



Consumer Information Notice

Southwest Institute of Healing Arts (SWIHA)
Southwest Institute of Natural Aesthetics (SWINA)



All institutions that participate in the federal aid programs are required to notify enrolled students regarding consumer information that is available to them. This notice is intended to outline consumer information that you have the right to request and review. The following information is available online or hard copy as noted in each section.

Additionally, you have the right to request this information in writing by contacting the Executive Director (SWIHA), Campus Director (SWINA) or designee during regular business hours.

This notice includes the following information topics:

- Rights Under Family Education Rights and Privacy Act (FERPA)
- Campus Safety Information
- Drug and Alcohol Policies
- Student Completion & Placement Statistics
- Dissemination of Institutional and Financial Assistance Information
- Cost of Attendance
- Requirements for Officially Withdrawing from the College
- Applicable Refund Policies
- Academic Program and Instructional Facilities Information
- Entities that Accredited, License and approve the College
- Services for Disabled Students
- FFEL Deferrals

Privacy, NCES, Grievance, COVID, CARES

Rights Under The Family Education Rights and Privacy Act (FERPA)

Compliance with the Family Education Rights and Privacy Act (FERPA) of 1974 (amended in January 1975 and appearing in its final form in July 1976) is strictly maintained. The Privacy Act defines requirements which are designed to protect the privacy of students concerning their records maintained by the College. The information pertaining to a student's records shall not be released to a third party without written authorization of the students, judicial order, or a lawfully issued subpoena. Education records are all records the college maintains regarding a student.

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.)

Federal law protects the privacy of educational records. In accordance with the Family Education Rights and Privacy Act (FERPA), students have the following rights:

- The right to review their educational records.
- The right to seek correction of the contents of these records.
- The right to place a note of explanation in the records if their requested correction was unsuccessful.
- The right to request disclosure of the contents of the records.
- The right to file a complaint with the Department of Education if the College fails to comply with FERPA policies.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW.
Washington, DC, 20202-8520

The College will not release personally identifiable information without the written consent of the student, unless the student is under the age of 18 and the request is made by a legal guardian. Legal exceptions may also apply. The following is a non-exclusive list of FERPA exemptions that permit disclosure without student consent:

- Disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, information technology contractor, consultant, default management servicer, placement verification servicer, or collection agent); or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibilities for the College.
- Disclosure upon request to officials of another school in which a student seeks or intends to enroll.
- Disclosure to authorized representatives of the U.S. Government, state and local authorities where required, and accrediting agencies.
- Disclosure of records requested through court order or subpoena.

At its discretion, the College may provide “directory information” in accordance with FERPA provisions. Directory information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at the College includes the following: student’s name, address, date of birth, college email address, photograph, major field of study and degree program, dates of attendance (defined as first and last date of term), grade level, enrollment status (full-time or part-time), and participation in officially recognized activities or sports, degrees, honors and awards received. Students may request that such directory information not be released by notifying the Registrar in writing.

The FERPA information is available for review in the Consumer Info section of our website at:

<https://swiha.edu/consumer-info/> It is also published in the Policy Catalog on our website here:

<http://swiha.edu/pdf/StudentCatalog.pdf>. A hard copy can be requested by contacting the Executive Director (SWIHA), Campus Director (SWINA) or designee during regular business hours.

Campus Safety Information

Campus Safety Policies and Campus Crime Statistics are published in the Annual Security Report for SWIHA & SWINA. The Campus Safety Policies cover issues concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other related matters. The Campus Crime Statistics cover crimes reported to the College over the previous three calendar years that occurred on campus, in certain off-campus buildings or property owned or controlled by the College, and on public property within or immediately adjacent to and accessible from the campus.

The Campus Safety Information is available for review in the Consumer Info section of our website at:

<https://swiha.edu/consumer-info/>. A hard copy of the Annual Security report can be requested by contacting the Dean of Compliance & Student Support.

Drug and Alcohol Abuse Prevention Program

Drug and alcohol abuse affects the workplace as well as our homes, our schools, and our community. The U.S. Department of Education requires colleges to implement a drug prevention and awareness program for their

students and employees. The consumption of alcohol or drugs while attending class or meeting with campus personnel is prohibited and may be subject to disciplinary action.

All drug and alcohol abuse policies, prevention and referrals are available for review in the Consumer Info section of our website at: <https://swiha.edu/consumer-info/>. A hard copy can be requested by contacting the Executive Director (SWIHA), Campus Director (SWINA) or designee during regular business hours.

Student Completion & Placement Rates

The College is required to publish its student completion and placement rates for all vocational programs. The completion rates represent the percentage of a given cohort of vocational undergraduate students who graduate from the College. The placement rates represent the percentage of the completions that are working in a training-related position. The College calculates the student completion and placement rates annually.

The completion and placement rates are available for review in the Consumer Info section of our website at: <https://swiha.edu/consumer-info/>. A hard copy can be requested by contacting the Executive Director (SWIHA), Campus Director (SWINA) or designee during regular business hours.

Dissemination of Institutional and Financial Assistance Information

Information about SWIHA and SWINA's available financial assistance may be obtained from the Financial Aid Department during regular business hours. Financial Aid is available for students who qualify. Students enrolled in an eligible program who wish to apply for financial assistance must meet with a Financial Aid Advisor.

SWIHA and SWINA participate in the Federal Stafford Student Loan Programs and Federal Grant Programs, which include the Federal PLUS Loan, the Federal Pell Grant, and the Federal Supplemental Education Opportunity Grant. Eligibility is based on the student's needs analysis, which is determined by completing and submitting a Financial Application (FAFSA) to the Department of Education consistent with the published requirements for the aid program. Students are required to submit their financial aid applications on an award year basis. Once the FAFSA has been processed and received at the school, the perspective student needs to speak with their admissions coach to schedule a Financial Aid prescreen appointment. Perspective students completing their enrollment with their Admissions Coach will then be scheduled for a Financial Aid packaging appointment to complete their Financial Aid process.

Other outside agencies are sometimes able to help students pay for their education. SWIHA/SWINA do not provide the applications for these other resources, however, will readily assist with any documentation that they may need. Some examples are Vocational Rehabilitation, Tribal Funding, and employee reimbursement. SWIHA and SWINA are approved by the Arizona Veterans' Education and Training Approving Agency (VETAA) to offer Veteran Educational Benefits for many of our educational programs. The U.S. Department of Military and Veterans' Affairs for educational benefits have approved several of our certificates and diplomas for those who have served in the U.S. armed forces. Some scholarships are available from the Lifelong Learning Corporation. For more information about applying for these scholarships, contact Arizona Private School Association, 9375 E Shea Blvd, Suite 100, Scottsdale, AZ 85260 (606) 254-5199. Current in-house SWIHA/SWINA scholarship opportunities are listed in the Policy Catalog, which also includes detailed information about each scholarship and instructions on how to apply.

Specific terms and requirements of the programs, eligibility criteria, and rights and responsibilities are published in the Policy Catalog on our website: <http://swiha.edu/pdf/StudentCatalog.pdf>. A hard copy can be requested by contacting the Executive Director (SWIHA), Campus Director (SWINA) or designee during regular business hours.

Cost of Attendance

The college establishes standard student budgets as a basis for awarding Federal Student Financial Aid funds. These budgets are not intended to represent exact living expenses that will be incurred but represent average

expenses. The cost of attendance (COA) includes average living expenses and established book and supplies, tuition and fee charges. The average monthly living expenses estimates used in the federal cost of attendance are indicated below. In addition to the costs represented in those tables, students will also be responsible for a monthly tuition cost based on their chosen program of study.

2025-2026 Cost of Attendance

Dependent

Indirect Cost	Initial Amounts
	Monthly Amounts
Room & Board = Housing & Food	\$1,807.00
Personal = Child Care & Other Necessities (+Healthcare*)	\$ 608.00
Transportation	\$ 992.00
Total Monthly Indirect Cost	\$3,407.00

Independent

Indirect Cost	Initial Amounts
	Monthly Amounts
Room & Board = Housing & Food	\$2,385.00
Personal = Child Care & Other Necessities (+Healthcare*)	\$1,815.00
Transportation	\$1,219.00
Total Monthly Indirect Cost	\$5,419.00

*Healthcare = For Disability Population

Cost of Attendance is the amount it will cost a student to go to school. If you're attending school at least half time, the COA is the estimate of:

- Tuition & Fees
- Books, course materials, supplies & equipment
- Cost of housing and food (living expenses)
- Transportation expenses
- Loan Fees (excluding any loan fees for non-federal student loans)
- Miscellaneous expenses (including a reasonable amount for the documented cost of a personal computer)
- Allowance for childcare or other dependent care
- Cost related to a disability
- Cost of obtaining a license, certification, or a first professional credential
- Reasonable cost for eligible study abroad programs

Requirements for Officially Withdrawing from the College

Students who wish to withdraw from their program must speak with their Academic Advisor and make a written request. The date of withdrawal for a student who officially requests to withdraw from their program of study will be the student's last date of academic attendance as determined by the student's attendance records.

Applicable Refund Policies

SWIHA/SWINA's Tuition Refund Policies are in accordance with state and accrediting bodies' applicable laws and regulations. A comparison will be made and refunds based upon whichever is most beneficial to the student.

A review of detailed information regarding Tuition Refund Policies are published in the Policy Catalog on our website: <http://swiha.edu/pdf/StudentCatalog.pdf>. Tuition Refund Policies for program enrollment are included in the "Terms & Conditions" section of the enrollment agreement.

SWIHA/SWINA follows the Federal Return of Title IV Funds provisions for federal aid recipients. Under these provisions, when a recipient of Federal Student Financial Aid Funds (FSA) withdraws from the College, the

College must determine the amount of FSA funds earned as of the student's last day of attendance. If the total amount of funds earned is less than the amount disbursed, funds will be returned to the appropriate FSA Programs. If the total amount of FSA funds earned is greater than the total amount of funds disbursed, the difference between these amounts may be treated as a post-withdrawal disbursement.

A review of detailed information regarding the FSA return provisions is published in the Policy Catalog on our website: <http://swiha.edu/pdf/StudentCatalog.pdf>.

A hard copy of Tuition Refund policies can be requested by contacting the Executive Director (SWIHA), Campus Director (SWINA) or designee during regular business hours.

Academic Program and Instructional Facilities Information

Academic program offerings and instructional facilities information are published in the Policy Catalog <http://swiha.edu/pdf/StudentCatalog.pdf>, the SWIHA/SWINA Class Calendar, and on the SWIHA Website at www.swiha.edu. SWIHA offers Continuing Education courses, Certificate of Excellence programs, vocational Diploma programs and a vocational Associate Degree program. SWINA offers Continuing Education courses, Certificate of Excellence programs and vocational Diploma programs.

A hard copy of the SWIHA/SWINA academic program offerings and instructional facilities information via the Class Calendar or policy catalog can be requested by contacting the Executive Director (SWIHA), Campus Director (SWINA) or designee during regular business hours.

Entities that Accredite, License, or approve the College

The SWIHA and SWINA are reviewed and approved by several federal, state, and private agencies. These approvals include the following:

- Accredited by the Accrediting Council for Continuing Education & Training (ACCET).
- SWIHA is licensed by the Arizona State Board of Private Postsecondary Education
- SWINA is licensed by the Arizona Barbering & Cosmetology Board
- SWIHA and SWINA are approved by the U.S. Department of Education.
- SWINA and SWINA are approved for the training of Veterans by the Arizona State Approving Agency
- SWIHA is approved by AZ SARA: Council for State Authorization Reciprocity Agreement
- SWINA is licensed by the Arizona Department of Health Services Bureau of Radiation Control

A copy of the College's Accreditation, licensing documents, and/or information on how to contact any of the agencies that regulate the College can be requested by contacting the Executive Director (SWIHA), Campus Director (SWINA) during regular business hours.

Services for Disabled Students

SWIHA & SWINA provide access and ongoing support to students who have a documented disability according to the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act. All registered students must have appropriate and current documentation that complies with the SWIHA & SWINA documentation policy and guidelines. Students in the admissions process should notify their admissions coach of their needs so they may be put in communication with the ADA Coordinator to discuss their needs.

Notice of Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act Coordinator: Dr. Brad Bouté, Executive Director, serves as the ADA/Section 504 Coordinator and can be reached at adasupport@swiha.edu for assistance.

FFEL Deferments

Students who are currently enrolled in an eligible program may be eligible to have their current and prior federal loan payments deferred. Semi-monthly enrollment data is submitted electronically to the National Student Loan Database as required by the Department of Education. This electronically reported student status data is required by lenders to make appropriate deferment decisions.

In addition to in-school deferments, students may be eligible for loan deferments based on periods of volunteer service or service in the Peace Corps. Borrowers must formally request a deferment through the procedures established by the holder of their loan(s).

The FFEL Deferment information is published for review in the Policy Catalog on our website here: <http://swiha.edu/pdf/StudentCatalog.pdf>. A hard copy can be requested by contacting the Executive Director (SWIHA), Campus Director (SWINA) or designee during regular business hours.