CONSUMER INFORMATION

TAA will be used in lieu of Taylor Andrews Academy throughout this document of consumer information and disclosures.

FACILITIES & SERVICES AVAILABLE TO STUDENTS WITH DISABILITIES

TAA does not discriminate on the basis of age, race, color, sex, disability, sexual orientation, or national origin. The Corporate Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. Reasonable accommodations may be requested. Any qualified individual person in regards to admissions with a disability that will be requesting individual accommodation must meet with the TAA Corporate Director so that we may proceed with the best action plan that best meets the individual's needs. Outside training may be required for students with language barriers prior to admission. All courses at TAA are taught in English.

VACCINATION POLICY

TAA does not require any vaccinations; however, we encourage good health practices and encourage our students and staff to see their personal physician on regular basis and to seek their physicians' advice on vaccinations.

SEXUAL HARASSMENT POLICY

TAA has zero tolerance for any type of harassment including but are not limited to, sexual harassment, verbal abuse, bullying, or physical violence.

VOTER REGISTRATION

The Department of Education requires males of age 18 and above to be registered voters in order to receive Federal Funding. To register you may register:
Online at http://elections.utah.gov (the financial aid office will be glad to assist you) or In-Person at the county clerk's office

EMERGENCY RESPONSE/EVACUATION PROCEDURES/TIMELY WARNING

The following are procedures used to notify TAA students and staff of a dangerous situation on the Schools' campus. Every staff member has received training on how to handle an emergency such as a lock down situation and/or evacuation of the building.

Every staff member will make sure all students follow instructions. Any staff member can initiate an alert. The Director/or person in authority will notify the police of the situation. Evacuation routes are posted in the students break room and are filed in our NACCAS book and our Operations Manual. All emergency responses and evacuation procedures will be tested annually with mock scenarios.

The Director or person in charge will be responsible to send out a timely warning to the staff and student body in the form of telephone page, email, text, or social media. More detailed information on this and all our safety procedures are available in the schools procedural manual, and a copy may be requested in writing to the Student Service Director.

FIRE SAFETY REPORT

Since TAA does not have on campus housing this report is non-applicable; however we do everything in our power to keep our campus safe with regular fire safety and health department inspections.

FIRE LOG

Since TAA does not have on campus housing this report is non-applicable. There has been no fire related incidents.

CRIME LOG

Since TAA does not have on campus housing this report is non-applicable; however, TAA does keep a log in the Student Service Directors office and all crime is reported, logged and depending upon the severity is a student may be suspended or terminated immediately from TAA and may or may not be able to return.

MISSING PERSON NOTIFICATION

Since TAA does not have on campus housing this report is non-applicable; however, TAA staff is very aware of the student's attendance habits. Students are asked to give permission to TAA to allow us to contact someone in the event the student has been missing from school and has not indicated to a staff member that they will not be in attendance.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA POLICY

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Access to Files Policy/FERPA

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the Academy receives a request for access.

A student should submit to the Director of the Academy a written request that identifies the record(s) the student wishes to inspect. The Director will make arrangements for access and notify the student of the time and place where the records may be inspected. All record reviews will be scheduled during regular school hours under appropriate supervision. If the records are not maintained by the Academy official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the Academy to amend a record should write to the Director of the Academy, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the Academy decides not to amend the record as requested, the Academy will notify the student in writing of the decision within 14 days of receipt of the written request and the student's right to appeal the Academy's

decision regarding the request for amendment. The student must submit a request for appeal in writing to the Director of the Academy providing all reasons and supporting documentation why further consideration should be made. The Academy will notify the student in writing of the appeal decision within 14 days of receipt of the written request. This decision is final.

3. The right to provide written consent before the Academy discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The Academy discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests, such as:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- A person or company with whom the Academy has contracted as its agent to provide a service instead of using Academy employees or officials (such as an attorney, auditor, or collection agent);
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations; specifically NACCAS
- Judicial orders or lawfully issued subpoenas;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law; and
- A student serving on an official committee, such as a disciplinary or grievance committee, assisting another school official in performing his or her tasks.

Each third party request for educational records requires the student's written consent be provided to the Director of the Academy and include the following:

- Specify the records to be disclosed;
- State the purpose of the disclosure;
- Identify the party or class of parties to whom the disclosure is to be made;
- The date;
- The signature of the student whose record is to be disclosed;
- The signature of the custodian of the educational record.

Within the Academy the following directory information may be disclosed without student consent:

- Student First and Last Name or Student ID;
- Program of Attendance; and
- Honors, Awards and/or Recognitions

If a student does not want the Academy to disclose directory information without prior written consent, the student must notify the Director of the Academy in writing by the fifth business day after the start of the program.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Academy to comply with the requirements of FERPA. The name and address of the Office that administers Family Policy Compliance is: Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

TRANSFER OF CREDIT

A student who wishes to transfer to the school must submit proof of withdrawal from a previous institution before being accepted to TAA. These documents will be reviewed by both the Student Service Director and Financial Aid Director. Student will be notified if all or part of the clock hours will be accepted and notified if they will be subject to theory and/or practical evaluations in order to place them in the correct area to continue their education at TAA.

STUDENT RIGHT TO KNOW ACT

NACCAS 2015 Annual Outcome Rates (Orem & West Jordan)

Completion Rate: 72.73%
Licensure Rate: 98.81%
Placement Rate: 67.71%

WEST JORDAN

Graduation Rate: 64%
Retention Rate: 76%
Transfer Out Rate: 1%

OREM

Graduation Rate: 63%
Retention Rate: 93%
Transfer Out Rate: 2%

PLACEMENT IN EMPLOYMENT

The school does not guarantee any employment; however will assist in placement by providing assistance with creating a resume, portfolio, professional appearance guidelines, job referrals and follow-up, assisting students in making contacts with salons, and by posting job bulletins in the students lounge.

There are many career opportunities available within the beauty industry. These would include, but are not limited to Hairstylist, Barber, Platform Artist, Sales Representative, Educator, Nail Technician, Esthetician, Master Esthetician, Medical Assistant, Electrology, Make-Up Artist, Laser Technician, and Salon/Spa Director.

WITHDRAWAL AND REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these case's he/she shall be entitled to a refund of all monies paid to the school less the application fee in the amount of $50.
4. A student notifies the institution of his/her withdrawal in writing.

5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. The school expels a student. (The institution will determine unofficial withdrawals by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

Percent of Scheduled Time Enrolled to Total Course/Program	Total Tuition School Shall Receive/Retain
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the students last date of attendance. Termination or expulsion will occur no more than 14 days from the last day of physical attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid. Students who withdraw or terminate prior to course completion are charged a cancellation or withdrawal fee of $100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. Collection procedures shall reflect ethical business practices. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing Taylor Andrews Academy clearly acknowledge the existence of the Withdrawal Policy. In the event of any default, the student agrees to pay all reasonable attorney fee and costs of collection of the extent permitted by law. All fees are identified in the catalog and in this enrollment agreement.

RETURN TO TITLE IV POLICY

If a Title IV financial aid recipient withdraws prior to course completion by way of; notification of withdrawal from a student, termination after no more than 14 days of absence from the last day of physical attendance, notification by a student on a leave of absence that s/he will not be returning, or if the student fails to notify the school that s/he is withdrawing, and has not attended for 14 days, a formal termination shall go into effect. At this time a calculation for the return of Title IV funds will be completed and if applicable returns by the Academy shall be paid within 45 days, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional Student financial assistance programs; and last to the Student. Taylor Andrews must disburse any Title IV grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew, and disburse any loan funds a student accepts within 180 days of that date.

Taylor Andrews Academy is required to calculate how much federal aid may be retained or disbursed for a student who withdraws from school. This calculation is referred to as 'Return to Title IV' (R2T4). The calculation of Title IV funds earned by the student has no relationship to the student's tuition and fees that may be owed to the school. The school has 45 days from the date the school determines the student withdrew to return all unearned funds for which it is responsible.

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law and offered at Taylor Andrews are: Federal Pell Grants, Direct Loans and Direct PLUS Loans.

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period or period of enrollment (Taylor Andrews Academy can define these for you and tell you which one applies), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or Taylor Andrews or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by Taylor Andrews Academy and/or you.

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

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post withdrawal disbursement includes loan funds, Taylor Andrews Academy must get your permission before it can disburse funds and must disperse within 180 days of the withdrawal date. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Taylor Andrews Academy may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). Taylor Andrews Academy needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds and the school must disburse funds within 45 days of the withdrawal date. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

Taylor Andrews Academy may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). Taylor Andrews Academy needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not

give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

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

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

Taylor Andrews Academy must return this amount even if it didn't keep this amount of your Title IV program funds.

If Taylor Andrews Academy is not required to return all of the excess funds, you must return the remaining amount.

Any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

*Example of R2T4. Institutional charges are $8,000 for a nonterm based program that spans two payment periods of 450 clock hours each. The school chooses to calculate the treatment of Federal Student Aid funds on a payment period basis. A student withdraws in the first payment period. The prorated amount of institutional charges for each payment period is $4,000. However, the school has retained $5,000 of the Federal Student Aid funds for institutional charges [$4,000 for the prorated portion of the tuition and $1,000 for books and supplies for the entire period of enrollment] for the payment period. Therefore, the institutional charges the school must use in the Return calculation for the payment period are $5,000.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Taylor Andrews Academy may also charge you for any Title IV program funds that they are required to return. If you don't already know Taylor Andrews Academy's refund policy, you should ask them for a copy. We can also provide you with the requirements and procedures for officially withdrawing from school. If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov. For information regarding financial aid, contact the financial aid representative at your campus location. For West Jordan inquiries please contact Teriann at 801-748-2288. For Orem inquiries please contact Aubrey at 801-655-0797

SAP-Satisfactory Academic Progress

The Satisfactory Academic Progress Policy is consistently applied to all full-time and part-time students enrolled in the program whether participating in Title IV programs or not. The SAP Policy is printed in the catalog to ensure

that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. Students can request at any time access to their satisfactory progress evaluation results.

Evaluation Periods

Students are evaluated for Satisfactory Progress periodically through the program. Evaluations will determine if the student has met the minimum requirements for satisfactory progress. In addition to SAP evaluations, students will also receive monthly progress reports advising them on their status as of the current month. Written Evaluations are given to every student at the end of the evaluation period and will notify the student of any results that impact their eligibility for Title IV funds. The first evaluation will occur no later than the mid-point of the program. Evaluation periods are based on actual hours completed.

Course Evaluation Periods are as follows:

- Cosmetology/Barber- 450hr/900hr/1250hr
- Barber- 450hr/900hr
- Hair Design- 450hr/900hr
- Esthetics (Basic)- 300hr
- Esthetics (Master)- 450hr/900hr
- Nail Technology- 150hr

Attendance Progress Evaluations

Students are required to attend a minimum of 80% of the hour's possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage as of the last day of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame

The maximum time (which does not exceed 125% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

Cosmetology/Barbering

- Cosmetology/Barbering 20 New Talent followed by 33.75 (Full time - 1600 Hours) = 66 Weeks or 2000 Hours
- Cosmetology/Barbering 20 New Talent followed by 27 (Full time - 1600 Hours) = 78 Weeks or 2000 Hours
- Cosmetology/Barbering 20 New Talent followed by 24.5 (Full time – 1600 Hours) = 85 Weeks or 2000 Hours
- Cosmetology/Barbering 20 (Part time – 1600 Hours) = 100 Weeks or 2000 Hours

Barber

- Barber 20 New Talent followed by 33.75 (Full time - 1000 Hours) = 41 Weeks or 1250 Hours
- Barber 20 New Talent followed by 27 (Full time - 1000 Hours) = 49 Weeks or 1250 Hours
- Barber 20 New Talent followed by 24.5 3 (Full time – 1000 Hours) = 53 Weeks or 1250 Hours
- Barber 20 (Part time – 1000 Hours) = 63 Weeks or 1250 Hours

Nail Technology

- Nail Technology 20 (Part time – 300 Hours) = 19 Weeks or 375 Hours

Hair Design

- Hair Design 20 New Talent followed by 33.75 (Full time – 1200 Hours) = 50 Weeks or 1500 Hours
- Hair Design 20 New Talent followed by 27 (Full time - 1200 Hours) = 59 Weeks or 1500 Hours
- Hair Design 20 New Talent followed by 24.5 (Full time – 1200 Hours) = 64 Weeks or 1500 Hours
- Hair Design 20 (Part time – 1500 Hours) = 75 Weeks or 1500 Hours

Basic Esthetics

- Esthetics (Basic) 20 New Talent followed by 33.75 (Full time – 600 Hours) = 28 Weeks or 750 Hours
- Esthetics (Basic) 20 New Talent followed by 27 (Full time - 600 Hours) = 31 Weeks or 750 Hours
- Esthetics (Basic) 20 New Talent followed by 24.5 (Full time – 600 Hours) = 33 Weeks or 750 Hours
- Esthetics (Basic) 20 (Part time – 600 Hours) = 38 Weeks or 750 Hours

Master Esthetics

- Esthetics (Master) 20 New Talent followed by 33.75 (Full time – 1200 Hours) = 50 Weeks or 1500 Hours
- Esthetics (Master) 20 New Talent followed by 27 (Full time - 1200 Hours) = 59 Weeks or 1500 Hours
- Esthetics (Master) 20 New Talent followed by 24.5 (Full time – 1200 Hours) = 64 Weeks or 1500 Hours
- Esthetics (Master) 20 (Part time – 1200 Hours) = 75 Weeks or 1500 Hours

Students who exceed the maximum time frame agree to pay extra instructional charges of $12 an hour for each hour needed to complete requirements beyond the calculated completion date, which is based upon an 80% standard attendance rate. Transfer hours from another institution that are accepted toward the students' educational program, are counted as both attempted and completed hours for the purpose of determining when maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

Academic Progress Evaluations

Students are required to maintain a cumulative 80% in Academics at the end of the evaluation period to be considered maintaining Satisfactory Academic Progress. Students are given written tests and a minimum number of practical experiences. Written tests are evaluated after Launch and Salon Life, as well as all theory tests. For practical work, students are given a monthly student passport, which consists of several clinical practical applications. These clinical services are pass or fail based upon the criteria for grading practical work. If a service is failed, the student has the opportunity to correct a mistake for a passing score. At the end of the month, the student will be given a grade percentage based upon the number of services completed against the total number of services required on the grid. Students are required to turn their grid in by the 25th of each month regardless of whether the grid is completed. Grades will then be recorded and what the student got is their score for the month. We do not allow grids to be made up. At the end of the second evaluation period, the student must have an 80% or higher to continue to receive Title IV funds.

Grading Scale

90-% - 100% A	89% - 85% B	80% - 84% C	79%- Below Failing

Determination of Progress Status

Students meeting the minimum requirements for academics (80%) and attendance (80%) at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. If a student is not

meeting minimum requirements, they may be placed on financial aid warning or financial aid probation depending on the case of the situation and the program they are in.

SAP Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on a SAP Warning and may continue to receive assistance under the Title IV programs for one payment period despite the determination that they are not making satisfactory progress. At the end of the payment period the student must meet the schools satisfactory progress standard to continue to qualify further for Title IV program funds. If they fail to meet the school's satisfactory progress, they can appeal and await a decision.

SAP Probation

Students who fail to meet minimum requirements for attendance or academic progress following a payment period in which a student was on a SAP warning, the school will place the student on SAP probation if the student prevails upon appeal and will disburse Title IV program funds for one payment period to the student if the Financial Aid Office evaluates the student and determines that the student should be able to make satisfactory progress during the subsequent payment period. Taylor Andrews will develop an academic plan, that if followed will ensure that the student is able to meet the institutions SAP requirements by a specific point within maximum timeframe for the individual student. If a student does not make satisfactory progress at the end of the payment period, they will not be allowed to receive Title IV program funds for the subsequent payment period.

Students who do not achieve the minimum standards are no longer eligible for Title IV, HEA program funds, if applicable, unless the students is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

SAP Appeals

If a student is determined to not be making satisfactory progress after SAP warning they can appeal the determination. The student must immediately submit a written appeal to the school's Financial Aid Office with supporting documentation of the reasons why the determination should be reversed, why they failed to make satisfactory progress and what has changed in their current situation that will allow them to demonstrate satisfactory progress at the next evaluation period. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, they will be placed on financial aid probation. It must be determined that that satisfactory academic progress standards can be met by the end of the subsequent evaluation period. If the student does not prevail, they will be terminated from the Academy. Students may appeal based upon death of a relative, an injury or illness of the student, or other allowable special circumstances

Financial Aid Ineligibility

Students who fail to meet minimum requirements for attendance or academic progress after financial aid probation are deemed ineligible to receive Title IV funds. Additionally, all loans go into repayment immediately. At this point, the student will be offered a financial plan to finish the balance owed to the Academy to remain enrolled. All decision will be made at the school discretion.

Re-establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the evaluation period.

Interruptions, Course Incompletes, Withdrawals, or Transfer credits

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and max time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Transfer credit hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

Re Entry

Students who are dropped or withdrawn from the Academy have an option to reenter. A student must submit all applicable documents on the Re Entry form to the Academy Director. The decision will be made on a case-by-case basis. If approved the students will return to Taylor Andrews Academy in the same status that the student left (tests, grids, attendance %).

Noncredit and Remedial Courses

Noncredit and Remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

Leave of Absence

Taylor Andrews Academy prides itself in preparing the students for a real-life work experience during training. Therefore, to take a leave of absence, a student must request a leave of absence form from the Academy Director and submit in writing the reason for the requested leave at least one week in advance unless for reasons of unforeseen circumstances. The Academy Director in conjunction with the Board of Directors will review the request for the Leave. *Please note that the Academy does not have to grant a leave of absence.* The minimum leave of absence is 14 days and the maximum leave of absence time cannot exceed 180 days. The student will need to work with the Academy Director if a leave will need to be extended. This will depend on the amount of time remaining and a case-by-case basis.

Should the Academy grant a Leave of Absence, each day of the authorized leave, must be taken in succession. If a student goes over the contracted leave policy, they will be withdrawn from school and lose their Title IV Funding. Should a student wish to return, they must re-enroll at the current tuition rate and reapply for Title IV Funding. Financial obligations must be met during a Leave of Absence to remain in good standing with the school. An authorized Leave of Absence will extend the contract period and maximum time frame by the same number of days taken in the leave of absence. The student will be allowed to return to school and continue where they left off in their training.

The following criteria will be used to base a decision on whether management will approve a student's request for a leave of absence:

1. Temporary disability
2. Medical reasons deemed necessary by a physician
3. Charitable Sabbatical
4. Maternity Leave

The Academy and Corporate Directors will review exceptional and emergency medical conditions individually on a case-by-case basis. Their decision will be final.

DRUG & ALCOHOL-FREE SCHOOL & WORKPLACE PROGRAM

TAA prides itself on providing a drug and alcohol free environment. We recognize that substance abuse is a threat to the safety, health and job performance of its employees and students. At TA, the illicit use of drugs and/or alcohol by staff or students is strictly prohibited. Also, the manufacture, distribution, dispensation, possession, sale, purchase, offer to buy or sell, or use of alcohol, illegal drugs or related paraphernalia are the illegal use of any drugs (including the misuse of prescription drugs) at TA or while engaged in the course curriculum is strictly prohibited.

The Academy also prohibits such conduct during non-curriculum time to the extent that, in the judgment of TA, it impairs a student's or staff member's ability to progress through the curriculum, threatens the reputation and/or integrity of the Academy or violates the law. Any student or staff member who violates this policy is subject to suspension, legal sanctions and/or termination from school or work. Drug and/or alcohol testing may be requested at the expense of the student or employee if the person is suspected of illicit drug or alcohol usage. Reasonable suspicion means tests may be required if there is any of the following: Observable (actual use, possession, odors, abnormal behavior or physical characteristics; or a drug-related investigation, arrest or conviction or an investigation of theft).

Any student or staff member who has illegal possession or engages in the illicit use of drugs or alcohol is also subject to criminal prosecution. TA will refer violators to the appropriate authorities for investigation and will be immediately removed from duty or class and subject to disciplinary action up to and including termination.

Students or staff members who use prescription drugs should follow the prescribing physician's directions for use and all prescriptions are to be kept in the prescription bottle with the appropriate name of the user. If use of a prescription drug may impair your performance or affect safety while performing course-related services, you should notify a Director immediately so the Academy can take whatever action it finds appropriate to protect your safety and that of other students and clients. Any staff member or student who violates this policy is subject to suspension or expulsion from the program.

In regards to alcohol, as a condition of employment, or enrollment staff members and students are held to the same policy. For an employee or student to use alcohol, while on TAA time or on TAA business, or to report to work or attend class under the influence of alcohol is grounds for termination. A student or employee is considered to be in violation of this policy when he or she is working or attending class and has a breath, blood or urine alcohol result greater than or equal to .04%. A prospective employee or student applicant who has a positive test or "refusal to test" will not be further considered for employment.

TAA is required to provide information to its students, and employees to prevent drug and alcohol abuse. The school is required to review its program once every two years to determine its effectiveness and to ensure that its sanctions are being enforced. This material must be distributed annually and must be distributed to any new students and employees.

In compliance with federal regulations for a drug-free workplace for students and employees, students convicted for any offense, during a period of enrollment for which the student was receiving Title IV funds, under any federal or state law involving possession or sale of illegal drugs will result in the loss of eligibility for any Title IV assistance. The chart below illustrates the period of ineligibility for Title IV funds.

OFFENSE	POSSESSION OF ILLEGAL DRUGS	SALE OF ILLEGAL DRUGS
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3+ offenses	Indefinite period	Indefinite period

The use of illicit drugs and alcohol can cause numerous health issues. For more information about the effect of alcohol and drug abuse, please visit www.drugfree.org. For descriptions of health risks, please visit: www.health.utha.gov, www.drugabuse.gov, or www.dsamh.utah.gov. For descriptions of applicable legal sanctions under state, local, and federal law, please visit: www.utah.gov or www.utcourts.utah.gov.

Definitions

"Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

"Alcohol Use" means the drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.

"Alcohol Testing" means to be tested by a certified breath-alcohol technician, using a DOT approved breath testing device or a DOT approved initial screening device. Blood and urine alcohol testing may also be used at the discretion of the employer.

"Controlled Substance or Drug" means any prescribed drug or controlled substance including those assigned by 21 U.S.C. 802 and includes all substances listed on Schedule 1, through Schedule V., as they may be revised from time-to-time (21 CFR 1308), including but not limited to:
Marijuana Benzodiazepines Narcotics
Cocaine Barbiturates Phencyclidine (PCP)
Amphetamines Opiates Other Hallucinogens

"Drug Testing" or "Drug Test" means the scientific analysis for the presence of drugs or their metabolites in specimens from the human body. Analysis will include separate screening and confirmation tests.

"Employee" means any person or officer in the service of the employer for compensation.

"Prospective Employee" means any person who has made a written or oral application to become an employee of the Company.

"Reasonable Suspicion" means an articulated belief, based on recorded specific facts and observations, and reasonable inference drawn from those facts and observations, that an employee or student is in violation of this policy.

"Use" means to consume, sell, purchase, manufacture, distribute, and be under the influence of, report to work under the influence of, or be in possession of drugs or alcohol. The term use shall also include the presence of drugs or alcohol in the body of an employee or student, including the presence as a metabolite, the use of a prescription drug without a valid prescription from a health care provider and not using a prescription drug as prescribed by the authorizing health care provider.

"Positive Drug Test" means the drug test levels on both the screening test and the confirmation test are at or above the level recognized as positive by the U.S Department of Health and Human Services, in its Mandatory Guidelines for Federal Workplace Drug Testing Programs, or the standard cutoff levels set by the laboratory; and the MRO has verified the test results as positive.
"Positive Alcohol Test" means test levels on both the initial test and the confirmation test are .04 percent or greater (.04 gm. /210 liters of air or .04 gm. /deciliter of blood or .04 mg/ml of urine) "Adulterated" means a specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

"Actual knowledge" means knowledge by a supervisor that an employee/student has used alcohol or controlled substances based on the supervisor's direct observation of the individual, or an individual's admission of alcohol or controlled substance use. Direct observation as used in this definition means observation of alcohol or drug use and does not include observation of behavior or physical characteristics sufficient to warrant a reasonable suspicion test.

Medical Review Officer (MRO) In the case of a "Positive, Adulterated, Substituted, or invalid" test result, the employee/student or prospective employee/student shall be so advised by the MRO, by telephone, on a confidential basis, prior to the reporting of the results to the designated Taylor Andrews officials(s). The employee/student shall have the right to discuss and explain the results, including the right to advise the MRO of

any medication prescribed by his/her physician, which may have affected the results of the test. The MRO shall also review the chain-of-custody documentation to ensure compliance with normal chain-of-custody procedures.
The MRO can report a non-negative test to TAA, without interviewing the individual if:

A. An individual has expressly declined the opportunity to discuss the test result with the MRO.

B. Taylor Andrews has successfully made and documented a contact with the individual and instructed the employee/student to contact the MRO and more than 72 hours have passed since the time the Company contacted the individual.

C. If neither the Company nor the MRO, after making and documenting all reasonable efforts, has been able to contact the employee/student within 10 days of the date on which the MRO receives the confirmed test result from the laboratory.

Contesting a Test Result

If an employee, student or applicant believes the laboratory analysis is in error, he/she will have 72 hours to request the re-analysis of the original urine specimen that was verified as positive, adulterated or substituted. Re-analysis will be on the original specimen only and must be performed by a SAMHSA-certified laboratory. The cost of re-analysis is at employee/student expense.

If the secondary laboratory does not detect the same controlled substance, the individual will be reimbursed the cost of re-analysis is at employee/student expense. If the secondary laboratory does not detect the same controlled substance, the individual will be reimbursed the cost of re-analysis.

An employee who has test result other than negative shall have the right to request in writing, from the employer, a copy of the laboratory report.

Specimen Collection Procedures

All specimens collected will be done in conformity with Company policy and shall be conducted in accordance with the requirements of Title 34, Chapter 38 of the Utah Code Annotated. Urine and breath alcohol samples will be collected by individuals trained to follow DOT's collection procedures and in accordance with specific laboratory collection procedures not covered by DOT procedures.

All drug test, alcohol tests and sample collection procedures shall be performed under reasonable and sanitary conditions and in such a manner as to respect the privacy of the individual being tested, as well as prevent tampering or misidentification of the sample. A sample, which the specimen collector believes could reasonable have been tampered with require the immediate "observed" recollection of another sample.

Dilute Specimen Procedures

Specimens which the laboratory reports as "dilute," specific gravity less than 1.003, & creatinine level less than 20 mg/dl may be considered invalid. The employee/student may be required to give second specimen.

Confidentiality

All Drug & Alcohol test results will remain confidential to the extent required or allowed by law. TAA management will determine which persons within the company, or agents of the school, have a need to know individual test results. Test and other records will be maintained in a secure manner so that disclosure of confidential and/or medical information to unauthorized persons does not occur.

Health Risks Associated with the use of illicit drugs and alcohol

Alcohol: Malnutrition, high blood pressure, damage to liver, heart and pancreas,; neurological brain damage; birth defects.

Amphetamines (speed, benny's, crystal): Insomnia; loss of appetite; "crash" when effects wear off; paranoia; destruction of nerve cells in the brain, heart attack and stroke.

Cocaine (Coke): Sinus problems; mood swings; depression; paranoia; severe "crash" when effects wear off; nausea, vomiting and sore throat; fatigue, insomnia; nosebleeds; nasal ulcers; strokes and epileptic seizures.

Crack ("Rock"): Instant addition or within one to several weeks; rapid heartbeat; high blood pressure, lung problems, seizures and death.

Heroin ("Junk," "Smack"): Skin abscesses; heart inflammation; increase risk of infection, hepatitis, AIDS; depression of the central nervous system, resulting in respiratory failure, convulsion and death.

Inhalants: Respiratory depression and death from anesthetics; fatal aplastic anemia, liver and brain damage from glue or benzene sniffing; "sudden sniffing death" from aerosol propellants; acute psychological effects and brain damage from volatile inhalants.

LSD ("Acid"): Emotional imbalance and dreamlike states while awake; distortion of vision; impaired judgment; altered perception of time and space; brain damage.

Marijuana ("Grass," "Pot," "Weed"): Weakened immune system; impaired psychomotor functions; impaired learning ability and memory; lung damage; birth defects.

PCP ("Angel Dust"): Occurrence of accidents and injuries; inducements of a catatonic state; inducement of a psychotic state; brain damage.

CAMPUS SECURITY AND CRIME REPORITNG

In accordance with the Jeanne Cleary Disclosure Crime Awareness and Campus Security Act of 1990, TAA collects campus crime statistics and prepares this report for distribution to all students, employees, and applicants for enrollment or employment.

This report is distributed annually on or before October 1st of each calendar year to all current and prospective students and employees. All data in this report is information from the West Jordan and Orem Police Department and the Salt Lake City Crime Stats website. In addition, the report is provided to all individuals during enrollment or employment orientation that is conducted with each start class or upon hiring of a new employee. At that time, students and employees review the report and receive a description of the campus security procedures and further information regarding the prevention of crimes. Campus crime, arrest and referral statics include those reported to the West Jordan and Orem PD, and the Taylor Andrews Academy designated campus officials. Any individual can request a copy of this report at any time.

Annually on or before October 1st of each year, a Director from Taylor Andrews will compile a crime statistics report from the incident and crime reports given to the campus security authorities. TA will annually submit the security report each year after the letter and certificate requesting it is sent to the TA director. The crime statistics will be sent to the department of education each year upon the receipt of a letter requesting the crime reports. This information will be uploaded to http://surveys.ope.ed.gov/security.

Crime statistics from the area surrounding TA will also be requested from the West Jordan and Orem PD and will be disclosed in the annual crime report. On or before October 1st of each year an announcement in a scheduled meeting will be presented to all enrolled students, giving the web site address to access this updated report. Directors and other staff members will be notified via company email. Copies of this report may also be obtained through the Student Service Directors office.

At TAA, we strive to work together with local law enforcement to provide a safe environment that will allow our students to prepare for an incredible career. The school encourages all students and employees to be responsible for their own security and the security of others. The school does not employ campus security officials. Therefore,

the security of the campus is the direct responsibility of each employee and Director. No such individuals have the authority to make arrests.

All individuals are requested to report immediately any known criminal offense or other emergency occurring on campus to the school administration at the administration office. All individuals are encouraged to promptly report all crimes to appropriate police agencies. The campus administration will report all known criminal offenses to the local law enforcement authorities. The school has no policy or procedure regarding confidential crime reporting in relation to crime statistics reporting. Any off campus events are supervised by campus employees. Therefore, the school will monitor and report criminal activity at such events to local law enforcement authorities. No student will have access to the campus facility, other than the parking area, at any time unless supervised by a staff member. Everyone should remember that personal safety begins with you. The following should be considered:

1. When walking on campus, be aware of who and what is around you. Try not to walk alone.
2. Do not carry large amounts of cash.
3. Keep your motor vehicle in good running condition. Always lock your car and remove all packages and any valuables which are visible.
4. Do not leave books or personal property unattended in the classroom.

The following criminal offenses occurred on campus during the calendar year 2016 and the 2 previous years. (*Campus* is defined as "any building or property owned or controlled by the school within the same contiguous geographic area and used by the school in direct support of or related to its educational purpose." There are no buildings or properties owned or controlled by the school's student organizations which are recognized by this institution.)

WEST JORDAN ON CAMPUS TYPE OF CRIMINAL OFFENSE # OF OCCURRENCES # OF ARRESTS

	2014	2015	2016
Criminal Offenses-On campus			
a. Murder/Non-negligent manslaughter	0 0	0 0	0 0
b. Negligent manslaughter	0 0	0 0	0 0
c. Rape	0 0	0 0	0 0
d. Fondling	0 0	0 0	0 0
e. Incest	0 0	0 0	0 0
f. Statutory rape	0 0	0 0	0 0
g. Robbery	0 0	0 0	0 0
h. Aggravated assault	0 0	0 0	0 0
i. Burglary	0 0	0 0	0 0
j. Motor vehicle theft	0 0	0 0	0 0
k. Arson	0 0	0 0	0 0
Hate Crimes-On campus			
a. Murder/Non-negligent manslaughter	0 0	0 0	0 0
b. Rape	0 0	0 0	0 0
c. Fondling	0 0	0 0	0 0
d. Incest	0 0	0 0	0 0
e. Statutory rape	0 0	0 0	0 0
f. Robbery	0 0	0 0	0 0
g. Aggravated assault	0 0	0 0	0 0
h. Burglary	0 0	0 0	0 0
i. Motor vehicle theft	0 0	0 0	0 0
j. Arson	0 0	0 0	0 0
k. Simple assault	0 0	0 0	0 0
l. Larceny-theft	0 0	0 0	0 0
m. Intimidation	0 0	0 0	0 0
n. Destruction/damage/vandalism	0 0	0 0	0 0

of property			
VAWA Offenses- On Campus			
a. Domestic violence	0 0	0 0	0 0
b. Dating violence	0 0	0 0	0 0
c. Stalking	0 0	0 0	0 1
Arrest- On Campus			
a. Weapons: carrying, possessing, ect.	0 0	0 0	0 0
b. Drug abuse violations	0 0	0 0	0 0
c. Liquor law violations	0 0	0 0	0 0
Disciplinary Actions- On Campus			
a. Weapons: carrying, possessing, ect.	0 0	0 0	0 0
b. Drug abuse violations	0 0	0 0	0 0
c. Liquor law violations	0 0	0 0	0 0
Unfound Crimes			
a. Total unfound crimes	0 0	0 0	0 0

OREM ON CAMPUS TYPE OF CRIMINAL OFFENSE # OF OCCURRENCES # OF ARRESTS

	2014	2015	2016
Criminal Offenses-On campus			
l. Murder/Non-negligent manslaughter	0 0	0 0	0 0
m. Negligent manslaughter	0 0	0 0	0 0
n. Rape	0 0	0 0	0 0
o. Fondling	0 0	0 0	0 0
p. Incest	0 0	0 0	0 0
q. Statutory rape	0 0	0 0	0 0
r. Robbery	0 0	0 0	0 0
s. Aggravated assault	0 0	0 0	0 0
t. Burglary	0 0	0 0	0 0
u. Motor vehicle theft	0 0	0 0	0 0
v. Arson	0 0	0 0	0 0
Hate Crimes-On campus			
o. Murder/Non-negligent manslaughter	0 0	0 0	0 0
p. Rape	0 0	0 0	0 0
q. Fondling	0 0	0 0	0 0
r. Incest	0 0	0 0	0 0
s. Statutory rape	0 0	0 0	0 0
t. Robbery	0 0	0 0	0 0
u. Aggravated assault	0 0	0 0	0 0
v. Burglary	0 0	0 0	0 0
w. Motor vehicle theft	0 0	0 0	0 0
x. Arson	0 0	0 0	0 0
y. Simple assault	0 0	0 0	0 0
z. Larceny-theft	0 0	0 0	0 0
aa. Intimidation	0 0	0 0	0 0
bb. Destruction/damage/vandalism of property	0 0	0 0	0 0
VAWA Offenses- On Campus			
d. Domestic violence	0 0	0 0	0 0
e. Dating violence	0 0	0 0	0 0
f. Stalking	0 0	0 0	0 0
Arrest- On Campus			

d. Weapons: carrying, possessing, ect.	0 0	0 0	0 0
e. Drug abuse violations	0 0	0 0	0 0
f. Liquor law violations	0 0	0 0	0 0
Disciplinary Actions- On Campus			
d. Weapons: carrying, possessing, ect.	0 0	0 0	0 0
e. Drug abuse violations	0 0	0 0	0 0
f. Liquor law violations	0 0	0 0	0 0
Unfound Crimes			
b. Total unfound crimes	0 0	0 0	0 0

There have been no hate crimes reported in the last 3 years on campus at Orem or West Jordan.

In an effort to reduce crime, all employees and students are provided with handouts and procedures geared toward personal protection and the prevention of crime during the orientation process. In addition, periodically, local law enforcement official and guest speakers are invited to speak to the staff and students about crime prevention methods.

Off-campus services regarding Drug and Alcohol abuse information and treatment, counseling, and mental health include:

- University of Utah Neuropsychiatric Institute: 1-800-446-2673
- The National Institute on Drug Abuse Hotline: 1-800-662-HELP
- The National Institute on Drug Abuse Workplace Helpline: 1-800-843-4971
- The National Clearinghouse for Alcohol and Drug Information: 1-301-468-2600
- Department of Education Regional Centers Drug-Free Schools and Communities

SEX OFFENSES

Reporting a Sex Offense

It is the policy at TA to immediately report any sexual offense to the West Jordan or Orem Police Department, whether committed on or off campus. It is imperative that victims of any kind of sexual offense report the crime to one of the TA authorities and/or to the PD. it is also important to preserve any and all evidence (i.e. clothing, objects and any other biological evidence) for the proof of a criminal offense.

When sexual assaults are committed off-campus, persons are encouraged to report to the appropriate law enforcement agency, but a student may elect, instead, to report the sexual assault to one of the campus security authorities. Any assault will be immediately reported to the PD.

Things to do if you are a victim of sexual assault:

1. Tell the first person you see and point out the attacker
2. Don't shower or bathe
3. Report ASSAULT to Police
4. Remember all you can about the attacker such as age, height, weight, race, color of eyes-hair-clothes, and type of complexion-pants-shirt-shoes

Disciplinary Action for Sex Offense Convictions

If a student or a staff member is convicted of a sexual offense, regardless of whether or not the action took place on the TAA campus, that individual is subject to disciplinary actions by TAA. Any student or staff member may be subject to sanctions, which includes at a minimum a suspension leading up to or including termination if convicted of any sex offense, including rape, acquaintance rape or any other forcible or non-forcible sex offenses.

Both the accuser and the accused will be informed of the outcome of any institutional sanctions. Additionally, both the accuser and the accused are entitled to have others present during a disciplinary proceeding.

Hate Crimes
Taylor Andrews Academy does not condone violence, bullying or hate crimes of any kind. Further, TAA endeavors to safeguard the rights of American citizens that are mandated by the Constitution of the United States, regardless of ethnicity, national origin, religion, gender, sexual identity, disability and political or religious beliefs.

Security Training
TAA is continually gathering information in order to provide students with safety and security training.

SECURITY TIPS

Personal Safety: Protect yourself
Prevention is the best protection against crime

- Don't dismiss suspicious people or situations
- Don't put yourself in harm's way; avoid dangerous situations
- Lock your car doors
- Use common sense
- Don't walk alone at night; stay in lighted areas
- Park your vehicle in lighted areas; lock the doors
- Keep valuables out of sight; don't tempt a thief
- Leave personal belongings locked in the trunk of your car while at school
- Don't give out your keys; they can be copied
- Report all crimes and suspicious acts

Things to do to reduce the risk

- Lock doors
- Avoid out-of-the-way places
- Vary your routine
- Learn about friends' attitudes before becoming friendly
- Have transportation or use public transportation

Auto theft prevention: securing your vehicle

- Always lock your car, even if you're leaving it for a short time
- Remove the key, and do not keep a spare key hidden somewhere on the frame or body of the vehicle in a magnetic box
- All windows should be rolled up completely. One slightly open window can render all other precautions useless
- Park as close to the building as possible when parking at shopping malls or stores
- Park in well-lit areas. When possible park in attended parking lot or garage. At home, park your vehicle in the garage
- When parking in a public lot, never tell anyone how long you'll be. If a key must be left with an attendant, leave only the ignition key
- Don't leave valuables visible in your car. Radios, cameras, packages, etc. attract attention and can tempt thieves to break in. Lock all valuables in the trunk.
- Never leave credit cards, checkbooks, or papers pertaining to the vehicle in the glove box. It could aid the thief in selling your car
- Do not attach a name tag or plate to your key ring. It could lead a thief directly to your house or car if you lose your keys

AVAILABLE SERVICES & RESOURCES

Information on local resources is made available to TA students, leaders, and staff. The information should be used as helpful information, and does not infer that those resources are "reporting entities" for TA. The following information may be located in the Administrative Directors office: information about local resources such as drug and alcohol counseling/facilities, information on domestic abuse, GED's, shelters and housing, etc. This information is located in the Administrative Directors office.

STATE GRANT ASSISTANCE

The school will certify enrollment for Utah Department of Workforce Services http://jobs.utah.gov/ and Utah State Office of Rehabilitation http://www.usor.utah.gov/. The school is not aware of other state grants.

STUDENT FINANCIAL AID INFORMATION

The school participates in Title IV funding (Pell Grant and Stafford Loan) and will certify Veterans, State, and private funding sources. A Free Application for Federal Student Aid (FAFSA) is required to determine eligibility of Title IV funds. Apply online at www.studentloans.gov. TAA will provide a paper copy upon request. Eligibility is determined with the following criteria:

Pell Grant and Subsidized Stafford Loan Calculation:
COA (Cost of Attendance) - EFC (Expected Family Contribution) = Need Eligibility

Unsubsidized Stafford Loan Calculation:
COA - EFA (Expected Financial Assistance/all other aid) = Non-Need Eligibility
COA = includes the following items: tuition and fees, room and board, transportation, and misc./personal.

All students who borrow Subsidized or unsubsidized Loan must complete online Direct Loan Entrance Counseling before any funds will be originated and disbursed. Exit Counseling must be completed online by all students who are graduating or withdrawing from the school. If a student is unavailable to complete at the school, a packet will be mailed to the student for completion.

Direct Parent Plus Loans are also available to all schools participating in the Direct Loan Program. For more information on Plus loans please visit https://studentaid.ed.gov/sa/types/loans/plus#how-much.

PREFERRED LENDER LIST/ARRANGEMENTS, AND PRIVATE EDUCATION LOAN DISCLOSURES

Private educational/institutional loans are not offered by the school nor does the school have preferred lender arrangements.

SELF-CERTIFICATION FORM

All students who seek a private educational loan must complete a self-certification form as required under the Truth in Lending Act.

PENALTIES FOR COPYRIGHT INFRINGEMENT

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyrighted work, so in the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes and infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also access costs and attorney's fees. For details, see Title 17, United States Code, Sections, 504,505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

All Direct Stafford Loans will be submitted to the NSLDS, and will be accessible by guaranty agencies, lenders, and schools determined to be authorized user of the data system. The borrowers loan history can be reviewed at www.nslds.ed.gov or by calling 1-800-4-FED-AID

CODE OF CONDUCT FOR EDUCATIONAL LOANS

The Higher Education Opportunity Act (HEOA) requires that all educational institutions develop and follow in accordance with a code of conduct that prohibits conflicts of interest for financial aid personnel. Any representative, officer employee, or agent of the school who is in any way responsible for student educational loans must comply with this code of conduct.

The following provisions are meant to improve overall operations of the school's financial aid office. Neither TAA, as an institution nor any individual officer, employee or agent shall enter into any revenue-sharing arrangements with a lender. Such an arrangement is defined as one between TAA and a lender under which the lender provides or issues loans to students attending TAA (or to the families/friends of such students), and TAA recommends the lender or the loan products of the lender. In exchange, the lender pays a fee or provides other material benefits, including revenue or profit sharing, to TAA or its agents.

An officer, agent, or employee of TAA who is employed in the financial aid office or who has responsibilities with respect to educational loans, shall not accept from any lender or affiliate of arrangement or other contract to provide services to a lender relating to educational loans. No Officer, agent, or employee of TAA (or any of their family members or friends) who is employed in the financial aid office or who otherwise has responsibilities with respect to educational loans, shall solicit or accept any gift from a lender, guarantor, or servicer of educational loans. Nor can the friends of an officer, agent, or employee of TAA accept any such gifts. A "gift" refers to any gratuity, favor, discount, entertainment, hospitality, loan or other item having a monetary value.

TAA shall not: a) for any first-time borrower, assign, through award packaging or other methods, the borrower's loan to a particular lender; or b) refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.

TAA shall not request or accept from any lender any offer or funds or be used for private education loans, including funds for an opportunity pool loan, to students in exchange for the institution providing concessions or promises regarding providing the lender with: a) a specified number of private education loans (non-Title IV loans) or loans made, insured, or guaranteed under Title IV; b) a specified loan volume of such loans; or c) a preferred lender arrangement for such loans. TAA shall not request or accept any assistance with call center staffing or financial aid office staffing from any lender.

Any employee employed in the admissions or financial aid office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.

STUDENT BODY DIVERSITY WEST JORDAN

The 2015/2016 Award Year (July 1, 2015 through June 30, 2016), the following is full time students who received Pell Grant in the following category:

American Indian/Alaska Native 4

Asian 0

Native Hawaiian/Pacific Islander 3
Black/African American 0
Hispanic of any race 13
White 76
Male 3
Female 73

STUDENT BODY DIVERSITY OREM
The 2015/2016 Award Year (July 1, 2015 through June 30, 2016), the following is full time students who received Pell Grant in the following category:
Two or more races 1
American Indian/Alaska Native 1
Asian 0
Native Hawaiian/Pacific Islander 3
Black/African American 2
Hispanic of any race 6
White 68
Male 3
Female 78

ACADEMIC PROGRAM INFORMATION

The U.S. Department of Education is required to post additional consumer information for Agencies and government bodies that approve the institution:

NACCAS or National Accrediting Commission of Career Arts & Sciences
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
1-703-600-7600

Utah Division of Occupational & Professional Licensing
1st Floor Lobby
160 East 300 South
Salt Lake City, Utah 84111
1-801-530-6628

COLLEGE NAVIGATOR
Navigator website located at www.nces.ed.gov/collegenavigator.

FACULTY AND INSTRUCTIONAL PERSONNEL
All licenses are displayed in the Instructors office.

TAYLOR ANDREWS OBSERVES CONSTITUTION AND CITIZENSHIP DAY (THE 1787 SIGNING OF THE CONSTITUTION) EACH SEPTEMBER 17TH OR IF THE 17TH IS ON A DAY WHEN THE SCHOOL IS NOT OPEN, IT IS OBSERVED ON THE NEXT OPEN DAY.

OUR MAIN CAMPUS AND CORPORATE OFFICE IS LOCATED AT:
9052 S 1510 W
West Jordan, UT 84088

Our phone number is 801-748-2288

Larry Curtis-President
Sabrina Deimler-Corporate Director
Tiffany Crocker - Administrative Director
Jami Quenum – Education Director
Josh Van Voorhis – Recruiting Director
Dallas Curtis – Recruiting Director