

**PAUL MITCHELL**

**the school**

**ARDMORE**

# Catalog

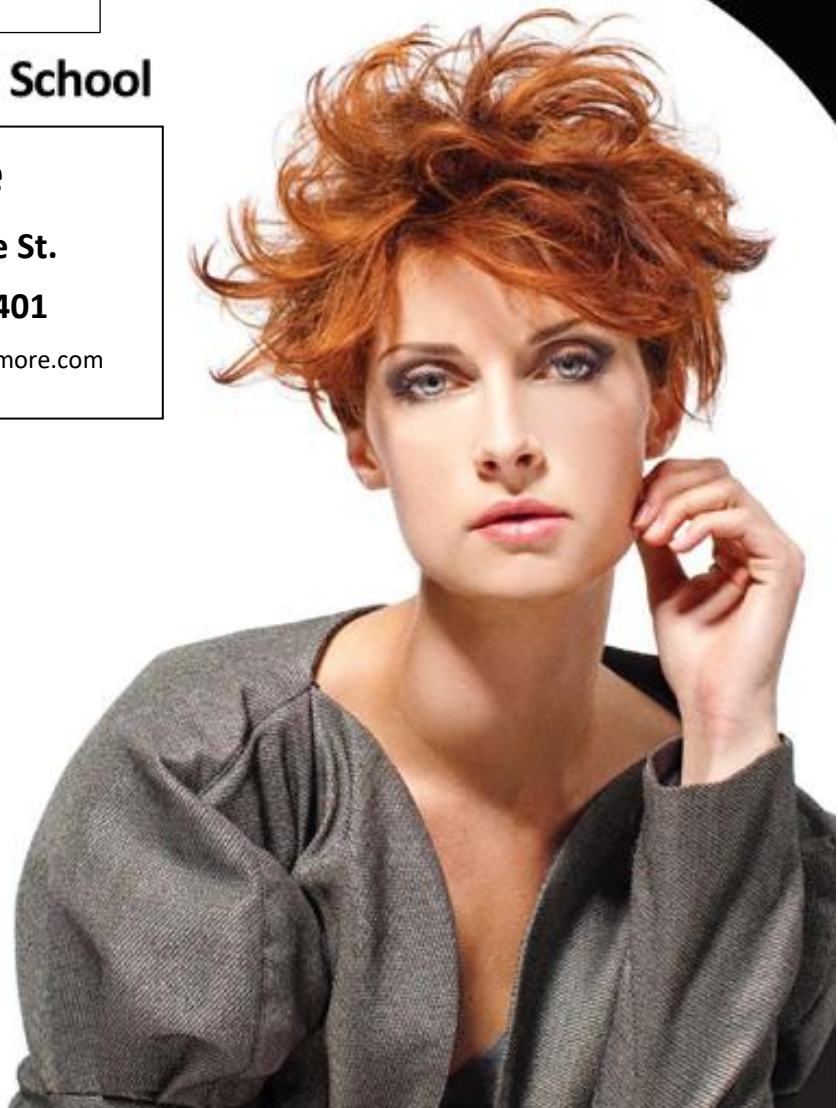
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This catalog has been approved and certified by Paul Mitchell the School Dallas Leadership team. All content and policies are correct and true.

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MISSION STATEMENT .....	4
POLICY CHANGES .....	4
SCHOOL FACILITIES .....	4
SCHOOL FACULTY .....	4
ADMINISTRATION/OWNERSHIP .....	4
COURSE DESCRIPTIONS ( <i>All courses are taught in English</i> ).....	4
PARKING .....	5
NONDISCRIMINATION .....	5
FUTURE PROFESSIONAL STATUS .....	5
ADMISSION REQUIREMENTS .....	5
ADMISSION PROCEDURE .....	5
INCARCERATED APPLICANTS .....	6
STATE LICENSING DISCLAIMER .....	6
ENROLLMENT INFORMATION.....	6
CORE GUIDELINES.....	7
PROGRAM SEQUENCING .....	7
EDUCATION GOALS.....	7
ELIGIBILITY UNDER TITLE IV and the HIGHER EDUCATION ACT (HEA).....	8
TRANSFER POLICY .....	10
REENTRY STUDENTS/RE-ENROLLMENT POLICY.....	11
FAFSA VERIFICATION .....	11
COST OF TUITION AND SUPPLIES.....	12
2016 CLASS START DATES .....	12
STUDENTS WHO WITHDRAW .....	12
TERMINATION POLICY .....	13
COSMETOLOGY COURSE OVERVIEW .....	13
COSMETOLOGY COURSE OUTLINE .....	13
INSTRUCTOR COURSE OVERVIEW .....	14
INSTRUCTOR COURSE OUTLINE.....	14
STATE OF OKLAHOMA REQUIREMENTS .....	14
COSMETOLOGY PROGRAM TESTING AND GRADING PROCEDURE .....	15
MASTER INSTRUCTOR PROGRAM TESTING AND GRADING PROCEDURE .....	15
MEASURABLE PERFORMANCE OBJECTIVES.....	16
SAFETY PRECAUTIONS FOR THE BEAUTY INDUSTRY .....	16
INDUSTRY REQUIREMENTS.....	16
STUDENT SERVICES.....	16
GRADUATION REQUIREMENTS IN COURSES .....	17
GRADUATION, PLACEMENT, AND JOB OPPORTUNITIES .....	17
STUDENT KIT – Cosmetology .....	17
STUDENT KIT – Instructor Program .....	18
FEDERAL RETURN OF TITLE IV FUNDS POLICY .....	18
INSTITUTIONAL REFUND/DROP POLICY.....	20
PARENT PLUS LOAN APPROVAL RELEASE .....	21
POLICY FOR VERIFICATION OF TITLE IV FUNDING .....	21
REINSTATEMENT OF FINANCIAL AID <i>for those who qualify</i> .....	22

ELIGIBILITY OF FINANCIAL AID AFTER A DRUG CONVICTION .....	22
MAKEUP WORK.....	23
INSTITUTIONAL ATTENDANCE POLICY.....	23
SATISFACTORY ACADEMIC PROGRESS POLICY .....	24
QUANTITATIVE AND QUALITATIVE FACTORS .....	24
COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME.....	24
MAXIMUM TIME FRAME .....	25
ACADEMIC YEAR DEFINITION .....	25
LEAVE OF ABSENCE, INTERRUPTIONS, COURSE INCOMPLETES, AND WITHDRAWALS .....	25
EXCUSED ABSENCES.....	26
EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT .....	26
DETERMINATION OF PROGRESS STATUS.....	27
FINANCIAL AID WARNING.....	27
APPEAL PROCEDURE.....	27
STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY .....	28
PERFORMANCE STATISTICS .....	30
PROGRAM INTEGRITY .....	31
STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES .....	31
COACHING AND CORRECTIVE ACTION .....	35
SECTION 504/AMERICANS WITH DISABILITIES (ADA) POLICY .....	36
ADA GRIEVANCE PROCEDURE .....	36
STUDENT CONSUMER INFORMATION.....	37
ANTI-HARRASSMENT AND DISCRIMINATION POLICY FOR STUDENTS AND EMPLOYEES (TITLE IX POLICY) .....	38
DEFINITIONS .....	38
PROHIBITED CONDUCT .....	40
COMPLAINT / GRIEVANCE PROCEDURE .....	40
INVESTIGATION OF COMPLAINTS.....	41
RETALIATION PROHIBITED.....	41
REPORTING REQUIREMENTS .....	42
ADDITIONAL INFORMATION.....	42
COPYRIGHT MATERIAL POLICY FOR PAUL MITCHELL THE SCHOOL.....	42
SOCIAL NETWORKING POLICY .....	43
GRIEVANCE POLICY .....	43
REGULATORY AND ACCREDITATION AGENCIES.....	44
CAMPUS SECURITY .....	44
SCHOOL ADMINISTRATION AS OF JULY 2016.....	44

## **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 ARDMORE reserves the right to change its rules, policies and procedures. The school will notify students of any policy changes in writing.

## **SCHOOL FACILITIES**

Our programs offer the challenge of a stimulating and rewarding career. PAUL MITCHELL THE SCHOOL ARDMORE is equipped to meet all the demands of modern hair and skin care, while at the same time providing an 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 and esthetic. 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 44.

## **ADMINISTRATION/OWNERSHIP**

J2911, LLC., dba PAUL MITCHELL THE SCHOOL ARDMORE, is an independently owned and operated franchisee of Paul Mitchell Advanced Education, LLC .

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

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

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

The curriculum involves 1500 hours to satisfy Oklahoma 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.

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

The curriculum involves 1000 hours to satisfy Oklahoma 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 will not be responsible for parking violations and/or towing fees.

## **NONDISCRIMINATION**

PAUL MITCHELL THE SCHOOL, 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 ARDMORE, including when providing any and all services in the Paul Mitchell clinic.

## **ADMISSION REQUIREMENTS**

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

## **ADMISSION PROCEDURE FOR COSMETOLOGY PROGRAM**

- **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 ARDMORE.
- **Submit an Application Fee:** Action will not be taken on admission or any student loan application until an application fee of \$100 .00 is received. Please submit the fee, payable to PAUL MITCHELL THE SCHOOL ARDMORE, 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.
- **Submit Two (2) Photos:** The photos must be 2x2 inches and should be a recent head and shoulder shot of the applicant.
- **Entrance Essay:** The essay should include the applicant's accomplishments and career goals.
- **Personal Interview:** Applicant must complete a personal interview with the admission's team prior to registration.
- **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, as well as a copy of your Social Security Card are required. All foreign high school transcripts must be translated and evaluated by an outside company prior to being submitted to PAUL MITCHELL THE SCHOOL ARDMOMRE for verification.
- **OSBCB Permit:** submit \$5.00 Cash or Money Order for a OSBCB permit.

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

## **ADMISSION PROCEDURE FOR COSMETOLOGY PROGRAM**

- **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 ARDMORE.

- **Submit A Cover Letter and Resume**
- **Submit Two (2) Professional Letters of Reference and One (1) Personal Letter of Reference**
- **Entrance Essay:** Applicants must submit a 1000-word essay in support of the application setting forth the applicant’s accomplishments and career goals.
- **Personal Interview:** Applicants must complete a personal interview with the Education Leader and the Student Instructor Leader.
- **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 is required.
- **Cosmetology License:** Applicants must submit a copy of their current and valid cosmetology license.

## 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 Oklahoma State Board of Cosmetology and Barbering considers grounds to deny licensure. The Oklahoma State Board of Cosmetology and Barbering 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 the Oklahoma State Board of Cosmetology and Barbering and determine whether their criminal background will hinder your ability to become licensed in the state. PAUL MITCHELL THE SCHOOL is not responsible for students denied licensure.

PAUL MITCHELL THE SCHOOL programs only lead to licensure within the State of Oklahoma.

## ENROLLMENT INFORMATION

1. **Enrollment periods:** PAUL MITCHELL THE SCHOOL ARDMORE usually begins a new basic cosmetology class about every six (6) weeks for full-time cosmetology and full-time esthetics class about every seventeen (17) weeks, depending upon space availability. Please refer to the Tuition and Registration Schedule supplement or contact PAUL MITCHELL THE SCHOOL ARDMORE for exact starting dates.
2. **Holidays and school closures:** PAUL MITCHELL THE SCHOOL ARDMORE allows the following holidays off: Memorial Day, Independence Day, Labor Day, Thursday and Friday for Thanksgiving, December 24 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 ARDMORE 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 ARDMORE offers a variety of monthly financial payment schedules. See PAUL MITCHELL THE SCHOOL ARDMORE'S Financial Aid Leader for details.
5. **Class Cancellations:** PAUL MITCHELL THE SCHOOL 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 Core. If the Future Professional misses more than the allowed 21 hours, he/she may 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 will arrange for 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 for night school
  - finish the Core Worksheet
  - pass the Core written test
  - complete all haircuts, and
  - pass the practical tes0074
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 strives to provide a quality educational system that prepares students to pass the state board examination and gain employment within their chosen field of study. Our quality education system includes an outstanding facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise. Our education goals are:

- To educate students to be professional, knowledgeable, and skilled in their field

- To promote the continuing educational growth of our faculty and students, using current teaching methods and techniques.
- To teach courtesy and professionalism as the foundation for a successful career in their chosen field of study.
- 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;

- a. 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);
  - b. 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);
  - c. Males born before 1960;
  - d. Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia\*;
  - e. 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; and the school must have a current FAFSA on file to start the initial eligibility process.
  6. Sign certifying statements on the **FAFSA** stating that:
    13. you are not in **default** on a **federal student loan**
    14. do not owe a refund on a **federal grant**
    15. 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 24.
  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 obtained either a Bachelor's Degree or reached their Maximum Lifetime Eligibility limit, the student is no longer eligible to receive Pell Grants.

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

1. Be a U.S. CITIZEN, an Eligible Non-Citizen or a U.S. NATIONAL

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:

- a. Refugee
- b. Asylum Granted
- c. Cuban-Haitian Entrant (Status Pending)
- d. Conditional Entrant (valid only if issued before April 1, 1980)
- e. 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 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 is not required to confirm this unless there is evidence of conflicting information.

1. 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	

1. 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
2. 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.
3. When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.

4. A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
  - a. Be qualified to receive funds directly or indirectly from a federal, state or local government program.
  - b. Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
  - c. Be administered or recognized by federal, state or local government agency or court.
  - d. 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 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. Transfer students must meet with the Education Leader and Future Professional Advisor to discuss why they want to transfer to PAUL MITCHELL THE SCHOOL 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, 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 school does not accept instructor transfer students.

The cost for transfer students is \$8.34 per hour attended at PAUL MITCHELL THE SCHOOL; 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 determining when the allowable maximum time frame has been exhausted. Satisfactory academic progress (SAP) evaluation periods are based on actual contracted hours at the institution.

### **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; the number of transferable hours depends on the policy of the receiving school. The transferability of hours you earn at PAUL MITCHELL THE SCHOOL 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 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 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 reenter 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 ARDMORE 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 regarding 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 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 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

### **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.

#### **TUITION – Cosmetology**

Tuition	\$12,500.00
Application Fee (nonrefundable)	100 .00
Kit, Equipment, Textbook, Supplies (nonrefundable)	1931.00
Sales Tax	<u>145.00</u>
<b>TOTAL COSTS</b>	<b>\$14,676.00</b>

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

#### **TUITION – Instructor (1000 hours)**

Tuition	\$6000.00
Application Fee (nonrefundable)	100 .00
Kit, Equipment, Textbook, Supplies (nonrefundable)	600.00
Sales Tax	<u>54.00</u>
<b>TOTAL COSTS</b>	<b>\$6,754.00</b>

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

\*The Instructor 1000 hour program is not Title IV eligible, students enrolling in this program will not be able to use Federal Student Aid. Please inquire with the Financial Aid office for other payment options.

Please contact the school’s Financial Aid Leader for payment options. The school accepts cash, credit card, and personal check payments. Financial aid recipients understand that monies received on their behalf are applied first to tuition costs.

*Financial aid is available to those who qualify.*

### **2017 CLASS START DATES**

<b>Cosmetology</b>	
<b>DAY SCHOOL:</b>	<b>2017: January 24, April 4, June 14, August 22, October 31</b>
<b>Instructor Program</b>	
<b>DAY SCHOOL:</b>	<b>2017: See Admissions Leader</b>

### **STUDENTS WHO WITHDRAW**

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

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

## TERMINATION POLICY

PAUL MITCHELL THE SCHOOL may terminate a student's enrollment for improper conduct; receiving six (6) coaching sessions; and/or failing to comply with educational requirements, Student Professional Development Guidelines, general policies, or the enrollment contract. The student will be charged a termination fee of \$100 .00.

## 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 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 DALLAS 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: 1000 clock hours

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

In the 1000 hour course, the first 500 hours are postgraduate, psychology and methodology and the final 500 hours are student teaching.

## INSTRUCTOR COURSE OUTLINE

Your time in the PAUL MITCHELL THE SCHOOL cosmetology instructor 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 skill.

## STATE OF OKLAHOMA REQUIREMENTS

### Basic Cosmetology

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

Subject	Technical Instruction
Theory	150 hours
Manicuring and pedicuring (including sculptured nails and tips and other artificial nail application procedures and care)	90 hours
Facials (skin care training includes make-up, waxing and/or other methods for non-permanent hair removal)	30 hours
Scalp Treatments	30 hours
Shampooing/conditioning rinses	60 hours
Hairstyling (including finger waving, the dressing of wigs, thermal and blow drying)	390 hours
Hair color tints and bleaching and other color treatments	120 hours
Hair cutting and Hair shaping with shears and thinning shears, razors and clippers (including beard)	180 hours
Lash and brow tinting and arching	30 hours
Personality, shop management and unassigned hours for review, examinations etc.	180 hours
Hair restructuring/ permanent waving and chemical hair relaxing	240 hours
<b>TOTAL CLOCK HOURS</b>	<b>1500 hrs.</b>

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

## Master Instructor

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

Subject	Requirements
Orientation	60
Introduction to teaching and curriculum	120
Course outlining and development; lesson planning; teaching techniques; teaching aids; developing and administering and grading examinations	330
Cosmetology Law, cosmetology school management and record keeping	90
Teaching - assisting in the classroom and clinic	150
Practice teaching - classroom and clinic	250
<b>Total Instructor Hours</b>	<b>1000</b>

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

### 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, Oklahoma 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); part-time students must complete eighteen (18).

### MASTER INSTRUCTOR PROGRAM TESTING AND GRADING PROCEDURE

The following testing and grading procedures are incorporated into the instructor 1000-hour 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 *Milady's Master Educator Student Course Book*.

3. Students must receive 70% or higher on the practical exam, which covers the practical application of cosmetology 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 exam.
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. Beware 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 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 also gives advice and information to students on these subjects:
  - Regulations governing licensure to practice, including reciprocity among jurisdictions.
  - Employment opportunities
  - Opportunities for continuing education following graduation



## GRADUATION REQUIREMENTS IN COURSES

Future Professionals 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

***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.

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

## 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. Students enrolled in PAUL MITCHELL THE SCHOOL programs are trained for entry-level employment.

PAUL MITCHELL THE SCHOOL ***does not guarantee employment***, However, PAUL MITCHELL THE SCHOOL informs students of job openings and opportunities. PAUL MITCHELL THE SCHOOL coordinates placement programs with local and national salons by sending out surveys and inviting salon owners and guest artists to teach and speak at PAUL MITCHELL THE SCHOOL.

## 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. *Textbook and educational materials may be purchased separately, which may discount kit costs.*

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

<b>PMTS - COMETOLOGY 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	654.00
Bags & Supplies	50.00
Cosmetology Kit	977.00
Doll Heads	150.00
Business Fundamentals	100.00
<b>Subtotal:</b>	<b>1,931.00</b>
<b>Subtotal:</b>	<b>1,931.00</b>
Sales Tax: 8%	145.00
<b>Grand Total:</b>	<b>2,076.00</b>

Please note that students are responsible for the purchase of stationery supplies.

### **STUDENT KIT – Instructor Program**

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 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 Paul Mitchell Tumbler
- 1 Paul Mitchell Track Jacket

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

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

1. Students who receive loans are responsible for repaying the loan amount, plus any interest, less the amount of any refunds, and if those students have received federal student financial aid funds, they are entitled to a refund 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 refund or if a balance is owed to the institution.
3. If a student has received less aid than that student earned, he/she may be eligible for a post withdrawal disbursement. If a student is eligible for this disbursement, the school will notify the

student in writing of the amount he/she is eligible. The student will have 14 days to accept or decline the disbursement. If an acceptance is not received within this time frame, the institution will not make the post-withdrawal disbursement to the student.

4. The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period.

#### **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 prorate 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 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 and has received federal loans, the loans will go into repayment.

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

#### **Order of Return**

PAUL MITCHELL THE SCHOOL 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

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

This refund policy is applied to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

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 and demands his/her money back in writing, within three (3) days of signing the enrollment contract. 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 receives the student's notice of withdrawal.
  - e The date a student is terminated by the institution.
  - f For official cancellations as defined in paragraphs b, c, d, or e, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.
  - g Monies paid for student kits are non-refundable. However, if a student withdraws from the program within the first 30 days and returns the kit unopened 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 14 consecutive 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 of mitigating circumstances are in evidence, such as serious illness, a disabling accident, or death in the immediate family, the school may make a settlement that is reasonable and fair to both parties.
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.

1. 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.
2. If a course is cancelled and the school no longer offers instruction after students have enrolled and instruction has begun, the school will provide a pro rata refund of tuition to the student.
3. For students who terminate prior to completion, an administration fee in the amount of \$100 .00 will be assessed.
4. A student's account may be sent to collections for nonpayment.
5. If the school closes permanently and no longer offers instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student.

For students who enroll in and begin classes, the following refund schedule will be applied:

Percentage Length of Scheduled Hours Completed to Total Length of Course	Amount of Tuition Owed to the School
.01 to 4.9%	10%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	75%
50% and over	100%

A refund owed under this section must be paid not later than the 30th day after the date the 750 hour

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

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

### **POLICY FOR VERIFICATION OF TITLE IV FUNDING**

The school has policies and procedures that it follows for verification of Title IV funding. 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. 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 24.

## **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 is not required to confirm this unless there is evidence of conflicting information.

2. 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	

5. 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
6. 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.
7. When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.
8. A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
  - a. Be qualified to receive funds directly or indirectly from a federal, state or local government program.
  - b. Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
  - c. Be administered or recognized by federal, state or local government agency or court.
  - d. 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.

## 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. Monthly makeup test dates are posted on the theory and school calendars.

Paul Mitchell the School Ardmore 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. Future Professionals 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 Ardmore is 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. 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.

**Institutional 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	150	300	450	600	750	1000

*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 makeup hours to improve their attendance. Any Future Professional who does not improve their attendance rate by the following Scheduled Institutional Check Point will be dropped from the program with an automatic right to appeal (see Appeal Procedures located on page 27).**

This policy applies to all students enrolled, regardless of whether the student is receiving Federal Financial Aid.

## SATISFACTORY ACADEMIC PROGRESS POLICY

Students 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 a cumulative attendance rate of 70% or higher in actual hours attended. These SAP requirements will be evaluated at the SAP Check Points listed below:

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	500		

This policy applies to all students enrolled, regardless of whether the student is receiving Federal Financial Aid.

## 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 SAP.
2. A minimum cumulative academic level of 70% or higher on practical worksheet completion for 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.*

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation.

A student who, at a SAP checkpoint, 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 SAP checkpoint. Any student who does not improve their attendance and/or academic rate by the following SAP Check Point will be dropped from the program with an automatic right to appeal (see Appeal Procedure on page 27).

## COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME

Full-time day students attend classes for 35 hours per week-- Monday through Friday, from 9:00 AM to 4:30 PM. Information regarding other course schedules is available upon inquiry.

The state of Oklahoma requires 1500 clock hours for the cosmetology course. Students are expected to complete the course in no more than 110% of the program length. If a student is never absent, he/she should complete the course within 42 .86 weeks.



The state of Oklahoma requires 1000 hours for the instructor's course. Students are expected to complete the course in no more than 110% of the program length. If a student is never absent, he/she should complete the course within 28.57 weeks for full-time students.

### MAXIMUM TIME FRAME

Students must complete the educational program within the maximum time frame, which is based on attending at least 90% of the scheduled hours.

COURSE	LENGTH ACTUAL HOURS	LENGTH	MAXIMUM TIME FRAME	MAXIMUM TIME FRAME SCHEDULED HRS
Cosmetology – Full Time	1500	42 .86 Weeks	47.62 Weeks	1650
Master Instructor – Full Time	1000	28.57 Weeks	31.75 Weeks	1100

### 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.

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.

### 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 an LOA in writing stating the reason for the leave and receive approval from the Future Professional Advisor or Financial Aid Leader. 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 LOA 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.

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 Professional 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**

Satisfactory Academic Progress Evaluations in both attendance and academics will occur when cosmetology students reach 450, 900, and 1200 *actual hours*, and when student instructor student reaches 500 *actual hours*.

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* and instructor students reach 125, 250, 375, 500, 625, and 750 *scheduled hours*.

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

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

The following grading scale is used for theory progress:

**A = 90 – 100%**      **B = 80 – 89%**      **C = 70 – 79%**      **Failing = Below 70%**

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

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

## **DETERMINATION OF PROGRESS STATUS**

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

## **FINANCIAL AID WARNING**

Students failing to meet minimum 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 requirements by the next evaluation point. During the Financial Aid Warning period, students are eligible, if applicable, to receive financial aid funds.

If, at the end of the Financial Aid Warning period, the student still has not met both the attendance and academic progress requirements, he/she will be determined as not making satisfactory progress; 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. If a student has met both the attendance and academic progress requirements at the end of the Financial Aid Warning period, the student will have re-established satisfactory academic progress.

A student may appeal the Title IV, HEA decision, if he/she has a reason for not making satisfactory progress and if he/she can document that the circumstances that caused the unsatisfactory progress determination have in some way changed and that satisfactory academic progress standard can be met by the end of the next evaluation period.

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

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

Students will be notified of any evaluation that impacts the student's eligibility for financial aid, if applicable.

## **APPEAL PROCEDURE**

If a student is determined as not making satisfactory Institutional Attendance progress, Satisfactory Academic Progress 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 not making satisfactory progress or termination. The student must include any supporting documentation of reasons why the determination should be reversed. If the student fails to appeal the decision, it will stand.

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

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

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. If the school grants the appeal, it may impose conditions for the student's continued eligibility to receive Title IV, such as changing schedules. If such an appeal is granted the student remains on Financial Aid Probation for one evaluation period. If at the end of the Financial Aid Probation the student has not met both the academic and attendance requirements all federal aid will be suspended and at that point the student can go through the approval process in order to try and reestablish Satisfactory Academic Progress. Federal Financial Aid, if applicable, will not be disbursed to students on Financial Aid Probation unless the student appeals and prevails on appeal. Students may reestablish satisfactory progress by meeting minimum attendance and academic requirements at the next evaluation period, if those requirements can be met.

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

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

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

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

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 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 for withdrawal students; transcripts of graduates are kept indefinitely.

### Amendment to Student Records

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

## PERFORMANCE STATISTICS

Paul Mitchell the School Ardmore is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and recognized by the U.S. Department of Education. Each agency requires schools to provide important information regarding outcome rates in the areas of completion, placement, and licensure; however, each agency requires that we provide outcome rates differently. NACCAS requires schools to list the outcome rates for each 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 Ardmore performance statistics for the calendar year 2014:

Completion	Licensure	Placement
75.0%	100.0%	30.0%

## PROGRAM INTEGRITY

PAUL MITCHELL THE SCHOOL is accredited by NACCAS and uses its calculation for student placement based on each program offered. For the most recent annual reporting period, the school shows the following data for the Cosmetology program 2014-2015:

Placement rate	On-time graduation rate	Median Loan Debt
30%	23%	\$6,113

For the most recent annual reporting period, the school shows the following data for the instructor program 2014-2015:

Placement rate	On-time graduation rate	Median Loan Debt
100%	100%	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/ardmore-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.

### 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.
2. The school is open from 9:00 AM to 4:30 PM for day students
3. All courses require continuous attendance.
4. The prescribed attendance schedule must be maintained each week. Alternate schedules are available to those students who qualify.
5. Day students may not miss Friday.
6. Students must be on time, as tardiness inhibits the learning process.
7. 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 a 90% attendance average or in order to complete academic graduation requirements, the student will be dropped and be required to restart the program with a new contract and costs in order to complete their remaining hours.

**Scheduled Program Length is defined as:**

<i>Basic Cosmetology:</i> Hours in program = 1500 hours 10% absent hours = 150 hours Scheduled Program Length = 1650 hours	<i>Master Instructor:</i> Hours in program = 1000 hours 10% absent hours = 100 hours Scheduled Program Length = 1100 hours
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*Please note that students who miss more than 14 consecutive calendar days will be terminated from the program.*

8. 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 8:45 AM.
9. Students must request time off from school from the Education Leader.
10. Students are required to be in attendance a minimum of seven (7) hours per day, 35 hours per week for the full-time schedule. Students cannot bank hours and attend over 35 hours per week to make up for missing hours. If a student must miss hours during the week, arrangements must be made with the Learning Leader Advisor to make up those hours within the same week, or the hours missed will count against the hours allowed to miss and overtime charges can occur.
11. Lunches and breaks are scheduled for all students. Day students will take 30 minutes for lunch between 12:00 noon 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.
12. 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, signing the sign-out sheet, and having an instructor book them out.
1. 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.
13. Students may not clock in or out for another student.
14. 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 code:

1. Core and Phase One students must wear all black.
2. Phase Two and Instructor program students must wear black or white in any combination.
3. A minimal print in clothing is acceptable only if it is a black and white print.
4. Clothing must be professional, clean, and free of stains and tears.
5. Shoes should be black, professional, and comfortable for all students.
6. Hair must be clean and styled prior to arriving at school.
7. Cosmetics must be worn and applied in a trend-appropriate and professional manner prior to arriving at school.



### **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 the professional dress code 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 ARDMORE 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.
2. Students must clean their stations, including the floor, after each service.
3. Hair must be swept up immediately after a service is completed, before blow drying.
4. Workstations must be cleaned at the end of the day, prior to clocking out for the day.
5. Students may have their hair or other services done Tuesday through Thursday. To receive a service, students must do the following prior to starting the service:
  - a. Notify and 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 personnel 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 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, student lounge, or clinic floor area.
2. 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.
3. Cell phones are not permitted in the school.
4. Students may not visit with another student who is servicing a client.
5. Students may not gather around the reception desk, reception area, or offices.
6. Food, drinks, and water bottles are allowed only in the lunchroom.
7. PAUL MITCHELL THE SCHOOL is a smoke-free campus. Students who fail to follow this policy will be suspended for a total of three (3) days.
8. Stealing or taking school or another's personal property is unacceptable.

### **Learning Participation Guidelines**

1. Peer teaching and tutoring are encouraged. Taking credit for another's work or cheating during exams is unacceptable.
2. Students will be expected to maintain an average of 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 working on school-related projects, assignments, reading, or test preparation during school hours.
8. Students will receive clock hours during the times they fully participate in their learning experience.
9. When students are not scheduled with service appointments or are not scheduled to attend theory or an elective class, they may focus on the following:
  - Completion of monthly worksheets
  - Completion of theory review worksheets
  - Performing a service on another student

- Listening to or reading school resource center materials, including educational videos, audiotapes, and books
10. Students must comply with school personnel and instructor’s 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 is not responsible for any lost or stolen articles.
1. Parking is allowed in assigned parking areas only or cars may be towed at the owner’s expense.
  2. All worksheets are due the end of each month by 5:00 PM for day students and 10:00 PM for night students.
  3. If a student fails to complete a worksheet 100%, 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.

## 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.

A student may receive a coaching session for noncompliance with the below:

**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.

**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.

**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.

**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.

**Learning Participation Guidelines:** The learning participation guidelines have been established to provide a creative, fun, interactive, and collaborative learning environment that empowers students to act as “future salon professionals” and committed learners. Positive behavior is required to create a mutually beneficial learning environment for all students. Students who fail to meet the guidelines and create challenges for other students or staff may be released from school, suspended, or terminated.

## Corrective Action Steps

After a cosmetology student has received five (5) coaching sessions, he/she may be suspended for five (5) days. If the student receives another coaching session after readmission, he/she may be terminated.

## **SECTION 504/AMERICANS WITH DISABILITIES (ADA) POLICY**

PAUL MITCHELL THE SCHOOL 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 adjustment 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 American with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3(i) 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: Jennifer Osbourn  
at 2389 Midway Road, Ste. A, Carrollton, TX 75006:  
(972) 669-0494 [ADA@pmtsardmore.com](mailto:ADA@pmtsardmore.com)

2. The Compliance Coordinator will respond within 2 weeks of receiving notice
3. Individuals disagreeing with the approved reasonable accommodation may appeal the decision by 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 Jennifer Osbourn, 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 (972) 669-0494 or by email at [jennifer@pmtsarlington.com](mailto:jennifer@pmtsarlington.com).

### **Procedure:**

Grievances must be submitted to Jennifer Osbourn at 2389 Midway Road, Ste. A, Carrollton, TX 75006: (972) 669-0494, the Section 504 Grievance Coordinator, within 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 Complaint may also present witnesses relevant 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 2389 Midway Road, Ste. A, Carrollton, TX 75006; (972) 669-0494; [john@pmtsallas.com](mailto:john@pmtsallas.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 discrimination and to correct discriminatory effects where appropriate.

The School will make appropriate arrangements to ensure that disabled persons are provided or accommodations, if needed, to participate in this grievance process. The Section 504 Grievance 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://paulmitchell.edu/ardmore/info/links/consumer-information>

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

Financial aid is any mechanism that reduces out-of-pocket costs that the students and/or parents must pay to obtain a specific postsecondary education. In other words, financial aid is money made available to help students meet the cost of the program. Financial aid includes grants as well as need and non-need 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 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 meet Selective Service registration criteria.

## **ANTI-HARRASSMENT 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. S2000e, 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:**

Terrent Lawson; TitleIX@pmtsardmore.com  
607 Commerce Street  
Ardmore, OK 73401  
(580)226-6000

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 MATERIAL POLICY FOR PAUL MITCHELL THE SCHOOL**

All material in this program is, unless otherwise stated, the property of PAUL MITCHELL THE SCHOOL. Reproduction or retransmission of the materials, in whole or in part, in any manner, without the prior written consent of the copyright holder, is a violation of copyright law.

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

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

The consequences of copyright infringement also extend outside of the school. Copyright holders may assess civil liability and even criminal prosecution. Recently, the Recording Industry Association of America (RIAA) has adopted the practice of sending schools pre-litigation settlement letters to be forwarded to individuals offering them "the opportunity to resolve copyright infringement claims against them at a discounted rate." Published reports indicate that the minimum settlement is \$3,000 .00 per case.

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

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

- b. **I Tunes:** 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.
- c. **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.
- d. **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.

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

### **GRIEVANCE POLICY**

In the event a student has a concern or grievance that cannot be resolved with the student’s immediate Learning Leader or Education Leader, the student 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 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 Regulatory and Accreditation agencies listed below:

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 37.

## **REGULATORY AND ACCREDITATION AGENCIES**

The following institutions license and regulate our institution:

### **Oklahoma State Board of Cosmetology and Barbering**

2401 North West 23<sup>rd</sup>. St.  
Oklahoma City, OK 73107  
(405)521-2441

### **Oklahoma State Accrediting Agency**

P.O. Box 53067  
Oklahoma City, OK 73152  
(405)521-3807

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

4401 Ford Ave. Ste. 1300  
Alexandra, VA 22301  
(703)600-7600

**NACCAS** 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.

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

## **CAMPUS SECURITY**

In compliance with the Clery Act, PAUL MITCHELL THE SCHOOL collects, maintains and disseminates data annually regarding crime statistics. The school's Annual Security Report ("ASR") is available on the school's website at [insert exact web address]. Upon request, the school will provide a paper copy of its ASR. Please contact the Financial Aid Leader to request a copy of the report.

## **SCHOOL ADMINISTRATION AS OF JULY 2016**

**Ownership:** J2911, LLC., dba PAUL MITCHELL THE SCHOOL ARDMORE

**President:** John Turnage

**Director:** Audra Turner

**Vice President:** Conor Turnage

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

**Maintenance Specialist:** Roland Layman

**Admission/ Service Desk:** Jessica Wilkinson

**Financial Aid Leader:** Terrent Lawson

## **INSTRUCTORS:**

Alishia Waterbury  
Terrent Lawson

*All staff listed above are Full Time employees of Paul Mitchell The School Ardmore*