2017 CATALOG

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

Peggy Lee or Linda Chau

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PAUL MITCHELL
the school
PASADENA

825 E. Green Street, Pasadena, CA 91101, (626) 284-2863

APPROVAL/DISCLOSURE STATEMENT

Paul Mitchell The School - Pasadena, 825 Green Street, Pasadena, CA 91101, is a private institution that is approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. The school is approved to operate until May 31, 2019. ***For more information, contact the Bureau for Private Postsecondary Education (BPPE) at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833,or by phone at (916) 431-6959, or call toll-free at (888) 370-7589, or visit its Web site at www.bppe.ca.gov.***

Cosmetology	**1600 hours**
Skin Care	**600 hours**
Nail Care	**400 hours**

Instruction is in residence with facility occupancy level accommodating 287 students at any one time.

California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School's Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. This school is currently approved to participate in approved sponsored programs, government or otherwise, to provide grants and/or loans to pay for portions of tuition and fees.

The Board of Barbering and Cosmetology (BBC) set minimum standards for these programs of study: Cosmetology Programs. The minimum number of class hours and the total clock hours for each course, as outlined in the program's Rules and Regulations booklet, must be met to qualify the student for licensure.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE) at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone (888) 370-7589 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's website www.bppe.ca.gov.

All information in the content of this school catalog is current and correct and is so certified as true by Peggy Lee or Linda Chau, Directors.

Signature_____

Peggy Lee or Linda Chau, Directors

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.

SCHOOL FACILITIES

Our programs offer the challenge of a stimulating and rewarding career. Paul Mitchell The School - Pasadena is fully equipped to meet all the demands of modern hair, skin and nail care, while at the same time providing a high-tech atmosphere and attitude for progressive personal development. The 11,560 square-foot facility includes a student lounge and lockers, client reception and work areas, management offices, private classrooms, workstations, and equipment.

Paul Mitchell The School - Pasadena has wheel chair ramps within the school from Phase II to Phase I and Color bar and the rest of the higher ground, where classroom are located.

The school has an elevator from Student and Staff Parking direct to the Student and Staff entrance of the school. The school also has handicapped bathrooms and drinking water facilities available

ADMINISTRATION/OWNERSHIP

The CAO Institute of Aesthetics dba Paul Mitchell The School - Pasadena , is an independently owned and operated franchisee of Paul Mitchell Advanced Education, LLC.

NONDISCRIMINATION

Paul Mitchell The School - Pasadena, in its admission, instruction, and graduation policies and practices, does not discriminate on the basis of sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry. The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way, he or she is required to report the matter to the school's Directors, Peggy Lee or Linda Chau, in person or by calling (626) 284-2863, or by mail at 825 E. Green Stree, Pasadena, CA 91101, immediately so appropriate action can be taken.

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

Cosmetology: ***Standard Occupational Classification (SOC 39-5012.00):***
Classification of Instructional Program (CIP 12.0401)
The curriculum involves 1600 hours to satisfy California state requirements. The course includes extensive 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.

**Students are prepared to be an entry level cosmetologist.*

Skin Care: ***SOC 39-5094.00, CIP Code 12.0403:***
The curriculum involves 600 hours to satisfy California state requirements. The course includes extensive instruction and practical experience in facials, hair removal, makeup application, customer service, personal appearance and hygiene, personal motivation and development, retail skills, client record keeping, business ethics, state laws and regulations, salon-type administration, and job interviewing.

**Students are prepared to be an entry level esthetician.*

Nail Care: ***SOC 39-5092.00, CIP Code: 12.0410***
****This program is not being offered at this time.***
The curriculum involves 400 hours necessary to satisfy California State requirements. All courses are taught in English. The course of study includes extensive instruction and practical experience in manicures, pedicures, massage, customer service, personal appearance & hygiene, personal motivation & development, retail skills, client record keeping, business ethics, as well as sanitation, California state laws & regulations, salon-type administration, and job interviewing.

**Students are prepared to be an entry level nail technician.*

* At this time the school does not have any plans to improve or change its educational programs

* The school does not have any written agreements with any other entity to offer in whole or part any of its educational programs.

PARKING AND AMENITIES

Students must abide by local (city and/or landlord) parking rules, which are announced during orientation. Paul Mitchell The School - Pasadena will not be responsible for parking violations and/or towing fees.

ADMISSION REQUIREMENTS

Paul Mitchell The School - Pasadena admits as regular students those who are high school graduates, holders of high school graduation equivalency certificates (GEDs). Paul Mitchell The School - Pasadena does not accept ability to benefit (ATB) students at this time.

ADMISSION PROCEDURE

❶ **Complete an Application Form:** Complete and submit the application form to the school prior to registration. All forms may be obtained by requesting them from Paul Mitchell The School - Pasadena.

❷ **Submit a 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 in the form of a check or money order, payable to Paul Mitchell The School - Pasadena. This fee is not included in the cost of tuition. In extraordinary circumstances, the school may waive the application fee for students that transfer from a school that has suddenly closed without notice.

❸ **Submit Two (2) Photos:** The photos should be a recent (not over 60 days) head and shoulder shot of the applicant.

❹ **Entrance Essay:** The essay should include the applicant's accomplishments and career goals.

❺ **Personal Interview:** Applicant must complete a personal interview with the admission's team prior to registration.

❻ **Provide Verification Documents:**

a. Identification *(provide only one)*: Copies of a passport, a government-issued identification, a driver's license, or a birth certificate are required.

b. Education *(provide only one)*: Copies of a standard high school diploma*, high school transcripts**, an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree or High School Equivalency diploma or official High School Equivalency diploma test scores.

* Please note that a Modified High School Diploma, a Certificate of Completion, or a Certificate of Attainment is not accepted for our Admissions requirements. They are not considered equivalent to a Standard High School Diploma. We are required to verify that your proof of education is from a valid high school or High School equivalency program. If we determine that your diploma or High School Equivalency diploma is not valid, you will be denied admission to the school.

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

Paul Mitchell The School - Pasadena does not recruit students who are already enrolled in a similar program at another institution.

If you have a disability and need an academic adjustment, please notify the admissions officer as soon as possible so the school can review your request. If you are interested in attending our school and you do not have a high school diploma or GED certificate, please contact our admissions office for a list of GED programs located near the school. Paul Mitchell The School - Pasadena does not require a student to have immunizations / vaccinations to enroll in our school. A copy of the school's ADA Policy and Request for Accommodations form may be found on the school's website or from the school's Admissions Leader.

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

APPLICANTS WITH NON-IMMIGRANT VISAS

Applicants with non-immigrant visas include those with work visas, students, visitors and foreign government officials. An applicant with a non-immigrant visa is not eligible for FSA funds unless they have a Form I-94 with one of the endorsements given in the eligible document section. Non-immigrant visas include, but are not limited to, the F-1, F-2 or M-1 Student Visa, NATO Visa, B-1 or B-2 Visitors Visa, J-1 or J-2 Exchange Visitors Visa, H series or L series. Someone who has only a "Notice of Approval to Apply for Permanent Residence" cannot receive FSA funds.

In addition to the admission requirements, non-immigrant applicants must also provide documentation, as listed above, to show that they are permitted to be enrolled in a post-secondary school. Those students studying under a student visa at a school approved by SEVIS must attend the full-time schedule and can only attend the program for a period not to exceed 12 months.

SEVIS

Paul Mitchell The School - Pasadena enrolls students from other countries. This school has authorization under Federal Law to enroll non immigrant alien students. For additional information on receiving 1-20 and obtaining an M-1 visa please contact the financial aid office.

ACCEPTANCE

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

REENTRY STUDENTS

1. Outstanding tuition, fee, and overtime expenses must be paid in advance or the student must make satisfactory arrangements with the Financial Aid Leader.
2. Previous tuition payments will be credited to the student's balance.
3. Because tuition fees and costs are subject to change, reentering students will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable.
4. Students who are Student Tuition Recovery Fund (STRF) eligible (refer to page 12 for eligibility guidelines) will be assessed a prorated STRF fee.
5. Pay a $100.00 reentry fee.

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 - Pasadena and may require special conditions.

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

TRANSFER STUDENTS

Paul Mitchell The School - Pasadena will accept transfer hours from other schools based on an evaluation of the student's comprehension of the course material. A maximum of 600 hours will be accepted for students who transfer from another school; all cosmetology transfer students must attend a minimum of 1000 hours at Paul Mitchell The School - Pasadena, to obtain the Paul Mitchell culture and educational program. If transferring from another Paul Mitchell The School - Pasadena all transfer hours will be accepted. Students who have had training outside the state of California must provide proof of the number of hours of training to the Board of Barbering and Cosmetology and Paul Mitchell The School - Pasadena prior to enrollment. Paul Mitchell The School-Pasadena will only accept transfer students in the 600 hour skin care program if they first began the program with Paul Mitchell The School-Pasadena, known as a Reentry. See Reentry Terms.

The cost for cosmetology transfer students is $12.50 per hour to attended at Paul Mitchell The School - Pasadena; this does not include the cost of a complete and current Paul Mitchell student kit.

If you transfer to another cosmetology school may accept most of your hours; however, if you transfer to a degree granting institution they will most likely not accept your hours earned towards an Associate's or Bachelor's Degree.

Paul Mitchell The School - Pasadena has not entered into an articulation or transfer agreement with any other college or university.

In extraordinary circumstances, the school may allow a student to transfer in more hours from a non-Paul Mitchell School, if the student is enrolling from a school that has suddenly closed without notice. In these instances, the school will evaluate the prospective student and credit them with the number of hours related to their course knowledge.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Paul Mitchell The School - Pasadena is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in our cosmetology program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate you earn at this institution is 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. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Paul Mitchell The School - Pasadena to determine if your certificate will transfer.

NOTICE OF TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED FROM ANOTHER INSTITUTION

The transferability of credits or certificate you earn at another institution , is at the sole discretion of Paul Mitchell The School - Pasadena. You may be required to repeat some or all of your coursework, if Paul Mitchell The School - Pasadena does not accept some or all of your credits. For this reason you should speak to Paul Mitchell The School - Pasadena's admissions leader to determine if your credits or certificate will transfer. If a student wishes to appeal the credits accepted, please refer to the schools appeal policy located on page 36 of this catalog.

STATE LICENSING DISCLAIMER

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the Board of Barbering and Cosmetology to deny licensure. The Board of Barbering and Cosmetology 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. Paul Mitchell The School - Pasadena is not responsible for students denied licensure.

COSMETOLOGY CALIFORNIA STATE BOARD PRE-APPLICATION REQUIREMENTS

Pre-applications for the State of California Licensing Examinations requires the school's approval. Student may apply when they reach 1200 hours for cosmetology, 425 hours for Skin Care, and Nail Care 300 hours. Students must meet the following requirements to submit a pre-application:

❶ Clinic Worksheets and Service Tracking Forms: The worksheets and service tracking forms must be current and up to date with a 70% grade average.
❷ Theory Hours: The student must have completed at a minimum 120 theory hours for cosmetology, 42 theory hours for Skin Care, and 40 theory hours for Nail Care.
❸ Theory Exam: All Theory exams require a 70% grade and must be up to date
❹ State Board Exam: The student must have passed two state board exams with a 70% grade
❺ Tuition: The students tuition must be current on all payments owed

If the student wishes to pre-apply then they are required to notify the Final Phase Leader approximately 70 hours prior to achieving 1200 hours for cosmetology, 425 for Skin Care, and 300 Nail Care.

If, at the 1200 hours for Cosmetology, 425 for Skin Care, and 300 for Nail Care the above requirements are not met, the student will lose the opportunity to pre-apply for the California State Exam and will have to apply after graduation.

Paul Mitchell The School - Pasadena reserves the right to process the pre-application for students.

BOARD OF BARBERING AND COSMETOLOGY LICENSING REQUIREMENTS

To receive a cosmetology license in the state of California a student must:

❶ Complete a cosmetology, skin care, or nail care course in a school approved by the California State Board of Barbering & Cosmetology

❷ Submit an application and required fee

❸ Have a least a 10th grade education or its equivalent and is at least 17 years of age

❹ Must receive a passing score on both the practical demonstration and written test

ENROLLMENT INFORMATION

1. **Enrollment periods:** Paul Mitchell The School - Pasadena usually begins a new cosmetology, skin care and nail class start about every six (6) to eleven (11) weeks depending upon space availability. Please refer to the Tuition and Registration Schedule supplement or contact Paul Mitchell The School - Pasadena for exact starting dates.
2. **Holidays and school closures:** Paul Mitchell The School - Pasadena allows the following holidays off: New Year's Eve and Day, Memorial Day, July 4, Labor Day, Thanksgiving Day, and December 24 and 25, and second Tuesday of every month for staff personal development. These dates are determined according to the calendar each year. Additional holidays may be added to the schedule at the discretion of school administration. The school is open for business unless there is a declared State of Emergency. If the school is unexpectedly closed due to extenuating circumstances, students will be notified. Students are to return the following scheduled day, unless other wise instructed.
3. **Enrollment contract:** Paul Mitchell The School - Pasadena 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 - Pasadena offers a variety of monthly financial payment schedules. See Paul Mitchell The School - Pasadena's Admissions Leader or Financial Aid Leader for details.

EDUCATION GOALS

Paul Mitchell The School - Pasadena 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:

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

STUDENT TUITION RECOVERY FUND (STRF)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:
    1. You are not a California resident, or are not enrolled in a residency program, or
    2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party. (a) In addition to the statement described under subdivision (b) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

The state of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Note: Authority cited: Sections 94803, 94877, and 94923, Education Code. Section 94923, Education Code.

Paul Mitchell The School - Pasadena collects the STRF fee of $0.00 from cosmetology students, $0.00 for skin care students, and $0.00 for nail care students and remits it to the BPPE.

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	$19,500.00
Application Fee ***(nonrefundable)***	100.00
Student Tuition Recovery Fund (STRF) ***(nonrefundable)***	0.00
Kit, Equipment, Textbook, Supplies ***(nonrefundable)***	2,926.32
Kit Sales Tax 9% ***(nonrefundable)***	263.37
TOTAL COSTS	**$22,789.69**

TUITION – Skin Care

Tuition	$10,00.00
Application Fee ***(nonrefundable)***	100.00
Student Tuition Recovery Fund (STRF) ***(nonrefundable)***	0.00
Kit, Equipment, Textbook, Supplies ***(nonrefundable)***	1,959.32
Kit Sales Tax 9% ***(nonrefundable)***	176.34
TOTAL COSTS	**$12,235.66**

TUITION – Nail Care

Tuition	$1,625.00
Application Fee ***(nonrefundable)***	100.00
Student Tuition Recovery Fund (STRF) ***(nonrefundable)***	0.00
Kit, Equipment, Textbook, Supplies ***(nonrefundable)***	300.00
Kit Sales Tax 9% ***(nonrefundable)***	27.00
TOTAL COSTS	**$2,052.00**

Please contact the school's Financial Aid Leader for payment options. The school accepts cash and credit card payments (additional fees may be applied), cashier checks/money order payments. Financial aid recipients understand that monies received on their behalf are applied first to tuition costs.

Financial aid available to those who qualify.

PAYMENT SCHEDULE

The payments arrangement must be made, in the amount agreed on and specify in the enrollment contract, usually with the first payment to be made on or before the first day school and subsequent payments are to be made 30 days of each month thereafter, until the balance is fully paid. The balance is due within one month of termination of the monthly payment schedule. Unpaid account will be sent to the collection. Monies received for eligible students from federal financial aid programs will first be applied to this payment plan. Student must also understand any other monies received on their behalf is applied first to tuition costs. Any remaining funds available for the student will be paid to the student only at which time the course costs have been paid in full. The student agrees to pay all the sums herein required by Paul Mitchell The School-Pasadena.

Students are responsible for the amount owed. If a student gets a student loan, he/she is responsible for repaying the loan amount, plus interest.

Note: The total charges for a period of attendance are equivalent to the cost of the entire program, due to the length of the program.

The school complies with California Private Postsecondary Education Act of 2009, 94899.5 (b) and does not require more than one term or four months of tuition in advance, until 50% of the program has been offered and the school is due full payment.

NOTICE

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

2017 CLASS START DATES

Cosmetology	
DAY SCHOOL:	January 17, February 28, April 11, May 23, July 5, August 15, September 26, November 7, December 19
NIGHT SCHOOL:	January 9, March 20, June 5, August 14, October 23

Skin Care	
DAY SCHOOL:	January 3, February 21, April 11, May 30, July 18, September 5, October 24, December 19
NIGHT SCHOOL:	February 6, May 8, August 7, November 6

Nail Care	
DAY AND NIGHT SCHOOL:	*Please see the Admissions Leader for specific start dates*

Class will be held at Paul Mitchell The School - Pasadena located at 825 E. Green Street, Pasadena, CA 91101.

CONSTITUTION DAY

Paul Mitchell The School - Pasadena celebrates Constitution Day on or near September 17 of each year. For more information visit www.constitutionday.com

VOTER REGISTRATION

Students are encouraged to register to vote in State and Federal Elections. Voter Registration and Election Date information for the state of California can be found at http://www.sos.ca.gov.

For information on Voter Registration and Election Dates for Federal Elections visit www.eac.gov/voter_resources.

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 - Pasadena.

Students wishing to transfer to another institution must pay all monies owed to Paul Mitchell The School - Pasadena, and all applicable academic requirements must be met in order for the hours to be released.

TERMINATION POLICY

Paul Mitchell The School - Pasadena may terminate a student's enrollment for immoral and/or improper conduct, receiving seven (7) coaching sessions, failing to comply with educational requirements, and/ or the terms as agreed upon within the enrollment contract. For more information refer to the school Future Professional Advisory. The student will be charged an administrative fee of $100.00.

COSMETOLOGY COURSE OVERVIEW

Course Hours: 1600 clock hours

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

❶ **Pre-clinical Classroom Instruction:** The first 210 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.

❷ **Clinic Classroom Learning Experience:** The remaining 1390 hours are spent in the clinic area where practical experience is gained.

COSMETOLOGY COURSE OUTLINE

Your time at Paul Mitchell The School - Pasadena for the cosmetology program will be divided into six designations:

❶ **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.

❷ **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 classroom experience.

❷ **Clinic Classroom Learning Experience:** Your clinic classroom time from 280 to 1600 hours will be guided with individual attention and group learning experiences using mini-classes, monthly worksheets, and periodic evaluations developed specifically for this monitoring progress. This is when you begin experiencing your clinic classroom education on paying clients in the clinic classroom area.

❹ **Classroom Learning Experience:** Your classroom time from 280 to 1600 hours is divided into six (6) areas: cutting, coloring, texture, makeup, skin, and nails. Each area has an instructor who conducts the different specialty classes each week; -Classroom Learning Experiences may also include retail, motivation, self improvement, professional development, and attendance education which may be conducted by an instructor, non-licensed staff member or guest artist.

❺ **Adaptive Curriculum:** From 280 to 800 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.

❻ **Creative Curriculum:** You will spend your last 800 hours at Paul Mitchell The School - Pasadena 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 beauty industry career.

SKIN CARE COURSE OVERVIEW

Course Hours: 600 clock hours

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

❶ **Pre-clinical Classroom Instruction:** The first 190-hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.

❷ **Clinic Classroom Learning Experience:** The remaining 410-hours are spent in the clinic area where practical experience is gained.

SKIN CARE COURSE OUTLINE

Your time at Paul Mitchell The School - Pasadena for the skin care program will be divided into four designations:

❶ **Core Curriculum:** This 190-hour time period is dedicated to exploring foundational knowledge and basic skin care, esthetics, facial, hair removal, and makeup procedures. You will receive individual attention in practical workshops, and you will complete monthly worksheets and periodic tests throughout the course. This is an intense and exciting portion of your experience.

❷ **Clinic Classroom Learning Experience:** You will enter a new phase of elective classroom workshops coupled with challenging practical services that will continue to build you into a confident skin care therapist.

❸ **Classroom Learning Experience:** During this phase of your learning, you will be introduced to guest speakers, prescriptive selling, motivation, self-improvement, body treatments, and emerging technologies. You will use your own technical and therapeutic abilities, coupled with the assistance of Learning Leaders, to provide service to guests. You will make discoveries and learn relationship-building skills that will ensure your success in this exciting, diverse field.

❹ **Creative Curriculum:** You will dress, act, and work like a true professional. You will use your own technical and therapeutic abilities, coupled with the assistance of Paul Mitchell The School - Pasadena Learning Leaders, to prepare for your future beauty industry career.

NAIL CARE COURSE OVERVIEW

Course Hours: 400 clock hours

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

❶ **Pre-clinical Classroom Instruction:** The first 105 hours are devoted to classroom workshops, where students learn esthetic principles, technical information and professional practices.

❷ **Clinic Classroom Learning Experience:** The remaining 295 hours are spent in the clinic area where practical experience is gained.

NAIL CARE COURSE OUTLINE

Each student's time at Paul Mitchell The School - Pasadena nail care Program will be divided into three designations:

❶ **CORE:** Pre-Clinical classroom to learn the rules and prepare for the guest services.

❷ **ADAPTIVE:** Blend of classroom and clinic floor learning focused on reinforcing the core skills, while adapting to live clinic classroom experiences.

❸ **CREATIVE:** Final phase of nail technician classroom and clinic floor learning that prepares the future professional for licensing and salon and spa life. Students will enter a new phase of elective classroom workshops, coupled with challenging practical services that will continue to build them into confident nail technician.

STATE OF CALIFORNIA REQUIREMENTS

Cosmetology

The instructional program of Paul Mitchell the School - Pasadena meets or exceeds these requirements:

Subject	Theory Hours	Practical Application
Milady Theory*	160	0
Technical Instruction and Practical Training Hair Dressing (1100 hours)		
Hairstyling	65	240
Permanent Waving and Chemical Straightening	40	105
Hair Coloring and Bleaching	60	50
Hair Cutting to include razor, clipper, trimmers, and thinning shears	20	80
Five Minute Stress Relief Treatment	0	50
Technical Instruction and Practical Training in Health and Safety (200 hours)		
Laws and Regulations	20	0
Health and Safety Considerations	45	0
Disinfection and Sanitation	20	15
Anatomy and Physiology	15	0
Professional Development	30	0
Technical Instruction and Practical Training in Esthetics (200 hours)		
Manual, Electrical, and Chemical Facials	25	40
Eyebrow Beautification and Makeup	25	30
Technical Instruction and Practical Training in Manicuring and Pedicuring (100 hours)		
Manicuring and Pedicuring	10	25
Artificial Nails and Wraps	25	120 Nails

In addition to the state requirements listed above, Paul Mitchell The School - Pasadena provides additional training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, and client service record cards. No additional hours will be required to complete the additional training and these additional course are not a requirement for state licensure.

Exceeds means that during the course of your training you may complete more services then what is listed, however no additional hours, over the 1600 required by the Board of Barbering and Cosmetology (BBC) will be required.

Skin Care

The instructional program of Paul Mitchell The School - Pasadena meets or exceeds these requirements:

Subject	Theory Hours	Practical Application
Manual, Electrical, and Chemical Facials	70	140
Preparation	15	
Laws and Regulations	10	
Health and Safety Considerations	40	
Disinfection and Sanitation	10	
Anatomy and Physiology	15	
Eyebrow Beautification	25	50
Makeup	20	40
Additional Training	65	100
TOTAL HOURS	**270**	**330**

In addition to the state requirements listed above, Paul Mitchell The School - Pasadena provides additional training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, and client service record cards. No additional hours will be required to complete the additional training and these additional course are not a requirement for state licensure.

Exceeds means that during the course of your training you may complete more services then what is listed, however no additional hours, over the 600 required by the Board of Barbering and Cosmetology (BBC) will be required.

Nail Care

The instructional program of Paul Mitchell The School - Pasadena meets or exceeds these requirements:

Subject	Theory Hours	Practical Application
Manicure and Pedicure	60	180 Nails
Laws and Regulations	10	
Health and Safety Considerations	25	
Disinfection and Sanitation	20	10
Bacteriology, Anatomy and Physiology	10	
Additional Training	25	60
TOTAL HOURS	**150**	**250**

In addition to the state requirements listed above, Paul Mitchell The School - Pasadena provides additional training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, and client service record cards. No additional hours will be required to complete the additional training and these additional course are not a requirement for state licensure.

Exceeds means that during the course of your training you may complete more services then what is listed, however no additional hours, over the 400 required by the Board of Barbering and Cosmetology (BBC) will be required.

COSMETOLOGY PROGRAM TESTING AND GRADING PROCEDURE

The following tests and grading procedures are incorporated during the student's 1600-hour course:

1. **Weekly theory exams:** Students must receive a grade of 75% or higher on each weekly theory exam.
2. **210-hour Core written and practical skills evaluation test:** Students must receive a grade of 75% or higher. If a student fails to pass this evaluation test on their second attempt they may be asked to withdraw and re-enroll in the next Core class.
3. **Final exam 1 (approximately 750-hour written exam):** This test covers an overview of all related cosmetology subjects (e.g., anatomy, chemistry, etc.). Students must receive a grade of 75% or higher on all final exams.
4. **Final exam 2 (approximately 1400-hour written test):** The written exam covers an overview of all theory instruction, California state law, and other items covered on the state cosmetology exam. Students must receive a grade of 75% or higher on all final exams.
5. **Monthly clinic practical worksheets:** Students must complete monthly clinic practical worksheets.

SKIN CARE PROGRAM TESTING AND GRADING PROCEDURE

The following tests and grading procedures are incorporated during the student's 600-hour course:

1. **Weekly theory exams:** Student must receive a grade of 75% or higher on each weekly theory exam.
2. **Midterm written and practical:** Students must receive a grade of 75% or higher on all final exams.
3. **Final written and practical:** The written test covers an overview of all theory instruction, California state law, and other items covered on the state skin care exam. Students must receive a grade of 75% or higher on all final exams.
4. **Monthly practical worksheets:** Students must complete all clinic monthly practical worksheets.

NAIL CARE PROGRAM TESTING AND GRADING PROCEDURE

The following tests and grading procedures are incorporated during the student's 400-hour course:

1. **Weekly theory exams:** Student must receive a grade of 75% or higher on each weekly theory exam.
2. **Midterm written and practical:** Students must receive a grade of 75% or higher on all final exams.
3. **Final written and practical:** The written test covers an overview of all theory instruction, California state law, and other items covered on the state skin care exam. Students must receive a grade of 75% or higher on all final exams.
4. **Monthly practical worksheets:** Students must complete all clinic monthly practical worksheets.

MEASURABLE PERFORMANCE OBJECTIVES

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

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 the beauty industry should:

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

STUDENT SERVICES

❶ **Housing:** Paul Mitchell The School - Pasadena keeps a file of information about housing in the surrounding areas; however the school does not provide dormitory facilities and does not have any facilities under its control. The school is not responsible to find or assist student in finding housing.

There is available housing located within 2 miles of the school. The cost of housing is between $1,300.00 to $2, 200.00 per month.

❷ **Advising:** Students are provided with academic advising and additional assistance as necessary. If referral to professional assistance is necessary, the school maintains a record of such referral. Information and advice on any financial assistance are accessible to students. Paul Mitchell The School - Pasadena also gives advice and information to students on these subjects:

a. Regulations governing licensure to practice, including reciprocity among jurisdictions.
b. Employment opportunities, within the field of study.
c. Opportunities for continuing education following graduation.

GRADUATION REQUIREMENTS IN COURSES

❶ Receive the required number of clock hours of training.
❷ Complete graduation map worksheet requirements.
❸ For a student to meet state requirements, all monthly clinic practical worksheets must be completed in it's entirety.
❹ Complete Final Phase worksheet.
❺ Satisfactorily pass final written and practical exams.
❻ Complete the required Milady theory hours and pass all written Milady theory exams.
❼ Pay all tuition cost or make satisfactory arrangements for payment of all debts owed to the school.
❽ Upon graduation the student will receive a certificate of completion.

Paul Mitchell The School - Pasadena reserves the right to retain a student in school if the student's progress is not satisfactory as determined by the school's administration and/or the student fails to complete all listed requirements or fails to pass the written and practical exams. Paul Mitchell The School - Pasadena will not release the student's official transcript until all graduation requirements are met.

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

GRADUATION, PLACEMENT, AND JOB OPPORTUNITIES

Career opportunities for Cosmetologists include, but are not limited to, Hair Stylist, Color Stylist, Makeup Artist, Nail Technician, Educator, Salon Owner or Manager, Product Trainer, Platform Artist, Esthetician, and many more.

Although Paul Mitchell The School - Pasadena does not guarantee employment upon graduation, Paul Mitchell The School - Pasadena does maintain an aggressive job placement program and will inform students of job openings and opportunities. Paul Mitchell The School - Pasadena coordinates placement programs with local and national salons by sending out surveys and inviting salon owners and guest artists to teach and speak there.

Paul Mitchell The School - Pasadena has placed students in the beauty industry as Hair Stylist, Makeup Artist, Beauty Industry Educator, Salon Owner, Salon Manager, Esthetician, Barber, Platform Artist, and Beauty Industry Instructor.

Student Kits

Paul Mitchell The School-Pasadena always improve on the quality of student kits, in order to support student learning experience. Student kits could also be updated, upgraded, or changed upon the availability from suppliers. Paul Mitchell The School-Pasadena reserve the right to make any adjustment to the kits without prior notice. Students should refer to the kit check lists, which come in the kit, for accuracy. Any missing item must be reported to your core learning leader or the operation office immediately. The school will not responsible for any report after 7 business days from the day student received the kit. Students will not be permitted to perform any operation with equipment, tools, or supplies that are not from the student kit, or supplied by Paul Mitchell The School-Pasadena without approval from the school director.

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:

COMBS	ACCESSORIES	STUDENT EDUCATION MATERIALS
1 Paul Mitchell Black Metal Tail, 429	1 Paul Mitchell Metal Clips (pack 10)	1 Cutting System App
1 Paul Mitchell Black Rat Tail, 814	1 Paul Mitchell Water Bottle	1 Men's Cutting System DVDs
1 Paul Mitchell Pick Teasing, 109	1 Paul Mitchell Rolling Metal Case	1 Color System App
1 Paul Mitchell Red Cutting Comb, 416	1 CAO Make-up Kit- Advance Luxury	1 The Skill Cards
1 Paul Mitchell Teal Carving, 424	1 Student T-shirt	1 Makeup System App
1 Paul Mitchell White Comb, 408		1 Mini-Color Swatch Book
1 Paul Mitchell Detangler Comb	**TOOLS**	1 Connecting to My Future Book
	1 Paul Mitchell 3/4" Marcel Curling Iron	1 Be Nice (Or Else!) Book
BRUSHES	1 Andis Clipper & Trimmer (set packed into bag)	1 Plugged In (Includes access to Master Library)
1 Paul Mitchell Paddle Plastic 427	1 Paul Mitchell Manicure Set	1 Paul Mitchell Product Guide Workbook
1 Paul Mitchell Scalp Brush	1 Female Mannequin	
1 Paul Mitchell Sculpting Plastic 413	1 Male Mannequin	**CORE ORIENTATION HANDOUTS**
1 Paul Mitchell Styling Plastic 407	1 Express Ion Smooth +(Plus) North America 120V	1 2"Binder
1 Paul Mitchell Express Ion Round -Large	1 Paul Mitchell Classic Razor	1 Diploma Folder 11x8 1/2 Cover
1 Paul Mitchell Express Ion Round - Small	1 Paul Mitchell Scissor Case	
	1 Paul Mitchell 6.0" Scissors (R/L)	**MISCELLANEOUS**
CAPES	1 Paul Mitchell 5.5" Scissors (R/L)	1 Future Professional T-shirt
1 Paul Mitchell All Purpose Cape	1 Paul Mitchell 6.0" Texturizer (R/L)	1 Name Badge
1 Paul Mitchell Cutting Cape	1 Paul Mitchell Tripod	Pens

Textbooks listed below are included in the Paul Mitchell Kit at a discounted price to the student. For veterans or eligible person, the cost of the "Textbook and Supplies" may not be paid by the VA; the Veteran or eligible person will be responsible for payment.

TEXTBOOKS
1 *Milady's Standard Cosmetology* 13th Ed. / MindTap; ISBN-13: 9781305632028, $249.95
1 Apple iPad Air2 16GB with 2-year Warranty

STUDENT KIT – Skin Care

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

The following items are contained in the Paul Mitchell skin care kit:

PRODUCTS	ACCESSORIES	STUDENT EDUCATION MATERIALS
1 Daily Micro Foliant 2.6 oz	1 Facial Sponges (2pk.)	1 Skin Learning Package with Apps
1 Ultra Calm Cleanser 16.9 oz	1 Carrying Case	1 Be Nice (Or Else!) Book
1 Active Moist 6.0 oz	1 Fan/Masque Brush	1 Connecting to My Future Book
1 Colloidal Masque Base 6.0 oz	1 Makeup Kit by CAO Cosmetics	1 Plugged In (Includes access to Master Library)
1 Massage Cream 6 oz	1 Wheel	1 Make-up System App
1 Calming Botanical Mixer 4 oz	1 Speep Mapping Pad	
1 Solar Defense Boost 1.7 oz	1 Partnership Welcome Pack	
1 Multi Active Toner 16.0 oz	1 Make-up Kit	**CORE ORIENTATION HANDOUTS**
1 Oil-Free Massage Oil		1 2"Binder
1 MultiVitamin Powder Recovery Masque 2.5 oz	**MISCELLANEOUS**	1 Diploma Folder 11x8 1/2 Cover
1 Special Cleansing Gel 16.9 oz	1 Paul Mitchell T-shirt	1 Core Orientation Handouts
1 PreCleanse 5.1 oz	1 Paul Mitchell Apron	
1 Concealing Spot Treatment .33 oz	1 Name Badge	
1 Scaling Fluid 8.0 oz	Pens	
1 Post Extraction solution 8.0 oz	1 Mr. Sketch Scented Stix; 10/pack	
4 Layer Facial Single Applicatgion and DVD	1 Catalog (doublesided)	
1 Seaweed Treament		
1 Opti-Firm Eye Treatment		

Textbooks listed below are included in the Paul Mitchell Kit at a discounted price to the student.

TEXTBOOKS
1 *Milady's Standard Esthetics Fundamentals, 11th Edition; Mind Tap;* ISBN-13: 9781305668928, $269.95
1 Apple iPad Air2 16GB with 2-year Warranty

STUDENT KIT – Nail Care

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

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

PRODUCTS	ACCESSORIES	STUDENT EDUCATION MATERIALS
1 Metal OPI Case	4 Files	1 OPI's Education Work Book
1 Moisture Replenishing Lotion	1 Structure	1 Be Nice (Or Else!) Book,
1 Base and Top Coat	1 Buffer	1 Connecting to My Future Book
1 Nail and Cuticle Replenishing Oil	1 Plastic Pusher	1 Plugged In Apron and membership (while enrolled)
1 Clarite Natural Powder	Foot File	1 Dollar Camp Money Education
1 N.A.S 99 Nail Antiseptic Solution	Paper Cloth	1 State Board Rules and Regulations 2009
1 Clarite Table Top Instructions	2 Dappen Dish	
1 Exfoliating Cuticle Treatment	1 Cuticle Nippers	**MISCELLANEOUS**
1 Clarite Sheer Pink Powder	1 Small 1 Large Nail Clippers	1 Paul Mitchell T-shirt
2 Pellon Squares	1 Nail Forms	1 Paul Mitchell Apron
1 Red 1 Grand Canyon Sunset Polish	1 Hand/Foot Brush	
1 Clarite Curing Resin	1 Linear	
1 Completion Table Top Instructions	1 Glass Dropper	
1 Swiss Blue Liquid Hand Soap	3 Form Holders	
1 Clarite Spa White Powder	1 Manicure Bowl	
2 Smoothers	1 Wooden Sticks	
1 Tips	1 Nail Adhesive	
1 Bondex	1 The Fluffy	
1 5F Red Sable Brush	1 Toe Separator	
1 Swiss Guard Antiseptic Hand Gel	1 Diamond File	
1 Clarite Crystal Clear Powder	1 Bond Aid	
1 Polish Remover		
1 Competition Warm Pink Powder		
1 Rapidry Spray		
1 Competition Monomer		
1 Competition Opaque White Powder		

Textbooks listed below are included in the Paul Mitchell Kit at a discounted price to the student.

TEXTBOOKS	
1 *Milady's Standard Nail Technology, 7*th Edition Textbook ISBN - 13: 9781285080475, $117.95 1 *Milady's Standard Nail Technology, 7*th Edition Student Workbook ISBN - 13: 9781285080512, $61.95	1 *Milady's Standard Nail Technology, 7*th Edition Exam Review ISBN - 13:9781285080543, $42.95

FEDERAL RETURN OF TITLE IV FUNDS POLICY

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

❶ Title IV federal financial aid funds are awarded under the assumption that a student will remain in classroom attendance for the entire period for which funds were awarded. If a financial aid recipient withdraws from school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. The school is required to calculate the amount of Federal Title IV funds to be returned for a student who has withdrawn from all classes. If a student receives SFA (Student Financial Aid) in the form of loans and/or grants, withdraws from school after beginning attendance, the amount of SFA grant or loan assistance earned by the student must be determined.

❷ 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.

❸ 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 for which 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.

❹ 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 percent point in time in the payment period.

❺ 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 percent 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 percent point of time. The percentage that has not been earned is calculated by determining the complement of the percentage earned (e.g., if 40 percent was earned, 60 percent was unearned).

❻ 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.

❼ If a student unofficially or officially withdraws and has received federal loans, the loans will go into repayment once the grace period expires.

a. Unofficial withdrawal applies when a student is absent for 14 or more consecutive calendar days;

b. Official withdrawal applies when a student notifies the school in writing or in person.

In both cases the last day of attendance will be used in the return to Title IV calculation.

❽ Title IV federal financial aid funds are awarded under the assumption that a student will remain in classroom attendance for the entire period for which funds were awarded. If a financial aid recipient withdraws from school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. The school is required to calculate the amount of Federal Title IV funds to be returned for a student who has withdrawn from all classes. If a student receives SFA (Student Financial Aid) in the form of loans and/or grants, withdraws from school after beginning attendance, the amount of SFA grant or loan assistance earned by the student must be determined.

❾ Title IV funds will be returned to the United States Department of Education within 45 days**.**

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

Refunds to Title IV programs will be made in the following order:

❶ Federal Unsubsidized Stafford Loan

❷ Federal Subsidized Stafford Loan

❸ Federal PLUS Loan

❹ Federal Pell Grant

REFUND/DROP POLICY "STUDENT'S RIGHT TO CANCEL"

❶ Any monies due the student shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

a. A student is not accepted by the school. This student shall be entitled to a refund of all monies paid to the school except a non-refundable 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, until the first day of class session or the seventh (7) calendar day of signing the enrollment contract, whichever is later. In this case all monies collected by the school shall be refunded except a non-refundable application fee. This policy applies regardless of whether or not the student has actually started training.
c. A student who cancels his/her contract after the seventh (7) calendar day 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.
e. A student is expelled 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 at the following address: *Paul Mitchell The School - Pasadena, 825 E. Green Street, Pasadena, CA 91101,* or by the date said information is delivered to the school administrator/owner in person. Written cancellations need not take any particular form.
g. Monies paid for student kits are nonrefundable.

❷ You have the right to cancel your enrollment contract and obtain a refund of charges paid through attendance at the first class session, or the seventh (7) calendar day after enrollment, whichever is later. YOU MUST CANCEL IN WRITING. Students do not have the right to cancel by telephoning the school or by not coming to class.

❸ Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are monitored every 30 days and a determination is made to withdraw a student who has been absent from school for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.

❹ 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.

❺ 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.

❻ Monies paid for supplies and equipment are nonrefundable after seven (7) calendar days of signing the enrollment contract, but prior to entering classes, whichever is later.

❼ If a course and/or program is cancelled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.

❽ If a course and/or program is cancelled and ceases to offer instruction after the student has enrolled and instruction has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.

❾ For students who terminate prior to completion, an administration fee in the amount of $100.00 will be assessed.

❿ A student's account may be sent to collections for nonpayment.

⓫ 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.

⓬ A student is entitled to a refund of moneys not paid from federal student aid program funds.

An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.

The institution shall also provide a pro rata refund of nonfederal student financial aid program monies paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

Step 1: Identify all amounts paid for instruction less cost of equipment.

Step 2: Subtract Registration/Application fee not to exceed $250.00. The school does not charge a registration fee the student is only charged an application fee of $100.00.

Step 3: Apply a pro rata refund based on the percentage of scheduled hours completed in the program.

Below is an example of a pro rata refund for the Cosmetology Program: The amount listed is the amount a school may retain based on the percentage of *scheduled hours* completed in the program.

Tuition amount	10%	25%	50%	60%	61%-100%
$19,500.00	$1,950.00	$4,875.00	$9,750.00	$11,700.00	$19,500.00

Below is an example of a pro rata refund for the Skin Care Program: The amount listed is the amount a school may retain based on the percentage of *scheduled hours* completed in the program.

Tuition amount	10%	25%	50%	60%	61%-100%
$10,000.00	$1,000.00	$2,500.00	$5,000.00	$6,000.00	$10,000.00

Below is an example of a pro rata refund for the Nail Care Program: The amount listed is the amount a school may retain based on the percentage of *scheduled hours* completed in the program.

Tuition amount	10%	25%	50%	60%	61%-100%
$1,625.00	$162.50	$406.25	$812.50	$975.00	$1,625.00

Paul Mitchell The School - Pasadena does not have a pending petition in bankruptcy, has never filed for bankruptcy petition within the preceding five (5) years, nor operated as a debtor in possession or had a petition of bankruptcy filed against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the first day of class session, or the seventh (7) calendar day after enrollment, whichever is later, the school will remit a refund less a registration fee, if applicable, within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment.

IF THE AMOUNT YOU HAVE PAID IS MORE THAN THE AMOUNT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL. IF THE AMOUNT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by telephoning the school or failing to attend classes. If you have any complaints, questions, or problems that you cannot resolve with the school, write or call the Bureau for Private Postsecondary Education 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or by calling tool-free (888)370-7589 or (916) 431-6959 or by fax (916) 263-1894.

STUDENT FINANCIAL AID RELEASE

The undersigned agrees that Paul Mitchell The School - Pasadena 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.

Federal Loan information is available in the National Student Loan Database System (NSLDS) and will be accessible by Servicers and Schools, as authorized.

POLICY FOR VERIFICATION OF TITLE IV FUNDING

The school has policies and procedures that it follows for verification of Title IV funding. Verification is a requirement by the U.S. Department of Education. Students are randomly selected to provide additional information. The school provides students with a verification form so they can collect the necessary information. The school gives the student a 30-day deadline to return the form to the financial office with verification items attached. If verification documents are not submitted by the due date, the student will be placed on a monthly cash pay status until verification is completed. 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.

Special provisions for books and supplies:

In order to academically succeed in a program, a Federal Pell Grant student must have the ability to purchase books and supplies at the beginning of the academic period. By the seventh day of a payment period, the school will provide a way for a student who is eligible for a Federal Pell Grant to obtain or purchase the books and supplies required for the payment period if:

❶ Ten days before the beginning of the payment period, the school could have disbursed FSA funds to the student; and

❷ Disbursement of those funds would have created an FSA credit balance.

The school will consider all the FSA funds a student is eligible to receive at the time it makes the determination, but the school need not consider aid from non-FSA sources.

The amount the school must provide is the lesser of the presumed credit balance or the amount determined by the school that the student needs to obtain the books and supplies. In determining the required amount, the school may use the actual costs of books and supplies or the allowance for those materials used in estimating the student's cost of attendance for the period. A student may decline to participate in this process to obtain or purchase books and supplies, if they so choose.

PREFERRED LENDER LIST AND PRIVATE EDUCATION LOAN DISCLOSURES

Our school does not have a list of preferred lenders and we do not offer private education loans.

ELIGIBILITY OF FINANCIAL AID AFTER A DRUG CONVICTION

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

MAKEUP WORK

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.

SATISFACTORY ACADEMIC PROGRESS POLICY

Students enrolled in programs approved by NACCAS must meet formal standards that measure their satisfactory academic progress toward graduation. The Satisfactory Academic Progress policy is provided to all students prior to enrollment. The policy is consistently applied to all enrolled students. *Satisfactory Academic Progress Evaluations are maintained in the student file.*

VETERANS SATISFACTORY ACADEMIC PROGRESS POLICY

When the grade average of a veteran or eligible person falls below 75%, the student will be placed on academic probation for one month. If at the end of the probation period the student's grades are still below 75%, veterans' benefits will be terminated. Once minimum academic progress standards are being met, benefits can be reinstated.
When a student's attendance falls below 70%, the student will be placed on attendance probation for one month. If at the end of the probation period the student's attendance is still below 70%, veterans' benefits will be terminated. Once minimum attendance standards are being met, benefits can be reinstated.

QUANTITATIVE AND QUALITATIVE FACTORS

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

❶ A minimum cumulative Theory grade level of 75% or higher.

❷ A minimum cumulative academic level of 75% or higher on practical worksheet completion.*

❸ To determine whether a student meets the academic requirements for Satisfactory progress, theory and practical grades are averaged together to give a cumulative academic grade of 75% or higher.

❹ A minimum cumulative attendance of 80% of their scheduled hours**

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

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

A student who has not achieved the minimum cumulative GPA of 75% and/or who has not successfully completed at least a cumulative rate of attendance of 80% is not eligible for Title IV assistance, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in status of probation.

COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME

Full-time day students attend five (5) days (Tuesday through Saturday), 35 hours per week, from 9:30 AM to 5:00 PM. Part-time night school students attend five (5) days (Monday through Friday), 22.5 hours per week, from 5:30 PM to 10:00 PM. Information regarding other course schedules is available upon inquiry.

The state of California requires 1600 clock hours for the cosmetology course. Students are expected to complete the course in no more than 125% of the program length. If a student is never absent, he/she should complete the course within 45.71 weeks for a 5- day full-time student, 53.33 weeks for 3-day full-time students, and 71.11 weeks for a part-time student.

The state of California requires 600 clock hours for the skin care course. Students are expected to complete the course in no more than 125% of the program length. If a student is never absent, he/she should complete the course within 17.14 weeks for a full-time student and 26.67 weeks for a part-time student.

The state of California requires 400 clock hours for the nail care course. Students are expected to complete the course in no more than 125% of the program length. If a student is never absent, he/she should complete the course within 11.43 weeks for a full-time student and 17.78 weeks for a part-time student.

MAXIMUM TIME FRAME

Students must complete the educational program within the maximum time frame, which is based on attending at least 80% of the scheduled hours.

COURSE	LENGTH	MAXIMUM TIME FRAME
5-Day Cosmetology – Full Time	45.71 Weeks	57.14 Weeks
3-Day Cosmetology - Full Time	53.33 Weeks	66.66 Weeks
Cosmetology – Part Time	71.11 Weeks	88.89 Weeks
Skin Care – Full Time	17.14 Weeks	21.43 Weeks
Skin Care – Part Time	26.67 Weeks	33.34 Weeks
Nail Care – Full Time	11.43 Weeks	14.29 Weeks
Nail Care – Part Time	17.78 Weeks	22.23 Weeks

The maximum time frame allowed for transfer students who need less than full course requirements or part-time students will be determined based on 80% of the scheduled contracted hours. If a student fails to complete the program within the maximum time frame they will lose their eligibility for Title IV programs, if applicable, but they will be able to complete the program on a cash pay basis.

INTERRUPTIONS, COURSE INCOMPLETES, AND WITHDRAWALS

If the student needs to take off more time than allotted in the contract or more than 14 consecutive calendar days, he/she must drop and reenroll when ready to return. Students who withdraw prior to completing the course of study and who wish to reenter will reenter at the same progress status as applicable at the time of withdrawal.

LEAVE OF ABSENCE

The school does not have a leave of absence policy. However, in the case of pregnancy or new mothers a leave of absence will be permitted with a letter from the Future Professional's doctor. If a student is called into active duty for the military the school will grant a leave of absence.

NONCREDIT, REMEDIAL COURSE, AND REPETITIONS

Course incompletes, repetitions, and noncredit remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT

Formal Satisfactory Progress Evaluations in both attendance and academics will occur when cosmetology students reach 450, 900, and 1250 *actual hours,* when a skin care student reaches 300 *actual hours,* and nail care students reach 200 *actual hours.* The first evaluation will occur no later than the midpoint of the academic year.

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

❶ Examinations are given in all subjects.
❷ Grades and attendance (Satisfactory Academic Progress) records are reviewed and signed by the student and maintained in the student's financial file. The Satisfactory Academic Progress will reflect if the student evaluation will impact the students eligibility for Financial Aid. The student may request to review their financial aid file from the Financial Aid Leader or Director.

The following grading scale is used for theory progress:

A = 90 – 100% B = 80 – 89% C = 75 – 79% Failing = Below 75%

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.

The school uses a 900-hour academic year for Title IV purposes.

TRANSFER HOURS

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 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.

WARNING

Students failing to meet minimum requirements for attendance and/or academic progress will be placed on Financial Aid Warning and considered to be making satisfactory academic progress during the warning period which is until the next evaluation period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. During the Financial Aid Warning period, students are eligible, if applicable, to receive financial aid funds. If at the end of the warning period, the student has still not met both academic and/or attendance requirements, he/she may be placed on probation and, if applicable, the student may be deemed ineligible to receive Title IV funds.

PROBATION

Students who fail to meet the minimum requirements for attendance and academic progress after the Warning period, the student will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal.

Additionally, only students who have the ability to meet satisfactory academic progress policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making satisfactory academic progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or set forth by the academic plan, the student will be determined as NOT making satisfactory academic progress, and if applicable, the student will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS *for those who qualify*

Students may re-establish satisfactory academic progress and Title IV funding, as applicable, by meeting the minimum attendance and academic requirements by the end of the warning or probationary period.

APPEAL PROCEDURE

A student may appeal the Financial Aid ineligible decision if he/she has a reason for not making satisfactory progress and if he/she can document that the circumstances that caused the unsatisfactory academic progress determination have in some way changed and that satisfactory academic progress standard can be met by the end of the next evaluation period. A student has five (5) calendar days from the date of notification that they are not meeting the second consecutive satisfactory progress determination to appeal the unsatisfactory academic progress determination. The student must submit a written appeal to the school's financial aid office on the designated schools Appeal Form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve satisfactory academic progress by the next evaluation point.

The reasons for which a student may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstances.

The Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student's file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

If the appeal is granted the student will be placed on Financial Aid Probation for one evaluation period. If the student has not met academic and/or attendance requirements for two (2) consecutive evaluation periods, and does not prevail on appeal, the student will be determined as not making satisfactory progress and may be terminated.

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

TERMINATION APPEAL PROCEDURE

If a student is terminated due to receiving the maximum amount of coaching sessions, or due to the reasons outlined under termination on the Student Advisory Form, the student may appeal the termination decision. A student has five (5) calendar days from the date of termination to appeal the decision. The student must submit a written appeal to the school's Future Professional Advisor on the schools Termination Appeal Form describing why they were terminated, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to continue through the program without incident.

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

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

STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY

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

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

Students (or parents or guardians, if the student is a dependent minor) are guaranteed access to their school records, with a staff member present, within 30 days from the date of the request. Copies of all records can be requested at $0.20 per page.

General Release of Information

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

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

FERPA Disclosures to Parents

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

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

A school may disclose information from a student's education records to parents in the case of a health or safety emergency that involves the student, without the student's consent.

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

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

Release of Information to Regulatory Agencies

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

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

Paul Mitchell The School - Pasadena provides and permits access to student and other school records as required for any accreditation process initiated by the school or by the National Accrediting Commission of Career Arts and Sciences (NACCAS), or in response to a directive of said Commission.

Disclosures in Response to Subpoenas or Court Orders

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

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

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

Disclosures for Other Reasons

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

Directory Information

Paul Mitchell The School - Pasadena 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.

A parent or eligible student may file a written complaint with the Family Policy Compliance Office regarding an alleged violation under the Family Educational Rights and Privacy Act. The Office's address is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202.

PERFORMANCE STATISTICS/JOB OUTLOOK

Paul Mitchell The School - Pasadena 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 the main campus and all additional campuses as a whole. In this case, there are no additional campuses. If you have any questions regarding our outcome rates, please see our Admissions Team for assistance.

Paul Mitchell The School - Pasadena's performance statistics for the calendar year 2015:

Graduation	Placement	Licensure
73.26%	**78.82%**	**92.59%**

NACCAS' 2015 Annual Report is derived from a single cohort of students – those scheduled to graduate in 2015. NACCAS' graduation, placement and licensure definitions are described below:

Graduation: Based on all students scheduled to graduate from the program in 2015. The scheduled graduation date is a student's most recent contract end date (i.e., the contract end date after all leaves of absence, schedule changes and re-enrollments have been accounted for). A student may count as a graduate if they have completed all applicable graduation requirements at the institution.

Licensure: Based on graduates from the graduation cohort who sat for all parts of their required licensure exam prior to November 30, 2016. A student in the licensure cohort may count as a "pass" if they pass all required portions of the examination prior to November 30, 2016.

Placement: Based on graduates from the graduation cohort who are eligible for placement. A student may count as placed if they are employed in a field for which their training prepared them prior to November 30, 2016. Students may be excluded from the calculation if they fall into one of the categories listed. In 2015, the school excluded the following number of students* based on each of the following categories:

❶ The graduate is deceased 0

❷ The graduate is permanently disabled 0

❸ The graduate is deployed for military service/duty 0

❹ The graduate studied under a student visa and is ineligible for employment in the U.S. 0

❺ The graduate continued his/her education at an institution under the same ownership (e.g., a graduate of your
cosmetology program subsequently enrolled in the instructor program of an institution under the same ownership) 0

Total Excluded 0

*If fewer than ten students were excluded for any one category, the disclosure will only include the total of all excluded students if that total is at least ten. If the calculation excluded fewer than a total of ten students the institution will state that it excluded students on the basis of each condition, and note that the number of total exclusions were fewer than 10 and therefore cannot be disclosed.

Paul Mitchell The School - Pasadena's Bureau for Private Postsecondary Education (BPPE) Cosmetology performance statistics for the calendar year 2015:

Completion	Placement	Licensure
67%	**88%**	**93%**

Paul Mitchell The School - Pasadena's Bureau for Private Postsecondary Education (BPPE) Skin Care performance statistics for the calendar year 2015:

Completion	Placement	Licensure
67%	**90%**	**70%**

Paul Mitchell The School - Pasadena's Bureau for Private Postsecondary Education (BPPE) Nail Care performance statistics for the calendar year 2015:

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

PROGRAM INTEGRITY

Paul Mitchell The School - Pasadena is accredited by NACCAS and uses its calculation for student placement based on each program offered. For the most recent annual reporting period Paul Mitchell The School - Pasadena shows the following data for the cosmetology program:

Placement rate	On Time Graduation Rates	Median Loan Debt
76.39%	**18%**	***2015–2016* Title IV: $13,891.00, Private: $0, Institutional: $0**

For the most recent annual reporting period Paul Mitchell The School - Pasadena shows the following data for the skin care program:

Placement rate	On Time Graduation Rates	Median Loan Debt
92.31%	**10%**	***2015-2016* Title IV: $6,333.00, Private: $0, Institutional: $0**

For the most recent annual reporting period Paul Mitchell The School - Pasadena shows the following data for the nail care program:

Placement rate	On Time Graduation Rates	Median Loan Debt
N/A	**N/A**	***N/A***

On-time completion is deemed by the U.S. Department of Education as anyone who graduates within the normal completion time. When a student completes their graduation requirements, including all theory and practical assignments, and the required number of clock hours contracted for within their original contracted graduation date, that student is considered to have graduated on-time. If a student delays their graduation for any reason—such as family responsibilities, day care issues, and other life events—and that causes them to graduate after their original contract end date, they are not considered an on-time graduate. Please note that our graduation rates that are provided in the school catalog are based on how many students started the program and how many completed within the reporting period.

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://paulmitchell.edu/pasadena.

STUDENTS RIGHT-TO-KNOW - DEPARTMENT OF EDUCATION RATES

Graduation
62%

Paul Mitchell The School - Pasadena must prepare the completion and graduation rate of its certificate- or degree-seeking, first-time, full-time undergraduate students each year. The annual rates are based on the 12-month period that ended August 31 of the prior year. The rates will track the outcomes for students for whom 150% of the normal time for completion or graduation has elapsed. Normal time is the amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog. These rates are generated from the school student record management system.

LIBRARY REFERENCE MATERIALS

23 Cutting and Coloring DVDs / *Paul Mitchell Product Guide Workbook* / Color System DVD Box Set / Color System Skill Cards / Cutting System DVD Box Set / Cutting System Book / MASTERS CDs / *Milady's Standard Cosmetology 2012 Theory Workbook* / *Milady's Standard Cosmetology 2012 Exam Review* / *Milady's Standard Cosmetology 2012* Textbook

STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES

All students must commit to and follow the Student Professional Development Guidelines during their enrollment at Paul Mitchell The School - Pasadena. These guidelines were established to assist in creating a safe, focused, and enjoyable learning experience.

Attendance and Documentation of Time

❶ 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 and does not round hours. In order to ensure proper clock hours are credited, full-time students are required to clock in/out 4 times a day: when they arrive to school, when they leave for lunch, when they return from lunch, and when they leave at the end of the day. Part time students are required to clock in/out 2 times a day: when they arrive to school and when they leave at the end of the day. If a student fails to clock in or out for their schedule on the student timeclock, the student will not receive hours. If the student wishes to dispute any hours they feel earned, the student must provide documentation to verify attendance on the missing time form. The documentation would include the student sign in sheet, the specialty class attendance role, and/or the guest service summary.

❷ The school is open from 9:30 AM to 5:00 PM for 5-day students, 8:30 AM to 7:30 PM for 3-day students, and 5:30 PM to 10:00 PM for night students. All courses require continuous attendance.

❸ Students are encouraged to maintain 100% attendance for CORE class. Students may not miss 3 or more days during CORE. If he/she fails to meet the attendance mentioned, students will need to repeat the class missed or the entire CORE program in the next available start class.

❹ All courses require continuous attendance.

❺ The prescribed attendance schedule must be maintained each week. 5-Day students attend CORE for 6 weeks Tuesday-Saturday, 3-Day students attend Tuesday through Thursday. Night students attend CORE for 10 weeks, Monday-Friday. Alternate schedules are available to those students who qualify.

❻ Night students may not miss Mondays; day students may not miss Saturdays.

❼ **Late Arrival Policy:** Students must be on time, as tardiness inhibits the learning process. Students who are late for theory class may not enter the classroom and will not receive theory credit. They may "clock in" and will be assigned special projects or assignments pertaining to their course of study. Students who are late for a specialty class or a guest artist class may attend the class, but must be accompanied into the classroom by an instructor. Students are never excused from mandatory theory class to work in the clinic.

❽ **Absentee Policy:** During the enrollment contract period, the student is allowed to miss 160 hours (cometology), 60 hours (skin care), and 40 hours (nail care) before having to pay extra instructional charges. If the student's training goes beyond the contracted ending date for course completion, the student will be charged an additional $12.50 (cometology) and $16.67 (skin care) and $13.33 (nail care) for each hour completed after the contract ending date. The student may use the 160 hours (cometology), 60 hours (skin care), and 40 hours (nail care) allowed absent hours for vacation, appointments, illness, etc.

*****Refer to the school enrollment contract for the Enrollment Contract Period definition. Please note that if a student misses more than 14 consecutive calendar days, the student may be terminated from the program.***

❾ Students who are late or cannot attend school must contact the school and talk to the school service desk immediately. Day students must call in by 9:30 AM; night students must call in by 5:30 PM.

❿ Students must request time off from school from the Education Leader./Future Professional Advisor.

⓫ Students are required to be in attendance a minimum of seven (7) hours per day, 35 hours per week for the 5-day full-time schedule; ten (10) hours per day, 30 hours per week for the 3-dau full-time schedule; 22.5 hours per week for part-time students. Holidays such as Thanksgiving, Christmas, and New Year's Day will be set according to the calendar each year. Students cannot bank hours and attend over 35 hours per week to make up for missing hours. If a student will 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.

⓬ Lunches and breaks are scheduled for all students. Day students will take 30 minutes for lunch between 12:00 noon and 1:30 PM, if possible, according to their booking. Students should communicate with their instructor if they have not had lunch by 1:30 PM. Night students take a 10 minute break. Day and night students must clock out from the school is they leave the campus area at any given time, which includes lunch and breaks.

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

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

⓭ Documentation of time: Students may not leave the school premises during regular hours without an instructor's permission.

a. Students who leave school premises for more than 10 minutes 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.
b. Students who leave school premises for less than 10 minutes must sign the sign-out sheet.
c. Day students must clock out on the time clock for lunch for 30 minutes every day. Students will not receive credit for the hour if they fail to clock in/out for lunch.

⓮ Students may not clock in or out for another student.

⓯ 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:

❶ Core, Skin Care, and Phase One students must wear all black.

❷ Phase Two students must wear black or white in any combination.

❹ Clothing must be professional, clean, and free of stains and tears.

❺ Shoes should be black, professional, and comfortable for all students. Skin care students must wear closed-toed shoes.

❻ Hair must be clean and styled prior to arriving at school. Ponytails are not acceptable.

❻ Cosmetics must be applied prior to arriving at school, using trend-appropriate makeup techniques.

❼ The following is a list of unacceptable dress:

a. Tennis shoes, gym shoes, foot thongs, Crocs, beach sandals, or "Spiked" heels over 1" in height, slick rubber soles.
b. Jeans or clothing made of jeans material
c. Tank or sleeveless tops
d. Sweatpants, sweatshirts, and hoodies
e. Printed T-shirts other than those with a PAUL MITCHELL logo; acceptable T-shirts must be clean and professional, and you must dress them up
f. Short skirts that fall above fingertips
g. Spandex or biking shorts
j. Exposed cleavage, buttocks, waist, armpits, or undergarments
k. Shorts

❽ Students who fail to comply with the professional dress code will be asked to leave and return with appropriate attire.

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 personal services done on Monday through Thursday, for each week outside of their schedule student time. i.e day student may get personal services after 5:00 p.m. Students are not permitted to clock out and/or book out in order to receive personal services as a Guest. Once a student is clocked/booked out, he/she may not remain on the school premises.
   a. Notify and Obtain instructor's approval 24 hours prior to the requested service.
   b. Fill out and turn in a Request for Service form from the Service Desk Coordinator.
   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 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 - Pasadena is a smoke-free campus.
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 may not be released from required theory class to take a client.
4. Only desk personnel may schedule or change client service appointments.
5. All services must be checked and the service ticket initialed by an instructor.
6. Students are expected to be continuously working on school-related projects, assignments, reading, or test preparation during school hours.
7. Students will receive clock hours during the times they fully participate in their learning experience.
8. When students are not scheduled with service appointments or are not scheduled to attend theory or an elective class, they may focus on the following:
   a. Completion of monthly worksheets
   b. Completion of theory review worksheets
   c. Listening to or reading school resource center materials, including educational videos, audiotapes, and books
9. Students must comply with school personnel and instructor's assignments and requests as required by the curriculum and student guidelines and rules.
10. 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.
11. 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 - Pasadena is not responsible for any lost or stolen articles.
12. Parking is allowed in assigned parking areas only or cars may be towed at the owner's expense.
13. All worksheets are due the end of each month by 5:00 PM for day students and 10:00 PM for night students.
14. 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.
15. Theory: Students will not be allowed in Theory once the door is closed. The student will not receive theory credit or clock hours during this time. If a student chooses to leave Theory class for any reason he/she will not be allowed to return to Theory. If there's a transition period during Theory, a student will be allowed to enter to receive credit for the remaining scheduled time in Theory.

LATE PAYMENTS

If a student fails to make a scheduled tuition payment, the student may receive a coaching session on the Future Professional Advisory Form. If a student consistently fails to make scheduled payments, the student may be terminated from the program.

COACHING AND CORRECTIVE ACTION

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

The following actions may be inspected for noncompliance:

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

Corrective Action Steps

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

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

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

POLICIES AND PROCEDURES FOR STUDENTS WITH DISABILITIES

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

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❶ Accommodation Procedures for Students with Disabilities

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

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

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

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

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

The School's Responsibilities to Students with Disabilities

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

The person responsible for implementing these responsibilities at Paul Mitchell The School - Pasadena Campus is: CJ Rebecky; ADA Compliance Coordinator; 825 E. Green Street, Pasadena, CA 91101; (626) 284-2863; **cjr@pasadena.paulmitchell.edu**.

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

Procedures for Students and The School

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

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

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

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

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

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

Here are some examples:

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

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

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

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

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

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

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

Appeals by Students

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

When a student wishes to file an appeal, the student must notify Peggy Lee or Linda Chau; Directors; 825 E. Green Street, Pasadena, CA 91101; (626) 284-2863; **peggy@pasadena.paulmitchell.edu or linda@pasadena.paulmitchell.edu**. The student must explain his/her reasons for disagreeing with the Coordinator's decision, or explain how the student's accommodation is not being implemented, and submit any relevant documentation.

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

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

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

Training and Mediation Responsibilities of the ADA Compliance Coordinator

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

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

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

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

❷ Grievance Procedures for Students who have Complaints on the Basis of Disability

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

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

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

A student must file a grievance complaint within 90 days of the date the discriminatory act occurred,

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

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

The complaint must be sent to Peggy Lee or Linda Chau; Directors; 825 E. Green Street, Pasadena, CA 91101; (626) 284-2863; **peggy@pasadena.paulmitchell.edu or linda@pasadena.paulmitchell.edu**.

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

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

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

Appeals by Students — If the student who filed the complaint disagrees with the decision made by the Director, or disagrees with the remedial action specified, the student may appeal the decision to The School Owner. The appeal must be written and sent to Peggy Lee or Linda Chau; Directors; 825 E. Green Street, Pasadena, CA 91101; (626) 284-2863; **peggy@pasadena.paulmitchell.edu or linda@pasadena.paulmitchell.edu**. The appeal must state the specific reasons that the student disagrees with the decision. Appeals must be filed no later than thirty days after the student receives the written decision from the Director.

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

U.S. Department of Education

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

The OCR National Headquarters is located at:
U.S. Department of Education, Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: **(800) 421-3481**
FAX: **(202) 453-6012;** *TDD:* **(877) 521-2172**
Email: **OCR@ed.gov**

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

STUDENT CONSUMER INFORMATION

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

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

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

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

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

Cost of Attendance – Expected Family Contribution (EFC) = Financial Need

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

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

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

❶ Criteria making a student ELIGIBLE includes citizen or permanent non-citizen alien recipient codes 1-151, 1-551, and 1-94.

❷ Criteria making a student INELIGIBLE includes codes F-1, F-2, J-1, J-2; students who are in federal loan default; students who receive grant overpayments; or male students who meet Selective Service registration criteria, but are not registered.

STUDENT AND EMPLOYEE ANTI-HARASSMENT AND DISCRIMINATION POLICY

Paul Mitchell The School -Pasadena 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 upon starting in school and then in January of each year. 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, Paul Mitchell The School -Pasadena prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and Paul Mitchell The School -Pasadena has jurisdiction over Title IX complaints.

Paul Mitchell The School -Pasadena's anti-harassment policy applies to all persons involved in the operation of Paul Mitchell The School -Pasadena, and prohibits unlawful harassment by any employee of Paul Mitchell The School -Pasadena, as well as students, customers, third parties, vendors or anyone who does business with Paul Mitchell The School -Pasadena. 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 Paul Mitchell The School -Pasadena does business engages in unlawful harassment or discrimination, Paul Mitchell The School -Pasadena will take appropriate corrective action. The grievance procedure will provide that complaints may be filed about discrimination in any academic, educational, extracurricular, athletic or other programs operated or sponsored by, or related to, Paul Mitchell The School -Pasadena, whether the programs take place on the campus of a school, during a school-sponsored field trip, or other off-campus events.

As part of Paul Mitchell The School -Pasadena's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to Paul Mitchell The School Pasadena community through publications, Paul Mitchell The School -Pasadena website, new employee orientations, student orientations, and other appropriate channels of communication. Paul Mitchell The School -Pasadena will provide training to key staff members to enable Paul Mitchell The School -Pasadena to handle any allegations of discrimination and harassment, including sexual harassment or sexual violence, promptly and effectively. Paul Mitchell The School -Pasadena 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

Sex Discrimination is defined as treating individuals differently on the basis of sex with regard to any aspect of services, benefits, or opportunities Paul Mitchell The School -Pasadena provides such as:

❶ Treat a person differently in determining whether he or she satisfies any requirement or condition for the provision of an aid, benefit, or service;
❷ Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
❸ Deny any person an aid, benefit, or service
❹ Subject any person to separate or different rules of behavior, sanctions, or other treatment in providing an aid, benefit, or service
❺ Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
❻ Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

Sexual Harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

Sexual Violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

Domestic Violence is defined as abuse committed against and adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

Dating Violence is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Sexual Assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

Stalking is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

Consent is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent it withdrawn, the sexual activity must stop immediately.

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, color or any other legally protected basis if:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
2. 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
3. it creates a hostile or offensive 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, sex 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

The following grievance procedures shall be used to address sex discrimination complaints filed by students/employees or complaints filed on their behalf against employees, other students, or third parties.

If you believe that you have experienced or witnessed harassment or sexual violence, notify your Learning Leader, supervisor, Paul Mitchell The School -Pasadena Owner, 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 Paul Mitchell The School -Pasadena 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 Paul Mitchell The School -Pasadena Owner 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. A sex discrimination complaint should be filed within 180 days from the date of the alleged discriminatory incident. Upon receiving any report of discrimination, including harassment, regardless of the filing date or when the school receives notice, the school will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the student, and on others, if appropriate. All documentation pertaining to the complaint/grievance will be confidential. The complaint/grievance once received will be maintained in the student's and/or employee's permanent file, which has limited staff access, this includes verbal complaints.

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.

The Grievant/Complainant may use the Title IX Grievance Form, but it is not required, to file a Title IX discrimination complaint.

Title IX Coordinator:	**School Owner:** ***(for complaints involving employees)***
Mallory Garcia- Director 825 E. Green St. Pasadena, CA 91101 mallory@pasadena.paulmitchell.edu 626-284-2863	Peggy Less 825 E. Green St. Pasadena, CA 91101 cao@pasadena.paulmitchell.edu 626-284-2863

Paul Mitchell The School -Pasadena 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 Paul Mitchell The School -Pasadena's grievance procedures operate. Because complaints can also be filed with the School Owner, these employees also receive training on Paul Mitchell The School -Pasadena's grievance procedures.

Investigation of Complaints

In response to all complaints, Paul Mitchell The School -Pasadena 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. If a complainant requests confidentiality, Paul Mitchell The School -Pasadena will take all reasonable steps to investigate and respond to the complaint consistent with the request. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, Paul Mitchell The School -Pasadena will inform the complainant that its ability to respond may be limited.

The preponderance of the evidence standard will apply to investigations, meaning Paul Mitchell The School -Pasadena 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 within 60 days of receipt of complaint. Written notice will include:

❶ Whether Paul Mitchell The School -Pasadena found that the alleged conduct occurred, and whether it constituted discrimination.

❷ Any individual remedies offered or provided to the complainant or any sanctions imposed on the respondent that directly relate to the complainant. The respondent's version will not include individual remedies offered or provided to the complainant unless the remedy directly involves the respondent.

❸ Any other steps Paul Mitchell The School Pasadena took to eliminate the hostile environment, if Paul Mitchell The School Pasadena found one to exist, and prevent recurrence.

During the investigation, Paul Mitchell The School -Pasadena will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved. Eaxmaples of temporary and permanent measures to to protect the complainant as necessary are:

❶ No contact order
❷ Change academic situations as appropriate with minimum burden on the complainant
❸ Counseling
❹ Health and mental services
❺ Escort services
❻ Academic support
❼ Retake a program or withdraw without penalty

If Paul Mitchell The School -Pasadena determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and Paul Mitchell The School -Pasadena will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by Paul Mitchell The School -Pasadena 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 Paul Mitchell The School Pasadena's disciplinary process. To the extent that an employee or contract worker is not satisfied with Paul Mitchell The School Pasadena's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

In California, employees may notify the Department of Fair Employment and Housing by consulting the government agency listings in the telephone book or online at www.dfeh.ca.gov. The Department of Fair Employment and Housing will, in appropriate cases, prepare and investigate complaints of harassment or discrimination; after a hearing, the Fair Employment and Housing Commission may award damages to individuals actually injured as a result of such conduct, as well as other remedies.

Paul Mitchell The School -Pasadena should make appropriate referrals to law enforcement. Paul Mitchell The School Pasadena will also notify complainants of the right to proceed with a criminal investigation and a Title IX complaint simultaneously.

Paul Mitchell The School -Pasadena will not wait for the criminal investigation or criminal proceeding to be concluded before beginning its own investigation.

Retaliation Prohibited

Paul Mitchell The School -Pasadena prohibits any form of retaliation, intimidation or harassment against any individual who filed or otherwise participated in the filing or investigation of a complaint of discrimination. Any individual who believes he/she has been subjected to retaliation may file a separate complaint under this procedure.

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. Paul Mitchell The School Pasadena 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. Paul Mitchell The School Pasadena reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Additional Information

Paul Mitchell The School -Pasadena does not allow conflicts of interest (real or perecived) by those handling the procedures. The school does maintain all documentation of any proceeding. The school will inform the students at regular intervals of the status of the investigation. The school will disallow evidence of past relationships.

Employees should contact Paul Mitchell The School -Pasadena Director 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 discrimination, including 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/.

SEXUAL HARASSMENT POLICY

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

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

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

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

Sexual harassment may include but is not limited to:

1. Verbal harassment or abuse of a sexual nature
2. Subtle pressure for sexual activity
3. Inappropriate or unwelcome touching, patting, or pinching of a sexual nature
4. Intentional brushing against a student's or an employee's body
5. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status
7. Use of sexually or gender-degrading words or comments, verbal or written (e.g., graffiti)
8. Display in the school, on school grounds, or at school-sponsored events of sexually suggestive pictures
9. Leering of a sexual nature
10. Spreading of sexual rumors

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

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

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

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

HARASSMENT, INTIMIDATION, BULLYING, AND DISCRIMINATION POLICY

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

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

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

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

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

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

For a list of state anti-bullying laws and policies please go to: **www.stopbullying.gov**.

COPYRIGHT MATERIAL POLICY FOR PAUL MITCHELL THE SCHOOL- PASADENA

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

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

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

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

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

❶ **iTunes:** This Apple store works with both Windows and Mac operating systems. Currently, over 99% of their song catalog is "unlocked," meaning you can transfer the songs to any device or computer you own.

❷ **eMusic.com:** This site features mostly independent and jazz/blues music. They offer low prices for signing up (up to 45 songs for free), and a good portion of their catalog can be purchased for about $0.50 to $0.89/song.

❸ **Netflix.com:** For about $7.99/month, you can set up an online list of over 20,000 movies that can be streamed directly to your computer.

SOCIAL NETWORKING POLICY

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

Paul Mitchell The School - Pasadena 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 The School - Pasadena reserves the right to request the removal of any posts at its discretion and take necessary disciplinary action as appropriate.

ALCOHOL AND DRUG-FREE EDUCATIONAL FACILITY POLICY

The School is concerned about the use of alcohol and drugs in the educational facility. This concern is based upon the effect that those substances have on a person's judgment, performance, safety, and health.

The School prohibits the possession, use, or being under the influence of alcohol or an illegal substance on School premises or at a School activity.

This prohibition includes drugs which (a) are not legally obtainable or (b) are legally obtainable but have not been legally obtained. The prohibition also includes prescribed drugs not legally obtained and prescribed drugs not being used for the prescribed purposes.

In order to enforce this policy, the School reserves the right to search all School premises, including classrooms, administrative offices, corridors, storage rooms, and parking lots. The School also reserves the right to search all employee and student property on School premises or at School activities, including but not limited to backpacks, purses, handbags, lockers, and vehicles parked on School property. The School also reserves the right to implement other measures necessary to deter abuse of this policy. Failure or refusal to cooperate may be grounds for disciplinary action, including expulsion from the School or termination for employees.

The School also will not object to law enforcement seeking to search School premises or employees and students, and employee and student property on School property or at School activities.

REGULATORY AND ACCREDITATION AGENCIES

The following institutions license and regulate our institution:

Bureau for Private Postsecondary Education (BPPE)
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
(916) 431-6959
Toll-free: (888) 370-7589

Board of Barbering and Cosmetology (BBC)
P.O. Box 944226
Sacramento, CA 94244-2260
(916) 575-7281
Toll-free: (800) 952-5210

National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS)
3015 Colvin Street
Alexandria, VA 22314
(703) 600-7600

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

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

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

GRIEVANCE POLICY

In the event a student has a concern or grievance that cannot be resolved with the student's immediate Learning Leader or Education Leader, the student must file the concern in written form. The complaint will then be referred to the school's Management Team, which consists of the Director, the Education Leader, the Admissions Leader, the Operations 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. The school will maintain records of the complaint and response in accordance with the published record retention policy. Students will not be subject to adverse actions by any school official as a result of initiating a compliant.

Students should follow the above process; however, the student may, at any time, file a complaint with the school's accrediting agency, or the U.S. Department of Education.

Students will not be subject to retribution upon filing a complaint.

SCHOOL ADMINISTRATION AS OF FEBRUARY 2017

Owners: The CAO Institute of Aesthetics
Dean/Daymaker: Alee Cao
Directors: Peggy Lee
Co-Director: Linda Chau
Enrollment Team Leader : CJ Rebecky
Admissions Leader: Bernadette Lucero
Financial Aid Leader: Yataka Taylor
Service Desk Leader: Ashley Medina
Cosmetolgoy Education Leader: Jason Dean
Future Professional Advisor: Mallory Garcia
Skin Education Leader/ Future Professional Advisor: Jenni Montoya

Staff Faculty

Cosmetology Education Team

Jason Dean: Cosmetology - Full Time
Licensed Cosmetologist
Lic # KK553659, exp 7/31/17
Jason is the Phase Two Leader, Color Specialist and Texture Specialist for PMTS Pasadena. Jason is also behind the chair in a salon and specializes in modern cuts and color techniques.

Laura Lechuga: Cosmetology- Full Time
Licensed Cosmetologist
Lic # KK542049, exp 8/31/18
Laura is a homegrown team member and is currently the Core Specialist for PMTS Pasadena. Laura is also behind the chair in a salon and specializes in color.

Leah Bacino: Cosmetology- Full Time
Licensed Cosmetologist
Lic # KK505163, exp 7/31/17
Leah is a homegrown team member. She is currently the Clinic Classroom Learning Leader and Clinic Classroom Captain. Leah is also behind the chair in the salon and specializes in hand-painting color techniques.

Karla Oliva: Cosmetology - Full Time
Licensed Cosmetologist
Lic # KK 522503, exp 1/31/17
Karla is a clinic classroom learning leader for our Part Time 3/10 program and also helps support as Core Specialist.

Linda Quach: Cosmetology- Full Time
Licensed Cosmetologist
Lic # KK572395, exp 1/31/17
Linda currently is our Part Time Core Specialist but also supports our Part Time Phase Two program and clinic classroom. Linda also is behind the chair full time.

Edlyn Valdez: Cosmetology- Full Time
Licensed Cosmeotlogist
Lic # KK539299, exp 6/30/18
Edlyn is a homegrown team member. She currently is the Future Professional Advisor as well as the Cutting Specialist

Riechard Diaz: Learning Leader - Full Time
Course(s) Taught: Cosmetology
License Held: Cosmetology License Number: 540600 07/31/2018
Riechard is the Design Team Leader and Paul Mitchell the School Pasadena and teaches Texture Speciality classes as a part of the Cosmetology Program.

Lauren Hernandez-Fuentes : Learning Leader -Full Time
Course(s) Taught: Cosmetology
License Held: License Number 491693 Expires: 05/31/2018
Lauren Hernandez is the Cosmetology Core Specialist. She teaches the first 6 weeks of the Cosmetology Program to new entering Future Professionals.

Alexander Martinez: Learning Leader - Part Time
Course(s) Taught: Cosmetology
License Held: Cosmetology License Number: 329782 Expires: 07/31/2018
Alexander is a Clinic Classroom Learning Leader for Cosmetology Program. Alexander oversees client procedures and processes on the clinic classroom.

John Le : Learning Leader - Part Time
Course(s) Taught: Cosmetology
License Held: Cosmetology License Number: 408925 Expires: 05/31/2018
John Le is a Clinic Classroom Learning Leader for Cosmetology Program. John oversees client procedures and processes on the clinic classroom.

Kristine Spicer: Learning Leader - Part Time
Course(s) Taught: Cosmetology
License Held: Cosmetology License Number: 142395 Expires: 02/28/2017
Kristine Spicer is a Clinic Classroom Learning Leader for Cosmetology Program. Kristine oversees client procedures and processes on the clinic classroom.

Brian Perry: Substitute
Course(s) Taught: Cosmetology
License Held: Cosmetology License Number: 455176 Expires: 08/31/2017
Brian is a Substitute Learning Leader for the Cosmetology Program. Brian helps to oversee client procedures and processes on the clinic classroom.

Skin Care Education Team

Val Ruelas: Esthetics - Full Time
Licensed Esthetician and Cosmetologist
Esthetics Lic # KK69880, exp 3/31/17
Cosmetology Lic # KK485899, exp 10/31/17
Val is our Part Time Esthetics Learning Leader and also our Esthetics Final Phase Leader. Val has been working in education for over 18 years!

Jeni Montoya: Esthetics-Full Time
Licensed Esthetician
Lic #90475
Jeni is a homegrown team member and is the Esthetics Education Leader as well as the Esthetics Future Professional Advisor.

Halima Dhanifu: Learning Leader - Full Time
Course(s) Taught: Esthetics
License Held: License Number 359658 09/30/2016
Halima is the Esthetics Program Core Specialist. She teaches the first 7 weeks of the Esthetics Program to new Future Professionals.

Stacey Foster: Learning Leader -Full Time
Course(s) Taught: Esthetics
License Held: License Number 120954 Expires: 9/30/18
Stacey Foster is the Esthetics Program Core Specialist. She teaches the first 7 weeks of the Esthetics Program to new Future Professionals.

Heather Robinson: Learning Leader -Full Time
Course(s) Taught: Esthetics, Makeup
License Held: Esthetics License Number 88280 Expires: 3/31/2018
Heather is the Makeup Specialist for the Cosmetology and Esthetics programs. She teaches the makeup classes for Cosmetology and Esthetics as well as the Makeup classes in Core.

Amy Weaver: Learning Leader - Part Time
Course(s) Taught: Esthetics
License Held: Cosmetology License Number: 90097 Expires: 07/31/2018
Amy is the Esthetics Program Core Specialist for the Night Program. She teaches the first 7 weeks of the Esthetics curriculum to new Future Professionals.

Alee Cao, Dean: Alee is a Master Associate for John Paul Mitchell Systems and a Celebrity Hairstylist . Alee possesses a unique vision formed by his experiences traveling across the globe, from North to South America, Europe, Asia, Australia and New Zealand . His travels have granted him the opportunity to study with the great masters of the industry and express his creativity through crisp and commanding creations . Alees' works have been published in various magazines, including American Salon, Launch Pads, Studio, Cut & Dry, and Timeout . Among his celebrity clientele you can find Rod Stewart, Rachelle hunter, "Eddie" Van Halen, Christina Applegate, Robin Antin of The Pussycat dolls, Apolonia, and Miss World Kseniya Suhinova .

With three decades of dedication, continued learning, and development; Alees' own vision of a Cosmetology Institute came to life in 2004 when he opened Paul Mitchell the School-Pasadena . Later he ventured off on another project in the beauty industry through the development of his own makeup line; CAO Cosmetics . Through CAO Cosmetics Alee wanted to create professional makeup that was still affordable in price . When you come to Paul Mitchell the school Pasadena you will quickly get familiar with Alee's unique approach to the art and business of hair design and cosmetics. Alees' humor, enthusiasm, and wisdom make coming to cosmetology school an unforgettable journey for all Future Professionals . "I learned from many of the industry's' greats and I wish to pass on the knowledge that I have accumulated . I strongly believe that continuing education is a MUST for continuous success, not only for myself but for everyone ."

Peggy Lee, Director: Starting from a young age Peggy has been determined to bring out the best in people and believes that everyone could be a great leader if they put their mind to it . It was this goal that helped pull her through what she likes to call "a roller-coaster ride of a life" as she managed to graduate from one of the most reputable business universities in Thailand with a Bachelors Degree in Business Administration. Peggy was also inspired by her parents and gained a management touch from her mom and motivational character from her dad as they too were in business as owners of a Tupperware business . Peggy later became part owner of two salons in the late 90's as well as later venturing off and starting her own establishment in the form of a trading company for French and American products . In 2001 she was invited to attend a Paul Mitchell school summit where she was reminded of how much she loved to be part of the beauty industry and thus has been a part of the Paul Mitchell network ever since . As a strong believer in leadership learning she got herself certified as a John Maxwell Team Coach, Speaker, and Trainer.

Aside from being a great leader Peggy is a grateful daughter, a loving wife to her husband, a proud parent to her step-daughter as well as a mother to her two Miniature Schnauzers, Kenzo and McKale. Whenever she is able to Peggy also loves traveling the world and loves being exposed to new culture, people, languages, and food . Favorite Quote: "Know your strength and embrace it because it is what makes you unique ."

VETERANS ADDENDUM: September 2016

Credit/Hour Evaluation Policy:

Students receiving veteran's benefits must have all prior education and training evaluated upon enrollment. Credit / hours will be awarded where applicable with the program being shortened accordingly. Transcripts and evidence of evaluation will be kept in the veterans file. Veterans will not be charged for transfer credits / hours.

Progress Policy:

Progress will be monitored at the end of each month for all students receiving veteran's benefits. If at the end of any month the student's grade fall below 70%, or if attendance falls below 80% of scheduled program hours, the student will be placed on probation for the following month. IF by the end of the probation period the student's grade is not raised to 70% or overall attendance is not raised to at least 80% of scheduled hours, the Veterans Administration will be notified and benefits will be interrupted.

Conditions for Reentrance:

If the director determines that the conditions, which caused the interruption, have been rectified the student will be eligible to receive benefits.

Maximum Timeframe:

All programs must be completed within the originally contracted length of time.

Leave of Absence:

Veterans will be allowed to take a Leave of Absence for military duties.