limited to: (i) lying in wait or knowingly repeatedly running into the person; (ii) unwelcome excessive phone calls, text messages, notes, etc.; (iii) watching

or recording the person; (iv) threats to harm a person or a person's family, friends, teachers, pets, or property whether the threats are delivered personally or through a third party; (v) vandalism of the person's property; (vi) sending unwanted gifts, or leaving items that hold significance within the relationship between the person and stalker. It also includes **CYBERSTALKING**, which occurs through electronic devices and includes, but is not limited to: (i) posting online, the use of websites, email, text messaging, online social media, phone calls, and instant messaging; (ii) creating multiple online accounts to harass a person; (iii) hacking into the person's personal website, email account(s), phone account(s) or social media account(s); or (iv) continuous posting of malicious or untrue information online to websites or social media.

- **Sexual Exploitation:** Taking advantage of a person due to their sex or gender identity for personal gain or gratification, such as abuse of a position of vulnerability, differential power, or trust for sexual purposes. Examples include, but are not limited to:
 - Recording, photographing, disseminating, or posting images of private sexual activity or a person's intimate parts (such as genitalia, groin, breasts, or buttocks) without consent.
 - Threatening to disseminate sensitive personal material of a sexual nature (e.g., photos, videos) by any means to any person or entity without consent.
 - Allowing third parties to observe private sexual activity from a hidden location without consent (e.g., closet) or through electronic means (e.g., Skype or livestreaming of images).
 - Stealing articles of clothing for personal sexual gain or satisfaction.
 - Manipulation of contraception.
 - Peeping or voyeurism.
 - Prostituting another person.
 - Intentionally or knowingly exposing another person to a sexually transmitted infection or virus without the other's knowledge; or
 - Possessing, distributing, viewing, or forcing others to view illegal pornography.
- **Conflicts of Interest arising from Faculty/Staff Consensual Relationships with Students:** Faculty, administrators, coaches, and other employees must avoid and refrain from romantic or sexual relationships, even if consensual, with students whom they teach, advise, or supervise (or whom they may teach or supervise in the future). The relationship between teacher, advisor, or mentor and student must be protected from influences or activities that can interfere with learning and personal development. In addition to creating the potential for coercion, any such relationship jeopardizes the integrity of the educational process by creating an actual or potential conflict of interest and may impair the educational environment for other students. Employees or students with questions about this policy are advised to consult with The Academy's Title IX Coordinator or Deputy.
- **False Claims:** Deliberately false or malicious reports under this Policy (as opposed to allegations found to be erroneous but made in good faith) are a serious offense subject to disciplinary action under this Policy.
- **Other Prohibited Conduct:** Other forms of misconduct, when gender-based, are Prohibited Conduct under this Policy, including but not limited to:
 - Sex offenses (other than those listed above) under applicable federal and state law.
 - Gender-based Hazing.

- Assisting another person in committing Prohibited Conduct.
- Gender-based threats or actions which inflict physical injury or emotional distress on others.
- Gender-based acts injurious or creating a risk of injury to a person under the age of 18.

Complainant: An individual who is alleged to be the person of Prohibited Conduct.

Consent: A knowing, voluntary and mutual decision among participants to engage in sexual activity, as discussed further in this policy.

Formal Complaint: A document submitted by a Complainant and bearing the Complainant's physical or digital signature, or otherwise indicating that the Complainant is the one filing the Formal Complaint, requesting that Summit Salon Academy investigate allegations of Prohibited Conduct. The Title IX Coordinator also may sign a Formal Complaint but does not become the Complainant by doing so. To file a Formal Complaint for Title IX Sexual Harassment, a Complainant must be an individual participating in or attempting to participate in Summit Salon Academy's education program or activity at the time a Formal Complaint is filed.

Hearing Officer: The individual responsible for conducting the Hearing, reaching a decision on responsibility, and assigning sanctions, if appropriate. The Hearing Officer may be an Academy employee or non-employee such as an external contractor or consultant. The Hearing Officer shall not be the Institution's Title IX Coordinator, Deputy, or the Investigator who investigated the matter that is the subject of the Hearing.

Informal Resolution Facilitator: The individual responsible for facilitating Informal Resolution. The Informal Resolution Facilitator may be an Academy employee or non-employee such as an external contractor or consultant.

Investigator: The individual responsible for conducting the investigation of alleged Prohibited Conduct. The Investigator may be Summit Salon Academy's employee or an external contractor. The Title IX Coordinator or Deputy may serve as the Investigator.

Party or Parties: Party refers to a Complainant or a Respondent. Parties refers to Complainant and Respondent collectively.

Prohibited Conduct: Prohibited Conduct includes Title IX Sexual Harassment and Community Standards Sexual Misconduct.

Respondent: An individual who has been reported to have engaged in any form of Prohibited Conduct.

Title IX Sexual Harassment: (a) Definition. Title IX Sexual Harassment is defined as conduct on the basis of sex that involves an employee of Summit Salon Academy conditioning the provision of an aid, benefit, or service of Summit Salon Academy on an individual's participation in unwelcome sexual conduct; or an individual engaging in unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to Summit Salon Academy's education program or activity. Title IX Sexual Harassment also includes the following:

- **Title IX Sexual Assault:** Title IX Sexual Assault includes the following:

- Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the alleged person.
 - The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the alleged person.
 - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **Title IX Dating Violence:** Violence, including sexual or physical abuse or the threat of such abuse, committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the alleged person; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship, (ii) the type of relationship, and (iii) the frequency of interaction between the persons involved in the relationship.
 - **Title IX Domestic Violence:** Violence committed by a current or former spouse or intimate partner of the alleged person, by a person with whom the alleged person shares a child in common, by a person who is cohabitating with or has cohabitated with the alleged person as a spouse or intimate partner, by a person similarly situated to a spouse of the alleged person under the domestic or family violence laws of Florida, or by any other person against an adult or youth alleged person who is protected from that person's acts under the domestic or family violence laws of Florida.
 - **Title IX Stalking:** 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. For purposes of this definition, (a) course of conduct means two or more acts, including, but not limited to, acts in which the alleged stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property; (b) reasonable person means a reasonable person under similar circumstances and with similar identities to the person; and (c) substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Jurisdiction. To constitute Title IX Sexual Harassment, the alleged misconduct must have occurred (i) in the United States, and (ii) in Summit Salon Academy's education program or activity, which is defined as locations, events or circumstances over which Summit Salon Academy exercised substantial control over both Respondent and the context in which the misconduct occurred, or any building owned or controlled by a student organization officially recognized by the Institution.

RETALIATION

Retaliation against an individual for participating in any way in a report, investigation, hearing, or other proceeding under this Policy is strictly prohibited. Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. No one may intimidate, threaten, coerce, or discriminate against any

individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. In evaluating whether retaliation has occurred, Summit Salon Academy may consider factors including, but in no way limited to whether the conduct in question constituted the exercise of rights protected under the First Amendment or was covered by another Institutional policy, including with respect to freedom of expression or academic freedom.

CONSENT

Pursuant to Florida law, affirmative consent is the standard used to determine whether sexual activity was consensual. For purposes of determining whether Prohibited Conduct has occurred, **Consent** is defined as an active, knowing, and voluntary exchange of affirmative words or actions, which indicate and effectively communicate a willingness to participate in a particular sexual activity. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement.

- Consent must be freely and actively given.
- Silence, the lack of resistance, or the lack of a negative response is not alone consent.
- A person, who is incapacitated by alcohol or drugs, whether voluntarily or involuntarily consumed, cannot give consent.
- A person who is asleep cannot give consent.
- Consent to one form of sexual activity does not indicate consent to another form of sexual activity.
- Neither past consent nor a past relationship indicates current or future consent.
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
- Consent can be withdrawn at any time.
- Coercion, force, or threat of either invalidates consent.

Consent must be freely and meaningfully given. Consent cannot be freely and meaningfully given if the person whose consent is needed is incapacitated, or if the consent is obtained by means of force or coercion. For purposes of this Policy:

Incapacitation is a state where someone cannot make rational, reasonable decisions due to a lack of capacity to give knowing consent (e.g., to understand the “who, what, when, where, why, and how” of the sexual interaction).

- Sexual activity with someone who is mentally or physically incapacitated (i.e., by alcohol or drug use, unconsciousness, or blackout) constitutes a violation of this Policy.
- A person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the consumption (voluntary or otherwise) of incapacitating drugs cannot give consent.
- Alcohol-related incapacity results from a level of alcohol ingestion that is more severe than impairment, being under the influence, drunkenness, or intoxication.
- In evaluating consent, The Academy will evaluate whether a reasonable sober person in the Respondent’s position knew or should have known that the person was incapacitated.

Force is the use or threat of physical violence or intimidation to overcome an individual’s freedom of will choose whether to participate in sexual activity. There is no requirement that a

Party resists the sexual advance or request, but resistance will be viewed as a clear demonstration of non-consent.

Coercion is the improper use of pressure to compel another to initiate or continue sexual activity against that individual's will. When a person makes clear a decision not to participate in a particular form of Sexual Contact or Sexual Intercourse, a decision to stop, or a decision not to go beyond a certain sexual interaction, continued pressure can be coercive. In evaluating whether coercion existed, The Academy will consider: (i) the frequency of the application of the pressure, (ii) the intensity of the pressure, (iii) the degree of isolation of the person being pressured, and (iv) the duration of the pressure.

Alcohol and Drugs impair a person's ability to engage in decision-making. Engaging in sexual activity while under the influence of alcohol or drugs can result in confusion or disagreement over whether consent was freely and clearly given. Therefore, it is especially important to be cognizant regarding the other person's level of intoxication before engaging in sexual activity and, in cases of doubt, it is prudent to refrain from such activity. A person's intoxication is never an excuse for violent or harassing conduct or for failing to obtain consent.

REPORTING

Any person may report possible Prohibited Conduct to the Title IX Coordinator or Deputy in person, by mail, by telephone, or by email. The Title IX Coordinator or Deputy will promptly contact the Complainant to discuss the availability of Supportive Measures and to explain the process for filing a Formal Complaint.

Complainants are encouraged, but not required, to proceed with a Formal Complaint. If the Complainant desires to proceed with a Formal Complaint, the Title IX Coordinator or designee will begin the Formal Complaint Processes. If the Complainant decides not to submit a Formal Complaint, the Title IX Coordinator or designee may sign a Formal Complaint when the Title IX Coordinator deems doing so is necessary to address the possible Prohibited Conduct, including to provide a safe and nondiscriminatory environment for all members of Summit Salon Academy's community. In deciding whether to sign a Complaint if the Complainant elects not to do so, the Title IX Coordinator or designee may, but is not required to, consider factors such as whether the conduct alleged included threats, violence, serial predation, or weapons. A Complainant is not required to submit a Formal Complaint to receive Supportive Measures.

Anonymous Reporting

Except for Authorized and Responsible Employees any individual may anonymously report allegations of Prohibited Conduct by telephone or email. Depending on the information provided, Summit Salon Academy's ability to act in response to an anonymous report may be limited.

Reports to Authorized and Responsible Employees

There may be instances when a student or employee discloses alleged Prohibited Conduct to an employee of Summit Salon Academy. Whether that disclosure constitutes actual notice to Summit Salon Academy, triggering its response obligations under this Policy, depends on the role of the employee to whom the disclosure is made, as follows:

Authorized Employees: A disclosure or report of Prohibited Conduct made to an Authorized Employee (regardless of whether the disclosure is made by the Complainant or a third party) constitutes a report to the Institution (*i.e.*, actual knowledge), triggering a response under this Policy. All Authorized Employees are required to promptly report disclosures of Prohibited Conduct to the Title IX Coordinator or Deputy, including all information that has been disclosed to the Authorized Employee, such as the names of those involved, the location of the incident, the alleged Prohibited Conduct, etc. The following individuals are Authorized Employees:

- Title IX Coordinator and Deputy
- President
- Admissions Director
- Placement Advisor
- Financial Aid Officer
- Office Manager

Responsible Employees: A disclosure or report of Prohibited Conduct made to a Responsible Employee (regardless of whether the disclosure is made by the Complainant or a third party) does not constitute a report to the Institution (i.e., is not “actual knowledge”) triggering a response under this Policy. Summit Salon Academy, as a matter of policy, requires Responsible Employees to promptly report disclosures of Prohibited Conduct to the Title IX Coordinator or Deputy, including all information that has been disclosed to the Responsible Employee, such as the names of those involved, the location of the incident, the alleged Prohibited Conduct, etc. Except for those expressly identified as confidential resources in this Policy, all employees are considered Responsible Employees.

All students and employees, even if not Authorized or Responsible Employees, are encouraged to report instances of possible Prohibited Conduct to the Title IX Coordinator or Deputy.

Privacy and Confidentiality

Summit Salon Academy respects the privacy of individuals involved in any report of alleged Prohibited Conduct, meaning the Title IX Coordinator and others responsible for carrying out this Policy will disclose information only as required to implement this Policy or by law. If a Complainant requests that a report of Prohibited Conduct remain confidential (*i.e.*, with the Complainant’s identity not being disclosed to the Respondent and an investigation not being commenced), the Title IX Coordinator or designee will evaluate that request in the context of Summit Salon Academy’s responsibility to provide a safe and nondiscriminatory environment for all members of its community. Summit Salon Academy may question an employee- Respondent about alleged Prohibited Conduct without disclosing the identity of the Complainant if it does not take disciplinary action against that Respondent without implementing the Formal Complaint Processes.

The Complainant is not required to file a Formal Complaint to receive Supportive Measures, but there may be instances when disclosing the Complainant’s identity is necessary to provide certain Supportive Measures (*e.g.*, where the Respondent would need to know the identity of the Complainant to comply with a no-contact order). Summit Salon Academy will maintain as confidential any Supportive Measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair its ability to provide the Supportive Measures.

Only certain professionals at Academy are legally required to keep information shared by an individual truly confidential, without reporting it to the Title IX Coordinator. Those confidential resources and support services.

EMERGENCY REMOVALS

If at any point following the receipt of a report of Prohibited Conduct, Summit Salon Academy determines that the Respondent poses an immediate threat to the physical health or safety of the Complainant or any other person(s), including the Respondent, Summit Salon Academy may temporarily remove the Respondent from any or all its programs or activities. The imposition of an Emergency Removal does not suggest a finding of responsibility for any Prohibited Conduct.

Before imposing an Emergency Removal, the administrative team will undertake an individualized safety and risk analysis concerning Respondent at the request of the Title IX Coordinator or designee. An Emergency Removal will be imposed only if the administrative team concludes that the threat to physical health or safety arises from the allegations of Prohibited Conduct and warrants the removal.

An Emergency Removal may involve the denial of access to some or all of Summit Salon Academy's campus facilities, academic programs, or other programs or activities. While Summit Salon Academy may provide alternative academic or employment opportunities during an Emergency Removal, it is not required to do so. Non-punitive actions taken as Supportive Measures do not constitute Emergency Removals.

The Title IX Coordinator or designee will notify Respondent of the terms imposed in connection with an Emergency Removal. The Respondent could challenge the Emergency Removal upon receipt of that notice. To challenge the Emergency Removal, Respondent shall submit an appeal via email to the Title IX Coordinator within three (3) calendar days from the date of the notice of Emergency Removal, explaining why Emergency Removal is not appropriate. In deciding the appeal, the Academy, may seek additional information from the Respondent or any other individual. The Emergency Removal will remain in place while the appeal is pending. The Academy shall issue a decision as soon as possible under the circumstances. The decision is final and not subject to further appeal.

Separate from the Emergency Removal process, the Title IX Coordinator may request that the Provost place an employee-Respondent on an administrative leave, with or without pay.

SUPPORTIVE MEASURES

Supportive Measures are non-disciplinary, non-punitive individualized services that may be provided to Complainants or Respondents upon request, when deemed by the Title IX Coordinator or designee to be appropriate and reasonably available. Supportive Measures may also be imposed at the initiative and in the sole discretion of the Title IX Coordinator or designee. Supportive Measures are available beginning at any time after the submission of a report of Prohibited Conduct. A Complainant may seek and be provided Supportive Measures prior to or without ever filing a Formal Complaint.

Supportive Measures are designed to restore or preserve equal access to Summit Salon Academy's educational programs and activities, without unreasonably burdening the other party. Supportive Measures may be of any duration and may be modified at the discretion of the Title IX Coordinator or designee, as circumstances warrant. Supportive Measures will be kept confidential to the extent doing so does not impair Summit Salon Academy's ability to provide them.

Supportive Measures may include, but are not limited to, the following:

- Extensions of deadlines or other course-related adjustments.
- Modification of work or class schedules.
- Mutual restrictions on contact between the Parties (*i.e.*, "no contact" orders).
- Changes in work locations.
- Leaves of absence.
- No Contact Orders.
- Escorts.
- Increased security and monitoring of certain areas; or

- Any other measures deemed appropriate by the Title IX Coordinator or designee to preserve equal access to Summit Salon Academy's programs and activities.

A student or employee's failure to abide by the terms of any Supportive Measure may result in discipline and, depending on the circumstances, could be deemed to constitute Retaliation.

FORMAL COMPLAINT PROCESSES

To commence Formal Complaint Processes, a Complainant must file a Formal Complaint with the Title IX Coordinator or Deputy. Alternatively, if the Title IX Coordinator or Deputy has received a report of Prohibited Conduct, but the Complainant elects not to submit a Formal Complaint or the Complainant is unknown, or for any other reason, the Title IX Coordinator or designee, has the discretion to sign the Complaint if the Title IX Coordinator, Deputy, or designee deems doing so is necessary to address Prohibited Conduct, including in order to provide a safe and nondiscriminatory environment for all members of its community. In doing so, the Title IX Coordinator, Deputy, or designee does not become the Complainant.

There is no time limit within which a Complainant must file a Formal Complaint. However, at the time a Formal Complaint is filed for Title IX Sexual Harassment, the Complainant must be participating or attempting to participate in Summit Salon Academy's programs or activities.

Pursuing a Formal Complaint does not preclude a Complainant from pursuing the filing of criminal charges. However, it is important to understand that the standard for criminal prosecution is different from that used in student and employee conduct proceedings. As a result, decisions rendered in either forum are not determinative of what will happen in the other.

If the Title IX Coordinator or Deputy receives Formal Complaints against more than one Respondent or by more than one Complainant against one or more Respondents, or by one Party against the other Party (i.e., "counterclaims"), where the allegations of sexual harassment arise out of the same facts or circumstances and are so intertwined that the allegations relate to all the Parties, the Title IX Coordinator or Deputy has the discretion to consolidate the Formal Complaints. If Formal Complaints are consolidated, all Parties must receive the same version of the written determination.

Written Notice

Upon the submission of a Formal Complaint, the Title IX Coordinator or Deputy will provide written notice to the Complaint and Respondent, if known, including the following:

- A copy of this Policy.
- Notice of the allegations of conduct that may constitute Prohibited Conduct, with sufficient detail for the Respondent to prepare a response before any initial interview, including, if known, the identities of the Parties involved and the date and location of the incident.
- Notice of option of Informal Resolution.
- The presumption that the Respondent is not responsible for the alleged Prohibited Conduct unless a determination of responsibility is reached at the conclusion of the Formal Resolution Process.
- Notice of the Parties' entitlement to an Advisor of their choice at any meeting, interview or other proceeding related to the Formal Complaint.
- The identity of the Investigator.
- Notice that the Parties may inspect, and review evidence gathered during the investigation.

- Notice that Summit Salon Academy prohibits knowingly making false statements or knowingly submitting false information during the Formal Complaint Processes.

If additional allegations of conduct that might constitute Prohibited Conduct are identified during the investigation and will be included in the Formal Complaint Processes, the Title IX Coordinator or Deputy will issue an updated notice.

Dismissal for Purposes of Title IX Sexual Harassment

If any of the following circumstances are met, the Title IX Coordinator or Deputy will dismiss the Formal Complaint for purposes of any form of Title IX Sexual Harassment:

- Even if proved, the misconduct alleged in the Formal Complaint would not constitute Title IX Sexual Harassment.
- The misconduct alleged in the Formal Complaint did not occur in Summit Salon Academy's education program or activity, which is defined as locations, events or circumstances over which Summit Salon Academy exercised substantial control over both Respondent and the context in which the misconduct occurred, or any building owned or controlled by a student organization officially recognized by Summit Salon Academy; or
- The misconduct alleged in the Formal Complaint is not alleged to have occurred in the United States.

Further, if any of the following circumstances are met, the Title IX Coordinator or Deputy may dismiss the Formal Complaint for purposes of any form of Title IX Sexual Harassment, in their sole discretion:

- Complainant notifies the Title IX Coordinator or Deputy in writing that Complainant wishes to withdraw the Formal Complaint or any allegation in it.
- Respondent is no longer enrolled or employed at Summit Salon Academy; or
- Specific circumstances prevent Summit Salon Academy from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegation.

The Title IX Coordinator or Deputy will promptly send notice of the dismissal, including the reasons for dismissal, to the Complainant and Respondent via email. The notice will advise the parties whether the Formal Complaint will proceed as possible Sexual Misconduct. Both the Complainant and Respondent may appeal any decision to dismiss the Formal Complaint for purposes of Title IX Sexual Misconduct by submitting a request for appeal to the Title IX Coordinator or Deputy by email within three (3) calendar days. The decision whether the matter will proceed as potential Sexual Misconduct is not subject to appeal.

Advisors

The Parties are entitled to identify an Advisor of their choice, who may accompany them to all investigative interviews, Hearings and other meetings or proceedings held in connection with a Formal Complaint ("Formal Complaint Process Proceedings"). An Advisor is a person who has agreed to provide support and advice to a Complainant or Respondent. The Parties are responsible for identifying their own Advisor if they wish to have one. Summit Salon Academy will maintain a list of employees who have agreed to serve as Advisors at no cost to Complainants or Respondents, whom the Complainant or Respondent may, but are not required to, contact to determine whether they are available for that purpose.

The Parties must have an Advisor for purposes of conducting cross-examination at the Hearing. If a Party has not identified an Advisor to accompany them to the Hearing for purposes of conducting cross-examination, Summit Salon Academy will provide one for that limited purpose.

Except when conducting cross-examination, Advisors may not speak aloud during any Formal Complaint Process Proceedings, including by addressing anyone other than the individual for whom they are an Advisor. The Advisor may confer with the individual whom they are advising quietly or by means of written notes. Parties may request a brief recess to consult with their Advisor, which may be granted at the sole discretion of the person conducting the Formal Complaint Process Proceeding. An Advisor whose presence is deemed by the person conducting the Formal Complaint Process Proceeding's sole discretion to be improperly disruptive or to be behaving in a manner inconsistent with Rules of Decorum established by Summit Salon Academy, will be required to leave and may be prohibited from participating in future Formal Complaint Process Proceedings.

While Summit Salon Academy may consider short delays in scheduling to reasonably accommodate an Advisor's availability, whether to grant such a request is in the sole discretion of Summit Salon Academy representative responsible for the event in question.

Informal Resolution

Informal Resolution presents the opportunity for the Complainant and Respondent to resolve allegations of Prohibited Conduct without an investigation or hearing. Participation in Informal Resolution in lieu of the Formal Resolution Process is voluntary and must be agreed upon by both parties. Informal Resolution is available only when a Formal Complaint has been filed and the Parties agree to its use in writing. Informal Resolution may be used only with the approval of the Title IX Coordinator or Deputy. Informal resolution is not available to resolve a student-Complainant's allegations that an employee has engaged in Title IX Sexual Harassment. Prior to initiating Informal Resolution, the Title IX Coordinator or Deputy will provide the Parties with written notice disclosing the allegations, the requirements of the process, the right to withdraw from Informal Resolution to pursue formal resolution, and any consequences of participation (e.g., as it relates to any subsequent formal resolution if Informal Resolution is not achieved).

Informal Resolution can be commenced at any point prior to the conclusion of the time for appeal under the Formal Resolution Processes. It is conducted by an Informal Resolution Facilitator appointed by the Title IX Coordinator or Deputy. The Complainant, Respondent, Title IX Coordinator, Deputy, or Facilitator may terminate the Informal Resolution at any time prior to its completion. If Informal Resolution is terminated, the Formal Resolution Process will promptly commence or resume, as appropriate.

Informal Resolution may take many forms as agreed to between the Complainant, Respondent and Title IX Coordinator or Deputy, including, but not limited to:

- **Mediation**: Mediation may involve the Complainant and Respondent being in the same or different rooms, but they will never be required to be in the same room. Mediation does not require an admission of responsibility for the Prohibited Conduct by the Respondent.
- **Restorative Justice**: Restorative Justice may involve the Complainant and Respondent being in the same or different rooms, but they will never be required to be in the same room. Restorative Justice typically requires an admission of responsibility for the Prohibited Conduct, or certain allegations, by the Respondent.

If the Informal Resolution is terminated such that the matter resumes the Formal Resolution Processes, documents and other information produced or exchanged during the Informal Resolution can be used in the Formal Process. Additionally, the Informal Resolution Facilitator may serve as a witness in the hearing.

The outcome of the Informal Resolution will be documented in an agreement or other form that is signed by both the Complainant and the Respondent.

The Informal Resolution process typically should be completed within thirty (30) calendar days of the Parties documenting their agreement to participate. That period may be extended at the discretion of the Title IX Coordinator or Deputy.

FORMAL RESOLUTION PROCESS

Summit Salon Academy strives to resolve Formal Complaints within a reasonable time after the submission of a Formal Complaint but balances its desire to achieve a prompt resolution with the need to conduct a thorough and complete investigation, which may delay that timeframe. Delays might also result from several factors, including but not limited to the appeal of a dismissal, impacts of concurrent criminal processes, or an attempt at Informal Resolution. The Title IX Coordinator or Deputy may extend the time for completion of the Formal Resolution Process as determined in the sole discretion of the Title IX Coordinator or Deputy.

At the discretion of the Title IX Coordinator or Deputy, possible violations of the Student Code of Conduct or other policies that occurred directly in connection with the alleged Prohibited Conduct may be, but are not required to be, addressed under the Formal Resolution Processes here in lieu of engaging in a separate decision-making process for those possible violations.

Investigation

The Title IX Coordinator or designee will also assess, pursuant to the standards on confidentiality discussed above, any request by the Complainant not to investigate.

The written notice will identify the Investigator. Either Party may object to the Investigator on the grounds of conflict of interest or bias for or against Complainants or Respondents generally, or the individual Complainant or Respondent, by submitting an objection to the Title IX Coordinator or Deputy in writing within three (3) calendar days of receipt of the issuance of the written notice. The Title IX Coordinator or Deputy, in their sole discretion, shall determine whether a different Investigator should be appointed.

The Investigator will investigate of the allegations in the Formal Complaint, and is responsible for interviewing the Parties and witnesses, and gathering relevant inculpatory and exculpatory evidence. The Investigator may not access, consider, disclose, or otherwise use records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the Complainant or Respondent, unless the Investigator obtains the Complainant's or Respondent's, as appropriate, voluntary written consent to do so.

All Parties will have an equal opportunity to identify witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence, for the Investigator. Parties will be provided with written notice of the date, time, and location of their interview, as well as who will be present, and the purpose of the investigative interviews. Parties may be accompanied by an Advisor of their choice at any investigative interview.

Investigation Report

The Investigator will prepare an investigation report summarizing all relevant evidence. The report will exclude all non-relevant evidence, as well as any evidence not subject to disclosure for reasons set forth herein (e.g., medical records the Party has not authorized for disclosure).

Prior to completing the investigation report, the Investigator will send to both Complainant and Respondent, and their Advisors, if identified, all evidence obtained as part of the investigation

that is related to the allegations raised in the Formal Complaint, regardless of whether it is anticipated that the evidence will be used at the hearing or in connection with any decision on responsibility. The Parties are strictly prohibited from disclosing or disseminating the evidence to any third parties, except their advisor, and from using it for purposes other than carrying out the Formal Resolution Processes. Complainant and Respondent will have ten (10) calendar days to provide a written response by email to the Investigator concerning the evidence to the Investigator, including identifying additional evidence for the Investigator's consideration prior to completing the investigation report. The response must be by the Party, not the Party's Advisor. A Party's response will be shared with the other Party.

After receipt of the Parties' responses concerning the evidence and at least ten (10) calendar days before the hearing, the Investigator will provide the Complainant and Respondent, and their Advisors, if identified, a copy of the investigation report. The Complainant and Respondent may, but are not required to, provide written responses to the investigation report. The Complainant and Respondent will have five (5) calendar days to submit a written response to the investigative report by email to the Investigator. Any response must be by the Party, not the Party's Advisor. A Party's response will be shared with the other party.

Hearing Notice

After the investigation report has been provided to the Parties and not fewer than five (5) calendar days before the hearing, the Title IX Coordinator or Deputy will issue a Hearing notice via email advising the Parties of the following:

- The date, time, and location of the Hearing.
- The specific charges of Prohibited Conduct subject to disposition at the Hearing and a brief description of the conduct resulting in the charges. In appropriate circumstances, such charges may include both Title IX Sexual Harassment and Community Standards Sexual Misconduct, as separate or alternative charges.
- The individual who will serve as the Hearing Officer; and
- That at the request of either party, the Hearing will take place with Parties located in separate rooms with technology enabling the parties to simultaneously see and hear the Party or witness answering questions. Requests for separate rooms must be submitted to the Title IX Coordinator or Deputy via email at least three (3) calendar days before the Hearing.

Any Party may challenge the appointment of the Hearing Officer for bias or conflict of interest by submitting a written objection to the Title IX Coordinator or Deputy via email within three (3) calendar days of the Title IX Coordinator or Deputy issuing the Hearing Notice. The Title IX Coordinator or Deputy, in their sole discretion, shall determine whether the Hearing Officer should be removed. Once the Hearing Officer is confirmed, the Title IX Coordinator or Deputy will provide the Hearing Officer with a copy of the investigation report.

Hearing

Hearings are governed by the procedures set forth below. The formal Rules of Evidence that may apply to any courtroom proceeding do not apply to Hearings conducted under this Policy.

The only individuals who may appear at a Hearing are the Complainant and Advisor, Respondent and Advisor, and witnesses called by the Hearing Officer. The Parties and their Advisors may be present throughout the Hearing, except for any recesses for which they are excused by the Hearing Officer. Witnesses are permitted to be present only when providing testimony. The Investigator, Title IX Coordinator, or Deputy may be present throughout the Hearing, as may other Academy representatives at the discretion of the Hearing Officer, Title IX

Coordinator, or Deputy. If a Party fails to attend a Hearing, the Hearing may be held in the Party's absence, at the discretion of the Hearing Officer.

Witnesses

At least three (3) days before the Hearing, the Hearing Officer will advise the Parties which witnesses will be requested to provide testimony at the Hearing. No later than two (2) calendar days after such notice, the Parties may request that additional witnesses be requested to be present at the Hearing. The request must be submitted to the Title IX Coordinator or Deputy in writing, including a brief description of why the information is relevant to the determination of responsibility. Whether or not to approve such request as potentially providing relevant information shall be in the sole discretion of the Hearing Officer. The Title IX Coordinator or Deputy will advise the requesting Party of the final decision. If the request is approved, the Title IX Coordinator or Deputy will advise the other Party as well.

Documents

All documentary evidence provided to the parties will be made available at the Hearing, as well as all evidence produced by the Parties in their response. The availability of such evidence does not suggest a determination on relevance, which shall be made by the Hearing Officer.

Relevance

The Hearing Officer is responsible for making all determinations of relevance as to witnesses, questions and documentary evidence presented at the Hearing. For purposes of this Policy, "relevant" means that the evidence is probative of any material fact.

Evidence that is not relevant will be excluded at the Hearing and may not form the basis for any decision by the Hearing Officer. Evidence that is duplicative of evidence already in the Hearing record may be deemed not relevant. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the alleged conduct or if the questions and evidence concern a specific incident of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Standard of Proof

The Hearing Officer will make decisions on responsibility using a preponderance of the evidence standard of proof.

Advisors at Hearings

The parties may be accompanied by their Advisor at the Hearing. The Advisor may not address the Title IX Coordinator, Deputy, Investigator, Hearing Officer, other Advisor, or any other individuals participating in the Hearing. The only exception is with respect to cross-examination as discussed below. Like the parties, Advisors are required to adhere to the Rules of Decorum applicable to Hearings. An Advisor who fails to do so may, at the sole discretion of the Hearing Officer, be required to leave the Hearing.

The parties shall inform the Title IX Coordinator or Deputy whether they will be accompanied at the Hearing by their Advisor of choice by no later than five (5) business days before the Hearing. If a party has not identified an Advisor, Summit Salon Academy will provide one for the sole purpose of conducting cross-examination as discussed below. The Parties may not conduct cross-examination themselves; cross-examination must be performed by an Advisor. If an Advisor is required to leave a Hearing for failure to adhere to the Rules of Decorum or for any other reason, the Hearing Officer shall recess the Hearing until Summit Salon Academy appoints an Advisor for purposes of cross-examination. Advisors provided by Summit Salon Academy will be adults with an understanding of the purpose of cross-examination but will not

be attorneys or have training commensurate to attorneys with respect to conducting cross-examination.

Hearing Procedures

The below procedures provide the general framework for any Hearing. The Title IX Coordinator, Deputy, or Hearing Officer may alter certain procedures as deemed appropriate in their sole discretion to aid in the equitable resolution of the matter.

Recording

The Hearing will be recorded by means of audiovisual technology. Recesses taken or approved by the Hearing Officer, including for the Hearing Officer to consult with the Title IX Coordinator, Deputy, Investigator, or any other Academy representative, will not be recorded.

Opening Statements

Each Party will have the opportunity to make a brief opening statement. The Parties will make statements themselves, not through their Advisor.

Parties

Generally, the Hearing Officer will hear from the Complainant first, followed by the Respondent. Each Party will have the opportunity to provide relevant evidence to the Hearing Officer. The Hearing Officer will ask relevant follow-up questions of each party. Each Party's Advisor will have the opportunity to ask cross-examination questions of the other Party. Advisors are reminded of the importance of adhering to the Rules of Decorum in cross-examining the Parties and any witnesses. Pursuant to the Title IX law, in cases of Title IX Sexual Harassment only, if a Party does not submit to cross-examination, the Hearing Officer must not rely on any statement of that Party in reaching a determination regarding responsibility, regardless of where, when or in what forum the statement was made. The Hearing Officer cannot draw an inference regarding responsibility based solely on a Party's absence from the Hearing or refusal to answer questions.

With respect to cross-examination, Advisors are limited to asking only relevant questions. The Hearing Officer will determine whether questions are relevant prior to the Party answering the question. If the question is deemed not relevant, the Hearing Officer will provide a brief explanation and the question will be precluded. The Hearing Officer's decision is not subject to challenge or objection during the Hearing.

Witnesses

A similar process and the same rules that apply to Parties will apply to the testimony of witnesses. Like the Parties, any witness may appear remotely, with technology allowing the Hearing participants to simultaneously see and hear the witness.

Pursuant to the Title IX law, in cases of Title IX Sexual Harassment only, if a witness does not submit to cross-examination, the Hearing Officer must not rely on any statement of that witness in reaching a determination regarding responsibility, regardless of where, when or in what forum the statement was made. The Hearing Officer cannot draw an inference regarding responsibility based solely on a witness's absence from the Hearing or refusal to answer questions.

The Investigator may be called as a witness. At the Hearing Officer's discretion, the Investigator may be asked to testify before the Parties to facilitate an efficient presentation of evidence.

Closing Statement

Each Party will have the opportunity to make a brief closing statement. The Parties will make any statements themselves, not through their Advisor.

Rules of Decorum

The following Rules of Decorum apply to parties, Advisors and witnesses participating in any Hearing. Individuals failing to follow the Rules of Decorum may be directed to leave the Hearing, at the Hearing Officer's sole discretion. Although the Hearing Officer may provide warnings or reminders of the Rules of Decorum before such removal, a pre-removal warning or reminder will not necessarily be provided depending on the nature of the conduct in question.

Expectations of Decorum

The following Expectations of Decorum are to be observed in the hearing and applied equally to all Parties, Advisors, and witnesses:

- Questions must be conveyed in a neutral tone.
- Parties and Advisors will refer to other Parties, witnesses, Advisors, and institutional staff using the name and gender used by the person and shall not intentionally mis-name or mis-gender that person in communication or questioning.
- No Party may act abusively or disrespectfully during the hearing toward any other Party, witness, Advisor, Hearing Officer, or person.
- While an Advisor may be an attorney, no duty of zealous advocacy should be inferred or enforced within this forum.
- The Advisor may not yell, badger, or physically "lean in" to a Party or witness's personal space. Advisors may not approach the other party or witnesses without obtaining permission from the Hearing Officer.
- The Advisor may not use profanity or make irrelevant ad hominem attacks upon a Party or witness. Questions are meant to be interrogative statements used to test knowledge or understand a fact; they may not include accusations within the text of the question.
- The Advisor may not ask repetitive questions. This includes questions that have already been asked by the Hearing Officer, the Advisor in cross-examination, or the Party or Advisor in direct testimony. When the Hearing Officer determines a question has been "asked and answered" or is otherwise not relevant, the Advisor must move on.
- Parties and Advisors may take no action at the hearing that a reasonable person in the shoes of the affected Party would see as intended to intimidate that person (whether Party, witness, or official) into not participating in the process or meaningfully modifying their participation in the process.

Hearing Outcome Letter

Within a reasonable time after the conclusion of the Hearing, the Title IX Coordinator or Deputy will provide the Hearing Outcome Letter via email to the Parties simultaneously.

The Hearing Outcome Letter will include:

- A description of the allegations that lead to the Hearing, as potentially constituting Prohibited Conduct.
- A description of the procedural steps taken from the receipt of the Formal Complaint through the determination.
- A statement of factual findings supporting the determination.
- A statement of the conclusions regarding the application of this Policy to the facts.
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility.
- An explanation of the disciplinary sanctions imposed on the Respondent, if any.
- A statement of whether remedies designed to restore or preserve equal access to Summit Salon Academy's education program or activity will be provided to the Complainant. Specific remedies will be identified in the Hearing Outcome Letter only to the extent those remedies

directly affect the Respondent. The Title IX Coordinator, Deputy, or designee is responsible for implementing such remedies.

- The procedures and permissible bases for the Complainant and Respondent to appeal.

The Hearing Outcome becomes final following the determination of the appeals, if any, or upon the date following the deadline for filing an appeal, if no appeal is pursued. No further appeals of any kind are permitted.

Sanctions and Remedies

Sanctions

If the Respondent is found responsible for any Prohibited Conduct, the Title IX Coordinator or Deputy will provide the Hearing Officer with the Respondent's prior conduct record for consideration in the Hearing Officer's assignment of a sanction or sanctions. The range of available sanctions includes:

- Students found responsible for committing Title IX prohibited conduct in violation of this Policy will likely receive a sanction ranging from written reprimand to expulsion, depending upon the severity of the incident and any previous violations of the Student Code of Conduct or this Policy. Faculty or staff found responsible for violating the prohibition against Title IX Sexual Harassment Sexual Misconduct will likely receive a sanction ranging from written reprimand to termination.
- Students found responsible for committing Other Sexual Misconduct or other misconduct prohibited under this Policy will likely receive a sanction ranging from written reprimand to expulsion, depending upon the severity of the incident and any previous violations of the Student Code of Conduct. Faculty or staff found responsible for violating the prohibition against Other Sexual Misconduct will likely receive a sanction ranging from written reprimand to termination.
- The Hearing Officer will sanction students found responsible for violations of the Student Code of Conduct not related to this Policy in accordance with sanctions used in the general Student Conduct Process.

For Community Standards violations, the Title IX Coordinator or Deputy may increase or decrease the recommended sanction guidelines listed above in the case of significant mitigating or aggravating factors. The Title IX Coordinator or Deputy also may include additional sanctions, educational or otherwise, in accordance with the general student conduct process.

Remedies

The Title IX Coordinator is responsible for the implementation of remedies designed to restore or preserve equal access to the Academy's education program or activity. While remedies might constitute Supportive Measures, they also might be in the form of Sanctions.

APPEALS

Either Party may appeal a determination of responsibility (or non-responsibility) as set forth in the Hearing Outcome by submitting a written appeal to the Title IX Coordinator or Deputy by email within five (5) calendar days of the Hearing Officer's issuance of the Hearing Outcome Letter. Appeals may be based on the following grounds:

- A procedural irregularity that affected the determination of responsibility.
- The existence of new evidence that was not reasonably available at the time of the Hearing that could affect the outcome of the matter; and
- The Title IX Coordinator, Deputy, Investigator, or Hearing Officer had a conflict of interest or bias for or against Complainants or Respondents generally, or the individual Complainant or Respondent, that affected the outcome of the matter.

Appeals may also be based on the dismissal of a Formal Complaint alleging Title IX Sexual Harassment. The appeal must be in writing and clearly explain the basis for the appeal. If the appeal is from the outcome of a Hearing, the Parties shall have access to the record of the Hearing to prepare their appeal upon written request to the Title IX Coordinator or Deputy. Upon receipt of an appeal, the Title IX Coordinator or Deputy will notify the other Party that the appeal has been filed, permitting the Party three (3) calendar days to provide a response. The Party's response will be provided to the appealing party, but no further exchange of positions is permitted.

The Title IX Coordinator or designee will determine whether the appellant has presented one of these three grounds for appeal. If the appeal letter(s) does not present grounds for appeal, the appeal will be denied, and the matter will be closed, and this decision is final.

The Appeal Officer may decide that the appeal is not valid. In this case, all sanctions will remain in place. If the Appeal Officer finds that the appeal is valid, they may send it for a new hearing or recommend adjustments in sanctioning.

The Parties may challenge the appointment of the Appeal Officer for bias or conflict of interest by submitting a written objection to the Title IX Coordinator or Deputy via email within three (3) calendar days of the Title IX Coordinator or Deputy issuing the notice. The Title IX Coordinator or Deputy, in their sole discretion, shall determine whether a new Appeal Officer should be identified.

The Title IX Coordinator or designee will forward the appeal and the other Party's response to the Appeal Officer. The Appeal Officer will evaluate the appeal on the written record and recording of the Hearing, and may seek input from the Title IX Coordinator, Deputy, Investigator, or Hearing Officer as deemed appropriate in the Appeal Officer's sole discretion.

For appeals from a Dismissal, the Appeal Officer will typically issue a written decision on the appeal, including the result and a brief rationale, within a reasonable time after the Appeal Officer's receipt of the appeal materials.

For appeals from a Hearing Outcome, the Appeal Officer will typically issue a written decision on the appeal, including the result and a brief rationale, within a reasonable time after the Appeal Officer's receipt of the appeal materials. If the Appeal Officer determines that:

- A procedural irregularity affected the outcome of responsibility, then send it back for a new investigation or hearing.
- New evidence exists that was not reasonably available at the time of the Hearing that could affect the outcome of the matter, then send it back for a new hearing before the same Hearing Officer.
- The Title IX Coordinator, Deputy, Investigator, or Hearing Officer had a conflict of interest or bias for or against Complainants or Respondents generally, or the individual Complainant or Respondent, that affected the outcome of the matter, then send it back for a new investigation or hearing before a new investigator or Hearing officer.

The Appeal Officer's decision is final. No further appeals are permitted.

COMPLIANCE WITH SANCTIONS AND ACCOMMODATIONS

At the conclusion of the complaint process, including any appeals, the Title IX Coordinator or Deputy will be responsible for facilitating compliance with all assigned sanctions, and to take any other measures, such as additional awareness and prevention programming, which the Title IX Coordinator or Deputy determines to be appropriate to further the purpose of this Policy.

IMPORTANT CONTACT INFORMATION

Drug and Treatment

Drug & Alcohol Treatment Assoc.	1-866-684-6303
Council on Alcoholism & Drug Dependence	1-855-886-5620
Sexual Assault Trauma Resource Center (National)	1-800-656-4673
National Domestic Violence Hotline	1-800-787-3224
Domestic Violence & Rape Crisis Hotline	1-800-323-4673

STUDENT RIGHT TO KNOW

Graduation, Licensure, and Placement Rates

NOTE: Statistics below are from the 2020 ACCSC Annual Report.

Barber 11 Month Program

Graduation: 91% or 10 of the 11 students in the full-time barber program enrolled between 12/01/2017 to 11/30/2018 graduated. The remaining 1 student dropped to pursue another career.

Placement: 90% or 9 of the 10 graduates available for placement reported finding jobs in the barber industry.

Licensure: Of the 10 graduates, 8 reported back with exam results. 100% or 8 of the 8 reporting graduates passed the state board exam.

Barber 20 Month Program

Graduation: 50% or 1 of the 2 students in the part time barber program enrolled between 10/01/2016 to 09/30/2017 graduated. The remaining 1 student dropped to pursue another career. One student was excluded from the calculation due to transferring to another program within the academy.

Placement: 100% or 1 of the 1 graduate available for placement reported finding a job in the barber industry.

Licensure: No exam results were reported for this program.

Cosmetology 11 Month Program

Graduation: 82% or 54 of the 66 students in the full-time cosmetology program enrolled between 12/01/2017 to 11/30/2018 graduated. Of the remaining 12 students, 12 dropped to pursue another career. One student was excluded from the calculation due to transferring to another program within the academy.

Placement: 83% or 45 of the 54 graduates available for placement reported finding jobs in the cosmetology industry.

Licensure: Of the 54 graduates, 43 reported back with exam results. 88% or 38 of the 43 reporting graduates passed the state board exam.

Cosmetology 20 Month Program

Graduation: 61% or 11 of the 18 students in the part time cosmetology program enrolled between 10/01/2016 to 09/30/2017 graduated. Of the remaining 7 students, 7 dropped to pursue another career.

Placement: 64% or 7 of the 11 graduates reported finding jobs in the cosmetology industry.

Licensure: Of the 11 graduates, 7 reported back with exam results. 100% or 7 of the 7 reporting graduates passed the state board exam.

Full Specialist 8 Month Program

Graduation: 100% or 9 of the 9 students in the part time full specialist program enrolled between 04/01/2018 to 03/31/2019 graduated.

Placement: 88% or 7 of the 8 graduates available for placement reported finding jobs in the full specialist industry. One graduate was excluded from the calculation due to furthering their education.

Licensure: 100% of the graduates passed the academy's final exam.

Skin Care Specialist 6 Month Program

Graduation: 96% or 24 of the 25 students in the full-time skin care specialist program enrolled between 07/01/2018 to 06/30/2019 graduated. The remaining 1 student dropped to pursue another career.

Placement: 88% or 21 of the 24 graduates available for employment reported finding jobs in the skin care industry.

Licensure: 100% of the graduates passed the academy's final exam.

Skin Care Specialist 8 Month Program

Graduation: 100% or 7 of the 7 students in the part time skin care specialist program enrolled between 04/01/2018 to 03/31/2019 graduated.

Placement: 71% or 5 of the 7 graduates available for employment reported finding jobs in the skin care industry.

Licensure: 100% of the graduates passed the academy's final exam.

NOTE: Graduation rates disaggregated by gender, major racial and ethnic subgroup, recipients of a Federal Pell Grant, recipients of a subsidized Stafford Loan who did not receive a Pell Grant and students who did not receive either a Pell Grant or subsidized Stafford Loan can be found at <http://nces.ed.gov/collegenavigator/>.

CONSTITUTION DAY

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

STATE LICENSURE RECIPROCITY DISCLOSURE

Summit Salon Academy will provide the program of study that meets minimum curriculum requirements as prescribed by the state of Florida.

For states outside of Florida: the institution has not made a determination on whether the program meets other states' educational/licensure requirements.

Information regarding other states requirements can be found at the following link:

<https://www.beautyschoolsdirectory.com/faq/license-requirements>

Summit Salon Academy does not provide training or activities out-of-state. All programs offered at the institution lead to professional licensure in the state of Florida. All students, including those who live in bordering states, are notified prior to enrollment that education received at Summit Salon Academy follows the Florida Council on Independent Education regulations which requires:

Program	Hours of Education
Cosmetology	1500 hours
Barber	1200 hours
Full Specialist	600 hours
Skin Care Specialist	700 hours

The institution makes information available to students and applicants regarding the hour requirements in other states via <https://www.beautyschoolsdirectory.com/faq/license-requirements> and recommend that all applicants and students familiarize themselves with the comparison of other states' regulations and hours required for licensure, as applicable. If a student needs additional assistance with determining requirements for other states, they can seek the assistance of the Academy's Director of Education.

Additionally, the Transfer Policy indicates that Summit Salon Academy does not guarantee transferability of credits earned to any other institution." Per the transfer policy in the catalog, our curriculum has not been reviewed for compliance with other states' professional licensure requirements.