

PAUL MITCHELL®

the school

ARLINGTON

Catalog Supplement

**309 Curtis Mathes Way
Suite 101
Arlington, TX 76018
Ph. 817-865-6963**

Email: admissions@pmtsarlington.com



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This catalog has been approved and certified by Paul Mitchell The School Arlington Leadership team. All content and policies are correct and true.

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SCHOOL FACILITIES

PAUL MITCHELL THE SCHOOL ARLINGTON is equipped to meet the demands of modern hair designing and skin care, while at the same time providing an atmosphere and attitude for progressive personal development. The approximate 20,100 square foot facilities included a student lounge with 306 lockers, client reception and work areas, management offices, 7 private classrooms, 91 workstations and chairs, hood dryers, 17 shampoo bowls and chairs. The school can accommodate approximately 250 students and is equipped for students with disabilities (i.e. handicap parking, restrooms, etc.) The school also has a library complete with books, audio CDs, and DVDs.

PARKING

Students must abide by local (city and/or landlord) parking rules, which are announced during orientation. PAUL MITCHELL THE SCHOOL ARLINGTON will not be responsible for parking violations and/or towing fees.

COST OF TUITION AND SUPPLIES

Because of inflationary cycles, and because we must occasionally change equipment to remain current, the school reserves the right for the following tuition information to be subject to change. Below is our current cost of tuition and supplies effective October 1, 2017.

TUITION – Cosmetology

Tuition	\$17,250.00
Application Fee (nonrefundable)	100.00
Kit, Equipment, Textbook, Supplies (nonrefundable)	2140.00
Sales Tax	171.20
TOTAL COSTS	\$19,661.20

A \$150.00 kit payment is required at the time of enrollment.

TUITION – Instructor (500 hours)

Tuition	\$3,000.00
Application Fee (nonrefundable)	100.00
Kit, Equipment, Textbook, Supplies (nonrefundable)	600.00
Sales Tax	48.00
TOTAL COSTS	\$3,748.00

A \$150.00 kit payment is required at the time of enrollment.

TUITION – Instructor (750 hours)

Tuition	\$4,500.00
Application Fee (nonrefundable)	100.00
Kit, Equipment, Textbook, Supplies (nonrefundable)	600.00
Sales Tax	48.00
TOTAL COSTS	\$5,248.00

A \$150.00 kit payment is required at time of enrollment

Please contact the school's Financial Aid Leader for payment options. The school accepts cash, credit cards, and personal check payments. Financial aid recipients understand that monies received on their behalf are applied first to tuition costs. Any remaining funds available for the student will be paid to the student only at which time the course costs have been paid in full.

Financial aid is available to those who qualify.

STUDENT KIT – Cosmetology

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 cosmetology kit:

PMTS - COMETOLOGY STUDENT KIT COST SUMMARY	
ITEM/DESCRIPTION	2017 KIT
Books	715.00
Bags & Supplies	175.00
Cosmetology Kit	920.00
Doll Heads	150.00
Business Fundamentals	100.00
Graduation	80.00
Subtotal:	2,140.00
Sales Tax: 8%	171.20
Grand Total:	2,311.20

STUDENT KIT – Instructor Programs 750/500 hours

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 Student Instructor kit:

PMTS - STUDENT INSTRUCTOR KIT COST SUMMARY	
ITEM/DESCRIPTION	2017 KIT
Books: ISBN 9781133693697	158.00
Bags	8.00
Technology	434.00
Subtotal:	600.00
Sales Tax: 8%	48.00
Grand Total:	648.00

2017 CLASS START DATES

Cosmetology	
DAY SCHOOL:	2017: January 24, April 4, June 14, August 22, October 31
NIGHT SCHOOL:	2017: January 24, April 4, June 14, August 22, October 31
3 DAY PROGRAM:	2017: January 19, March 2, April 13, June 1, July 13, August 24, October 5, November 30
Instructor (750 and 500 hours)	
DAY SCHOOL:	2017: February 21, June 20, October 3

2018 CLASS START DATES

Cosmetology	
DAY SCHOOL:	2018: January 10, February 20, April 3, May 15, June 26, August 7, September 18, October 30
NIGHT SCHOOL:	2018: January 23, April 3, June 13, August 21, November 6
3 DAY PROGRAM:	2018: January 18, March 1, April 12, June 14, July 26, September 6, October 18, December 6
Instructor (750 and 500 hours)	
DAY SCHOOL:	2018: February 6, May 29, September 18

PERFORMANCE STATISTICS

The following outcome rates are in accordance with the Council on Occupational Education (COE) regulatory requirements as of 2015.

If you have any questions regarding our outcome rates, please see our Admissions Team for assistance.

PAUL MITCHELL THE SCHOOL ARLINGTON performance statistics for the calendar year 2015:

Completion	Licensure	Placement
70%	95%	75%

PAUL MITCHELL THE SCHOOL ARLINGTON Cosmetology Program performance statistics for the calendar year 2015:

Completion	Licensure	Placement
63%	100%	82%

PAUL MITCHELL THE SCHOOL ARLINGTON 750 Instructor program performance statistics for the calendar year 2015:

Completion	Licensure	Placement
N/A	N/A	N/A

PAUL MITCHELL THE SCHOOL ARLINGTON 500 Instructor program performance statistics for the calendar year 2015:

Completion	Licensure	Placement
100%	N/A	100%

PROGRAM INTEGRITY

PAUL MITCHELL THE SCHOOL ARLINGTON is accredited by COE 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
83%	50%	2014-2015 Title IV: \$13,000.00. Private: \$0. Institutional: \$0.

For the most recent annual reporting period, the school shows the following data for the 750-instructor program:

Placement rate	On-time graduation rate	Median Loan Debt
N/A	N/A	2014-2015 Title IV: \$0.00. Private: \$0. Institutional: \$0.

For the most recent annual reporting period, the school shows the following data for the 500-instructor 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:

<http://school.paulmitchell.edu/arlington-tx/programs>.

ADA GRIEVANCE PROCEDURE

The School has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794). Any person who believes she/he has been subjected to discrimination on the basis of disability, or who wishes to appeal an approved accommodation pursuant to this policy, may file a grievance as outlined below. The School will not retaliate against anyone who files a grievance in good faith or cooperates in the investigation of a grievance.

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of Edie Simpson, who has been designated to coordinate the efforts of the School to comply with Section 504. The Compliance Coordinator can be contacted by phone number at (817)865-6963 or by email at edie@pmtsdallas.com.

Procedure:

Grievances must be submitted to Edie Simpson at 309 Curtis Mathes Way, Ste. 101, Arlington, Texas 76018; (817) 865-6963, the Section 504 Grievance Coordinator, within thirty (30) days of the date the person filing the grievance becomes aware of the alleged discriminatory action.

A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought. The Section 504 Grievance Coordinator (or her designee) shall investigate the complaint (i.e., identify and obtain relevant evidence, identify and obtain statements from relevant witnesses) and afford all interested persons an opportunity to submit relevant evidence. The Complainant may also present witnesses relative to the complaint. The Section 504 Grievance Coordinator will maintain the files and records relating to such grievances.

The Section 504 Grievance Coordinator will issue a written decision on the grievance no later than 30 days after its filing.

The person filing the grievance may appeal the decision of the Section 504 Grievance Coordinator by writing to the School Director, John Turnage, at 2389A Midway Rd., Carrollton, Texas 75006; (972) 669-0494; john@pmtsdallas.com within 15 days of receiving the Section 504 Coordinator's decision. The School Director shall issue a written decision in response to the appeal no later than 30 days after its filing.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights. The School will take all steps to prevent recurrence of any harassment or other discrimination and to correct discriminatory effects where appropriate.

The School will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. The Section 504 Compliance Coordinator will be responsible for such arrangements

STUDENT CONSUMER INFORMATION

Provisions of the Higher Education Amendment of 1976 require that, effective July 1, 1977, each postsecondary institution that receives federal financial aid funds must make certain student consumer information available to any enrolled or prospective students who request such information.

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 postsecondary education. In other words, financial aid is money made available to help students meet the cost of the program. Financial aid includes grants as well as need based and non-need based loans.

Need-based financial aid is available to families who demonstrate a financial need for additional resources. The formula below is used to determine a student's financial need:

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

Non-need based is the difference between the cost of education and financial need.

Based on these calculations, federal financial aid may not cover the full cost of attendance.

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

- 1) Criteria making a student ELIGIBLE includes citizen or permanent non-citizen alien recipient codes 1- 151, 1-55 1, and 1-94.
- 2) Criteria making a student INELIGIBLE includes codes F-1, F-2 or M-1 on Student Visas; B-1 or B-2 on Visitor Visas; J-1 or J-2 on Exchange Visitors Visa, H or L Series Visas, or G Series Visa; students who are in Default on Federal Loan(s); students who receive grant overpayments; or male students who have not met the Selective Service registration criteria.

CAMPUS SECURITY

To maintain compliance with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act ("Clery Act") and related Higher Education Act ("HEA") requirements, and in an effort to continuously promote and improve safety and security measures on campus, PAUL MITCHELL THE SCHOOL ARLINGTON collects, maintains and disseminates information regarding its current safety and security policies, victim services and crime statistics. Once collected, the information is presented annually in its Annual Security Report ("ASR") to prospective and current students, faculty, staff and the public. The school's most recent ASR is available on the school's website at:
<https://dsfee43herbpw.cloudfront.net/uploads/fullsize/decc886d9b22d50b8610be60.pdf>

Upon request, the school will provide a paper copy of its ACR. Please contact the Financial Aid Leader to request a copy of the report. Any questions about the ASR should be directed to Edie Simpson, the school's Campus Security Officer.

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 210 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.
- 2) **Clinic Learning Experience:** The remaining 1290 hours are spent in the clinic area where practical experience is gained.

COSMETOLOGY COURSE OUTLINE

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

- 1) **Core Curriculum:** A 210-hour orientation, known as the Core program, instills the basic fundamentals. Students are graded and evaluated using written, oral, and practical testing methods. Students must successfully complete the Core curriculum prior to attending regularly scheduled daily classes in cutting, coloring, permanent waving, and chemical texture services.
- 2) **Protégé Learning Experience:** Your experience as a Protégé produces a smooth transition from Core student to Adaptive student. You spend 70 hours as a Protégé preparing you for the clinic experience.
- 3) **Clinic Learning Experience:** Your clinic time from 280 to 1500 hours will be guided with individual attention and group learning experiences using workshops, monthly worksheets, and periodic tests developed specifically for this monitoring progress. This is when you begin working on paying clients in the clinic floor area.
- 4) **Classroom Learning Experience:** Your classroom time from 280 to 1500 hours is divided into five (5) areas: cutting, coloring, texture, makeup, and nails. Each area has a specialist in the field who conducts the different elective classes once a week; these may include guest artists, retail, motivation, self-improvement, nail artistry, makeup, etc.
- 5) **Adaptive Curriculum:** From 280 to 750 hours you will enter a new phase of elective classroom workshops coupled with challenging practical services designed to continue building you into a confident designer.
- 6) **Creative Curriculum:** You will spend your last 750 hours in PAUL MITCHELL THE SCHOOL ARLINGTON 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.

INSTRUCTOR COURSE OVERVIEW

Course Hours: 750/500 clock hours

The cosmetology instructor course is divided into two designations: Psychology and Methodology, and Student Teaching.

In the 750-hour course, the first 300 hours are spent on Psychology and Methodology, followed by 450 hours of Student Teaching.

In the 500-hour course, the first 300 hours are spent on Psychology and Methodology, followed by 200 hours of Student Teaching.

INSTRUCTOR COURSE OUTLINE

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

- 1) **Psychology and Methodology:** These classes focus on the theory of teaching, using *Milady's Master Educator* textbook, including weekly tests.
- 2) **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.

SCHOOL ADMINISTRATION AND INSTRUCTORS AS OF JULY 2017*

Ownership: Cosmetology Career Center, L.L.C

President: John Turnage

Vice President: Conor Turnage

Chief Financial Officer: Janet Turnage

Executive Financial Aid and Compliance Leaders: Jennifer Osbourn & Edie Simpson

Executive Director: Audra Turner

Executive Clinic Director: Corey Henderson

Future Professional Advisor: Merritt King

Guest Service Leader: Joelle Sullivan

Instructors: (Degree Held and Institution Attended)

Mallory Martinez; Master Instructor; Paul Mitchell The School Arlington

Bilynn Sanders; Master Instructor; Paul Mitchell The School Arlington

Shanda Kerr; Master Instructor; Ogle Hair, Skin and Nails

Cecelia Singleton; Master Instructor; ITS Beauty Academy

Courtney Mensch; Master Instructor; Paul Mitchell The School Arlington

Jenae Davis; Master Instructor; Illinois Department of Professional Regulations

Justin Cunningham; Master Instructor; Paul Mitchell The School Dallas

Lenora Ellingburg; Master Instructor; Bee County College

Codi Mims; Master Instructor; Duvall's School of Cosmetology

Shawna Brommenschenkel; Master Instructor; Service Desk Leader; Ogle Hair, Skin and Nails

Alania Sullivan; Master Instructor; Ogle Hair, Skin and Nails

Jeritt King; Master Instructor; Ogle Hair, Skin and Nails

Corey Henderson; Master Instructor; Paul Mitchell The School Dallas

April Hartsell; Master Instructor; Ogle Hair, Skin and Nails

** All instructors and staff listed above are employees of PAUL MITCHELL THE SCHOOL ARLINGTON.*