



TEACH-OUT PLAN (WITHOUT TEACH-OUT AGREEMENT)

This plan has been developed in accordance with the requirements of the Pineville Beauty School's accrediting agency, the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS), in order to ensure that all enrolled students shall have an equitable opportunity to complete their educational program in the event that the Pineville Beauty School should cease its operations and no longer offer instruction.

1. The **Pineville Beauty School** shall provide to NACCAS the Teach-Out Plan the Institution has developed, along with the Institution's application for accreditation or renewal of accreditation (as applicable).
2. Each year, the **Pineville Beauty School** shall provide to NACCAS the Teach-Out Plan the Institution has developed, with its Annual Report documents.
3. In the event of a Teach-Out Event other than a planned Closure of the **Pineville Beauty School** or program, the Institution's Teach-Out Plan will be submitted for approval no later than 15 days following the occurrence of a Teach-Out Event. In the event of a planned Closure of the Institution or program, the Teach-Out Plan will be submitted 30 days prior to the Closure date.
4. The **Pineville Beauty School's** Teach-Out Plan includes the following during the event of an unplanned closure or other Teach-Out Event (as defined by NACCAS):
 - a. The **Pineville Beauty School** will provide all affected students with pro-rata refunds of tuition, as the Institution has determined that there are no accredited institutions within fifty (50) miles of the **Pineville Beauty School** or with which it would otherwise be practicable to enter into a Teach-Out Agreement.
 - b. The **Pineville Beauty School** will satisfy any outstanding financial obligations to Local, State, or Federal providers of financial aid.
 - c. The **Pineville Beauty School** will notify NACCAS in accordance with Section 4.12 of the *NACCAS Rules of Practice and Procedure*.
 - d. The **Pineville Beauty School** will provide to NACCAS a list of the students who were enrolled at the time of the Closure. This list will contain the arrangements for each student affected.
 - e. **The Pineville Beauty School** will place all relevant information regarding the Closure on its website and all social media customarily used by the Institution to communicate with students and/or the public.
 - f. The **Pineville Beauty School** will comply with applicable State and/or Federal Laws regarding record maintenance.
 - g. The **Pineville Beauty School** will provide to NACCAS and to all enrolled students the name and contact information of the custodian of the Institution's files and the address where those files will be kept.
 - h. The **Pineville Beauty School** will immediately provide all enrolled students with a copy of the NACCAS "How to Locate an Accredited Institution Within Your Field of Study" document.

School Owner Signature:

Michelle M. Hoff Date: 11-12-2020

November 12, 2020