

PAUL MITCHELL®

**the school**

**ARLINGTON**

# Catalog

Paul Mitchell The School  
Arlington

309 Curtis Mathes Way, Ste. 101  
Arlington, TX 76018

Email: [admissions@pmtsarlington.com](mailto: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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## MISSION STATEMENT

Our school's mission is to provide a quality educational system to prepare students to pass the state board examination and gain employment within their chosen field of study. We are passionately committed to providing a solid educational foundation to empower our team in the pursuit of excellence and we strongly believe that when people come first, success will follow.

## POLICY CHANGES

PAUL MITCHELL THE SCHOOL ARLINGTON reserves the right to change its rules, policies and procedures. The school will notify students of any policy change in writing.

## SCHOOL FACILITIES

Our programs offer the challenge of a stimulating and rewarding career. PAUL MITCHELL THE SCHOOL ARLINGTON is fully equipped to meet all the demands of modern hair and skin care, while at the same time providing a high-tech atmosphere and attitude for progressive personal development. The facilities include student lounge and lockers, client reception and work areas, management offices, private classrooms, workstations, and equipment.

## SCHOOL FACULTY

Under the controlling direction of our designers, you will receive an 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. A list of our faculty members is located on page 55.

## ADMINISTRATION/OWNERSHIP

Cosmetology Career Center, L.L.C., dba PAUL MITCHELL THE SCHOOL ARLINGTON, is an independently owned and operated franchisee of Paul Mitchell Advanced Education, LLC.

## 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 Texas state requirements. The course includes instruction and practical experience in cutting, hair coloring, perming, customer service, personal appearance and hygiene, personal motivation and development, retail skills, client record keeping, business ethics, sanitation, state laws and regulations, salon-type administration, and job interviewing.

#### **Instructor: SOC 25-1194.00, CIP Code 12.0413:**

The curriculum involves 750-hours to satisfy Texas state requirements. The course educates prospective student instructors to address the needs of students in the classroom and the clinic floor. Prospective teachers learn to utilize a system of forward-focused thinking and front-end coaching. By learning the methods of teaching cosmetology, the prospective teachers learn to engage students in the learning process and stimulate the discovery process with visuals, music, and/or hands-on activities.

#### **Instructor: SOC 25-1194.00, CIP Code 12.0413: a minimum of 1 year of experience required**

The curriculum involves 500-hours to satisfy Texas state requirements. The course educates prospective student instructors to address the needs of students in the classroom and the clinic floor. Prospective

teachers learn to utilize a system of forward-focused thinking and front-end coaching. By learning the methods of teaching cosmetology, the prospective teachers learn to engage students in the learning process and stimulate the discovery process with visuals, music, and/or hands-on activities.

## **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.

## **NONDISCRIMINATION**

PAUL MITCHELL THE SCHOOL ARLINGTON does not discriminate on the basis of sex, gender, race, religion, age, ethnic origin, color, disability, sexual orientation, ancestry, veteran status or any other classification protected by applicable local, state or federal laws.

## **FUTURE PROFESSIONAL STATUS**

Future Professionals are not employees and will not receive compensation for any aspect of their education at PAUL MITCHELL THE SCHOOL ARLINGTON, including when providing any and all services in the Paul Mitchell clinic.

## **ADMISSION REQUIREMENTS**

PAUL MITCHELL THE SCHOOL ARLINGTON admits as regular students those individuals who are high school graduates or holders of high school graduation equivalency certificates (GEDs). PAUL MITCHELL THE SCHOOL ARLINGTON does not accept ability to benefit (ATB) students at this time.

## **ADMISSIONS PROCEDURE FOR COSMETOLOGY PROGRAM**

- 1) **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 PAUL MITCHELL THE SCHOOL ARLINGTON.
- 2) **Submit an Application Fee:** Action will not be taken on an admission application until an application fee of \$100.00 is received. Please submit the fee, payable to PAUL MITCHELL THE SCHOOL ARLINGTON, in the form of cash, check, money order, or credit card. This is a non-refundable fee and is not included in the cost of tuition.
- 3) **Submit Two (2) Photos:** The photos must be 2x2 inches and should be a recent head and shoulder shot of the applicant.
- 4) **Entrance Essay:** The essay should include the applicant's accomplishments and career goals.
- 5) **Personal Interview:** Applicant must complete a personal interview with the Admission's Team prior to registration.
- 6) **Provide Verification Documents:** Copies of your high school diploma, high school transcripts, or GED, driver's license, state issued identification card, or birth certificate, as well as a copy of your Social Security Card is required. All foreign high school transcripts must be translated and evaluated by an outside company prior to being submitted to PAUL MITCHELL THE SCHOOL ARLINGTON for verification.
- 7) **TDLR Permit:** submit \$25.00 Cash or Money Order for a TDLR permit. (Not required for transfer and reenroll students)

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

### **ADMISSIONS PROCEDURE FOR INSTRUCTOR PROGRAM**

- 1) **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 PAUL MITCHELL THE SCHOOL ARLINGTON.
- 2) **Submit a Cover Letter and Resume**
- 3) **Submit Two (2) Professional Letters of Reference and One (1) Personal Letter of Reference**
- 4) **Entrance Essay:** Applicants must submit a 1000-word essay in support of the application setting forth the applicant's accomplishments and career goals.
- 5) **Personal Interview:** Applicants must complete a personal interview with the Education Leader and the Student Instructor Leader.
- 6) **Technical Interview:** Applicants must complete a technical interview with campus leadership.
- 7) **Cosmetology License:** Applicants must submit a copy of their current and valid cosmetology license.
- 8) **Provide Verification Documents:** Copies of your high school diploma, high school transcripts, or GED and driver's license, state issued identification card, or birth certificate and a copy of your Social Security Card is required.

### **INCARCERATED APPLICANTS**

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classes and practical studies are done at the school's physical location; therefore, incarcerated students are not eligible for admissions.

### **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 the Texas Department of Licensing and Regulation ("TDLR") considers grounds to deny licensure. TDLR denies 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. It is the student's responsibility to contact TDLR and determine whether their criminal background will hinder your ability to become licensed in the state. PAUL MITCHELL THE SCHOOL ARLINGTON is not responsible for students denied licensure.

PAUL MITCHELL THE SCHOOL ARLINGTON's programs only lead to licensure within the State of Texas.

## ENROLLMENT INFORMATION

- 1) **Enrollment periods:** PAUL MITCHELL THE SCHOOL ARLINGTON usually begins a new cosmetology class about every six (6) weeks for full-time; every (10) weeks for the 3-day program, and (10) weeks for part-time cosmetology, depending upon space availability. Please refer to the Tuition and Registration Schedule supplement or contact PAUL MITCHELL THE SCHOOL ARLINGTON for exact starting dates.
- 2) **Holidays and school closures:** PAUL MITCHELL THE SCHOOL ARLINGTON allows the following holidays off: Memorial Day, Independence Day, Labor Day, Thursday, Friday and Saturday for Thanksgiving, Christmas Eve through New Year's, and one day per month for staff personal development. *Unexpected closures and snow days will be announced on local television, radio stations, and Facebook.*
- 3) **Enrollment contract:** PAUL MITCHELL THE SCHOOL ARLINGTON clearly outlines the obligation of both the school and the student in the enrollment 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.
- 4) **Payment schedule:** PAUL MITCHELL THE SCHOOL ARLINGTON offers a variety of monthly financial payment schedules. See PAUL MITCHELL THE SCHOOL ARLINGTON'S Financial Aid Leader for details.
- 5) **Class Cancellations:** PAUL MITCHELL THE SCHOOL ARLINGTON reserves the right to cancel a class due to insufficient enrollment.

## CORE GUIDELINES

1. If a Future Professional misses any time during Core, it is his/her responsibility to arrange with the Learning Leader to receive the handouts, notes, assignments, etc. **A Future Professional is only allowed to miss only 21 hours of school while in the Core phase of the program. If the Future Professional misses more than the allowed 21 hours, he/she will be asked to restart in the next available Core program.**
2. If a Future Professional misses any of the five (5) cutting days wherein all instruction is given to complete the five (5) haircuts taught in Core, it is the responsibility of the Future Professional to arrange a make-up date with the Core Specialist.
3. It is the Future Professional's responsibility to find and provide a practical test model and a male haircut model during his/her Core training. These models are scheduled at the end of the Core program and used for the purpose of testing out of the Core class. The Future Professional will be informed on his/her first day of Core of the date for these models.
4. If a Future Professional misses the practical test or does not pass the practical test, the Future Professional is responsible for arranging a make-up date with the Core Specialist.
5. In order to complete the Core program and move to the Protégé program, a Future Professional must:
  - Complete six (6) weeks of class time if in day school and twelve (12) weeks of class time if in night school;
  - Finish the Core Worksheet;
  - Pass the Core written test;
  - Complete all haircuts; and
  - Pass the practical test.

6. A Core evaluation and interview with the Core Specialist will conclude your Core program. Your locker will be cleaned out and your kit will be thoroughly sanitized and disinfected.

## PROGRAM SEQUENCING

Once the Future Professional completes the Core Program, he/she becomes a protégé. The Future Professional must complete the protégé worksheet before becoming an Adaptive Future Professional.

## EDUCATION GOALS

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

- 1) To educate students to be professional, knowledgeable, and skilled in their field.
- 2) To promote the continuing educational growth of our faculty and students, using current teaching methods and techniques.
- 3) To teach courtesy and professionalism as the foundation for a successful career in their chosen field of study.
- 4) To prepare students to successfully pass the state licensing exam for entry-level employment.

## ELIGIBILITY UNDER TITLE IV and the HIGHER EDUCATION ACT (HEA)

**To be Eligible to receive Federal Student Aid, you will need to:**

1. Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a home school setting approved under state law.
2. Be enrolled or accepted for enrollment as a **regular student** in an eligible degree or certificate program.
3. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).

Men exempted from the requirement to register include;

- Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
  - Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
  - Males born before 1960;
  - Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia\*;
  - Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
4. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
  5. Completed a FAFSA to demonstrate financial need; the school must have a current FAFSA on file to start the initial eligibility process.
  6. Sign certifying statements on the **FAFSA** stating that:



- you are not in **default** on a **federal student loan**
  - do not owe a refund on a **federal grant**
  - Sign the required statement that you will use federal student aid only for educational purposes
7. Maintain **satisfactory academic progress (SAP)**, based on Federal Regulations, while you are attending college or a career school. More detailed information regarding the school's SAP policy is located on page 28.
  8. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
  9. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600% maximum Lifetime Eligibility. Once the student has either obtained a Bachelor's Degree or reached their maximum Lifetime Eligibility limit, students are no longer eligible to receive Pell Grants.

**In addition, you must meet one of the following:**

1. Be a U.S. CITIZEN, a U.S. NATIONAL or an ELIGIBLE NON-CITIZEN  
You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
2. Have a GREEN CARD  
You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
3. Have an ARRIVAL-DEPARTURE RECORD  
You're Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
  - Refugee
  - Asylum Granted
  - Cuban-Haitian Entrant (Status Pending)
  - Conditional Entrant (valid only if issued before April 1, 1980)
  - Parolee
4. Have BATTERED IMMIGRANT STATUS  
You are designated as a "**battered immigrant-qualified alien**" if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the **Violence Against Women Act**.
5. Have a T-VISA  
You are eligible if you have a T-visa or a parent with a T-1 visa.

**Eligibility of Financial Aid After a Drug Conviction**

A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible for by using the FAFSA. PAUL MITCHELL THE SCHOOL ARLINGTON is not required to confirm this unless there is evidence of conflicting information.

- The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs).

	Possession of illegal drugs	Sale of illegal drug
1st Offense	1 year from date of conviction	2 year from date of conviction
2nd Offense	2 year from date of conviction	Indefinite period
3+ Offense	Indefinite period	

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period
- A student regains eligibility the day after the period of ineligible ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.
- When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.
- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
  - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
  - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
  - Be administered or recognized by federal, state or local government agency or court.
  - Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Upon receipt of all required documents and in good order, the prospective student is eligible to enroll in the school. When all admissions criteria and requirements are met, the prospective student is given the date of the next class.

## TRANSFER POLICY

### Students Transferring From Other Institutions

PAUL MITCHELL THE SCHOOL ARLINGTON considers hours for transfers from other institutions on a case by case basis. Transfer students must provide a letter of “no debt” on their previous school’s letterhead, a copy of their transcripts, and must undergo an evaluation to determine how many hours will be accepted towards their education at PAUL MITCHELL THE SCHOOL ARLINGTON. Transfer students must meet with the Education Leader and Future Professional Advisor to discuss why they want to transfer to PAUL MITCHELL THE SCHOOL ARLINGTON and why they feel their education will be different this time than at their previous school.

A maximum of 500 hours will be accepted for students who transfer from another school; all transfer students must attend a minimum of 1000 hours at PAUL MITCHELL THE SCHOOL ARLINGTON, to obtain the Paul Mitchell culture and educational program. For students transferring from another Paul Mitchell

School, all transfer hours will be accepted, and there is no minimum requirement for hours attended at this school.

The cost for transfer students is \$11.50 per hour attended at PAUL MITCHELL THE SCHOOL ARLINGTON; this does not include the cost of a complete and current Paul Mitchell student kit.

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 determine when the allowable maximum time frame has been exhausted. Satisfactory academic progress (SAP) evaluation periods are based on actual contracted hours at the institution.

### **Students Transferring To Other Institutions**

Please note that students transferring to another school may not be able to transfer all the hours they earned at PAUL MITCHELL THE SCHOOL ARLINGTON; the number of transferable hours depends on the policy of the receiving school. The transferability of hours you earn at PAUL MITCHELL THE SCHOOL ARLINGTON is at the complete discretion of an institution to which you seek to transfer. If the hours or diploma that you do earn at PAUL MITCHELL THE SCHOOL ARLINGTON are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution.

### **Students Transferring Between Programs**

PAUL MITCHELL THE SCHOOL ARLINGTON does not allow students to transfer between programs. If a student chooses to enroll in a different program within the school, they must first withdraw from the currently attending program, and then enroll in a different program as a new student. Prior credit will not be granted towards the new program.

### **REENTRY STUDENTS/RE-ENROLLMENT POLICY**

- 1) Outstanding tuition, fee, and overtime expenses must be paid in advance or the student must make satisfactory arrangements with the Financial Aid Leader. The student must have their financial plan in order prior to starting classes.
- 2) Previous tuition payments will be credited to the student's balance.
- 3) Because tuition fees and costs are subject to change, students who re-enter after 180 days will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable.
- 4) Pay a \$100.00 reentry fee.
- 5) Depending on the circumstances surrounding a student's withdrawal, he/she may be required to attend an orientation prior to re-starting the program.
- 6) Interview with an Education Leader and a Future Professional Advisor.

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 ARLINGTON and may require special conditions.

Readmission requires a personal interview with school administration. Reentering students will be placed on 30-day probation, during which time they must meet the school's Institutional Attendance

Policy minimum attendance and academic requirements. Students will also be evaluated for satisfactory Institutional Attendance progress at the next scheduled evaluation period to determine their new status. Students who fail to meet the minimum attendance and academic requirements for the 30-day probationary period may be terminated. Students who reenter the program within 180 days are placed in the same Institutional Attendance and Federal Satisfactory Academic Progress standing as when they left. Reenrolling students who have previously used all of the excused absences provided under their original contract will not receive any additional time for excused absences under the new reenrollment contract. In addition, students may be responsible for any overtime charges that had previously accrued but had not yet been assessed.

***All students who wish to reenroll after 180 days from the last day of attendance may be contracted and reenrolled as a transfer student as outlined in the catalog.***

## **FAFSA VERIFICATION**

Each year financial aid recipients are randomly selected for verification by the U.S. Department of Education by the FAFSA CPS. If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Financial Aid Office) and must provide additional documentation before financial aid can be disbursed to the student's account. This documentation may include but is not limited to federal income tax transcript from the Internal Revenue Service and W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc. Students will be notified in writing of all documents required to fulfill this federal requirement. If after review by the Financial Aid Office, there are any changes to the financial aid package the student will be notified in writing.

## **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 September 1, 2016.

### **TUITION – Cosmetology**

Tuition	\$17,250.00
Application Fee (nonrefundable)	100.00
Kit, Equipment, Textbook, Supplies (nonrefundable)	2097.00
Sales Tax	147.00
<b>TOTAL COSTS</b>	<b><u>\$19,594.00</u></b>

*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
<b>TOTAL COSTS</b>	<b><u>\$3,748.00</u></b>

*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
<b>TOTAL COSTS</b>	<b>\$5,248.00</b>

*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:

Note the ISBN numbers as follows:

<b>PMTS - STUDENT KIT COST SUMMARY</b>	
<b>ITEM/DESCRIPTION</b>	<b>2016 KIT</b>
Books ISBN 978-0-9743205-4-0 ISBN 978-0-9743205-3-3	675.00
Bags & Supplies	175.00
Cosmetology Kit	917.00
Doll Heads	150.00
Business Fundamentals	100.00
Graduation	80.00
<b>Subtotal:</b>	<b>2,097.00</b>
<b>Subtotal:</b>	<b>2,097.00</b>
Sales Tax: 8%	147.00
<b>Grand Total:</b>	<b>2,244.00</b>

## 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:

### TEXTBOOKS

1 *Milady's Master Educator Student Course Book, 3rd Edition*, ISBN-13: 9781133693697, \$161.50

1 *Milady's Master Educator CourseMate*

1 iPad

1 Paul Mitchell Tumbler

1 Paul Mitchell Track Jacket

## BUSINESS FUNDAMENTALS

This self-guided course provides an in-depth overview of the salon business world with proven systems and strategies to build a successful career in the field of cosmetology. This interactive, digital course is designed to give future professionals the tools and techniques they need to develop business skills, build clientele, grow their individual business and achieve their dreams.

## IPad USAGE POLICY

IPads are to be utilized for educational purposes when in use at PAUL MITCHELL THE SCHOOL ARLINGTON. Future Professionals are not permitted to use their iPad for personal use during educational classes, including but not limited to: theory, specialty class, mini classes and on the clinic floor.

## 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, November 30
Instructor (750 and 500 hours)	
DAY SCHOOL:	2017: February 21, June 20, October 3

## 2018 CLASS START DATES

Cosmetology	
<b>DAY SCHOOL:</b>	<b>2018:</b> January 16, March 27, June 12, August 21, October 31
<b>NIGHT SCHOOL:</b>	<b>2018:</b> January 16, March 27, June 12, August 21, October 31
<b>3 DAY PROGRAM:</b>	<b>2018:</b> January 18, March 1, April 12, May 24, July 5, August 16, September 27, November 8
Instructor (750 and 500 hours)	
<b>DAY SCHOOL:</b>	<b>2018:</b> February 20, June 19, October 2

## WITHDRAWAL POLICY

### “Official” Voluntary Withdrawal

A student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Leader or the Future Professional Advisor in writing, of intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1. Date student provided official notification of intent to withdraw.
2. The date the student **began** the withdrawal from PAUL MITCHELL THE SCHOOL ARLINGTON records. A student is allowed to rescind his/her notification in writing and continue the program. If the student subsequently drops, the student’s withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information, PAUL MITCHELL THE SCHOOL ARLINGTON will complete the following:

1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the school’s attendance record;
2. Two calculations are performed:
  - a. The student’s ledger card and attendance record are reviewed to determine the calculation of Return of Title IV funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV Funds Worksheets, scheduled attendance and are based upon the payment period.
  - b. Calculate the school’s refund requirement (see school refund calculation).
3. The student’s grade record will be updated to reflect a grade of incomplete.
4. PAUL MITCHELL THE SCHOOL ARLINGTON will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date of determination.
5. If applicable, PAUL MITCHELL THE SCHOOL ARLINGTON will provide the student with a letter explaining the Title IV requirements:

- a. The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was scheduled to be in attendance in the program based on scheduled attendance and the amount of funds the student received.
  - b. Any returns that will be made to the Federal program on the student's behalf as a result of withdrawing from the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
  - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. If applicable, supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study, and intends to complete the payment period. Title IV assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

Students will not be charged for the kit if they drop the program within the first 30 days and return their kit un-opened and in good condition. (Please refer to the Return of Title IV Funds Policy for treatment of these items per Federal regulations.

### **Unofficial Withdrawal**

Any student that does not provide official notification of his or her intent to withdraw and is absent for 10 consecutive school days, fails to maintain satisfactory academic progress, fails to comply with the school's Institutional Attendance Policy or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the PAUL MITCHELL THE SCHOOL ARLINGTON contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within one week of the student's last date of academic attendance, the following procedures will take place:

1. The education office will make three attempts to notify the student regarding his/her enrollment status,
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record,
3. The student's withdrawal date is determined after 10 consecutive school days of absence,
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment,
5. PAUL MITCHELL THE SCHOOL ARLINGTON calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible,
6. Calculate the school's refund requirement.
7. PAUL MITCHELL THE SCHOOL ARLINGTON'S Executive Financial Aid/Compliance Leader will return to the Federal fund programs any unearned portion of Title IV funds for which the



- school is responsible within 45 days of the date the withdrawal determination was made, and recorded on student's ledger card.
8. If applicable, PAUL MITCHELL THE SCHOOL ARLINGTON will provide the student with a refund letter explaining Title IV requirements.
    - a) The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
    - b) Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
  9. Supply the student with a final student ledger card showing outstanding balance due the school and the available methods of payment.
  10. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

Students are required to purchase books, supplies and equipment at the beginning of the program. According to PAUL MITCHELL THE SCHOOL ARLINGTON'S refund policy, once these materials are purchased, no refund will be made. However, students will not be charged for the kit if they drop the program within the first 30 days and return their kit un-opened and in good condition. (Please refer to the [Return of Title IV Funds Policy](#) for treatment of these items per Federal regulations.)

A full refund will be made to the student if he/she:

1. Is not accepted by the school.
2. Cancels within three (3) days of signing the enrollment contract, excluding Saturdays, Sundays and legal holidays.
3. Was enrolled by misrepresentation in advertising, PAUL MITCHELL THE SCHOOL ARLINGTON promotional materials, or representation by the owner or PAUL MITCHELL THE SCHOOL ARLINGTON representative; or
4. Was enrolled in a course of instruction that is discontinued by PAUL MITCHELL THE SCHOOL ARLINGTON and prevents student from completing the course.

**Title IV return calculation must be performed within 30 days and the return must be made within 45 days after the effective date of termination.**

**STUDENT WITHDRAWS, TWO CALCULATIONS ARE PERFORMED:**

1. The Return of Title IV funds (to determine amounts earned from the Federal programs); and
2. The Institutional Refund Policy – to determine the amount of institutional charges earned. PAUL MITCHELL THE SCHOOL ARLINGTON will adjust student's charges to take into account repayments of Title IV funds that PAUL MITCHELL THE SCHOOL ARLINGTON was required to make. (See Federal Return of Title IV Funds Policy below)

## **RETURN OF TITLE IV, HEA POLICY**

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned to the Department of Education. PAUL MITCHELL THE SCHOOL ARLINGTON will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

## **RETURN TO TITLE IV FUNDS POLICY**

This policy applies to students' who **withdraw officially, unofficially or are dismissed from enrollment** at PAUL MITCHELL THE SCHOOL ARLINGTON. It is separate and distinct from PAUL MITCHELL THE SCHOOL ARLINGTON'S Institutional Refund Policy stated on page 21.

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student was scheduled to be in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew, to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

The school will send notification of a post-withdrawal disbursement as soon as possible, but no later than 30 days after the date that the student withdrew.

## **FEDERAL RETURN OF TITLE IV FUNDS POLICY**

The school participates in federal financial aid. Please refer to the following Return of Title IV Funds 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 credit balances, and if those students have received federal student financial aid funds, they are entitled to a credit of the monies not paid to the federal student financial aid program fund.
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 credit or if a balance is owed to the school.
3. If a student has received less aid than the 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 to accept or decline the disbursement within 14 days. If an acceptance is not received within this time frame, the school 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 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.

#### **Withdrawal Before 60%**

The school must perform a R2T4 to determine the amount of earned aid up through the 60% point in each payment period and use the Department of Education's prorated schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

#### **Withdrawal After 60%**

For a student who withdraws after the 60% point in time, there are no unearned funds. However, the school will still calculate eligibility for a post-withdrawal disbursement.

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 the 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 withdraws (officially or unofficially) and has received federal loans, the loans will go into repayment.

Note: A student who withdraws prior to completing the 60% of the payment period may be required to repay some of the funds released to the student because of a balance on the student's account.

### **Order of Return**

PAUL MITCHELL THE SCHOOL ARLINGTON is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the Financial Aid office upon student request.

Federal regulations and Institutional policy require that the following aid programs be subject to the repayment calculation:

1. Federal Direct Loans: Unsubsidized
2. Federal Direct Loans: Subsidized
3. Federal PLUS Loans (received on behalf of the student)
4. Federal Direct Parent PLUS Loans (received on behalf of the student)
5. Federal Pell Grant
6. Iraq Afghanistan Service Grant for which a return is required

### **Student Notification of Repayment**

A notification letter outlining the amount and type of funds returned to the appropriate federal program(s) will be sent to the student. The student may request a copy of the federal government's repayment worksheet (R2T4 form) and a copy will be kept in the student file for future reference.

PAUL MITCHELL THE SCHOOL ARLINGTON will return funds on the student's behalf to the appropriate federal and institutional aid program(s) and subsequently notify the student of any outstanding balances owed to the school. A statement reflecting these charges will be sent to the student. The student is responsible for all charges and overpayments resulting from a Return of Title IV calculation.

### **School and Student Responsibilities in Regard to the R2T4 Policy & Process**

1. Providing each student with the information given in this policy;
2. Identifying students affected by this policy and completing the Return of Title IV Funds (R2T4) calculation;
3. Informing the student of the result of the R2T4 calculation and any balance owed to PAUL MITCHELL THE SCHOOL ARLINGTON as a result of a required return of funds;
4. Returning any unearned Title IV aid that is due to the Title IV programs and, if applicable, notifying the borrower's holder of federal loan funds of the student's withdrawal date;
5. Notifying student and/or Plus borrower of eligibility for a Post-Withdrawal Disbursement, if applicable.

### **Student's Responsibilities in Regards to the Return of Title IV Funds**

1. Becoming familiar with the Return of Title IV Funds (R2T4) policy and how withdrawing from all courses effects eligibility for Title IV aid;
2. Resolving any outstanding balance owed to the PAUL MITCHELL THE SCHOOL ARLINGTON resulting from a required return of unearned Title IV aid;
3. Resolving any repayment to the U.S. Department of Education as a result of an overpayment of Title IV grant funds.

### **Post Withdrawal**

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. PAUL MITCHELL THE SCHOOL ARLINGTON may use a portion or all of your post- withdraw disbursement for tuition and fees (as contracted with PAUL MITCHELL THE SCHOOL ARLINGTON). For all other school charges, PAUL MITCHELL THE SCHOOL ARLINGTON needs your permission to use the post-withdraw disbursement. If you do not give permission, you will not be offered the funds. However, it may be in your best interest to allow the school to keep the funds in order to reduce your debt at the school.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

### **Time frame for returning an unclaimed Title IV, HEA credit balance**

If the school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check.

If a check is returned to the school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

For further information, please contact the Financial Aid Office  
OR

For questions about the Title IV program funds, call the Federal Student Aid Information Center at:  
1-800-4-FEDAID (1-800-433-3243); TTY users may call: 1-800-730-8913

Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

*\*This policy is subject to change at any time, and without prior notice*

### **INSTITUTIONAL REFUND/DROP POLICY**

A refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours, as specified by the enrollment contract. This policy follows the requirements set forth by the Texas Department of Licensing and Regulation.

- 1) Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
  - a. An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid to the school except a nonrefundable \$100.00 application fee.
  - b. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract, within three (3) days of signing the enrollment contract, excluding Saturdays, Sundays and legal holidays. In this case all monies collected by the school shall be refunded except a nonrefundable \$100.00 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 three (3) days of signing the contract but prior to entering classes is entitled to a refund of all monies paid to the school less an application fee of \$100.00.
  - d. A student notifies the institution of his/her official withdrawal in writing. The effective date of the withdrawal will be the day PAUL MITCHELL THE SCHOOL ARLINGTON receives the student's notice of withdrawal.
  - e. For unofficial withdrawals, the effective date of the termination for refund purposes is the earliest of: (a) the last date of attendance, if the student is terminated by the school; (b) the date the school receives written notice of withdrawal; or (c) 10 school days after the last date of attendance.
  - 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. Money paid for student kits is nonrefundable. However, if a student withdraws from the program within the first 30 days and returns the kit un-opened and in good condition, the amount charged for the kit will be refunded.
- 2) 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 weekly and a determination is made to withdraw a student who has been absent from school for 10 consecutive school days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance. If a student unofficially withdraws and they received Federal Loans, the loans will go into repayment.
  - 3) When situations involve mitigating circumstances, 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.
  - 4) All extra costs, such as books, equipment, graduation fees, application fee, rentals, and other such charges, are not considered in the tuition adjustment computation if the charges are itemized separately in the enrollment contract. Monies paid for supplies and equipment are nonrefundable after three (3) days of signing the enrollment contract but prior to entering classes.
  - 5) If a course is cancelled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall either provide a full refund of all monies paid or provide completion of the course.
  - 6) For students who terminate prior to completion, an administration fee in the amount of \$100.00 will be assessed.
  - 7) A student's account may be sent to collections for nonpayment.
  - 8) If the school closes permanently and is no longer offers instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student.

If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, during the last 50% of the course, withdraws from the course or is terminated by the school, the school:

- 1) May retain 100% of the tuition and fees paid by the student; and
- 2) Is not obligated to refund any additional outstanding tuition.

If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, before the last 50% of the course, withdraws from the course or is terminated by the school, the school shall refund:

- 1) 90% of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter,
- 2) 80% of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter, but within the first three weeks of the course;
- 3) 75% of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks but no later than the completion of the 25% of the course, and
- 4) 50% of any outstanding tuition for a withdrawal or termination that occurs no later than the completion of the first 50 percent of the course.

A refund owed under this section must be paid not later than the 30th day after the date the Cosmetology student becomes eligible for the refund.

<b>Cosmetology (All Programs) ENROLL TO scheduled HOURS</b>	<b>Refund to Funding Agency or Student</b>	<b>Owes School</b>
.01 to 35.00 hours	90%	10%
35.01 to 150.00 hours	80%	20%
150.01 to 375.00 hours	75%	25%
375.01 to 750.00 hours	50%	50%
750.01 to 1500.00 hours	0%	100%

A refund owed under this section must be paid not later than the 30th day after the date the 750-hour Student Instructor becomes eligible for the refund.

<b>Student Instructor Programs ENROLL TO scheduled HOURS</b>	<b>Refund to Funding Agency or Student</b>	<b>Owes School</b>
.01 to 35.00 hours	90%	10%
35.01 to 75.00 hours	80%	20%
75.01 to 187.00 hours	75%	25%
187.01 to 375.00 hours	50%	50%
375.01 to 750.00 hours	0%	100%

A refund owed under this section must be paid not later than the 30th day after the date the 500-hour Student Instructor becomes eligible for the refund.

Student Instructor Programs ENROLL TO scheduled HOURS	Refund to Funding Agency or Student	Owes School
.01 to 50.00 hours	90%	10%
50.01 to 100.00 hours	80%	20%
100.01 to 125.00 hours	75%	25%
125.01 to 250.00 hours	50%	50%
250.01 to 500.00 hours	0%	100%

If tuition is not refunded within 30 days, the school shall pay interest on the amount of the refund for the period beginning the first day after the date the refund period expires and ending the day proceeding the date the refund is made. If tuition is refunded to a lending institution, the interest shall be paid to that institution and applied against the student loan.

### **PARENT PLUS LOAN APPROVAL RELEASE**

The undersigned agrees that PAUL MITCHELL THE SCHOOL ARLINGTON 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. The school provides students with a verification form so they can collect the necessary information. The Financial Aid office will give the student a 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. Financial Aid Management for Education, Inc. (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.

### **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. Additional information regarding the school's Satisfactory Academic Progress Policy is located on page 28.



## 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)).

## ACADEMIC YEAR DEFINITION

PAUL MITCHELL THE SCHOOL'S ACADEMIC year is 900 hours and 26 weeks for Title IV, HEA purposes. For Title IV, HEA payments, the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV, HEA payments.

## TERMINATION POLICY

PAUL MITCHELL THE SCHOOL ARLINGTON may terminate a student's enrollment for improper conduct; after receiving six (6) coaching sessions; failing to comply with educational requirements, Student Professional Development Guidelines, general policies, or the enrollment contract. If a student is terminated, the student will be charged an administrative fee of \$100.00.

## COSMETOLOGY PROGRAM TESTING AND GRADING PROCEDURE

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

- 1) **Weekly theory exams:** Students must receive a grade of 70% or higher on each weekly theory exam.
- 2) **210-hour orientation practical skills evaluation test:** Students must receive a grade of 70% or higher.
- 3) **Final exam 1 (1200-hour written test):** This test covers an overview of all related cosmetology subjects (e.g., anatomy, chemistry, etc.). Students must receive a grade of 70% or higher on all final exams.
- 4) **Final exam 2 (1500-hour written test):** The written exam covers an overview of all theory instruction, Texas state law, and other items covered on the state cosmetology exam. Students must receive a grade of 70% or higher on all final exams.
- 5) **Monthly practical worksheets:** Full-time students must complete ten (10); 3-Day program students must complete ten (10); part-time students must complete fourteen (14).

## INSTRUCTOR PROGRAM TESTING AND GRADING PROCEDURE -750/500 hours

The following testing and grading procedures are incorporated into the student instructor 750/500-hours courses:

- 1) Students must receive a grade of 70% or higher on each theory exam. Theory exams cover a review of *Milady's Master Educator Student Course Book*.
- 2) Students must receive 70% or higher on each final exam; final exams cover a complete overview of the *Milady's Master Educator Student Course Book*.
- 3) Students must receive 70% or higher on the practical exam, which covers the practical application of Instructional procedures.

## 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:

- 1) Protect clients' clothing by appropriately draping them.
- 2) Ask clients to remove any jewelry, hair accessories, glasses, etc.
- 3) Keep any and all chemicals away from the eyes. In case of eye contact with chemicals, thoroughly rinse eyes with cold water.
- 4) Wear gloves when dealing with chemicals.
- 5) 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:

- 1) Develop finger dexterity and a sense of form and artistry.
- 2) Enjoy dealing with the public.
- 3) Keep aware of the latest fashions and beauty techniques.
- 4) Make a strong commitment to your education.
- 5) 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

- 1) **Housing:** PAUL MITCHELL THE SCHOOL ARLINGTON keeps a file of information about housing in the surrounding areas. The school does not have on-campus housing under its control.
- 2) **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. PAUL MITCHELL THE SCHOOL ARLINGTON 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**

Students will be expected to complete the courses within a designated period of time. In general, the Maximum Time to complete with a cumulative attendance rate of at least 90%.

- 1) Receive the required number of clock hours of training;
- 2) Complete and receive passing grades on all practical graduation requirements and projects, including practical and theoretical examinations;
- 3) For a student to meet state requirements, all practical worksheets must be completed 100%;
- 4) Satisfactorily pass final written and practical exams;
- 5) Complete the required theory hours; and
- 6) Fulfill all financial obligations owed to the school.

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

A student cannot graduate without meeting the above graduation requirements.

## **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.

PAUL MITCHELL THE SCHOOL ARLINGTON **does not guarantee employment upon graduation**, PAUL MITCHELL THE SCHOOL ARLINGTON informs students of job openings and opportunities and 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 ARLINGTON. The programs offered at PAUL MITCHELL THE SCHOOL ARLINGTON prepare students for entry-level positions in the beauty industry.

## **MAKEUP WORK**

Students must complete all required assignments and tests. To accommodate students, makeup test days and worksheet periods are scheduled. Students must complete makeup work at the scheduled time. See Theory Leader of Education Leader for makeup test dates.

PAUL MITCHELL THE SCHOOL ARLINGTON has a minimum attendance of 90%. This means future professionals can miss no more than 10% of their program scheduled hours before being dropped from the program for failing to meet their contractual obligation to the school.

Students are expected to utilize the 10 % of their program scheduled hours for normal challenges that come up in their lives: time off with family, sick time, unexpected personal challenges etc.

## **INSTITUTIONAL ATTENDANCE POLICY:**

As mentioned in our Mission Statement PAUL MITCHELL THE SCHOOL ARLINGTON is committed to providing a solid educational foundation to empower our team and we strongly believe that when people come first, success will follow. Part of this success hinges on the ability to commit fully to an employer and be able to handle the rigors that this industry demands. Attendance is a part of the excellence and success that the Cosmetology Market looks for.

Attendance is very important especially at the very beginning of our programs, because this is where you are learning all the rules, there really is no way to “make up” hours during this extremely important time frame. Missing time here can have a severely detrimental impact on future skill development. Future Professionals are required to maintain a minimum Institutional Attendance of 90% for the program. Attendance will be posted into our computer system on a weekly basis and recorded on each future professional’s permanent record. Future professionals are required to be on time and remain in school for the entire scheduled day. The Future Professional Advisor or a member of the Education Leadership team must approve ALL early dismissals.

**Attendance Progress is checked as follows:**

PROGRAM	SCHEDULED HOURS: CHECK POINT	SCHEDULED HOURS: CHECK POINT	SCHEDULED HOURS: CHECK POINT	SCHEDULED HOURS: CHECK POINT	SCHEDULED HOURS: CHECK POINT	SCHEDULED HOURS: CHECK POINT
Cosmetology	150	300	450	600	750	900
Cosmetology	1050	1200	1350	1500		
Instructor 750	125	250	375	500	625	750
Instructor 500	83	167	250	333	417	500

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

A Future Professional who is not maintaining at least a 90% attendance rate will be placed on Institutional Warning status until the next Institutional Check Point. A schedule will be created for the Future Professional to attend make up hours to improve their attendance. Any Future Professional who does not improve their attendance by the following Scheduled Institutional Check Point will be dropped from the program with an automatic right to appeal (see Appeal Procedure located on page 32).

**FEDERAL SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

In order to remain eligible for Federal Financial Aid a student must make Satisfactory Progress in both Academia and Attendance. The Department of Education considers a student to be meeting Satisfactory Academic Progress (SAP) by meeting both qualitative and quantitative criteria. These criteria require a student to maintain a cumulative minimum of 70% or higher in academics and 70% or higher in actual hours attended. These SAP requirements will be evaluated at the Federal SAP Check Points listed below:

**Federal Satisfactory Academic Progress (SAP) is checked as follows:**

PROGRAM	ACTUAL HOURS CHECK POINT	ACTUAL HOURS CHECK POINT	ACTUAL HOURS CHECK POINT
Cosmetology	450	900	1200
Instructor 750	375		

A Future Professional who at a Federal SAP Check Point has not achieved the minimum cumulative GPA of 70% and/or who has not successfully completed at least a cumulative rate of attendance of 70% will be placed on Institutional Warning status until the next Federal SAP Check Point. Any Future Professional who does not improve their attendance and/or academic rate by the following Federal SAP

Check Point will be dropped from the program with an automatic right to appeal (see Appeal Procedure located on page 32).

The institution requires its students to maintain Satisfactory Academic Progress (SAP) as established by the Department of Education, in order to continue to matriculate at the school and to continue to be eligible to participate in the federal government's Title IV, HEA financial aid programs. These standards apply to all students, regardless of the source of the student's funding, and to all students, regardless if their status (full-time; 3-day program, or part-time).

## QUANTITATIVE AND QUALITATIVE FACTORS

Factors for measuring the student's progress toward Satisfactory Academic Progress of the program include maintaining:

- 1) A minimum cumulative theory grade level of 70% or higher for Federal SAP.
- 2) A minimum cumulative academic level of 70% or higher on practical worksheet completion for Federal SAP. \*
- 3) To determine whether a student meets the academic requirements for Satisfactory Academic Progress, theory and practical grades are averaged together to give a minimum cumulative academic grade.

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

## COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME

Full-time day students attend classes for 35 hours per week – Tuesday through Friday, from 9:30 AM to 5:00 PM. Three Day program students attend classes 30 hours per week - Thursdays and Fridays, from 8:00 AM TO 7:30 PM and Saturdays from 8:30AM to 5:00 PM. Part-time night school students attend classes 22.5 hours per week - Monday through Friday, from 5:30 PM to 10:00 PM. Information regarding other course schedules is available upon inquiry.

The state of Texas requires 1500 clock hours for the cosmetology course, and either 750 or 500 hours for the Instructor's Course. Students are expected to complete their course in no more than 110% of the program length. Students must complete the educational program within the MAXIMUM TIME FRAME, which is based on attending at least 90% of the scheduled hours.

*\*Paul Mitchell the School Arlington is required to measure and collect data on all our students who complete our programs "on time". We define "normal time" and "on time" as having completed the program with at least 90% attendance or higher. At this time, "normal time" is also our minimum attendance requirements.*

COURSE	LENGTH ACTUAL HOURS	LENGTH WEEKS	MAXIMUM TIME FRAME WKS	MAXIMUM TIME FRAME SCHEDULED HRS
Cosmetology – Full Time	1500	42.86 Weeks	47.14Weeks	1650
Cosmetology – Part Time	1500	66.67 Weeks	73.33Weeks	1650
Cosmetology – 3-Day Program	1500	50.00 Weeks	55.00 Weeks	1650
Instructor -750 hours	750	21.43 Weeks	23.57Weeks	825
Instructor - 500 hours	500	14.28 Weeks	15.71Weeks	550

It is important to note that **SCHEDULED HOURS** is the **MAXIMUM** amount of scheduled hours that a Future Professional can take to finish the program **NO MATTER WHICH** schedule they are enrolled in. Scheduled hours are **NOT** impacted by Suspensions or School Closings (such as additional snow days beyond what we build into the schedule already). If a Future Professional is impacted by any of these occurrences, their **ACTUAL** graduation calendar date will be pushed forward by the amount of time the occurrence takes place since they are “off the schedule” during those times.

When **SCHEDULED HOURS** are up, a Future Professional’s contract is over. If a Future Professional has not completed their **ACTUAL HOURS** required for graduation, they will be a **DROP** and be required to re-enroll in the program with a new contract and costs in order to complete their remaining hours.

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

A Leave of Absence (LOA) due to various circumstances, such as: prolonged illness or accident, death in the family, or other special circumstances, is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance.

Students must request a LOA in writing stating the reason for the leave for approval by the Financial Aid Leader or Future Professional Advisor. If enrollment is temporarily interrupted for an LOA, the student will return to school in the same progress status as prior to the LOA. The hours elapsed during an LOA will not be included in the student’s cumulative attendance percentage calculation. Students may be granted one LOA in a twelve-month period. However, in the case of unforeseen circumstances and at the school’s discretion, the student may be granted another LOA. The total time for the Leave of Absence may not exceed 180 calendar days in a twelve-month period. An approved LOA will extend the student’s contract period by the same number of days taken in the leave and will result in no additional charges to the student.

If a student does not return to the program at the end of the scheduled LOA, the student will be dropped from the program. Students who withdraw prior to completing the course of study and who wish to reenter within 180 days will reenter at the same progress status as applicable at the time of withdrawal. Course incompletes, repetitions, and noncredit remedial courses have no effect upon the school’s Institutional Attendance and Satisfactory Academic Progress standards. The School must give the student an incomplete grade if the student withdraws but is not entitled to a refund if: (1) the student requests an incomplete grade at the time of withdrawal, or (2) if the student withdraws for an appropriate reason unrelated to the student’s academic status. A student who receives an incomplete grade can re-enroll in the program during the 48-month period following the date the student withdrew and complete the course without payment of additional tuition.

### **EXCUSED ABSENCES**

Future Professionals may receive a maximum of three (3) excused absences. Excused absences include missing school due to the death of an immediate family member, a serious medical issue, or military service. In order to receive an excused absence, the Future Professional must provide sufficient documentation, such as a death certificate, doctor’s note or military service paperwork. The Future Professionals must also inform their Future Professional Advisor that they are going to be absent due to one of the abovementioned reasons.

Individuals with a verified disability requiring occasional absences as a reasonable accommodation should seek approval via the School's ADA Policy.

## EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT

Federal Satisfactory Academic Progress Evaluations in both attendance and academics will occur when cosmetology students reach 450, 900, and 1200 *actual hours* and when 750-hour instructor students reach *actual hours* of 375 and 750.

Institutional Check Point evaluations in attendance and academics will occur when cosmetology students reach 150, 300, 450, 600, 750, 900, 1050, 1200, 1350, and 1500 *scheduled hours*, when esthetics students and 750-hour instructor students reach 125, 250, 375, 500, 625, and 750 *scheduled hours*, and when 500-hour instructor students reach *scheduled hours* of 250 and 500.

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

- 1) Practical grade reports are issued monthly to each student, to make them aware of their progress toward meeting satisfactory academic progress.
- 2) Examinations are given in all subjects.
- 3) Grades and attendance/SAP records are reviewed and signed by the student and maintained in the student's academic file. Students may request to review their financial aid files from the Financial Aid Leader or the Future Professional Advisor.

Grading Policy:

**A = 90 – 100%**

**B = 80 – 89%**

**C = 70 – 79%**

**Failing = Below 70%**

Grades for practical and clinical work are indicated by a signature on the student's worksheet or client ticket. A signature from an instructor represents a grade of 70% or higher. No signature indicates a score of less than 70% and the student has not met minimum satisfactory standards on the practical application. Students are required to continue the practical application until they receive a signature from an instructor.

## 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.

## FINANCIAL AID WARNING

Future Professionals failing to meet minimum Federal Satisfactory Academic Progress 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 status 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 placed on Academic Notice with loss of Title IV aid and will not be eligible for Title IV, HEA assistance. However, the student may appeal the loss of their Title IV, HEA eligibility.

A student may appeal the Title IV, HEA decision if he/she has a reason for the inability to make satisfactory progress and if he/she can document that the circumstances that caused the unsatisfactory progress determination have changed. The basis for filing an appeal, such as the death of a relative, injury or illness of the student, or other special circumstances, must be documented.

This policy applies to all students regardless of their eligibility for Title IV, HEA funding programs. To comply with Department of Education requirements, the terminology *Financial Aid Warning* and *Financial Aid Probation* will be used for Title IV, HEA and non-Title IV, HEA students.

## **APPEAL PROCEDURE**

If a student is determined as unable to make satisfactory Institutional Attendance progress, Federal SAP or is terminated for not making satisfactory progress in either standard, the student may appeal the negative determination. The student must submit a written appeal to the school administration within five (5) business days of the determination or termination. The student must include any documentation supporting the reversal of the decision. If the student fails to appeal, the decision will stand.

An appeal hearing will take place within fifteen (15) days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is dependent minor), the student's Educational Leader, Future Professional Advisor and Financial Aid Leader. 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. *Documentation of the appeal will be kept in the student's permanent file.*

## **PROBATION**

If the school grants the appeal, it may impose conditions for the student's continued eligibility to receive Title IV, HEA, such as changing schedules, or creating an independent development plan. If such an appeal is granted, the student will remain on Financial Aid Probation for the next payment period only. Should a student prevail on his or her appeal, the student will be automatically reentered in the course, and financial aid funds will be reinstated to eligible students for one payment period.

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

If applicable, Title IV, HEA 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.

## **MISCONDUCT**

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, falsifying information, 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) (34 CFR Part 99) 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:



- 1) Review their education records;
- 2) Seek to amend inaccurate information in their records; and
- 3) 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 a school may disclose personally identifiable information from the student's education records. The written consent must:

- 1) State the purpose of the disclosure;
- 2) Specify the records that may be disclosed;
- 3) Identify the party or class of parties to whom the disclosure may be made; and
- 4) 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 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 ARLINGTON provides and permits access to student and other school records as required for any accreditation process initiated by the Council on Occupational Education (COE), 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.

A 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 different 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 ARLINGTON 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 five (5) years.

### **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 Education Leader and Financial Aid Leader and bring any supporting documentation to show that the record is incorrect.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may write to the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## **PERFORMANCE STATISTICS/JOB OUTLOOK**

PAUL MITCHELL THE SCHOOL ARLINGTON is accredited by the Council on Occupational Education (COE), recognized by the U.S. Department of Education and licensed by the Texas Department of Licensing and Regulation. 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. COE requires schools to list the outcome rates for each program. The U.S. Department of Education, requires outcome rates be provided for 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 ARLINGTON performance statistics for the calendar year 2014:

Completion	Licensure	Placement
70%	95%	75%

PAUL MITCHELL THE SCHOOL ARLINGTON Cosmetology Program performance statistics for the calendar year 2014:

Completion	Licensure	Placement
70%	96%	75%

PAUL MITCHELL THE SCHOOL ARLINGTON 750 Instructor program performance statistics for the calendar year 2014:

Completion	Licensure	Placement
100%	67%	67%

PAUL MITCHELL THE SCHOOL ARLINGTON 500 Instructor program performance statistics for the calendar year 2014:

Completion	Licensure	Placement
83%	100%	80%

## 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
75%	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
67%	67%	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
N/A	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>.

## STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES

All students must commit to and follow the Student Professional Development Guidelines during their enrollment at PAUL MITCHELL THE SCHOOL ARLINGTON.

### Attendance and Documentation of Time

- 1) The school records attendance in clock hours and gives appropriate attendance credit for all hours attended. The school does not add or deduct attendance hours as a penalty. Attendance is calculated using a computerized time clock. In order to ensure proper clock hours are credited, full-time students are required to clock in/out 4 times a day: when they arrive to school, when they leave for lunch, when they return from lunch, and when they leave at the end of the day. Part-time students are required to clock in/out 2 times a day: when they arrive to school and when they leave at the end of the day.
- 2) According to the Texas Department of Licensing and Regulation (TDLR) PAUL MITCHELL THE SCHOOL ARLINGTON cannot make adjustments to a Student's time clock activity. Future Professionals will only receive credit for written in adjustments if there is a time clock failure or other situation approved by the TDLR.
- 3) The school is open from 8:00 AM to 7:30 PM on Thursdays and Fridays and 8:30 AM to 5:00 PM for the three-day program, from 9:15 AM to 5:15 PM for day students and 5:15 PM to 10:15 PM for night students.
- 4) All courses require continuous attendance.
- 5) The prescribed attendance schedule must be maintained each week.
- 6) Night students may not miss Fridays; day students may not miss Saturdays.
- 7) Students must be on time, as tardiness inhibits the learning process. Students who are late for theory class may not enter the classroom and will not receive theory credit. They may "clock in" and will be assigned special projects or assignments pertaining to their course of study. Students who are late for a specialty class or a guest artist class may attend the class, but must be accompanied into the classroom by an instructor. Students are never excused from mandatory theory class to work in the clinic.
- 8) During the enrollment contract period, students must maintain a 90% attendance average each month in order to complete the program within the scheduled program length. Students are allowed to miss 10% of their scheduled hours before being withdrawn from the program. Students may use the allowed 10% of their scheduled hours for vacation, doctor appointments, illness, etc. If a student must attend additional program hours beyond his/her maximum scheduled program length due to not meeting the 90% attendance average or in order to complete academic graduation requirements, the student will be dropped and be required to

re-enroll in the program with a new contract and costs in order to complete their remaining hours.

**Scheduled Program Length is defined as:**

<b><i>Cosmetology:</i></b> Hours in program = 1500 hours 10% absent hours = 150 hours Scheduled Program Length = 1650 hours	<b><i>Instructor:</i></b> Hours in program = 750 hours 10% absent hours = 75 hours Scheduled Program Length = 825 hours
<b><i>Instructor:</i></b> Hours in program = 500 hours 10% absent hours = 50 hours Scheduled Program Length = 550 hours	

*Please note that if a student misses 10 or more consecutive school days, the student will be terminated from the program.*

- 9) Students who are late or cannot attend school must contact the school and talk to the school service desk immediately. Day students must call in by 9:00 AM; 3-day program students must call in by 7:30 AM and night students must call in by 1:30 PM.
- 10) Students must request time off from school from the Future Professional Advisor.
- 11) Full-time students are required to be in attendance a minimum of seven (7) hours per day, 35 hours per week for the full-time schedule; for the 3-day schedule students are required to be in attendance a minimum of eleven (11) hours Thursdays and Fridays and a minimum of eight (8) hours on Saturdays, 30 hours per week; part-time students are required to be in attendance a minimum of 22.5 hours per week. Students cannot bank hours and attend over 35 hours per week to make up for missing hours. Makeup Hour Days are offered at the discretion of the Leadership Team and will be announced to students accordingly. PAUL MITCHELL THE SCHOOL ARLINGTON has two (2) graduation ceremonies a year—these days are makeup days for students.
- 12) Lunches and breaks are scheduled for all students. Day students will take 30 minutes for lunch between 12:30 PM and 1:00 PM, for students in the 3-day program lunch is between 12:00 PM and 12:30 PM, if possible, according to their booking. Students should communicate with their instructor if they have not had lunch by 1:30 PM.
- 13) Documentation of time: Students may not leave the school premises during regular hours without an instructor's permission.
  - a. Students who leave school premises or those who leave early must document their time by clocking out on the time clock.
  - b. Day students must clock out on the time clock for lunch for 30 minutes every day. Students will not receive credit for the time if they fail to clock in/out for lunch.
- 14) Students may not clock in or out for another student.
- 15) Students must keep a record of all services each day on the "service tracking sheet," which must be completed daily and turned in every month.

**Professional Image:** A professional image is a *requirement* for successful participation in school. Students must maintain the following professional dress agreement:

- 1) Core and Phase I Future Professionals must wear all black.
- 2) Phase II Future Professional and Student Instructor students must wear black or white in any combinations.

- 3) Clothing must be professional, clean and free of stains and tears.
- 4) Shoes can be any color and professional for all students. Shoes must be closed toe and closed heel.
- 5) Hair must be clean and styled prior to arriving to school. Bobby pins are for up-styles only.
- 6) Cosmetics must be applied using trend appropriate make-up techniques and applied prior to arriving to school.
- 7) Shoes, jewelry, scarves, and belts can be any color.

#### **Professional Dress Requirements:**

1. NO UGGs, tennis shoes, running/gym shoes, Vans, Toms, Converse, Sandals, Crocs, Sperrys, house shoes, peep toe heels, or open toe/heel shoes of any kind.
2. Shirts must come down to mid-thigh when wearing tights or leggings.
3. Short skirts/dresses that fall above fingertip length, must be worn with tights, leggings or pantyhose.
4. Sequins and other decorations on clothing must be black.
5. NO tank tops, sleeveless tops, or anything that shows your armpits.
6. NO sweatpants, sweatshirts or scrubs.
7. Printed t-shirts must have a Paul Mitchell logo.
8. NO hats, visors, bandanas, caps, beanies or scarves around the head.
9. NO shorts, Bermuda shorts, spandex, biking shorts or yoga pants.
10. NO hooded clothing.
11. Socks, stockings, leg warmers and camisoles must be all black.
12. Jeans must be solid black and free of holes, tears, frays and/or fading.
13. NO jeggings or clothing made of jean look-a-like materials.
14. NO banana clips.
15. Ponytails and up styles must be neat and professional.
16. Appropriate undergarments must be worn and not visible.

Students who fail to comply with this professional dress agreement will be asked to leave and return with appropriate attire. Students will not receive hours for the time he/she is off campus adjusting attire. PAUL MITCHELL THE SCHOOL ARLINGTON reserves the right to change the dress agreement requirements.

#### **Sanitation and Personal Services**

- 1) Students must keep workstations and classroom areas clean, sanitary, and clutter free at all times. Students must clean their stations, including the floor, after each service.
- 2) Hair must be swept up immediately after a service is completed, before blow drying.
- 3) Workstations must be cleaned at the end of the day, prior to clocking out for the day.
- 4) Students may have their hair or other services done on Wednesday and Thursday only. To receive a service, students must do the following prior to starting the service:
  - a. Notify an instructor.
  - b. Be scheduled off the service books by a Learning Leader.
  - c. Pay for service supplies including perms, tints, bleaches, rinses, conditioning, treatments, manicures, nails, etc.

- d. If a service guest comes in and the service desk coordinator needs the student giving the personal service or the student receiving it to take care of the guest, then the students must reschedule their personal service and complete the assigned service guest appointment.
- e. Personal services are considered rewards and scheduled for students who are up to date with all projects, tests, and worksheets. School assignments and successful learning are the priority.

### **Communication Guidelines and Professional Conduct**

- 1) Visitors are allowed in the reception area only. Visitors are not allowed in the classrooms, break room, or clinic floor area.
- 2) Audio and/or visual recording is not permitted while on campus.
- 3) Only emergency calls are permitted on the business phone. Students may use the student phones for a limited time. Please keep your calls to three (3) minutes or less.
- 4) Cell phones are not permitted in the classrooms, clinic floor and/or hallways.
- 5) Students may not visit with another student who is servicing a client.
- 6) Students may not gather around the reception desk, reception area, or offices.
- 7) Food, drinks, and water bottles are allowed only in the lunchroom.
- 8) PAUL MITCHELL THE SCHOOL ARLINGTON is a smoke-free campus. Students who fail to follow this policy will be suspended for a total of three (3) days. This policy extends to electronic cigarettes.
- 9) Stealing or taking school or another's personal property will lead to termination.

### **Learning Participation Guidelines**

- 1) Peer teaching and tutoring are encouraged. Taking credit for another's work or cheating is will lead to termination.
- 2) Students will be expected to maintain an average of 70% 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 practicing and training on school-related projects, assignments, reading, or test preparation during school hours.
- 8) Students will receive clock hours when 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 elective class, they may focus on the following:
  - a. Completion of monthly worksheets
  - b. Completion of theory review worksheets
  - c. Performing a service on another student
  - d. Listening to or reading school resource center materials, including educational videos, audiotapes, and books
- 10) Students must comply with school personnel and instructors' assignments and requests as required by the curriculum and student guidelines and rules.
- 11) Students may not perform hair, skin, or nail services outside of school unless authorized to do so by school administration. Conducting unauthorized hair, skin, or nail services outside of school

will be reported to the state board and may result in your inability to receive a professional license.

- 12) Students are responsible for their 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. PAUL MITCHELL THE SCHOOL ARLINGTON is not responsible for any lost or stolen articles.
- 13) Parking is allowed in assigned parking areas only or cars may be towed at the owner's expense.
- 14) All worksheets are due at the end of each month by 5:00 PM for day students and 10:00 PM for night students.
- 15) If a student fails to fully complete a worksheet, the student will be placed on the Back on Track list and will remain on the list until the following month, as long he/she completes the worksheet.

## **STUDENT PRIVACY**

Students understand the following limitations on their privacy apply while at school. Lockers furnished for student use belong to the school and are subject to search by school or police officials at any time for any reason. Students should not expect privacy in their use of school lockers.

By entering onto the premises of the school, students agree that they and any parcels, including handbags, briefcases and purses or other items and personal effects they may bring with them (including any vehicle parked on school property) are subject to reasonable search by school personnel.

## **DRUG-FREE CAMPUS**

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, PAUL MITCHELL THE SCHOOL ARLINGTON is hereby declared a drug and alcohol free school and workplace. Students are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol anywhere on school property including grounds, parking lots, within the building/s or while participating in school-related activities.

PAUL MITCHELL THE SCHOOL ARLINGTON will impose disciplinary sanctions on students and employees who violate this policy. The sanctions may include anything up to and including termination. In addition, those who violate public law may be subject to criminal prosecution from local, state and federal law enforcement. Conviction of drug and alcohol violations can lead to imprisonment, fines and community service. Convictions may also prevent individuals from entering many fields of employment and make them ineligible for federal student grants and loans.

## **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:

- 1) **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.



- 2) **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.
- 3) **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.
- 4) **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.
- 5) **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.

PAUL MITCHELL THE SCHOOL ARLINGTON reserves the right to modify the Student Professional Development Guidelines at any time. Students will be notified of any such changes.

### **Corrective Action Steps**

After a cosmetology student has received five (5) coaching sessions, he/she may be suspended for five (5) days. On the 5<sup>th</sup> coaching session, the Future Professional Advisor will create a plan of action to be followed. After the 5-day suspension, the student will have one (1) additional coaching session. On the sixth coaching session, the student's enrollment may be terminated.

After a 750-hour instructor student or a 500-hour instructor student has received two (2) coaching sessions, he/she may be suspended for five (5) days. On the 2<sup>nd</sup> coaching session, the Future Professional Advisor will create a plan of action to be followed. If the student receives another coaching session after the 5-day suspension, his or her enrollment may be terminated.

Please note, students may be suspended for failure to complete required tests and for non-payment. Suspension as a disciplinary action is determined in the sole discretion of PAUL MITCHELL THE SCHOOL ARLINGTON.

### **AMERICANS WITH DISABILITIES (ADA) POLICY**

PAUL MITCHELL THE SCHOOL ARLINGTON does not discriminate in admission or access to our program on the basis of disability. If you would like to request academic adjustment or auxiliary aids, please contact the ADA Compliance Coordinator. You may request academic adjustments or auxiliary aids at any time. The Compliance Coordinator is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- 1) Notify the Compliance Coordinator in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed.

ADA Compliance Coordinator: April Hartsell  
309 Curtis Mathes Way, Ste. 101, Arlington, TX 76018  
(817) 865-6963; [april@pmtsarlington.com](mailto:april@pmtsarlington.com) or  
[ADA@pmtsarlington.com](mailto:ADA@pmtsarlington.com)

- 2) The Compliance Coordinator will respond within two weeks of receiving the request.
- 3) Individuals disagreeing with the approved reasonable accommodation may appeal the decision using the ADA Grievance Procedure.

### **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 April Hartsell, 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 [april@pmtsarlington.com](mailto:april@pmtsarlington.com).

#### **Procedure:**

Grievances must be submitted to April Hartsell 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.

Ref. Consumer Information at:

<https://dsfee43herbpw.cloudfront.net/uploads/fullsize/decc886d9b22d50b8610be60.pdf>

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, F2, J-1, J-2; students who are in federal loan default; students who receive grant overpayments; or male students who have not met Selective Service registration criteria.

## ANTI-HARASSMENT AND DISCRIMINATION POLICY FOR STUDENTS AND EMPLOYEES (TITLE IX POLICY)

The school is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students and employees are required to take our mandatory Sexual Harassment and Prevention Training twice annually. School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth, or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state, or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the school prohibits discrimination based on sex which includes sexual harassment and sexual violence, and the school has jurisdiction over Title IX complaints.

The school's anti-harassment policy applies to all persons involved in the operation of the school, and prohibits unlawful harassment by any employee of the school, as well as students, customers, vendors or anyone who does business with the school. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom the school does business engages in unlawful harassment or discrimination, the school will take appropriate corrective action.

As part of the school's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to the school community through publications, the school website, new employee orientations, student orientations, and other appropriate channels of communication. The school provides training to key staff members to enable the school to handle any allegations of sexual harassment or sexual violence promptly and effectively. The school will respond quickly to all reports and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

### DEFINITIONS

Sexual Harassment is defined as unwelcome advances, requests for sexual favors, other verbal or physical sexual conduct, or any other offensive unequal treatment of an employee, student, or group of employees or students that would not occur except for their sex when:

1. The advances, requests or conduct have the effect of interfering with performance of duties or studies or creating an intimidating, hostile, or otherwise offensive work or academic environment.
2. Submission to such advances, requests or conduct is explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement.
3. Submission to or rejection of such advances, requests or conduct is used as a basis for employment or academic decisions.

**Sexual Harassment** is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972, (42 U.S.C. §2000e, et. seq.), and Title IX of the Education Amendments of 1972 (20 U.S.C. 1691, et. seq.) and is punishable under both federal and state laws. Forms of sexual harassment include, but are not limited to, sexist remarks or behavior, constant offensive joking, sexual looks or advances, repeated requests for dates, unwelcome touching, promise of reward for sexual favors. Students,

faculty or staff who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the school's investigation of the allegation.

**Sexual Violence** means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of acts fall into the category, including sexual assault or harassment based on sexual orientation, domestic violence, dating violence, and stalking. Alleged sexual violence against another may also constitute a crime resulting in an additional, independent law enforcement investigation falling outside of this Grievance Policy. These acts will not be tolerated at PAUL MITCHELL THE SCHOOL as such acts are inappropriate and create an environment contrary to the goals and mission of the school. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies.

**Domestic Violence** means a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a DM1\7019969.1 person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating Violence** means a violence act committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse and dating violence does not include acts covered under the definition of domestic violence.

**Sexual Assault** includes rape, acquaintance rape, fondling, incest, and statutory rape, as well as other forms of nonconsensual sexual activity.

**Stalking** means "engaging in a course of conduct (two or more acts including but not limited to acts in which the stalker directly, indirectly, or through third parties, or by any action, method, device or means, follows, monitors observes, surveils, threatens or communicates to or about a person or interferes with his or her property that is directed at a specific person and would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Consent** means voluntary agreement to engage in sexual activity by verbal agreement or active and willing participation in sexual activity. Someone who is incapacitated or under the age of consent under state law cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent may be withdrawn at any time. Coercion, force, or threat of either invalidates consent.

## **PROHIBITED CONDUCT**

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- i. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- ii. submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
- iii. it creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student's or ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

## **COMPLAINT / GRIEVANCE PROCEDURE**

If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, supervisor, Human Resources, or the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with the School is exempt from the prohibitions in this policy. Supervisors will refer all harassment complaints to the Title IX Coordinator for student-related complaints and to the Human Resources Department if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

All complaints involving a student will be referred to the campus's Title IX Coordinator. The Title IX Coordinator is listed below and has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

**Title IX Coordinator:**

Merritt King; Future Professional Advisor  
309 Curtis Mathes Way, Ste 101  
Arlington, TX 76018  
(817) 865-6963  
[merritt@pmtsarlington.com](mailto:merritt@pmtsarlington.com) or  
[TitleIX@pmtsarlington.com](mailto:TitleIX@pmtsarlington.com)

The school ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the school's grievance procedures operate. Because complaints can also be filed with an employee's supervisor or Human Resources, these employees also receive training on the school's grievance procedures and any other procedures used for investigating reports of sexual harassment.

## **INVESTIGATION OF COMPLAINTS**

In response to all complaints, the school promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. The school shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, the School will weigh the student's request for confidentiality against the impact on School safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

The preponderance of the evidence standard will apply to investigations, meaning the school will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint.

During the investigation, the school will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved.

If the school determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and the school will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the school to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from the school's disciplinary process. To the extent that

an employee or contract worker is not satisfied with the school's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

### **RETALIATION PROHIBITED**

The school will not retaliate against you for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify your supervisor, Human Resources or the Title IX Coordinator.

### **REPORTING REQUIREMENTS**

Victims of sexual misconduct should be aware that school administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. The school will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The school reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

### **ADDITIONAL INFORMATION**

Employees should contact Human Resources for more information or any questions related to this policy. Students may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>.

### **COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS (Including Computer Use and File Sharing)**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.



Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

At PAUL MITCHELL THE SCHOOL ARLINGTON we abide by the provisions of the federal Digital Millennium Vein Reader 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 Education Leader for further investigation. If you are found responsible after meeting with the Education Leader, 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, a few sites are listed below:

- 1) **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.
- 2) **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.
- 3) **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.

For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## **SOCIAL NETWORKING POLICY**

Paul Mitchell 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, news groups, 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 ARLINGTON does not permit ethnic slurs, personal insults, obscenity, and intimidation, cyber bullying or engaging in conduct that would be unbecoming of a Paul Mitchell student

and misrepresent Paul Mitchell culture. PAUL MITCHELL THE SCHOOL ARLINGTON 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:

### **Texas Department of Licensing and Regulations**

P.O. Box 12157  
Austin, TX 78711  
(512) 463-6599

### **Council on Occupational Education (COE)**

7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350  
(770) 396-3898

COE is recognized by the Department of Education as an accrediting agency for private cosmetology schools.

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.

If you are interested in reviewing or receiving a copy of the school's Campus Crime Report, please see the school director.

## **GRIEVANCE POLICY**

In the event a student has a concern or grievance that cannot be resolved with the student's immediate Future Professional Advisor or Education Leader, the student may file the concern in written form. The complaint will then be referred to the school's Management Team, which consists of the Director, the Admissions Leader, the Operations Leader, the Education Leader, and the Financial Aid 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 no 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 ARLINGTON will maintain records of the complaint and response in accordance with the published record retention policy. If a student has exhausted the methods above and is still not satisfied with the action taken, or believes that the school is in violation of accreditation requirements, you can pursue this matter by contacting the agencies below:

### **Texas Department of Licensing and Regulations**

P.O. Box 12157  
Austin, TX 78711  
(512) 463-6599; [www.tdlr.texas.gov](http://www.tdlr.texas.gov)

### **Council on Occupational Education (COE)**

7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350

(770) 396-3898; [www.council.org](http://www.council.org)

**Sexual Harassment/Sexual Violence:** All student grievances related to sexual harassment or sexual violence allegations should be reported to the Title IX Coordinator and are handled in compliance with the Title IX policy and procedure contained on page 44.

## CAMPUS SECURITY

In compliance with the Clery Act, PAUL MITCHELL THE SCHOOL ARLINGTON collects, maintains and disseminates data annually regarding crime statistics. The school's Annual Security Report ("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.

## 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.

## STATE OF TEXAS REQUIREMENTS

### Cosmetology

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

Subject	Technical Instruction
Haircutting, styling and related theory	500 hrs.
Hair coloring and related theory	200 hrs.
Cold waving and related theory	200 hrs.
Orientation, rules and laws	100 hrs.
Manicuring and related theory	100 hrs.
Shampoo and related theory	100 hrs.
Chemistry	75 hrs.
Salon Management and practices	75 hrs.
Hair and scalp treatment and related theory	50 hrs.

<b>Subject</b>	<b>Technical Instruction</b>
Chemical hair relaxing and related theory	50 hrs.
Facials and related theory	50 hrs.
<b>TOTAL CLOCK HOURS</b>	<b>1500 hrs.</b>

<b>Subject</b>	<b>Practical Applications</b>
Client protection	600
Hairdressing: arranging, cutting, dressing, shampooing, curling, pressing, and finger waving	600
Sanitation	500
Hair Coloring: temporary, semi-permanent, permanent, bleaching and dimensional, coloring, color mixing	100
Chemical Hair Services: (minimum of 15 services in each category.) restructuring, permanent waving, straightening and relaxing	100
Facials: (minimum of 5 services in each category.) skin analysis and care, manipulation and massage, skin care, removal of hair by wax, tweezers, or depilatories, make-up and brow arch	30
Scalp and hair treatments	30
Manicuring and Pedicuring	30
<b>TOTAL APPLICATIONS</b>	<b>1990</b>

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

#### **Instructor 750 hours**

<b>Subject</b>	<b>Hours</b>
<b>Communications and Human Relations</b>	50
<b>State laws and forms</b>	25
<b>Instruction</b> Theory – lab Clinic operation Teaching and lab Clinic management	25
<b>Lesson Plans/Program</b>	50
<b>Development and Review</b>	625

Methods of teaching	100
Visual aids preparation use	100
Classroom management	75
Evaluation techniques	50
Clinic supervising	200
Student advising interaction	50
Practical application	50
<b>TOTAL CLOCK HOURS</b>	<b>750 hrs.</b>

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

#### **Instructor 500 hours (1 years of experience)**

<b>Subject</b>	<b>Hours</b>
<b>Orientation, Rules, and Laws</b>	60
State laws and forms	40
Licensing requirements, regulations and job search	20
<b>Learning Theory</b>	40
<b>Teaching and Lab/Clinic Management</b>	400
Lesson Plan	120
Methods of teaching	120
Visual aids preparation use	40
Classroom management	60
Evaluation techniques	60
<b>TOTAL CLOCK HOURS</b>	<b>500 hrs.</b>

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

## **SCHOOL ADMINISTRATION AND INSTRUCTORS AS OF JUNE 2016\***

**Ownership:** Cosmetology Career Center, L.L.C

**President:** John Turnage

**Vice President:** Conor Turnage

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

**Executive Education Leader:** Audra Turner

**Executive Guest Service Leader:** Corey Henderson

**Education Leader:** April Hartsell

**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

Stayce Quinlan; Master Instructor; Ogle Hair, Skin and Nails

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

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