

PAUL MITCHELL

**schools**

# Catalog

## Paul Mitchell The School Bradley

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This is to certify this catalog as being true and correct in content and policy.

Director signature: \_\_\_\_\_

**Jamie Hambrick or Rene Kulacz**



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**Paul Mitchell The School Bradley**



**Paul Mitchell The School Tinley Park**

## **MISSION STATEMENT**

Our Mission at PAUL MITCHELL THE SCHOOL is to stand for excellence. We believe that education is an adventure and that the learning experience needs to be fun. Future Professionals will be greeted by a facility and staff that are truly exceptional. Future Professionals will experience a positive learning environment throughout the school, where diversity is embraced and people come first.

We are committed to preparing our Future Professionals with a solid understanding of the arts and sciences of Cosmetology. We train our Future Professionals to do more than just pass the state board exam. We mentor them in achieving their goals on schedule combined with skills to succeed in the salon, the spa, in business, and life.

## **SCHOOL FACILITIES**

Our cosmetology program offers the challenge of a very stimulating and rewarding career. PAUL MITCHELL THE SCHOOL is fully equipped to meet all of the demands of modern hair designing, while at the same time providing a high-tech atmosphere and attitude for progressive personal development. The facility includes student lounge and lockers, client reception and work areas, management offices, private classrooms, workstations, lockers and equipment.

Paul Mitchell The School Bradley has more than 10,000 square feet of floor space that meets all the specifications and requirements as set forth by the Department Financial and Professional Regulation of the State of Illinois. There are classrooms for theory and practical study along with a clinic laboratory with modern equipment and atmosphere.

Paul Mitchell The School Tinley Park has more than 14,817 square feet of floor space that meets all the specifications and requirements as set forth by the Department Financial and Professional Regulation of the State of Illinois. There are classrooms for theory and practical study along with a clinic laboratory with modern equipment and atmosphere.

## **ADMINISTRATION/OWNERSHIP**

Trend Setters College, Inc., dba Paul Mitchell The School Bradley, is an independently owned and operated franchisee of Paul Mitchell Advanced Education, LLC.

Trend Setters Inc., LLC dba Paul Mitchell The School Tinley Park, is an independently owned and operated franchisee of Paul Mitchell Advanced Education, LLC.

## **THE FACULTY**

Under the controlling direction of prestigious designers, you will receive a quality education in the exciting and changing industry of hair design. Our instructors are licensed by the state, and are successful professionals who continue to work in salons and spas as time permits.

## **COURSE DESCRIPTIONS** *(All courses are taught in English)*

### **Cosmetology: Standard Occupational Classification (SOC 39-5012.00):**

#### ***Classification of Instructional Programs (CIP 12.0401)***

The curriculum involves 1500 hours to satisfy Illinois State requirements. The course includes extensive instruction and practical experience in cutting, hair coloring, perming, customer service, personal appearance & hygiene, personal motivation & development, retail skills, client record keeping, business ethics, as well as sanitation, state laws & regulations, salon-type administration, and job interviewing.

*\*Students will be prepared for an entry level cosmetologist position.*

### **Esthetics: SOC 39-5094.00, CIP Code 12.0403:**

#### ***(This program is only approved at the Tinley Park Location.)***

The curriculum involves 750 hours to satisfy Illinois state requirements. The course includes extensive instruction and practical experience in facials, hair removal, makeup application, customer service, personal appearance and hygiene, personal motivation and development, retail skills, client record keeping, business ethics, state laws and regulations, salon-type administration, and job interviewing.

*\*Students will be prepared for an entry level esthetician position.*

### **Nail Technician: Standard Occupational Classification (SOC 39-5094.00) (CIP 12.0403):**

#### ***(Currently not offering this program at the Bradley location . This is not an approved program at the Tinley Park Location.)***

The curriculum involves 350 hours to satisfy Illinois state requirements. The course includes instruction and practical experience in manicures, pedicures, massage, customer service, personal appearance & hygiene, personal motivation and development, retail skills, client record keeping, business ethics, state laws and regulations, salon-type administration, and job interviewing.

*\*Students will be prepared for an entry level nail technician position.*

### **Teacher Training: Standard Occupational Classification (SOC 25-1194.00, CIP Code 13.1399):**

The curriculum involves 1000 hours to satisfy Illinois State requirements. The course includes extensive instructional experience in Professional Practices, Teaching Techniques, Communication, Coaching, Servicing, Salon Management, Student Teaching and Game Planning.

*\*Students will be prepared for an entry level cosmetologist instructor position.*

## **PARKING**

Bradley Student's must abide by local (city and/or landlord) parking rules, which are announced during orientation. Paul Mitchell The School Bradley will not be responsible for parking violations and/or towing fees. Please do not park in the first three rows of the parking lot. This area is reserved for our clients. Please be courteous to our neighboring businesses, by not parking in their customer spaces. Parking is available between the JCPenny and Carson's For Men entrance to the Northfield Square Mall.

Tinley Park Student's must abide by local (city and/or landlord) parking rules, which are announced during orientation. Paul Mitchell The School Tinley Park will not be responsible for parking violations and/or towing fees. Students must not park in the front parking lot or neighboring business. Students may park on the North or South side of the building.

## **NONDISCRIMINATION**

PAUL MITCHELL THE SCHOOL, in its admission, instruction, and graduation policies and practices, does not discriminate on the basis of sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry. The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way, he or she is required to report the matter to the school's director (Bradley location), Jamie Hambrick in person or by calling (815) 932-5049, or by mail at 1600 North State Route 50, Room 522, Bourbonnais, IL 60914 or school's director (Tinley Park location) Rene Kulacz in person or by calling (708) 478-6907, or by mail at 18454 West Creek Drive, Tinley Park, IL 60477 immediately so appropriate action can be taken.



## ADMISSION REQUIREMENTS

PAUL MITCHELL THE SCHOOL admits as regular students those who are high school graduates, or holders of high school graduation equivalency certificates (GED). PAUL MITCHELL THE SCHOOL does not accept Ability-To-Benefit (ATB) students.

## ADMISSIONS PROCEDURE

- ❶ **Complete an Application Form:** Complete and submit the application form to the school prior to registration. All forms may be obtained by requesting them from the school.
- ❷ **Submit an Application Fee:** Action will not be taken on admission until a non-refundable application fee of \$100.00 is received. Please send the application fee in the form of a check or money order, payable to PAUL MITCHELL THE SCHOOL. This fee is not included in the cost of tuition.
- ❸ **Submit Two (2) Photos:** The photos should be a recent head and shoulder shot of the applicant and passport size.
- ❹ **Personal Interview:** Applicant must complete a personal interview with the admission's Team prior to registration.
- ❺ **Provide Verification Documents:** Copies of your high school diploma, high school transcripts\*\*, an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree, or GED. We are required to verify that your proof of education is from a valid high school or GED program, if it is determined that the diploma or GED Certificate is not valid the applicant will be denied admission to the school.
- ❻ **Submit copy of your Driver's License or Birth Certificate:** The applicant should submit a copy of a current driver's license or birth certificate.
- ❼ **Teacher Training Documents:** A student wishing to enroll in the teacher training program must meet the above requirements as well as provide proof of holding a valid and current Illinois cosmetology (practitioner's) license or submitted an application for licensure.

**\*\* Foreign Diplomas or Transcripts:** The school will accept a foreign diploma or transcript, however the diploma or transcript **MUST** be equivalent to a U.S. high school diploma and must be translated into English by a certified translator. ***It is the students responsibility to have the foreign diploma or transcript translated and evaluated as part of the admissions process.*** Because the cost of evaluating a foreign diploma or transcript must be incurred as a charge of admissions prior to enrollment in an eligible program, the fee cannot be included in the cost of attendance (COA). Guidance on who to contact to secure an official translation and evaluation can be obtained from the school Financial Aid Leader.

PAUL MITCHELL THE SCHOOL does not recruit students who are already enrolled in a similar program at another institution.

If you have a disability and need an academic adjustment, please notify the admissions officer as soon as possible so the school can review your request. If you are interested in attending our school and you do not have a high school diploma or GED certificate, please contact our admissions office for a list of GED programs located near the school. PAUL MITCHELL THE SCHOOL does not require a student to have immunizations / vaccinations to enroll in our school.

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory academic progress (SAP) evaluation periods are based on actual contracted hours at the institution. *Please refer to the school Transfer policy for additional information.*

PAUL MITCHELL THE SCHOOL does accept reentry students. *Please see the school reentry policy for specific requirements.*

## ACCEPTANCE

After a prospect has completed the enrollment application process, the enrollment team and director reviews each applicant and his or her required admissions materials including the written entrance essay and personal interview to determine acceptance. Upon the decision of the enrollment team and director, the applicant receives written notification of acceptance or denial. Note: All applicants must go through the entire enrollment application process (detailed in the enrollment application) which includes re-entry students (withdrawals) and transfer students.

## STATE LICENSING DISCLAIMER

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licensee of the business or profession in question, would be grounds for the State Board of Cosmetology to deny licensure. The State Board of Cosmetology may deny licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. PAUL MITCHELL THE SCHOOL is not responsible for students denied licensure.

## ENROLLMENT INFORMATION

- ❶ **Enrollment periods:** PAUL MITCHELL THE SCHOOL Bradley and Tinley Park usually begins classes monthly. Please refer to the tuition and registration schedule supplement or contact the school for exact starting dates.
- ❷ **Holidays and school closures:** PAUL MITCHELL THE SCHOOL observes the following holidays: New Year's Day, the week of July 4, Thanksgiving, Christmas Eve through New Year's Day, Memorial Day and Labor Day. Extra days surrounded those holidays could be added. Additional days are published well in advance. In the event of inclement weather or school closings due to extenuating circumstances, Bradley students should call the school at (815) 932-5049 or visit [bradley.paulmitchell.edu](http://bradley.paulmitchell.edu). and Tinley Park students should call (708) 478-6907 or visit [tinleypark.paulmitchell.edu](http://tinleypark.paulmitchell.edu). *Unexpected closures and snow days will be announced on our web sites and campus phones messages.*
- ❸ **Enrollment contract:** PAUL MITCHELL THE SCHOOL clearly outlines the obligation of both the school and the student in this contract. A copy of the enrollment contract and information covering costs and payment plans will be furnished to the student before the beginning of class attendance.
- ❹ **Payment schedule:** PAUL MITCHELL THE SCHOOL offers a variety of monthly financial payment schedules. See the PAUL MITCHELL THE SCHOOL's Financial Aid Leader for details.

## EDUCATION GOALS

PAUL MITCHELL THE SCHOOL strives to provide a quality educational system that prepares students to pass the state board examination and gain employment within their chosen field of study. Our quality education system includes an outstanding facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise. Our education goals are:

- ❶ To educate students to be professional, knowledgeable, and skilled in their field for marketability within the industry.
- ❷ To maintain a constantly updated program that provides students with the knowledge to compete in their field of study.
- ❸ To promote the continuing educational growth of our faculty and students, using current teaching methods and techniques.
- ❹ To teach courtesy and professionalism as the foundation for a successful career in their chosen field of study.
- ❺ To prepare students to successfully pass the state licensing exam for entry-level employment.
- ❻ To train and graduate students while empowering them to become confident and excited to enter a successful career within the salon and beauty industry.

## BRADLEY COST OF TUITION AND SUPPLIES

Because of inflationary cycles, and because equipment change must occasionally be made in order to remain current, PAUL MITCHELL THE SCHOOL Bradley reserves the right for the following tuition information is subject to change.

### TUITION – Cosmetology (1,500 hours)

Tuition	\$17,390.00
Kit, Equipment, Textbook, Supplies ( <i>nonrefundable</i> )	3,000.00
Sales Tax ( <i>nonrefundable</i> )	188.00
Application Fee ( <i>nonrefundable</i> )	<u>100.00</u>
<b>TOTAL COSTS</b>	<b>\$20,678.00</b>

### TUITION – Nail Technician (350 hours)

Tuition	\$2,500.00
Kit, Equipment, Textbook, Supplies ( <i>nonrefundable</i> )	1,000.00
Sales Tax ( <i>nonrefundable</i> )	65.00
Application Fee ( <i>nonrefundable</i> )	<u>100.00</u>
<b>TOTAL COSTS</b>	<b>\$3,665.00</b>

### TUITION – Teacher Training (1,000 hours)

Tuition	\$7,750.00
Application Fee ( <i>nonrefundable</i> )	<u>100.00</u>
<b>TOTAL COSTS</b>	<b>\$7,850.00</b>

The school may, at its option and without notice, prevent the student from attending class until the applicable unpaid balance is satisfied. The tuition may be paid by check, money order, credit card or through financial aid which is defined as assistance that the student has been or will be awarded from Federal, Institutional or other scholarship, grant or loan programs. Payments may be arranged with the school. Each student is given a receipt each time any type of payment is made. Awards of Title IV federal assistance received by a student will apply first to tuition owed and then to the student for education related expenses. All financial aid disbursements will be made in accordance with the federal regulations and guidelines.

PAUL MITCHELL THE SCHOOL Bradley offers a variety of ways to pay for tuition; check and credit card. Our Financial Aid Officers will help assist students in finding the best payment option for the student and school to meet the cost requirements.

*Financial aid is available to those who qualify.*



## TINLEY PARK COST OF TUITION AND SUPPLIES

Because of inflationary cycles, and because equipment change must occasionally be made in order to remain current, PAUL MITCHELL THE SCHOOL Tinley Park reserves the right for the following tuition information is subject to change.

### TUITION – Cosmetology (1,500 hours)

Tuition	\$17,390.00
Kit, Equipment, Textbook, Supplies ( <i>nonrefundable</i> )	3,000.00
Sales Tax ( <i>nonrefundable</i> )	232.50
Application Fee ( <i>nonrefundable</i> )	<u>100.00</u>
<b>TOTAL COSTS</b>	<b>\$20,722.50</b>

### TUITION – Esthetics (750 hours)

Tuition	\$11,656.50
Kit, Equipment, Textbook, Supplies ( <i>nonrefundable</i> )	2,050.00
Sales Tax ( <i>nonrefundable</i> )	159.00
Application Fee ( <i>nonrefundable</i> )	<u>100.00</u>
<b>TOTAL COSTS</b>	<b>\$13,965.50</b>

### TUITION – Teacher Training (1,000 hours)

Tuition	\$7,750.00
Application Fee ( <i>nonrefundable</i> )	<u>100.00</u>
<b>TOTAL COSTS</b>	<b>\$7,850.00</b>

The school may, at its option and without notice, prevent the student from attending class until the applicable unpaid balance is satisfied. The tuition may be paid by check, money order, credit card or through financial aid which is defined as assistance that the student has been or will be awarded from Federal, Institutional or other scholarship, grant or loan programs. Payments may be arranged with the school. Each student is given a receipt each time any type of payment is made. Awards of Title IV federal assistance received by a student will apply first to tuition owed and then to the student for education related expenses. All financial aid disbursements will be made in accordance with the federal regulations and guidelines.

PAUL MITCHELL THE SCHOOL Tinley Park offers a variety of ways to pay for tuition; check and credit card. Our Financial Aid Officers will help assist students in finding the best payment option for the student and school to meet the cost requirements.

*Financial aid is available to those who qualify.*

## SCHOLARSHIP/FEE WAIVER POLICY

PAUL MITCHELL THE SCHOOL offers limited scholarships to those who qualify. To determine eligibility for a full or partial scholarship, the applicant must complete a financial aid application and provide any other information requested. Scholarships are approved and awarded based on the individuals' need, ability to excel, personal desire, and interview results.

PAUL MITCHELL THE SCHOOL Bradley and Tinley Park also offers a Michelle L. Bruckman Daymaker Scholarship for high school seniors applying for admission into the school or any applicant who has a mentor in the beauty industry who feels that the applicant would be an asset to the industry. The applicant must meet the requirements set forth in the scholarship to qualify. This scholarship will be applied directly toward tuition upon completion of program. The student must remain in satisfactory progress for the duration of the time enrolled in the program to remain eligible for the scholarship.

## FUNDING ASSISTANCE AVAILABLE *for those that qualify*

- **PELL GRANTS:** Federal Pell Grants range in award amounts from a minimum of \$602.00 to approximately \$5,730.00 per academic year. The size of the award depends upon the actual cost of attendance at the institution. The student must meet the institutions satisfactory academic progress requirements in order to remain eligible for Pell Grant disbursements. Awards are primarily determined by the student's family income and size as well as the cost of attendance at the institution.
- **FEDERAL DIRECT STUDENT LOANS:** Future Professionals who demonstrate financial need and is enrolled at least half time in an eligible program may apply for a Student Loan. The borrowers' repayment begins six months after the student graduates, withdraws, or drops below half time enrollment status. Students that do not qualify for interest subsidies under this program or who qualify only for partial annual loan limits and need additional assistance may apply for an unsubsidized loan.
- **DORS:** Department Of Rehabilitation Services information is available in the financial aid office.
- **FINANCIAL AID FUTURE PROFESSIONALS IN VERIFICATION:** Students in verification need to submit the following items within 30 days of notice: Student's and parent's tax transcripts, Verification Worksheet (available in the Financial Aid office), Low Income statement, and any other supporting documents.

For more information regarding financial assistance, how to obtain application, etc., students should contact the financial aid office.

## CONSTITUTION DAY

PAUL MITCHELL THE SCHOOL celebrates Constitution Day on or near September 17 of each year. For more information visit [www.constitutionday.com](http://www.constitutionday.com)

## VOTER REGISTRATION

Students are encouraged to register to vote in State and Federal Elections. Voter Registration and Election Date information for the state of Illinois can be found at <http://www.votespa.com>.

For information on Voter Registration and Election Dates for Federal Elections visit [www.eac.gov/voter\\_resources](http://www.eac.gov/voter_resources).

## BRADLEY 2015 CLASS START DATES

Cosmetology	
DAY SCHOOL:	January 20, March 18, May 20, July 15, September 16, November 18
NIGHT SCHOOL:	January 20, May 20, September 16

Nail Technician	
DAY AND NIGHT SCHOOL:	<i>Please see admissions leader for specific start dates.</i>

Teacher Training	
DAY AND NIGHT SCHOOL:	<i>Please see admissions leader for specific start dates.</i>

## TINLEY PARK 2015 CLASS START DATES

Cosmetology	
DAY SCHOOL:	January 21, March 18, May 20, July 15, September 16, November 18
NIGHT SCHOOL:	January 21, May 20, September 16

Esthetics	
DAY AND NIGHT SCHOOL:	January 14, April 8, July 8, October 7

Teacher Training	
DAY AND NIGHT SCHOOL:	<i>Please see admissions leader for specific start dates.</i>

## SCHEDULE CHANGE FOR BOTH LOCATIONS

During the course of enrollment if the student wishes to change their scheduled the student will be charge \$100.00 for each schedule change.

## STUDENTS WHO WITHDRAW

Students who withdraw from the program are required to empty their locker and gather all personal items. Any items left behind by the student will be stored for 60 days, at which time the items become the property of PAUL MITCHELL THE SCHOOL.

Students wishing to transfer to another institution must pay all monies owed to PAUL MITCHELL THE SCHOOL, and all applicable academic requirements must be met in order for the hours to be released.

## **REENTRY STUDENTS**

- ❶ Outstanding tuition, fee, and overtime expenses must be paid in advance or the student must make satisfactory arrangements with the Financial Aid Leader.
- ❷ Previous tuition payments will be credited to the student's balance.
- ❸ Because tuition fees and costs are subject to change, reentering students will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable.

The school does not deny readmission to any service member of the uniformed services for reasons relating to that service. Readmission is reserved to the sole discretion of PAUL MITCHELL THE SCHOOL and may require special conditions.

Readmission for a student requires a personal interview with school administration. The reentering student will be placed on 30-day evaluation. During the 30-day evaluation period the student must demonstrate for that period that they can meet the school's minimum attendance and academic requirements for Satisfactory Academic Progress. The student will then be evaluated for Satisfactory Academic Progress at the next scheduled evaluation period to determine their new status. Students who fail to meet the minimum attendance and academic requirements for that 30-day evaluation period may be terminated. Students who re-enter the program are placed in the same Satisfactory Academic Progress standing as when they left. If a reenrolling student has previously used all of their excused absences provided under their original contract, the student will not receive any additional time for excused absences under the new reenrollment contract. In addition, a student may be responsible for any previous overtime charges that had previously accrued, but not yet assessed.

Students who withdraw from the course are required to empty their student locker and gather all personal items. Any items left behind by the student will be stored for 60 days, at which time the items become the property of the school.

## **TERMINATION POLICY**

PAUL MITCHELL THE SCHOOL may terminate a student's enrollment for immoral and/or improper conduct, receiving seven (7) coaching sessions, failing to comply with educational requirements, and/ or the terms as agreed upon within the enrollment contract. For more information refer to the school Future Professional Advisory. The student will be charged an administrative termination fee of \$100.00. Any items left behind by the student will be stored for 60 days, at which time they become PAUL MITCHELL THE SCHOOL's property.



## **TRANSFER STUDENTS**

PAUL MITCHELL THE SCHOOL only accepts transfer students from another PAUL MITCHELL SCHOOL.

Students wishing to transfer to PAUL MITCHELL THE SCHOOL must submit a notarized transcript listing the hours earned before hours will be accepted. Students wishing to transfer to PAUL MITCHELL THE SCHOOL from an out-of-state cosmetology school must provide verification from the appropriate licensing authority documenting that the out-of-state school is licensed in that state. PAUL MITCHELL THE SCHOOL Bradley and Tinley Park do not accept transfer students in the teacher training program. PAUL MITCHELL Bradley does not accept transfer hours for the nail technician program.

PAUL MITCHELL THE SCHOOL will accept transfer hours from other PAUL MITCHELL schools based on a practical test given before contract signing. A kit inspection is required. If a transfer student does not have a complete Paul Mitchell student kit, a complete kit must be purchased from the school.

Transfer students must hold a 90% attendance rate and 90% GPA from the previous PAUL MITCHELL THE SCHOOL for hours to be transferred. All hours will be accepted if transferring from another PAUL MITCHELL THE SCHOOL, provided the above attendance and GPA rates are met.

The cost for Bradley cosmetology transfer students is \$11.59 per hour, this does not include the cost of a complete and current Paul Mitchell student kit.

The cost for Tinley Park cosmetology transfer students is \$11.59 per hour and \$15.54 per hours for esthetics transfer students, this does not include the cost of a complete and current Paul Mitchell student kit.

Please note that students transferring to another school may not be able to transfer all the hours they earned at PAUL MITCHELL THE SCHOOL; the number of transferable hours depends on the policy of the receiving school.

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress (SAP) evaluation periods are based on actual contracted hours at the institution.

## **TRANSFER BETWEEN BRADLEY AND TINLEY PARK CAMPUS'**

A student may request a 1 (one) time transfer from one campus to another by completing a transfer of campus location form and must receive approval of transfer from the management team. The student must currently be meeting academic and attendance standards and be up to date on all practical and theory assessments at the current campus.

Students transferring from Paul Mitchell The School Bradley to Paul Mitchell The School Tinley Park current tuition fees and outstanding balances will transfer with the student to Paul Mitchell The School Tinley Park.

Students transferring from Paul Mitchell The School Tinley Park to Paul Mitchell The School Bradley current tuition fees and outstanding balances will transfer with the student to Paul Mitchell The School Bradley.

## COSMETOLOGY COURSE OVERVIEW

### Course Hours: 1500 clock hours

The course is divided into pre-clinical classroom instruction and clinical service learning experiences.

- ① **Pre-clinical Classroom Instruction:** The first 150 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.
- ② **Clinic Learning Experience:** The remaining 1350 hours are spent in the clinic area where practical experience is gained.

## COSMETOLOGY COURSE OUTLINE

The program is divided into seven (7) designations:

- ① **Basic Training:** The first 150 hours of classroom instruction are in general theory and practical application in the following subject areas: tools and their use, shampoo, understanding chemicals and their use, types of hair, sanitation, hygiene, skin diseases and conditions, anatomy and physiology, electricity, ethics, nail technology and esthetics.
- ② **Practical Chemical Application/Hair Treatment:** The next 500 hours of instruction are a combination of classroom instruction and hands-on training in the following subject areas: chemical safety, permanent waving, hair coloring, tinting and bleaching, hair relaxing, hair and scalp conditioning, shampooing, toning and rinsing.
- ③ **Hair Styling/Hair Dressing:** The next 475 hours of instruction are in hair styling with a combination of classroom instruction and hands-on learning experiences in the following subject areas: cutting, thinning, shaping, trimming, application of electrical/mechanical equipment, curling, hair treatments and marcelling.
- ④ **Shop Management, Sanitation and Interpersonal Relations:** The next 200 hours of classroom instruction are in the following subject areas: labor law, workers' compensation, client relations, bookkeeping, marketing and merchandising, emergency first aid, right-to-know laws, pertinent state and local laws and rules, business ethics, sanitation, electrical devices, personal grooming and hygiene.
- ⑤ **Creative Curriculum:** You will spend your last 600 hours in Paul Mitchell The School Bradley in "high gear" by dressing, acting and working like a true professional. You will use your own artistic and creative abilities, coupled with the assistance of the Learning Leaders, to prepare yourself for your future salon career.
- ⑥ **Esthetics:** A total of 85 hours of esthetics instruction are provided.
- ⑦ **Nail Technology:** A total of 55 hours of instruction in nail technology are provided.
- ⑤ **Electives:** A total of 35 hours in student electives are provided.

## ESTHETICS COURSE OVERVIEW

### Course Hours: 750 clock hours

The course is divided into pre-clinical classroom instruction and clinical service learning experiences.

- ❶ **Pre-clinical Classroom Instruction:** The first 200 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.
- ❷ **Clinic Learning Experience:** The remaining 550 hours are spent in the clinic area where practical experience is gained.

## ESTHETICS COURSE OUTLINE

Your time at PAUL MITCHELL THE SCHOOL for the cosmetology program will be divided into four designations:

- ❶ **Core Curriculum:** This 190-hour time period is dedicated to exploring foundational knowledge and basic esthetics facial, hair removal, and makeup procedures. You will receive individual attention in practical workshops, and you will complete monthly worksheets and periodic tests throughout the course. This is an intense and exciting portion of your experience.
- ❷ **Clinic Learning Experience:** You will enter a new phase of elective classroom workshops coupled with challenging practical services that will continue to build you into a confident skin care therapist.
- ❸ **Classroom Learning Experience:** During this phase of your learning, you will be introduced to guest speakers, prescriptive selling, motivation, self-improvement, body treatments, and emerging technologies. You will use your own technical and therapeutic abilities, coupled with the assistance of Learning Leaders, to provide service to guests. You will make discoveries and learn relationship-building skills that will ensure your success in this exciting, diverse field.
- ❹ **Creative Curriculum:** You will dress, act, and work like a true professional. You will use your own technical and therapeutic abilities, coupled with the assistance of PAUL MITCHELL THE SCHOOL Learning Leaders, to prepare for your future salon and spa career.

*\*The esthetics program is only approved at the Tinley Park Location*

## NAIL TECHNICIAN COURSE OVERVIEW

**Course Hours: 350 clock hours** (*this program is ONLY offered at the Bradley location*)

The course is divided into pre-clinical classroom instruction and clinical service learning experiences.

- ❶ **Pre-clinical Classroom Instruction:** The first 100 hours are devoted to classroom workshops, demonstration, and practical experience. You will learn nail principles, technical information, and professional practices.
- ❷ **Clinic Learning Experience:** The remaining 250 hours are spent in the clinic area, gaining practical experience.

## NAIL TECHNICIAN COURSE OUTLINE

Your time at PAUL MITCHELL THE SCHOOL for the nail technician program will be divided into three designations:

- ❶ **Core Curriculum:** This 100-hour time period is dedicated to exploring foundational knowledge and basic nails procedures. You will receive individual attention in practical workshops, and you will complete monthly worksheets and periodic tests throughout the course. This is an intense and exciting portion of your experience.
- ❷ **Protégé Learning Experience:** Your experience as a Protégé produces a smooth transition from Core student to Mentor student. You will spend 10 hours as a Protégé preparing for the clinic experience.
- ❸ **Mentor Learning Experience:** Your remaining 240 hours will be spent in a clinic environment. You will dress, act, and work like a true professional. You will use your own technical and therapeutic abilities, coupled with the assistance of Learning Leaders, to provide service to guests. You will make discoveries and learn relationship-building skills that will ensure your success in this exciting, diverse field.

*\*The nail technician program is only approved at the Bradley Location.*



## TEACHER TRAINING COURSE OVERVIEW

### Course Hours: 1000 clock hours

The course is divided into pre-clinical instruction and clinical service learning experiences. The primary purpose of the cosmetology instructor course is to train students in the basic manipulative skills, safety judgments, proper work habits and desirable attitudes and ethics necessary to pass the State Board examination and for competency in job entry level positions in instructing cosmetology or related fields.

## TEACHER TRAINING COURSE OUTLINE

Your time in the PAUL MITCHELL THE SCHOOL teacher training course will be divided into two designations:

- ❶ **Psychology and Methodology:** These classes focus on the theory of teaching, using *Milady's Master Educator* textbook, including weekly tests.
- ❷ **Student Teaching:** You will learn to write lesson plans and do actual teaching from your lesson plans. There will be a practical teaching evaluation of your teaching skills.
- ❸ **Objectives:** Upon completion of the course requirements, the determined graduate will be able to:
  - Project a positive attitude and a sense of personal integrity and self confidence.
  - Practice proper grooming and effective communications skills and visual poise.
  - Understand employer-employee relationships and respect the need to deliver worthy service for value received.
  - Perform the basic skills necessary for teaching including writing lesson plans, performing demonstrations, directing Future Professionals projects, using library resources and audio-visual aids, supervising lab floor operations.
  - Perform the basic analytical skills to determine proper makeup, hairstyle, wardrobe style and color application for the client's total image.
  - Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in cosmetology and related fields.

- ❹ An approved school that intends to provide teacher training must utilize a teacher program that includes a minimum of 1000 clock hours or a 34 credit-hour equivalency (1 credit hour equals 30 clock hours) of instruction as noted below.
- ❺ 500 hours of Post-Graduate School Training that includes all subjects in the basic cosmetology curriculum in Section 1175.530, including theory and practice. Presentation of material must include the concepts that are intended to be taught and the skills to be acquired during the various phases of basic education.
- ❻ 20 hours of Educational Psychology that shall include, but not be limited to, topics in educational objectives, student characteristics and development, the learning process and an evaluation of learning that relates to teaching. These hours shall be waived on behalf of cosmetology teacher students who have completed a course in Educational Psychology at an accredited college or university.

- ⑦ 20 hours of Teaching Methods (Theory) that shall include, but not be limited to, topics in individual differences in learning, lesson planning and design, lesson delivery, assessment of learning performance, classroom management, student motivation and classroom climate. These hours shall be waived on behalf of cosmetology teacher students who have completed a course in Teaching Methods-Secondary Level at an accredited college or university.
- ⑧ 150 hours of Application of Teaching Methods that include preparation and organization of subject matter to be presented on a unit by unit basis and presentation of subject matter through application of varied methods (lecture, demonstration, testing and assignments). Presentations must provide teaching objectives to be accomplished and correlate theoretical with practical application.
- ⑨ 50 hours of Business Methods that include inventory, record keeping, interviewing, supplies, the Illinois Barber, Cosmetology, Esthetics, and Nail Technology Act of 1985 and 68 Ill. Adm. Code 1175.
- ⑩ 260 hours of Student Teaching under the on-site supervision of an Illinois licensed teacher. The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum.

## STATE OF ILLINOIS REQUIREMENTS

### Cosmetology

The instructional program of PAUL MITCHELL THE SCHOOL meets or exceeds these requirements:

Subject	Practical Application	Theory Hours
<b>Milady Theory</b>		150
<b>I. Basic Training Theory and Practical Application</b> a) tools and their use b) shampoo c) understanding chemicals and use d) types of hair e) sanitation f) hygiene g) skin diseases and conditions h) anatomy and physiology i) electricity j) ethics k) nail technology l) esthetics <b>SUBTOTAL</b>		150
<b>II. Practical Chemical Application/Hair Treatment</b> a) chemical safety b) permanent waving c) hair coloring, tinting, and bleaching to including toning d) hair relaxing e) hair scalp and conditioning f) shampooing and rinsing <b>SUBTOTAL</b>	60 60 15 0 5 <b>140</b>	25 90 90 60 75 20 <b>360</b>
<b>III. Hair Styling/Hair Dressing</b> a) cutting b) thinning c) shaping d) trimming e) application of electrical/mechanical equipment f) hairstyling to include curling and marcelling g) hair treatments <b>SUBTOTAL</b>	60 5 0 20 5 <b>90</b>	155 10 5 15 15 130 55 <b>385</b>
<b>IV. Shop Management, Sanitation, and Interpersonal Relations</b> a) labor law b) workers' compensation c) client relations d) bookkeeping e) marketing and merchandising f) emergency first aid g) right-to-know laws h) pertinent state and local laws and rules i) business ethics j) sanitation k) electrical devices l) personal grooming and hygiene <b>SUBTOTAL</b> <i>Continues on next page</i>		15 15 15 15 15 15 15 15 15 25 15 25 <b>200</b>

Subject	Practical Application	Theory Hours
V. Esthetics	10	75
VI. Nail Technology	10	45
VII. Electives		35
<b>TOTAL HOURS</b>	<b>250</b>	<b>1100</b>

In addition to the state requirements listed above, PAUL MITCHELL THE SCHOOL provides training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, and client service record cards.

*\* Milady Theory Hours of 150 are not included in the total hours.*



**Esthetics** – The instructional program of PAUL MITCHELL THE SCHOOL meets or exceeds these requirements:

Subject	Practical Application	Theory Hours
<b>I. Basic Training Theory and Practical Application</b> a) history of skin care b) personal hygiene and public health c) professional ethics d) sterilization and sanitation e) introduction to skin analysis and skin care and facial treatment <b>SUBTOTAL</b>		<b>75</b>
<b>II. Scientific Concepts</b> a) cells, metabolism and body systems b) bacteriology c) physiology and histology of the skin d) human anatomy e) chemistry - understanding chemicals and their use f) disorders of the skin and special esthetics procedures <b>SUBTOTAL</b>		<b>150</b>
<b>III. Practices and Procedures</b> a) non-therapeutic massage, excluding the scalp b) nutrition and health of skin c) skin analysis d) cleansing of skin e) mask therapy and facial treatments f) facial treatments without the aid of machines g) electricity, machines and apparatus h) facial treatments with aid of machines i) hair removal; including tweezer method, depilators, waxing and their use j) professional makeup techniques k) product knowledge as it relates to esthetics <b>SUBTOTAL</b>	<b>375</b>	<b>125</b>
<b>IV. Business Practices</b> a) Illinois Barber, Cosmetology, Esthetics and Nail Technician Act and Rules management. b) OSHA standards relating to chemical use <b>SUBTOTAL</b>		<b>25</b>
<b>TOTAL HOURS</b>	<b>375</b>	<b>375</b>

In addition to the state requirements listed above, PAUL MITCHELL THE SCHOOL provides training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, and client service record cards.

**Nail Technician** – The instructional program of PAUL MITCHELL THE SCHOOL meets or exceeds these requirements:

Subject	Practical Application	Theory Hours
<b>I. Basic Training Theory and Practical Application</b> a) History of nail care b) Personal hygiene and public health c) Professional ethics d) Sterilization and disinfection e) Bacteriology f) Disorders of the nails g) OSHA standards relating to material safety data sheets (MSDS) on chemicals h) Chemicals and their use; and i) Technical applications of chemicals <b>SUBTOTAL</b>		50
<b>II. Related concepts</b> a) cells, metabolism and body systems b) Theory of massage c) People skills <b>SUBTOTAL</b>		15
<b>III. Practice and Procedures</b> a) Fabric procedures b) Sculpting procedures c) Light cured gels d) Machines or apparatus used in nail technology e) Manicures f) Pedicures g) Hand, arm and foot massage h) Other procedures as they relate to nail technology i) Product knowledge as it relates to nail technology <b>SUBTOTAL</b>	155	100
<b>IV. Business Practices</b> a) Illinois Barber, Cosmetology, Eshtetics, and Nail Technology Act and Rules b) Management c) OSHA standards relating to chemical use; and d) Workers' compensation Act <b>SUBTOTAL</b>		30
<b>TOTAL HOURS</b>	<b>155</b>	<b>195</b>

In addition to the state requirements listed above, PAUL MITCHELL THE SCHOOL provides training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, and client service record cards.

**Teacher Training (1000 hours)** – The instructional program of PAUL MITCHELL THE SCHOOL meets or exceeds these requirements:

Subject	1000-Hour Program
Postgraduate Training	500
Educational Psychology	20
Teaching Methods	20
Application of Teaching Methods	150
Business Methods	50
Additional Training	260
<b>TOTAL HOURS</b>	<b>1000</b>

The course is divided into Postgraduate Training, Psychology and Methodology, and Student Teaching.

### COSMETOLOGY PROGRAM TESTING AND GRADING PROCEDURE

The following tests and grading procedures are incorporated during the student's 1500-hour course:

- ❶ **Weekly theory exams:** Students must receive a grade of 75% or higher.
- ❷ **210-hour orientation practical skills evaluation test:** Students must receive a grade of 75% or higher.
- ❸ **Final exam 1 (750-hour written test):** This test covers an overview of all related cosmetology subjects (e.g., anatomy, chemistry, etc.). Students must receive a grade of 75% or higher on all final exams.
- ❹ **Final exam 2 (1300-hour written test):** The written exam covers an overview of all theory instruction, Illinois state law, and other items covered on the state cosmetology exam. Students must receive a grade of 75% or higher on all final exams.
- ❺ **Monthly clinic practical worksheets:** Students must complete all monthly clinic practical worksheets.
- ❻ **Practical skills test (mock state board):** Students must receive a 75% or higher grade on all final tests.

### ESTHETICS PROGRAM TESTING AND GRADING PROCEDURE

The following tests and grading procedures are incorporated during the student's 750-hour course:

- ❶ **Weekly theory exams:** Student must receive a grade of 75% or higher on each weekly theory exam.
- ❷ **Final written and practical:** The written test covers an overview of all theory instruction, Illinois state law, and other items covered on the state esthetics exam. Students must receive a grade of 85% or higher on all final exams.
- ❹ **Monthly clinic practical worksheets:** Students must complete monthly clinic practical worksheets.

## NAIL TECHNICIAN PROGRAM TESTING AND GRADING PROCEDURE

The following tests and grading procedures are incorporated during the student's 350-hour course:

- ① **Weekly theory exams:** Students must receive a grade of 85% or higher on each weekly theory exam.
- ② **Final exam 1 (200-hour written test):** This test covers an overview of all related nail technology (e.g., anatomy, chemistry, etc.), Illinois State law and other covered nail technology exams. Students must receive a grade of 85% or higher on all final exams.
- ③ **Monthly clinic practical worksheets:** Students must complete monthly clinic practical worksheets.

## TEACHER TRAINING PROGRAM TESTING AND GRADING PROCEDURE

The following tests and grading procedures are incorporated during the student's 1000-hour course:

- ① **Weekly Theory Exams:** Students must receive 85% or higher on each weekly theory exam. Students must receive a 85% or higher grade on all tests given.
- ② **500-hour skill evaluation test.**
- ③ **500-hour written exam:** (There is not a required time frame for students to complete services. The information is for the student's use.)
- ④ **1000-hour written exam:** This test is an overview of all related cosmetology subjects, i.e., anatomy, chemistry, etc. Law, and other items covered on the state cosmetology exam.
- ⑤ **Monthly clinic practical worksheets:** Student must complete monthly clinic practical worksheets.

## MEASURABLE PERFORMANCE OBJECTIVES

- ① Complete the required number of clock hours of training.
- ② Achieve and receive passing grades on all practical graduation requirements and projects, including practical and theoretical examinations.
- ③ Satisfactorily pass final written and practical exams.
- ④ Upon completion, receive a graduation certificate.
- ⑤ Pass state board exam.

## SAFETY PRECAUTIONS FOR THE BEAUTY INDUSTRY

By following safety precautions you contribute to the health, welfare, and safety of the community. Always have good hygiene and be professionally dressed. Keep a first aid kit on hand, follow safety regulations, and keep equipment properly sanitized. The following precautions should always be taken with each client:

- ❶ Protect clients' clothing by appropriately draping them.
- ❷ Ask clients to remove any jewelry, hair accessories, glasses, etc.
- ❸ Keep any and all chemicals away from the eyes. In case of eye contact with chemicals, thoroughly rinse eyes with cold water.
- ❹ Wear gloves when dealing with chemicals.
- ❺ Remember that anything containing chemically active ingredients must be used carefully to avoid injury to you and your client.

## INDUSTRY REQUIREMENTS

Students interested in pursuing a career in cosmetology should:

- ❶ Develop finger dexterity and a sense of form and artistry.
- ❷ Enjoy dealing with the public.
- ❸ Keep aware of the latest fashions and beauty techniques.
- ❹ Make a strong commitment to your education.
- ❺ Be aware that the work can be arduous and physically demanding because of long hours standing and using your hands at shoulder level.

## STUDENT SERVICES

- ❶ **Housing:** Paul Mitchell The School Bradley and Paul Mitchell The School Tinley Park keeps a file of information about housing in the surrounding areas.
- ❷ **Advising:** Students are provided with academic advising and additional assistance as necessary. If referral to professional assistance is necessary, the school maintains a record of such referral. Information and advice on any financial assistance are accessible to students. The school also gives advice and information to students on these subjects:
  - A. Regulations governing licensure to practice, including reciprocity among jurisdictions.
  - B. Employment opportunities.
  - C. Opportunities for continuing education following graduation.

## GRADUATION REQUIREMENTS IN COURSES

- ① Receive the required number of clock hours of training.
- ② Complete graduation map worksheet requirements, *(if applicable)*.
- ③ For students to meet state requirements, all monthly clinic practical worksheets must be completed 100%
- ④ Complete Final Phase worksheet.
- ⑤ Satisfactorily pass final written and practical exams.
- ⑥ Complete the required Milady theory hours and pass all written Milady theory exams.
- ⑦ Pay all tuition cost or make satisfactory arrangements for payment of all debts owed to the school.
- ⑧ Upon graduation the student will receive a graduation certificate.
- ⑨ Bring in a money order or certified check made out to CONTINENTAL TESTING SERVICE, INC. in the amount of the current test fee, for those that have not applied for and paid for the test online.. This fee is the cost for the application for the state licensing exam. All of the applications and fees can be performed online. Candidates must have a valid email address in order to apply for the test.

***Once the student has met all these requirements, he/she will receive a CERTIFICATE of DIPLOMA.***

A student who withdraws will receive a certified transcript, which will include the number of hours for which the school has been compensated. For the purposes of transfer or graduation, hours will not be released by the school until all monies owed to the institution have been paid and all academic requirements pertaining to those hours have been completed.

A person is eligible to receive a license as a cosmetologist who submits proof that he/she is at least 16 years of age, has an education equivalent to the completion of high school, has completed the required clock hours in an approved school for the applicable course; paid the required fees, and has passed the examination conducted by the Illinois Dept. of Financial and Professional Regulation to determine his/her fitness to receive a license. A learning leader must be 18 years of age and meet the above requirements.

Cosmetologists in the state of Illinois must obtain at least 14 clock hours of continuing education in order to renew their license every odd number year. Teacher Training in the state of Illinois must obtain at least 24 clock hours of continuing education in order to renew their license every even number year.

Each student is entitled to receive (free of charge) from the school, an **official transcript** of all hours completed by the student at the school and the grades earned by the student for those hours. All applicable tuition, fees, and other charges must be paid to the school first.



## GRADUATION, PLACEMENT, AND JOB OPPORTUNITIES

There are many wonderful career opportunities available within the beauty industry. In addition to hair design, this industry also offers opportunities in areas such as skin care, makeup, aromatherapy, nail artistry, product education, platform artistry, and salon management.

Although PAUL MITCHELL THE SCHOOL ***does not guarantee employment upon graduation***, PAUL MITCHELL THE SCHOOL does maintain a job placement program and will inform students of job openings and opportunities. PAUL MITCHELL THE SCHOOL coordinates placement programs with local and national salons by sending out surveys and inviting salon owners and guest artists to teach and speak at PAUL MITCHELL THE SCHOOL.

The following vocations are options you may want to consider upon graduation: professional stylist, skin care specialist, makeup technician, nail technician, platform artist, product representative, salon owner/manager, state board examiner/member, image consultant, among other careers. Graduates may also want to teach in a school or work as an educational specialist.

Avenues in these areas of specialization could also include journalism, advertising, marketing, or research development with the right continuing education and opportunities. Training is the important first step to an enjoyable, successful career in one of the above areas.

The horizons you can attain in this multi-billion dollar industry are limitless. The jobs of the future will be mostly service oriented, and these fields are at the top of the list. Salons across the nation always have positions that need filling. To attain managerial positions, you will only need additional business skills.

## STUDENT KIT – Cosmetology

A standard student kit is included in the total fee. Please note that students are responsible for the purchase of stationary supplies.

<p><b>BRUSHES</b></p> <p>3060 color Applicator Brushes  2010 407 Styling Brush  2005 413 Sculpting Brush  2000 427 Paddle Brush  2020/2030/2040 Round Boar Brushes  2035 Medium Express Ion Brush  2045 Large Express Ion Brush  2025 XL Express Ion Brush  2065 Scalp Brush</p> <p><b>TOOLS</b></p> <p>P501 Mannequin Head  4015 Turbolight v.2 Blow Dryer  4020 Marcel Curling Iron  4025 Express 1.25 Smoothing Iron  5025 Professional Barber Clipper/Trimmer  1055 Black Hand Mirror  1030 6.0" Scissors  1040 6.0" Thinner  1050 Scissor Case  1020 5.5" Scissor  5010 Mannequin Tripod  4000 Metal Carrying Case  2050 Razor</p> <p><b>CAPES</b></p> <p>1025/1045 Cutting Apron/Chemical Cape  1035 Cutting Apron</p>	<p><b>COMBS</b></p> <p>818/109/429/109/308/814/408/416/424  Specialty Combs  3065 Detangler Comb</p> <p><b>ACCESSORIES</b></p> <p>2060 12- Butterfly Clips  1060 10- Skinny Clips  2055 Aluminum Spray Bottle</p> <p><b>TEXTBOOKS</b></p> <p>1 <i>Milady's Standard Cosmetology 2012 Textbook</i>, ISBN-13: 9781439059302 (Hardcover), \$112.50  1 <i>Milady's Standard Cosmetology 2012, Theory Workbook</i>, ISBN-13: 9781439059234, \$47.95  1 <i>Milady's Standard Cosmetology 2012, Exam Review</i>, ISBN-13: 9781439059210, \$35.95</p>	<p><b>STUDENT EDUCATION MATERIALS</b></p> <p>1 Cutting System DVD Box Set  1 Color System DVD Box Set  1 Texture System Cutting Cards  1 Men's Cutting DVD  1 <i>Connecting to My Future</i> Book  600 <i>Success For The Modern Salon</i> CD  1 <i>Be Nice (Or Else!)</i> Book  1 Plugged In Student Access Jump Drive  602 Multiple Intelligence Letter  603 Masters CD  604 PMAE Materials  605 <u>Black Carry Bag</u>  <b>Total: \$289.00</b></p> <p>Salon Fundamentals – \$179.00  Cosmetology Textbook, Study Guide &amp; Exam Prep  Online Access Code and Guide  Publisher: Pivot Point; ISBN: 978-1-934636-664b</p> <p>Salon Fundamentals Learners &amp; CD Rom – \$55.80  Salon Fundamentals Online Access Code  Publisher: Pivot Point; ISBN: 978-1-936349-46-3</p>
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## STUDENT KIT – Esthetics

Students are responsible to purchase a Paul Mitchell Kit at an additional cost from the tuition. Please note that students are responsible for the purchase of stationery supplies.

The following items are contained in the Paul Mitchell esthetics kit:

PRODUCTS	ACCESSORIES	STUDENT EDUCATION MATERIALS
1 Daily Micro Foliant 2.6 oz 1 Ultra Calm Cleanser 16.9 oz 1 Active Moist 6.0 oz 1 Colloidal Masque Base 6.0 oz 1 Massage Cream 6 oz 1 Calming Botanical Mixer 4 oz 1 Solar Defense Booster 1.7 oz 1 Multi Active Toner 16.0 oz 1 MultiVitamin Power Recovery Masque 2.5 oz 1 Special Cleansing Gel 16.9 oz 1 PreCleanse 5.1 oz 1 Concealing Spot Treatment .33 oz 1 Scaling Fluid 8.0 oz 1 Post Extraction solution 8.0 oz 30 MultiVitamin Power Exfoliant Tubes 1 Exfoliant Accelerator 35 6 oz 1 Dermalogica Fan Masque Brush 1 OPTI-Firm Eye Treatment 1 4 Layer Facial Single Application	1 Facial Sponges (2pk.) 25 Face Mapping Sheets 1 Paul Mitchell T-shirt 1 Paul Mitchell Apron 1 Welcome Pack 4 Layer Facial Single Application DVD	1 <i>Dermalogica's Product Guide and Treatment Directory</i> 1 <i>Be Nice (Or Else!)</i> Book 1 <i>Connecting to My Future</i> Book 1 Success for the Modern Salon Motivational CD 2 MASTERS CDs: <i>Jane Wurward and Lydia Sarfati</i> \$12.95 1 Plugged In thumb drive, Plugged In membership, and MASTERS Audio Club subscription throughout enrollment (minimum 1 year) 1 The Book 1 Professional Exfoliant Brochure  <b>TEXTBOOKS</b> 1 <i>Milady's Standard Esthetics Fundamentals, 11th Edition</i> Textbook, ISBN-13: 9781111306892 (Hardcover), \$141.95 1 <i>Milady's Standard Esthetics Fundamentals Student, Workbook</i> , ISBN-13: 9781111306915, \$78.95 1 <i>Milady's Standard Esthetics Fundamentals Exam Review</i> , ISBN-13: 9781111306922, \$51.95

## STUDENT KIT – Cosmetology Instructor

A student kit is included in the tuition fee. Please note that students are responsible for the purchase of stationary supplies.

1 <i>Milady's Master Educator Student Course Book, 3rd Edition</i> ; ISBN-13: 9781133693697, \$161.95 1 <i>Milady's Master Educator Exam Review, 3rd Edition</i> ; ISBN-13: 9781133776598, \$49.95 Notepaper and notebook Blue or black ink pen, highlighter, colored pencils/fine line markers Master padlock for locker
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## STUDENT KIT – Nail Technician

Students are responsible to purchase a Paul Mitchell Kit at an additional cost to the tuition. Please note that students are responsible for the purchase of stationery supplies.

The following items are contained in the Paul Mitchell manicuring kit:

PRODUCTS	ACCESSORIES	STUDENT EDUCATION MATERIALS
1 NAS 99, 2 oz 1 Nail Adhesive, 3 gm 1 Brush Cleaner, 1 oz 1 Avoplex Nail & Cuticle Replenishing Oil, 1/4 oz 1 White Tea Massage Lotion 2 Assorted OPI Lacquers including OPI Red 1 Swiss Guard Hand Sanitizer, 4 oz 1 Bondex, 1/4 oz 1 Avoplex Moisture Replenishing Lotion, 4 oz 1 OPI Polish Remover, 4 oz 50 Nail Wipes 1 Bond-Aid, 1/2 oz 1 Avoplex Enzyme Therapy Cleaner, 1 oz 1 Light Cured Gel Kit 1 Dry Spray Nail Polish Dryer, 2 oz 1 Green Tea Scrub 1 Wrap Kit 1 Start to Finish, Base Coat, Top Coat & Nail Strengtheners in One 1 Avoplex Exfoliating Treatment 20 Dimensional Nail Tips, Assorted 1 Choose from OPI's Absolute, Competition Formula 300, or Clarita Odor-Free Acrylic Systems	1 Glass Eyedropper 1 Cuticle Stick 1 Diamond Coated File 1 OPI Nail Smoother Toe Separators 1 Deluxe Accessories 1 Tote Bag 3 Reusable Nail Forms 2 Dappen Dishes 1 Finger Nail Clipper 1 White Cloth File 1 1-2-3 Luster Buff Board 1 Foot File 1 Deluxe Manicure Cut-Away Disposable Nail Forms (5 each size) 20 Linear Nail Tips, assorted 1 The Fluffy 1 Toe Nail Clipper 1 White Board File 1 Manicure Bowl 1 Deluxe Pedicure Kit 5 Expert on the Go Carrying Case 1 OPI Apron 1 Nail Manicure Brush 1 Silver Cushion File 1 OPI Mini Cuticle Nipper 5 Wooden Dowels 1 American Round Sable Brush	1 <i>Connecting to My Future</i> Book 1 <i>Be Nice (Or Else!)</i> Book 1 Multiple Intelligence Letter 1 Success for the Modern Salon CD 1 Service Menu Experience 1 Plugged In thumb drive, Plugged In membership, and MASTERS Audio Club subscription throughout enrollment (minimum 1 year)  <b>TEXTBOOKS</b> 1 <i>Milady's Standard Nail Technology</i> , 7th Edition Textbook ISBN - 13: 9781435497689, \$117.95 1 <i>Milady's Standard Nail Technology</i> , 7th Edition Student Workbook ISBN - 13: 9781435497641, \$61.95 1 <i>Milady's Standard Nail Technology</i> , 7th Edition Exam Review ISBN - 13: 9781435497634, \$42.95

## FEDERAL RETURN OF TITLE IV FUNDS POLICY

*The school participates in federal financial aid. Please refer to the following refund policy for specific consumer information pursuant to the Federal Financial Aid program.*

- ① Students who receive loans are responsible for repaying the loan amount, plus any interest, less the amount of any refunds, and if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid for federal student financial aid program funds.
- ② For students who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation will be completed first and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the institution.
- ③ If a student has received less aid than that student earned, he/she may be eligible for a post-withdrawal disbursement. If a student is eligible for this disbursement, the school will notify the student in writing of the amount he/she is eligible. The student will have 14 days to accept or decline the disbursement. If an acceptance is not received within this timeframe, the institution will not make the post-withdrawal disbursement to the student.
- ④ The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period.
- ⑤ The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of Stafford Loans, Pell Grants, or Plus loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by determining the complement of the percentage earned (e.g., if 40% was earned, 60% was unearned).
- ⑥ The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. The percentage of the payment period scheduled to complete is calculated by dividing the total number of clock hours scheduled to complete by the payment period as of the last date of attendance.
- ⑦ If a student unofficially withdraws and has received federal loans, the loans will go into repayment.

*NOTE:* A student who withdraws prior to completing 60% of the charging period may be required to repay some of the funds released to the student because of credit balance on the student's account.

The following Title IV refund distribution is used for all financial aid applicants/students due a refund:

- ① Federal Unsubsidized Stafford Loan
- ② Federal Subsidized Stafford Loan
- ③ Federal Plus Loan
- ④ Federal Pell Grant

# TREATMENT OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS FROM A CLOCK-HOUR PROGRAM

## Treatment of Title IV Funds When a Student Withdraws From a Clock-Hour Program

Student's Name:  Social Security #:

Date of school's determination that student withdrew:

Period used for calculation (check one): ☒ 1st Payment Period ☐ Period of Enrollment

Monetary amounts should be in dollars and cents (rounded to the nearest penny).  
When calculating percentages, round to three decimal places. (for example, .4486 = .449 = 44.9%)

### STEP 1: Students Title IV Aid Information

#### Title IV Grant Programs:

1. Pell Grant
2. Academic Competitiveness Grant
3. National SMART Grant
4. FSEOG
5. TEACH Grant

Amount Disbursed	Amount that Could Have Been Disbursed
<input type="text" value="2,775.00"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
A. <input type="text" value="2,775.00"/> (sub-total)	C. <input type="text" value="0.00"/> (sub-total)

E. Total Title IV Aid  
Disbursed for  
the Period

A.   
+ B.   
= E.

F. Total Title IV  
grant aid disbursed and  
that could have been  
disbursed for the period

A.   
+ C.   
= F.

#### Title IV Loan Programs:

6. Unsubsidized FDLP / FFELP
7. Subsidized FDLP / FFELP
8. Perkins Loan
9. PLUS FDLP / FFELP (Grad Student)
10. PLUS FDLP / FFELP (Parent)

Net Amount Disbursed	Net Amount that Could Have Been Disbursed
<input type="text" value="2,985.00"/>	<input type="text"/>
<input type="text" value="1,742.00"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text" value="2,000.00"/>	<input type="text"/>
B. <input type="text" value="6,727.00"/> (sub-total)	D. <input type="text" value="0.00"/> (sub-total)

G. Total Title IV aid  
disbursed and aid that  
could have been disbursed  
for the period

A.   
B.   
C.   
+ D.   
= G.

### STEP 2: Percentage of Title IV Aid Earned

Last Day Attended:

#### H. Determine the percentage of the period completed:

Divide the clock hours scheduled to have been completed as of the last day of attendance in the period by the total clock hours in the period.

/  =   
Hours scheduled to complete      Total hour in period

- If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3.

- If this percentage is less than or equal to 60%, enter that percentage in Box H and proceed to Step 3.

H.

### STEP 3: Amount of Title IV Aid Earned by the Student

Multiply the percentage of Title IV aid earned (Box H) by the Total Title IV aid disbursed and that could have been disbursed for the period (Box G).

x  =   
Box H      Box G      Box I

### STEP 4: Title IV Aid to be Disbursed or Returned

- If the amount in Box I is greater than the amount in Box E, go to Post-withdrawal disbursement (Item J).
- If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K).
- If the amounts in Box I and Box E are equal, **STOP**. No further action is necessary.

#### J. Post-withdrawal disbursement

From the amount of Title IV aid earned by the student (Box I) subtract the Total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement.

-  =   
Box I      Box E      Box J

#### K. Title IV aid to be returned

From the Total Title IV aid disbursed for the period (Box E) subtract the Amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned.

-  =   
Box E      Box I      Box K



**STEP 5: Amount of Unearned Title IV Aid Due from the School**

<b>L. Institutional Charges for the Period.</b>	Tuition	4,500.00
	Room	
	Board	
	Other	
	Other	
Total Institutional Charges (Add all the charges together)		<b>L. 4,500.00</b>

**M. Percentage of unearned Title IV aid**

100.0%	-	100.0%	=	0.0%
Box H		Box M		

**N. Amount of unearned charges**

Multiply institutional charges for the period (Box L) by the Percentage of unearned Title IV aid (Box M).

4,500.00	x	0.0%	=	0.00
Box L		Box M		Box N

**O. Amount of school to return**

Compare the amount of Title IV aid to be returned (Box K) to Amount of unearned charges (Box N), and enter the lesser amount.

<b>O. 0.00</b>
----------------

**STEP 6: Return of Funds by the School**

The school must return the unearned aid for which the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed for each source.

Title IV Programs	Amount for School to Return
1. Unsubsidized FDLP / FFELP	0.00
2. Subsidized FDLP / FFELP	0.00
3. Perkins Loan	0.00
4. PLUS FDLP / FFELP (Grad Student)	0.00
5. PLUS FDLP / FFELP (Parent)	0.00
<b>Total loans the school must return =</b>	<b>P. 0.00</b>
6. Pell Grant	0.00
7. Academic Competitiveness Grant	0.00
8. National SMART Grant	0.00
9. FSEOG	0.00
10. TEACH Grant	0.00

**STEP 7: Initial Amount of Unearned Title IV Aid Due from the Student**

From the amount of Title IV aid to be returned (Box K) subtract the Amount for the school to return (Box O).

0.00	-	0.00	=	0.00
Box K		Box O		Box Q

► If Box Q is < or = zero, **STOP**. If > zero, go to Step 8.

**STEP 8: Repayment of the Student's loans**

From the Net loans disbursed to the student (Box B) subtract the Total loans the school must return (Box P) to find the amount of Title IV loans the student is still responsible for repaying (Box R).

These outstanding loans consist either of loan funds that student has earned, or unearned loan funds that the school is not responsible for repaying, or both; and they are repaid to the loan holders according to the terms of the borrower's promissory note.

6,727.00	-	0.00	=	6,727.00
Box B		Box P		Box R

► If Box Q is less than or equal to Box R, **STOP**.

The only action a school must take is to notify the holders of the loans of the student's withdrawal date.

► If Box Q is greater than Box R, Proceed to Step 9.

**STEP 9: Grant Funds to be Returned****S. Initial amount of Title IV grants for student to return**

From the initial amount of unearned Title IV aid due from the student (Box Q) subtract the amount of loans to be repaid by the student (Box R).

0.00	-	6,727.00	=	0.00
Box Q		Box R		Box S

**T. Amount of Title IV grant protection**

Multiply the total of Title IV grant aid that was disbursed and that could have been disbursed for the period (Box F) by 50%.

2,775.00	-	50.00%	=	0.00
Box F				Box T

**U. Title IV grant**

From the initial amount of unearned Title IV aid due from the student (Box S) subtract the amount of loans to be repaid by the student (Box T).

0.00	-	0.00	=	0.00
Box S		Box T		Box U

► If Box U is less than or equal to zero, **STOP**.

If not, go to step 10.

**STEP 10: Return of Grants Funds by the Student**

Except as noted below, the student must return the unearned grant funds for which he/she is responsible (Box U). The grant funds returned by the student are applied to the following sources in the order indicated, up to the total amount disbursed from that grant program minus any grant funds that school is responsible for returning to that program in Step 6.

Note that the student is not responsible for returning funds to any program to which the student owes \$50.00 or less.

**Title IV Grant Programs:**

1. Pell Grant
2. Academic Competitiveness Grant
3. National SMART Grant
4. FSEOG
5. TEACH Grant

**Amount to Return**

0.00

## INSTITUTIONAL REFUND/DROP POLICY

- ❶ All students refunds shall be made by the school 45 calendar days after the date of notice of the student's cancellation or the date that the school determines that the student has officially or unofficially withdrawn:
  - a. An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid to the school.
  - b. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and request his/her money back in writing, within five (5) days of signing the enrollment contract. In this case all monies collected by the school shall be refunded except a non-refundable application fee. This policy applies regardless of whether or not the student has actually started training.
  - c. A student who cancels his/her contract after five (5) days of signing the contract but prior to entering classes is entitled to a refund of all monies paid to the school less a non-refundable application fee of \$100.00 and the cost of any books or materials that have been provided by the school and retained by the student.
  - d. A student notifies the institution of his/her official withdrawal in writing and give notice to the registered agent, if any, or managing employee of the school.
  - e. A student is expelled by the institution shall receive a refund based on the chart.
  - f. For official cancellations as defined in paragraphs b, c, d, or e, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.
  - g. Monies paid for student kit is nonrefundable unless the student cancels within five (5) business days of signing the enrollment contract or the student cancels prior to entering class.
  - h. A student on an approved leave of absence notifies the school that he/she will not be returning. That 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. The school will use the last day of attendance as the withdrawal date.
- ❷ Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are monitored every 30 days and a determination is made to withdraw a student who has been absent from school for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.
- ❸ When situations of mitigating circumstances are in evidence, such as serious illness, a disabling accident, or death in the immediate family, the school may make a settlement that is reasonable and fair to both parties.
- ❹ All extra costs, such as books, equipment, graduation fees, application fee, rentals, items listed as non-refundable, and other such charges, are not considered in the tuition adjustment computation if the charges are itemized separately in the enrollment contract.
- ❺ If a course and/or program is cancelled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
- ❻ If a course and/or program is cancelled and ceases to offer instruction after the student has enrolled and instruction has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.

- ⑦ For students who terminate prior to completion, an administration fee in the amount of \$100.00 will be assessed.
- ⑧ A student's account may be sent to collections for nonpayment.
- ⑨ If the school closes permanently and no longer offers instruction after a student has enrolled and instruction has begun, the school will provide a pro rata refund of tuition to the student shall be given a refund equal to or greater than the percentage of time remaining to complete the course of instruction.

The following refund table distribution is used for all students due a refund. Upon withdrawal, drop or termination, a student may owe tuition or be entitled to a refund based on his/her scheduled hours:

Percentage Length Scheduled to Complete to Total Length of Program or Course	Amount of Total Tuition Owed to the School
0.01% - 4.9%	10%
5% - 9.9%	30%
10% - 14.9%	40%
15% - 24.9%	45%
25% - 49.9%	70%
50% and over	100%

## STUDENT FINANCIAL AID RELEASE

The undersigned agrees that PAUL MITCHELL THE SCHOOL does not guarantee the student loan process in any respect. A Federal Parent Plus loan requires a credit check and is based on the parent's credit. Pre-approval for a Parent Plus loan does not guarantee that the parent will receive a Federal Parent Plus loan. It is critical that the parent be able to pass a credit check when the loan is certified. The school has no control over the approval or decline of a parent's credit history. Nor does the school assume any responsibility for mistakes on any Department of Education financial aid forms. It is up to the student to make sure all forms are accurate and complete.

## POLICY FOR VERIFICATION OF TITLE IV FUNDING

The school has policies and procedures that it follows for verification of Title IV funding. Verification is a requirement by the U.S. Department of Education. Students are randomly selected to provide additional information. The school provides students with a verification form so they can collect the necessary information. The school gives the student a 30-day deadline to return the form to the financial office with verification items attached. If verification documents are not submitted by the due date, the student will be placed on a monthly cash pay status until verification is completed. If the school makes a change to the EFC they will have the student sign their EFC changes. FAME handles our student overpayments and alerts the school so it can make changes to the award packet, which is reported to Common Origination and Disbursement (COD) for the Department of Education.

## **ELIGIBILITY OF FINANCIAL AID AFTER A DRUG CONVICTION**

Students will be given written notice advising them that a conviction of illegal drugs, of any offense, during an enrollment period for which the student was receiving Title IV financial aid will result in the loss of eligibility for any Title IV per HEA Sec. 484(r)(1) and 20 U.S.C. 1091(r)(1). Students whose eligibility has been suspended due to a drug conviction may resume eligibility if they successfully pass two (2) unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established under HEA Sec. 484(r)(2) (20 U.S.C. 1091(r)(2)).

## **MAKEUP WORK**

Makeup hours are available to those students that are not more than 30 minutes late on makeup days. All students must make up hours in two-hour increments. It is the responsibility of all students to makeup theory and lab work missed.

To be eligible to makeup hours you must be in attendance your contracted schedule the week prior (29 hours for day school and 14.5 hours for night school), to be eligible for makeup hours.

Students may make up a test within two weeks of the test being administered in theory class. The Learning Leader will post the date the test retake must be completed by due to a failure or missed test. After this date the chapter test is considered closed and cannot be taken again. If the test was not made up a zero will be recorded. This could cause you to not make satisfactory progress which will affect your financial aid. If a failed test is retaken and results in a score higher than 75 a 75 will be recorded for the test. If a failed test results in a score lower than a 75 the highest grade will be recorded. Please ask your Future Professional Advisor if you need additional help with any test.

## **MAKEUP HOURS**

Make-up hours are available to those students that are not more than 30 minutes late on make-up days. All students must make up hours in 2-hour increments. It is the responsibility of the student to make up theory and lab work missed.

PAUL MITCHELL THE SCHOOL Bradley and PAUL MITCHELL THE SCHOOL Tinley Park's make-up days for Day Cosmetology/Esthetics students is Thursday 5:00 p.m. to 9:00 p.m.. Students must sign up at the service desk by Wednesday and make-up time for Night Cosmetology/Esthetics students is Thursday 3:30 p.m. to 5:30 p.m.. Students must sign up at the service desk by Saturday.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

Students enrolled in programs approved by NACCAS must meet formal standards that measure their satisfactory progress toward graduation. The Satisfactory Academic Progress policy is provided to all students prior to enrollment. The policy is consistently applied to all students. *Evaluations are maintained in the student file.* The school will develop an academic plan to address the specific needs of those students who fail to meet the academic requirements at specific SAP evaluation points.

## QUANTITATIVE AND QUALITATIVE FACTORS

Factors for measuring the student's progress toward satisfactory completion of the program include maintaining:

- ① A minimum cumulative theory grade level of 75% or higher.
- ② A minimum cumulative academic level of 75% or higher on practical worksheet completion.\*
- ③ To determine whether a student meets the academic requirements for Satisfactory progress, theory and practical grades are averaged together to give a cumulative academic grade of 75% or higher.
- ④ A minimum cumulative attendance of 67% of their scheduled hours\*\*

*\*To meet the state practical requirements for graduation, students must eventually complete monthly practical worksheets 100%. See LEARNING PARTICIPATION GUIDELINES.*

*\*\*To determine your rate of attendance, divide the cumulative number of hours completed by the scheduled hours to date.*

A student who has not achieved the minimum cumulative GPA of 75% and/or who has not successfully completed at least a cumulative rate of attendance of 67% is not eligible for Title IV assistance, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in status of probation.

## COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME

PAUL MITCHELL THE SCHOOL Bradley's hours: Full-time day students attend four (4) days (Wednesday through Saturday), 30 hours per week, from 9:00 a.m. to 5:00 p.m. Part-time night school students attend three (3) days (Wednesday and Thursday) from 5:30 p.m. to 9:30 p.m. and Saturday from 9:00 a.m. to 5:00 p.m., 15.5 hours per week. Information regarding other course schedules may be available upon inquiry.

PAUL MITCHELL THE SCHOOL Tinley Park's hours: Full-time day students attend four (4) days (Wednesday through Saturday), 30 hours per week, from 9:00 a.m. to 5:00 p.m.. Part-time night school students attend three (3) days (Wednesday and Thursday) from 5:30 p.m. to 9:30 p.m. and Saturday from 9:00 a.m. to 5:00 p.m., 15.5 hours per week. Information regarding other course schedules may be available upon inquiry.

The state of Illinois requires 1500 clock hours for the cosmetology course. Students are expected to complete the course in no more than 150% of the program length. If a student is never absent, he/she should complete the course within 50 weeks for a full-time student and 96.77 weeks for a part-time student.

The state of Illinois requires 750 clock hours for the esthetics course. Students are expected to complete the course in no more than 150% of the program length. If a student is never absent, he/she should complete the course within 25 weeks for a full-time student and 48.39 weeks for a part-time student.

The state of Illinois requires 350 clock hours for the nail technician course. Students are expected to complete the course in no more than 150% of the program length. If a student is never absent, he/she should complete the course within 11.67 weeks for a full-time student and 22.59 weeks for a part-time student.

The state of Illinois requires 1000 clock hours for the teacher training course. Students are expected to complete the course in no more than 150% of the program length. If a student is never absent, he/she should complete the course within 33.33 weeks for a full-time student and 64.52 weeks for a part-time student.

## MAXIMUM TIME FRAME

Students must complete the educational program within the maximum time frame which is based on attending at least 67% of the scheduled hours.

COURSE	LENGTH	MAXIMUM TIME FRAME
Cosmetology – Full Time	50 weeks	75 weeks
Cosmetology – Part Time	96.77 weeks	145.16 weeks
Esthetics - Full Time	25 Weeks	37.5 weeks
Esthetics - Part Time	48.39 Weeks	72.59 weeks
Nail Technician - Full Time	11.67 Weeks	17.50 weeks
Nail Technician - Part Time	22.58 Weeks	33.87 weeks
Teacher Training - Part Time	33.33 Weeks	50 weeks
Teacher Training - Full Time	64.52 Weeks	96.78 weeks

Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately ten percent has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of \$125.00 per week, or any part thereof, payable in advance, until graduation. Students will not be allowed to clock in until applicable weekly payments are made.

## LEAVE OF ABSENCE, INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

Students may request one (1) medical Leave of Absence (LOA) during any 12-month period. A student must submit in advance in writing, unless circumstances prevent students from doing so, to the Future Professional Advisor. The request will need to include the reason for the leave of absence and be signed by the student. The minimum amount of time that may be taken for a Leave of Absence (LOA) is 30 calendar days. The maximum Leave of Absence (LOA) that may be requested is 180 calendar days in a 12-month period.

There are some limited instances where it may be appropriate to permit a student to take more than one Leave of Absence (LOA) within a 12-month period. Situation that may qualify for more than one Leave of Absence (LOA) include: unforeseen circumstances, medical reasons, birth of a child or care of a family member. Documentation must be provided in all circumstances stated above. If the student does not return from an Leave of Absence (LOA) on the determined date, the school shall assume that student wants to withdraw from the school, the school will use the last day of attendance as the withdrawal date.

If enrollment is temporarily interrupted for a Leave of Absence (LOA), the student will return to school in the same progress status as prior to the Leave of Absence (LOA). Hours elapsed during a Leave of Absence (LOA) will not be included in the student's cumulative attendance percentage calculation. An approved Leave of Absence (LOA) will extend the student's contract period and maximum time frame by the same number of days taken in the leave and will result in no additional charges to the student. The school will add an addendum to the enrollment contract and must be signed by all parties.

Students who withdraw prior to completion of the course of study and wish to reenter will reenter at the same progress status as applicable at the time of withdrawal.

Course incompletes, repetitions, and non-credit remedial courses have no effect upon the school's satisfactory progress standards.



## EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT

Satisfactory Progress elements will be monitored monthly. Formal Satisfactory Progress Evaluations in both attendance and academics will occur every 450 , 900, and 1200 *actual hours*, when a esthetic student reaches 375 *actual hours*; when a nail technician reaches 125 *actual hours*. In the cosmetology instructor program, evaluations will occur 450 and 900 *actual hours*. At least one evaluation will occur prior to the mid-point to the academic year.

The following grading system is used to evaluate a student's academic ability:

- ① Examinations are given in all subjects.
- ② Grades and attendance (Satisfactory Academic Progress) records are reviewed and signed by the student and maintained in the student's financial file. The student may request to review their financial aid file from the Financial Aid Leader or Director.

The following system of grading is to be used for the evaluation of a student's academic ability. Practical grade reports will be issued monthly to each student. Examinations are given in all subjects. Records are kept of grades and attendance. The following grading scale is used for theory progress:

**A = 94 – 100%      B = 85 – 93%      C = 75 – 84%      Below 75% = Failing**

Practical and clinical work is graded by a signature on the student's practical clinic worksheet or guest ticket. A signature from an instructor represents a passing grade which means all elements of the practical grading criteria were met. No signature indicates a failing score which means one or more of the practical grading criteria elements were not met and the student has not met minimum satisfactory standards on the practical application. Students are required to continue and/or repeat the practical application until they receive a signature from an instructor.

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered 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.

## DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory progress until the next scheduled evaluation.

## REINSTATEMENT OF FINANCIAL AID *for those who qualify*

If applicable, Title IV financial aid will be reinstated to qualified students who have prevailed upon appeal or who have reestablished satisfactory progress by meeting the minimum cumulative attendance and academic requirements.

## PROBATION AND REESTABLISHMENT OF SATISFACTORY PROGRESS

Students failing to meet minimum requirements will be notified in writing and placed on Financial Aid Warning for the next evaluation period. They will be counseled regarding actions required to attain satisfactory requirements by the next evaluation point. During the Financial Aid Warning period, students are eligible, if applicable, to receive financial aid funds.

If, at the end of the Financial Aid Warning period, the student still has not met both the attendance and academic progress requirements, he/she will be ineligible for Title IV assistance.

A student may appeal the Financial Aid ineligible decision if he/she has a reason for not making satisfactory progress and if he/she can document that the circumstances that caused the unsatisfactory progress determination have in some way changed and that satisfactory academic progress standard can be met by the end of the next evaluation period. A student has five (5) calendar days from the date of notification that they are not meeting the second consecutive satisfactory progress determination to appeal the unsatisfactory progress determination. If the student appeals the decision, and prevails on appeal, they will be placed on Financial Aid Probation.

The basis for filing an appeal, such as death of a relative, injury or illness of the student, or other special circumstances, must be documented. The student may obtain an Appeal Form from the Financial Aid office, once the Appeal Form has been completed by the student it must be returned to the Financial Aid Office. ***Please see the Appeal Procedures.*** If the school grants the appeal, it may impose conditions for the student's continued eligibility to receive Title IV, such as changing schedules. For students who are not meeting academic requirements the school's educational team will develop an academic plan that will assist the student in meeting the school's academic requirements by the next evaluation period.

If the appeal is granted the student will be placed on Financial Aid Probation for one evaluation period. If at the end of the Financial Aid Probation period the student has not met both academic and attendance requirements all federal aid will be suspended. Students may reestablish satisfactory progress by meeting minimum attendance and academic requirements at the next evaluation period.

If the student has not met academic and attendance requirements for two (2) consecutive evaluation periods, and does not prevail on appeal, the student will be determined as not making satisfactory progress and may be terminated.

This policy applies to all students regardless of whether or not they are eligible for Title IV funding programs. In order to comply with DOE requirements the terminology financial aid warning or financial aid probation will be used for both Title IV and non-Title IV students.

## APPEAL PROCEDURE

If a student is determined as not making satisfactory progress or is terminated for not making satisfactory progress, the student may appeal the negative determination. The student must submit a written appeal to the school administration within five (5) business days of not making satisfactory progress or termination. The student must include any supporting documentation of reasons why the determination should be reversed. If the student fails to appeal the decision, it will stand.

An appeal hearing will take place within 15 business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is a dependent minor), the student's learning leader, the future professional advisor, and the school director. A decision on the student's appeal will be made within three (3) business days by the director of education and will be communicated to the student in writing. This decision will be final. *Appeal documentation will be kept in the student's permanent file.*

Should a student prevail on his or her appeal and be determined as making satisfactory progress, the student will be automatically reentered in the course, and financial aid funds will be reinstated to eligible students.

If a student is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, threats, and/or bullying, such termination is final and may not be appealed.

## **STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY**

The Family Educational Rights and Privacy Act (FERPA) sets a limit on the disclosure of personally identifiable information from school records and defines the rights of students to review and request changes to the records. FERPA generally gives postsecondary students the rights to:

- ❶ Review their education records,
- ❷ Seek to amend inaccurate information in their records, and
- ❸ Provide consent for the disclosure of their records.

Students (or parents or guardians, if the student is a dependent minor) are guaranteed access to their school records, with a staff member present, within 45 days from the date of the request. Copies of all records can be requested at \$0.20 per page.

### **General Release of Information**

Except under the special conditions described in this policy, a student must provide written consent before the school may disclose personally identifiable information from the student's education records. The written consent must:

- ❶ State the purpose of the disclosure,
- ❷ Specify the records that may be disclosed,
- ❸ Identify the party or class of parties to whom the disclosure may be made, and
- ❹ Be signed and dated.

### **FERPA Disclosures to Parents**

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's education records to his or her parents if the student is a dependent student under IRS rules.

Note that the IRS definition of a dependent is quite different from that of a dependent student for Financial Student Aid (FSA) purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

A school may disclose information from a student's education records to parents in the case of a health or safety emergency that involves the student.

A school may let parents of students under age 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

A school official may share with parents information that is based on that official's personal knowledge or observation and that is not based on information contained in an education record.

### **Release of Information to Regulatory Agencies**

Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. "Authorized representatives" include employees of the Department, such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics, as well as firms under contract to the Department to perform certain administrative functions or studies.

In addition, disclosure may be made if it is in connection with financial aid that the student has received or applied for. Such a disclosure may only be made if the student's information is needed to determine the amount of the aid, the conditions for the aid, or the student's eligibility for the aid, or to enforce the terms or conditions of the aid.

PAUL MITCHELL THE SCHOOL provides and permits access to student and other school records as required for any accreditation process initiated by the school or by the National Accrediting Commission of Career Arts and Sciences (NACCAS), or in response to a directive of said Commission.

### **Disclosures in Response to Subpoenas or Court Orders**

FERPA permits schools to disclose education records, without the student's consent, to comply with a lawfully issued subpoena or court order.

In most cases, the school must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying, so the student may seek protective action. However, the school does not have to notify the student if the court or issuing agency has prohibited such disclosure.

The school may also disclose information from education records, without the consent or knowledge of the student, to representatives of the U.S. Department of Justice in response to an ex parte order issued in connection with the investigation of crimes of terrorism.

### **Disclosures for Other Reasons**

There are two FERPA provisions concerning the release of records relating to a crime of violence. One concerns the release to the victim of any outcome involving an alleged crime of violence (34 CFR 34 CFR 99.31[a][13]). A separate provision permits a school to disclose to anyone the final results of any disciplinary hearing against an alleged perpetrator of a crime of violence where that student was found in violation of the school's rules or policies with respect to such crime or offense (34 CFR 99.31[a][14]).

### **Directory Information**

PAUL MITCHELL THE SCHOOL does not publish "directory information" on any student.

### **Record Maintenance**

All requests for releases of information are maintained in the student's file as long as the educational records themselves are kept. Student records are maintained for a minimum of seven (7) years for withdrawal students; transcripts of graduates are kept indefinitely.

### **Amendment to Student Records**

Students have the right to seek an amendment to their school records. To seek an amendment, students must meet with the school director and bring any supporting documentation to show that the record is incorrect.

## BRADLEY PERFORMANCE STATISTICS/JOB OUTLOOK

Paul Mitchell The School Bradley is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and recognized by the U.S. Department of Education. Each agency requires schools to provide important information regarding outcome rates in the areas of completion, placement, and licensure; however, each agency requires that we provide outcome rates differently. NACCAS requires schools to list the outcome rates for each main campus and all additional campuses as a whole. In this case, Paul Mitchell The School Bradley is a Main campus, the outcome rates provided are for all schools under this structure. The U.S. Department of Education, requires outcome rates be provided based upon the individual location. Outcome rates have also been provided for the individual school you are interested in attending. If you have any questions regarding our outcome rates, please see our Admissions Team for assistance.

PAUL MITCHELL THE SCHOOL combined performance statistics for the calendar year 2013:

<b>Graduation</b>	<b>Placement</b>	<b>Licensure</b>
<b>74.92%</b>	<b>67.84%</b>	<b>92.59%</b>

PAUL MITCHELL THE SCHOOL BRADLEY performance statistics for the calendar year 2013:

<b>Graduation</b>	<b>Placement</b>	<b>Licensure</b>
<b>88.16%</b>	<b>64.18%</b>	<b>89.36%</b>

The U.S. Bureau of Labor Statistics publishes information regarding the Hairdressing and Cosmetology profession at: <http://www.bls.gov/ooh/personal-care-and-service/barbers-hairdressers-and-cosmetologists.htm>. The current median wages for this field is \$22,770 a year. The job outlook for the period 2012 thru 2022 is a 13% job growth, while the average for all occupations is 11%.

## TINLEY PARK PERFORMANCE STATISTICS/JOB OUTLOOK

Paul Mitchell The School Tinley Park is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and recognized by the U.S. Department of Education. Each agency requires schools to provide important information regarding outcome rates in the areas of completion, placement, and licensure; however, each agency requires that we provide outcome rates differently. NACCAS requires schools to list the outcome rates for each main campus and all additional campuses as a whole. In this case, Paul Mitchell The School Tinley Park is an additional campus of Paul Mitchell The School Bradley, the outcome rates provided are for all schools under this structure. The U.S. Department of Education, requires outcome rates be provided based upon the individual location. Outcome rates have also been provided for the individual school you are interested in attending. If you have any questions regarding our outcome rates, please see our Admissions Team for assistance.

PAUL MITCHELL THE SCHOOL combined performance statistics for the calendar year 2013:

<b>Graduation</b>	<b>Placement</b>	<b>Licensure</b>
<b>74.92%</b>	<b>67.84%</b>	<b>92.59%</b>

PAUL MITCHELL THE SCHOOL TINLEY PARK performance statistics for the calendar year 2013:

<b>Graduation</b>	<b>Placement</b>	<b>Licensure</b>
<b>78.98%</b>	<b>67.74%</b>	<b>91.74%</b>

The U.S. Bureau of Labor Statistics publishes information regarding the Hairdressing and Cosmetology profession at: <http://www.bls.gov/ooh/personal-care-and-service/barbers-hairdressers-and-cosmetologists.htm>. The current median wages for this field is \$22,770 a year. The job outlook for the period 2012 thru 2022 is a 13% job growth, while the average for all occupations is 11%.



## BRADLEY PROGRAM INTEGRITY

PAUL MITCHELL THE SCHOOL Bradley is accredited by NACCAS and uses its calculation for student placement based on each program offered. For the most recent annual reporting period, the school shows the following data for the **cosmetology program**:

Placement rate	On-time graduation rate	Median Loan Debt
63.64%	61%	20013–2014 Title IV: \$13,833.00. Private: \$0. Institutional: \$0.

For the most recent annual reporting period, the school shows the following data for the **teacher training program**:

Placement rate	On-time graduation rate	Median Loan Debt
100%	N/A	N/A

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our Web site at:  
[bradley.paulmitchell.edu/programs](http://bradley.paulmitchell.edu/programs).

## TINLEY PARK PROGRAM INTEGRITY

PAUL MITCHELL THE SCHOOL Tinley Park is accredited by NACCAS and uses its calculation for student placement based on each program offered. For the most recent annual reporting period, the school shows the following data for the **cosmetology program**:

Placement rate	On-time graduation rate	Median Loan Debt
69.05%	80%	2013–2014 Title IV: \$9,833.00. Private: \$0. Institutional: \$0.

For the most recent annual reporting period, the school shows the following data for the **esthetics program**:

Placement rate	On-time graduation rate	Median Loan Debt
64.86%	93%	2013–2014 Title IV: \$6,576.00. Private: \$0. Institutional: \$0.

For the most recent annual reporting period, the school shows the following data for the **teacher training program**:

Placement rate	On-time graduation rate	Median Loan Debt
66.67%	N/A	N/A

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our Web site at:  
[tinleypark.paulmitchell.edu/programs](http://tinleypark.paulmitchell.edu/programs).

## STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES

The following are a list of guidelines that all students must commit to and follow during their enrollment at PAUL MITCHELL THE SCHOOL. The guidelines were established to assist in creating a safe, focused and enjoyable learning experience.

### A. Attendance and Documentation of Time

- 1 The school records attendance in clock hours and gives appropriate attendance credit for all hours attended or does not add or deduct attendance hours as a penalty. Attendance is calculated using a computerized time clock and does not round hours to nearest whole hour.
- 2 PAUL MITCHELL THE SCHOOL Bradley is open from 9:00 a.m. – 9:30 p.m. on Wednesday and Thursday, and from 9:00 a.m. – 5:00 p.m. on Friday and Saturday. The class schedule is as follows:

Program	Weekly Hours	Schedule	Timeframe
<b>Cosmetology</b>	Full-time: 30 hours/week	Wednesday – Saturday 9:00 a.m. – 5:00 p.m.	Program completed in approximately 12 months
<b>Cosmetology</b>	Part-time: 15.5 hours/week	Wednesday and Thursday 5:30 – 9:30 p.m. Saturday 9:00 a.m. – 5:00 p.m.	Program completed in approximately 23 months
<b>Cosmetology Instructor</b>	Varies	Training schedule is set with the Education Leader	Completion is dependent on schedule. Clock hours are not earned if in attendance.

All courses require continuous attendance. While in the Core class, only three (3) days may be missed for day school and only six (6) days may be missed for night school. If more time is missed, you may be required to repeat the Core class.

- 2 PAUL MITCHELL THE SCHOOL Tinley Park is open from 9:00 a.m. – 9:30 p.m. on Wednesday and Thursdays, and from 9:00 a.m. – 5:00 p.m. on Friday and Saturdays. The class schedule is as follows:

Program	Weekly Hours	Schedule	Timeframe
<b>Cosmetology and Esthetics</b>	Full-time: 30 hours/week	Wednesday – Saturday 9:00 a.m. – 5:00 p.m.	Program completed in approximately 12 months
<b>Cosmetology and Esthetics</b>	Part-time: 15.5 hours/week	Wednesday and Thursday 5:30 – 9:30 p.m. Saturday 9:00 a.m. – 5:00 p.m.	Program completed in approximately 23 months
<b>Cosmetology Instructor</b>	Varies	Training schedule is set with the Education Leader	Completion is dependent on schedule. Clock hours are not earned if in attendance.

All courses require continuous attendance. While in the Core class, only three (3) days may be missed for day school and only six (6) days may be missed for night school. If more time is missed, you may be required to repeat the Core class.

- 3 The prescribed attendance schedule must be maintained each week.

- ④ Students must be on time as it inhibits the learning process. They may “clock in” and could be assigned special projects or assignments pertaining to their course study. Students who are late for an elective cutting, coloring, perming, or special class may attend the class, but must be accompanied into the classroom by a Learning Leader. Students are never excused from mandatory theory class to work in the clinic.

All students must contact the school no later than 9:00 a.m. for day school and 5:30 p.m. for night school if they are going to be absent or late.

- ⑤ During the enrollment contract period, Applicant must maintain a 90% attendance average each month in order to complete the program within the Scheduled program length. The Applicant is allowed to miss 10% of his or her scheduled hours before having to pay extra instructional charges. The Applicant may use the allowed 10% of his/her scheduled hours for vacation, doctor appointments, illness, etc. If the Applicant must attend additional Program hours beyond his/her maximum Scheduled Program length due to attendance problems or to complete academic graduation requirements, the applicant will be charged an additional \$125.00 per week for each week scheduled to complete after the Scheduled Program length is reached.

**Scheduled Program Length is defined as:**

<b>Cosmetology:</b> Hours in program = 1500 hours 10% absent hours = 125 hours Scheduled Program Length = 1375 hours	<b>Esthetics:</b> Hours in program = 750 hours 10% absent hours = 75 hours Scheduled Program Length = 825 hours
<b>Nail Technician:</b> Hours in program = 350 hours 10% absent hours = 35 hours Scheduled Program Length = 385 hours	<b>Teacher Training:</b> Hours in program = 1000 hours 10% absent hours = 100 hours Scheduled Program Length = 1100 hours

*The unexplained absence of a student from school for more than 14 consecutive calendar days shall constitute constructive notice of cancellation to the school. For purpose of cancellation, the cancellation date shall be the last day of attendance.*

- ⑥ Students must request time off from school from the Education Leader.
- ⑦ Students are required to be in attendance a minimum of: 6 hours per day, 30 hours per week for the full-time schedule; 15.5 hours per week for part-time students. Holidays such as Thanksgiving, Christmas and New Year’s Day will be set according to the calendar each year.
- ⑧ Lunches and breaks are scheduled for all students. Day students will take a 30 minute lunch between 11:30 a.m. and 1:30 p.m., if possible, according to their booking. Students should communicate with their Learning Leader if they have not had lunch by 1:30 p.m.

**Observe the appropriate breaks for your school schedule. Breaks are as follows:**

Student Schedule	Breaks	Lunch
8 or 7 1/2 hr/day	10 min. in the morning & 10 min in the afternoon	30 min.
6 hr/day	10 min. in the morning & 10 min in afternoon	n/a
5 hr/day	10 min at mid-point of schedule	n/a
4 hr/day	10 min at mid-point of schedule	n/a

- 9 Documentation of Time — Students may not leave the school premises during regular hours without the permission of a Learning Leader. Students who will be leaving the Paul Mitchell The School Bradley premises for more than 10 minutes or leaving early must document their time by:
- a. Clocking out on the time clock.
  - b. Signing the sign-out sheet.
  - c. Having a Learning Leader book them out.

If it is less than 10 minutes, the student must sign out on the sign-out sheet. Day students must check out for lunch for 30 minutes every day. Students will not receive credit for the half hour if he/she fails to clock in/out for lunch.

- 10 Students may not clock in or out for another student.
- 11 Students may be suspended for failure to comply with Paul Mitchell The School Bradley and Tinley Park rules or general policies, leaving the school without permission, failing to notify the Paul Mitchell The School Bradley regarding absences and tardiness, incomplete practical worksheets, failing to attend theory or maintain current theory tests, or insubordination.

- B. Professional Image** - A professional image is a requirement for successful participation in school. All clothing must be clean and pressed at all times. We expect our students to be concerned with daily habits of good grooming and hygiene. Students who fail to comply with this professional dress code will be asked to leave and return with appropriate attire. Students must maintain the following professional dress code:

**Blouses/shirts/tops/sweaters**

- ① Must be black (Phase I)
- ② May be black and white (Phase II and team members)
- ③ Approved Paul Mitchell t-shirts are allowed. No other t-shirts are permitted.
- ④ May not be sleeveless. Sleeves must completely cover underarm area.
- ⑤ Tops must be long enough so no skin (stomach area) is showing.
- ⑥ Tops with hoods are not allowed.
- ⑦ No sweatshirts. Clothing must be professional, clean, and free of stains and tears.

**Pants/skirts/dresses**

- ① Must be black (Phase I)
- ② May be black and white (Phase II and team members)
- ③ No jeans or jeans material.
- ④ Skirts/dresses must be professional length.
- ⑤ No jogging suits, sweatpants or yoga pants.
- ⑥ No shorts.

**Shoes**

- ① Solid black.
- ② No open toes.
- ③ Open heels may be worn.

**Underclothing**

Female students must wear bras. This does not include t-shirts or camisoles as a substitute.

**Hair**

- ① Hair must be clean and styled prior to arriving at school.
- ② Hair care is to be done before arriving at school.
- ③ Long hair should be secured to avoid hanging in the clients face.
- ④ Hair ornaments should be in good taste. No bandannas or hats or wraps.

**Makeup**

- ① Cosmetics must be applied using trend appropriate make-up techniques for daytime.
- ② At times a Learning Leader may suggest some correction in application of makeup to enhance a student's appearance.
- ③ Makeup application must be done before arriving at school.

**Nails**

- ① Nails should be well trimmed and manicured.
- ② Artificial nails are acceptable if trimmed to a practical length.
- ③ Any nail color, design, or art is acceptable if done in good taste.

From the first day of class through graduation and as one begins their career, professional appearance, poise and ability to perform technical applications will be judged by their appearance. It has been a proven theory that correct or proper dress has a psychological impact on people to whom we connect. Since most people enter this profession because they enjoy making people feel good about the way they look, it just as important to project themselves as the "professional" who has the ability to do just that. It would be impossible if the "professional" did not concern themselves with their own appearance.

### **C. Sanitation and Personal Services**

- ① Students must keep workstations and classroom areas clean, sanitary and clutter free at all times.
- ② Students must clean their station, including the floor, after each service.
- ③ Hair must be swept up immediately after a service is completed, before blow-drying.
- ④ Workstations must be cleaned at the end of the day prior to clocking out for the day.
- ⑤ Students may have their hair or other services done Wednesdays and Thursday. To receive a service students must do the following prior to starting the service:  
Notify a Learning Leader:
  - a. Be scheduled off the service books by a Learning Leader
  - b. Pay for service supplies for personal including perms, tints, bleaches, rinses, conditioning treatments, manicures, nails, etc.
  - c. Personal services must be rescheduled when the service desk personnel has a regularly schedule service client. Students must re-schedule their personal service and complete the service appointment assigned to them.
  - d. Personal services are considered rewards and scheduled for students who are up to date with all projects, tests and worksheets. Paul Mitchell The School assignments and successful learning are the priority.

### **D. Communication Guidelines and Professional Conduct**

- ① Visitors are allowed in the reception area only. Visitors are not allowed in the classrooms, student lounge or clinic floor area.
- ② Only emergency calls are permitted on the business phone. Students may use their student phones for a limited time. Please keep your calls to 3 minutes.
- ③ Cell phones are not permitted in the school.
- ④ Students may not visit with another student who is servicing a client.
- ⑤ Students may not gather around the reception desk, the reception area, or the offices.
- ⑥ Food, drinks, or water bottles are allowed only in the lunchroom.
- ⑦ Smoking is prohibited in the building or on the campus of Paul Mitchell The School.
- ⑧ Stealing or taking school or another's personal property is unacceptable.



## **E. Learning Participation Guidelines**

- ① Peer teaching and tutoring are encouraged. Taking credit for another's work or cheating during exams is unacceptable.
- ② Students will be expected to maintain an average of 75% on all theory tests and assignments.
- ③ Students must take all appointments assigned to them. This includes last minute walk-ins.
- ④ Students may not be released from required theory class to take a client.
- ⑤ Only Desk Personnel may schedule or change client service appointments.
- ⑥ All services must be checked and the service ticket initialed by an instructor.
- ⑦ Students are expected to be continuously working on school related projects, assignments, reading or test preparation during school hours.
- ⑧ Students will receive clock hours during the times they fully participate in their learning experience.
- ⑨ When students are not scheduled with service appointments or are not scheduled to attend theory or an specialty class the following may be focused on:
  - Completion of monthly worksheets.
  - Completion theory review worksheets.
  - Performing a service on another student.
  - Listening or reading school resource center materials to include educational videos, audiotapes and books.
- ⑩ Students must comply with Paul Mitchell The School personnel's and Learning Leader's assignments and requests as required by the curriculum and student guidelines and rules.
- ⑪ Students may not perform hair services outside of the school unless authorized to do so by Paul Mitchell The School Administration.
- ⑫ Students are responsible for his/her own equipment, and may use a station drawer only while working at that station. All equipment, tools and personal items must be secured in their assigned locker. The school is not responsible for any articles that are lost or stolen. The student is responsible to obtain a Master combination padlock (not a keyed lock) for the locker.
- ⑬ Parking is allowed in assigned parking areas only or cars may or towed at their own expense.

## COACHING AND CORRECTIVE ACTION

Part of your learning experience includes fine-tuning and mastering the skills and behaviors of a salon professional. The school team will coach all students to correct noncompliant or destructive behavior.

The following actions may be inspected for noncompliance:

- ❶ **Attendance and Documentation of Time Guidelines:** Attendance, promptness, and documentation of work are cornerstones of successful work practices. Students may be clocked out, released for the day, or suspended when they do not comply with guidelines.
- ❷ **Professional Image Standards:** Professional image standards were created to provide guidance and direction to students as they develop their professional image and persona. Students may be clocked out and released for the day when they do not meet professional image standards.
- ❸ **Sanitation and Personal Service Procedures:** Sanitation and personal service procedures have been established to comply with state laws and to provide a safe and clean service environment. Students may be clocked out and released for the day when they do not follow sanitation and personal service procedures.
- ❹ **Communication Guidelines and Professional Conduct:** It is the school's responsibility to provide a learning environment that is professional, positive, and conducive to learning. Staff and students all contribute to a mutually respectful learning environment that fosters effective communication and professional conduct. Students who fail to follow communication guidelines and who do not conduct themselves in a respectful and professional manner may experience suspension or termination.
- ❺ **Learning Participation Guidelines:** The learning participation guidelines have been established to provide a creative, fun, interactive, and collaborative learning environment that empowers students to act as "future salon professionals" and committed learners. Positive behavior is required to create a mutually beneficial learning environment for all students. Students who fail to meet the guidelines and create challenges for other students or staff may be released from school, suspended, or terminated.

### Corrective Action Steps

Once a student has received five (5) coaching sessions, the student may be suspended from school for five (5) days. If a student receives two (2) more coaching sessions after readmission from a five (5) day suspension, the student's attendance may be permanently terminated. A student may be terminated without prior coaching sessions for improper and/ or immoral conduct. Refer to the school Future Professional Advisory.

*When monitoring students for unofficial withdrawals, the school is required to count any days that a student was out of school on suspension as a part of the 14 consecutive days of non-attendance used to determine whether the student will be returning to school.*

We believe in providing a quality environment with an exceptional educational program. This framework gives everyone the opportunity to enjoy the experience! The entire staff appreciates the students' respect of these guidelines.

## POLICIES AND PROCEDURES FOR STUDENTS WITH DISABILITIES

- ❶ **Accommodation Procedures for Students with Disabilities**
- ❷ **Grievance Procedures for Students who have Complaints on the Basis of Disability**

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### ❶ **Accommodation Procedures for Students with Disabilities**

**Non-Discrimination Policy** — It is the policy of Paul Mitchell The School Bradley to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act which are Federal laws that prohibit discrimination on the basis of disability. Paul Mitchell The School Bradley does not discriminate on the basis of disability against a qualified person with a disability in regard to application, acceptance, grading, advancement, training, discipline, graduation, or any other aspect related to a student's participation in a program of Paul Mitchell The School Bradley. This applies to all students and applicants for admission to The School. Paul Mitchell The School Bradley will provide reasonable accommodations to students with disabilities.

**Definition of an Individual with a Disability** — An *individual with a disability* is a person who has a physical or mental impairment which substantially limits one or more major life activities of the individual. These persons are protected by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). Individuals with a record of such an impairment and individuals who are regarded as having such an impairment are also protected by these Federal laws. The definition of "disability" in Section 504 and the ADA should be interpreted to allow for broad coverage.

The phrase *physical impairment* means a physiological disorder or condition, a cosmetic disfigurement, or an anatomical loss, that affects one or more of the following body systems: neurological; musculoskeletal; special sense organs (which would include speech organs that are not respiratory such as vocal cords, soft palate, tongue, etc.); respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine. Examples include, but are not limited to, orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV disease (symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

The phrase *mental impairment* means any mental or psychological disorder, including but not limited to, mental retardation, organic brain syndrome, emotional or mental illness, specific learning disabilities, post-traumatic stress disorder, depression and bi-polar disorder. The phrase substantially limits must be interpreted without regard to the ameliorative effects of mitigating measures, other than ordinary eyeglasses or contact lenses. Mitigating measures are things like medications, prosthetic devices, assistive devices, or learned behavioral or adaptive neurological modifications that an individual may use to eliminate or reduce the effects of an impairment. These measures cannot be considered when determining whether a person has a substantially limiting impairment. An impairment that is episodic or in remission is a disability if, when in an active phase, it would substantially limit a major life activity. For example, a student with bipolar disorder would be covered if, during manic or depressive episodes, the student is substantially limited in a major life activity (e.g., thinking, concentrating, neurological function, or brain function).

The phrase *major life activities* means functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Major life activities also includes major bodily functions such as functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

## The School's Responsibilities to Students with Disabilities

The School must provide *academic adjustments*, *auxiliary aids* and *reasonable accommodations* to students with disabilities, that are necessary to ensure students are not denied the benefits of, or excluded from participation in, The School's program. The School must make modifications to its academic requirements that are necessary to ensure that the requirements do not discriminate against students with disabilities. The School must ensure that it provides physical access to students with disabilities. It is also the responsibility of Paul Mitchell The School Bradley to permit students with disabilities to use service dogs on each campus.

The person responsible for implementing these responsibilities at Paul Mitchell The School Bradley Campus is: Jillian McAdams ; ADA Compliance Coordinator; 1600 North State Route 50, Room 522, Bourbonnais, IL 60914; (815) 932-5049; [admissions@bradley.paulmitchell.edu](mailto:admissions@bradley.paulmitchell.edu).

The person responsible for implementing these responsibilities at Paul Mitchell The School Tinley Park Campus is: Betty Ilic; ADA Compliance Coordinator; 18454 South West Creek Drive, Tinley Park, IL 60477; (708) 478-6907; [admissions@tinleypark.paulmitchell.edu](mailto:admissions@tinleypark.paulmitchell.edu).

When a student informs a School staff member that the student is disabled, or needs accommodations or assistance due to disability, the staff member will refer the Student to The School's ADA Compliance Coordinator.

## Procedures for Students and The School

**Documentation of disability by students** — Students with disabilities who wish to request reasonable accommodations (including academic adjustments, auxiliary aids, or modifications) must contact the ADA Compliance Coordinator named above for their campus. Students must provide documentation of disability from an appropriate professional, which depends on the nature of the disability. For example, a student with a psychological disability should provide documentation from a psychologist, psychiatrist or social worker.

This documentation may be the student's existing medical records, or reports created by the student's medical provider or an appropriate professional who conducts an assessment of the student. It may be documentation from the student's past educational records such as reports from teachers or school psychologists, or records that show the student's educational history, disability assessment, and the accommodations the student previously received. It may be records from the state department of rehabilitation or the U.S. Department of Veterans Affairs. Documentation should be current and relevant, but that does not mean that a recent report or record is needed in all cases. Some disabilities are stable lifelong conditions and historic documentation will be sufficient. Some disabilities are readily apparent and observable and thus little or no documentation will be needed.

The documentation of disability is kept at all times in a locked, private file at The School. To protect privacy, direct access to this documentation is by written consent only. The ADA Compliance Coordinator will determine what information needs to be shared with Paul Mitchell The School Bradley staff and Learning Leaders, on an "as needed basis," in order to facilitate academic accommodations or other services.

### ***Student requests for accommodations and interactive discussion with ADA Compliance***

**Coordinator** — Students who plan to request accommodations should contact the ADA Compliance Coordinator promptly, so there is time for the Coordinator to review the student's documentation and discuss accommodations with the student before the student begins the class or program for which the accommodation is being requested. When a student contacts the Coordinator, the Coordinator will keep a record of the dates and contacts with the student, including a record of the accommodations requested by the student. Students who have questions about the type of documentation they need to provide should contact the Coordinator to discuss this.

The student and the ADA Compliance Coordinator will discuss how the student's impairment impacts the student, how the student expects the impairment to impact the student in The School's program, the types of accommodations the student has previously received (if any), and the accommodations being requested by the student from The School. The Coordinator and the student should discuss accommodations needed during all phases of the program (Core, Adaptive and Creative), and for classroom instruction, skills based instruction and skills practice.

The documentation (or observation) must show the nature of the student's disability and how it limits a major life activity. The accommodations requested by the student should be related to these limitations. There are no pre-set accommodations for specific disabilities. Instead, the Coordinator and the student must discuss and determine what the student's limitations are, and how they can be accommodated.

*Here are some examples:*

- A student with an orthopedic disability may need cushioned floor mats and scheduled times to sit down. These students may also need particular kinds of chairs.
- A student with a learning disability or attention deficit disorder may need extra time to take tests, such as ninety minutes to take a test instead of the sixty minutes allowed to other students. These students may need to take their tests in a location that is quiet and has no distractions, such as an office rather than the classroom.
- A student with a learning disability or psychological disability may need a note taker, a copy of the instructor's notes or presentation, or to use a tape recorder during instruction.
- A student with post-traumatic stress disorder or an anxiety disorder may need to take periodic leaves of absence, or may need to structure their program so that it is scheduled over a longer period of time than usual. These students may need to take breaks in a quiet room during skills practice.
- A student with a hearing impairment may need instructors to use voice amplification systems, or may need the School to provide a sign language interpreter.
- A student with diabetes may need periodic breaks to check his or her blood sugar level.

***Decision about accommodations, and ensuring implementation of accommodations*** — The ADA Compliance Coordinator will decide the accommodations to be provided to the student. The Coordinator will consider any past accommodations that have been effective for the student, and will give primary consideration to the type of accommodation requested by the student. Alternate accommodations may be provided if there is an alternative accommodation that would be equally effective for the student.

The Coordinator will make a decision no later than two weeks after the student states the request for an accommodation. If the student does not submit documentation of a disability at the time the student requests an accommodation, the Coordinator will make a decision no later than two weeks after the student provides the documentation.

The Coordinator will list the approved accommodations in writing and provide this to the student. The Coordinator will inform the appropriate Learning Leaders and school staff of the accommodations they are responsible for providing to the student, how to provide the accommodations, and when to provide the accommodations. The Coordinator will keep a written record of these contacts about the student's accommodations. The Coordinator will verify that the accommodations are being implemented for the student through direct observation, report by the student, and/or documentation from The School staff. If the student informs the Coordinator that an accommodation is not being fully implemented, the Coordinator will immediately intervene with relevant staff members to ensure the accommodation is provided to the student.

After accommodations have been approved for a student, the Coordinator will make an appointment with the student for a time when the student's program is expected to change. The purpose of the appointment is to determine whether the student's accommodations should be changed when the student's program phase changes, or the type of instruction changes.

**Additional factors** — The School is not obligated to provide accommodations that would result in a fundamental alteration of The School's program. In this case, the Coordinator will promptly search for an equally effective alternate accommodation for the student that would not fundamentally alter the program. The Coordinator will offer the alternate accommodation to the student.

The School is not obligated to provide accommodations that would result in an undue financial or administrative burden on The School. If the Coordinator decides that a requested accommodation might impose such a burden, the Coordinator will discuss the issue with The School owner, who will take into account the overall financial resources of The School. The School owner will make the final decision, in accord with the requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. If The School owner determines that the requested accommodation would be an undue burden, the Coordinator will promptly search for an equally effective alternate accommodation for the student and offer the alternate accommodation to the student.

## Appeals by Students

A student may appeal any accommodation decision made by the ADA Compliance Coordinator if the student disagrees with the decision. Here are some examples: A student may appeal the Coordinator's decision to deny a requested accommodation. A student may appeal a decision by the Coordinator to provide an alternate accommodation rather than the specific accommodation requested by a student. A student may appeal a decision by the Coordinator that the student has not presented sufficient documentation to support the requested accommodation. A student may also file an appeal when a school staff member fails to provide an approved accommodation, and the Coordinator has not effectively addressed the situation.

When a student wishes to file an appeal, the student must notify Jamie Hambrick, Bradley Campus Director; 1600 North State Route 50, Room 522, Bourbonnais, IL 60914; (815) 932-5049; [jamie@bradley.paulmitchell.edu](mailto:jamie@bradley.paulmitchell.edu).

When a student wishes to file an appeal, the student must notify Rene Kulacz, Tinley Park Campus Director; 18454 South West Creek Drive, Tinley Park, IL 60477; (708) 478-6907; [rene@tinleypark.paulmitchell.edu](mailto:rene@tinleypark.paulmitchell.edu).

The student must explain his/her reasons for disagreeing with the Coordinator's decision, or explain how the student's accommodation is not being implemented, and submit any relevant documentation.

Within five calendar days of receiving a student's appeal the Director will meet with the student and the Coordinator to discuss the issues presented by the student's appeal. If appropriate, the Director will also discuss the issues with other School staff members.



When a student appeals a decision made by the Coordinator, the Director will determine whether the Coordinator's decision should be revised or remain the same. If the decision is revised, the Director will ensure that the revised decision is implemented.

When a student files an appeal on the basis that an approved accommodation is not being implemented, the Director will determine whether the accommodation is being fully implemented, and if it is not, ensure that the accommodation is implemented. The Director will inform the student of the decision in writing no later than fourteen days after receiving the student's appeal.

### **Training and Mediation Responsibilities of the ADA Compliance Coordinator**

The ADA Compliance Coordinator at each campus will deliver disability training sessions for all campus staff members at least once each calendar year. In these training sessions the Coordinator will explain the basic requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as they apply to The School. The Coordinator will address: The School's responsibility to provide accommodations to students with disabilities; how to appropriately interact with students with particular kinds of disabilities; how to go about implementing accommodations that the Coordinator has approved for students; how to support students with disabilities in The School's programs; that students with disabilities cannot be penalized for using approved accommodations. The Coordinator will keep a record of each training session.

The Coordinator may also provide trainings for students who wish to learn about The School's process for providing accommodations, or about The School's grievance procedures.

To help ensure that future campus staff members and students are aware of The School's policies, the Coordinator will make sure that the Accommodations Procedures and the Grievance Procedures are continually posted at the campus.

The Coordinator will assist students with disabilities who have concerns about implementation of their accommodations or their treatment by The School staff members or other students. At the request of a student, the Coordinator will informally mediate or attempt to resolve issues related to the student's disability. If this informal process does not resolve the student's concerns, the student may file a grievance as described in Section II below.

### **② Grievance Procedures for Students who have Complaints on the Basis of Disability**

Paul Mitchell The School Bradley is responsible for providing a grievance procedure to students who feel they have been discriminated against on the basis of disability. The grievance procedure provides students the opportunity to file a complaint. The School then has the responsibility to objectively investigate the allegations in the complaint and determine whether the student has been discriminated against. If The School determines that discrimination occurred, The School must take appropriate steps to correct the discrimination and prevent it from reoccurring.

**Grievance complaints** — A student may file a grievance if the student feels he or she has been discriminated against because the student is disabled, or because the student is regarded as being disabled, or because the student has a record of being disabled. A student may also file a grievance if the student feels that he or she has been retaliated against for advocacy based on disability. Here are some examples of discrimination:



- An instructor or other students refer to the student in a derogatory way related to the student's disability.
- An instructor generally refers to students with particular types of disability in a derogatory way.
- Other students refuse to work with the student because the student is disabled.
- A School staff member refuses to provide a service to the student that the staff member provides to other students.
- A school staff member takes a negative action toward the student after the student asked for accommodations for a disability.
- A guest presenter at The School makes derogatory statements about students with disabilities, or states that students with disabilities can never be employed in the presenter's field.
- A student's request for accommodation was denied by The School, or an instructor did not implement an accommodation for the student that was approved by The School.

A student must file a grievance complaint within 90 days of the date the discriminatory act occurred, or within 90 days of the end of an informal attempt to resolve the complaint, whichever is later. The complaint must be written. In the complaint, the student must describe what happened and the dates the acts took place, and state who was involved. The student should explain why the student believes the acts were taken based on disability. The student should describe or provide copies of any relevant documents or emails, if available.

A student may ask the Campus ADA Compliance Coordinator to try and informally resolve the student's complaint before the student files a written complaint. However, the student is not required to try informal resolution before filing a written complaint.

The complaint must be sent to Jamie Hambrick, Bradley Campus Director; 1600 North State Route 50, Room 522, Bourbonnais, IL 60914; (815) 932-5049; [jamie@bradley.paulmitchell.edu](mailto:jamie@bradley.paulmitchell.edu).

The complaint must be sent to Rene Kulacz, Tinley Park Campus Director; 18454 South West Creek Drive, Tinley Park, IL 60477; (708) 478-6907; [rene@tinleypark.paulmitchell.edu](mailto:rene@tinleypark.paulmitchell.edu).

**Investigation of the Complaint** — When the Director receives a written complaint, the Director will immediately begin an objective investigation. The School has the right to contract with an independent investigator to conduct any investigation. Within seven days, the Director will discuss the allegations in the complaint with the student, and obtain any needed additional information from the student. The Director will obtain from the student the names of any persons the student believes will have relevant information. The Director will gather all information necessary to determine what took place. To do so, the Director will interview any School staff members or students who engaged in the actions or may have witnessed the actions that the student is complaining about. The Director will interview persons that the student stated may have relevant information. The Director will gather any relevant documents such as emails, student work or instructor's records. During the investigation, the Director will disclose the complaint, and confidential information about the student, only to the extent necessary to investigate the allegations of the complaint.

After reviewing all the evidence gathered, the Director will determine whether the student was treated differently from other students based on disability; or whether the student was harassed based on disability; or whether the student was retaliated against because the student advocated on the basis of disability; or whether the student was denied an accommodation that The School should have provided to the student.

**Written Decision** — The Director will provide the student with a written decision no later than sixty days after the date the student filed the complaint. The decision will state the determination reached by the Director at the conclusion of the investigation, and the reasons the Director reached that determination. If the Director concludes that the student was discriminated against on the basis of disability, the decision will state the types of remedial action that The School has taken or will take to correct the discrimination. The decision will also state how The School will prevent the discriminatory acts from occurring again.

**Appeals by Students** — If the student who filed the complaint disagrees with the decision made by the Director, or disagrees with the remedial action specified, the student may appeal the decision to The School Owner. The appeal must be written and sent to:

Lori Clark: Bradley Campus; 1600 North State Route 50, Room 522, Bourbonnais, IL 60914; (815) 932-5049; [lori@bradley.paulmitchell.edu](mailto:lori@bradley.paulmitchell.edu).

Lori Clark: Tinley Park Campus; 18454 South West Creek Drive, Tinley Park, IL 60477; (708) 478-6907; [lori@bradley.paulmitchell.edu](mailto:lori@bradley.paulmitchell.edu).

The appeal must state the specific reasons that the student disagrees with the decision. Appeals must be filed no later than thirty days after the student receives the written decision from the Director.

The Owner will review all the information provided by the student in the appeal, the decision by the Director, the interview records made by the Director and the documents gathered by the Director. The Owner will issue a written decision to the student within fourteen days after receiving the student's appeal. The Owner will determine whether the decision should be revised or remain the same. If the Owner determines that the decision should be revised, the Owner will ensure that any necessary changes in the remedies are implemented.

### **U.S. Department of Education**

Students or The School staff who have questions or concerns about disability issues may contact the Office for Civil Rights (OCR), U.S. Department of Education. OCR enforces Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as they apply to post-secondary educational institutions.

The OCR National Headquarters is located at:

**U.S. Department of Education, Office for Civil Rights**  
**Lyndon Baines Johnson Department of Education Bldg**  
**400 Maryland Avenue, SW**  
**Washington, DC 20202-1100**

Telephone: (800) 421-3481

FAX: (202) 453-6012; TDD: (877) 521-2172

Email: [OCR@ed.gov](mailto:OCR@ed.gov)

OCR has regional offices located throughout the country. To find the office for our state, you can check the OCR website at: <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>, or call the telephone number above.

## STUDENT CONSUMER INFORMATION

Provisions of the Higher Education Amendment of 1976 require that effective July 1, 1977, each post-secondary institution which receives Federal Financial Aid funds must make certain student consumer information available to any enrolled or prospective student who request such information.

This section compiled by the Financial Aid office staff attempts to meet the requirements.

The school is approved for and participates in Federal PELL Grants, Subsidized Direct loans, Unsubsidized Direct Loans, and Parent PLUS loans. Such programs help to defray the costs of attending school for those students eligible for financial aid consideration.

Financial aid is any mechanism that reduces out of pocket costs that the students and/or parents must pay to obtain a specific post-secondary education. Put differently, financial aid is monies made available to help students meet the cost of the program. Financial aid includes grants and need and non-need loans.

Need-based financial aid is available to families that demonstrate a financial need for additional resources. The formula below is used to determine how much financial need a student has:

$$\text{Cost of Attendance} - \text{Expected Family Contribution (EFC)} = \text{Financial Need}$$

Non-Need is the difference between the cost of education and Financial Need.

Based on these calculations Federal Aid may not cover all the cost of attendance.

All financial aid is awarded to students who qualify based on the following:

- ❶ Criteria making a student ELIGIBLE includes citizen or permanent non-citizen alien recipient codes 1-151, 1-551, and 1-94.
- ❷ Criteria making a student INELIGIBLE includes codes F-1, F-2, J-1, J-2; students who are in federal loan default; students who receive grant overpayments; or male students who meet Selective Service registration criteria, but are not registered.

## SEXUAL HARASSMENT POLICY

Paul Mitchell The School is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from sexual harassment. This policy covers anyone who engages in sexual harassment on school property or at school activities.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct of a sexual nature, when:

- ❶ Submission to the conduct or communication is either explicitly or implicitly made a term or condition of an individual's employment, work opportunity, education, or other benefit;
- ❷ Submission to or rejection of the conduct or communication is used as a factor for employment decisions or other school-related decisions affecting an individual; and/or
- ❸ Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance or creates an intimidating, hostile, or offensive work or school environment.

Sexual harassment can occur between staff to student, student to staff, student to student, staff to staff, female to male, male to female, female to female, and male to male. Administration will take prompt, equitable, and remedial action on reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Sexual harassment may include but is not limited to:

- ❶ Verbal harassment or abuse of a sexual nature
- ❷ Subtle pressure for sexual activity
- ❸ Inappropriate or unwelcome touching, patting, or pinching of a sexual nature
- ❹ Intentional brushing against a student's or an employee's body
- ❺ Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status
- ❻ Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status
- ❼ Use of sexually or gender-degrading words or comments, verbal or written (e.g., graffiti)
- ❽ Display in the school, on school grounds, or at school-sponsored events of sexually suggestive pictures
- ❾ Leering of a sexual nature
- ❿ Spreading of sexual rumors

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone else engaging in sexual harassment on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate.

The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations and the necessity to investigate the allegations and take disciplinary action when the conduct has occurred.

Retaliation is prohibited against any person who makes a complaint or is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation. Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary action.

Each staff member is responsible to immediately report alleged discrimination and/or harassment to his/her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary action up to and including termination.

## **HARASSMENT, INTIMIDATION, BULLYING, AND DISCRIMINATION POLICY**

Paul Mitchell The School is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from bullying, harassment, intimidation, and discrimination of any kind. This policy includes anyone who engages in such behavior on school property, at school activities, or an electronic act through the use of cell phones, computers, personal communication devices, or other electronic gaming devices.

Harassment, intimidation, bullying, and discrimination may take many forms, including verbal aggression and name calling; physical aggression; relational aggression; graphic and written statements, which may include use of cell phones, computers, or gaming systems; and other conduct that may be physically threatening, harmful, or humiliating. Harassment, intimidation, bullying, and discrimination include intent to harm, they are directed at a specific target, and typically involve repeated incidents. Harassment, intimidation, bullying, and discrimination create a hostile environment and will not be tolerated in Paul Mitchell Schools.

Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance and creates an intimidating, hostile, or offensive work or school environment. Harassment, intimidation, bullying and discrimination can interfere and limit a person's ability to participate in or benefit from the services, activities, or opportunities offered by the Paul Mitchell School. Administration will take prompt, equitable, and remedial action on all reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Engaging in harassment, intimidation, bullying or discrimination will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone engaging in these behaviors on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate.

The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations, state laws and policies, and the necessity to investigate the allegations and take disciplinary and/or restorative action to resolve the problem.

Retaliation is prohibited against any person who makes a complaint or who is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation. Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary and /or restorative action. Each staff member is responsible for immediately reporting alleged harassment, intimidation, bullying or discrimination to his/her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary and/or restorative action up to and including termination.

For a list of state anti-bullying laws and policies please go to: [www.stopbullying.gov](http://www.stopbullying.gov).

## **COPYRIGHT MATERIAL POLICY FOR PAUL MITCHELL THE SCHOOL BRADLEY**

All material in this program is, unless otherwise stated, the property of Paul Mitchell The School. Reproduction or retransmission of the materials, in whole or in part, in any manner, without the prior written consent of the copyright holder, is a violation of copyright law.

At Paul Mitchell The School we abide by the provisions of the federal Digital Millennium Copyright Act (DMCA), which requires prompt response to claims of copyright infringement by copyright holders or their agents. If the school receives an allegation of copyright infringement based on your use of the school's computers, the matter will be referred to the school director for further investigation. If you are found responsible after meeting with the school director, you are subject to disciplinary action including loss of network access, suspension or termination from school, and/or restitution or community service.

The Internet is an essential tool in everyone's lives for both academic and everyday pursuits. Along with these benefits come responsibilities. One of the most critical is conforming to the copyright laws governing music, movies, games, and software over the Internet. You must have the consent of the copyright holder to make copies.

The consequences of copyright infringement also extend outside of the school. Copyright holders may assess civil liability and even criminal prosecution. Recently, the Recording Industry Association of America (RIAA) has adopted the practice of sending schools pre-litigation settlement letters to be forwarded to individuals offering them "the opportunity to resolve copyright infringement claims against them at a discounted rate." Published reports indicate that the minimum settlement is \$3,000.00 per case.

Another reason to be careful with file-sharing programs is that the installation procedures for most of them enable default open access worldwide to information on your system; thus, the integrity of your computer and personal information can be compromised through illegal file sharing, including making you vulnerable to identity theft.

To facilitate student access to legal sources of music and video online, we have listed a couple of sites below:

- ❶ **iTunes:** This Apple store works with both Windows and Mac operating systems. Currently, over 99% of their song catalog is "unlocked," meaning you can transfer the songs to any device or computer you own.
- ❷ **eMusic.com:** This site features mostly independent and jazz/blues music. They offer low prices for signing up (up to 45 songs for free), and a good portion of their catalog can be purchased for about \$0.50 to \$0.89/song.
- ❸ **Netflix.com:** For about \$7.99/month, you can set up an online list of over 20,000 movies that can be streamed directly to your computer.

## **OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)**

The United States Department of Labor of Occupational Safety and Health Administration requires the school to advise its Future Professionals of the chemicals used in cosmetology and related training. During each unit of study, Future Professionals are advised of the various chemicals used and safe practices that apply. They also learn about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used. In addition, a complete file containing material safety data sheets for the chemicals used at school is available in the administration office.

## **SOCIAL NETWORKING POLICY**

Paul Mitchell The School respects the rights of students to use social media during their personal time. Social media includes all forms of publicly accessible communications which include, but are not limited to, written and verbal communications (including podcast and video uploads) and all forms of electronic communication including discussion groups, forums, newsgroups, e-mail distribution, blog postings, and or social networking sites (such as Facebook, MySpace, Twitter, You Tube, Friendster, etc.) . Students are personally responsible for the content they publish on social networking sites. Students are expected to treat each other with fairness and respect, consistent with the Paul Mitchell Schools culture.

Paul Mitchell The School does not permit ethnic slurs, personal insults, obscenity, and intimidation, cyber bullying or engaging in conduct that would be unbecoming of a Paul Mitchell Future Professional and misrepresent Paul Mitchell culture. Paul Mitchell Schools reserves the right to request the removal of any posts at its discretion and take necessary disciplinary action as appropriate.

## **REGULATORY AND ACCREDITATION AGENCIES**

The following institutions license and regulate our institution:

### **State of Illinois – Dept. of Financial and Professional Regulation**

320 W. Washington, 3rd floor  
Springfield, IL 62786  
(217) 785-0800

### **U.S. Department of Education**

400 Maryland Avenue, SW  
Washington, D.C. 20202

### **National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS)**

4401 Ford Avenue, Suite 1300  
Alexandria, VA 22302  
(703) 600-7600

Nationally accredited by National Accrediting Commissions of Career Arts & Sciences, Inc (NACCAS). The National Accrediting Commission of Career Arts and Sciences (NACCAS) is recognized by the United States Department of Education as a national accrediting agency for postsecondary school and departments of cosmetology arts and sciences, and massage therapy.

If you are interested in reviewing or receiving a copy of the school's state license/approval or a copy of the school's letter of accreditation, please contact the school director.

The Campus Crime Report is provided to the each student prior to enrollment. The Campus Crime Statistics are updated annually (October). If you are interested in reviewing or receiving a copy of the school's Campus Crime Report, please see the school director and/or the Financial Aid Office.



## **GRIEVANCE POLICY**

In the event a student has a concern or grievance that cannot be resolved with the student's immediate Learning Leader or Education Leader, the student must file the concern in written form. The complaint will then be referred to the Paul Mitchell The School Management Team which consists of the Paul Mitchell The School Bradley Supervisor, the Admissions Leader, the Operations Leader, and the School Education Leader. The team will receive and attempt to resolve each complaint or concern within 21 days of receiving the written complaint. If more information is needed, a letter requesting the additional information will be sent to the student. If not further information is needed, the team will determine a resolution and notify the student in writing within 15 calendar days of the steps taken to correct the concern or an explanation as to why no action was required. Paul Mitchell The School will maintain records of the complaint and response in accordance with the published record retention policy.

*Upon request, the school will provide its annual campus security report to a prospective student or prospective employee.*

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Generally, schools must have written permission from the eligible student to release any information from a student's education record. The Family Educational Rights and Privacy Act will be available upon request.

## **BRADLEY SCHOOL ADMINISTRATION AS OF MARCH 2015**

**Owner:** Trend Setters College, Inc., with Lori Clark as CEO

**School Director/Compliance Leader:** Jamie Hambrick

**Administrator /Financial Aid Leader:** Mark Clark

**Financial Aid Leader:** Heather Croix

**Operations Leader:** Mary Jo Montana

**Service Desk Leader:** Kathy Arseneau and Rebecca Malone

**Branding Leader:** Patty Sandling

**Admissions Leader:** Jillian McAdams and Lauren Jay

**Placement Leader:** Lauren Jay

**Administrative Assistant:** Rhonda Schilling

**Education Leader/Learning Leader:** Hollie Mallaney

**Learning Leaders:** Courtney Regnier, Elizabeth Schubert, Vittoria Adams, Chad Miller, Michelle McWilliams, Hollie Mallaney, Ashten Gentile

## **TINLEY PARK SCHOOL ADMINISTRATION AS OF MARCH 2015**

**Owners:** Trend Setters Inc. with Lori Clark as CEO

**Director:** Rene Kulacz

**Operations Leader:** Mary Jo Montana

**Admissions Leaders:** Betty Ilic and Danielle Letteri

**Placement Leader:** Danielle Letteri

**Financial Aid Administrator:** Mark Clark

**Financial Aid Leader:** Gayle Bouck

**Future Professional Advisor:** Maria Vega

**Learning Leaders:** Angelika Dado, Joey Spivey, Jennifer Cottrell, Steffan Tricoci, Brittany Marzullo, Erika Mallin, Cassandra Guy

**Esthetics Learning Leader:** Bernadette Wojewnik

**Service Desk Leader:** Rebecca Malone and Leticia Cisneros