

## Contact Information for Assistance in Obtaining Institutional or Financial Aid Information

Each institution must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under the Family Education Rights and Privacy Act of 1974 (FERPA) and Consumer Information under HEA Sec. 485(a)(1), Sec. 485(f), Sec. 485(g), [Sec. 485(h)] and Sec.485(j).

### Family Education Rights and Privacy Act (FERPA)

Students wishing to inspect and review their education records should submit a written request to the Campus Director's office, identifying the pertinent record(s). Students wishing to amend a record should write the official responsible for the record and clearly identify the part of the record the student wants changed and specify why it should be changed

### Compliance Officer/Coordinator for OCR, Title IX, ADA and Nondiscrimination

For information, questions or concerns connected to issues related to Office of Civil Rights (OCR), Title IX, American Disabilities Act (ADA, section 504) and the academy's nondiscrimination policy, contact the Title IX Coordinator/Campus Director, located in the first office down the center hallway of the academy, or call 352-331-2424 ext. 7

### Health and Safety (Disclosure of Campus Security Policy and Crime Statistics Act)

All inquiries for information, assistance or questions related to campus security and policies should contact: the Financial Aid Department, fourth office down the center hallway of the academy, or by calling 352-331-2424 ext. 4. All current and prospective employees may also obtain a copy of the Annual Security Report from the academy consumer information website.

### General Institutional Information and Voter Information

All inquiries to assist enrolled or prospective students in obtaining institutional information should contact: The Financial Aid Department, email your query to [finaid@ssag.edu](mailto:finaid@ssag.edu), or visit the financial aid office it is the fourth office down the center hallway of the academy.

### Student Financial Assistance

All inquiries to assist enrolled or prospective students in obtaining financial aid assistance information should contact: The Financial Aid office at 352-331-2424 ext. 4, email your query to [finaid@ssag.edu](mailto:finaid@ssag.edu), or visit the financial aid office it is the fourth office down the center hallway of the academy.

## Student Right to Know

All inquiries for information, assistance or questions related to graduation rates, completion rates, retention rates and additional institutional statistical data should contact the Campus Director, located in the first office down the center hallway of the academy, or call 352-331-2424 ext. 7

## All Other Information

Those persons wishing to review documents for SSAG's Accreditation, Licensure and Approvals, Federal Agreements and Certifications, or any additional college information, and those having any concerns or wishing to file a complaint, should contact: Joni Jarrell, Campus Director, at 352-331-2424 x7, email your query to [jarrell@ssag.edu](mailto:jarrell@ssag.edu), or visit the first office down the center hallway of the academy.

## Campus Directors Hours

Monday	CLOSED
Tuesday	11:00 AM – 07:00 PM
Wednesday	09:00 AM – 05:00 PM
Thursday	11:00 AM – 07:00 PM
Friday	09:00 AM – 05:00 PM
Saturday	CLOSED
Sunday	CLOSED

## Financial Aid Hours

Monday	09:00 AM – 05:00 PM
Tuesday	11:00 AM – 07:00 PM
Wednesday	09:00 AM – 05:00 PM
Thursday	11:00 AM – 07:00 PM
Friday	09:00 AM – 05:00 PM
Saturday	CLOSED
Sunday	CLOSED

## Mailing address for all offices listed above

Summit Salon Academy – Gainesville  
6915 Northwest 4<sup>th</sup> Boulevard  
Suite B  
Gainesville, Florida 32608

This page contains disclosure information required for compliance of Title IV regulations.